<u>Empanelment of Agencies for conducting E-Tender / E-Auction</u>
Office of the Commissioner for Co-operation and Registrar of
Cooperative Societies M.S.Pune.

It is proposed to empanel an agencies for cooperative societies in the state of Maharashtra like urban banks, credit co-operatives, housing societies etc, that are conducting E-Tender / E-Auction for the sale of immovable properties.

Hence, this office invites expression of interest in this regard.   Details including terms and conditions are available in news section of home page of our website https://sahakarayukta.maharashtra.gov.in

Last date of submission of Tender : 01/06/2019 upto 5.00 p.m.

Date : 17/05/2019

The Commissioner for Co-operation
and Registrar of Cooperative Societies,
Maharashtra State, Pune

Application

For empanelment as an Agency to conduct e-Tender/e-Auction

Sr No	Term	To be filled by Agency
1.	Name of the Firm	
1a	Address of the Registered office of the firm along with the details of Person to be contacted, Phone No., Fax No., Gram, Email Id. etc.	Certificate of incorporation is to be submitted
1b	Address for correspondence where Rate Contract are to be send along with the details of Person to be contacted, Phone No., Fax No., Gram, and Email No. etc.	
1c	Name of Director of your firm, if a limited concern. **Important Note**: Firm will submit following documents in support of the details of name of Director of the firm. a. **Company (Private/Public Limited) / LLP / Partnership of Firm / Proprietor** – Copy of Annual Report / Copy of certification from Company Secretary / Chartered Accountant specifying the names of Board of Directors.	
1d	Permanent Account Number (PAN Number)	
1e	The agency must be registered e-tenderer during last three years.	Should enclosed the documentary proof- recent Copy of Certificate should be attached showing the validity period of registration as an e-tenderer.
2	Whether firm's Income Tax Clearance Certificate is attached or not?	
2a	Details of Last 2 years Income Tax paid	
3	Name of the Banker's to whom a reference can be made about your	

	standings along with address, telephone No. and fax No.		
4	Total Capital		
5	Turnover of the firm for the last 3 years (Please enclose audited Balance sheets of immediate preceding one year)	a) Year 2016-17 = Rs. b) Year 2017-18 = Rs c) Year 2018-19= Rs	
6	When was e-Tender process started by the firm		
7	Agency shall have minimum three years experience for conducting e-tenders for Central/State Governments, Public Sector Undertaking/semi Govt. Organization /Public limited companies/Co-op Societies	Self attested Zerox Copies of the letter of appointment/contract entered into or any other document as an evidence for appointment as an agency for e-tendering.The deptt./organization list with date of tenders be enclose.	
8	The average auction sale i.e. E-Tender/e-auction,of any one of the preceding three financial year should be 5Crores (five crores) only. The year wise detail of sale value of each year shall be furnished.	The deptt./organization wise, year wise list-with Date of tender ,sale value etc. must be enclosed duly certified by the respective deptt. Officer or Chartered Accountant must be enclosed.	
9	Documents in support of Agency's business :- i. Last VAT submission details. ii. Bank Account No.& address of the Bank from where the agency is operating his Bank Account. iii. Documentary proof of registration under Service Tax. iv. Any other documents related to ownership /establishment of Company / Agency	Self attested Xerox Copy be enclosed against each item.	

The names of Directors / Partners / Members / Owner given in Sr.No.1d above are correct.

NAME OF THE TENDERER   SIGNATURE & SEAL

Annexure "A"

PROFORMA FOR STATEMENT OF DETAILS OF E- Tenders CONDUCTED BY THE AUCTIONEER IN THE
FINANCIAL YEAR 2017-18, 2018-19
(STARTING FROM 31/03/2019)

Sr No	Year	Date of E-Tender	Name of Organization	Type of Organization	Total Sale Value (Rs.)	Remarks
1	2	3	4	5	7	8

SEAL & SIGNATURE OF TENDERER / AGENCY

Annexure "B"

PROFORMA FOR CERTIFICATE TO BE ISSUED BY THE ORGANIZATIONS FOR WHOM THE TENDERER HAVE CONDUCTED E-TENDERING SALES IN THE PRECEDING TWO FINANCIAL YEARS

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s _____ have conducted following e-tenders on behalf of us satisfactory :

Sr No	Financial Year	Date of E-TENDER	Amount (Rs.)	Remarks, if any
1	2017-2018			
	2018-2019			
Grand Total for the Financial Year				

SEAL & SIGNATURE OF Organisation

Terms and Condition

1. **Objectives :**

1 . The Service Provider should act as a System Integrator for providing solution for the Societies e-Tender /e-Auction, included but not limited to design and host fully secured Internet web based interface in India for conducting e-Tender/e- Auction events on behalf of the Societies and as per the Societies requirements. Societies will have the sole discretion to conduct the e-Tender/ e - Auction events.

