



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah - 711 103

No: 1784/D(AA)/16

Dated: 01/12/2016

Notice

IEST, Shibpur will start the e-procurement system very soon. As per the rules any purchase above Rs. 5,00,000.00(Five Lakh) has to be done through CPP e-procurement portal. For the last two months we have been going through the various sections of the software. We have prepared a detailed report depicting the process of e-procurement and also stating the various inputs which will be required by us at various steps from the department for completing an e-procurement. You are requested to go through the write up and soon we will arrange a presentation to clear out the doubts if any before starting e-procurement.


(P.K.Paul)

Dean Administrative Affairs

Copy forwarded for information and necessary action:

1. All Deans and Associate Deans
2. Chairman, Central Purchase Committee
3. H.O.D's of Department/School/Centre
4. All Officers
5. P.S. to The Director
6. Website
7. JS Record

e-Procurement system of IEST, Shibpur

(01/12/2016)

Introduction

e-Procurement is the process wherein the physical tendering activity is carried out online using the Internet and associated technologies. e-Procurement enables the user to introduce ease and efficiency without compromising the required procedures of the organization. e-Procurement provides transparency, results in savings of time and money, shortening of procurement cycle, ease of operation to the implementing organization and to the vendors.

In the initial phase, complete e-Tendering module will be implemented. While other supporting modules like catalogue management, contract management, e-payment and MIS will be implemented in the subsequent phases.

What sort of transactions can be done by e-procurement?

The e-Procurement system introduced as above shall be for the following transactions:-

(a) For purchases and procurement of goods, plants, equipment, machinery, medicines, medical and surgical supplies and stores items, all type of store items, supplies and purchases, food and civil supplies stores items and purchases, printing and stationary items and purchases, all type of vehicles purchases, furniture and fixtures etc.

(b) All type of civil construction works (including roads and buildings), all types of irrigation and water supply works, ports and marine related structures and constructions, geology and mining related store purchases and works, construction works for electrification, establishment of mechanical, electronics and computer systems etc.

(c) Outsourcing of required services etc.

(d) Auctioning of old plants, equipment, machinery, buildings, vehicles, furniture and fixtures, lands, properties etc.

(e) Auctioning of Government lands and Government plots for commercial purpose.

(f) The list of above items is only indicative and the e-Procurement is to be used for all purchases and work orders.

Features of e-Procurement

- Government officials (Users) registration and Right Allocation.
- Vendor registration & Pre Qualification.
- Indent creation and approval.
- Estimated Cost Value (ECV) .

- Tender Document management.
- Tender Creation and approval.
- Tender Publishing.
- Tender promotion via e-mail alerts.
- Issue of Corrigendum.
- Online / Offline Sale of Tender Schedule.
- Conduction of online Pre Bid meeting.
- Online bid Submission by vendors (Facility for 2 bid / multiple bid system).
- Online Automated Bid Comparative Statements (Technical and Commercial).
- Award of LOI .
- Reverse Auction / Forward Auction.
- Rate contract management.
- Purchase statistics.
- Encryption of bids submitted by the vendor (by the public key of the tender issuing authority).

Process flow of e-Procurement

Once indent is approved, digitally signed tender can be published on the website with the facility to download the complete tender documents by the prospective vendors .The bids are required to be submitted online.

e-Procurement also provides the facility to amend the tender (if required), extend the tender issue date etc. All such amendments have to be digitally signed by concerned authority.

After downloading the Tender documents vendors can submit their bids. These bids will be digitally signed and encrypted. The Encryption will be done using Public Key of the Tender Issuing Authority. Thus, privacy is ensured.

All necessary documents (such as Income Tax registration, Sales Tax registration proof etc.) can be scanned and submitted, duly digitally signed by the bidders, as part of the bid.

There will be a department defined format, in which vendors will submit the bid. Modification of the bid submitted by vendor (before tender closing date) is permitted. All such changes / modification will be digitally signed by the vendor. Vendors can also track status of their Bids. For example, in a tender if Technical Bid and Price Bids are required separately and Technical Bid is evaluated before opening Price Bid, vendor can know the comparative status of Technical Bid. The status can be tracked online.

The offers received electronically will be stored in a Time locked box which can only be opened by the authorized Tender Opening Committee on due date and time.

The technical bid will be opened by the office of Dean Administrative Affairs at the specified date and time. All the tenders will be downloaded by the office and sent as attachment to the concerned department/school/centre/section for technical evaluation by DPC and CPC. The detailed report of the evaluation has to be sent to the office of the Dean Administrative Affairs as a .pdf document (of not more than 20MB) to be uploaded in the portal.

