

Functional Requirement Specification

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Requirements Overview

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3	2.2	Vendor registration
4	2.2.1	Vendor Registration Submission
5	2.2.2	Vendor Registration Approval
6	2.2.3	Vendor Profile Update
7	2.3	Secondary User Registration
8	2.4	Renewal of Vendor Registration
9	2.5	Vendor Blacklisting (Sanction / Debarring / Blacklisting)
10	3	Procurement plan
11	3.1	Detailed Annual Procurement Plan (DAPP) Creation
12	3.2	Detailed Annual Procurement Plan (DAPP) Modification
13	3.3	Detailed Annual Procurement Plan (DAPP) Update
14	4	Procurement Creation (Base)
15	4.1	Procurement Creation Configurations
16	4.1.1	DAPP Linkage
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20	4.2	Procurement Committee and Bid Evaluation Committee
21	4.4	Procurement Approval Workflow
22	4.5	Invitation for Bid
23	4.6	Addendum / Corrigendum Issuance
24	4.3	CIDA Validation
25	4.7	Online Pre-Bid Clarification
26	5	Bid Submission (Base)
27	6	Bid Opening and Bid Evaluation (Base)
28	6.1	Bid Opening
29	6.2	Bid Evaluation
30	6.3	Bid Evaluation Approval Workflow
31	7	Award of Contract (Base)
32	8	Procurement Method Variations
33	8.1	National Competitive Bidding (NCB)
34	8.2	International Competitive Bidding (ICB)
35	8.3	Single Source Procurement / Direct Contracting
36	8.4	Framework Agreement
37	8.5	Shopping or Request for Quotation
38	8.6	Pre-Qualification or Expression of Interest
39	8.7	Two-Envelope Submissions
40	9	External IT System Integration
41	9.1	Integration with CIDA

S.no.	Section	Description
42	9.2	ITMIS Integration
43	9.2.1	Procuring Entity – Procuring Office Mapping
44	9.2.2	ITMIS Purchase Order Creation
45	9.2.3	Sharing Vendors’ Bank Account Details
46	9.3	Integration with Registrar of Companies (ROC)
47	9.4	Integration with National Procurement Commission (NPC)
48	9.5	Payment Gateway
49	10	General Requirements
50	10.1	Audit
51	10.1.1	Audit Logs
52	10.1.2	Audit Access
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54	10.2	Web Portal
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56	10.4	PKI Server
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58	10.5.1	User Management
59	10.5.2	Policy
60	10.5.3	Procurement Creation
61	10.5.4	Bid Submission
62	10.5.5	Bid Opening
63	10.6	Open Contracting Data Systems (OCDS)
64	10.7	Bid Validity Extension
65	10.8	Negotiation
66	10.9	Online Submission of Bid Security
67	10.10	General Requirements
68	10.11	Reports
69	10.12	Exception Handling
70	11	E-Auction
71	11.1	Roles and Privileges Assignment
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73	11.2.1	Auction Creation – Base
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76	11.2.4	Short-List of Prequalified Bidders
77	11.2.5	From a Cancelled Auction
78	11.2.6	Auction Creation – Base (Continued)
79	11.3	Auction Event Management
80	11.4	Auction Award of Contract

Feature-wise Grouping of Requirements

S.no.	Section	Description	Features	Phase	Weightage
1	1	Key procurement institutions	1	One	4
2	2.1	Government user management			
3	2.2	Vendor registration	2	One	4
4	2.2.1	Vendor Registration Submission			
5	2.2.2	Vendor Registration Approval			
6	2.2.3	Vendor Profile Update			
7	2.3	Secondary User Registration	3	Two	1
8	2.4	Renewal of Vendor Registration	4	Two	1
9	2.5	Vendor Blacklisting (Sanction / Debarring / Blacklisting)	5	Two	1
10	3	Procurement plan	6	One	5
11	3.1	Detailed Annual Procurement Plan (DAPP) Creation			
12	3.2	Detailed Annual Procurement Plan (DAPP) Modification			
13	3.3	Detailed Annual Procurement Plan (DAPP) Update			
14	4	Procurement Creation (Base)	7	One	11
15	4.1	Procurement Creation Configurations			
16	4.1.1	DAPP Linkage			
17	4.1.2	Procurement Status, Item and Lot Creation			
18	4.1.3	Evaluation Criteria Definition			
19	4.1.4	Documentary Evidence Required from the Bidders			
20	4.2	Procurement Committee and Bid Evaluation Committee			
21	4.3	Procurement Approval Workflow			
22	4.4	Invitation for Bid			
23	4.5	Addendum / Corrigendum Issuance			
24	4.6	Online Pre-Bid Clarification	8	Two	3
25	4.7	CIDA Validation	9	Two	2
26	5	Bid Submission (Base)	10	One	6
27	6	Bid Opening and Bid Evaluation (Base)	11	One	6
28	6.1	Bid Opening			
29	6.2	Bid Evaluation			

S.no.	Section	Description	Features	Phase	Weightage
30	6.3	Bid Evaluation Approval Workflow			
31	7	Award of Contract (Base)	12	One	3
32	8	Procurement Method Variations	13	One	2
33	8.1	National Competitive Bidding (NCB)			
34	8.2	International Competitive Bidding (ICB)	14	Two	2
35	8.3	Single Source Procurement / Direct Contracting	15	Two	2
36	8.4	Framework Agreement	16	Two	2
37	8.5	Shopping or Request for Quotation	17	Two	2
38	8.6	Pre-Qualification or Expression of Interest	18	Two	2
39	8.7	Two-Envelope Submissions	19	Two	2
40	9	External IT System Integration	20	One	3
41	9.1	Integration with CIDA			
42	9.2	ITMIS Integration			
43	9.2.1	Procuring Entity – Procuring Office Mapping	21	One	4
44	9.2.2	ITMIS Purchase Order Creation			
45	9.2.3	Sharing Vendors' Bank Account Details	22	Two	2
46	9.3	Integration with Registrar of Companies (ROC)	23	Two	2
47	9.4	Integration with National Procurement Commission (NPC)	24	Two	2
48	9.5	Payment Gateway	25	One	2
49	10	General Requirements	26	One	3
50	10.1	Audit			
51	10.1.1	Audit Logs			
52	10.1.2	Audit Access			
53	10.1.3	Symmetric Key Encryption			
54	10.2	Symmetric Key-Based Signature			
55	10.3	Web Portal			
56	10.4	PKI Server			
57	10.5	Asymmetric Key Bid Encryption	27	Two	3
58	10.5.1	User Management			
59	10.5.2	Policy			
60	10.5.3	Procurement Creation			

S.no.	Section	Description	Features	Phase	Weightage
61	10.5.4	Bid Submission			
62	10.5.5	Bid Opening			
63	10.6	Open Contracting Data Systems (OCDS)	28	Two	2
64	10.7	Bid Validity Extension	29	Two	1
65	10.8	Negotiation	30	Two	2
66	10.9	Online Submission of Bid Security	31	Two	2
67	10.10	General Requirements	32	Two	2
68	10.11	Reports	33	One	1
69	10.12	Exception Handling	34	Two	1
70	11	e-Auction	35	Two	7
71	11.1	Roles and Privileges Assignment			
72	11.2	Auction Creation			
73	11.2.1	Auction Creation – Generic			
74	11.2.2	Referenced from DAPP			
75	11.2.3	Auction Created Without Referencing DAPP			
76	11.2.4	Short-List of Prequalified Bidders			
77	11.2.5	From a Cancelled Auction			
78	11.2.6	Auction Creation – Generic (Continued)			
79	11.3	Auction Event Management			
80	11.4	Auction Award of Contract			

Feature-wise – User Acceptance Testing Criteria

S.no.	Section	Description	Feature	Acceptance Criteria
1	1	Key procurement institutions	1	Users created for 5 procuring entities
2	2.1	Government user management		
3	2.2	Vendor registration	2	100 suppliers registered
4	2.2.1	Vendor Registration Submission		
5	2.2.2	Vendor Registration Approval		
6	2.2.3	Vendor Profile Update		
7	2.3	Secondary User Registration	3	10 secondary users registered
8	2.4	Renewal of Vendor Registration	4	25 suppliers renewed
9	2.5	Vendor Blacklisting (Sanction / Debarring / Blacklisting)	5	2 users blacklisted
10	3	Procurement plan	6	5 procuring entities published DAPP
11	3.1	Detailed Annual Procurement Plan (DAPP) Creation		
12	3.2	Detailed Annual Procurement Plan (DAPP) Modification		
13	3.3	Detailed Annual Procurement Plan (DAPP) Update		
14	4	Procurement Creation (Base)	7	10 procurements advertised
15	4.1	Procurement Creation Configurations		
16	4.1.1	DAPP Linkage		
17	4.1.2	Procurement Status, Item and Lot Creation		
18	4.1.3	Evaluation Criteria Definition		
19	4.1.4	Documentary Evidence Required from the Bidders		
20	4.2	Procurement Committee and Bid Evaluation Committee		
21	4.3	Procurement Approval Workflow		
22	4.4	Invitation for Bid		
23	4.5	Addendum / Corrigendum Issuance		
24	4.6	Online Pre-Bid Clarification	8	Pre-bid clarifications handled online for 5 tenders
25	4.7	CIDA Validation	9	Bid submission handled for 5 works procurement with CIDA qualification criteria
26	5	Bid Submission (Base)	10	25 online bids received

S.no.	Section	Description	Feature	Acceptance Criteria
27	6	Bid Opening and Bid Evaluation (Base)	11	10 procurement evaluations completed
28	6.1	Bid Opening		
29	6.2	Bid Evaluation		
30	6.3	Bid Evaluation Approval Workflow		
31	7	Award of Contract (Base)	12	10 contracts awarded
32	8	Procurement Method Variations	13	The life cycle of 5 transactions of this type has been completed
33	8.1	National Competitive Bidding (NCB)		
34	8.2	International Competitive Bidding (ICB)	14	The life cycle of 2 transactions of this type has been completed
35	8.3	Single Source Procurement / Direct Contracting	15	The life cycle of 2 transactions of this type has been completed
36	8.4	Framework Agreement	16	Life cycle of 1 transaction of this type completed
37	8.5	Shopping or Request for Quotation	17	The life cycle of 5 transactions of this type has been completed
38	8.6	Pre-Qualification or Expression of Interest	18	The life cycle of 1 transaction of this type has been completed
39	8.7	Two-Envelope Submissions	19	The life cycle of 2 transactions of this type has been completed
40	9	External IT System Integration	20	CIDA verification of 5 users completed
41	9.1	Integration with CIDA		
42	9.2	ITMIS Integration	21	Fund availability confirmation received for the creation of 5 purchase orders
43	9.2.1	Procuring Entity – Procuring Office Mapping		
44	9.2.2	ITMIS Purchase Order Creation		
45	9.2.3	Sharing Vendors' Bank Account Details	22	Bank account details of 5 suppliers seeded in ITMIS
46	9.3	Integration with Registrar of Companies (ROC)	23	RoC certificate verified for 5 users
47	9.4	Integration with the National Procurement Commission (NPC)	24	DAPP of 5 procuring entities published
48	9.5	Payment Gateway	25	Completion of 25 vendor registrations, with each transaction generating a

S.no.	Section	Description	Feature	Acceptance Criteria
				confirmation of payment from the financial institution, together with a system-generated e-receipt.
49	10	General Requirements	26	Launch clearance
50	10.1	Audit		
51	10.1.1	Audit Logs		
52	10.1.2	Audit Access		
53	10.1.3	Symmetric Key Encryption		
54	10.2	Symmetric Key-Based Signature		
55	10.3	Web Portal		
56	10.4	PKI Server	27	5 Asymmetric key encryption-based procurement completed (i.e., until bid decryption)
57	10.5	Asymmetric Key Bid Encryption		
58	10.5.1	User Management		
59	10.5.2	Policy		
60	10.5.3	Procurement Creation		
61	10.5.4	Bid Submission		
62	10.5.5	Bid Opening		
63	10.6	Open Contracting Data Systems (OCDS)	28	Launch clearance
64	10.7	Bid Validity Extension	29	Bid validity extended for 2 tenders
65	10.8	Negotiation	30	2 negotiations processed online
66	10.9	Online Submission of Bid Security	31	e-BG processed for 5 procurements
67	10.10	General Requirements	32	Launch clearance
68	10.11	Reports	33	Launch clearance
69	10.12	Exception Handling	34	Launch clearance
70	11	e-Auction	35	Life cycle of 10 e-Auctions completed
71	11.1	Roles and Privileges Assignment		
72	11.2	Auction Creation		
73	11.2.1	Auction Creation – Generic		
74	11.2.2	Referenced from DAPP		
75	11.2.3	Auction Created Without Referencing DAPP		
76	11.2.4	Short-List of Prequalified Bidders		

S.no.	Section	Description	Feature	Acceptance Criteria
77	11.2.5	From a Cancelled Auction		
78	11.2.6	Auction Creation – Generic (Continued)		
79	11.3	Auction Event Management		
80	11.4	Auction Award of Contract		

