



**DISTRICT PANCHAYAT  
ROAD AND BUILDING DIVISION, GIR SOMNATH**

**REQUEST FOR PROPOSAL(RFP)**

**Empanelment of Agencies for providing E-Tendering  
Support Services under Panchayat R&B Division, Gir  
Somnath.**

**EXECUTIVE ENGINEER  
PANCHAYAT ROAD AND BUILDING DIVISION GIR  
SOMNATH**

## 1. Notice Inviting Proposal

**RFP Reference No.:**08/2026-27

**Date:** /06/2026

**Tender Title:** Empanelment of Agencies for providing E-Tendering Support Services under Panchayat R&B Division, Gir Somnath.

**Mode of Tender:** Online Bid Submission

**Tender Portal:** <https://tender.nprocure.com/>

**Tender Inviting Authority:** Executive Engineer, Panchayat Road and Building Division, Gir Somnath.

Panchayat Road and Building Division, Gir Somnath invites online proposals from eligible and experienced agencies/firms for empanelment to provide end-to-end e-tendering support services for procurement activities of the organization. Government e-procurement portals such as the Central Public Procurement Portal and state e-procurement portals support etc.

The empanelment is intended to create a panel of qualified agencies that can assist in Drafting, publishing, managing, monitoring, and supporting e-tendering processes in compliance with applicable procurement rules, bid timelines, and portal procedures.

## 2. Schedule of Events

Activity	Date / Time
Start date for downloading RFP	As per the tender notice
Pre-bid meeting	As per the tender notice
Bid submission start date	As per the tender notice
Bid submission end date	As per the tender notice
Technical bid opening	As per the tender notice
Financial bid opening	As per the tender notice
Validity of bids	180 days from last date of bid submission

### **3. Background and Objective**

The organization intends to empanel agencies with proven capability in e-tendering operations, bid process management, and procurement documentation support. The objective is to ensure transparent, timely, compliant, and efficient conduct of online tenders through the designated e-procurement system.

The empaneled agency/agencies shall provide professional support for the full tender lifecycle, including pre-tender planning, tender creation, bid management, corrigenda handling, evaluation support documentation, and post-award record support.

### **4. Scope of Work**

The broad scope of work shall include the following:

- Preparation, editing, formatting, and standardization of Tender/RFP/EOI/NIT documents.
- Create a tender on e-procurement portals Uploading tender documents, BOQ and SBD templates, corrigenda, notices, and related files on the designated e-procurement portal.
- Assisting in pre-bid meeting coordination, query compilation, and issue of clarifications/corrigenda.
- Providing bidder-facing support for portal usage, document upload guidance, and process-related clarifications, without compromising fairness or confidentiality.
- Online bid opening procedures and Printing tender documents, preparation of comparative statements, compliance sheets, Pre-qualification Reports if required and summary records.
- Assisting in scrutiny of submitted documents for completeness, responsiveness, and checklist compliance as R&B rules.
- Supporting evaluation committees through structured documentation, tabulation, and record management.
- Maintaining tender-wise digital records and version-controlled correspondence.
- Providing reports on tender status, timelines, and bidder participation.
- Coordinating with the e-procurement portal helpdesk or system provider wherever technical issues arise.
- Ensuring confidentiality, data protection, and compliance with all applicable procurement and IT security requirements.

Public empanelment RFPs typically define a detailed scope, require online-only bid handling where applicable, and place responsibility on bidders/agencies to follow portal instructions and corrigenda published on the procurement portal.

## 5. Duration of Empanelment

The empanelment shall be valid for period of **Three (3) years** from the date of issue of empanelment letter, The Executive Engineer may extend the empanelment for a further period of up to requirement on the same terms and conditions, based on performance and organizational requirement.

Empanelment does not guarantee award of any minimum volume of work, and work may be issued as per requirement, performance, and approval of the competent authority.

The Executive Engineer reserves the right to empanel one or more agencies and to allocate work in full or in part without assigning reasons.

## 6. Eligibility Criteria

The bidder must meet the following minimum eligibility requirements:

Sr. No.	Eligibility Requirement	Documents to be Submitted
1	Bidder should be a registered company, LLP, partnership firm, proprietorship, PSU, or other legally valid entity	Certificate of Incorporation / Registration / Partnership Deed / Shop Act / other valid proof
2	Bidder should have at least 3 years of experience in Govt. tender management, e-procurement support / Procurement consultancy service.	Work orders / contracts / completion certificates / client certificates
3	Bidder should have experience of handling at least [3] similar assignments during the last [3] years	Documentary proof of similar assignments
4	Bidder should have valid PAN, GST registration,	Copies of PAN, GST,
5	Bidder should not be blacklisted, debarred, or banned by any Central/State Government department, PSU, statutory body, or court as on the date of bid submission	Self-declaration on letterhead
6	Bidder should have adequate skilled manpower for tender documentation, portal operations, and reporting support	Organization profile and manpower details
7	Bidder should submit an undertaking on confidentiality and conflict of interest	Signed undertaking

## 7. Bid Structure

The bid shall be submitted in a **two-bid system**:

- **Technical Bid:** Eligibility documents, profile, experience, compliance statements, and all documents required under this RFP.
- **Financial Bid:** Price quote in the prescribed format only.

