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E-Procurement Project – Partner Training Guide

Background to the Project

Government of Andhra Pradesh (‘GoAP’) has identified E-Procurement as one of the vehicles to achieve its vision to provide good governance by establishing a Simple, Moral, Accountable, Responsive and Transparent Government – SMART Government.

Towards this objective, GoAP intends to implements E-Procurement across all the departments and corporations in the state. To begin with, GoAP has identified the following departments to implement E-Procurement:

1. APHMIDC
2. APSRTC
3. Roads & Buildings (R&B)
4. Irrigation
5. Andhra Pradesh Technology Services (APTS)
6. APTRANSCO

The E-Procurement shall be used by the above mentioned departments for purchasing all their requirements for items, spare parts, consumables, capital goods, civil works and services.

GoAP has now issued G.O Ms. No. 2 dt. 15 –01-2003 (a copy of the G.O. is enclosed) enabling E-Procurement in the State. Through this G.O. E-Procurement is being launched in the State and the E-Procurement project is going live in the following departments:

1. APHMIDC
2. Roads & Buildings (R&B)
3. Irrigation
4. Andhra Pradesh Technology Services (APTS)

From now onwards, all the procurement requests from these departments shall be initiated and processed online through the E-Procurement Marketplace [http://www.eprocurement.gov.in](http://www.eprocurement.gov.in).

All the suppliers and contractors doing business with these departments are requested to visit the E-Procurement Marketplace and register
themselves. They may also contact the departments or C1 India Pvt Ltd for more information at the following addresses:

<table>
<thead>
<tr>
<th>Sno</th>
<th>Department</th>
<th>Contact Person</th>
<th>Address for correspondence</th>
<th>Contact Ph.Nos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APHMHIDC</td>
<td>Managing Director</td>
<td>3rd Floor, DM &amp; HS Campus, Sultaan Bazaar, Koti, Hyderabad</td>
<td>040-24619123</td>
</tr>
<tr>
<td>2</td>
<td>APTS</td>
<td>Managing Director</td>
<td>BRKR Bhavan B-block 4th Floor, Tankbund road, Hyderabad, AP500029</td>
<td>040-23223753, 23221754, 23224935</td>
</tr>
<tr>
<td>3</td>
<td>I&amp;CAD</td>
<td>Engineer-In-Chief (Admn)</td>
<td>Jalasoudha, Errummanzil, Hyderabad</td>
<td>040-23390411</td>
</tr>
<tr>
<td>4</td>
<td>R&amp;B</td>
<td>Engineer-In-Chief (R&amp;B) Admn.</td>
<td>Errummanzil, Hyderabad</td>
<td>040-23326695, 23391020</td>
</tr>
</tbody>
</table>
Brief Description of the Electronic Tendering Process

E-Procurement is the purchasing of the goods and services using the internet. It automates and integrates the buyer and supplier processes leveraging the internet.

It automates the complete procurement process right from sourcing to purchase order, invoicing and electronic payment. In case of tenders, it automates the following activities:

- Indent creation and approval
- Cost estimation
- NIT creation and approval
- NIT publishing
- Issue of corrigendums
- Sale of tender schedule
- Submission of bids by suppliers/contractors
- Modification of bids by suppliers/contractors
- Bid status tracking by suppliers/contractors
- Technical evaluation
- Commercial evaluation
- Award of contract

Under E-Procurement, the concerned department will create a notice inviting tender (‘NIT’) and publish it on the E-Procurement Marketplace for suppliers to respond.
The suppliers can view the NIT and if interested, they can purchase/download the tender schedule document by paying the tender fee either electronically or manually and submit their bids and EMD online. The suppliers will scan the documents and certificates that they are required to submit along with their bids and upload the scanned copies as part of their bids.

The purchase department will, at the specified date and time, open the technical bids of all the suppliers and evaluate them. Subsequently, the commercial bids of the technically qualified suppliers shall be opened for evaluation. After the commercial evaluation, the contract will be awarded to the successful supplier. At every stage of the tender, the tender initiator, approvers and the suppliers are intimated about the status of the tender through email notifications and tender status bar.
Benefit of E-Procurement for Suppliers/Contractors

The proposed solution offers substantial benefits to the suppliers.