Detailed Functional Requirements

S.no.	Functional Requirements Specifications	Remarks
1 Key Procurement Institutions		
A	The following key procurement institutions shall be defined in the e-GP system as detailed below:	Mandatory
	<p>Procuring Entity (PE)</p> <ol style="list-style-type: none"> a. A procuring entity can have one or more offices. In PE with more than one office, the location (e.g., Colombo) of each office will be recorded as a selection. In addition, the address of each office will be recorded in the software. b. Each procuring entity will be identified by an abbreviation, defined by the system administrator. For example, Ministry of Finance will be identified by “MoF”. c. The office hierarchy of the PE will be built in the system, up to a maximum of 6 layers: <ol style="list-style-type: none"> a. Headquarters – 1 <ol style="list-style-type: none"> i. Sub-division One - 1.1 <ol style="list-style-type: none"> 1. Level 3 - 1.1.1 <ol style="list-style-type: none"> a. Level 4 - 1.1.1.1 <ol style="list-style-type: none"> i. Level 5- 1.1.1.1.1 <ol style="list-style-type: none"> 1. Level 6- 1.1.1.1.1.1 ii. Sub-division Two – 1.2 d. Each procuring entity will have a unique identifier, which should be consistent across all entities. e. By default, a procurement conducted in an office will be visible only to users attached to the same office, provided they have the requisite privileges. Users attached to offices higher up the hierarchy will be prevented from viewing procurements processed in lower nodes of the hierarchy. However, during project implementation, the government (i.e., the client) may decide to allow a user with the requisite privileges to view details of all procurement conducted at lower nodes in the office hierarchy. In which case, the e-GP vendor must enable this visibility for no additional cost to the government. For example, an authorized user attached to the headquarters (i.e., 1) can view the procurements handled in the offices 1.1 and 1.1.1. f. A procuring entity can be categorized as: <ol style="list-style-type: none"> a. A Ministry, Department, Agency, or such definition provided during the implementation phase. b. State-owned enterprise and public companies with government ownership c. Local government 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> d. Any other mode of categorization decided during the project implementation phase g. A designated member of a procuring entity will be identified as the head of that procuring entity (i.e., Chief Accounting Officer, Accounting Officer) and assigned the requisite rights and privileges based on the office hierarchy of the procuring entity. 	
B	<p>Procurement Committee (PC)</p> <ul style="list-style-type: none"> a. A user with the committee creation privileges (e.g., Head of the procuring entity) will create the procurement committee on the system and assign a designated user as secretary to the procurement committee. b. There can be one or more procurement committees under a procuring entity. c. A procurement committee is formed either: <ul style="list-style-type: none"> a. With reference to a procurement or b. For a time duration (i.e., Standing procurement committee). d. e-GP system administrator will create/ edit different types of standing procurement committees, such as inputting as text in an online form: <ul style="list-style-type: none"> a. High Level Procurement Committee (HLPC) b. Ministry Procurement Committee (MPC) c. Department Procurement Committee (DPC) d. Project Procurement Committee (PPC) e. Regional Procurement Committee (RPC) e. The standing committee creation will be done in a decentralized manner by a user with the committee creation privilege at the procuring entity level. A committee thus created will be specific to a procuring entity. A standing committee will be created by inputting the following details: <ul style="list-style-type: none"> a. Select the standing committee type (e.g., HLPC and MPC) b. Time duration for which the committee will be valid, calendar selection. c. A text description (e.g., To be used for procurement up to 40 million LKR); free text. d. The User ID of the member designated as the Secretary of the committee will be selected. This user will perform all system actions on behalf of the standing committee. e. Name and designation of the members of the procurement committee. All the members of the committee will be identified by their e-GP system user credentials. All member users can view the received bids and download the bidding documents. f. Mark the committee as active. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> f. During the procurement creation, the Liaison officer can view all details about the active standing committees associated with a procuring entity and select a standard procurement committee of its choice. g. The following details about the standing committee can be edited: <ul style="list-style-type: none"> a. Time duration for which the committee will be valid, calendar selection. b. A text description (e.g., To be used for procurement up to 40 million LKR); free text. c. Name and designation of the members of the procurement committee. d. A different user can be selected as the Secretary of the committee. e. Mark the committee as inactive. h. The system will maintain an audit trail of all the committee creation and modification activities. The audit trail will be visible in the interface. 	
C	<p>Procurement Appeal Committees (PAC) for procurement-related complaint handling</p> <ul style="list-style-type: none"> a. e-GP system administrator will create/ edit different types of PAC, such as inputting as text in an online form: <ul style="list-style-type: none"> a. Ministry Procurement Appeal Committee (MPAC) b. Department Procurement Appeal Committee (DPAC) c. Regional Procurement Appeal Committee (RPAC) d. High-Level Procurement Appeal Board b. The PAC will be created in a decentralized manner by a user with the requisite privileges, by inputting the following details: <ul style="list-style-type: none"> a. Time duration for which the committee will be valid, calendar selection. b. A text description; free text. c. Name and designation of the members of the PAC. d. The User ID of the member designated as the Secretary of the PAC will be selected. This user will perform all system actions on behalf of the PAC. e. Name and designation of the members of the procurement committee. All the members of the committee will be identified by their e-GP system user credentials. All the member users can view the appeal details. f. Mark the committee as active. c. A PAC thus created will be specific to a procuring entity. d. The following details about the standing committee can be edited: <ul style="list-style-type: none"> a. Time duration for which the committee will be valid, 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>calendar selection.</p> <p>b. A text description (e.g., To be used for procurement up to 40 million LKR); free text.</p> <p>c. Name and designation of the members of the procurement committee.</p> <p>d. A different user can be selected as the Secretary of the committee.</p> <p>e. Mark the committee as inactive.</p>	
D	A user ID will identify all Standing Committee members in the system. Any of these members can log into the e-GP system and participate online during the bid evaluation.	Desired
E	A user ID will identify all PAC members in the system. Any of these members can log in to the e-GP system and participate online during the complaint-handling process.	Desired
F	The threshold values (i.e., ranges) for each standing committee type will be recorded for a specific procurement method. During procurement creation, the system will auto-select or restrict the selection to a suitable standing committee.	Desired
G	An authorized representative can attach additional procuring entities to a standing procurement committee. During procurement creation, the system will restrict the liaison officer from selecting a standing committee from the list of standing committees attached to the procuring entity.	Mandatory
H	An authorized representative can attach additional procuring entities to a PAC. During procurement creation, the system will restrict the liaison officer from selecting a PAC from the list of PACs attached to the procuring entity.	Mandatory
I	<p>The following masters can be loaded in batch mode by the development team:</p> <p>a) Location</p> <p>b) Procuring entity</p> <p>c) Bank name and bank code</p> <p>d) Procurement category</p> <p>e) Procurement methods (i.e., it will include both implemented and not implemented methods)</p> <p>f) List of allowed currencies</p> <p>g) Unit of measurement</p> <p>h) Evaluation criteria categories</p>	

S.no.	Functional Requirements Specifications	Remarks
2 User Management		
2.1 Government User Management		
A	Each user will be created as a separate entity in the system. The user	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	profile information will include name, address, phone number, email, and other details, and the user can log in to the system to edit it.	
B	Users may be tagged to an office of the procuring entity	Mandatory
C	User access rights and privileges can be combined into multiple roles (e.g., e-GP System Administrator, Procuring Entity Administrator, Head of Procurement Entity, Secretary to the Procurement Committee) as required.	Mandatory
D	An authorized user can combine user rights and privileges into a role via the user interface.	Desired
E	A user can be assigned or removed from one or more roles. The system will keep an audit trail of the role assignment activities, which will be displayed to the concerned user administrator.	Mandatory
F	<p>The Proposer will create the e-GP System Administrator (i.e., Super User). The following key activities will be undertaken by a designated e-GP system administrator using the Graphical User Interface (GUI):</p> <ol style="list-style-type: none"> a. Creation of individual users (e.g., Head of the Procuring Entity, Procuring Entity Administrator) b. Creation of a role with the required role-based access controls (RBAC) c. Tagging of a user to the role d. Tagging of a user to a procurement entity. 	Mandatory
G	A provision to register a user for multiple positions in one or more procuring entities. When a user attached to multiple positions logs in, the system will require the user to select a position. Depending on the selected position, the rights and privileges will load. The user can toggle across positions within the same login.	Desired
H	The e-GP system administrator can create and assign a user administrator role pertaining to one or more procuring entities. This user administrator can create and manage users (i.e., excluding the user administrator creation rights) within the procuring entity(ies) and assign from a pre-defined set of roles.	Mandatory
I	The transfer of a user will be done by tagging the incoming user to the same role(s) as the outgoing user. When a user is transferred, the incumbent user can view and act upon the activities undertaken by the transferred-out user.	Mandatory
J	The Government users will submit their request for user creation outside the system to their respective head of the procuring entity. The approved request will be sent outside the system, where the procuring entity administrator will create the user.	Policy
K	Upon creation of the user, the system will trigger an activation email. A user will be activated upon confirming their identity by clicking the activation link and changing their password. The standard password complexity settings (e.g., minimum number of characters, combination of letters, numbers, and special characters, etc.) will be implemented. In addition to email address validation, the Government may seek to	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	implement One-Time Password (OTP) validation of the user's mobile number.	
L	The system will automatically mark it as verified and display the verification status in the user profile after government users verify: <ul style="list-style-type: none"> a) Email address by clicking on the activation link b) Mobile phone number by inputting the OTP 	Mandatory
M	Immediately after a user is assigned to a role (i.e., a new user or a transfer), a notification email will be sent to the user about the role, and the user can log in to perform their authorized sourcing functions.	Mandatory
N	The transfer of users will be executed by the procuring entity's administrators upon receipt of a written request outside the e-GP system, subject to approval by the Head of the Procuring Entity.	Policy
O	A user can click the "Forgot password" link, which will trigger a password reset link to be sent to the user's registered email address.	Mandatory
P	Users and positions are created as separate entities and coupled/decoupled as required. In this model, roles are attached to positions.	Desired
Q	The system will maintain audit logs of the duration (i.e., from and to) for which a user is attached to a position.	Mandatory
R	The system will display the list of pending actions or tasks. There will be a read status for each pending action. Total pending actions will be displayed in the user dashboard.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
2.2 Vendor Registration		
2.2.1 Vendor Registration Submission		
A	Vendors seeking to participate in the e-GP system must register as new users by completing an online form. The details submitted in the online form will be forwarded to an authorized user, who will review and approve them.	Mandatory
B	Initially, vendors are required to submit certain basic information (to be finalized during project implementation) online to generate a user ID. The nature and type of user ID (e.g., email address or a unique system-generated ID) will be finalized during the project implementation phase. After the basic details are submitted, the system will send an activation email to the vendor's registered email address containing the User ID and an account activation link. Upon clicking the link, the vendor's email address will be marked as verified. Also, the vendor will be required to update its password to comply with the established password standards.	Mandatory
C	The vendor's account will be marked with a status. A few sample statuses: <ul style="list-style-type: none"> a) Draft 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> b) Submitted for approval c) Sent back for clarifications d) Approved. 	
D	After the account is created, vendors need to log in with their user credentials to update their profile, make a payment, and submit their application.	Mandatory
E	The data fields to be captured in the vendor application will vary depending on whether the vendors are national or foreign and on the business type.	Mandatory
F	<p>Key details to be captured in the online form are:</p> <ul style="list-style-type: none"> a) Country (Sri Lankan/ foreign) b) Business name c) Details of the authorized officer/s of the vendor: NIC, Name, designation, mobile phone number, and email d) Alternate email address e) Registered address f) Business registration authority (provincial department of Business registrations/ registrar of companies/ other) g) Business registration number h) Type of organization (e.g., government-affiliated, government institution, state-owned enterprise, partnership, sole proprietorship, company limited by guarantee, offshore company, overseas company, private limited liability company, public limited liability company) i) Tax identification number j) Directors and ownership details: NIC/ passport No., name, designation, share percentage, mobile phone number, email k) Website l) Industry specialization (multiple selection from master data/ standardized classification system) m) Challenge questions (i.e., questions and answers, which the users will use for resetting the password). <p>Additional data fields will be advised during the project implementation, and the vendor should implement them at no additional charge.</p>	Mandatory
G	The system will check for duplicates based on the following information, entered by vendors during registration: business registration number and issuing authority.	Mandatory
H	The first user registered against a specific combination of business registration number and issuing authority will be designated as the “primary user”. There can be only one primary user against a combination of the business registration number and the issuing authority.	Mandatory
I	Certain data fields are mandatory, and the rest are optional, as decided during the implementation phase.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
J	If the vendor is Sri Lankan, the following location details will be required to be filled out by the user as a selection (i.e., drop-down): a. Province b. District.	Mandatory
K	Depending on the vendor registration type (e.g., national & private limited company, foreign, and individual), the system will mandate the vendors to upload a defined set of documents. The list of vendor registration types and the mandatory document requirements will be finalized during the project implementation phase. Sample document requirements: a. Business Registration Certificate b. Tax Registration Certificate. A few documents required from the vendors can be marked as optional. Also, the vendors should have the option to upload one or more documents of their choice.	Mandatory
L	Vendors need to pay a vendor registration fee using online or offline mechanisms. The fee to be paid by the vendor will be computed by the system as defined below: • Nationality: Sri Lankan or Foreign • Registration type: New or Renewal For Sri Lankan vendors, the system will compute the registration fees payable in Sri Lankan Rupees (e.g., 5,000 LKR). For foreign vendors, the registration fee is payable in USD (e.g., USD 100). The fees for new registration and renewal will change, and these values need to be configurable.	Mandatory
M	Vendors may subscribe for multiple years as decided during the project implementation phase. If subscribed for multiple years, the system will auto-compute the subscription charges.	Mandatory
N	Vendors should make payments online through the payment gateway integrated with the e-GP system. Upon receipt of payment confirmation, the payment will be marked as paid.	Mandatory
O	The system generates a payment receipt in the format finalized during the implementation phase. Both the vendors and the authorized government users must be able to view and download the receipt. The system should automatically record the taxes paid within the payment.	Mandatory
P	Vendors can submit their applications for review and approval by the authorized representative after completing all mandatory fields. Immediately after submission, the vendor status will be changed to submitted.	Mandatory
Q	The system auto-generates an email confirming receipt of the application.	Mandatory
R	Vendors may log in to the e-GP system to check the application status.	Mandatory
S	A vendor can click the “Forgot password” link, which will trigger a password reset link to the registered email address or mobile number	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	for OTP verification.	