## 8. Instructions to Bidders

- The bidder shall carefully examine all instructions, terms, annexures, and corrigenda before submission.
- The bid shall be submitted online on the designated e-procurement portal before the prescribed deadline.
- Bidders shall use valid Digital Signature Certificate (DSC), where required by the portal, for submission of bids on government e-procurement systems.
- The bidder shall be responsible for timely submission; delay due to internet issues, portal issues at bidder end, or incomplete upload shall not be accepted as a ground for extension unless expressly notified by the Executive Engineer.
- The Executive Engineer may amend the RFP through corrigendum/addendum published on the tender portal and/or official website; bidders shall regularly monitor such updates.
- Bids received after the due date and time shall be rejected.
- Conditional bids, incomplete bids, or bids not submitted in the prescribed format may be rejected.
- The bidder shall submit a power of attorney / board resolution / authorization letter for the authorized signatory.

## 9. Tender Fee and Earnest Money Deposit

### A – Tender Fee:

The bidder shall furnish an **Tender Fee Rs.2500/- (Two Thousand Five Hundred only)** in the form of an Account Payable Demand Draft in favor of **“Executive Engineer, Panchayat R&B Division, Gir Somnath”** payable at Gir Somnath. The Demand Draft of the Tender Fee shall be drawn from any Nationalized/Scheduled Bank. **The tender fee is non-refundable.**

## **B - Earnest Money Deposit**

The bidder shall furnish an Earnest Money Deposit Rs.50000/- (Fifty Thousand only) in the form of a FDR on any Nationalized bank or Approved banks in favor of "Executive Engineer, Panchayat R&B Division, Gir Somnath" payable at Gir Somnath on/before the last date of submission of technical bid. To be submitted in a separate envelope as part of the Technical Bid.

The EMD of the successful bidder shall be returned after the submission of the security deposit. EMD to other bidders shall be returned after 180 days of the opening of Tenders or selection of consultant whichever is later.

The authority reserves the rights to encase the FDR.

**Bids not containing the EMD & Tender Fee will be rejected, however exemption in the EMD shall be not considered.**

## **10. Bid Validity**

The bid shall remain valid for **180 days** from the last date of submission of bids. Any bid valid for a shorter period may be treated as non-responsive.

## **11. Evaluation Methodology**

### **11.1 Preliminary Scrutiny**

The Executive Engineer shall examine whether the bids are complete, properly signed, submitted in the required format, and supported by all required documents. Bids that are incomplete, unsigned, misleading, or materially non-compliant may be rejected at the preliminary stage.

### **11.2 Technical Evaluation**

Technical bids of eligible bidders shall be evaluated on the basis of criteria such as:

- Relevant experience in e-tendering / procurement support assignments.
- Experience with government institutional clients.
- Understanding of scope of work and methodology.
- Team strength and qualifications.
- Demonstration of portal handling capability and reporting systems.
- Compliance with statutory and documentary requirements.

### **11.3 Financial Evaluation**

Only technically qualified bidders shall be considered for opening of financial bids.

### **11.4 Selection and Empanelment**

The Executive Engineer may adopt one of the following approaches:

- Empanel the L-1 bidder only.
- Empanel multiple technically qualified bidders who agree to match the L-1 rate.

Several public empanelment RFPs allow empanelment of the lowest bidder and may also permit other technically qualified bidders to match the L-1 rate for empanelment.

### **12. Award of Work**

Empanelment shall not itself constitute award of any individual assignment. Specific work orders / purchase orders / service requests may be issued to empaneled agencies from time to time, based on requirement, capacity, rotation policy, performance, specialization, or rate contract terms.

The Executive Engineer reserves the right to empanel one or more agencies and to allocate work in full or in part without assigning reasons.

### **13. Obligations of the Empaneled Agency**

The empaneled agency shall:

- Provide trained personnel with relevant expertise in tendering and e-procurement processes.
- Adhere to timelines communicated by the Executive Engineer.
- Maintain confidentiality of all tender-related information and documents.
- Avoid conflict of interest and immediately disclose any actual or potential conflict.
- Not contact bidders except as authorized in writing by the Executive Engineer.
- Maintain accurate records and submit reports in prescribed formats.
- Comply with all laws, rules, circulars, IT security requirements, and procurement guidelines applicable to the engagement.

## **15. Payment Terms**

The bidder shall quote professional charges in the prescribed financial format. The pricing model may be adopted as appropriate by the Executive Engineer, such as:

- Per tender basis.

Payment shall be released after satisfactory completed of the assigned milestone/work, submission of invoice, and certification by the authorized officer of the Executive Engineer.