• Information on all the tenders is available at one place to the suppliers, so that they can decide, which tenders they need to participate in. Email alerts are sent to the registered suppliers whenever a tender of their interest is published on the Marketplace.

• Reduction in the transaction cost as the requirement of unnecessary trips to the department 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. Now he submits his bid online and uploads the scanned copies of all the documents and certificates required to be submitted by him. Further, he can submit his bids from his office and need not visit the department for bid submission.

• Real time availability of tender status – After online bid submission, the supplier/contractor can know the status of his bid online. He need not visit the office of the department repeatedly for the same.

• E-Procurement system allows the supplier/contractor to modify his bid even after it has been submitted online by him. However, the bid modification facility is available to the supplier/contractor only till the tender bid submission closing time specified by the department. After the close of the tender, a supplier/contractor cannot make any changes to his bid. Because of this facility, the supplier/contractor need not wait till the last moment to submit his bid.

• Increased reach as the supplier has access to all the procurement requests of all the departments on the E-Procurement Marketplace. Leads to reduction in sales and promotion costs for the supplier.

• Lower customer acquisition cost as various departments can discover new suppliers registered on the Marketplace.

• Lower bill to cash cycle due to increased efficiency of the buyer departments and electronic payment.
• All the tender replies in standard formats can be stored so that the same document is not required to be made repeatedly

• Increased comfort factor that things are being handled in a transparent manner

• Supplier empowerment - With TMS, small and medium suppliers will get an opportunity to participate in tenders in a fair and fearless manner. They no longer have to worry about being discriminated or their bids being tampered with. They can now purchase and participate in tenders sitting in their offices
GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Validation and enablers of procurement process through e-Procurement marketplace by the participating departments / agencies of Government of Andhra Pradesh, Andhra Pradesh Technology Services Ltd (APTSL); Andhra Pradesh State Road Transport Corporation (APSRTC); Commissionerate of Tenders (CoT) (covering Irrigation and Command Area Development Deptt. and Roads & Buildings Deptt.) and Andhra Pradesh Health Medical Housing & Infrastructure Development Corporation (APHMHIDC) — Orders — Issued.

INFORMATION TECHNOLOGY & COMMUNICATIONS DEPARTMENT

G.O.Ms. No.2

Dated: 15-01-2003

Read the following:

1. Agreement with M/s. C1 India dated 17th June, 2002
2. Minutes of the Steering Committee meeting on e-Procurement held on 28th September, 2002

ORDER:

The Information Technology Act, 2000 provides legal recognition for transactions carried out by means of electronic data interchange and other means of electronic communication, commonly referred to as 'Electronic Commerce'. As a part of its e-Governance initiatives, Government of Andhra Pradesh has identified e-Procurement as one of the key thrust areas and has taken up e-Procurement project as one of the core IT initiatives. Government of Andhra Pradesh has selected a consortium led by M/s. C1 India as the partner to develop, operate and maintain e-market place for a pilot project initially covering four departments / agencies viz., Andhra Pradesh Technology Services Ltd (APTS); Andhra Pradesh State Road Transport Corporation (APSRTC); Commissionerate of Tenders (CoT) (covering Irrigation and Command Area Development Deptt. and Roads & Buildings Deptt.) and Andhra Pradesh Health Medical Housing & Infrastructure Development Corporation (APHMHIDC), and has entered into an agreement with M/s. C1 India on 17th June, 2002 in this regard.

2. The targeted benefits that would accrue to the departments by migrating to the e-Procurement market place would be as mentioned below:

(a) Demand aggregation to leverage buying power with the supply market
(b) Transactional effectiveness
(c) Effective Tender Processing
(d) Ensuring consistency in goods and services costs at the best price across all departments at item level
(e) Wylder customer base when disposing off redundant assets.