Subsequently, the commercial bids of the technically qualified suppliers shall be opened by the office of the Dean Administrative Affairs for evaluation.

The CPP portal automatically identifies the L1 bidder. But there is an option for not selecting the L1 bidder for supply of the material. The financial bid of all the technically qualified bidders will be downloaded by the office of the Dean Administrative Affairs and sent to the concerned department/school/centre/section. If the department/school/centre/section agrees to place the order to L1 bidder, a statement in this context should be sent to the office of the Dean Administrative Affairs with the signature of DPC members. In case they decide to place the order to someone else (i.e. not L1) then the DPC will send its recommendation to CPC and the recommendation with signatures of DPC and CPC members should reach the office of the Dean Administrative Affairs in .pdf format (not more than 20MB) to be uploaded in the CPC portal.

On uploading the evaluation of financial bid LOI will be awarded to the successful bidder.

At every stage of the tender, the tender initiator, approvers and the suppliers can remain informed about the status of the tender through tender status bar.

Another useful feature supported is online negotiations /reverse auction keeping other terms such as Payment, Delivery etc. frozen. This will create a healthy competition amongst suppliers to bid low. Also, vendors cannot form a cartel to quote high rates because in online negotiations identity of vendors is hidden from each other. All the vendors will digitally sign their final bids.

Security

The security is implemented both at the level of content and payments. The following security features are integral part of e-procurement:

Usage of legally valid class of Digital Signature Certificate under guide line of Indian IT Act 2000 (issued by Licensed Certifying Authority) for Authentication and Non-repudiation at all levels.

Usage of Time Stamping services. 128-bit encryption with SSL security or equivalent.

Access to sensitive content such as price bid based solely on authorization. Rights allocation such that it ensures only authorized personnel to perform tasks such as tender floating, bidding, opening, etc.

Biometric access may also be provided for sensitive transactions of Tender Opening and LOI issuance. (Department should have compatible Biometric device to use this feature) Complete compliance to IT Act 2000 for legal sanctity.

Audit Log

The CPP portal has comprehensive audit log facility for detailed auditing on all the transactions on the e-Procurement solution. The CPP portal has secure, tamper proof logging and auditing features. All the information generated within the system is capable of being documented for audit purposes to form an Audit Trail. The portal is able to log all the activities, up to field level, carried out on the system by any user. It is not possible to alter Audit Trail information using the system or other utilities and is printable, based on time period, type of transaction etc.

Benefits to the organization implementing e-Procurement

Fast and efficient process reduces the procurement cycle time. The complete procurement transaction through the e-Procurement system happens in a transparent manner. The system captures the justification and comments of approvers at every stage and thereby enables users and approvers associated with a transaction to justify their decision.

Encryption ensures integrity of the bid submitted. Immediate gains can be made by saving on the cost of publishing the tender in the newspapers, as all the bidders can now be intimated via e-mail in case of registered users as well as published on the e-Procurement web-application.

e-Procurement brings down the cost of doing business for the suppliers. This in turn will translate into reduction in prices by suppliers.

e-Procurement facilitates real time tracking of purchase order/delivery schedule status thereby enabling better planning of inventory. It drives process efficiencies and results in reduction in the turnaround time for a tender and/or a purchase order, again resulting in reduction in the inventory required to be maintained at the users end, thereby resulting in reduction of cost.

e-Procurement enables a centralized database of procurement, thereby aggregating the requirement of similar items across departments/centres/schools/sections. It results in increased purchasing power to negotiate better prices from suppliers.

e-Procurement by making the procurement process paperless helps in reducing stationery and warehousing cost significantly.

The system inspires confidence among suppliers as being fair and transparent.

Benefit of e-Procurement for Suppliers/Contractors

Information on all the tenders is available at one place to the suppliers.

Reduction in the transaction cost as the requirement of unnecessary trips to the organization and communication to find the required information gets eliminated.

Reduction in stationery cost as the supplier/contractor no longer needs to submit bulky multiple copies of his bid in the paper form. Also they can submit the bid from their office and need not visit the department for bid submission.

24X7 access enables the vendor to fill in the tender or access of tender status anytime, from anywhere. After online bid submission, the supplier/contractor can know the status of his bid online.

e-Procurement system allows the supplier/contractor to modify his bid even after the bid is submitted online. However, the bid modification facility is available to the supplier/contractor only till the tender bid submission closing time specified by the department.

Increased reach as the supplier has access to all the procurement requests of all the departments on the e-Procurement. This leads to reduction in sales and promotion costs for the supplier.

Lower vendor development cost as various departments will have new suppliers registered on the web application.

