



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:

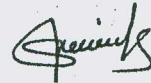
Sr. No.	Details	Processing Charges
1. a.	<b>Estimate Value Based Tender</b> <b>Tender Type: Works</b>  Electronic tender processing charges collected from each participating Vendor.	0.1% of Estimated tender value (Zero point one percent only) Minimum - ₹ 500/- only Maximum - ₹ 4000/- only
1. b.	<b>Non - Estimate Value Based Tender</b> <b>Tender Type: Goods / Consultancy</b>  Electronic tender processing charges collected from each participating Vendor.	₹ 1500/- only (Flat Rate per vendor)
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.	FREE for all the sessions
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)	₹ 1000/- (Rupees one thousand only) per year

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.