

**PIMPRI CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY,  
NEAR AKURDI RAILWAY STATION, PUNE-411 044.**

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**TENDER PAPER FOR TENDER NOTICE NO-11 FOR 2018-19**

**TENDER PAPERS**

**(e-Tender)**

**NAME OF WORK: - Providing Pest Control Services to New Administrative Building and CEO Bungalow of PCNTDA PCNTDA**

<b>Estimated Cost Put to Tender Of Work</b>	<b>Rs.</b>	<b>3,52,224/-</b>
<b>Tender form Fee</b>	<b>Rs.</b>	<b>500/- + GST</b>
<b>Earnest Money Deposit</b>	<b>Rs.</b>	<b>4,000/-</b>
<b>Security Deposit</b>	<b>Rs.</b>	<b>8,000/-</b>

**Pimpri chinchwad New Town Development  
Authority New Administrative Building,  
Near Akurdi Railway station, Pune-411 044  
Tel :- 020-27652934 Fax : 020-27652935**

**NAME OF WORK: - Providing Pest Control Services to New Administrative Building and CEO Bungalow of PCNTDA PCNTDA**

**CONTENTS OF TENDER DOCUMENT**

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**PIMPRI-CHINCHWAD NEW TOWN DEVELOPMENT AUTHORITY,**  
NEW ADMINISTRATIVE BUILDING, NEAR AKURDI RAILWAY STATION, PUNE-411 044.

Phone No. (020)-27652934/35 (Extn :- 1401/1405)

**E -Tender Notice No. 11 for F.Y. 2018-2019**

Sealed Online e - **Tenders** for the following work are invited by the Chief Executive officer from the eligible contractors (Joint Venture not allowed.)

Sr. No	e-tender No.	Name of work	Estimated Cost of Work Rs.	Earnest Money (Rs.)	Security Deposit (Rs.)	Time Limit for completion of work	e- tender form fees (Non Rrfundable) only D D (Rs.)
1	Gen-11	Providing Pest Control Services to New Administrative Building and CEO Bungalow of PCNTDA PCNTDA	3,52,224/-	4,000/-	8,000/-	12 Months	560/-

**E-tender time table :-**

SN	Details	Start Date	Hrs	End Date	Hrs
1	Publication of tender				
2	Documents Download Start				
3	Pre-bid Meeting				
4	Bid Submission Start				
5	Opening of bid (Technical Cover )				

Note :All the payment towards EMD & Cost Of Tender Form will be done thru, epayment gateway by using Netbanking only. Bidders are using SB MOPS other banks Internate banking are requested to make online payment 4 days in advance

**Note:-**

1. All eligible/interested contractors who want to participate in tendering process should compulsorily get enrolled on e-tendering portal "<http://pcntda.maharashtra.etenders.in>" or further need to empanel online on sub portal "<http://maharashtra.etenders.in>" in the appropriate category applicable to them.
2. contractors shall contact for details or any difficulties in submission of online tenders if any to "Sify technologies Ltd, Nextenders (India) Pvt. Ltd", on Phone Number : 020-30187500, Email ID: support.gom@nextenders.com
3. It is compulsory for all participants to submit all documents online. Bids will not be accepted by hand or by post. In case of failure online offer will not be opened.
4. It is compulsory to submit Blank Tender form fee and Earnest Money Deposit only in the form of DD. Detailed terms and conditions are displayed on the portal.
5. Right to reject any or all online bids of work without assigning any reasons thereof is reserved with PCNTDA.
6. Above Tender Notice is displayed on [www.pcntda.org.in](http://www.pcntda.org.in)

Chief Executive Officer  
P C N T D A, Akurdi

## **CHAPTER – I**

### **DETAILED TENDER NOTICE**

Sealed percentage rate tenders in B-1 FORM are invited by PCNTDA, PUNE-44 from the eligible contractors (Joint venture not allowed.),

1. **NAME OF WORK: - Providing Pest Control Services to New Administrative Building and CEO Bungalow of PCNTDA**
2. **ESTIMATED COST PUT TO TENDER OF THE WORK :Rs.3,52,224/-**
3. **BLANK TENDER FORM Rs.560/-**

Tender form along with terms and conditions can be downloaded from e-tendering portal <http://maharashtra.etenders.in> or <http://pcntda.maharashtra.etenders.in> Tender form Fee **Rs. 560/- (Rupees Five Hundred Only) to be paid online.** Cheque or cash will not be accepted. The tender shall be uploaded from above mentioned website after entering the details of said demand draft by the Bidders. The cost of tender form is non refundable.

