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सत्यमेव जयते

GOVERNMENT OF ASSAM

HANDBOOK ON ASSAM STATE e-PROCUREMENT PORTAL

Prepared By:

e-PROCUREMENT TEAM

FINANCE DEPARTMENT

GOVERNMENT OF ASSAM

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Introduction

The Government of Assam has brought out the Assam Public Procurement Act (APPA), 2017 and its relevant Assam Public Procurement Rules (APPR), 2020 which is being implemented in the state since1st September, 2021.

The e-Procurement System is a digital platform that allows the Procuring Entity to conduct procurement activities online. The system is generic in nature and can easily be adapted for all kinds of procurement activities of goods, services, and work by Government Departments. It reduces the tendering cycle time, reduces most of the indirect costs, and enhances transparency and a highly secured system in procurement. The Assam Tender Portal is accessible at the URL https://assamtenders.gov.in. Initially, the Assam Tender Portal was under the control of the Information Technology Department, and subsequently, the same was taken over by the Finance Department, Establishment-B, under the ASPIRe Project of the AS-CFMS Society in the month of November 2017. The threshold value for doing e-Procurement was initially INR 1 crore, which was subsequently reduced to INR 25 lakh. Currently, the new threshold value is set at INR 20 lakh.

Goals and Objectives

The Assam Tender Portal has the following goals and objectives:

- **Provides free Access to Users:**
  It provides free access to all e-Procurement related information. Any individual can download the Notice Inviting Tender (NIT) and Bidding Document from the portal free of cost.

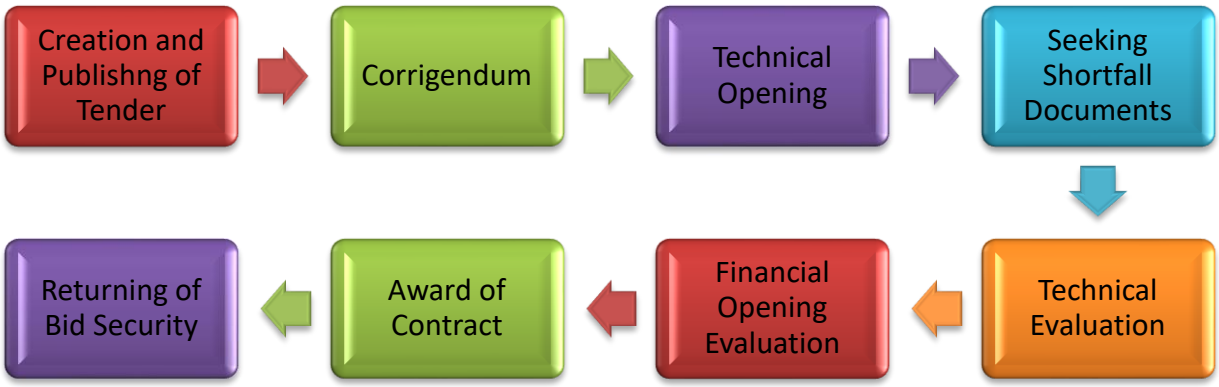
- **Educates & Encourages Department Users and Bidders:**
  The portal provides all the necessary Office Orders/Memoranda, Notifications, and Circulars to the Government Departments. It also provides necessary instructions and video links related to bid submission for bidders.

- **Availability of all kinds of Procurement Methods and Categories:**
  The platform has been designed to easily adapt all kinds of procurements such as Open Tender, Limited Tender, Single Source Procurement, and etc.

- **Efficiency, Economy, Integrity, Accountability and Transparency:**
  The portal has been developed with the objective of providing timely delivery of its outcome with efficiency, economy, maintaining professionalism and accountability from the e-Procurement process. It also provides an assurance to the public and other stakeholders regarding probity and integrity of the process.

Home Page (assamtenders.gov.in)

Module of Assam Tender Portal for Department Users



MODULES	DESCRIPTION
Creation and Publishing of Tender	Tender Creation is the first stage to float a tender in the Assam State e-Procurement Portal where a Department User has to input all the necessary information related to the tender. After publishing the tender, a unique Tender ID is generated by the Portal.
Corrigendum	A corrigendum is a document published by the Department to add/remove/modify any clause, related to bid document which is already published.
Technical Opening and Evaluation	Technical Opening is the stage where the Technical Bids are downloaded by the Department User. The Technical Evaluation stage is the evaluation of the received technical bids.