TECHNICAL DETAILS AND OTHER INSTRUCTIONS
TO BE UPLOADED FOR A TENDER

(TO BE PROVIDED BY THE DEPARTMENT)

Technical Proposal :

The Technical proposal should contain scanned copies of the following in two covers (folders).

(A) Statutory Cover containing the following documents:

Technical Document

a) Technical Specifications

The Bill of Quantity(BOQ) has to be prepared meticulously with specifications as required by Department /School/Centre/Sections. The BOQ format is different for different types of purchase. The write up here provides a sample BOQ for purchase of equipment. Different items can be kept in a single BOQ as the CPP portal does the evaluation item wise . But it is required that the items are similar in nature. The BOQ once uploaded cannot be changed at a later date. Except in case if the pre-bid meeting is called, then within the pre-bid meeting date and the bid submission start date, the BOQ can be changed.

The financial bid will be filled by the vender in the BOQ format.

An example of an BOQ sheet is given overleaf.

Contract No:

PRICE SCHEDULE

(This BOD template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected as per the BOD template)																	TEXT #
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT	TEXT	NUMBER #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Unit	BASIC RATE in Figures To be entered by the Bidder Per COMPUTER Rs.	Excise Duty	VAT	Freight Charges (Unloading & Stacking)	Any Other Taxes/Duties/levies	Other Taxes	Third Party i.e DGS&D / RITES etc inspection Charges @0.34%+ Sevice Tax	Less for Central Credit, if any respect of Supplies Under full Excise Duty Category	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words		
1	2	3	4	5	13	14	15	16	17	18	19	20	53	54		55	
1	Work station																
1.01	HP Z238 Micro tower Workstation OR Equivalent PROCESSOR Processor speed 3.4 GHz Chipset Intel® C236 Processor Intel® Core™ i7-6700 with Intel HD Graphics 530 (3.4 GHz, 8 MB cache, 4 cores) MEMORY 8 GB DDR4-2133 non-ECC unbuffered SDRAM (2 x 4 GB) 1 TB 7200 rpm SATA OS Windows 7 Professional 64		1.0000	No									0.0000	0.0000	INR Zero Only		
2	Air Conditioner	Item1											0.0000	0.0000	INR Zero Only		
2.01	Voltes 1.5 Ton 3 Star Split AC White OR Equivalent Capacity: 1.5 Ton Star Rating: 3 Features • Dust Filter • Auto Restart, Timer, Sleep Mode • High EER Rotary Compressor • Copper pipes for indoor outdoor unit connection • Cooling Capacity: 1555 W • Power Usage: 1555 W Services • 1 Year for the product warranty & 5 Years for the Compressor warranty • Installation at extra cost (should be mentioned separately) • 10 Days Replacement Policy		2.0000	No													
	Item8																

b) Terms and conditions

NOTICE INVITING TENDER FOR TECHNICAL BID

1. While quoting rates, the firm shall give an undertaking to the effect that "the terms/conditions mentioned in the e-Tender Notice against which the rates are being given are acceptable to the firm." In case the firms do not give this undertaking, their rates will not be considered.
2. The supplier/firm should be original equipment manufacturer (OEM)/authorized dealer/sole distributor of any item, the certificate to this effect must be attached in .pdf format.
3. The quantity shown against the item is approximate and may vary as per demand of the Institute at the time of placing order.
4. The earnest money deposit demand draft should be sent to the following address within the stipulated time mentioned in the tender:
The Dean Administrative Affairs,
Indian Institute of Engineering Science and Technology, Shibpur
P.O Botanic Garden
Howrah 711103
West Bengal
5. In the event of any dispute or difference(s) between the vendee Institute (IEST, Shibpur) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order/Award of Contract before or after the supply has been executed, shall be referred to "The Director, IEST Shibpur", who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.
6. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
7. All disputes shall be subject to IEST Shibpur (Kolkata) Jurisdiction only.
8. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected. IEST Shibpur reserves the right to cancel the tender at any point of time without assigning any reason.
9. Price bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. The qualification of bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated to the technically qualified bidders. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.
10. Clarifications: In case the bidders require any clarification regarding the technical specifications/Terms and conditions/ financial terms, they are requested to contact our office(email:..... on or before)

11. A Demand draft of Rs. (Rupees only) towards non-refundable tender fee, drawn in favour of "The Registrar, IEST, Shibpur" payable at Howrah should reach the institute before opening date of technical bid. In the absence of tender fee, the tender will not be accepted.