S.no.	Functional Requirements Specifications	Remarks
2.2.2 Vendor Registration Approval		
A	An authorized representative will have the facility to query or filter and view the vendor applications using a combination of the key parameters, such as: <ul style="list-style-type: none"> a) Application Status (e.g., submitted, under review, rejected, and approved) b) Activation and Expiry date (range) c) Application submission date d) Contact details and e) Name. 	Mandatory
B	The representative can view all the details (i.e., data filled in the online form and file attachments) submitted in the application form, and take one of the following decisions: <ul style="list-style-type: none"> a) Approve, b) Reject, or c) Seek clarification. 	Mandatory
C	<u>Approved</u> : The vendor is activated, and the system automatically sends an email confirming the activation. <u>Rejected</u> : The system sends an email notifying the user of the rejection. <u>Seek clarification</u> : The clarifications sought by the authorized representative are sent to the vendor. An automated mail alert is sent to the vendor about the pending clarification. The vendor needs to log in to the system, amend its online application form (i.e., edit the original application), upload any required attachments, and submit the revised application for consideration. The authorized representative can review the vendor's clarification and decide whether to approve, reject, or request further clarification. The system will keep an audit trail of the clarifications asked and the responses provided.	Mandatory
D	The system will have the provision to publish online the database of vendors registered in the web portal of e-GP system, freely viewable by any interested party. Also, the system will provide the facility to query and view vendors based on parameters such as: <ul style="list-style-type: none"> a. Status (Active/ Inactive) b. Country (Sri Lankan/ Foreign) c. Location details (if Sri Lankan) d. Industry specialization (procurement category). 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
2.2.3	Vendor Profile Update	
A	<p>After account activation, the vendor can view and update the following details in the vendor profile section:</p> <ul style="list-style-type: none"> a) Organization’s profile; the data fields which can be edited will be communicated shortly b) Contact information. 	Mandatory
B	<p>Post activation of the account, vendors can log into the My Profile section to create and update bank account details:</p> <ul style="list-style-type: none"> a) Create a new Bank account <ul style="list-style-type: none"> a. The data fields used to record National and International Bank account details are different. b. Key data fields required for saving National Bank accounts are: <ul style="list-style-type: none"> i. Account name ii. Account number iii. Branch code iv. Bank name (selected from a drop-down) c. Key data fields required for saving Foreign Bank accounts are <ul style="list-style-type: none"> i. Payee’s name ii. Account no. (IBAN) iii. Account name iv. Bank name v. SWIFT code & vi. Correspondent Bank b) A supplier can register multiple Bank accounts in its profile and mark one of the Bank accounts as default. Each bank account will be identified by a unique e-GP system reference. c) The system will create and store the hash value while saving the bank account information. In addition to saving, the system will send an email to key stakeholders about the creation of the bank account, including details of the saved bank account and its hash value. d) When an already created bank account is edited and saved, the system will keep track of the changes and mail the edited Bank account details along with the revised hash value to the key stakeholders. The system's built-in audit log will clearly display the trail of changes to the procurement entity's bank account. The system will print as text the earlier bank account data and the edited bank account details, along with the date and time at which the edit happened e) The system will print as text the earlier bank account data and the edited bank account details, along with the date and time at which the edit happened f) Details of the edited bank account in a certain time period need 	

S.no.	Functional Requirements Specifications	Remarks
	<p>to be pulled out of the system in a machine-readable format and exported as a file or a web service to external IT systems.</p> <p>g) The system will need to keep track of the previous data export that happened, to calculate the incremental changes that happened after the previous export.</p>	
C	<p>The bidding history of the vendors will be displayed, which the vendors may filter based on a combination of variables:</p> <ul style="list-style-type: none"> a) Procuring entity name b) Procurement status c) Bid submission date d) + 2 more to be identified during the project implementation phase. 	Mandatory
D	<p>Vendors will be able to upload various file attachments via the “My briefcase” function, along with a brief description of the uploaded file. The files thus uploaded will be stored in the vendors' profile section.</p>	Mandatory
E	<p>During bid submission, vendors can choose to upload a file afresh or choose from “My briefcase”. When a file is uploaded from “My Briefcase”, the system will make a copy of the file and tag it to the bid, rather than linking to it. Hence, if a file is deleted in “My Briefcase” after it has been copied, the bids where the file was copied will not be affected.</p>	Mandatory
F	<p>The vendors will log into the profile section and manually input business identifier data, such as:</p> <ul style="list-style-type: none"> a. Business Registration number from the Registrar of Companies b. Tax Identification Number c. Contractor rating certificates issued by CIDA for works construction d. Health-related vendor registration certificate issued by NMRA. <p>The system will provide a set of mandatory data fields and file upload slots for each business identifier, which vendors may update and save after logging in to the profile section.</p>	Mandatory
G	<p>As and when the e-GP system is integrated with one or more external IT systems (to the extent scoped in the bidding document), vendors will log in to the profile section and have their business identifiers validated against the relevant source IT systems. The system will mark the business identifier data as “verified” upon receipt of confirmation from the source system.</p>	Mandatory
H	<p>Key information from the vendors’ profiles will be visible to the Bid Evaluation Committee (BEC) members during bid evaluation. The list of data fields to be shown to the BEC members will be finalized during the project implementation.</p>	Mandatory
I	<p>Vendors may associate their business profile with one or more codes from a standardized classification system (e.g., CPV or UNSPSC). The code selection shall be made through an interactive, hierarchical list (tree view) or search interface to ensure correct classification. Also, the</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	search functionality must allow searching for codes using a combination of: a) String search (i.e., exact or contains) b) Code set range (i.e., starting with 12 or 1211 and so on).	
J	The system should allow publishing the database of suppliers, contractors, and consultants registered in the e-GP system, freely viewable by any interested party. Also, the purchaser may require publication of the supplier databases, procuring entity-wise. A decision on whether to publish the supplier database online will be communicated during the project implementation phase.	Mandatory
K	Vendors can log in to the e-GP system, authenticate their identities, and modify their bank accounts directly within the system. The modified bank account details will be effective after they are approved by an authorized representative.	Mandatory
L	The system will display the list of pending actions or tasks. There will be a read status for each pending action. Total pending actions will be displayed in the user dashboard.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
2.3 Secondary User Registration		
A	A primary user can create one or more “secondary users” against a combination of Business registration number and the issuing authority by inputting the following key details: a) Name and b) Email address.	Mandatory
B	The system sends an email to the secondary user with the account activation link.	Mandatory
C	After logging in, certain profile details are auto-filled from the primary user and can be viewed by the secondary user but not edited.	Mandatory
D	The secondary user may update certain details, such as the following, to be finalized during the project implementation: a) Address b) Phone number c) Password d) Challenge questions (for resetting password).	Mandatory
E	Secondary users are required to pay an online fee, as decided during project implementation. The fee amount will be configurable.	Mandatory
F	After all the mandatory details are filled out, the secondary user will submit the application. This application will be reviewed by the authorized representative.	Mandatory
G	Just as it is with the primary user: a) The authorized representative can approve or reject and seek clarifications	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	b) Notify the secondary user about its application status	

S.no.	Functional Requirements Specifications	Remarks
2.4 Renewal of Vendor Registration		
A	The vendor registration period will be valid for a specified duration if the subscription fee is valid only for a pre-defined period (e.g., 1 year or 2 years, as applicable). The system will disallow vendors/contractors from performing procurement-related functions in expired user accounts. Expired users will need to make the required payment and request automated renewal of their existing subscription.	Mandatory
B	Prior to the expiry of the user account, the system will send an email at pre-defined intervals to inform vendors of the scheduled account expiry.	Mandatory
C	When a vendor logs in to an expired account, the system will require the vendor to pay the fee to activate the account. Until the payment is done, the vendor will be unable to initiate bid submission.	Mandatory
D	When the account expires, the vendor can log in to the system to view its past bids and profile details. The services to be disabled in the user login will be finalized during the project implementation.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
2.5 Vendor Blacklisting (Sanction/ Debaring/ Blacklisting)		
A	An authorized user with the requisite privileges will manage the blacklisting (i.e., sanctioning or debaring) activity either on behalf of a specific procuring entity, across multiple procurement entities, or system-wide. Blacklisted vendors will not be able to participate in bidding for the specified time period.	Mandatory
B	The authorized representative needs to specify the following details to debar vendors: <ul style="list-style-type: none"> a) Duration for which the supplier is debarred b) Capture certain key details about the debarment in an online form, such as reason for debarment, selected from a drop-down list c) Upload one or more file attachments which will be published in the web portal for public view, as per user inputs (i.e., the system will require the user to specify whether a file should be published in the web portal for public view. d) Whether the vendor is debarred at: <ul style="list-style-type: none"> a. <u>System-wide</u>: Vendors blacklisted at the system level won't be able to initiate or submit bids in any procurement advertised in the platform. b. <u>Procuring entity specific</u>: Vendors blacklisted from participating in a procurement advertised by a procuring entity won't be allowed to initiate or submit 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	bids in any procurement advertised by the procuring entity. However, these vendors can participate in procurements advertised by other procuring entities.	
C	After blacklisting is enabled, the system will automatically send an email to the vendor.	Mandatory
D	Lifting of vendor debarment will be performed by an authorized user upon receipt of formal approval obtained outside the system.	Mandatory
E	Upon lifting the debarment, the system will automatically send an email to the vendor.	Mandatory
F	The list of blacklisted vendors will be published on the web portal for public view. Further, details of active debarred suppliers should be published online in a Table format with pagination as applicable. Any interested party should be able to search the list of debarred suppliers, searchable by procuring entity name or supplier name.	Mandatory
G	Procuring entities can view the black-list status of the vendor by accessing the vendor's profile	Mandatory
H	The actual debarment proceedings will be done outside the system. A record of the debarment will be maintained in the system.	Policy

S.no.	Functional Requirements Specifications	Remarks
3 Procurement Plans		
3.1 Detailed Annual Procurement Plan (DAPP) Creation		
A	An authorized user at a procuring entity will log in to the e-GP system and create a new Detailed Annual Procurement Plan (DAPP) for the following financial year. The default definition of a financial year is from the 1 st of January to the 31 st of December.	Mandatory
B	Consolidation of procurement plans prepared by divisions within a procuring entity will be handled outside the e-GP system.	Policy
C	The following Procurement Plan related master data will be common across all the procuring entities: <ul style="list-style-type: none"> a) Procurement category (i.e., whether it is Goods, Works, or Services, or such categories decided during the project implementation phase. b) Procurement method (e.g., National Competitive Bidding (NCB), International Competitive Bidding (ICB), Limited National Competitive Bidding (LNCB), Limited International Competitive Bidding (LICB), Shopping/ Request for Quotation, and Direct Contracting, and such other methods decided during the project implementation phase) c) Currency (i.e., LKR, USD, and such other currencies identified during the project implementation phase). To the extent possible, an authorized user should be able to modify the	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	master data listed above using the Graphical User Interface (GUI).	
D	<p>There are three types of DAPPs:</p> <ul style="list-style-type: none"> a) DAPP (General) b) DAPP for foreign-funded projects c) DAPP for complex works projects. <p>Procuring entities can create only one DAPP of each type in a financial year. However, a procuring entity can create DAPP of all three types in a financial year.</p>	Mandatory
E	<p>DAPPs will be identified by statuses such as:</p> <ul style="list-style-type: none"> a) Draft b) Sent for approval c) Published d) Expired 	Mandatory
F	<p>A DAPP will contain one or more procurement plan activities. The DAPP can be revised as many times as required until the expiry of the financial year, subject to certain validation checks detailed below. The system will maintain all versions of the DAPP and make it viewable.</p>	Mandatory
G	<p>An authorized representative will create each procurement plan activity by filling out an online form. The details to be filled out vary depending on the DAPP type under which the procurement is created.</p>	Mandatory
H	<p>The data to be filled out to create a procurement plan activity under <u>DAPP, General</u>, is explained below (indicative; the list of dates will be finalized during the project implementation phase):</p> <ul style="list-style-type: none"> a) Procurement category (selection) – for example, goods, works, consultancy services, or non-consultancy services. b) Whether the procurement will be handled via e-GP or manually c) Procurement plan reference number (auto-generated); a unique identifier which should ideally be meaningful. The format for this identifier will be finalized during the project. For example, a combination of a unique identifier assigned to the procuring entity, financial year, and four-digit auto-generated sequence number (e.g., MOF-DPF-EGP/2018/0022. implementation phase. d) Procurement codification (i.e., code selected from UNSPSC or CPV or such codification standard identifying the procurement) e) Reference to action plan (manual input) f) Reference to MPP (manual input) g) Description or title of procurement (manual input) h) Estimated cost (manual input) i) Currency (selection from a predefined drop-down list) j) Fund source (selection from donors, procuring entity’s own funds, or budget funds) k) When the fund source is a donor, the donor’s name must be saved (selection) l) Procurement method (selection) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> m) Location (selection, one or more can be selected) n) Key dates such as the following. The actual dates will be informed during the project implementation phase: <ul style="list-style-type: none"> a. Appointment of PC / BEC b. Preparation of Procurement Documents/PQ c. Approval of Procurement Documents/PQ by PC/BEC d. Concurrence of Funding Agency e. Invitation for Bid/Proposal/PQ f. Clarification / Pre-Bid Meeting g. Bid/Proposal Opening h. Bid/Proposal Evaluation i. Determination of Contract Award j. Approval for Contract Award k. Contract Awarding l. Signing of Contract m. Completion of Contract o) Remarks 	
I	<p>The data to be filled out to create a procurement plan activity under <u>DAPP – Foreign Funded Projects</u> is explained below (indicative; the list of dates will be finalized during the project implementation phase):</p> <ul style="list-style-type: none"> a) Procurement category (selection) – for example, goods, works, consultancy services, or non-consultancy services. b) Whether the procurement will be handled via e-GP or manually c) Procurement plan reference number (auto-generated); a unique identifier which should ideally be meaningful. The format for this identifier will be finalized during the project implementation phase. For example, a combination of a unique identifier assigned to the procuring entity, financial year, and a four-digit auto-generated sequence number (e.g., MOF-DPF-EGP/2018/0022). d) Procurement codification (i.e., code selected from UNSPSC or CPV or such codification standard identifying the procurement) e) Reference to action plan (manual input) f) Reference to MPP (manual input) g) Description or title of procurement (manual input) h) Estimated cost (manual input) i) Currency (selection from a predefined drop-down list) j) Fund source k) When the fund source is a donor, the donor’s name must be saved (selection) l) Procurement method (selection) m) Key dates such as the following. The actual dates will be informed during the project implementation phase: <ul style="list-style-type: none"> a. Appointment of PC/BEC b. Preparation of Procurement Documents 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> c. Approval of Bidding Documents by PC/BEC d. No Objection Letter (NOL) from Funding Agency (FA) e. Preparation of PQ Applications f. Scrutiny of PQ Applications g. Approval of PQ Applications by PC h. NOL from FA i. Advertisement of PQ Applications j. Issuance of PQ Applications k. Selection of Pre-Qualified Bidders l. Approval of Pre-Qualified Bidders by PC m. NOL from FA n. Invitation of Bids/Proposals o. Clarifications / Pre-Bid Meeting p. Response to Clarifications q. Bid/Proposal Opening r. Technical Evaluation s. Financial Evaluation t. Final Evaluation u. Recommendation by PC v. NOL from FA w. Cabinet Approval x. Contract Award y. Signing of Contract z. Completion of Contract <p>n) Remarks.</p>	
J	<p>The data to be filled out to create a procurement plan activity under <u>DAPP – Complex Works Projects</u> is explained below (indicative; the list of dates will be finalized during the project implementation phase):</p> <ul style="list-style-type: none"> a) Procurement plan reference number (auto-generated); a unique identifier which should ideally be meaningful. The format for this identifier will be finalized during the project implementation phase. For example, a combination of a unique identifier assigned to the procuring entity, financial year, and four-digit auto-generated sequence number (e.g., MOF-DPF-EGP/2018/0022). b) Procurement codification (i.e., code selected from UNSPSC or CPV or such codification standard identifying the procurement) c) Whether the procurement will be handled via e-Procurement or manually d) Reference to action plan (manual input) e) Reference to MPP (manual input) f) Description or title of procurement (manual input) g) Estimated cost (manual input) h) Currency (selection from a predefined drop-down list) i) Fund source (selection from donors, procuring entity's own 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>funds or budget funds)</p> <p>j) When the fund source is a donor, the donor's name must be saved (selection)</p> <p>k) Procurement method (selection)</p> <p>l) Key dates such as the following. The list of dates will be finalized during the project implementation phase:</p> <ul style="list-style-type: none"> a. Prequalification activities <ul style="list-style-type: none"> i. Preparation of PQ Application Document ii. Appointment of PC and BEC iii. Approval of PQ Document by BEC iv. Concurrence from Funding Agency v. Advertisement for Pre-Qualification vi. Issuance of PQ Applications vii. Receipt of PQ Applications viii. Evaluation of PQ Applications by BEC ix. Approval of Pre-Qualified Bidders by PC x. Concurrence from Funding Agency b. Bidding process activities <ul style="list-style-type: none"> i. Here is the corrected and professionally formatted version without alphabetical numbering: ii. Appointment of Procurement Committee / BEC iii. Preparation of Bidding Documents iv. Approval of Bidding Documents by TEC v. Concurrence from Funding Agency vi. Issuance of Invitation to Bid vii. Issuance of Bidding Documents viii. Clarifications and Pre-Bid Conference ix. Preparation of Minutes and Addendum (if any) x. Concurrence from Funding Agency xi. Issuance of Minutes / Addendum xii. Receipt of Bids xiii. Bid Evaluation xiv. Determination of Contract Award xv. Concurrence from FFA xvi. Appeal Procedure xvii. Cabinet Approval xviii. Contract Award <p>m) Remarks</p>	
K	The system should provide users with the ability to segregate and view the procurement plan funded by donors, the procuring entity's own funds, and budget funds.	Mandatory
L	The system should include built-in validations to verify that the timelines conform to a specified sequencing. For example, the date provided by the bid evaluation shall not exceed the date on which the	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	contract is awarded.	
M	Instead of requiring users to select the dates individually, the system should provide user-friendly features such as automatically computing the date based on the number of gap days provided by the user between one activity and the next activity.	Mandatory
N	The planned and actual dates should be stored separately for reference.	Mandatory
O	Adding items (e.g., paper and pencil) under a procurement activity (e.g. stationery) will be done at the procurement level and NOT in DAPP.	Policy
P	During the creation of procurement plan activities, a set of data fields will be marked as mandatory. All the mandatory data fields must be filled out to complete the creation of a procurement plan activity in the plan. The completed procurement plan activity will be saved against the plan.	Mandatory
Q	Each procurement plan activity will be identified by a status such as the following (exact list to be finalized during the project implementation phase): a) Draft b) Approved c) Consumed	Mandatory
R	The authorized user will have the option to do an interim save of a partially updated procurement plan activity. Until the procurement plan is in “Draft” status, the authorized user can modify the contents of all procurement plan activities under the DAPP, including deleting a procurement plan activity.	Mandatory
S	After loading all approved procurement plan activities, the plan creator is required to send it for approval to an authorized user (i.e., separate role DAPP approver)	Mandatory
T	The designated DAPP approver can view the plan details and can: a) Approve (or) b) Reject (or) c) Send back seeking clarifications.	Mandatory
U	When approved, the following status changes are made a) DAPP is marked for publication, b) All procurement activities in the DAPP are marked as approved and are ready for publication.	Mandatory
V	The procurement plan activities in “Approved” status will be published in the web portal for public view. Any interested party can freely access the DAPP and query it across a combination of many parameters such as: a) Procuring entity name b) Procurement method c) Procurement category d) Procurement title (i.e., string search) e) Location f) Procurement codification	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> g) Procurement activity reference number h) Another 4 more variables finalized during the project implementation phase. i) Procurement plan activity status j) Procurement status 	
W	The system will generate a printable version of the approved DAPP in a format prescribed during the implementation phase. Each of the 3 DAPP types could be printed in different formats.	Mandatory
X	It is assumed that one procurement plan activity will be linked to only one procurement.	Mandatory
Y	Multiple procurement plan activities can be combined into a single procurement.	Desired
Z	One procurement plan activity can result in multiple procurements.	Desired
AA	For multi-year procurement, the user will have the option to record the total estimate value and a year-wise break-up of the estimate.	Desired