Financial opening and Evaluation	Financial Opening is the stage where the Financial Bids are downloaded by the Department User. The Financial Evaluation stage is the evaluation of the received financial bids.
Seeking Shortfall document	Documents that are not enclosed by the bidder can be asked by the department during Technical Evaluation stage.
Awarding of Contract	Award of Contract is the final work order awarded to the selected bidder and a scanned copy of the order need to be uploaded on the portal.
Returning of Bid Security	There are five stages after the end of bid submission i.e. Technical Opening, Technical Evaluation, Financial Opening, Financial Evaluation and Award of Contract. After completion of every stage the department will declare the status of every participating bidder as successful or unsuccessful. Every unsuccessful bidder will get back their Bid Security within T+4 working days where T will mean the date on which information of rejection of the bid is uploaded in the portal.

Modules of Assam Tender Portal for Bidders

MODULES	DESCRIPTION
Registration of bidders	The bidders have to register themselves online through the link available at the portal with a valid Digital Signature Certificate to participate in a tender published through the Assam State e-Procurement portal.
Bid submission	Bidders have to upload scanned copies of various documents required for eligibility and all other necessary documents as specified in the tender document. The payment (Bid security and Tender Processing Fee) should be made through online mode available in the portal i.e.; Net Banking (Using Net Banking through SBI and Using Net Banking through other banks) and NEFT/RTGS mode. However, Bidder can also upload Bank Guaranty and all other instruments for bid security as per APPR 2020.
Modifications and withdrawal of bids	A bidder can modify their submitted bid before the end of bid submission date and similarly can withdraw the same. Also, a bidder can ask for clarification before submission of bid through the portal if the department has mentioned the seek clarification dates during the tender publication.

Necessary Requirements for doing e-Procurement in the Assam Tender Portal:

Each Procuring Entity should follow the following steps to enrol in the Assam Tender Portal:

- **Provide Assam Tender On-boarding Form**

Intending Procuring Entity may download thee-Procurement On-boarding Form available at the portal. The Form should be filled properly and send to the following address with proper seal and signature of the Authorized Official.

Application Admin,

e-Procurement (AS-CFMS) & Secretary (Budget),

Finance Department, Govt. of Assam,

F- Block, Ground Floor, Janata Bhawan, Dispur, Guwahati-781006

Email: eprocurementassam@gmail.com

- **Acquire Digital Signature Certificates(DSCs)**

A Digital Signature Certificate (DSC) is an electronic and legal alternative of traditional signature. To carry out e-Procurement in the Assam Tender Portal, the Procuring Entity will be required to obtain valid Class-III DSCs (having both Signing and Encryption features). It is recommended to acquire minimum 3 DSCs by each Procuring Entity.[1]The list of vendors to acquire DSCs is available in the portal.

- **Selection/Nomination of Nodal Officer**

Each Procuring Entity is required to nominate one official as Nodal Officer in the Assam Tender Portal. The Nodal officer can create and transfer users for his Organization..

[1].https://assamtenders.gov.in/nicgep/app?component=%24DirectLink_0&page=DSCInfo&service=direct&session=T&sp=SDSCAddress.pdf

- **Setting up of Organizational Hierarchy for mapping on the Assam State e-Procurement portal**

Every Department User has to ensure that their organisational structure/hierarchy is properly mapped in Assam State e-Procurement portal.

The format of Organisation Structure for online enrolment is as follows:

Level 1	Level 2	Level 3
Organization Name	Department/Circle	Division
Department of Higher Education	Directorate of Higher Education	Name of the College

- **Creation of User Accounts of the User Organisation**

The Nodal Officer/Sub-Nodal Officer(s) of each Procuring Entity will authorise users within the organisation for various roles. The various roles defined for e-Procurement Portal are:

ROLES	FUNCTIONS
Procurement Officer Admin(Tender Creator)	Creates a new Tender
Procurement Officer Publisher	Publishes a Tender
Procurement Officer Opener	Participates in Bid Opening
Procurement Officer Evaluator	Participates in Bid Evaluation

- After getting the confirmation mail of user creation, click on the **Generate / Forgot Password** link in the portal to generate the password.

- .**Digital Signature Certificate (DSC) Enrolment**

The user needs to follow the following steps to enroll the Digital Signature Certificate with the account:

- Login to the portal using the Login ID and password and click on the **Signing Certificate** and **Encryption Certificate** link.
- It will display the user's name, select the appropriate name and click ok.
- The portal will show the successful enrollment pop-up message.
- The DSC enrollment process successfully ends here.

