

Procedure to participate in the e-Sale process

1. The e-procurement portal of Government of Odisha is [https:// tendersodisha.gov.in](https://tendersodisha.gov.in)
2. Use of valid Digital Signature Certificate (DSC) of appropriate class (Class II or class III) issued from registered Certifying Authorities (CA) as stipulated by Controller of Certifying Authorities(CCA), Government of India such as n-Code, Sify, TCS, MTNL, e-Mudhra is mandatory for all users.
3. For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
4. The bid documents published by the Bid Inviting Officer (Procurement Officer/ Publisher) in the website <https://tendersodisha.gov.in> will appear in the "Latest Active Tender". The Bidders (Guest Users) can download the Bid documents only after the due date & time of commencement of sale. The publication of the bid will be for specific period of time till the last date of submission of bids as mentioned in the 'Notice inviting Bid' after which the same will be removed from the list of "Latest Active tenders".
5. The Procurement Officer/Publisher (Officer inviting Bid) shall publish any Addendum/corrigendum/cancellation of bid in the website <https://tendersodisha.gov.in> and in the www.odishafdc.com and notice board of OFDC and such notice shall form part of the bidding documents.
6. PARTICIPATION IN BID
 - i. PORTAL REGISTRATION: The Purchaser/Bidder intending to participate in the bid is required to register in the portal using his/her active personal/ official e-mail ID as his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He / She has to submit the relevant information as asked for about the firm/individual. The portal registration of the bidder/firm is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN (ii) Registration Certificate (RC) / VAT Clearance Certificate of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ VAT Clearance. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online Tendering / bidding process.
 - ii. LOGGING TO THE PORTAL: The Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system

database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.

iii. **DOWNLOADING OF BID:** The bidder can download the bid of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed bid at his convenience before the closing date and time of submission.

iv. **CLARIFICATION ON BID:** The bidder may ask question related to bid online in the e-procurement portal using his/her DSC; provided the questions are raised within the period of seeking clarification as mentioned in notice /Bid. The Officer Inviting the Bid / Procurement Officer-Publisher will clarify queries related to the bid.

v. **PREPARATION OF BID:** The bidder shall carefully go through the bid and prepare the required documents. The bid shall have a Technical Bid & a Financial Bid. The Technical bid generally consist of cost of Bid documents, Bid Security, VAT, PAN /TIN, Registration Certificate, and any other information required by Officer Inviting Bid. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information /undertaking including rebates. Bidders are to submit only the original BoQ (in .XIS format) uploaded by Procurement Officer Publisher (Officer Inviting Bid) after entering the relevant fields without any alteration/deletion/ modification.

vi. The bidder shall upload the scanned copy/copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BoQ) published by the Officer Inviting Bid. The bidder shall type rates in figure only in the rate column of respective item(s) without any blank cell in the rate column in case of item rate bid.

vii. The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.

viii. The bidder should check the system generated confirmation statement on the status of the submission

ix. The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network. The Bid Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-Sale process.

x. **SECURITY OF BID SUBMISSION:** All bid uploaded by the Bidder to the portal will be encrypted. The encrypted Bid can only be decrypted / opened by the authorised openers on or after the due date and time.

xi. RESUBMISSION AND WITHDRAWAL OF BIDS: Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed. Resubmission of bid shall require uploading

xii. of all documents including price bid afresh. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted. The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc. The Bidder can withdraw his bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Procurement Officer Publisher (Officer Inviting Bid) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.

xiii. OPENING OF THE BID: Bid opening date and time is specified during bid creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time. All bid openers have to log-on to the portal to decrypt the bid submitted by the bidders. The bidders & guest users can view the summary of opening of bids from any system. Bidders are not required to be present during the bid opening at the opening location if they so desire.

Sd/

MANAGING DIRECTOR