

**GUIDELINES TO CONTRACTORS FOR IMPLEMENTATION OF  
E-PROCUREMENT SYSTEM IN MADHYA PRADESH COUNCIL OF SCIENCE &  
TECHNOLOGY (MAPCOST)**

**<http://mpcost.mpeprocurement.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 (Contractors) registered / intending to register with Madhya Pradesh Council of Science & Technology (MAPCOST) are required to register on the e-Procurement System on the website **<http://mpeprocurement.gov.in>** in order to participate in tenders processed by Madhya Pradesh Council of Science & Technology (MAPCOST) using the e-Procurement System.

For more details, please contact NexTenders (India) Pvt. Ltd., A – 6, Sahyog Parisar, E-8, Shahpura, Bhopal- 462039, Ph – 0755- 4075010

**2. Digital Certificates:**

The Bids submitted online should be signed electronically with a Class III Digital Certificate to establish the identity of the Bidder submitting the Bid online. The Bidders may obtain Class III Digital Certificates issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India.

A Class III Digital Certificate is issued upon receipt of mandatory identity proofs alongwith an Application Form. Only upon the receipt of the required documents, a Digital Certificate can be issued.

Note: It may take upto 7 working days for issuance of Class III 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 NexTenders (India) Pvt. Ltd., A – 6, Sahyog Parisar, E-8, Shahpura, Bhopal- 462039, Ph – 0755- 4075010**

**Important Note: Bid for a particular tender can be submitted during the ONLINE BID SUBMISSION stage only using the Digital Certificate that is used to encrypt the data and sign the hash during the ONLINE BID PREPARATION AND HASH SUBMISSION stage.**

**In case, during the process of a particular tender, the bidder loses his Digital Certificate because of any problem (such as misplacement, virus attack, hardware problem, operating system problem, etc.); he may not be able to submit his 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 Authorised User of a 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.**

**In case of Partnership Firm, majority of the Partners have to authorize a specific individual through Authority Letter signed by majority of the Partners of the firm.**

**In case of Private Limited Company, Public Limited Company, the Managing Director / any other Person (having designated authority to authorize a specific individual) has to authorize a specific individual through Authority Letter.**

**Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to bid on behalf of the Organisation 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 Authorised User.**

### **3. 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 be set up for Operating System, Internet Connectivity, Utilities, Fonts, etc. A help file on setting up of the Computer System can be obtained from e-Procurement Cell.

**4. 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 contractors can view the Detailed Notice and the time schedule for all the Tenders processed using the e-Procurement System on the website <http://mpcost.mpeprocurement.gov.in>.

**5. Key Dates:** The Bidders are strictly advised to follow the 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.

**6. Purchase of Tender Documents:**

The Tender documents can be purchased **ONLY** online. The Tender shall be available for purchase to concerned eligible contractors immediately after online release of the Tender and upto scheduled date and time as set in the key dates. Arrangements have been made for the Bidders to make payments online via Debit Card / Internet Banking or Cash Card. In case of online tendering, the application form for the purchase of tender documents shall not be required.

The Bidders can purchase the tender documents online by making online payment of tender document fees using the service of the secure electronic payments gateway (see point 7 below for further details), and should print out the system generated receipt for their reference which can be produced whenever required.

**7. Electronic Payment Account:**

As the tender documents shall be available for purchase only online, Bidders are required to pay the Tender Document 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 <http://mpeprocurement.gov.in>.

**8. 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 time schedule mentioned in the key dates of the Notice Inviting Tenders after signing of the same by the Digital Signature of their authorized representative.

**9. Generation of Super - Hash:**

After the time of submission of Bid Seal (Hash) by the Contractors 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. Decryption and Re - Encryption Bids:**

Bidders have to decrypt the Bid Data with their Digital Certificate and re-encrypt the Bid Data and also upload the relevant documents using **Online Briefcase** feature for which they had generated the Bid Seals (Hashes) during the Bid Preparation and Hash Submission stage within the specified time as stated in the time schedule (Key Dates).

The encrypted 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 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 or upload the relevant documents.

**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.

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

**12. Opening of Tenders:**

The concerned Department Official receiving the tenders or his duly authorised 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 shall check for the validity of Earnest Money Deposit as required. He 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 authorised representatives who choose to be present in the order of opening.

He 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 **Bid Preparation and Hash Submission** 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 Madhya Pradesh Council of Science & Technology (MAPCOST).

For any further queries, Bidders may kindly contact,

The Service Provider of e-Procurement System, Wipro Ltd. - NexTenders (India) Pvt. Ltd., A – 6, Sahyog Parisar, E-8, Shahpura, Bhopal- 462039, Ph – 0755- 4075010