C1 India Pvt. Ltd.
3. The Steering Committee in its meeting held on 28th September 2002, decided that a general order would be issued authorizing Government Departments and organizations to adopt e-Procurement processes in place of and in addition to conventional processes, covering but not limited to the following:

(i) Publishing notices inviting tenders
(ii) Release/sale of tender documents
(iii) Supplier/Contractor registration
(iv) Receipt of bids—EMD Security Deposits etc.
(v) Auctions—Forward and Reverse Auctions
(vi) Evaluation of Tenders
(vii) Release of work order
(viii) Catalogue-based order
(ix) Receipt of goods
(x) Payment to supplier
(xi) Information required to be maintained in file as an audit trail for AG’s audit purpose,
(xii) Compliance with relevant provisions of Finance code, PWD code, Account code, Appropriate statute,

4. The four participating department /organizations have already fixed up and documented their “As Is Process” and the “To Be Processes” and have arrived at a plan of action regarding what would now be processed and preserved in the electronic form and the rules / code provisions / GOs that need to be amended in order to provide legal validity to the e-Procurement process.

5. The Government after careful consideration and detailed examination hereby authorize the participating departments/organizations to take up e-Procurement through electronic processes defined initially in their “To Be Processes”, as may be amended from time to time. The Government has further decided that notwithstanding any existing provisions of the A.P. Public Works Department code as well as other orders and executive instructions in force, e-Procurement processes shall be valid for procurement of goods, and services and for entrustment of contracts for engineering, IT and other projects, covering, but not limited to, the following specific processes:

(i) Publishing notices inviting tenders
(ii) Release/sale of tender documents
(iii) Supplier/Contractor registration
(iv) Receipt of bids—EMD Security Deposits etc.
(v) Auctions—Forward and Reverse Auctions
(vi) Evaluation of Tenders
(vii) Release of work order
(viii) Catalogue-based order
(ix) Receipt of goods
(x) Payment to supplier

Contd.,
6. Any tender for an engineering work or procurement of goods and services of a value of Rs. 1 Crore and above by the Commissionerate of Tenders shall be taken up only through the e-Procurement marketplace from the date of issue of this order. In respect of APTS, APSRTC & APHMIDC, the administrative departments are requested to issue suitable guidelines in this regard.

7. The e-Procurement marketplace shall provide an online self-service registration facility to such of the suppliers, who are already registered with the respective participating departments for supply of specified goods and services. As an incentive for early registration, basic registration by suppliers, that allows them to participate effectively in the e-Procurement process, shall be enabled on the e-Procurement marketplace without levy of any registration or subscription fee up to 31st March 2023 or such later date, as may be decided by the Steering Committee. However, the e-Procurement marketplace may levy charges for such value-added services as may be decided by the Steering Committee.

8. The participating departments shall issue necessary amendments/changes in the existing procedures as deemed necessary for switching over from the conventional / existing procurement processes to equivalent e-Procurement process. Pending the issue of necessary amendments/ changes by the participating departments / agencies, the present order would be construed to authorize the participating departments / organizations to deploy e-Procurement for their procurement functions.

9. The participating departments / agencies will pay service charges payable to M/s. C1 India as per the agreement entered by Government of Andhra Pradesh with M/s. C1 India on 17th June, C2 as indicated.

The tender hosting charges shall be paid by the concerned department while the transaction fee shall be added to the estimate for the respective works and made payable by the successful bidder / supplier on receipt of purchase order / work order.

The concerned departments and agencies may issue further guidelines governing the modalities of service charges to M/s. C1 India to bring in a centralized system of invoicing, payment (within the period of 15 days of invoicing as per the agreement entered between GoAP and M/s. C1 India) and accounting to facilitate smooth conduct of e-Procurement operations.

10. The participating departments may enter into an appropriate Service Level Agreement (SLA) with M/s. C1 India.

Contd...
11. Provisions of this order will be reviewed at the end of the pilot project.