#### **4. EARNEST MONEY DEPOSIT (EMD) –**

**4.1)** An earnest money deposit of **Rs 4000/- (Rs. Four thousand Only)** should be paid online. Cheque or cash will not be accepted. The EMD is liable to be forfeited, in case of work cost quoted by tenderer are approved but the contractor refuses to enter in to the agreement for construction work.

**4.2)** Tender of those who do not deposit earnest money shall be summarily rejected.

**4.3)** The amount of earnest money will be refunded to the unsuccessful tenderer on deciding about the acceptance or otherwise of the tender or on expiry of the validity period whichever is earlier. In case of the successful tenderer, it will be refunded on his paying the initial security deposit and completing the tender documents or will be transferred towards a part of security deposit to be paid after awarding of the work. If successful tenderer does not pay the security deposit in the prescribed time limit and complete the agreement, his earnest money deposit will be forfeited.

#### **5. SECURITY DEPOSIT**

a) The Security Deposit shall be 2%( four percent) of estimated cost of project put to tender or contract sum i.e. accepted tendered amount, whichever is higher. Such security deposit shall be for a period of work.

b) If the rate quoted in tender are below the estimated cost,, total security deposit will be as follows-

- 1) Up to 15% below the estimated cost 4% Security Deposit.
- 2) From 15.1 to 25 % below the estimated cost. 6% Security Deposit .
- 3) More than 25% below the estimated cost 8% Security Deposit .

c)Initial security deposit in the form of cash or demand Draft shall be credited by challan in the account of PCNTDA at **Indian Overseas Bank, Nigdi Branch, Pune**. This initial security deposit shall be deposited by the successful bidder within 8 days from the date of Acceptance Letter. Amount of initial security deposit shall be as follows –

- 1% in case of total security Deposit of 4%
- 2% in case of total security Deposit of 6%
- 3% in case of total security Deposit of 8%

d)The balance amount of security deposit of 2% (Two percent) of contract sum will be recovered through Running Bills at 4% of the gross bill value to the extent of total Security Deposit.

e)The whole Security Deposit will be refunded after the end of work period and payment of final bill.

## **6. TIME LIMIT FOR COMPLETION OF WORK**

The time limit for this work will be **12 Months** and will be counted from the date of issue of work order.

## **7. PRE-TENDER CONFERENCE**

a) Pre-Tender conference is open to all tenderers and will be held on the date mentioned in detail date and time schedule in the office of the Chief Executive Officer or Executive Engineer, PCNTDA Near Akurdi Railway station, PUNE-44, wherein the prospective tenderers will have an opportunity to obtain clarifications regarding the work and the tender conditions.

b) The prospective tenderers are free to ask for any additional information or clarification either in writing or verbally and the clarifications to the same will be given during pre-bid meeting and this clarification referred to as “**Common Set of Deviations**” will be applicable to all tenderers. Common set of deviations, if any, issued by PCNTDA will form part and parcel of the tender documents and the same shall be uploaded on E-tender website.

c) The tender submitted by the tenderer shall be strictly as per NIT and Corrigendum/ Addendum issued by the *Chief Executive Officer*. The tender offer shall be unconditional. **Conditional tenders/offers will be summarily rejected.**

d) All tenderers are cautioned that the tender containing any deviations from the contractual terms and conditions, specifications, or other requirements will be rejected as non-responsive.

## **8 ELIGIBILITY OF BIDDER**

- 1) Original Demand Draft from any Nationalised /Schedule Bank for the amount of Tender form Fee.
- 2) Original Demand Draft from any Nationalised /Schedule Bank for the amount of earnest money deposit.

3) **Details of Tenderer’s PAN No.** and complete postal address with Pin Code and telephone Numbers

4) The Bidder should meet the eligibility criteria for financial capability specified below :-

The average annual turnover during last three financial years 15-16, 16-17, 17-18 should ***not be less than 75% of estimated cost put in this tender for this work.*** . Certificate from chartered accountant shall be attached.

5) Joint Venture is not allowed. Unregistered contractors may quote this tender, provided they fulfill the eligibility criteria mentioned in the Tender . They should submit the copy of Shop Act License Or Copy of Registration under Company Act

6) Eligibility Criteria for Technical Experience for Bidder :- The Bidder should demonstrate having successfully completed single work of pest control ( for one year period ) after 1st April 2011 to last date of submission of tender.