S.no.	Functional Requirements Specifications	Remarks
3.2 Detailed Annual Procurement Plan (DAPP) Modification		
A	<p>Under a published DAPP</p> <ul style="list-style-type: none"> a) An approved procurement plan activity in approved status can be modified or deleted. As decided during the project implementation, the system may allow only deletion and recreation, rather than modification. b) A new procurement plan activity can be added. 	Mandatory
B	An authorized user representative can modify or delete an approved procurement plan activity, provided it is not already consumed or utilized against a procurement.	Mandatory
C	A modified procurement plan activity must be approved by an authorized user to take effect.	Mandatory
D	Each procurement plan activity can be individually sent for approval	Mandatory
E	The system will allow the authorized user to send multiple modified procurement activities together for approval	Desired
F	The status of a modified procurement plan activity will be reversed from approved to draft until it is approved afresh.	Mandatory
G	The system will maintain an audit trail of all modifications made to a procurement plan activity and display it for viewing.	Mandatory
H	<p>The system will allow the users to view and download:</p> <ul style="list-style-type: none"> a) The latest version of DAPP, in which all the procurement plan activities are in published status. b) View the list of modifications made to a DAPP (i.e., including addition, modification, and deletion). 	Mandatory
I	Authorized users should have the feature to copy a procurement plan activity. The copied activity will be in draft status, allowing the user to edit it as needed and send it for approval, just as with any newly created	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	plan activity.	
J	In the web portal, users can view the full list of published procurement plan activities. Also, the users can view the deleted or modified activities.	Mandatory
K	The system shall allow users to download the latest version of DAPP in .pdf and spreadsheet formats.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
3.3 Detailed Annual Procurement Plan (DAPP) Update		
A	The following details will be fetched from the online transactions processed in the e-GP system and mapped against the procurement plan activities in DAPP: <ul style="list-style-type: none"> a) Actual dates, corresponding to the planned dates specified in DAPP. b) Contract Number, Amount, and c) Name of Contractor/Supplier d) Remarks 	Mandatory
B	For procurement processed in the e-GP system, the system will automatically pick up the actual procurement dates as per the online event timelines. For offline procurement, the user will manually enter the actual timelines after the event has happened. The validations built into the system should verify that the user-entered timeline date does not exceed the current date.	Mandatory
C	The system must correlate and display the current procurement status against the procurement plan activity. For example: <ul style="list-style-type: none"> a) PPLAN12 – Consumed procid1201 – published b) PPLAN15 – Consumed procid1204 – under evaluation The users should be able to visit the procid page directly from the procurement plan activity display.	Mandatory
D	Procurement plan activities and procurement will be assigned unique identifiers separately.	Mandatory
E	The system must generate a total of 7 reports on DAPP, including the plan vs. actual requirements. The actual list of reporting requirements will be communicated during the project implementation phase.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4 Procurement Creation (Base)		
4.1 Procurement Creation Configurations		
A	<p>The LO will input the following key details to create and publish a new procurement:</p> <ul style="list-style-type: none"> a) Fetch certain data from DAPP or manually input the DAPP data (e.g., title, procurement method, estimate value, and procurement category) b) Item and lot creation c) Define evaluation criteria (i.e., qualification, eligibility, and technical evaluation) d) Specify documentary evidence required from bidders <p>All the configurations listed above are explained in detail below. In addition, the LO will enter the details outlined below to create and publish a new procurement.</p>	Mandatory
B	<p>After the DAPP procurement plan activity linkage is completed in a procurement, the LO will have the option to copy the online form data and file attachments from a similar procurement (e.g., established by variables such as procurement method and procurement category) previously created in the e-GP system. After the data is copied, the procurement will be in draft status, which the LO may modify as required to complete the procurement.</p>	Mandatory
C	<p>The data fields to be updated for a procurement should be grouped into multiple sections. When all the mandatory details in a section are updated, the system should flag the section as completed. Once all sections are complete, the procurement can be finalized and sent for approval by the LO.</p>	Mandatory
D	<p>Of the many data fields recorded to create a procurement, a few of them will be marked as mandatory. Whether a data field is mandatory or optional will be finalized during the implementation phase.</p>	Mandatory
E	<p>Procurement stage:</p> <ul style="list-style-type: none"> a) One stage b) Two stages (applicable only for Open Competitive Bidding) – The system will clarify that only technical bids will be submitted in the 1st stage. The first stage of the 2-stage procurement will have all the characteristics (e.g., pre-bid clarification, bid submission by the due date, bid security payment, bid opening, and bid evaluation) of the one-stage procurement, except for seeking price bids from bidders. 	Mandatory
F	<p>Number of envelopes</p> <ul style="list-style-type: none"> a) One (i.e., Technical and Financial proposals are opened together) b) Two (i.e., Technical and Financial proposals are opened separately). 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
G	Whether the procurement is restricted to only national bidders	Mandatory
H	Preference, if any, applies to domestic goods and contractors. If yes, the system will require the LO to input a brief explanation about the preferences provided. Auto-calculating the evaluated bid price, implementing domestic preferences, is NOT envisaged.	Mandatory
I	<p><u>Contract type</u>: The system will auto-generate the price bid format according to the contract type selection and require the bidders to quote:</p> <ul style="list-style-type: none"> a) <u>Lump sum</u>: One single lump sum price for all the line items included in the procurement. The following key details will be displayed in the price bid format: <ul style="list-style-type: none"> a. Item description b. Quantity c. Line-item estimate price (as decided during the implementation phase). b) <u>Item-wise</u>: Bid prices individually for all the line items included in the procurement. The following key details will be displayed in the price bid format: <ul style="list-style-type: none"> a. Item description b. Quantity c. Line-item estimate price (as decided during the implementation phase). c) <u>Framework</u>: A unit price for all the line items included in the procurement. The default quantity for each line item is 1. The following key details will be displayed in the price bid format: <ul style="list-style-type: none"> a. Item description b. Quantity (default value is 1). d) <u>Percentage-based</u>: A percentage value that will be uniformly applied to all the line items included in the procurement. The following key details will be displayed in the price bid format: <ul style="list-style-type: none"> a. Item description b. Quantity c. Line-item estimate price. 	Mandatory
J	Whether the procurement is National Competitive Bidding (NCB) or International Competitive Bidding (ICB) type.	Mandatory
K	<p>Fees to be paid by the bidders to participate in a procurement published on the web portal:</p> <ul style="list-style-type: none"> a) Currency and amount b) For ICB procurement, the system should allow the procurement officer to specify the fees in two currencies (i.e., Sri Lankan Rupee and a foreign currency). 	Mandatory
L	<p>Value of bid security to be paid by the bidders:</p> <ul style="list-style-type: none"> a) Amount 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> b) Currency c) For ICB procurement, the system will allow the LO to specify bid security values in multiple currencies. 	
M	<p>Mode(s) for payment of the bid security fees (options will be enabled as decided during the project implementation); one or more options will be selected:</p> <ul style="list-style-type: none"> a) Not applicable b) Online payment modes (i.e.,) by electronic bank guarantee submission from the banks either via API or based on confirmation provided by the banks after logging into the e-GP system c) Bid securing declaration / Offline mode (i.e.) the system will open up a file slot for bidders to upload a scanned copy of the payment receipt or the bid securing declaration. 	Mandatory
N	Name, address, and contact details of the procuring entity	Mandatory
O	Bid validity period: Count of days will be input.	Mandatory
P	Open or limited. If Limited is selected, the LO is required to select the bidder credentials in the e-GP system that are authorized to respond to the procurement.	Mandatory
Q	<p>Bid opening will be:</p> <ul style="list-style-type: none"> a) Automatically done in procurements where submission of bid document fee or bid security is not required. b) Done by the secretary of the BEC or (if BEC is NOT there) the PC where submission of bid document fee or bid security is required. c) Done by 2 or more members of the BEC or (if BEC is NOT there) PC, where bids are encrypted using an asymmetric key (if enabled). The members whose key will be used for bid encryption must be selected during procurement creation. 	Mandatory
R	Whether pre-bid clarifications can be submitted online	Mandatory
S	Whether a pre-bid meeting will be held. If yes, a provision to record the pre-bid location details.	Mandatory
T	Whether a site visit is allowed. If yes, a provision to record the site-visit dates and location details.	Mandatory
U	The system should validate and disallow certain inconsistent configuration combinations, such as combining a lump-sum contract type with item-wise.	Mandatory
V	<p>Provision to upload bidding documents as file attachments. The extent to which the files will be made visible after an open competitive procurement is published will be finalized during the project implementation phase:</p> <ul style="list-style-type: none"> a) Published in the web portal for free public view b) Only suppliers can view the documents after they log into the e- 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>GP platform.</p> <p>c) Visible to suppliers after they express interest in a procurement.</p>	
W	<p>A file upload provision will be available in the system, which the LO can use to upload details such as those listed below. The files uploaded herein can be viewed only by authorized government officials and not by the suppliers:</p> <p>a) Minutes of meeting b) Justification for use of a procurement method c) Reason for selection of the shortlist of bidders</p>	Mandatory
X	<p>Input key bidding dates:</p> <p>a) Publication of the Invitation for Bid/Proposal/PQ b) Bid documents download start date (optional) c) Bid documents download end date (optional) d) Pre-bid meeting e) Last date for receiving pre-bid clarifications f) Bid submission start date and time g) Bid closing date and time h) Bid opening date and time i) Any other dates defined during the project implementation phase.</p> <p>The government may seek to implement the following validations pertaining to the bidding dates:</p> <p>a) Whether timelines inputted confirm to certain envisaged sequencing. For example, the date provided by the procurement publication shall not exceed the bid opening date. b) The time gap between the publication date and the bid closing date must exceed the prescribed minimum number of days set for the procurement method.</p>	Mandatory
Y	<p>Instead of requiring users to select dates individually, the system should provide user-friendly features, such as automatically computing the date based on the number of gap days specified by the user between the dates in the list.</p>	Mandatory
Z	<p>When the lump-sum contract type and lot-wise are enabled, the system will require bidders to quote a single lump-sum amount for all items in the lot. The following key details will be displayed in the price bid format:</p> <p>a) Item description b) Quantity c) Line-item estimate price (as decided during the implementation phase).</p>	Mandatory
AA	<p>A LO can initiate a request to cancel a procurement at any time after its publication until the contract is awarded against the procurement. The system will provide options to record the cancellation reason via free text, file upload, or by selecting one or more reasons from a drop-down.</p>	Mandatory
BB	<p>The cancellation request will be sent to an authorized representative</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	(e.g., head of the procuring entity) for its approval. Upon receipt of the authorized user's approval, the LO may cancel the procurement. The same workflow features as in the other approval requirements will be implemented herein. If the procurement is cancelled before the bid opening, the bids will remain in the e-GP system in an encrypted state.	
CC	The Government may decide to require deletion of the bids received when the procurement is cancelled before bid opening.	Desired
DD	The system will automatically notify the suppliers by email or in the supplier's login who expressed interest in the procurement or submitted the bid (i.e., depending on whether the bid closing date has expired or not.	Mandatory
EE	When a procurement is marked as cancelled, the system will release the DAPP procurement plan item and make it available for consumption afresh. However, the relationship between the cancelled procurement and the DAPP procurement plan item will be maintained in the system.	Mandatory
FF	The cancelled procurements can be readvertised, in which case the system will maintain the linkage between the cancelled and the readvertised procurements.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.1.1	DAPP Linkage	
A	An authorized user with the requisite privileges (e.g., Liaison Officer - LO) can create a procurement by: <ul style="list-style-type: none"> a) Selecting a procurement plan activity from DAPP that is: <ul style="list-style-type: none"> a. Approved and b. NOT coupled with a procurement. b) Without referencing a procurement plan activity in DAPP (i.e., direct procurement). The government may choose to disable this option during the implementation phase. If this option is selected, the system will require the LO to enter remarks or select a reason from a drop-down to create a procurement without referencing a DAPP. c) If DAPP is not handled in the e-GP system, the LO will input a DAPP reference number and initiate the procurement. 	Mandatory
B	The system will keep a record of whether a procurement is tagged with a procurement plan activity from DAPP.	Mandatory
C	A procurement plan activity used to create a new procurement will be marked as consumed immediately after a draft of the procurement is created. The system will disallow using a consumed requisition to create a new procurement.	Mandatory
D	For the procurement plan based procurement, the following key data fields will be fetched from the DAPP:	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a) Fetched from DAPP and not editable <ul style="list-style-type: none"> a. Procurement category (i.e., goods, works, consultancy services, or non-consultancy services) b. Whether the procurement is manual or electronic c. Procurement plan reference number d. Procurement plan estimate e. Currency f. Fund source g. When the fund source is a donor, the donor's name must be saved h. Procurement method b) Fetched from DAPP and editable <ul style="list-style-type: none"> a. Procurement codification b. Description or title of procurement c. Location <p>The above list is indicative and will be finalized during the implementation phase.</p>	
E	For procurement NOT fetched from DAPP, the data fields listed above will be manually input.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.1.2 Procurement Status, Item and Lot Creation		
A	<p>After certain basic data is entered, a draft procurement is created and saved. The LO can update this draft as many times as required. The status of the procurement will get modified into various stages, such as:</p> <ul style="list-style-type: none"> a) Draft b) Sent for approval c) Published d) Open for bidding e) Closed for bidding f) Ready for bid opening g) Bid opened h) Under evaluation i) Awarded j) Cancelled k) Readvertised. <p>The exact list of statuses will be finalized during the implementation phase.</p>	Mandatory
B	<p>Create one or more items by filling out the key data fields listed below:</p> <ul style="list-style-type: none"> a) Goods <ul style="list-style-type: none"> a. Item description (manual input) b. Quantity (manual input) c. Unit of Measurement (selected from master) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> d. Unit price estimate (manual input) e. Procurement codification (selection) f. Total line-item estimate (system-generated) <p>b) Works</p> <ul style="list-style-type: none"> a. Work description (manual input) b. Quantity (manual input) c. Unit of Measurement (selected from master) d. Work estimate (manual input) e. Procurement codification (selection) f. Total line-item estimate (system-generated) <p>c) Consulting and non-consulting services</p> <ul style="list-style-type: none"> a. Service description (manual input) b. Quantity (manual input) c. Unit of Measurement (selected from master) d. Estimate (manual input) e. Procurement codification (selection) f. Total line-item estimate (system-generated) <p>A few data fields could be added to the list above during the project implementation phase.</p>	
C	The items added can be under only one category (i.e., goods or works, consultancy or non-consultancy services), defined during the initial procurement selection.	Mandatory
D	<p>The total of all the line items will be added to compute the procurement estimate, which the system will validate to confirm that it did not exceed the procurement plan activity estimate. If it exceeded, the LO should either:</p> <ul style="list-style-type: none"> a) Cancel the procurement to decouple the procurement plan activity from the estimate. After which the plan creator must update the estimate for the procurement plan activity (or) b) Reduce the unit count or the estimate value to ensure that the procurement estimate is within the plan estimate. 	Mandatory
E	<p>After creating the line items, the LO will have the option to:</p> <ul style="list-style-type: none"> a) Seek bids individually at the line-item level. In item-wise configuration, bidder selection will happen at the item level (or) b) Create one or more lots and group the line items under the lots. In a lot-wise configuration, bidder selection will occur at the lot level. 	Mandatory
F	Each lot will be given a title by the LO, which can be edited until the procurement is approved for publication.	Mandatory
G	<p>The LO will select whether it is mandatory to bid for:</p> <ul style="list-style-type: none"> a) One or more line items b) One or more lots 	Mandatory