Prerequisite of the system for using the Portal

To access the Assam State e-Procurement portal, some prerequisites are necessary. They are:

- Computer System with a dedicated internet connection for smooth operation of the system.
- The Browser should be Java enabled (Mozilla Firefox version 52 or below / Internet Explorer).
- The driver for the Digital Signature Certificate (DSC) needs to be installed in the system. The drivers are provided by the DSC providers along with DSC.
- Java Runtime Environment (JRE) needs to be installed in the client system which is available at [2]Download section of the portal.

[2]https://assamtenders.gov.in/nicgep/app?page=StandardBiddingDocuments&service=page

Procedure for Tender Creation and Publishing

1. Introduction

This is regarding the stepwise process of tender creation and tender publishing in the Assam State e-Procurement portal.

2. Tender Creation

The Department User needs to follow the following steps to create a tender:

- Enter the registered Login ID and Password allotted to the creator in the portal (assamtenders.gov.in).
- Select ‘Create Tender/Tender List’ tab from the menu available on the dashboard and click on the ‘Create New Call for Tender’ button.
- System shows the ‘Basic Details’ page where the Department User needs to enter the basic information of the tender and click on the ‘Next’ button to proceed.

NOTE:

- **Tender reference number**: A Tender Reference number is a unique identifier assigned to a specific tender generated during physical file processing
- **Tender type**: It is the type of tender. It could be any of the option like Open / Limited / EOI / Auction / Single.
- **Form of contract**: It refers to the type of contract to which the tender belongs. It could be any of the option like Piece Work / Lump Sum / Fixed Rate / Turn Key etc.
- **Number of covers:** It refers to the number of packet(s) i.e; the technical and financial bid that the bidder needs to submit.
- **Tender category:** This refers to the type of category the tender falls in, it could be any of the option i.e. :

Goods - It includes all articles, material, commodities, electricity, livestock, furniture, fixtures, raw material, spares, instruments, software, machinery, equipment, industrial plant, vehicles, aircraft, ships, railway rolling stock and any other category of goods, whether in solid, liquid or gaseous form.

Services - It means any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity and does not include appointment of any person made by any procuring entity.

Works –It means all works associated with the construction, reconstruction, site preparation, demolition, repair, maintenance, or renovation or railways roads, highways or a building, an infrastructure, or structure or an installation or any construction work relating to excavation, drilling, installation of equipment and materials, as well as services or goods incidental or consequential to the works if the value of those services or goods does not exceed that of the works themselves.

- In the **Cover Details** page, click on the 'Add Content' icon corresponding to the Cover Type to add required technical/financial documents in the cover to be submitted by the bidders.
- After completion of the Cover design the creator has to upload and verify the Notice Inviting Tender (NIT).
- . In the **Work Item Details** page all the data entered in the Work Item Details should follow the Bid Document that is to be uploaded with the tender..Click the **'**Next' button and system will display the **Fee Details** page.
- In **Fee details** page select the payment mode (Online/Not Applicable), enter the Tender Processing Fee and Bid Security/EMD amount and select the exemption as Yes/No according to the bid document. Click the 'Next' button and system will display the **Critical Dates** page.
- In the **Critical Dates** page, input all the relevant dates and click on the 'Next' button once completed.

Publishing Date	Date of publishing of tender
Document Download/Sale Start Date	The date from which the document can be downloaded
Seek clarification Start date	The date from which the bidder can seek for clarification via the seek clarification tab in the e-Procurement portal.
Seek clarification end date	The date by which the bidder can seek clarification
Bid submission start date	The date from which bid can be submitted
Bid submission end date	The date and time by which the bid can be submitted. Beyond this date the bid submission will be disabled in the system.
Bid opening date	The date on which the tender shall be opened by the Tender Inviting Authority

- In **Bid Openers** page select the bid openers who are going to open the bid at the time of bid opening. After selection of the bid opener click on 'Submit' button to proceed further.
- **Work/Item documents** page will appear in which the creator needs to upload the Bid Document, Bill of Quantities or Schedules of Rate and any additional documents and click on 'Next' button.
- System will display all the details of the tender inputted by the tender creator throughout the tender creation process. Creator can verify the data inputted and can modify, if required.
- After verification click on the **Send To Publish** button which will confirm that the tender is sent to the publisher.

3. Tender Publishing

The Department User needs to follow the following steps to publish a tender:

- A Department User with publisher role can verify all the tender details entered by the tender creator and publish the tender.
- Click on the **Publish Tender** tab under tender management.
- A list will appear which will contain all the tenders which are yet to be published.
- Click on the view icon against the tender..
- All the details entered by the tender creator will be displayed for final verification.
- After verification click on **Publish Tender** button to publish.