(The bidder has to submit the work done certificate from the dept./Organisation.)

## **9.ONLINE ENVELOPE NO. 1 : (Documents)**

**i) The First Online envelope "Envelope No. 1" shall contain the following documents:**

**(Numbering should be done for all papers contained in Envelope No. 1 and indexed.)**

1) Scanned copy of original Demand Draft from any Nationalised /Schedule Bank for the amount of Tender form Fee.

2) Scanned copy of original Demand Draft from any Nationalised /Schedule Bank for the amount of earnest money.

3) Scanned copy of **Details of Tenderer's PAN No.** and complete postal address with Pin Code and telephone Numbers

4) Scanned copy of turnover certificate, the average annual turnover during last three financial years 15-16, 16-17, 17-18 should ***not be less than 75% of estimated cost put in this tender for this work.*** Certificate from chartered accountant shall be attached.

5) Unregistered contractors may quote this tender, provided they fulfill the eligibility criteria mentioned in the Tender. They should submit the Scanned copy of Shop Act License Or Copy of Registration under Company Act in envelope no.1.

6) Scanned copy Eligibility Criteria for Technical Experience for Bidder :- The Bidder should demonstrate having successfully completed single work of pest control ( for one year period ) after 1st April 2014 to last date of submission of tender.

(The bidder has to submit the work done certificate from the dept./Organisation.)

## **ii) ONLINE ENVELOPE No.2 TENDER (FINANCIAL BID)**

The second online envelope "Envelope No.2" shall contain only the offer (Annexure - II).

**(Note :- The bidder should submit annexure - II by scan copy in the envelope no.2)**

### **10. Post-Qualification**

Bidders satisfying the above criteria shall be declared as post-qualified and considered for the further process of the bid. PCNTDA will reserve the right to qualify or disqualify bidders and open envelope no.2.

### **11. validity of terms of the BID**

a) It is a firm and irrevocable offer, and shall remain valid and open for a period of not less than **120** days from the last date for submission of the Non-adherence to this requirement will be a ground for declaring the Proposal as non-responsive. In exceptional circumstances, PCNTDA may solicit the Bidder's consent for extension of the period of validity. The Bidder agrees to reasonably consider such a request. The request and response shall be in writing. A Bidder accepting PCNTDA's request for validity extension shall not be permitted to modify its offer.

b) The above work will be carried out under the supervision of the Engineer-in-charge of PCNTDA.

### **12. POWER OF ATTORNEY:**

If the tenderers are a firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the power of Attorney, authorizing him to conduct all transactions on behalf of the body, along with the tender.

### **13. ENQUIRIES**

Clarifications, if any, can be sought from:  
Chief Executive Officer  
Pimpri Chinchwad New Town Development Authority  
New Administrative Building, Near Akurdi Railway station,  
Pune-411 044  
Maharashtra State INDIA

### **14. ONE BID PER BIDDER**

Each contractor shall submit only one bid for the work. The contractor who submits or participates in more than one bid will cause all the bids with the Bidders participation to be disqualified.

### **15. COST OF BIDDING**

The tenderer shall bear all costs associated with the preparation and submission of the bid and PCNTDA will in no case, be responsible and liable for those costs.

### **16. SITE VISIT**

The contractor at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for construction of the works. The costs of visiting the site and collecting the necessary information shall be borne by the bidder. No extra claim will be entertained in future on this account. The work consists of Administrative building is parking plus seven storey.

### **17. OPENING OF TENDER**

The tenders will be opened on the date specified in the Tender Notice (if possible) in the presence of the intending bidders or their authorised representative to whom they may choose to remain present. Following procedure will be adopted for opening of the tender.

#### **(A) ENVELOPE No.1 :- ( Documents)**

First of all Envelope No.1 of the tender will be opened online to verify its contents as per requirements. If the various documents contained in this envelope do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderers Envelope No. 2 will not be considered for further action and the same will be recorded. The decision of the tender opening authority in this regard will be final and binding on the contractors.

#### **(B) ENVELOPE No.2: (Financial Bid)**

This envelope shall be opened online immediately after opening of Envelope No.1, only if contents of Envelope No.1 are found to be acceptable to the Department. The tendered rates in Schedule 'B' or percentage above/below the estimated rates shall then be read out. in the presence of bidders who remain present at the time of opening of Envelope No.2.

