

Municipal Corporation Rohtak Government of Haryana

Guidelines to Contractors using the Electronic Tendering System of Municipal Corporation Rohtak Department Haryana on the Portal <http://mcr.etenders.in>

These conditions will overrule the conditions stated in the tender documents, wherever relevant and applicable.

1 Registration of the Contractors on the Electronic Tendering System of Municipal Corporation Rohtak, Government of Haryana portal <http://mcr.etenders.in>:

- All the Contractors (Registered / Non – Registered with Municipal Corporation Rohtak Haryana, Government of Haryana) intending to participate in the Tenders processed by Municipal Corporation Rohtak Department Haryana, Government of Haryana using the Electronic Tendering System are required to get registered on the portal <http://mcr.etenders.in>.
- The Contractors registered with other Departments who are also eligible to participate in the Tenders processed by Municipal Corporation Rohtak Department Haryana, Government of Haryana are also required to be registered on the Electronic Tendering System in **OPEN** category.
- For more details, please see the information in “**Registration Info**” link on the Home Page.

2 Obtaining a Digital Certificate:

- The Bids required to be submitted online should be signed electronically with a Digital Certificate to establish the identity of the Bidder bidding online. These Digital Certificates are issued by an approved Certifying Authority, authorized by the Controller of Certifying Authorities, Government of India.
- A Digital Certificate is issued upon receipt of mandatory identity proofs. Only upon the receipt of the required documents, a Digital Certificate can be issued.
- The Contractors may obtain Class – II B Digital Certificates from NexTenders (India) Pvt. Ltd., Chandigarh, Tel. No. 0172-2618292, / +91 8743042801 (Faridabad) /+91 9255125260 (Rohtak) /+91 9034357793 (Hisar), Email: chandigarh@nextenders.com.
- Bid for a particular Tender may be submitted only using the Digital Certificate, which is used to encrypt the data and sign the hash during the stage of Bid Preparation and Hash Submission. In case, during the process of a particular Tender, the Authorised User loses his / her Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Authorised User is advised to back up his / her Digital Certificate and keep the copies at safe place under proper security to be used in case of emergencies.
- In case of online tendering, if the Digital Certificate issued to the Authorised User of a Firm is used for signing and submitting a Bid, it will be considered equivalent to a no-objection certificate / power of attorney to that User. A Firm has to authorize a specific Individual via an Authorisation Certificate / Letter signed by the majority of the Partners to use the Digital Certificate as per Indian Information Technology Act 2000. Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed by the Municipal Corporation Rohtak

Department Haryana, Government of Haryana as per Information Technology Act 2000. The Digital Signature of this Authorized User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Certificate and issue an Authorization Certificate for the new Authorised User. The procedure for application of a Digital Certificate will remain the same for the new Authorised User.

- The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorisation Certificate will have to be signed by the Directors of the Company.

3 Opening of an Electronic Payment Account:

- To purchase the Tender documents online, Contractors are required to pay the Tender Document Fees online, the same may be paid using the secure Online Payments Gateway Service.
- For the list of online payments accepted using the Electronic Tendering System, the Contractors may view the link '**Modes of Electronic Payment for Online Tender Document Purchase**'. The Contractors are requested to note that the list of online payments accepted may be updated from time to time.

4 Set up of Computer System:

- In order to operate on the Electronic Tendering System, the User's Computer System is required to be set up. A Help File on setting up of the Computer System can be obtained from NexTenders (India) Pvt. Ltd. or downloaded from the Home Page of the portal '<http://mcr.etenders.in>'

5 Online Viewing of Detailed Notice Inviting Tenders:

- The Contractors can view the detailed Notice Inviting Tenders and the detailed Time Schedule (Key Dates) for all the packages processed by Public Works Department using the Electronic Tendering System on the '<http://mcr.etenders.in>'.

6 Online Purchase / Download of Tender Documents:

The Tender documents can be purchased / downloaded from the Electronic Tendering System portal '<http://mcr.etenders.in>' after a valid registration.

7 Submission of Bid Seal (Hash) of Online Bids:

- Submission of Bids will be preceded by submission of the digitally signed Bid Seals (Hashes) as stated in the Tender Time Schedule (Key Dates) published in the Notice Inviting Tender.

8 Generation of Super Hash:

- After the expiry of the time of submission of digitally signed Bid Seals (Hashes) by the Contractors has lapsed, the bid round will be closed and a digitally signed Tender Super Hash will be generated by the authorised Official of Municipal Corporation Rohtak Department Haryana Government of Haryana. This is equivalent to sealing the Tender Box.

9 Submission of actual online Bids:

- Contractors have to submit their encrypted Bids online and upload the relevant documents for which they generated the respective Hashes during the stage of Bid Preparation and Hash Submission after the generation of Super Hash within the date and time as stated in the Notice Inviting Tenders (Key Dates). The electronic Bids of only the Contractors who have submitted their Bid Seals (Hashes) within the stipulated time, as per the Tender Time Schedule (Key Dates), will be accepted by the Electronic Tendering System. A Contractor who does not submit his Bid Seals (Hashes) within the stipulated time will not be allowed to submit his Bid.

10 Submission of Tender Document Fees:

- The Payment of Tender Document made online by eligible / approved Contractors (see Tender Documents for details). Arrangements have been made for Contractors to make payments online via Debit Cards / Internet Banking Accounts / Cash Cards. The Contractors should pay for the Tender documents online by making online payment of the Tender Document Fees using the service of the secure Online Payments Gateway, and should print out the System Generated receipt for their reference which can be produced whenever required. The secure Online Payments Gateway is an online interface between Contractors and online payment authorisation networks.

11 Submission of Earnest Money Deposit:

- The Earnest Money Deposit can be made through approved Traditional Financial Instruments (see the Tender documents for details).

12 Opening of Electronic Bids:

- Refer to the Tender Documents for details.

13 Key Dates:

- The Contractors are strictly advised to follow the Dates and Times as indicated in the Time Schedule in the Notice Inviting Tender for each Tender. The Date and Time as indicated on the top right of the web page on the Electronic Tendering System will be binding on all the Contractors. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the stage as defined in the Notice Inviting Tenders.