



Municipal Corporation of Delhi
Finance Management & Budget Office
Block - E1, 8th Floor, Dr. SPM Civic Centre
Minto Road, JLN Marg, New Delhi – 110 002

NOTICE INVITING E-TENDER

Ref: Advt. No.DCA/FMB/MCD/D-19

Date : 02.05.2023

1. Finance Department, Municipal Corporation of Delhi invites online tenders under two bid systems for Carrying out Accounting Software implementation for Accounting and book keeping work of MCD (**Project year 2023-24, AMC 2024-25 to 2025-26**).

2. The RFP document may be downloaded from the websites <https://etenders.gov.in> or <https://mcdonline.nic.in> Schedule of the RFP is as under:-

S. No.	Particulars	Description
1	Name of Work	Carrying out Accounting Software implementation for Accounting and book keeping work of MCD (Project year 2023-24, AMC 2024-25 to 2025-26).
2	RFP Reference No.	DCA/FMB/MCD/D-18
3	Period of Work	One year
4	Place of availability of RFP document	https://etenders.gov.in & https://mcdonline.nic.in
5	Mode of bid submission	<u>Online;</u> https://etenders.gov.in
6	Earnest Money Deposit	Rs.4,65,000/-
7	Date of Issue of NIT	02/05/2023
8	Date of receipt of pre-bid queries	15/05/2023 11:00 AM
9	Date of Pre-bid meeting	15/05/2023 03:00 PM
10	Date of uploading reply to the pre-bid queries	18/05/2023
11	Date of Sale of Tender Document (Online)	26/05/2023 upto 03:00 PM

[Signature]

12	Date and Time of Close of Tender Document (Online)	02/06/2023
13	Date and Time of submission of Tender/Bid i.e., Bid Due Date (Online and hardcopy)	02/06/2023 upto 3:00 PM
14	Date of Opening of Technical Bids	05/06/2023 at 3:00 PM
15	Date of Opening of Financial Bids	To be notified later
16	Validity of Bid	120 Days from the bid due date
17	Email id to send pre-bid queries	mcdfmb@gmail.com
18	Address for communication	Sh. Vivek Jain, Dy. Controller of Accounts (FMB) MCD, 23rd Floor, Dr.SPM Civic Centre JLN Marg, New Delhi-110002 Ph: 01123227314 Email id- mcdfmb@gmail.com

3. Bid submission:-

Bids shall be submitted online only at CPP Portal; <https://etenders.gov.in> or <https://mcdonline.nic.in>

4. Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in> or <https://mcdonline.nic.in>

4.1. REGISTRATION:

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in> or <https://mcdonline.nic.in>) by clicking on the link "online Bidder Enrolment".
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.



- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

4.2. **SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

4.3. **PREPARATION OF BIDS**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can



be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4.4. SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the last date and time for bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instruments.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date and time of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.



- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- h) The uploaded tender documents become readable only after opening the tender by the authorized bid openers.
- i) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. Tenderer who has downloaded the tender from the CPP Portal <https://etenders.gov.in> or <https://mcdonline.nic.in>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

6. Intending Bidders are advised to visit CPP portal regularly till closing date of submission to keep themselves updated as to any change/ modification in the tender intimated through this website only by corrigendum/addendum/ amendment.

Note:- Bidder shall have to upload scanned copy of relevant Registration document in place of EMD document while bidding.

Note:- Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on official website of MCD <https://etenders.gov.in> or <https://mcdonline.nic.in>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The Municipal Corporation of Delhi reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.