### **18. RIGHT RESERVED :-**

Right to reject any or all tenders without assigning any reason therefore is reserved by the competent authority of PCNTDA, Near Akurdi Railway station, PUNE – 44, whose decision will be final and legally binding on all the tenderers.

- i) The PCNTDA may extend the dead line for submission of tender by issuing a corrigendum.

- ii) The PCNTDA Near Akurdi Railway station, PUNE – 44 shall have the right to revise or to amend the contract document prior to receipt of tender.
- 19.** The court of jurisdiction for this work is Pune and Pimpri Chinchwad.



## **CHAPTER - II**

### **Scope of Work , Terms and Conditions**

Sealed tenders are invited from interested parties to provide pest control services on contract basis for the period of One year from the date of start of services for the area mentioned below

1) **New Administrative Building at Akurdi DC** – This building comprising of parking plus 7 floors height having total constructed area 157423 sq.ft and lawn & garden area of 41635sq.ft Approximately. and the sewerage treatment plant and drainage area of the ADMINISTRATIVE BUILDING. The nature of work and terms & conditions are as detailed below.

2) **CEO Bungalow** – This building comprising of ground plus 1 Floor constructed area 3312 sq.ft and surrounding area 19967 sq.ft .

**A) The nature of work and terms and conditions for pest control services are as follows:**

1. The tenderers may inspect the site of work on any day during working hours and satisfy themselves of the conditions at the site before submitting the tenders.

2. The rates quoted should be inclusive of all taxes, levies and other charges for total scope of work and frequency mentioned below. The rates should be mentioned in figures as well as in words. In case of any discrepancy between the two, the quotes in words would be taken as the quoted value.

3. The job of Pest Control shall include the following:

i. **General Pest Control** which means eradication of Cockroaches, Mosquitoes, Rats, Flies, Lizards Termite etc. through **Odourless Treatment** using permitted insecticides/pesticides as per prevailing norms, rules, etc. of concerned authorities. The Pest Control should cover all the places like spray under the tables, chairs, almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture etc. and should leave no space unattended.

ii. **Rodent Control Treatment:** All the floors and the basement in the building have false ceiling. The Rodent/Rat controlling method should be suitably used so as to avoid dead rodents/rats being left in the false ceiling. The trapped rodent/rat should be collected regularly from various places and disposed off.

The scope and frequency of work as mentioned below

SR NO	TYPE OF TREATMENT	AREAS TO BE COVERED	FREQUENCY OF SERVICE
01	GENERAL DISINFESTATION TREATMENT	New Office, =157423 sq.ft CEO Bunglow= 2112 sq.ft <b>TOATL AREA=159535 Sq.ft. 14826.67 sq.m</b>	Quarterly
02	RODENT CONTROL TREATMENT	New Office, =157423 sq.ft Garden & = 41635sq.ft Open areas CEO Bung. = 2112ft <b>TOTAL AREA=201170 sq.ft</b>	Monthly

vii) Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.

iii. The pesticides, insecticides etc. used for pest/rodent control, should not have adverse impacts on human health. Insecticides/ pesticides/chemicals to be used for controlling of pest should be of public health grade.

iv. In case of complaints, the same will have to be attended within 12 hrs of lodging the complaint.

4. The tendere shall bear all incidental charges for cartage, storage and safe custody of materials against damage due to sun, rain, dampness, fire, theft, etc.

5. The persons engaged by the tenderer will be in the employment of the tenderer only and not in this Department. The engagement of the tenderer does not in any way confer any right to the tenderer or to the persons that may be deployed by him in this office, for claiming any regular emploment in this office or any other Government office.

6. Payment terms: No advance payment will be made. The payment will be made after receipt of the quartarly bills and usual processing thereof.

7. TDS shall be deducted on bill amount as per Government of India instructions issued from time to time.

8. CEO reserves the right to cancel the contract at any time during the currency of the contract without assigning any reason, if the services provided by the contractor are found to be unsatisfactory.

9. The tenderer shall sign and stamp each page of the tender document and all other enclosures appended to it.

10. The tenderers must comply with the rates, specification and all terms and conditions of contract.

11. The successful tenderer will have to execute agreement within 10 days after issue of Letter of Acceptance by PCNTDA.

## **CHAPTER - III**

### **Additional Instructions to bidder**

- 1) The bidder has to offer his quote on Lumpsum basis as percentage above / below the cost put to tender.
- 2) The quantities given in schedule are for general reference and indicative only.
- 3) The bidder should visit the buildings to get the fair idea of scope of work.
- 4) Offer of the bidder shall be Lumpsum offer, for the scope mentioned in tender, for one year period.
- 5) No measurement will be taken for billing. The Lumpsum offer of the bidder shall be divided into four quarters for billing purpose.
- 6) The bidder should keep in mind the building is 33mtr. height if for Removal of Honeycomb if any proper supporting system has been arranged by bidder no extra payment will be paid for this.