2. **Eligibility Criteria :**

Only those Agencies who fulfill the following criteria are eligible to respond to the EOI. Document/s in support of eligibility criteria are required to be submitted along with the Technical Bid. Offers received from the agencies who do not fulfill any of the following eligibility criteria are liable to be rejected.

2.1 The agency should be a company registered in India as per Company's Act and having conducted its business in India for last 3 years. (Certificate of incorporation is to be submitted).

2.2 The Agency should provide satisfactory performance certificates from minimum two Government Organizations/PSUs/PSBs/NBFCs/Cooperative Societies currently utilizing the e-Tender/e-Auction platform. Reference should be submitted along with performance certificates.

2.3 The e-Tender/e-Auction solution proposed by the agency and related system should conform to the requirements of the IT act 2000, amended IT act 2008 (Recent Copy of Certificate should be attached showing the validity period).

2.4 The Agency should not have been black listed by any organization elsewhere for a period of 5 years preceding the date of submission of bids.

3. **Broad Scope of Work :**

The scope of work shall cover enabling of hosted solution for e-Tender/e-Auction of any properties for cooperative societies.

3.1 Agency should have own Hardware, Software, connectivity and expertise in conducting e-Tendering in online. Agency should ensure the existence of adequate and secure infrastructure including firewall, intrusion detection, Prevention systems etc. The system shall be scalable and shall permit expansion of both the capacity and functionality.

3.2 Data shall be encrypted and stored in secured format .Within 10 days of completion of every quarter, the data pertaining to Company shall be submitted in a separate CD. Further, bidder has to provide data pertaining to all the events conducted on the website during contract period should be made available to the company within 7 days prior to end of the contract period.

3.3 The vendor should be able to provide solutions i.e. e-Tender/e- Auction separately without dependency on any other agency. Company may utilize one or all solutions as per requirement of the company.

3.4 The Agency shall also provide periodic Training to Societies Recovery/ Technical Team (Minimum of 5) on administering, monitoring, supervising and usage of the e-Tender auction solution provided by the Agency by conducting mock events.

3.5 The company should be able to generate all the essential reports required for analysis of the online tendering as well as historical data. In case of dispute in e-Tender/e- auction, agency has to provide all the required information/data/Log reports/audit trails and all other relevant information of the event.

3.6 Support and Help desk services on connectivity & other technical issues while conducting the on-line tender events at Society offices.

3.7 The Agency should provide support at the Authorised Offices of the Societies during the event for smooth completion of e-Tendering /e-Auction events.

3.8 **The key features of E-Tender / E-Auction Framework are as below** :
- As per standard E-Tender / E-Auction process, completely secure and transparent steps and reporting system.
- Uncomplicated interface for Tender Participate and Administrator.
- Regular Notifications through mobile SMS and registered mail regarding Tender process updates.
- Use License Development tools and database structure, so online E-Tender / E-Auction system will be secure.
- Optimized E-Tender / E-Auction Process, so all participates get equal and trouble-free experience during tender documents upload and download.
- Content Management - Content can be any of the following
  Text / Images and Graphics / Videos

3.9 Bidding Process

- Opening Bid - the level the first bid in the Tender starts
- My Bids - bidders can see instantly their position for all lots they are bidding on.
- Increments - an increment is an increase of a fixed amount. With regards to Tenders, an increment is the minimum increase to the current price one needs to bid.
- Decrements - a decrement is a decrease of a fixed amount. In descending Tenders the price is progressively lowered in decrements. A decrement is the opposite of an increment.
- Winning / Losing Indicators - graphical display of the users current position.
- Bid Increments - the minimum bid that must be placed to increase the bidding.
- Set start and end date and time for lot.

3.10 Search Engine

- Allows the users to search by a number of ways, few examples are -
  - Search for category of products
  - Search for a solutions
  - Search for lot sizes of a product

3.11 Manage the trading sessions

- Manage the holidays
- Provide various types of order matching algorithms
- Generate the broadcast feed for confirmed order and trades
- Provide audit trails

3.12 Expected facilities for full life cycle of Tender/Auction

a) Creation of Requirement

b) Creation of Tender document online

c) Cancel/Re-invite Tender

d) Approve Tender online

e) Create Bidding formats

f) Mapping the selected business rules on to the online bidding package.

g) Centralized Registration of Bidders/Purchasers

h) Uploading of Tenders

i) Downloading of Tenders by prospective Purchasers

j) Pre-Bid Queries

k) Facility for online Pre-Bid Meetings

l) Publish Minutes of Pre-Bid Meeting

m) Publish replies to the Pre-Bid Queries

n) Submit Bids Online

o) Upload attachments to Tender

p) Technical Evaluation

q) Commercial Bid Opening

r) Commercial evaluation

s) E-Tender Auction

t) Tracking and displaying the Auction results

u) Publish Tender Results

v) Award of Contract

w) Purchase Order

x) Management Information System (MIS)

y) Audit Trail

4. Termination of Empanelment

The C&R reserves its right to cancel the empanelment at any time by assigning appropriate reasons

1. **Delay in delivery of e-Tender auction service in the specified period.**
2. **Serious discrepancies noted in the inspection.**
3. **Breaches in the terms and conditions of the Order given by the societies.**

5. Selection Process may be as below :

1. The process of selection of agencies for empanelment at C&R will be a two stage one. The first stage will involve scrutiny of applications received, by a team constituted for the purpose to assess adherence to eligibility criteria.

