

Steps for using eProcurement application of NIC by Departments of Govt. of Maharashtra

Following steps are required for participation in eProcurement application hosted on <http://mahatenders.gov.in>

1. Formation of eProcurement cell with a nodal officer and 2 to 3 members. This cell will be responsible to create Standard Bidding Document and to take swift decisions on all matters regarding etendering process including revision of tendering rules, issue of executive instructions, inputs for finance and legal matters, issuing of notifications.
2. Submission of participation form for creation of tenders administration (nodal officer) account (annexure A). This account will be used by administrator for creation of users with roles such as tender creator, tender publisher, bid openers and bid evaluators.
3. Obtaining Digital Signature Certificates (signing and encryption) for all the stakeholders
4. Preparation of organisational chart.
5. The nodal officer will select officers who will act as trainers for future implementation.
6. Organisation of orientation workshop/ training with the help of NIC eProcurement Coordinator. This will include trainers training of user department and bidders training.
7. Uploading of tenders and online processing.