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → Create Tender → Create Call for new tender → Send to Publish→ Publish Tender

Procedure for Technical Opening and Technical Evaluation

1. Introduction

In the Technical Opening stage the Department User who has the 'Bid Opener' role can only open the bid as he has to [3]decrypt the bid by his/her Digital Signature Certificate. At least two bid openers should decrypt the bid to download the technical documents uploaded by the bidder/bidders.

2. Technical Opening

The Department User needs to follow the following steps to open a tender:

- Login to the portal using the login ID and Password.
- Click on the **Tenders to be Opened** tab under Bid Opening and the portal will show the tender to be opened on that day under **Technical Opening** section.
- Click on the view icon, portal will display all the bid opener name and a **Decrypt button against each bid opener.**
- Click on the "**Decrypt"** button and enter the DSC password and click **OK**.
- After successful decryption the icon against the bid opener become green and the portal will display the number of valid bids and number of withdrawn bids.
- As the technical documents can be downloaded only after at least two successful decryptions. Therefore at least one more bid opener should decrypt the bid by using the same procedure.
- After successful decryption by the two bid opener a folder appears automatically.
- Click on the Lock Icon under the **Bid Opening**.
- Click on **Bid Document Zip** to download all the technical documents in a zip format against that particular bidder.
- The same can be done by clicking on the quick bid icon under the **Quick Bid Opening Tab.** .
- Click on "**Next"** button to proceed further.

[3]The process of converting the unreadable/encrypted data into its original form so that authorized users can read it

- Enter the description of bid opening details or bid opening summary.
- Upload the minutes or summary documents for bid opening. However user can skip that option as that field is not mandatory.
- Click on the "**Submit"** button to proceed.
- After clicking on the "submit" button the tender will be moved to **Technical Evaluation** tab.

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → Tenders to be Opened →Select the tender →Decrypt (using the DSC of two Department Users) →Download the bid documents→ Submit

3. Technical Evaluation

In Technical Evaluation stage, the Evaluator verifies the compliance of all the technical qualification documents downloaded in the Technical Opening stage. Evaluator should prepare a Technical Evaluation Sheet containing the compliance of the bidder/bidders. The evaluator should upload the same on the portal to maintain the transparency.

The Department User needs to follow the following steps to evaluate a tender:

- Login to the portal using the Login ID and Password.
- Click on the **Technical Evaluation** option under Bid Evaluation tab.
- Select **Accept/Reject** under **Status** tab and enter the reason for Acceptation/ Rejection and click on the **Submit** button.
- The evaluator enters Committee Chairperson Name and Name of other Committee Members.
- Upload the Technical Evaluation Sheet and sign digitally and also input the date and time of Financial Opening.
- Click on **save** button.
- The portal display the details inputted and the user can take print for further use.

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → Technical Evaluation →Select the tender → Select/Reject the Bidders→ Upload the Evaluation Report → Submit

Procedure for Financial Opening and Financial Evaluation

1. Introduction

In Financial Opening the Department User who has the 'Bid Opener' role can only open the bid as he has to decrypt the bid by his/her Digital Signature Certificate. At least two bid openers should decrypt the bid to download the financial documents uploaded by the bidder/bidders. In this stage the Department User can download the financial documents and can download the system generated comparative chart.

2. Financial Opening

The Department User needs to follow the following steps to open the financial documents

- Login to the portal using the Login ID and Password.
- Click on the **Tenders to be Opened** tab under Bid Evaluation.
- Portal will show the tender to be open on that day under **Financial Opening** section and click on the 'View' icon.
- It will display all the Bid Opener name and a **Decrypt** button will appear against the user who is using the same.
- Click on the **Decrypt** button, it will ask for the password of Digital Signature Certificate in a small pop up window. Enter the DSC password. Portal shows the successful decryption message and click on **OK**.
- After successful decryption the icon against the bid opener become green and portal will display the number of valid bids and number of withdrawn bids.
- As the financial bid documents can be downloaded after atleast two successful decryptions. Therefore one more bid opener should decrypt the bid by using the same procedure.
- After successful decryption by the two bid opener a folder appear automatically. Click on the folder.
- Click on **Bid Document Zip** to download all the financial documents in a zip format against the particular bidder.

- The Department User has to download all the Financial documents one by one and click on the **Submit** button to proceed further.
- The system will generate the **BoQ** comparative chart.
- Enter the bid opening summary and click on the **Submit** button..

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → Tenders to be Opened →Select the tender →Decrypt (using the DSC of two Department Users) →Download the Financial Documents→ Submit

3. Financial Evaluation

In Financial Evaluation stage, the Evaluator verifies the compliance of all the financial documents downloaded in the Financial Opening stage. The Evaluator should prepare a Financial Evaluation sheet containing the compliance of the bidder/bidders and upload the same on the portal to maintain the transparency.

