



GOVERNMENT OF KERALA

Abstract

**Information Technology Department - e-Procurement/ e-Tendering -
Additional Instructions for Departments/ Boards/ PSUs for Creating Tender
using e-Payment option - orders issued.**

INFORMATION TECHNOLOGY (B) DEPARTMENT

G.O.(Ms) No.13/2013/ITD

Dated, Thiruvananthapuram 09/05/2013

- Read:-(1) G.O.(Ms) No. 18/2012/ITD dated 08-10-12
(2) G.O (P) No. 15/2013/Fin dated 07-01-13
(3) G.O. (Ms) No. 11/2013/ITD dated 10-04-13
(4) Letter No. KSITM/e-Proc/2011/9262/853,dated 08-05-13 from
the Director KSITM.

ORDER

As per the GO read as 1st and 2nd paper above, Government has ordered that e-Procurement system shall be followed in all Government Departments/ Boards/ Public Sector Undertakings for all tenders above Rs. 25 lakhs. As per GO read as 3rd paper above, sanction was accorded for the process flow document for online payment and refund system of e-Procurement system.

As per the letter read at 4th paper above, the Director, KSITM has informed that Kerala is the first state to proceed with e-Payment and refund mechanism for tender document fees & EMD. Other States, where NIC's e-Procurement system is operational, are yet to introduce the online refund mechanism. But the core software application is same in all states. Any change in the e-Tendering workflow exclusively for Kerala will affect the functioning of the e-Tender process in other states. Therefore the manual option has not been completely disabled in the system.

However, to ensure the applicability of online payment and refund system for tenders in Kerala, the following guidelines are being issued for creating a new tender. The Tender Creator while creating a tender document should necessarily follow these steps:

- 1) A tender creator should login to the "www.etenders.kerala.gov.in" using his user-id, password and Digital Signature Certificate. Click on "Tender List" under "Tender Management" section and then click "Create New Call for Tender" button
- 2) Under "Basic Details" tab, the details like tender reference no., tender type, etc. are to be entered.
- 3) Under "Payment mode" section, tender creator should do the following:
 - i. First click the check box in front of "Not Applicable" option under "Offline" mode
 - ii. Then, mandatorily click the check box in front of "Online" option and a new section called "Online banks" will get added.
 - iii. Click both the check boxes in front of "SBT" & "SBT NEFT/RTGS" for enabling e-Payment of tender document fees & EMD and Click "Next" Button
- 4) Next, follow the normal steps for tender creation activity.

In these circumstances, Government have examined the matter in detail and approve the above steps for creation of a tender, whereby tender document fees and EMD can only be remitted online by bidders, as outlined in the Appendix and also order that all Departments/ Boards/ PSUs publishing tenders using e-Tendering system of Government of Kerala shall mandatorily follow the same: Any violation resulting in manual payment of EMD/Tender Fee may result in disciplinary action against the officer concerned.

By Order of the Governor
P. H. Kurian, IAS
Principal Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Secretaries
All Heads of Departments
The Director, Kerala State IT Mission
State Informatics Officer, National Informatics Centre, Thiruvananthapuram
Managing Director, State Bank of Travancore
Accountant General(Audit) & (A&E) Thiruvananthapuram.
Finance Department Vide UO(Note) No. 34440/Ind & BW B2/13/Fin,dated 09-04-13.
Web & new media, Information & Public Relations Department (for uploading in the
official website)
Stock File / Office Copy.

Forwarded/ By Order


Section Officer

Steps for Department/ Boards/ PSUs for creating tender document with e-Payment facility

1. A tender creator should login to the www.etenders.kerala.gov.in using his user-id, password and Digital Signature Certificate. Click on "Tender List" under "Tender Management" section and then click "Create New Call for Tender" button

eTendering System - Windows Internet Explorer

https://etenders.kerala.gov.in/ncgen/app/page=TenderList&service=page

eTendering System X

File Edit View Favorites Tools Help

TENDER MANAGEMENT

- User Management
 - Tenderer User
 - Corporate User
- Tender Management**
 - Tender List**
 - Dept Standard Documents
 - Publish Tender
 - Clarifications
 - Archive Tenders
 - Archived Clarifications
 - Seek Clarification Old
 - Published Tenders
 - Tender Status
 - Tender Audit
 - Pre-Bid Meeting
 - View My Space List
- Bid Opening
 - Tenders
- Bid Evaluation
 - Item Wise Evaluation
 - Technical Evaluation
 - Short Fall of Tech Documents

Tenders

Help

Search

Tender Reference Number Tender Type

Clear Search

Open Tenders

S.No	Tender Id	Tender Reference Number	Created Date	Type	View	Delete
1	2013_KSITM_5112	Dummy tender	07-May-2013 02:06 PM	Test		
2	2013_KSITM_4751	ksitm_temp	22-Apr-2013 06:06 PM	Open Tender		
3	2013_KSITM_4577	KSITM/1648/2013/e-Tender/001	16-Apr-2013 04:37 PM	Open Tender		
4	2012_KSITM_397	1160/2012/KSITM	29-Sep-2012 02:56 PM	Open Tender		
5	2012_KSITM_394	1160/2012/KSITM	29-Sep-2012 10:15 AM	Open Tender		
6	2012_KSITM_363	1160/2012/KSITM	20-Sep-2012 06:17 PM	Open Tender		
7	2012_KSITM_348	1160/2012/KSITM	17-Sep-2012 05:10 PM	Open Tender		

Create New Call for Tender

2. Under “Basic Details” tab, the details like tender reference no., tender type, etc. are to be entered.
3. Under “Payment mode” section circled below, tender creator should do the following:
 - a. First click the check box in front of “Not Applicable” option under “Offline” mode
 - b. Then, , mandatorily click the check box in front of “Online” option and a new section called “Online banks” will get added.
 - c. Click both the check boxes in front of “SBT” & “SBT NEFT/RTGS” for enabling e-Payment of tender document fees & EMD.

eTendering System - Windows Internet Explorer

https://tenders.kerala.gov.in/mcgep/app/component=bid/soape=TenderList&service=direct&session=7

eTendering System

File Edit View Favorites Tools Help

Corporate User

Tender Management

Tender List

Dept Standard Documents

Publish Tender

Clarifications

Archive Tenders

Archived Clarifications

Seek Clarification Old

Published Tenders

Tender Status

Tender Audit

Pre-Bid Meeting

View My Space List

Bid Opening

Tenders

Bid Evaluation

Item Wise Evaluation

Technical Evaluation

Short Fall of Tech Documents

Financial Evaluation

AOC

Corrigendum

Create Corrigendum

Basic Details

Cover Details

NIT Document

Tender Reference Number *

Tender Type * -Select-

Form of Contract * -Select-

No Of Cover(s)* -Select-

Tender Category * -Select-

Account Type Head* -Select-

No Of Bid Openers* -Select-

Should allow Re-bid submission : Yes No

Should allow Withdrawal of bids: Yes No

Should allow Offline submission: Yes No

Should allow General Technical Evaluation: Yes No

Should allow Multi Currency: Yes

Payment Mode* Offline Online

OffLine Instruments *

BG

DD

Bankers Pay Order(BPO)

Not Applicable

OnLine Banks *

SBT

SBT NEFT/RTGS