

Pre Requisite Questionnaire

Respected Sir/Madam,

We have received your request regarding uploading Tender to e-Procurement site (Maha Tender website: <http://mahatenders.gov.in/nicgep/app>) .In order to serve you better we need some pre check to be done so that we can help you for successfully e-Tendering process. This is to just check readiness from your end before visiting and providing support for uploading tender to e-Tendering website.

Hence request you to fill-up Your Information and Questioner along and send it to pmnashik@ncode.in,omnashik@ncode.in

Your Information

Name of Requesting Person		Type of Tender (Open/auction etc)	
Office Address		Tender Description	
Department		Sub Department	
Location			
Contact (Mob.)		Contact (Office)	
Email ID (Must)			

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(In table below Answer **Yes/No** along with Note, Questions marked as **<Mandatory>** is must for successful completion of e-Tendering process)

Sr. No	Description	Answer	Note(Optional)
1	Do you have Personal Computer /Laptop with Internet connection? <Mandatory>	Yes/No	
2	Does Nodal Office is created by NIC? <Mandatory>	Yes/No	
3	Does Department users are identified with roles in tendering process, a) Tender Creator b) Tender Publisher c) Tender opener <Mandatory>	Yes/No Yes/No Yes/No	
4	Does all Department User have Digital Signature Certificates (DSC)? <Mandatory>	Yes/No	
5	Does bidders are aware of new e-Tendering Portal (Maha Tender website http://mahatenders.gov.in/nicgep/app)?	Yes/No	
6	Does Bidders (who are going to participate) have Digital Signature Certificates? <Mandatory>	Yes/No	
7	Do you have all initial documents required to publish a Tender ready?(Examples Technical documents, Financial Information (BOQ), Additional document required for tendering) <Mandatory>	Yes/No	
8	Does all mandatory procedure is for required documents are completed? a) Signatures b) Approvals	Yes/No	
9	Does all require documents are scanned and ready?	Yes/No	
10	Did you have tender plan (dates) ready? This plan should involved a) Tender Publication date? b) Tender Start /Document Start and End Date? c) Pre Clarification Start Date and End Dates? d) Bid Start Date and Bid Close Date?	Yes/No	

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	e) Bid Open Date? f) Award of Contract Date? <Mandatory>		
11	Did you identified, a) No of covers required b) Documents to be uploaded in each cover	Yes/No Yes/No	
12	Do you have Internet Explorer Browser 7.0 above installed on Computer/Laptop?	Yes/No	
13	Do you have scanner to scan documents? <Optional: Some of Documents to be Uploaded in .pdf format for which scanner may be required)	Yes/No	

Important Note:

1. Point 1, 3, 6, 9 is must in order to create, publish tender on e-Portal.
2. Point 1, 4, 5 is must for Bidders to participate in bidding process.

Final Check

(Answer Yes/No below)

Information given above is correct and we have all Mandatory requirements completed	Yes/No
We are ready to upload the tender	Yes/No