



**Department of Information Technology**

Government of Goa

Above Hyundai Showroom

2<sup>nd</sup> Floor, Alcon Constructions, Porvorim, Bardez, Goa - 403 501 India

**MOST IMMEDIATE**

**F. No.7 (314)/2009/DOIT/e-Tendering/e-Procurement/2740 Dated: 02/01/2015**

**CIRCULAR**

**Ref.No.7/13/2011/Fin-Exp dated 07/06/2011**

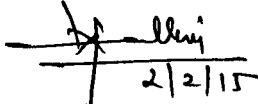
**Ref.No.7/13/2011/Fin-Exp dated 13/10/2011**

**Ref.No.7 (314)/2009/DOIT/e-Tendering/e-Procurement/849 dated 04/08/2011**

**Ref.No.7 (314)/2009/DOIT/e-Tendering/e-Procurement/2740 dated 10/02/2014**

1. Government of Goa has implemented e-Tendering with e-Payment for various Departments/Corporations/Autonomous Bodies, etc. vide circular No. 7(314)/2009/DOIT/e-Tendering/e-Procurement/2740 dated 10/02/2014 for making online payments to improve transparency in Tendering process.
2. M/s. Info Tech Corporation of Goa Ltd.(ITG) in association with M/s. KEONICS has enabled an e-Payment mode through Axis Bank by opening three dedicated Accounts for Tender Processing Fee (TPF)/Registration Fee, Tender Document Fee(TDF) and Earnest Money Deposit (EMD).
3. Bidders participating for e-Tendering has to remit TPF, TDF and EMD through online Payment Gateway on portal [www.etender.goa.gov.in](http://www.etender.goa.gov.in) through following four modes of payment:
  - a) Internet Payment Gateway: Any Bank Visa/Master Credit Card/Debit Card can be used for the payment process.
  - b) Direct Pay/Internet Banking: Payment can be made through the Internet Banking of Axis Bank.
  - c) NEFT/RTGS (National Electronic Fund Transfer/Real Time Gross Settlement): Bidders are required to download NEFT/RTGS Challan and make payment to dynamically generated Account No. through any of the Bank.
  - d) OTC (Over the Counter): Bidders are required to download OTC Challan and make payment to dynamically generated Serial No. through any of the Authorized Branch of Axis Bank.
4. Departments are required to furnish DDO Codes along with respective Receipt heads of Government Treasury and Corporations/ Autonomous Bodies, are required to furnish respective Bank Account(s) for TDF and EMD.
5. After opening of tender, in case of Departments, the TDF of all the Bidders, will be deposited to Govt. Treasury by way of e-Challans on respective Receipt heads and in case of Corporations/ Autonomous Bodies, etc. the TDF of all the Bidders will be transferred to respective bank Accounts.
6. The Departments/Corporations/ Autonomous Bodies, etc. should immediately finalize the successful bidder after opening the tender and initiate the refund of EMD of the un-successful Bidders. The EMD of the un-successful Bidders would be deposited into their respective bank Accounts via NEFT/RTGS mode on receipt of the Refund Report by M/s. ITG generated using Digital Signature and User Id of Portal of the Tender Inviting Official of Departments/Corporations/ Autonomous Bodies, etc.

7. On receipt of instructions by M/s. ITG through e-Tendering Portal, For Departments, the EMD of the Successful Bidders, will be deposited to Govt. Treasury by way of e-Challans to the respective major-minor heads and for Corporations/ Autonomous Bodies, etc. the EMD of the Successful Bidders, will be transferred to respective bank Accounts.
8. The e-payment facility for e-Tendering/e-Procurement solution available on portal [www.etender.goa.gov.in](http://www.etender.goa.gov.in) contains self-learning User/Vendor Manual for facilitating users to operate e-Tendering in efficient manner. Departments/Corporations/ Autonomous Bodies, etc. are requested to contact M/s. ITG for training / hand holding of e-Tendering with e-Payment.
9. Bidders are required to furnish following bank Account details on portal [www.etender.goa.gov.in](http://www.etender.goa.gov.in) for Refund as detailed at para 6.
  - Beneficiary Name (Individual/ Partnership/Company):
  - Account Details:
  - Name of the Bank:
  - Branch City:
  - IFSC Code:
  - MICR Code:
10. In order to further bring more transparency and efficiency in public procurement, the Departments/Corporations/ Autonomous Bodies are requested not to take any Physical document from the bidders during the e-Tendering process. However, Departments may take Physical Copies of the documents after opening of the Tender for scrutiny purpose.
11. For any further technical assistance and support clarification the Departments/Corporations/ Autonomous Bodies, etc. are required to contact M/s. ITG.
12. All the Departments/Corporations/ Autonomous Bodies, etc. are requested to adhere to this Circular with immediate effect.