## **CHAPTER - IV**

### **DECLARATION**

I have read and understood all the terms and conditions and other details mentioned in the tender notice.

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**ANNEXURE – I**

**( ON LETTER HEAD OF FIRM/AGENCY/COMPANY)**

**TECHNICAL BID (QUALIFYING BID DOCUMENT)**

**ODOUR FREE PEST CONTROL SERVICES ON CONTRACT BASIS FOR ONE YEAR PERIOD**

<b>1.</b>	Name & address of firm / agency / company	:	
<b>2.</b>	Telephone Nos. Fax Nos.	:	
<b>3.</b>	Name & Address of the Proprietor/Partners/Directors (With Mobile Numbers)	:	
<b>4.</b>	Details of Licence/Registration etc. (enclose copy)	:	
<b>5.</b>	Income Tax P.A.N. Number (enclose copy)	:	
<b>6.</b>	Income Tax Return & Balance Sheet for the years 2010-11 & 2011-12, 2012-13.	:	
<b>7.</b>	List of major clients alongwith copies of work orders in respect of five major clients (enclose copy).	:	

**ANNEXURE – II**  
**(ON LETTER HEAD OF FIRM/AGENCY/COMPANY)**  
**FINANCIAL BID DOCUMENT**

**PEST CONTROL IN RESPECT OF ODOUR FREE PESTICIDES/CHEMICAL SERVICES ON CONTRACT BASIS FOR ADMINISTRATIVE BUILDING OF PCNTDA AT AKURDI DISTRICT CENTER AKURDI PUNE – 44 FOR ONE YEAR PERIOD**

1.	Name & address of firm / agency /company	:	
2.	Telephone Nos. Fax Nos.	:	
3.	Name and Address of the Proprietor/Partners/Directors (With Mobile Numbers)	:	
4.	<b>Total cost for one year.</b> (inclusive of all taxes, charges, etc.)	:	
<b>Rupees (in words) for one year</b>			

(Signature of Authorized Signatory with date)

**Note :- The bidder should submit this annexure by scan copy in the envelope no.2**

**Guidelines to Vendors on the operations of Electronic Tender Management System of Government of Maharashtra on <http://maharashtra.etenders.in>**

**1. These conditions will overrule the conditions stated in the Bidding Documents, wherever relevant and applicable.**

**2. Registration of Vendors:**

The Vendors interested in doing business with any Department / Agency of Government of Maharashtra that have migrated their process onto the Electronic Tender Management System platform shall be required to enrol on the System. In order to participate in the *Open Tenders* processed using the System by any Department / Agency, the Vendors are required have a valid enrolment on the System. In order to participate in the *Limited Tenders* processed using the System by any Department / Agency, the Vendors are required have a valid enrolment on the System. In order to participate in the *Restricted Tenders* processed using the System by any Department / Agency, in addition to having a valid enrolment on the System, the Vendors are also required have a valid empanelment in appropriate category on the Sub – Portal assigned to the respective Department / Agency. The Bidder may obtain the necessary information on the process of enrolment and empanelment either from Helpdesk Support Team or may visit the information published under the link ‘*How to enrol?*’ on the Home Page of the System. After submission of application for enrolment on the System, the application information shall be verified by the Authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Vendor shall be approved. After the approval of enrolment, the Vendor shall have to apply for empanelment on the respective Department / Agency Sub – Portal (if the process of empanelment is followed in a particular Department / Agency). The application for empanelment shall be approved by the Competent Authority of the respective Department / Agency.

After the application for enrolment of the Vendor is approved, the Vendor shall be able to participate in Open and after the application for empanelment of the Vendor is approved, the Vendor shall be able to participate in restricted Tenders.