## **16. Performance Security**

Performance Security for the successful bidder(s), the EMD of Rs.50000/- submitted by the agencies joining the empanelment at L-1 rates shall be retained and converted into a Performance Security, which must be valid for the required contract period.

## **17. Confidentiality and Data Security**

All documents, bid data, draft tenders, comparative statements, evaluation records, user credentials, portal information, and related materials shall be treated as confidential. The empaneled agency shall not disclose, copy, circulate, or use such information for any purpose other than performance of the contract.

Where personal or sensitive data is involved, the agency shall comply with applicable data protection, confidentiality, cyber security, and access control obligations set by the Executive Engineer or law.

## **19. Penalty and De-Empanelment**

The Executive Engineer may issue warning, suspend assignment allocation, impose penalties, or de-empanel the agency in cases including but not limited to:

- Delay in deliverables without justified reason.
- Repeated errors in tender documents or portal handling.
- Breach of confidentiality.
- Misrepresentation or false declaration.
- Unauthorized communication with bidders.
- Unsatisfactory performance.
- Blacklisting/debarment by any government body during empanelment period.



## **20. Rights of the Executive Engineer**

The Executive Engineer reserves the right to:

- Accept or reject any or all bids without assigning any reason.
- Cancel, withdraw, or re-issue the RFP at any stage.
- Amend the RFP before the last date of submission through corrigendum.
- Seek clarifications or additional documents from bidders.
- Verify any information submitted by the bidder from independent sources.
- Empanel one, many, or no bidders.
- The Executive Engineer reserves the right to empanel one or more agencies and to allocate work in full or in part without assigning reasons.

Public RFPs generally state that issuance of the RFP does not create any commitment to award work and that the authority may amend, reject, or cancel the process without assigning reasons.

## **21. Fraudulent and Corrupt Practices**

Bidders and empaneled agencies shall observe the highest standards of integrity. Any attempt to influence the evaluation process, submit false information, indulge in collusion, fraud, coercion, or corrupt practice shall result in rejection of bid, forfeiture of security if applicable, termination, and possible blacklisting.

## **22. Termination**

The empanelment may be terminated by the Executive Engineer at any time by giving [30] days' notice, or immediately in case of material breach, confidentiality violation, fraud, insolvency, or persistent non-performance.

## **23. Dispute Resolution and Jurisdiction**

Any dispute arising out of this RFP or subsequent empanelment shall first be attempted to be resolved amicably. Failing such resolution, the matter may be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended.

The courts at [Gir Somnath] shall have exclusive jurisdiction.

## **24. Documents to be submitted**

### **Technical Bid**

- Covering letter / bid submission form.
- Authorization letter / board resolution / power of attorney.
- Certificate of incorporation / registration.
- PAN, GST Certificate, and other statutory registrations.
- Profile of the bidder.
- Details of similar assignments.
- Work orders / completion certificates.
- Manpower details.
- Non-blacklisting declaration.
- Signed copy of the RFP document and corrigenda, if any.

### **Financial Bid**

- Financial quote strictly in the prescribed format only.

## **Annexure A –**

### **Bid Submission Form**

To.

Executive Engineer,

Panchayat Road and Building Division,

District Panchayat, Gir Somnath

Subject: Empanelment of Agencies for providing E-Tendering Support Services under Panchayat R&B Division, Gir Somnath.

Sir/Madam,

Having examined the RFP document, including all amendments/corrigenda, the undersigned submits this bid for empanelment to provide e-tendering support services in conformity with the terms and conditions of the RFP.

The bidder agrees to keep the bid valid for 180 days from the last date of bid submission and confirms acceptance of all terms and conditions of the RFP.

The bidder certifies that the information submitted is true and correct and that the bidder is not blacklisted or debarred by any government department, PSU, or statutory authority as on the date of submission.

Name of Bidder: \_\_\_\_\_

Name of Authorised Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Seal: \_\_\_\_\_

## **Annexure B –**

### **Non-Blacklisting Declaration**

It is hereby declared that the bidder has not been blacklisted, debarred, suspended, or prohibited from participating in tendering by any Central Government ministry, State Government department, PSU, autonomous body, statutory authority, or court of law as on the date of bid submission.

Name \_\_\_\_\_ of \_\_\_\_\_ Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Seal: \_\_\_\_\_

## Annexure C - Financial Bid

**Tender Title:** Empanelment of Agencies for providing E-Tendering Support Services under Panchayat R&B Division, Gir Somnath.

Sl. No.	Item Description	Unit	Qty.	Rate without tax (INR)
1	Professional fee for end-to-end support for one e-tender for one time (Tender without Pre-qualification.)	Per tender	One	[Quote]
2	Professional fee for end-to-end support for one e-tender for one time (Tender with Pre-qualification.)	Per tender	One	[Quote]

Executive Engineer  
Panchayat R&B Division  
Gir Somnath