H	The total of the line-item estimates will be taken as the procurement estimate, which will be published in the procurement advertisement, as applicable.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
I	The procurement estimate will be used as the reference value to verify whether the selected procurement method meets the threshold slabs for the procurement. If the verification failed, the system will display a warning message to the LO stating that the chosen method is not in compliance with the laid-down procedures. Since the threshold values for the various procurement methods will vary with time, they must be configurable.	Desired
J	The LO will be able to view the price bid form after all the relevant mandatory fields are filled out.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.1.3 Evaluation Criteria Definition		
A	The LO will have a provision to input evaluation criteria as text in an online form, as follows: a) Eligibility b) Qualification c) Technical	Mandatory
B	Against each criterion, the LO can specify the documentary evidence required from the bidders. Also, LO may specify whether bidders must (i.e., mandatory) or may (i.e., optional) upload file attachments (i.e., documentary evidence) for each criterion. The upload of only one file is assumed against a criterion.	Mandatory
C	An authorized user will have the ability to pre-define a set of qualification criteria common to all procurements processed on the platform. There will be two types of pre-defined criteria: a) Editable and b) Non-editable.	Mandatory
D	The LO can disable editable requirements when creating a new procurement, and the non-editable requirements will be included by default in all the procurements advertised on the platform.	Mandatory
E	The type of evaluation criteria can be grouped under categories such as: a) Work experience b) Financial capacity c) Professional qualification d) Any such category defined during the project implementation phase. When defining an evaluation criterion, the LO will select the category from a drop-down under which the criterion falls.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.1.4 Documentary Evidence Required from the Bidders		
A	The LO may seek documentary evidence from the bidders by inputting:	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a) Document name b) Whether uploading the file is mandatory or optional, and c) For two-envelope procurement, the envelope (i.e., technical or financial) in which the document will be opened should be selected. 	
B	An authorized representative will have the authority to define a set of supporting documents (i.e., master) required from bidders, procurement method-wise, and to mark them as either mandatory or optional. This list of documents, thus prepared, will be reviewed (mandatory cannot be deleted) and included by the LO during preparation of the bidding document.	Desired
C	The files uploaded by bidders in the financial bid slots will be signed and encrypted using either symmetric or asymmetric keys, as decided during the implementation phase.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.2 Procurement Committee and Bid Evaluation Committee		
A	<p>After a full draft of the procurement is created, the LO will either:</p> <ul style="list-style-type: none"> a) Define a Procurement Committee (PC) specifically for the procurement, or b) Select a standing procurement committee from a list of standing committees relevant to the procuring entity. 	Mandatory
B	<p>When a PC is custom defined, the LO will identify the secretary of the PC (i.e., account linkage) by the e-GP system login credentials and identify the rest of the members by:</p> <ul style="list-style-type: none"> a) Name b) Designation c) Position in the committee (e.g., Secretary, Chairperson, and Member) 	Mandatory
C	<p>In addition to the PC creation or selection, the LO may choose to define a Bid Evaluation Committee (BEC) specifically for the procurement. The BEC will undertake the following key activities:</p> <ul style="list-style-type: none"> a) Evaluate procurement document & provide recommendations to PC b) Evaluate bids received for a procurement & provide a recommendation to PC. 	Mandatory
D	<p>A designated BEC user (i.e., secretary to the BEC) will be assigned the following privileges in the system related to a procurement:</p> <ul style="list-style-type: none"> a) View and download the assigned procurement document b) Upload review notes, supporting documents, and attachments c) Record one of the following actions in the system: <ul style="list-style-type: none"> a. Recommend (or) b. Reject. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
E	The secretary of the BEC will be identified by the e-GP system login credentials (i.e., account linkage). The LO will record the following details about the rest of the BEC members: <ul style="list-style-type: none"> a) Name b) Designation c) Position in the committee (e.g., Secretary, Chairperson, and Member). 	Mandatory
F	In procurement with a BEC, the bid evaluation will be conducted by the BEC (i.e., the BEC secretary will record the evaluation online in the e-GP system). After completion of the bid evaluation, the BEC will send the evaluation report to the PC for approval.	Mandatory
G	All members of the BEC (i.e., the Secretary, Chairperson, and Member) may be modified until the contract is awarded.	Mandatory
H	As decided by the government during the project implementation phase, any or all of the following details will be published in the Invitation for Bids advertised in the e-GP web portal: <ul style="list-style-type: none"> a) BEC b) PC. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.3 Procurement Approval Workflow		
A	After all the mandatory data fields are updated, including the assignment of PC and BEC, the LO will submit the procurement document draft for review and approval: <ul style="list-style-type: none"> a) BEC NOT defined for the procurement <ul style="list-style-type: none"> a. Directly to the PC (i.e., Secretary’s login) for approval b) BEC is defined for the procurement <ul style="list-style-type: none"> a. Sent to the BEC (i.e., Secretary’s login) for recommendation and then b. To the PC (i.e., Secretary’s login) for approval. 	Mandatory
B	Upon submission: <ul style="list-style-type: none"> a) Status of the procurement will change suitably (e.g., Submitted to PC or Submitted to BEC) b) The system will keep track of the workflow audit trails (i.e., submission date and time, and submitted by). 	Mandatory
C	When reviewing the procurement, the BEC or PC representative can view and download, as required, all procurement details (i.e., the data entered in the online form and the file attachments), but cannot make any edits or changes to the procurement.	Mandatory
D	Editing the procurement document draft by the Liaison Officer will be restricted while the document is under approval.	Mandatory
E	The BEC representative will record the committee’s feedback in an online form and have the provision to upload one or more file	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>attachments, and may:</p> <ol style="list-style-type: none"> a) Forward the procurement to the PC with its recommendation. The recommendation details will be input in text format and inside the enclosed file attachments (or) b) Send back the procurement to LO for revisions. 	
F	<p>The procurement sent by the BEC will be reviewed by a PC representative, who will record the committee's feedback in an online form and have the provision to upload one or more file attachments, and may:</p> <ol style="list-style-type: none"> a) Approve the procurement (or) b) Send back the procurement to LO for revision (or) c) Reject. <p>The same options listed above will be available when an LO sends the procurement directly to PC for approval.</p>	Mandatory
G	When BEC or PC returns a procurement, the LO can update it as required and resubmit it for approval. The audit trails of the entire sequence of events shall be maintained in the system.	Mandatory
H	Multiple review-revision cycles between the Liaison Officer and the BEC Secretary will be supported, with version history and audit logs maintained for all actions.	Mandatory
I	When the PC representative rejects a procurement, the procurement status is marked as cancelled. For cancelled procurement, the system will automatically release the DAPP procurement plan activity (i.e., resulting in a status change of the plan activity) attached to the procurement.	Mandatory
J	After PC approves a procurement, the LO can publish the procurement and may make minimal changes (e.g., date modifications) to the bidding document before its publication.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.4 Invitation for Bid		
A	<p>An indicative list of information to be included in the online advertisement notice is:</p> <ol style="list-style-type: none"> a) Open competitive bidding <ol style="list-style-type: none"> a. Name and address of the procuring entity b. The source of funding c. Procurement reference number d. Estimated cost e. Description of the goods, works, consulting services, or non-consulting services to be procured f. Location where the goods, works, or services have to be delivered g. Bidder eligibility, qualification, and evaluation 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>requirements</p> <ul style="list-style-type: none"> h. Key procurement dates, including the bid submission deadline i. The fee charged for bidding documents j. Pre-bid conference details (i.e., date, time, location, and contact information) – as applicable k. Domestic preferences – as applicable l. View of the lot-wise grouping, where applicable m. Price bid format auto-generated by the system n. Name and contact information of the officer managing the procurement o. The value of bid security required (as applicable) and the method of bid security payment p. Whether national or international bidders can participate in the procurement q. Bidding documents r. Public key used for encryption (as applicable) <ul style="list-style-type: none"> b) Invitation for pre-qualification and Expression of Interest <ul style="list-style-type: none"> a. It will be similar to the open competitive bidding, but excluding the financial bid forms. The exact details will be finalized during the implementation phase c) Open competitive bidding based on pre-qualification or limited bidding <ul style="list-style-type: none"> a. Same data fields as in open competitive bidding, excluding certain data fields such as the bidding documents. b. Name of the pre-qualified or invited bidders c. Additional data fields to be finalized during the implementation phase. 	
B	<p>The live procurement notices can be searched using a combination of one or more criteria:</p> <ul style="list-style-type: none"> a) Published date b) Bid security value c) Procuring entity name d) Bid reference number e) Procurement type (i.e., works, goods, consulting services, or non-consulting services) f) Procurement method g) Whether the bidding is open for National or International competitive bidding h) String search on procurement title and description i) Location. 	Mandatory
C	<p>For all open procurements, any interested party can view the procurement notice and download the bidding document</p>	Mandatory
D	<p>During the project implementation phase, the government may restrict</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	the downloading of bidding documents to logged-in users.	
E	The system will record and display the following logs: <ul style="list-style-type: none"> a) Number of users who viewed the procurement advertisement b) Number of users who logged in and downloaded bidding documents. As decided during project implementation, the names of the bidders who logged in and downloaded the bidding should be recorded and displayed to the concerned LO. 	Mandatory
F	The system will send an automated email to suppliers periodically (e.g., daily, every 3 days, or weekly) to inform them of newly published procurement.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.5 Addendum / Corrigendum Issuance		
A	An authorized representative with the requisite rights and privileges may (e.g., LO) issue an addendum or corrigendum to procurements after its publication until the expiry of the bid submission due date.	Mandatory
B	Certain key online form data, such as the following, can be modified by way of a corrigendum: <ul style="list-style-type: none"> a) Key dates. Validations built into the system will disallow extending expired dates. b) Pre-bid clarification meeting date and venue as applicable c) Bid validity period d) Bidding currency or bidding currencies (to be selected from a drop-down menu) e) Whether a margin of preference will be granted to domestic contractors f) Evaluation criteria g) Bill of quantity (a decision on whether this will be editable will be communicated during the implementation phase). 	Mandatory
C	As decided by the government during the implementation phase, modifying certain data fields (e.g., bill of quantity) will be disallowed after the bid submission start date specified in the procurement advertisement.	Mandatory
D	LO can issue clarifications or an addendum to a bidding document (i.e., no online form update) by completing an online form or uploading one or more file attachments. Clarifications or addenda may be issued until the bid submission deadline. Bidders who expressed interest in a procurement will be notified of any addendum or clarification by email and in their bidders' login.	Mandatory
E	The system will disallow modification of the bidding documents uploaded for a procurement.	Mandatory
F	When data fields are overwritten, the system shall clearly display the	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	audit logs documenting the changes made to the procurement.	
G	A maker-checker workflow will be implemented to ensure that a clarification or addendum to a bidding document is published only after it is approved using the same workflow implemented for approving the procurement document (i.e.,) LO – PC or LO – BEC – PC.	Mandatory
H	The same approval workflow options as in the initial approval of the bidding document apply here as well (i.e., Approve, send back for clarifications, and reject). An approved clarification will get published automatically. As with any workflow implemented in the e-GP system, the user initiating a request and those reviewing it can attach one or more files and provide inline comments. This data will be recorded as part of the procurement process and will become an immutable record once the workflow is completed.	Mandatory
I	The addendum/clarification shall be numbered sequentially and uniquely identified.	Mandatory
J	Clarification and/or addendum published online: <ul style="list-style-type: none"> a) Will be shown separately b) Will be displayed against its associated procurement, and c) It cannot be edited once published. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.6 CIDA Validation		
A	When LO creates a works category procurement funded either by the budget or self-funded (i.e., NOT foreign funded), the system will require the LO to select: <ul style="list-style-type: none"> a) Procurement category (selected from a drop-down, CIDA category master loaded in the back-end in the e-GP system) b) Grade (selected from a drop-down, CIDA grade master loaded in the back-end in the e-GP system). 	Mandatory
B	The procurement category and grade details will be stored in the e-GP system against the procurement.	Mandatory
C	The e-GP system will allow contractors to initiate bid submission for an advertised procurement only if the CIDA registration stored in their profile matches the CIDA registration requirement specified in the advertisement.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
4.7 Online Pre-Bid Clarification		
A	During procurement creation, the LO can choose to enable the online pre-bid clarifications feature at the procurement level.	Mandatory
B	When enabled, prospective bidders (i.e., all suppliers registered in the e-GP system for open competitive procurement and only the qualified	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	suppliers in limited or pre-qualification procurement) can submit their clarifications online on the e-GP platform after the procurement is published and until the bid submission deadline. If suppliers seek clarifications after the pre-bid clarification due date, the system will display a message indicating the expiry date and then allow the supplier to submit its clarification.	
C	The submitted clarifications can be viewed by the concerned supplier and the concerned procurement officer who published the invitation to bid. The system will automatically notify the relevant LO via email of the clarification sought by prospective bidders.	Mandatory
D	The concerned LO will respond to the clarifications individually and may redact part of the clarification before responding. The responses, provided as inline text and/or one or more file attachments, can be viewed by the supplier who sought clarification and any interested suppliers. When a response is published, the e-GP system will mask the identity of the supplier who sought clarification.	Mandatory
E	The response will be published immediately, and approval workflow for online pre-bid clarifications is NOT covered in scope.	Mandatory
F	For online clarifications, the system will keep a record of the time taken between receipt of the clarifications and the response date to the sought clarifications.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
5 Bid Submission (Base)		
A	Suppliers need to log in to the e-GP system to search for live procurement notices. The live procurement notices can be searched using one or a combination of the criteria listed below: <ul style="list-style-type: none"> a) Published date range b) Expiry date range c) Procurement status d) Estimate value e) Procurement method f) Bid security value g) Procuring entity name h) Procurement reference number i) Procurement type (i.e., works, goods, consulting services, and non-consulting services) j) Whether the bidding is open for National or International competitive bidding k) String search on procurement title and description l) Item code reference & m) Location. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
B	Registered suppliers may express interest in procurement opportunities published online in the e-GP web portal. The system will keep a record of the bidders who expressed interest in a tender. Suppliers that initiated bid submission will automatically be marked as interested bidders.	Mandatory
C	Suppliers can express interest in a limited or pre-qualification procurement only after they satisfy certain authorization checks.	Mandatory
D	The system will allow only the pre-qualified or invited suppliers to view and download bidding documents for limited procurement.	Mandatory
E	At the start of the bid submission, suppliers must select one or more items or lots they intend to bid on. The mandatory items or lots will be marked as pre-selected. Based on this selection, the system will auto-generate the bid submission forms (i.e., technical compliance and price bid). At any time until the bid submission deadline, suppliers can edit their item or lot selection. The system will automatically generate the bid forms based on the latest item or lot selection.	Mandatory