  
2/2/15  
(Nilesh B. Fal Dessai)  
Director (IT)

**Encl:-As above.**

**To,**

- 1.) All Head of the Departments/Corporations/Autonomous Bodies.
- 2.) Addl.Secretary Finance (Expenditure), Secretariat, Porvorim.
- 3.) Joint. Secretary (GA).....**With a request to forward it to all Departments/Sections under Secretariat.**
- 4.) Managing Director, InfoTech Corporation of Goa Ltd., Secretariat, Porvorim.

**Copy for Information to:**

- 1.) The O.S.D to Hon'ble Chief Minister, Secretariat, Porvorim.
- 2.) The O.S.D's to All the Ministers, Secretariat, Porvorim.
- 3.) The Under Secretary to Chief Secretary, Secretariat, Porvorim.
- 4.) The P.A to All Principal Secretaries / Secretaries, Secretariat, Porvorim.



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Government of Goa  
Finance ( Exp) Department.  
Secretariat, Porvorim – Goa

File No: 7/13/2011/Fin-Exp

Dated: 07/06/2011

## CIRCULAR

Government of Goa has decided to implement **e-Procurement / e-Tendering** in order to improve the transparency and expediency in Tendering process for all the Departments and Corporations. The Government has decided to float all the tenders costing above ₹. 5.00 Lakhs by using e-Procurement/ e-Tendering solution w.e.f. 1-7-2011 which will be implemented by M/s Info Tech Corporation Limited (ITG), for a period of 4 years.

2. The e-Tendering/e-Procurement solution will be hosted on [www.etender.goa.gov.in](http://www.etender.goa.gov.in) which also contains self learning cum training presentation and User/Vendor Manual for facilitating the users to use e-Procurement Solution in efficient manner.

3. In order to implement this project in speedy and efficient manner, all the Department officials are required to adhere to the following:

- a. Identify all the Single Point of Contact (SPOC), by identifying the official in charge for the e-Procurement/e-Tendering Project implementation.
- b. Procure Digital Signatures for the Single Point of Contact directly from authorized certifying authorities viz. NIC, MTNL, e-Mudhra, TCS, Safescrypt, GNFC, etc. details of these including fee structure, application form, etc. are available on <http://cca.gov.in>.
- c. The Department should inform the vendors/contractors to obtain the Digital Signature from the above agencies mentioned at Point 3 b.
- d. Department needs to contact ITG for hands on training on e-Procurement/ e-Tendering solution wherein ITG will be providing 1<sup>st</sup> session of training free of cost and subsequent training session will be provided on chargeable basis at the rate of ₹. 10,000/-.

4. The contact details is as follows:

M/s Info Tech Corporation of Goa Ltd.,  
Above Alcon Hyundai Showroom, 3<sup>rd</sup> Floor,  
NH-17, Porvorim, Goa  
Tel. Nos.: (0832) 2416024/2415192  
Fax: (0832) 2412855  
Email: [etender.goa@nic.in](mailto:etender.goa@nic.in)

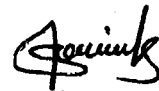
5. The Tender document fees and Earnest Money Deposit (EMD) from the participating contractor will be collected through the existing manual method through Demand Drafts / Bank Guarantee and submitted to the concerned Department's Single Point of Contact. Meanwhile, the online payment system shall be introduced so that Vendors can use the e-Payment Gateway to make the payments towards Tender document fees and EMD. All the Departments are requested to forward the bank details and Single Point of Contact's details as per Annexure-A to ITG.