The Department User needs to follow the following steps to evaluate the financial documents:

- Login to the system using the Login ID and Password.
- Click on the **Financial Evaluation** under bid evaluation tab.
- Select **Accept/Reject** under **Status** tab; enter the reason for Acceptation/ Rejection and click on the **Submit** button.
- The Evaluator needs to enter the Committee Chairperson Name and Name of other Committee Members in the space provided.
- Upload the Financial Evaluation sheet and sign digitally and click on **Save** button.
- The portal will display the details inputted during the evaluation which can be printed out.

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → Financial Evaluation →Select the tender → Enter the Quoted Amount and Ranks of the Bidders→Upload the Evaluation Report→ Submit

Procedure for Publishing Award of Contract

1. Introduction

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An Award of Contract is the formal work order awarded to the successful bidder(s) by the Department. The Government of Assam has mandated to upload the AOC on the Assam State e-Procurement Portal within the 30 days of issuing the AOC to the bidder.

2. Uploading of Award of Contract (AOC)

The Department User needs to follow the following steps to upload the AOC:

- Login to the portal using the Login ID and Password.
- Click on the **AOC/Empanelment** tab under Bid Evaluation.
- Search the tender under **AOC Tender List**.
- Click on the icon under **View** tab. The system will display the **Award of Contract** page.
- Enter the **Contract Value** as quoted in the Bill of Quantities (BoQ).
- Upload the AOC details and sign digitally.
- Enter the **Contract Date** which should be always after the date in which the **Financial Evaluation** stage was completed.
- Enter the **Awarded Value**, Rank and Reason and click on the check box against the awardee and click on the **Save** button.
- Click on **Print Award of Contract** to take a print out of the uploaded AOC details for future use.

Assam State e-Procurement Portal (https://assamtenders.gov.in) → Login (Using DSC) → AOC/Empanelment → Enter the Contract Value→ Select the awardee Bidder →Submit

Procedure for creation and publishing of corrigendum

1. Introduction

A corrigendum/Addendum is a document published by the Department to add/remove/modify any clause related to bid document which is already published.

TYPES OF CORRIGENDUM

Date Corrigendum: This type of corrigendum can be published to extend any date, for e.g.: Bid submission start date, Bid submission end date, Bid opening date etc. No date can be preponed via corrigendum. It can only be postponed. Bid submission end date extension corrigendum can be published before the Bid Opening Date only.

BoQ Corrigendum: A BoQ template can also be modified/updated/replaced through this corrigendum. However a BoQ template can be changed only before the 'Bid Submission Start Date'.

Add Limited Bidder Corrigendum: In case of limited bid, bidders can be added or replaced through this corrigendum. Bidder can be added only before the 'Bid Submission End Date'.

Technical Bid Corrigendum: This type of corrigendum can be used to change/add/update any technical clause published on the bidding document.

Financial Bid Corrigendum: This type of corrigendum can be used to change/add/update any financial clause other than BoQ template published on the bidding document. **Bid Openers Corrigendum**: During the tender creation the tender creator has to select the bid opener to open (Decrypt) a bid. The portal mandates atleast three bid openers to select. The same can be added/replaced by publishing this corrigendum. However this kind of corrigendum can be published only before the 'Bid Submission Start Date'.

Fees Corrigendum: Tender Processing Fee/EMD/Bid Security/Exemption can be modified by using this fees corrigendum before bid submission starts

Cancel Corrigendum: This corrigendum is published to cancel a tender at any stage. Once the same is published for an active tender, system automatically removes the tender from the active tender list. However the Cancellation corrigendum cannot be published after the publishing of Award of Contract.

AOC Corrigendum: AOC corrigendum is published to change the successful bidder, to whom the work-order has been awarded. This corrigendum will be

activated once the AOC is published on the portal. AOC corrigendum can be published within one month of the publication of first Award of Contract.

Other Corrigendum: Other Corrigendum can be published for any changes to the bidding document other than the above mentioned corrigendum types.