F	Suppliers can initiate and submit only one bid per procurement. Upon creation, bids will initially be stored in draft status, which suppliers can update as many times as required until the bid submission deadline expires.	Mandatory
G	<p>Depending on the selected procurement method and the configuration defined during procurement creation, the system dynamically determines the online forms suppliers use for bid submission. For example:</p> <ul style="list-style-type: none"> a) For pre-qualification and expression of interest procurement, the bidders will be required to upload the required file attachments and online forms, but not the financial bid details. b) For open competitive bidding, bidders must submit both technical and financial bids. The financial bid prices will be quoted in an online form, auto-generated by the system 	Mandatory
H	<p>The suppliers will:</p> <ul style="list-style-type: none"> a) State their compliance with the eligibility, qualification, and technical requirements in online forms auto-generated by the system according to the requirements specified in the procurement. b) Update the bid submission fee payment details as applicable c) Upload files addressing the mandatory requirements d) Upload additional files voluntarily, to substantiate its proposal. 	Mandatory
I	The suppliers' response to bid security and bid document fee requirements will be recorded and processed as eligibility criteria.	Mandatory
J	The suppliers can upload file attachments sought in the bidding document either afresh from their local computer or by selecting and copying files already uploaded in the supplier's profile section. Files copied from the profile section will be uploaded to the bid and not saved as a link reference.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
K	The price bid format will be dynamically generated by the system based on the contract type (i.e., lump sum, unit price, framework, and percentage). Refer to the procurement creation configurations section for a detailed explanation.	Mandatory
L	The suppliers should view the actions to be completed and their current status to submit their bids online. The system will allow suppliers to submit bids only when all mandatory data has been updated.	Mandatory
M	Payment of bid security <ul style="list-style-type: none"> a) <u>Offline</u>: The suppliers are required to upload a scanned copy of the bid security in a file upload slot automatically created by the system specifically for the purpose. The original will be submitted to the procuring entity outside the e-GP platform. b) <u>Online (if enabled)</u>: The banks will submit bid security in a machine- readable format on behalf of the bidders either by logging into the e-GP system or by way of an API. The system will allow suppliers to submit their bids online only when the bid security receipt is marked as reconciled. 	Mandatory
N	Payment of the bid document fee <ul style="list-style-type: none"> a) <u>Offline</u>: The suppliers are required to upload a scanned copy of the bid document fee in a file upload slot automatically created by the system specifically for the purpose. The original will be submitted to the procuring entity outside the e-GP platform. b) <u>Online (if enabled)</u>: The suppliers will pay this fee online using a credit card. Reconciliation of this payment is mandatory and a prerequisite for bid submission. 	Mandatory
O	The suppliers will enter their prices in numerical format in an online form auto-generated by the system for all items or lots selected by the bidder at the start of the bid submission. The system will factor the unit prices input by the bidders with the quantities to compute the unit-level total and the grand total bid prices. In addition, the system will automatically convert the numbers into words.	Mandatory
P	The system will allow the suppliers to offer a discount on the total bid price. When suppliers apply a certain percentage of discount on their bid price, the system automatically calculates the actual discount amount and computes the final bid price.	Mandatory
Q	In multi-currency procurement, suppliers can submit their bid price in one or more currencies defined in the bidding advertisement, listed as a drop-down menu in the price bid form.	Mandatory
R	In the bid preparation screen, the system will display: <ul style="list-style-type: none"> a) A clock displaying the time left for bid submission, running down to zero b) Date and time as per the system clock. 	Mandatory
S	The feature for bid submission will be active only until the scheduled bid submission deadline expires. After expiry of the bid submission	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	deadline: a) The bid submission function will be inactive or unavailable and b) The bidder will be disallowed from making any changes to its bid.	
T	Once all mandatory documents and online forms are uploaded, the system will require suppliers to digitally sign their bids using a symmetric key. A pass phrase will be sent to the bidders' email address or phone number upon initiating the sign function. The suppliers will enter the key to digitally sign their bids.	Mandatory
U	The system will store the following separately: a) Bid hash value b) Encrypted bid hash value.	
V	The signed bid will be encrypted with: a) A system-generated symmetric key for low-value procurement b) The bid openers' public key associated with the procurement for high-value procurement.	Mandatory
W	The suppliers can withdraw their submitted bid until the expiry of the bid submission deadline, and: a) Choose not to resubmit their bid (or) b) Make changes and resubmit the bid before the expiry of the bid submission deadline.	Mandatory
X	Each resubmission will replace the previous one, and the system will only consider the final version submitted before the deadline.	Mandatory
Y	The system will automatically generate a unique reference number for bids received online, and this number will be communicated to bidders as confirmation of successful bid submission. This confirmation will be displayed on the screen and communicated to the bidders by email. Further, the confirmation will detail the date and time (hh:mm:ss) at which the bids are received, along with the server clock's time zone. This confirmation receipt will also be generated afresh when bids are resubmitted.	Mandatory
Z	The system must strictly enforce the bid submission deadline as a hard cut-off. Any attempt by a bidder to submit or modify a bid, even one second after the deadline has passed, will be automatically rejected by the system. The system will display a message indicating that the submission period has closed. This function is critical for ensuring fairness and preventing late submissions, as mandated by the Guidelines.	Mandatory
AA	The bid submission portal for a specific procurement shall automatically close at the exact date and time specified in the bidding documents.	Mandatory
BB	Only bids marked as submitted by the bid submission deadline will be	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	considered for the bid opening.	
CC	The suppliers will have the facility to view all details of their submitted bid (i.e., the completed online forms, to the extent they are decrypted, and the uploaded file attachments) at any time after their bid is in submitted status.	Mandatory
DD	Until the bid opening is done, the authorized representative of the procuring entity can view the following information, as decided during the project implementation phase: <ul style="list-style-type: none"> a) Count of bids received and b) Identity of the bidders. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
6 Bid Opening and Bid Evaluation (Base)		
6.1 Bid Opening		
A	<p>After expiry of the bid opening deadline:</p> <ul style="list-style-type: none"> a) <u>Automatic bid opening</u>: The bids will open automatically in procurements where: <ul style="list-style-type: none"> a. Submission of bid document fee or bid security is not required and bids are symmetric key encrypted (or) b. Submission of bid security is not required, bid document fee payment is reconciled automatically and bids are symmetric key encrypted. b) <u>One key PKI based encryption</u>: Bid opening will be done by the secretary of the BEC or (if BEC is not there) the PC in procurement with asymmetric key based encryption. c) <u>Multi-key PKI based encryption</u>: Bid opening will be done by 2 or more members of the BEC or (if BEC is not there) PC, where bids are encrypted with more than one public key (if enabled). <p>The system will display the names of the government users whose keys are used to encrypt the bids. Also, the decryption status will be displayed to all the BEC or PC members designated as bid openers.</p>	Mandatory
B	Immediately after bid opening, the system will generate a hash for each bid and store an immutable record of the bid hashes for all bids received. Further, the bid hash values for all bids will be emailed to the email addresses of all bidders who participated in the procurement and to the government officials associated with it.	Mandatory
C	After hash generation, the system will auto-generate bid opening minutes, including the following key details (to be finalized at the time of project implementation):	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a) Procurement title and description b) Procurement reference c) Bid opening time d) Buyer name e) Procurement method f) Bid reference number assigned by the system to uniquely identify the bids g) Name of the bidders that participated in the procurement h) Lot details for which the bidders submitted their bids i) Bid currency (for one envelope procurement) j) Total bid price, including discounts if any (for one envelope procurement) k) Item-wise prices as applicable l) The list of mandatory documents submitted by the bidders. Bidders can view the document name and file size, but cannot view the contents of documents uploaded by competing bidders (except in a single-envelope case, where only the technical envelope is visible). m) Bid security details submitted by the bidders (as applicable) n) Bid hash value. <p>The list of data fields included in the bid opening minutes auto-generated by the system will vary depending on:</p> <ul style="list-style-type: none"> o) Procurement method p) One envelope or two-envelope q) Whether the bids are encrypted. 	
D	<p>After the bid opening is completed, the bid opening minutes auto-generated by the system will be visible to:</p> <ul style="list-style-type: none"> a) The LO b) BEC / PC members c) The bidders that participated in the procurement d) Any interested party in the web portal (as decided during the implementation phase). 	Mandatory
E	<p>The list of variables included in the auto-generated bid opening minutes may change over time, and this should be implemented in the system as a configurable feature. Such changes will have to be handled by the e-GP implementing agency as routine maintenance work and will not be considered as a change order.</p>	Mandatory
F	<p>After the bid opening is complete, the BEC or PC members will be notified by email. Also, an alert (or a task will be created) will be published in their user login about the pending bid evaluation.</p>	Mandatory
G	<p>Any user can view the bid evaluation status (e.g., bid opening completed or under evaluation) in the web portal from bid opening until the contract is awarded.</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
6.2 Bid Evaluation		
A	BEC and PC committee members can view the bidders' names after the bid opening is complete by logging into the system.	Mandatory
B	The names of all bidders who participated in a procurement, including those who initiated but did not submit, will be displayed to the BEC/PC members (i.e., the designated bid evaluation authority).	Mandatory
C	The BEC or PC secretary, as applicable, will get a task to record the evaluation online in the e-GP system. The rest of the committee members can view the received bids and download the documents submitted by bidders.	Mandatory
D	It is assumed that the evaluation committee will undertake the evaluation outside the e-GP system. After the evaluation is completed, the authorized representative of the evaluation committee will update the evaluation details online.	
E	During bid evaluation, the committee members should have the facility to view the following key details about the bidders: <ul style="list-style-type: none"> a) Certain data fields from the suppliers' profile, as finalized during the project implementation phase b) Contracts awarded to the suppliers: <ul style="list-style-type: none"> a. Procuring agency which awarded the contract b. Procurement title c. Contract value d. Date of award of contract c) Information about suppliers obtained from external IT systems, such as (i.e., to the extent available) the following: <ul style="list-style-type: none"> a. Business registration certificate b. CIDA registration details 	Mandatory
F	The bid evaluation will be done in three stages: <ul style="list-style-type: none"> a) Eligibility b) Technical, and c) Financial. 	Mandatory
G	The Secretary of the committee will be able to perform an interim save of the evaluation across all three stages.	Mandatory
H	There should be a provision to download the bid documents (i.e., the documents uploaded by the bidders and by the LO during the procurement preparation), bidder-wise and stage-wise, as a single archive file.	Mandatory
I	The secretary will have the provision to record the evaluation details online on behalf of the committee as given below: <ul style="list-style-type: none"> a) Eligibility <ul style="list-style-type: none"> a. Record eligibility details of the bidders at the <u>criteria</u> level b. Mark bidders as either eligible or ineligible. b) Technical 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a. The proposals of only the eligible bidders will be opened for technical proposal evaluation. b. Record technical evaluation details of the bidders at the <u>criteria</u> level (i.e., qualified or not qualified) c. Mark bidders as qualified either at the item level or at the lot level, as applicable. <p>c) Financial</p> <ul style="list-style-type: none"> a. The price bids of only the technically qualified bidders will be considered. b. Select bidders at the item level or lot level as applicable. 	
J	The BEC or PC secretary will first evaluate the eligibility criteria. Bid security and bid document fee payment verification will be conducted as part of eligibility verification.	Mandatory
K	The remaining bid details will be visible only after the eligibility criteria evaluation is complete.	Mandatory
L	<p>After the eligibility evaluation is completed:</p> <ul style="list-style-type: none"> a) The Secretary of the BEC or PC can view and grade the technical proposals of only the bidders marked as eligible. b) The system auto-generates a report on the eligibility bid evaluation containing key details such as: <ul style="list-style-type: none"> a. Bidder name b. Eligibility status of the bidders at the criteria level c. Overall eligibility status of the bidders. 	Mandatory
M	The committee members can view the technical proposals and (as applicable) the price bids of only the eligible bidders. During the project implementation phase, the government will decide whether price bids will be visible to committee members in a single-envelope procurement immediately after completion of the eligibility evaluation, or after the technical bid evaluation.	Mandatory
N	<p>The evaluation of technical proposals may be marked as completed after the Secretary records:</p> <ul style="list-style-type: none"> a) Compliance of the bidders with the technical evaluation criteria b) The committee's view on whether the bidders are technically qualified either at the item level or at the lot level, as applicable. 	Mandatory
O	<p>The Secretary can upload one or more file attachments tagged to completion of:</p> <ul style="list-style-type: none"> a) Eligibility evaluation report b) Technical evaluation report c) Financial evaluation report. 	Mandatory
P	Once all mandatory data fields are updated, the Secretary can mark the technical evaluation as complete. If any mandatory data fields are not updated, the system will identify them and disallow the Secretary from completing the technical evaluation.	Mandatory
Q	After completing the technical bid evaluation, the system will auto-	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	generate a bid evaluation report with the following key details: <ol style="list-style-type: none"> a) Name of the bidders that participated in the procurement b) Eligibility status of the bidders at the criteria level c) Overall eligibility status of the bidders. d) Bidder-wise compliance with the technical evaluation criteria. e) Responsive status of the bidders, defined at the item level or lot level as applicable. 	
R	The following process variations will be handled in the system after completion of the technical evaluation: <ol style="list-style-type: none"> a) Single envelope procurement: Price bid evaluation of technically qualified bidders is done next. b) Two-envelope procurement: <ol style="list-style-type: none"> a. <u>BEC evaluates:</u> The BEC will send its recommendation on the technical qualification of bidders to the PC for approval. b. <u>PC evaluates:</u> Price bid evaluation of technically qualified bidders is done next. 	Mandatory
S	Only the technically qualified bidders will have their price bid details considered during the financial bid evaluation. The secretary of the committee that did the evaluation will select the bidders for the award of the contract, either item-wise or lot-wise, as applicable.	Mandatory
T	During financial bid evaluation, the Secretary may enter the evaluated bid price, which will be stored separately.	Mandatory
U	After the mandatory details required for completion of the price bid evaluation are filled out, the committee secretary will: <ol style="list-style-type: none"> a) <u>BEC evaluates:</u> Send its recommendation for contract award to the PC for approval. b) <u>PC evaluates:</u> Complete the evaluation and advise the LO to complete the award of contract procedures. The system will automatically generate a comparative chart of price bids submitted by technically qualified bidders, along with selection details, either item-wise or lot-wise, as applicable.	Mandatory
V	After all the mandatory bid evaluation activities are filled out, the system will auto-generate a bid evaluation report with the following key sections: <ol style="list-style-type: none"> a) Eligibility evaluation report b) Technical evaluation report c) Financial evaluation report d) Combined technical and financial evaluation report (as applicable). 	Mandatory
W	In a framework agreement-type procurement configuration, the evaluation committee can qualify more than one supplier for a line item or lot. In that case, as many contracts will be created as there are	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	qualified suppliers.	
X	During bid evaluation, the secretary of the BEC/PC may seek clarifications from bidders via the online correspondence feature. Such correspondence will be one-to-one, with bidders having the option to respond. Both the committee representatives and the bidders will have the option to attach one or more files and input text in an online form during online correspondence. The system will keep a record of all such correspondence, viewable by the committee members and the concerned bidder. This correspondence feature will be available for each bid until the contract is successfully awarded.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