**3. Obtaining a Digital Certificate:**

The Bid Data that is prepared online is required to be encrypted and the hash of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III) to maintain the security of the Bid Data and also to establish the identity of the Vendor transacting on the System.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate. Bid data / information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data / information and sign the hash during the *Bid Preparation and Hash Submission* stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Vendor User loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorised User of a Firm is used for signing and submitting a Bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the Bid on behalf of the firm. The firm has to authorize a specific individual via an authorization certificate signed by a partner of the firm (and in case the



applicant is a partner, another partner in the same form is required to authorise) to use the digital certificate as per **Indian Information Technology Act, 2000**.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic

Tender Management System of Government of Maharashtra as per **Indian Information Technology Act, 2000**. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorised User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorisation Certificate will have to be signed by the Director of the Company.

#### **4. Set up of Computer System for executing the operations on the Electronic Tender Management System:**

To operate on the Electronic Tender Management System of Government of Maharashtra, the Computer System of the User is required be set up. The Users are required to install Utilities available on the Home Page of the System. The Utilities are available for download freely on the Home Page.

The Vendors requested to refer to the **e-Tendering Toolkit for Bidders** available online on the page <http://maharashtra.etenders.in/mah/index.asp> to understand the process of setting up the System or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

#### **5. Online viewing of Detailed Notice Inviting Tenders:**

The Vendors can view the detailed Tender Notice along with the Time Schedule (Key Dates) for all the Tenders processed by the Departments / Agencies of Government of Maharashtra on their respective Sub – Portals on the System.

#### **6. Online Download of Tender Documents:**

The Tender Documents can be downloaded by the Vendors having valid enrolment on the System (and valid empanelment in case of Restricted Tenders) from the respective Sub – Portal of the Department / Agency on the System.

#### **7. Submission of Bid Hash (Seal) of online Bids:**

Submission of Bids will be preceded by submission of the digitally signed Bid Hashes (Seals) as stated in the Tender Time Schedule (Key Dates) published in the Notice Inviting Tender. The Hashes are the thumbprint of electronic data and are based on one – way algorithm. The Hashes establish the unique identity of Bid Data. The Hashes are digitally signed.

#### **8. Generation of Super Hash:**

After the expiry of the cut – off time of submission of digitally signed Bid Hashes (Seals) by the Bidder has lapsed, the stage is automatically locked and digitally signed Super Hashes (Seal) will be generated by the Competent Authority of the respective Department / Agency will generate a Super Hash.

#### **9. Decryption and re-encryption of online Bids (submitting the Bids online):**

After the generation of Super Hash, the Vendors have to decrypt their Bids using their Digital Certificate and immediately re-encrypt their Bids using the Public Key of the Competent Authority of the Department / Agency. At this time, the Vendors are also required to upload the files for which they generated the Hash values during the Bid Preparation and Hash Submission stage.

The Bid data / information of only those Vendors who have submitted their Bid Hashes (Seals)

within the stipulated time (as per the Tender Time Schedule), will be available for decryption and re-encryption and to upload the relevant files. A Vendor who has not submitted his Bid Hashes (Seals) within the stipulated time will not be allowed to decrypt / re-encrypt the Bid data / information. For submitting the Bids online, the Vendors are required to make a payment using the Electronic Payments Gateway Service of Rs. 882/- + Service tax towards the fees of the Service Provider. The various options of making online payments are available on the Home Page of the System.

**10. Submission of Earnest Money Deposit:**

The Vendors are required to submit the Earnest Money Deposit and cost of Tender Documents in a Sealed Physical Envelope and the same should reach the concerned Competent Authority before the last date and time as specified in the Tender Documents. Vendors are required to keep the instruments for submission of Earnest Money Deposit and the cost of Tender Documents ready as the details of these instruments are required to be entered in the System during the Bid Preparation and Hash Submission stage. The details of the Earnest Money Deposit and cost of Tender Documents instruments shall be verified and matched during the Tender Opening event.

**11. Opening of Electronic Bids:**

The Competent Authority receiving the Bids shall first open the manual Earnest Money Deposit and cost of Tender Documents and verify with the details submitted online.

The Competent Authority shall then open the online envelope(s) (decrypt the Bid Data) through the System. The Authority shall generate the Hash value of each envelope of each Vendor and match it with the original Hash value of the envelope generated and submitted by the Bidder during the Bid Preparation and Hash Submission stage.

**12. Tender Schedule (Key Dates):**

The Vendors are strictly advised to follow the Dates and Times allocated to each stage as indicated in the Time Schedule in the Notice Inviting Tender for each Tender. All the online activities are time tracked and the Electronic Tender Management System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the stage as defined in the Tender Schedule