12. Pre qualification Criteria:

- Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender must be attached in pdf format with the technical bid only.
- An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.
- Non-compliance of tender terms, non-submission of required documents, lack of clarity of specifications, contradictions between bidder specification and supporting documents etc. may lead to rejection of bid.
- Furnishing of wrong/ambiguous information in the compliance statement may lead to rejection of bid and further black listing of the bidder, if prima-facie it appears that the information in the compliance statement was given with a malafide/fraudulent intent.

13. Prices:

- The Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery and commissioning etc. at destination site (IEST, Shibpur). IEST Shibpur is registered with DSIR, Govt. of India and is exempted from Custom / Excise Duty. Exemption Certificate to this effect will be issued by IEST Shibpur. Hence, Customs/Excise Duty exempted price should be quoted. The rates shall be firm and final. Nothing extra shall be paid on any account. In the price bid/financial bid, the vendor should clearly mention the final price breakup i.e. ex-work price/FCA price, FOB price, CIP/CIF price & FOR IEST Shibpur Campus price, as applicable in their bid according to the given BOQ format.
- In case of imported equipment(s)/item(s), the agency commission, if any, payable in Indian rupees should be mentioned separately. For imported equipment, the Letter of Credit will be opened for the amount excluding agency commission in Indian Rupees. The firm should clearly mention the address of foreign bank in the financial bid.

14. Validity :

The bid should be valid for acceptance up to a period of 180 Days. The Bidders should be ready to extend the validity , if required without any additional financial implications .

15. Delivery :

The Equipment should be delivered and installed within the period as specified in the purchase order/Award of Contract and be ready for use within 20days of delivery of the equipments as per the date of. If the bidder fails to deliver and place any or all the Equipments or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

16. Training/ Support/ location of Office:

Bidders need to provide adequate training to the nominated persons of IEST, Shibpur at their cost. IEST Shibpur will not bear any training expenditure. Location of office/branch must be in Kolkata. Minimum __ nos of service engineers should be there to support the system.

(B). Non-statutory Cover Containing the following documents:

Other Important Documents List (OID)

S.No	Category	Sub Category	Sub Category Description	Format/File
1	CERTIFICATES	CERTIFICATES	VAT/SALES TAX REGISTRATION CERTIFICATE ALONG WITH ACKNOWLEDGEMENT , PAN, LATEST IT ACKNOWLEDGEMENT, PTAX, LABOUR LICENCE ,SERVICE TAX REGISTRATION (FOR SERVICE ORIENTED WORKS), FOOD LICENSE(FOR CATERING ITEMS)	pdf
2	COMPANY DETAILS	COMPANY DETAILS 2	COMPANY DETAILS 2	--do--
3	CREDENTIAL	CREDENTIAL 1	THREE ORDERS OF THE SAME TYPE EXECUTED IN LAST TWO YEARS AND WORK COMPLETION CERTIFICATE	--do--
		CREDENTIAL 2	ORDER EXECUTED AND COMPLETION CERTIFICATE.	--do--
		CREDENTIAL 3	ORDER EXECUTED AND COMPLETION CERTIFICATE.	--do--
		CREDENTIAL 4	ORDER EXECUTED AND COMPLETION CERTIFICATE.	--do--
4	TENDER FEE CERTIFICATE	TENDER FEE CERTIFICATE	PAYMENT CERTIFICATE	--do--
5	FINANCIAL INFO	P/L AND BALANCE SHEET 2013-14	P/L AND BALANCE SHEET 2013-14	--do--
6	FINANCIAL INFO	P/L AND BALANCE SHEET 2014-15	P/L AND BALANCE SHEET 2014-15	--do--
7	FINANCIAL INFO	P/L AND BALANCE SHEET 2015-16	P/L AND BALANCE SHEET 2015-16	--do--
8	FINANCIAL INFO	SERVICE TAX	SERVICE TAX PAYMENT CERTIFICATE	--do--
9	MANPOWER	TECHNICAL PERSONNEL	TECHNICAL PERSONNEL ON PAYROLL	--do--
10	MANPOWER	TECHNICAL PERSONNEL ON CONTRACT	TECHNICAL PERSONNEL ON CONTRACT	--do--

Schedule of dates of e-Tender:--

Sl No	Activity	Date & Time	Remarks
1	e-tender Publishing Date		To be made available with the e- NIT in the website
2	Document Download start date		--- do--
3	Pre-bid Meeting to be held at the office of Tender Inviting Authority		--- do--
4	Bid submission start date		--- do--
5	Document Download end date & bid submission end date		--- do--
6	Technical Bid opening date		--- do--
7	Uploading of list of Technically qualified bidders	To be intimated later on	