6.3 Bid Evaluation Approval Workflow		
A	After all mandatory data fields are updated during the bid evaluation, the Secretary of the BEC must send the procurement evaluation details to the PC for approval.	Mandatory
B	Upon submission: <ul style="list-style-type: none"> a) Status of the procurement will change suitably (e.g., Submitted to PC) b) The system will keep track of the workflow audit trails (i.e., submission date and time, and submitted by). 	Mandatory
C	When reviewing the procurement, the PC representative can view and download as required all the procurement and bid evaluation details (i.e., the suppliers' bid details, data filled out in the online form, procurement documents, the file attachments submitted by the bidders, bid evaluation details recorded by the BEC) but cannot make any edits or changes to the procurement.	Mandatory
D	The system will disallow the BEC secretary from editing the bid evaluation while the evaluation report is under PC approval.	Mandatory
E	When recording the committee's feedback, the PC representative will have the option to input comments in an online form and have the provision to upload one or more file attachments, and may: <ul style="list-style-type: none"> a) <u>Agree with the BEC evaluation</u> report, in which case the entire evaluation of the BEC gets copied as the PC evaluation. Then, the PC Secretary needs to select: <ul style="list-style-type: none"> a. <u>Award the contract</u>: The LO will get the task to complete the award-of-contract procedure. b. <u>Negotiate and award the contract</u>: The LO will get the option to negotiate with the selected supplier and then complete the award-of-contract procedure. b) <u>Modify the BEC evaluation</u>. In which case, the PC will modify the evaluation report and save. The original BEC evaluation and PC evaluation will be stored separately. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>c) <u>Send the evaluation back</u> to the BEC secretary, advising the BEC to revise the evaluation. In which case, the BEC secretary will need to redo the evaluation and send it back to the PC for approval.</p> <p>d) <u>Reject the evaluation</u>, in which case the procurement status is marked as cancelled. For cancelled procurement, the system will automatically release the DAPP procurement plan activity (i.e., resulting in a status change of the plan activity) attached to the procurement.</p>	
F	When a procurement is returned by the PC, the BEC can update it as required and resubmit it for approval. The audit trails of the entire sequence of events shall be maintained in the system.	Mandatory
G	Multiple review-revision cycles between the BEC Secretary and the PC Secretary will be supported, with version history and audit logs maintained for all actions.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
7 Award of Contract (Base)		
A	The LO will handle the contract award procedures after the PC completes the bid evaluation.	Mandatory
B	If online bid validity extension feature is implemented, the system will check and allow the LO to initiate the award the contract procedures only when the bid validity period did not expire.	Mandatory
C	<p>The LO will issue the intention to award to the selected bidder(s). Both the selected and the unsuccessful bidders which participated in the procurement will be informed about the intention to award. This intention to award will be auto-generated by the system and sent by email to the bidders, and a copy of this communication will be available for viewing in the e-GP system, by the concerned bidders and procuring entity representatives. The notice to the bidders will contain the following key details:</p> <p>a) Name and address of the bidder(s) recommended of award of contract</p> <p>b) Proposed contract price. In a multi-year contract, the year-wise break-up of the contract price will be recorded.</p> <p>c) Date of the contract award notice</p> <p>d) Value of performance security to be submitted by the bidder, and the date by which this should be submitted</p> <p>e) The date (e.g., 14 calendar days after the date of the contract award notice) after which the contract will be awarded to the proposed bidder.</p> <p>f) A standard message proposed by the government must be</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	included in addition to all the contract award notices.	
D	For budget-funded procurement, the intention to award will be auto-generated by the system upon receipt of fund commitment confirmation from ITMIS. In budget-funded procurement, fund commitment will not happen when a contract is awarded to create the framework contract. Instead, in framework agreement procurement, the fund commitment will occur at the call-off contract award.	Mandatory
E	It could happen that the bidder selected for the contract sought modifications to the contract terms or declined to sign, resulting in the proposed award being offered to the next-ranked bidder at a different award price. In such scenarios, the system will seek to commit the revised contract amount afresh. The ITMIS will provide confirmation code after committing the requisite funds, after which the contract award process will proceed as done during the initial award of contract.	Mandatory
F	<p>The system will automatically publish the intention to award online in the web portal of the e-GP system for public view. The link for publication of the notice of the intention to award will be different from the link for the contract award notice. Refer below for the key data fields to be included in the notice of the intention to award the contract:</p> <ul style="list-style-type: none"> a) Name and address of the bidder recommended for award of the contract b) Proposed contract price (i.e., either in value terms or in percentage terms, depending on the contract type) c) Date of the contract award notice d) Value of performance security to be submitted by the bidder, and the date by which this should be submitted e) The date (e.g., 14 calendar days after the date of the contract award notice) after which the contract will be awarded to the proposed bidder (i.e., standstill period) f) A standard message proposed by the government must be included in addition to all the contract award notices. 	Mandatory
G	After expiry of the stand-still period, the system will auto generate a communication and send it to the successful bidder specifying the date (e.g., 30 days after the notice issuance date, which the system may be required to restrict as the outer limit) by which the successful bidder must sign the contract. The performance guarantee amount to be submitted by the bidder, and the guarantee duration will be captured in an online form, details of which shall be included in the communication sent to the bidder. Further, the authorized representative can attach one or more files when sending the auto-generated notice to the successful bidder.	Mandatory
H	A draft of the contract award notice will be sent for approval by an authorized representative (e.g., head of the procuring entity) first before it is sent to the successful bidder. The authorized representative can	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	approve, reject, or return the contract award notice, and may seek modification. In which case, the LO will make the requisite changes and send it back to the authorized representative for approval. The workflow for approval of the contract will vary as per the type of contract value, wherein the actual award value of the recommended contract will be considered as input for determining the workflow	
I	<p>When the following conditions are satisfied, the authorized representative will issue a letter of acceptance to the recommended bidder:</p> <ul style="list-style-type: none"> a) Funds are successfully committed b) Notice of proposed award is published online in the e-GP web portal for public view. c) None of the bidders that participated in the procurement raised objections against the proposed award of contract until 14 days after the date of contract award notice 	Mandatory
J	<p>The letter of acceptance sent to the selected bidder will contain the following key details:</p> <ul style="list-style-type: none"> a) The name and address of the procuring entity b) The name and address of the bidder c) The date and reference number of the bid being accepted d) Any items excluded from the contract or variations in quantity or any other detail e) The total contract price f) Performance guarantee required from the bidder (i.e. amount, mode and as applicable validity duration). The system will have the provision to compute value of the performance guarantee as a percentage of the contract award value. g) That the letter of acceptance constitutes a contract between the procuring entity and the bidder, until such time as a formal contract is signed; and h) Custom-defined text inputted by the authorized representative of the procuring entity, such as the modifications made to the bid, resulting from clarifications, corrections, or negotiations 	Mandatory
K	The system will auto-generate an email informing the selected bidder of the letter of acceptance. The selected bidder will confirm receipt of the letter of acceptance online in the e-GP system.	Mandatory
L	<p>The bidder notified about the letter of acceptance should have the provision to:</p> <ul style="list-style-type: none"> a) Upload one or more file attachments while submitting its response b) Submit performance security electronically, either using e-Payment or using online bank guarantee submission, as per the features implemented 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
M	As finalized during the project implementation phase, for the sake of operational convenience, the system may allow the LO to extend the due date for acceptance of the contract (i.e., submit the performance guarantee and a copy of the signed contract).	Mandatory
N	The LO can cancel the notice of award of contract to the successful bidder upon expiry of the due date by which the successful bidder should have signed the contract and submitted the requisite performance security. When bid security is confiscated in an online payment model, the system will trigger an automated communication to the Bank specifying the procuring entity's bank account details to which the confiscated bid security amount should be credited. In offline mode, the representative will record the amount of bid security confiscated, and the actual credit of the funds will be processed outside the e-GP system.	Mandatory
O	Following cancellation of the notice of award, the LO should include a provision to issue a notice of the proposed award of the contract to the next-ranked bidder (i.e., a qualified bidder). Any such request for cancellation and selection of the next-ranked bidder will be sent for approval in accordance with the procuring entity's approval workflows, and then executed. All participating bidders should be notified of the issuance of the notice of award to the next-ranked bidder, which they can view by logging into the e-GP system.	Mandatory
P	The bid validity check performed initially when issuing the award of contract notice to the successful bidder will also be performed for the next-ranked bidder.	Mandatory
Q	The procurement officer will be notified by mail about the performance security submitted by the successful bidder. The system will provide the procurement officer with the option to accept, reject, or return the performance security. Upon receipt of the performance security, the Procurement officer will be authorized to initiate a refund of the bid security, either online or offline, as applicable. For offline bid security, the LO will have the option to record the date and time the original bid security was returned to the bidder. The procurement award intimation can be cancelled until the performance security is received.	Mandatory
R	The contract award details will be published on the e-GP system's web portal for public view. During the implementation phase, the Government may set threshold values for the publication of contract awards.	Mandatory
S	The selected bidder will have the option to enter key details of the performance guarantee (e.g., amount, issuing authority, and expiry date) via an online form and upload a scanned copy of the performance guarantee. When an online facility is available, the bidder will trigger one of the authorized Banks to submit the performance guarantee on its behalf directly in the e-GP portal.	Mandatory
T	The system will automatically append a successfully awarded contract	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	to the Contracts register. A designated representative in the procurement entity will have the provision to generate the following key reports (another 3 more reports will be finalized during the implementation phase): a) Number of contracts awarded in the system, for a certain specified range.	
U	The LO will have the option to reject bids from all unsuccessful bidders after the contract is awarded and the mandatory award documents are received, such as the signed contract and the performance guarantee from the successful bidder.	Mandatory
V	When online bid security is implemented, the bid security submitted by unsuccessful bidders shall be refunded either according to the refund instructions issued by the authorized representative or automatically generated by the e-GP system upon a well-defined event trigger.	Mandatory
W	The financial proposals of unsuccessful bidders who were disqualified during the technical evaluation phase will remain in the system in an encrypted format.	Mandatory
X	The unsuccessful bidders will have the option to use the online correspondence module to seek the reasons for the failure of their application.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8 Procurement Method Variations		
8.1 National Competitive Bidding (NCB)		
A	For the NCB procurements, the following method-specific configurations will be set by the system; a. The system will automatically set the type to National Competitive Bidding. b. The time gap between the publication date and the bid closing date must exceed the minimum of 21 days.	Mandatory
B	When the method of procurement is NCB, the following specific requirement will be applied to the above base requirement; a. The e-GP system will restrict suppliers (i.e., vendors) from selecting currencies other than Sri Lankan Rupees while completing price bid forms. b. For the procurements of works category, the system will mandate CIDA registration for bid submission. (i.e., the vendors who do not provide matching CIDA registration requirements will not be able to submit their bids.)	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8.2 International Competitive Bidding (ICB)		
A	For the ICB procurements, the following specific configurations will be set in the system; <ul style="list-style-type: none"> a. System will set the vendor type as open to all vendors registered in the e-GP system. (i.e., user will not have the option to restrict procurement for national bidders) b. The system will automatically set the type to International Competitive Bidding. c. The time gap between the publication date and the bid closing date will be set to a minimum of 42 days. 	Mandatory
B	Following method-specific requirements will be applied; <ul style="list-style-type: none"> a. For the procurements of works category, the system will not mandate CIDA registration for bid submission. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8.3 Single Source Procurement/ Direct Contracting.		
A	When the procurement method is single-source procurement, at the time of the start of the configuration, the system will require the LO to specify the reasons for the selection of the method as a text field with the option of a file upload.	Mandatory
B	For Single source Procurements, following method specific configurations will be set by the system. <ul style="list-style-type: none"> a. Number of envelopes will be set to one. b. The user will not have the option to select; <ul style="list-style-type: none"> a. Procurement is restricted to National Bidders b. Procurement is NCB or ICB c. Procurement is open or limited. c. System will ask LO to select the vendor credential from the system that is authorized to respond to the procurement. 	Mandatory
C	Upon publication of the single-source procurement, the system will notify the authorized vendor about the opportunity by email. While the general public can view the single source procurement advertisement, only the authorized vendor can express the interest, view and download the bidding documents and initiate bid submission.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8.4 Framework Agreement		
A	When the method of procurement selected as framework agreement, the system will automatically set the contract type to framework in the price bid format.	Mandatory
B	In a framework agreement-type procurement configuration, the evaluation committee can qualify more than one supplier for a line item or lot. In that case, as many contracts will be created as there are qualified suppliers.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8.5 Shopping or Request for Quotation		
A	<p>When the method of procurement is selected as shopping/RFQ, the following method-specific configurations will be applied as an addition to the base requirement;</p> <ol style="list-style-type: none"> a. If the LO restricts procurement to National bidders, the system will set the minimum time gap between the publication date and the bid closing date to 7 days. b. If LO does not restrict procurement to National bidders, the system will set the minimum time gap between the publication date and the bid closing date to 14 days. c. The number of envelopes will be set to one d. The number of stages will be set to one e. When user set the bidding type to limited, the system will ask LO to select vendors whom to be invited to bid, from list of e-GP registered vendors, and system will mandate LO to select at least 3 vendor credentials from the system whom will be authorized to submit bids. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
8.6 Pre-Qualification or Expression of Interest		
A	<p>For Pre-qualification or expression of interest, the following method-specific configurations will be set by the system.</p> <ol style="list-style-type: none"> a. Number of envelopes will be set to one. b. The number of stages will be set to one c. The user will not have the option to list out items to be purchased and, all the other pricing related configurations such as; <ol style="list-style-type: none"> a. Contract type for price bid (e.g., unit, lump sum, percentage) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	b. Lot item combination selection	
B	At the time of bid submission, the system will not generate price bid forms or other pricing-related selections for the bidder to complete. The bidder will complete the bid submission in accordance with the base requirement, but without price bid forms.	Mandatory
C	Responses to pre-qualification or expressions of interest will be evaluated just like any other technical qualification evaluation, wherein the system will provide the facility to record a bidder's qualification at the evaluation criterion level. Since there is no price proposal attached to evaluate, the system will ask user to complete the evaluation after recording evaluated qualified bidder at bid level.	Mandatory