6. To ensure training/hand holding is imparted much before the date of publication of tender notice, Single Point of Contact while making aforesaid request, are required to specifically inform M/s ITG the following:

- i. The necessary Digital Signatures of tender inviting officials (procurement) have been physically obtained.
- ii. The User ID has been allotted to the Tender Inviting officials by ITG.
- iii. The eTender process manual for the department has been obtained from ITG.
- iv. The proposed date of publication of tender notice, the last date for sale of tenders, date and time of receipt and opening of tenders.
- v. Other information relevant to the easy execution.

7. **For any further technical assistance and support clarifications the Departments are requested to contact M/s Infotech Corporation of Goa.**

8. All the Departments are requested to adhere to this Circular with immediate effect.



( Surendra F. Naik )  
Under Secretary (Fin Exp)

To,

1. All the Secretaries
2. All the Heads of the Department
3. All the MDs of the Corporation
4. The Accountant General, Audit Bhavan, Green Valley, Alto-Porvorim, Goa.
5. Director, Directorate of Accounts, Panaji, Goa
6. MD, ITG, Porvorim, Goa
7. The Director, Department of Printing & Stationery, Government Printing Press, Panaji- Goa
8. Office Copy
9. Guard Copy

---for issue of necessary circular  
along with the detail user manual  
---to publish in Official Gazette

17/18

**Annexure - A (Challan Details):**

Demand Number			
Major Head Number			
Minor Head Number			
STO Code Number			
DDO Code Number			



Finance (Exp) Department  
Government of Goa  
Secretariat, Porvorim, Bardez,  
Goa - 403 521 - India

F. No. 7/13/2011/Fin-Exp/

Dated: 13/10/2011.

**CIRCULAR**

Consequent upon the introduction and implementation of e-Tendering to improve the transparency and expediency in tendering process vide circular No. 7/13/2011 Fin-Exp dated 07/06/2011 and to encourage the e-Tendering process, it has now been decided by the Government that the processing fees shall be charged as per table below:

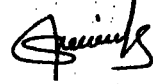
Sr. No.	Details	Processing Charges
1. a.	<b>Estimate Value Based Tender</b> <b>Tender Type: Works</b>  Electronic tender processing charges collected from each participating Vendor.	<b>0.1% of</b> <b>Estimated tender value</b> <b>(Zero point one percent only)</b> <b>Minimum - ₹ 500/- only</b> <b>Maximum - ₹ 4000/- only</b>
1. b.	<b>Non - Estimate Value Based Tender</b> <b>Tender Type: Goods / Consultancy</b>  Electronic tender processing charges collected from each participating Vendor.	<b>₹ 1500/- only (Flat Rate per vendor)</b>
2.	<b>Product Training for Department persons and the vendors.</b>  Hands on training for department officials at respective offices or any other premises indicated by the department throughout the State of Goa. During training course material, user manuals and multimedia training CD are to be provided.	<b>FREE for all the sessions</b>
3.	<b>Registration Charges in e-Tendering Website for Vendor/Supplier</b>  Includes help manuals, e-Tender User Account, Support, training services, etc. (Payable annually by each Vendor /Supplier)	<b>₹ 1000/-</b> <b>(Rupees one thousand only)</b> <b>per year</b>

The total cost of tender documents including processing fee shall not exceed ₹ 10,000/- (For Tenders above ₹ 1.00 Crore). The Department should charge the fee maximum of ₹ 6,000/- for the tender document. This amount will be paid to a separate account maintained by ITG, which ITG will remit on weekly basis by e-challan to the Receipt Head of the respective Departments concerned.

The EMD amount as per the value specified in the e-tender shall be paid in a Single Common Pooled Account maintained by ITG. This amount would be pooled, disbursed, refunded as the case may be, at various stages of the tender process. This would also include remitting the amount of the successful bidders to the State Treasury by means of e-challan as per the directives of the tendering authorities. The MIS report would be generated indicating receipts, payments and balance, with entire details of transaction in and out of the Single Common Pooled Account, on weekly basis.