2. Corrigendum Creation

The Department User needs to follow the following steps to create a corrigendum:

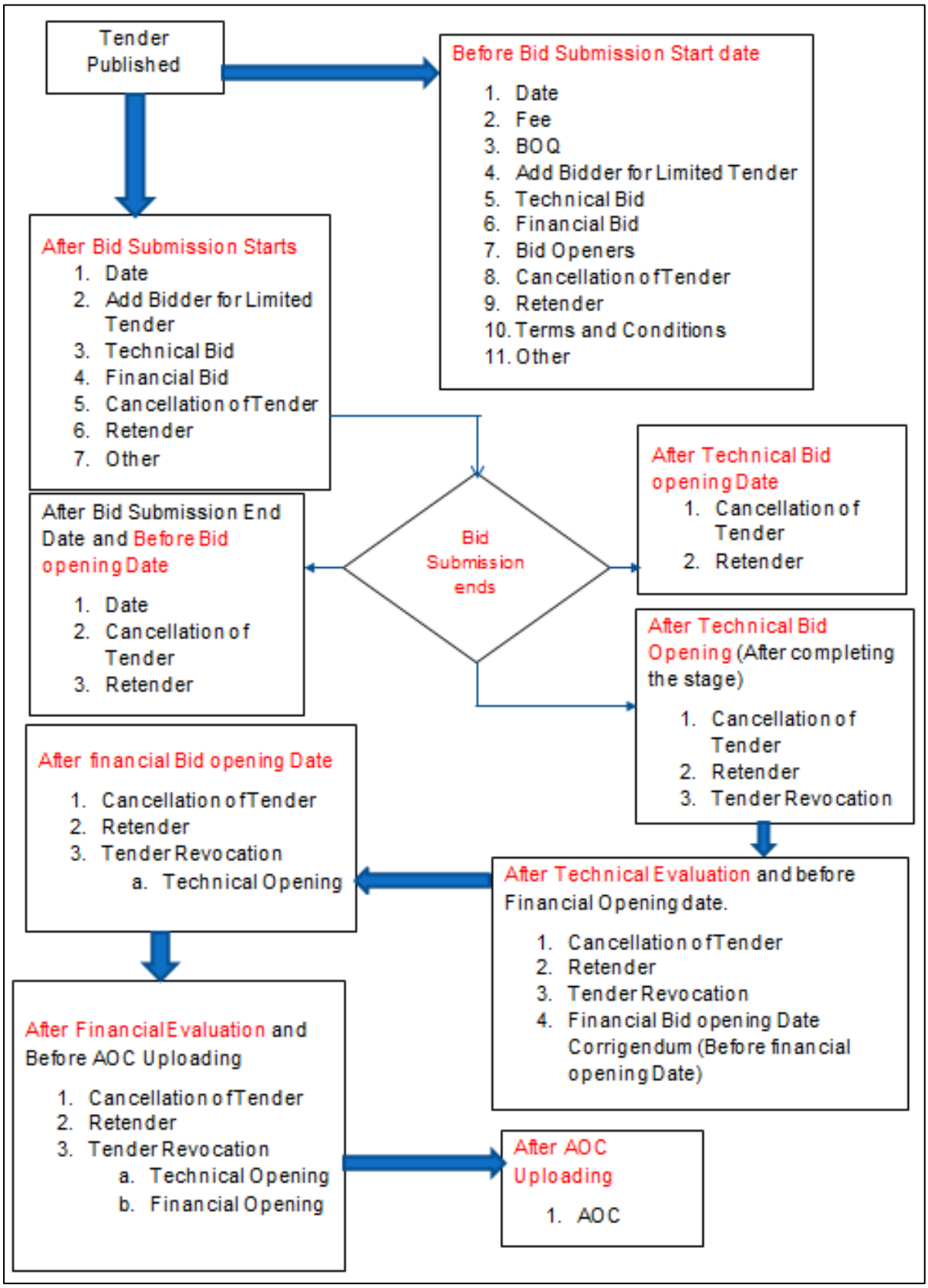
- Enter the registered Login ID and Password.
- Select ‘Create Corrigendum’ option under ‘Corrigendum’ tab.
- Enter the Tender ID against which the corrigendum is to be published and click on ‘Search’ button.
- Click on Add Corrigendum against the Corrigendum Type as available against that tender.
- Enter the Corrigendum Title and Description, upload the scan copy of the Corrigendum and click on save button.
- Verify the document and click on Send to Publish button.

3. Corrigendum Publishing

The Department User needs to follow the following steps to publish a corrigendum:

- A Department User with publisher role can verify all the Corrigendum details.
- Click on the **Publish Corrigendum** option under Corrigendum tab.
- All the details of the Corrigendum will be displayed for final verification.
- After verification click on **Publish Corrigendum** button to publish.

