



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

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

**Dated: 07/06/2011**

**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. 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

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

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