

 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE &amp; INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294756 ई-मेल /E-mail : <a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a> वेबसाइट / Web-site : <a href="http://www.seepz.gov.in">www.seepz.gov.in</a></p>	 <p>75 आज़ादी का अमृत महोत्सव</p>
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**Office Order 217 /2022**

After several reiterations for the Procurement modalities on the CPPP and for GeM the following are elucidated for all officials for compliance.

- (1) Tender on the CPPP can be opened for Technical Scrutiny by any two digital signatures of officials notified for tender opening, subject to the officials owning the digital signature being present at the time of Tender opening.
- (2) Tender publication can be done with the digital signature of all officials who have been assigned the role of tender publisher, with any one such digital signature being used for the publication.
- (3) The financial opening for any tender shall be mandatorily by any two officials whose digital signatures are enrolled on the CPPP platform as "Tender Opener" however the following standard protocol shall be complied with for opening for the technical envelope opening & subsequently the financial envelope.

**Step 1.**

The tender technical envelope shall be opened first.

**Step 2.**

The Tender Scrutiny Committee shall follow up on the technical documentation scrutiny with the compliance report (YES/NO) and submit the same to the Technical/Financial Evaluation Committee for a QCBS methodology or any such methodology that has a weighted/numerical evaluation of the technical documents in the technical envelope; as marks can only be awarded by the Technical/Financial Evaluation Committee.

**Step 3.**

In case of a clear two envelope tenders with distinct Technical/Financial envelope where the Technical documentation is only of compliance nature and not being evaluated numerically with a cut off technical mark for pre qualification for financial bid, in such technically suitable tenders, the financial envelope can be opened after uploading the technical envelope assessment after decision of the technical Evaluation Committee against the bidder showing the qualified/disqualified bidders with a compliance sheet of YES/No/submitted/not submitted against the technical criteria for the bidding. Physical presence of only two of the officials as stated at point (1) above is mandated for the financial bid opening and physical presence of all the members of the Technical /Financial Evaluation Committee is not mandatory.

**Step 4.**

In case there is a numerical evaluation at the technical evaluation stage the Technical/Financial Evaluation Committee shall be convened online for the recording online of all marks by individual members and such electronic record shall be retained for reference, the minutes and the evaluation sheet shall be finalised and the technical numerical evaluation shall be uploaded into the CPPP.

**Step 5.**

The technical evaluation document on being uploaded on the CPPP shall also be mailed by the Supervisory Tender Custodian to the members of the Evaluation Committee prior to the opening of the financial envelope.

**Step 6.**

**Opening of financial bid** – As the digital signature for the encryption/decryption are electronically auditable, hence the digital signature for the opening of the financial bid/envelope can be used, without physical presence of any member of the Evaluation Committee and only the physical presence of the digital signature holder/officials is necessitated.

The above standard opening procedure shall be complied with at all times and it shall be incumbent on the Supervisory Tender Custodian to ensure the compliance to this standard operating procedure.

The ADC in-charge of the Procurement Cell shall ensure compliance of this mandatory Standard Operating Procedure.

This issues with the approval of the Competent Authority.



(Haresh K. Dahilkar)  
Assistant Development Commissioner  
SEEPZ-SEZ