2. The short-listed agencies will then be called to make a presentation before the Committee at a pre-fixed date detailing the profile, experience, capability, creative ideas, strategy, area of operation, etc. of the Agency.

3. C&R reserves the right to accept/reject any/all of the applications without assigning any reason thereof.

4. The decision of C&R in the selection of agencies will final and binding.

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CHECK POINTS TO ACHIEVE SECURITY CONSIDERATIONS
IN E-PROCUREMENT SOLUTIONS

Sr. No.	SECURITY CONSIDERATIONS	Please Tick √	
		Yes	No
1.	Whether the application is secure from making any temporary distortion in the electronic posting of tender notice, just to mislead certain vendors?	Yes	No
2.	If yes at 2 above, then whether any automatic systems alert is provided in the form of daily exception report in the application in this regard?	Yes	No
3.	Whether application ensures that the tender documents issued to / downloaded by bidders are complete in shape as per the approved tender documents including all its corrigendum?	Yes	No
4.	Is there any check available in the application to detect & alert about the missing pages to the tenderer, if any?	Yes	No
5.	Whether application ensures that all the corrigendum issued by the Competent Authority are being fully communicated in proper fashion to all bidders including those who had already purchases / downloaded the bid documents well ahead of the due date & before uploading the corrigendum?	Yes	No
6.	Whether system is safe from sending discriminatory communication to different bidders about the same e-tendering process?	Yes	No
7.	Whether e-procurement solution has also been customized to process all type of tenders viz Limited / Open / Global Tenders?	Yes	No
8.	Whether online Public Tender opening events feature are available in the application?	Yes	No
9.	Whether facilities for evaluation / loading of bids, strictly in terms of criteria laid down in bid documents are available in the application?	Yes	No
10.	Whether sufficient safeguards have been provided in the application to deal with failed attempt blocking?	Yes	No
11.	Whether application is safe from submission of fake bids?	Yes	No
12.	Whether encryptions of bids are done at clients end?	Yes	No
13.	Whether safety against tampering and stealing information of submitted bid, during storage before its opening, is ensured?	Yes	No
14.	Whether application is safe from siphoning off and decrypting the clandestine copy of a bid encrypted with Public key of tender opening officer?	Yes	No
15.	Whether application is safe from mutilation / sabotage or otherwise rendering the encrypted bid in the e-tender box during storage, to make it unreadable / invalid in any form, before opening of the bids?	Yes	No

16.	Whether introduction of special characters / executable files etc by users are restricted in the application?	Yes	No
17.	Whether validity check of DSC is being done at server end?	Yes	No
18.	Whether system supports the feature that even though if a published tender is being deleted from the application, system does not allow permanent deletion of the published tender from the Database?	Yes	No
19.	Whether sufficient security features are provided in the application for authentication procedure of the system administrator like ID, password, digital signature, biometric etc?	Yes	No
20.	Whether audit trails are being captured in the application on media not prone to tampering, such as optical write once?	Yes	No
21.	Whether log shipping feature is available, where a separate dedicated server receives the logs from the application over a web service in real time?	Yes	No
22.	Whether integrity and non-tampering is ensured in maintaining the server clock synchronization & time stamping?	Yes	No
23.	Whether application generates any exception report / system alerts etc to indicate the resetting of the clock, in case the application for time stamping is killed at the server level and time is manipulated?	Yes	No
24.	Whether application ensures that the quotes from various bidders with their name are not being displayed to any one including to the Organisation during carrying out of the e-reverse auctioning process?	Yes	No
25.	Whether application is fit for usage complying with the requirements of tender processing viz Authenticity of tenderer, non-repudiation and secrecy of information till the actual opening of tenders.	Yes	No
26.	Whether any comprehensive third party audit (as per statutory requirement and also as per the requirements of e-tender processing (compliance to IT Act 2000)] was got conducted before first putting it to public use?	Yes	No
27.	Whether application complies with the Commission's Guidelines dated 17.09.2009 on Security considerations for e-procurement Systems.	Yes	No

The above information is correct.

NAME OF THE TENDERER   SIGNATURE & SEAL