Pictorial representation of corrigendum types at different stages of the tender:



ANNEXURE-I: Notification regarding new threshold value for e-Procurement

GOVERNMENT OF ASSAM
FINANCE DEPARTMENT
2nd FLOOR, BLOCK-F, DISPUR,
GUWAHATI-06
OFFICE MEMORANDUM

eCF No.311119 dated Dispur, the 9th June,2023: In partial modification of Office Memorandum No. FEB.366/2016/pt/XXV/250 dated 16.12.2021, the Governor of Assam is pleased to re-notify Para 4 and Para 6 of Office Memorandum No FEB (eGU).03/2015/61 dated 05.08.2016 as follows:

"Para 4 - Henceforth, all Administrative Departments of Government of Assam and its subordinate Directorates/Offices/Agencies etc. (including institutions receiving Grant-in-Aids from Government of Assam) shall adopt e-procurement (https://assamtenders.gov.in) for procurement of all goods, services and works for all tender of values ***Rs. 20 lakhs and above.***

However, the following items shall remain exempted from the purview of this amendment:

i. *All "Emergency procurement" and "Urgent works", as defined in the Assam Public Procurement Rules, 2020.*

ii. *Procurement in the ten statutory Autonomous Councils viz. Moran Autonomous Council, Kamatapur Autonomous Council, Bodo Kachari Welfare Autonomous Council, Matak Autonomous Council, Rabha Hasong Autonomous Council, Mising Autonomous Council, Tiwa Autonomous Council, Deori Autonomous Council, Thengal Kachari Autonomous Council and Sonowal Kachari Autonomous Council in Assam.*

iii. *All procurement above Rs.50 lakhs will necessarily be through e-procurement mode, as was the case before, in case of (i) and (ii) above."*

"Para 6 - The procurement of goods, services and works of value less than Rs.20 lakhs may also be procured through e-Procurement mode at the discretion of the procuring entity."

2. The Heads of the Department are requested to circulate the copy of O.M. to all the procuring entities under their control immediately.

3. This order comes into force with immediate effect.

Signed by Jayant Narlikar
Date: 10-06-2023 19:08:28
Commissioner & Secretary to the Govt. of Assam,
Finance Department

ANNEXURE-II: On Boarding form for the Assam Tender portal

The Assam Tenders Information System
https://assamtenders.gov.in
Request Form for Tenders Administration Account

Personal Details:

1	Title*: Mr/Mrs/Ms/Dr/Sri	
2	First Name*: Last Name*:	
3	Date of Birth*: (DD/MM/YY)	
4	Login ID* say abc@gmail.com: **(Login ID should be individual's personal id not designation based id)**	
5	Organization Name*:	
6	Dept/Circle*:	
7	Division*:	Designation*:
8	Address1*:	
9	Address2:	
10	District:	
11	City*:	Pincode:
12	Correspondence Email ID*: **(Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)**	
13	Phone: 91:	STD: No:
14	Fax: 91:	STD: No:
15	Mobile: **(All the SMS correspondence will be sent only to this Mobile number)**	
16	User Roles:	Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)

Date:

Signature of Tender Inviting Authority

Name: _____

Seal:

Note: The requested tenders administration accounts details will be communicated by email
Disclaimer: This account is meant for publishing and maintaining the Tenders information on Government eProcurement Portal. The sole responsibility of the accuracy and validity of User information/ Contents in the Tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security.

ANNEXURE-III: OM regarding the publication of the AOC at the portal within 30 days of issuing.

GOVERNMENT OF ASSAM

eGovernance Unit, Finance (Estb.- B) Department

FEB(eGU). 03/2015/103 Dated Dispur, the 5th May, 2018

OFFICE MEMORANDUM

1. In continuation of the Office Memorandum No. FEB(eGU).03/2015/61 dated 05.08.2016 and FEB(eGU).03/2015/62 dated 23.11.2016, the following para to be read with the aforementioned Office Memorandum: -

   - All Administrative Departments of Government of Assam and their subordinate Directorates/Offices/Agencies etc. (including Institutions receiving Grants-in-aids from Government of Assam) shall upload Contract Documents online at https://assamtenders.gov.in, within 30 days of award of contract for public access.

2. The Heads of the Departments are requested to circulate this Office Memorandum to the Subordinate Offices and the Autonomous Bodies/Local Bodies/Corporations/PSUs under their administrative control.

3. This Office Memorandum shall come into force with immediate effect and the Departments shall take all steps to ensure compliance.