All the Departments are required to adhere to the contents of this Circular with immediate effect.

This issues with the approval of the Government vide U.O. No.45866 dated 19/09/2011



(Surendra F. Naik)  
**Under Secretary Fin (Exp)**

Copy to:-

1. All the Secretaries
2. All Heads of the Departments.
3. All MDs of the Corporations
4. The Accountant General, Audit Bhavan,  
Green Valley, Alto -Porvorim, Goa.
5. Director, Directorate of Accounts, Panaji, Goa.
6. MD, ITG, Porvorim, Goa.
7. The Director, Department of Printing & Stationery, Govt. Printing Press,  
Panaji.
8. Office Copy
9. Guard file.



192/1

Department of Information Technology  
Government of Goa  
2<sup>nd</sup> Floor, Alcon Construction, Above Alcon Hyundai Showroom,  
Porvorim, Bardez, Goa - 403 521, India

No: 7 (314)/2009/DOIT/e-Tendering/e-Procurement/849 Dated: 4/8/2011

C I R C U L A R

Government of Goa has decided to implement e-Procurement / e-Tendering in order to improve the transparency and expediency in Tendering process for all the Departments and Corporations which is being implemented by M/s Info Tech Corporation Limited (ITG), for a period of 4 years.


2. In order to use the e-Procurement Solution Portal, it is essential to have a Digital Signature Certificate (DSC) Class III, for the officials using this solution. Under IT Act 2000 enables to use DSC which can be procured /taken from Controlling Authorities (CA)/Registration Authorities (RA).

3. To avail DSC, the Officials/Vendors needs to be physically present in front of RA for getting the DSC. In order to facilitate the Officials/Vendors, M/s Info Tech Corporation Limited. has made an efforts and collaborated with (n) Code (GNFC) to provide the DSC to the Officials/Vendors locally in Goa.

4. The contact details is as follows:

M/s Info Tech Corporation of Goa Ltd.,  
Above Alcon Hyundai Showroom, 3<sup>rd</sup> Floor,  
NH-17, Porvorim, Goa  
Tel. Nos.: (0832) 2416024/2415192  
Fax: (0832) 2412855  
Email: [etender.goa@nic.in](mailto:etender.goa@nic.in)

5. All the Departments/Corporations are requested to make the note of the same and avail this facility of DSC from M/s Info Tech Corporation Limited. The HOD's/Departments are hereby advised to contact the above agency directly for obtaining Digital Signature on payment basis. Should any assistance require from the IT Department, they are advised to contact Director IT, Goa.

  
(P. R. Chandekar)  
Director (IT)

To,

1. All the Secretaries ..... For information
2. All the Head of the Departments/Corporations
3. The Accountant General, Audit Bhavan, Green Valley, Alto-Porvorim, Goa.
4. Director, Directorate of Accounts, Panaji, Goa.
5. MD, ITG, Porvorim, Goa.
6. Office Copy/Guard Copy.





## Department of Information Technology

Government of Goa

Above Hyundai Showroom

2<sup>nd</sup> Floor, Alcon Constructions,

Porvorim, Bardez, Goa - 403 501 India

### MOST IMMEDIATE

F. No.7 (314)/2009/DOIT/e-Tendering/e-Procurement/2440 , Dated:10/02/2014

### CIRCULAR

Ref.No.7/13/2011/Fin-Exp dated 07/06/2011

Ref.No.7/13/2011/Fin-Exp,dated 13/10/2011

Ref.No.7 (314)/2009/DOIT/e-Tendering/e-Procurement/849 dated 04/08/2011

1. Reference is invited to the above Circulars wherein e-Tendering is introduced in various Departments/Corporations/ Autonomous Bodies etc. to improve the transparency and expediency in Public Procurement for the tenders costing above Rs.5.00 Lakhs.
2. Currently, the prospective Bidders while participating in e-Tendering has to pay Tender Processing Fee, Tender Fee and Earnest Money Deposits (EMD) in a form of Demand Drafts/BCR etc. Now, in order to further facilitate e-Tendering process M/s. InfoTech Corporation of Goa Ltd (ITG) in association of M/s.KEONICS shall be enabling e-Payments through Axis Bank.

