Sub: Intimation regarding switching over from manual tendering to electronic-tendering

Dear Sir / Madam,

ADA is switching over to e-Procurement Portal (https://defproc.gov.in/eprocure/app) for carrying out e-Procurement activities w.e.f. 13th May 2019. Subsequent to this date, the website details pertaining to tenders would be as follows:

- ADA website: (https://www.ada.gov.in) for view/downloading of tender document.
- Defproc website: (https://defproc.gov.in/eprocure/app) for view/downloading of tender document as well as for online participation in bidding.

For participation in tenders of ADA, the vendors shall enroll themselves on the Defence Procurement Portal (https://defproc.gov.in/eprocure/app). This enrolment is free of cost on the portal. For enrolment, bidder has to click on the link “Online Bidder Enrolment”, fill-in the ‘Company Details’ to create their own login ID and password. Bidder has to register Digital Signature Certificate (Signing Certificate). The Login ID shall be the authorized email ID of the company on which information regarding issue of Tenders shall be intimated to the Bidders. Any further information needed is available in “Bidders Manual Kit”.

As tenders in future would be issued through e-Tendering system, only enrolled/registered vendors with the above portal would be able to participate in the tendering process. After enrolment on the portal, Login ID and Company Details shall be intimated to ADA. The instructions for online bid submission are given on ADA website (https://www.ada.gov.in).

Bidders may appraise themselves with the instructions available on https://defproc.gov.in titled as “Bidders Manual Kit”.

For any Help/Queries, you may contact:
- Defproc Portal Helpdesk (24x7) : Tollfree No.0120-4200462;
- Email : support-eproc@nic.in;

For Foreign / Indigenous Bidders:
- ADA Telephone No.:+91-80-25087297
- ADA e-mail: mmeprocure@jetmail.ada.gov.in

Director (Materials Management)
INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Defproc Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Defproc Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Defproc Portal.

More information useful for submitting online bids on the Defproc Portal may be obtained at: https://defproc.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-procurement module of the Defproc Portal URL address (https://defproc.gov.in/eprocure/app) by clicking on the link “Online Bidder Enrollment” on the Defproc Portal which is free of charge.

2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Defproc Portal.

4) Upon enrollment, the bidders will be required to register their Valid Digital Signature Certificate (with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER

1) There are various search options built in the Defproc Portal, to facilitate bidders to search active tenders by several parameters. There parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the Defproc Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Defproc Portal to intimate the bidders through SMS/E-mail in case there is any corrigendum issued to the tender document.
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and contents of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 300 dpi in black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.

4) Bidders should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as
a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to Defproc Portal in general may be directed to the 24 x 7 Defproc Portal Helpdesk. The contact number for the helpdesk is Tollfree No.0120-4200462; Email : support-eproc@nic.in; For Foreign / Indigenous Bidders : ADA Telephone No.:+91-80-25087297; ADA e-mail: mmeprocure@jnetmail.ada.gov.in