Commissioner & Secretary
to the Government of Assam,
Finance Department

Memo No.: FEB(eGU). 03/2015/103-A Dated Dispur, the 5th May, 2018

Copy for information:

1. The Principal Secretary to the Honble Chief Minister, Assam
2. The P.S. to the Hon'ble Finance Minister, Assam,
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The S.O. to Chief Secretary, Assam.
5. The P.S. to all Additional Chief Secretary/Principal Secretary/Commissioner & Secretary/Secretary to the Govt. of Assam.
6. All Heads of Administrative Departments.
7. All Heads of Departments/Deputy Commissioners/ SDO(C)s.
8. The CEOs of Zilla Parishad, Project Directors, CEOs of Societies/Authorities/Agencies under the State Government.
9. All Branches of Finance Department.
10. All Treasury Officers.
11. The SIO, NIC, Assam State Centre.
12. e-Governance Unit of Finance (Establishment-B) Department for uploading on the website.

By Order etc.

Joint Secretary to the Govt. Of Assam,
Finance Department.

ANNEXURE-IV: Frequently Asked Questions (FAQS)

- **What are the basic features available in this Procurement Portal as a general user?**

  The users can use the link 'Latest Active Tenders' available in the Home Page of this portal, to see all the tenders hosted on this Portal and download the Tender documents Schedule free of cost. The link 'Tenders by Closing Date' gives the facility to view the Tenders which are closing today or closing within next 7 days or closing within next 14 days. The link **Corrigendum** lists all the corrigenda published for the related Tenders. The site also provides facility to search for tenders on various parameters such as Tenders based on value, department, product category, etc.

- **How to view / download Tender documents without logging into the system?**
  Click on the Latest Active Tenders, and search the tender you are interested in using certain search criteria. To download the tender documents click on **view** button and click on the tender documents. The system will ask you for the user name and password. You can use the guest account guest with the password Guest#08 and click on any of the active tenders and download the required documents. However, it is advised to login to the system and download the tender documents so that the corrigendum/addendum, if published, will be automatically mailed to you.

- **What is the maximum size of a file that can be uploaded as a bid document in a packet in the e-Procurement portal?**

  The maximum size of the file that can be uploaded is of 40 MB per file, not exceeding 120 MB per Packet.

- **How secure are my bid documents in the e-Procurement portal? Can anybody see my price bid before bid opening?**
  All sensitive documents in the e-tendering site are encrypted and stored in the

server using the Public Key Infrastructure (PKI) technology. Both the Technical and Financial Documents are encrypted and stored. Even the system administrator cannot view the bid documents before bid opening. Only after decryption by the authorized bid openers the documents are converted into readable format.

- **What precaution needs to be taken to submit online bids in the e-procurement system?**

  Please prepare your documents well in advance and submit your documents well before the closing date and time. While scanning your documents try to keep file size small so that bid submission is smooth. Also in the BOQ enter values only in the appropriate space provided. Do not make any change in file name or sheet name. If you are not able to submit at the last minute due to local power problem or internet problem, you may lose a chance to participate.

- **What types of certificates are required for bid opener role?**
  Two types of certificates are mandatorily required for bid opener role. First one is Signing certificate, used for digital signing of documents and second one is Encryption Certificate, used for encryption and decryption of bids received from the bidders/ contractors. Encryption Certificate is mandatory for a Bid Opener role.

- **How much time is required for the new DSC to be recognised by the e-Procurement portal?**
  At the time of enrolment in this e-Procurement portal, the Bidders should ensure that the status of DSC is active on this site. The activation of newly issued DSC may take up to 24 hrs. Hence users who are obtaining new DSCs should register at least 24 hrs in advance to avoid last minute problems in enrolment.

- **What is the validity period of a Digital Signature Certificate?** The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of two to three years. The maximum period for which the DSC issued is currently issue is two years only.

- **Can International firm upload their proposals on Indian e-procurement portal with DSC which is not issued by Indian CA?**

  As per the IT Act, this e-Procurement portal does not allow to register any DSC issued by CAs other than Indian CAs. However, some of our Certifying agencies issue DSC for foreigners without visiting India. The details of which are already made available under the Downloads link of this portal.

- **Can a foreign bidder or a foreign consultant get DSC from their respective country i.e. any country outside India?**
  No. The same is not allowed to be registered in this portal.

Contact Us:

The Finance Department, Government of Assam has a dedicated e-Procurement Support Cell. It is mandated to provide hand-holding assistance relating to the Portal. For any kind of help regarding e- Procurement, following contact numbers can be used:

Contact Numbers: 1800 102 1417

Email Address: eprocurementassam@gmail.com

Office Address: e-Procurement Cell Assam,
Department of Finance,
O/o ASPIRe, AS-CFMS,
8th Floor, Sri Kamakhya Tower,
Mahatma Gandhi Path (GS Road),
Dispur, Ganeshguri, Guwahati, Assam, India - 781005

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