The following are the details of the Bank:-

Name of the Bank: **Axis Bank Limited**

Account No: **910020009994610**

Account Title (Beneficiary Name): **InfoTech Corporation of Goa Limited**

Branch Name: **Mapusa Branch**

Branch City: **Edcon Centre, Angod, Mapusa-Goa 403507**

IFSC Code: **UTIB0000180**

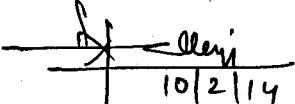
MICR Code: **403211004**

3. Therefore, it has been decided that from 01/04/2014 all the Prospective bidders participating for e-Tendering has to remit Fees/EMD to the above Account of M/s.ITG through any one of the e-Payments options such as RTGS/NEFT, Net Banking, Credit Cards, Debit Cards and Payment over counter to all Axis Bank Ltd branches in Goa.
4. To avail the e-Payments the prospective Bidder has to pay the following **Transaction Charges:-**

<i>For e-Payment Type</i>	<i>Transaction Charges(Exclusive of Taxes)</i>
Internet Banking facility	NIL
RTGS/NEFT	NIL
Debit Card	<i>For the Transaction amount below Rs.2000 is 0.75% of the Transaction amount. For the Transaction amount above Rs.2000 is 1% of the Transaction amount.</i>
Credit Card	<i>1% of the Transaction amount.</i>

5. After receiving Instructions from Tendering Departments/Corporations/Autonomous Bodies etc. through e-Tendering Portal, the Tender document fee and EMD money of the Successful bidder would be deposited by M/s. ITG in the Treasury Account of the Government via Challan or Bank Account of the Corporations etc. via NEFT/RGS. To give this effect the tendering Departments/Corporations/Autonomous Bodies etc. are required to furnish the Information as per Annexure-A during creation of a Tender in e-Tendering Portal.
6. The EMD of the other bidders would be immediately deposited in their Bank Accounts via RTGS/NEFT mode based on the Information furnished during creation of e-Tender.
7. For any further technical assistance and support clarifications the Departments/Corporations/Autonomous Bodies etc. are requested to contact M/s. InfoTech Corporations of Goa.
8. All the Departments/Corporations/Autonomous Bodies etc. are requested to adhere to this Circular with immediate effect.

This is issued with the approval of Government vide U.O.No. CM/229/F dated 23/01/2014.

  
10/2/14  
(Nilesch B. Fal Dessai)  
Director (IT)

**Encl:-As above.**

**To,**

- 1.) All Head of the Departments/Corporations/Autonomous Bodies.
- 2.) Addl.Secretary Finance (Expenditure), Secretariat, Porvorim.
- 3.) Joint. Secretary (GA).....**With a request to forward it to all Departments/Sections under Secretariat.**
- 4.) Managing Director, InfoTech Corporation of Goa Ltd., Secretariat, Porvorim.

**Copy for Information:**

- 1.) The O.S.D to Hon'ble Chief Minister, Secretariat, Porvorim.
- 2.) Under Secretary to Hon'ble Dy.Chief Minister, Secretariat, Porvorim.
- 3.) Under Secretary to Chief Secretary, Secretariat, Porvorim.
- 4.) P.A to All Secretaries, Secretariat, Porvorim.

41/21/2

**Annexure-A**

**Bank Details required for Goa Government Department**

<b>Account Title/Department Name</b>	
<b>Department Demand Number</b>	
<b>Head of Account (13 digits Code)</b> <b>Major Head(4)-Sub Major Head(2)-</b> <b>Major Head(3)-Sub Minor Head(2)-</b> <b>Detail Head(2)</b>	
<b>DDO Code</b>	

416/2 7

**Bank Details required for Goa Government Corporations/Autonomous Bodies**

<b>Name of the Bank</b>	
<b>Branch Name</b>	
<b>Branch City</b>	
<b>Bank Account Number</b>	
<b>IFS Code</b>	
<b>MICR Number</b>	
<b>Account Title/Department Name</b>	