12. A copy of this order is also available on the Web at www.ap-it.com and also at www.aptls.gov.in/igppes.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J. SATYANARAYANA
PRINCIPAL SECRETARY TO GOVERNMENT

To:
The Managing Director, APTS Ltd., BRKR Bhavan, Tank bund Road, Hyderabad
The Managing Director, APSRTC, RTC X-Roads, Hyderabad
The Commissioner, Commissionerate of Tenders, BRKR Bhavan, Tank bund Road, Hyderabad
The Managing Director, APHMHIDC, Koti, Hyderabad
The Spl. Chief Secretary, TR&B Department
The Ptd. Secretary, Irrigation & CAD Department
The Ptd. Secretary, HM & FW Department
Finance & Planning (FW-EBS-2BG) Department
The Accountant General (Audit), A.P, Hyderabad
The Accountant General (A&E), A.P, Hyderabad
The Director of Treasuries and Accounts, Hyderabad
The Pay and Accounts Officer, Hyderabad
The Deputy Pay and Accounts Officer, Secretariat Branch
The Resident Audit Officer, O/o PAO, Hyderabad
All the Departments of Secretariat

Copy to:
The PS to Chief Secretary
The PS to Principal Secretary, IT&C Department
The PS to Secretary, (HR & Spl. Projects), IT&C Dept
The Director (Communications), IT&C Dept.
The Joint Director (Infrastructure), IT&C Department
M/s. C1 India Pvt. Ltd., 601-Mahavir Chambers, Basheerbagh, Hyderabad
SF/Spare

//FORWARDED BY ORDER//

[Signature]
SECTION OFFICER

C1 India Pvt. Ltd. 11
Training Instructions

E-Procurement Marketplace Home Page

- Type the URL [http://www.eprocurement.gov.in](http://www.eprocurement.gov.in) in the browser to access the E-Procurement Marketplace.

- New Suppliers/Contractors click on “Suppliers register” button to register on the E-Procurement Marketplace. Suppliers/Contractors once registered on this Marketplace need not register again for participating in new tenders.

**Note:**

Kindly note that registration on the E-Procurement Marketplace does not imply that the department or the Government of Andhra Pradesh
has approved suppliers/contractors. Registration on E-Procurement Marketplace only allows suppliers/contractors to receive email intimation about open tenders being called by the various departments online. The departments are, however, free to allow or dis-allow any supplier/contractor from submitting his bid.

**Supplier/Contractor Registration**

- The fields indicated with an asterisk (*) are required to complete this transaction; other fields are optional. Please use the back button on your browser to return to the previous page.

- Suppliers/contractors are requested to provide the correct email address, as they will receive email notifications of new tenders at this email address.
• Class of trade represents the various categories of works and items procured by the departments. Suppliers/contractors are requested to select one or more category of works and items in which they are interested. Whenever any department calls for a tender that falls in one of the ‘Class of trade’ selected by the supplier/contractor, he will receive an email notification informing him of the same.
Supplier/Contractor Registration

- Fill in the details and continue to the next stage.
- This data will be used to provide you with information from Government departments on upcoming tenders and activities that may be of interest to you.

After filling the form click here to continue.
Here the supplier/contractor needs to upload the scanned copies of documents and certificates that he is required to submit along with the bid, as per the terms & conditions of the tender schedule.

Click on browse button to locate and attach the document you want to upload.

Please give the brief description of the document/file.

To start the process of uploading click on “Upload” button.

Repeat the above process till all the documents and certificates have been uploaded.

Supplier/Contractor Registration – Upload Documents
• File is uploaded successfully, if you wish to upload additional files please click on “Upload Again”.

• This completes the registration process and you may logoff by clicking on home.

• Please make note of your user id and password.
Supplier/Contractor Login

- Log on to [http://www.eprocurement.gov.in](http://www.eprocurement.gov.in)
- Type your user name, password and department id (supplier) and click on “GO” button.
Login - Homepage

- In this screen you can access five menus.
  - Home: To access your home page
  - Edit profile: Used to manage your profile, documents and change password.
  - New tenders: To access Open and Limited New Tenders
  - My Bids: To manage information on the bids which have been submitted & opened as well as bids which have been submitted & not yet opened
  - Logoff: To Logoff

To view the status of your bids click here.

To edit your profile click here.

Upcoming tenders are listed here.

