

**GUIDELINES TO BIDDERS FOR IMPLEMENTATION OF  
E-PROCUREMENT SYSTEM IN GOVT. OF CHHATTISGARH**

**<http://eprocurement.chips.gov.in>**

**Note: These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

**1. Registration of Bidders on e-Procurement System:**

All the Bidders (Manufacturers / Contractors / Suppliers / Vendors) registered with and intending to participate in the Tenders of various Departments / Agencies / Corporations / Boards / Undertakings under Govt. of Chhattisgarh processed using the e-Procurement System are required to get enrolled / registered on the Main Portal <http://eprocurement.chips.gov.in> and get empanelled on sub – portal of respective department (in case where tenders are restricted to bidders empanelled in a particular class / for an Item).

The non – registered bidders who are also eligible to participate in the tenders floated using eProcurement System are also required to be enrolled / registered on the e-Procurement System.

For more details, please get in touch with e-Procurement Service Provider, Nextenders (India) Pvt. Ltd., B – 31, Shailendra Nagar, Raipur – 492 001 on Tel. 0771 4079 400 or email [raipur@nextenders.com](mailto:raipur@nextenders.com).

**2. Digital Certificates:**

The bids submitted online should be signed electronically with a Class II – Digital Certificate to establish the identity of the bidder submitting the bid online. The bidders may obtain Class II - Digital Certificates issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India.

A Class II – Digital Certificate is issued upon receipt of mandatory documents required along with an Application Form. Only upon the receipt of the required documents, a Digital Certificate can be issued.

**Note: It may take upto 7 – 10 working days for issuance of Class II Digital Certificate, hence the Bidders are advised to obtain them at the earliest.**

The bidders may obtain more information and the Application Forms required to be submitted for the issuance of Digital Certificate from the e-Procurement Service Provider, Nextenders (India) Pvt. Ltd., B – 31, Shailendra Nagar, Raipur – 492 001 on Tel. No. 0771 – 4079400 or email: raipur@nextenders.com.

**Important Note: bid for a particular tender may only be submitted using the Digital Certificate that is used to encrypt the data and sign the hash during the Submit Bid-Hash Online and Payment stage.**

**In case, during the process of a particular tender, the bidder loses their Digital Certificate because of any reason (such as misplacement, virus attack, hardware problem, operating system problem, etc.); they may not be able to submit bid online, Hence, the bidders are advised to keep their Digital Certificates in a safe place under proper security to be used whenever required.**

**The Digital Certificate issued to the Authorized User of an Individual / Partnership firm / Private Limited Company / Public Limited Company / Joint Venture and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.**

**Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the Organization for online tenders as per Information Technology Act 2000. This Authorized User will be required to obtain a Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this Authorized User will be binding on the firm. It shall be the responsibility of Management / Partners of the concerned firm to inform the Certifying Authority, if the Authorized User changes, and apply for a fresh digital certificate for the new Authorized User.**

- 3. Electronic Payment Account:** As the bid is to be submitted only online, Bidders are required to pay the Service fees online using the online payments gateway service integrated into the e-Procurement System.

For the list of available modes of electronic payments that are presently accepted on the online payments gateway service, please check the link '**List of e-Payments accepted Online**' on the Main Portal <http://eprocurement.chips.gov.in>.

- 4. Set Up of Bidders' Computer System:** In order for a bidder to operate on the e-Procurement System, the Computer System of the bidder is required to have latest version of Java, Internet explorer 9 & above or Mozilla Firefox 15 & above, or any other latest browser.
- 5. Publishing of N.I.T.:** For the Tenders processed using the e-Procurement System, only a brief Advertisement related to the Tender shall be published in the newspapers and the Detailed Notice shall be published only on the e-Procurement System. The Bidders can view the Detailed Notice and the time schedule for all the Tenders processed using the e-Procurement System on the sub-portal of respective department under <http://eprocurement.chips.gov.in> main portal.
- 6. Tender Time Schedule (Key Dates):** The Bidders are strictly advised to follow the tender time schedule (Key Dates) of the Tender for their side for tasks and responsibilities to participate in the Tender, as all the stages of each Tender are locked before the start time and date and after the end time and date for the relevant stage of the Tender as set by the concerned Department Official.
- 7. Download of Tender Document(s):** The Tender document(s) can be downloaded only online. The Tender shall be available for download to concerned bidders immediately after online release of the Tender and up to scheduled date and time as set in the tender time schedule (key dates).
- 8. Submit Bid-Hash Online and Payment:** Preparation of Bids and Submission of Bid Seals (Hashes) of Online Bids by the Bidders, The Bidders have to prepare their Bids online, encrypt their Bid Data in the Bid Forms and submit Bid Seals (Hashes) of all the envelopes and documents required to be uploaded related to the Tender as per the tender time schedule (key dates) mentioned in the Notice Inviting Tenders after signing of the same using the Digital Certificate of their authorized representative.  
  
Arrangements have been made for the bidders to make payments online via Credit Card / Debit Card / Internet Banking / Cash Cards etc. In case of online tendering, the application form for the purchase of tender documents shall not be required.
- 9. Close for bidding (Generation of Super-Hash):** After the time of submission of Bid Seal (Hash) by the bidders has lapsed, the bid round will be closed and the concerned department official shall generate a Tender Super – Hash which shall be digitally signed by the Department Official.
- 10. Submit Bids Online (Re-encryption):** Bidders have to decrypt the Bid Data with their Digital Certificate and re-encrypt the Bid Data within the specified time as stated in the tender time schedule (Key Dates).

The encrypted Bid Data of only those bidders who have submitted their Bid Seals (Hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the e-Procurement System. A Bidder who has not submitted Bid Seals (Hashes) within the stipulated time will not be allowed to decrypt and re-encrypt his Bid Data.

- 11. Submission of Earnest Money Deposit:** The Bidders shall submit their Earnest Money Deposit as usual in a physically sealed Earnest Money Deposit envelope and the same should reach the concerned office as stated in the Notice Inviting Tender by post or in person. Delays in post shall be the responsibility of Bidders.

The Bidders have to upload scanned copy of Earnest Money Deposit instrument along with the reference details online.

- 12. Opening of Tenders:** The concerned Department Official receiving the Tenders or his duly Authorized Officer shall first open the online Earnest Money Deposit envelope of all the Bidders and verify the scanned copy of the Earnest Money Deposit uploaded by the Bidders. He / She shall check for the validity of Earnest Money Deposit as required. He / She shall also verify the scanned documents uploaded by the Bidders, if any, as required. In case, the requirements are incomplete, the Commercial and other envelopes of the concerned Bidders received online shall not be opened.

The concerned Official shall then open the other envelopes submitted online by the Bidders in the presence of the Bidders or their Authorized Representatives who choose to be present in the order of opening.

He/ She will match the Bid Seal (Hash) of each envelope and the documents uploaded, during the respective opening, with the Hash submitted by the Bidders during the Submit Bid-Hash Online and Payment stage. In the event of a mismatch, the Bid Data in question shall be liable for a due process of verification by the Nodal Officer of e-Procurement System of Chhattisgarh.

For any further queries / assistance, Bidders may kindly contact,

- a. Mr. Shailesh Kumar Soni, Sr. Manager, Chhattisgarh Infotech & Biotech Promotion Society (CHiPS) on Tel. No. 0771 - 4014158 or email: pro-chips@nic.in.
- b. The Service Provider of e-Procurement System, Nextenders (India) Pvt. Ltd. on Help Desk Tel. No. 0771 – 4079400 or email raipur@nextenders.com.