Corrigendum’s are listed here.

To view open/limited tenders select from here.
Supplier can view his bids for past tenders and tenders in process.

You can view the status of past tenders as well as tenders in process.
View New Tenders

- To view new tenders, supplier/contractors need to click on ‘New Tenders’ and select Open/Limited depending on whether he wants to view all the new Open tenders or Limited tenders.

- Click as above on the magnifying glass to view the NIT.
• Click on close button to close NIT and return back to the main screen
Purchase of Tender Schedule

To enter your payment details click here.

To purchase the tender documents, please click on Enter Payment Details and proceed further.
Mode of Payment

• Suppliers can choose their preferred mode of payment, for example if you want to pay through Demand Draft choose “DD” from drop down menu.
Tender Fee Payment details

After giving all the payment details click on "Submit" button to submit your tender fee details.

The department, on physical receipt of tender fees, will authorize the supplier/contractor to download the tender documents. An email message would be automatically generated and sent to the supplier/contractor as soon as the department gives such an authorization.

The supplier/contractor may login after receipt of such an email and proceed to download the tender schedule.
Tender Fee Status

- Click on “New Tenders/Open” to view whether the tender fee has been received by the department.

- If the download tender button is visible to the supplier/contractor, it means that his tender schedule purchase fee has been received by the department and the department has authorized him to download the tender schedule and submit his bid.

- Click as above to download tender documents.
Tender Schedule Download

System allows to download the tender schedule documents on clicking as above.
Bid Submission

To submit their bids against a tender, suppliers/contractors need to click on the marked icon as shown above.
Bid Submission

- Supplier/Contractor may review his profile details
- Supplier may edit his profile details, if required, before submitting the bid.
- Such changes would be affected into his profile permanently which may be changed by accessing his profile.
Bid Submission

• Contractor needs to fill the details as per the instruction in the tender schedule

• Please give the details of maximum value of similar work executed during the last five financial years.
Bid Submission

- Please fill in the details of completed works during past 5 years
- Please fill in the details of quantities executed in the last five financial years
Bid Submission

- Please fill in the availability of key equipment information and the availability of key personnel information.
Bid Submission

- Please give the litigation history if involved
At the time of registration, supplier/contractor had uploaded scanned copies of documents required to be submitted along with the bid. The list of all the documents uploaded by him is visible to him on this screen.

Now the supplier/contractor can select and attach the required documents, from the list of all the documents uploaded by him, to the bid being submitted by him. He can select and attach the necessary documents by clicking on the check box along side the document.

Suppliers/contractors need to fill in the details of the price bid and and click “Submit” to finally submit their bids.
Every time the department issues a corrigendum, the supplier/contractor will receive an email message. Subsequently, the supplier/contractor can view the corrigendums issued against the tenders on the home page by clicking on the above shown magnifying glasses.

Suppliers/contractors may, at any time, check the status of their bids by accessing the relevant tender under “My Bids” and by selecting the option to view either past tenders or tenders in process.
Editing of Bid

- The system provides the facility to the supplier/contractor to edit the bid submitted by him against any tender before the expiry of bid submission time.

- To modify the bid click on “My Bids/Tenders in Progress”

- The suppliers/contractors are advised to purchase, fill and submit their bids online at the earliest possible in order to avoid last minute rush and delays. Since they can now modify the bids submitted by them till the tender submission closing time.

- When a supplier/contractor modifies his bid, the system overwrites his previous bid and no record of his previous bid is maintained by the system.
• After making the modifications, the supplier/contractor may save the modified bid by clicking on the submit button.
Opening of Bid

- At the specified date and time, the technical bids of all the suppliers/contractors are opened automatically by the system.

- To view the bids of other suppliers after the technical bid is opened click on “My Bids/Tenders in Progress”.

- All the suppliers/contractors who have submitted the bids will be able to view the technical bids of all the other suppliers/contractors by clicking on the icon indicated above.

- Similarly, on opening of the Price Bid, all the technically qualified suppliers/contractors will be able to view the Price Bids of all the other technically qualified suppliers/contractors.