8.7 Two-Envelope Submissions

A	The system must natively support the different bidding procedures by managing the submission of multiple digital envelopes.	Mandatory
B	For Two Envelope procedures, the submission interface will require the bidder to upload their technical and financial proposals into two separate and clearly labeled digital envelopes.	Mandatory
C	The system will encrypt each envelope independently, ensuring that the financial envelope cannot be opened until after the technical evaluation is complete and has been formally approved.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
9 External IT System Integration		
9.1 Integration with CIDA		
A	<u>System details:</u> The Construction Industry Development Authority (CIDA) maintains a national registration and grading schedule for construction contractors across multiple categories, such as building and highway construction. There are approximately 4000 active registered contractors in the CIDA database.	Information
B	<u>Integration Objectives:</u> The e-GP – CIDA integration objectives are detailed below: a) CIDA registration details of the contractors will be fetched directly from the CIDA database and stored against the contractors' user profile in the e-GP system. b) For self-funded and budget-funded procurements under the works category, contractors will be allowed to initiate bid submission for an advertised procurement only if the CIDA registration stored in their profile matches the CIDA	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	registration requirement specified in the advertisement.	
C	<p data-bbox="305 268 1105 304"><u>e-GP software modification required for the CIDA integration</u></p> <ul style="list-style-type: none"> <li data-bbox="354 310 824 346">a) Key request and response details <ul style="list-style-type: none"> <li data-bbox="451 352 607 388">a. Request <ul style="list-style-type: none"> <li data-bbox="548 394 1105 451">i. ICTAD registration number (i.e., CIDA certificate number). <li data-bbox="451 457 623 493">b. Response <ul style="list-style-type: none"> <li data-bbox="548 499 954 535">i. ICTAD registration number <li data-bbox="548 541 906 577">ii. ICTAD registered name <li data-bbox="548 583 1187 640">iii. Registration category. There can be more than one category against the registration number <li data-bbox="548 646 1182 745">iv. Against each registration category, the registration grade and the validity expiry date will be saved. <li data-bbox="354 751 662 787">b) Approval workflow <ul style="list-style-type: none"> <li data-bbox="451 793 1166 934">a. CIDA details tagged to a supplier will be in “Draft” status until they are marked as “approved” by an authorized user. The approver can also reject the relationship. <li data-bbox="451 940 1198 1039">b. The designated approver can view the details fetched from CIDA (i.e., especially the name) and the supplier registration details side-by-side, in the approval screen <li data-bbox="451 1045 1166 1123">c. The approver can view and search all the users with whom CIDA details are tagged. <li data-bbox="451 1129 1198 1186">d. The approval of the supplier – CIDA reference will be done separately. <li data-bbox="354 1192 630 1228">c) Validation check <ul style="list-style-type: none"> <li data-bbox="451 1234 1214 1480">a. Before sending the verification request, the e-GP system will validate whether the ICTAD number is already registered in the e-GP system. If registered, the system will display the user ID associated with the number and will not send the verification request. If the number does not exist in the e-GP system, the verification request is sent to CIDA. <li data-bbox="451 1486 1203 1564">b. Only the primary supplier users can initiate and update CIDA registration. <li data-bbox="451 1570 1214 1669">c. One supplier – One CIDA reference. After this relationship is marked as approved, the CIDA reference cannot be updated. <li data-bbox="354 1675 987 1711">d) Fetch CIDA details from supplier registration <ul style="list-style-type: none"> <li data-bbox="451 1717 1214 1873">a. When filling out the supplier registration form, the suppliers will be given the option to input the ICTAD registration number and seek to “Fetch” the response either by way of API integration or from the CIDA data stored in the e-GP system. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> b. This fetched CIDA data will be saved against the supplier's profile (i.e., primary and secondary users) and displayed to the supplier registration approver. e) Fetch CIDA details from the profile section <ul style="list-style-type: none"> a. Suppliers (i.e., the primary user and NOT the secondary user) may log into the e-GP system and initiate the CIDA certificate verification from the profile section. b. The response received from the CIDA database will be stored against the suppliers' user profile in the e-GP system. f) Update CIDA registration details <ul style="list-style-type: none"> a. Suppliers may update their CIDA certificate details on demand. The request and responses received will remain the same as in the initial CIDA certificate verification. Upon update, the latest CIDA registration details will be stored against the supplier's user profile. The system will store the last updated date of the suppliers' CIDA verification. b. The system will run the latest CIDA database in batch mode periodically and update the latest registration information against the supplier's profile. g) The system will maintain an audit trail of all the CIDA integration-related requests and responses, which will be displayed in the suppliers' profile section. h) The system will send an email to the suppliers informing the approval or update status of the CIDA registration details in the e-GP system. i) The system should display messages stating that CIDA registration is compulsory to participate in a certain type of procurement. The placement and content of these messages will be finalized during the implementation phase. 	
D	<p><u>Integration process:</u> Two variations are envisaged to integrate CIDA with the e-GP system, either or both of which will be implemented during the project implementation phase:</p> <ul style="list-style-type: none"> i) <u>Batch integration:</u> In this model, CIDA will share (i.e., preferably via a Secure File Transfer Protocol) either manually or in a fully automated system, its full list of CIDA users and their registration details on a periodic basis (e.g., every day) in a machine-readable format. The e-GP system will process this data and store it in its database, against which it will verify the CIDA registration details and store the verified data against the suppliers' profiles. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	ii) <u>Web services</u> : This method will be more effective than batch integration, as it will be fully automated. Furthermore, the e-GP system can verify CIDA registration details in real time.	

S.no.	Functional Requirements Specifications	Remarks
9.2 ITMIS Integration		
9.2.1 Procuring Entity – Procuring Office Mapping		
A	The <i>procuring office</i> master from ITMIS (Integrated Treasury Management Information System) will be shared in machine-readable format and updated at regular intervals. This master should be loaded onto the e-GP system.	Mandatory
B	During procuring entity creation, the authorized representative will record or enable whether a procuring entity has a corresponding <i>procuring office</i> in ITMIS (i.e., ITMIS organization). When this flag is enabled, the e-GP system will mandate the representative to select a <i>procuring office</i> ID from the ITMIS master.	Mandatory
C	The system will validate and disallow mapping a procuring office with more than one procuring entity in the e-GP system.	Mandatory
D	The authorized representative may decouple a procuring entity from a <i>procuring office</i> and disable the “ITMIS organization” flag.	Mandatory
9.2.2 ITMIS Purchase Order Creation		
A	In ITMIS organizations where procurement is funded from the budget managed in the ITMIS software, the e-GP system will send a set of key data fields to ITMIS and seek to commit the funds.	Mandatory
B	After the vendor selection is finalized and prior to contract award, the following key data fields will be passed from the e-GP system to ITMIS, seeking confirmation on fund availability: <ul style="list-style-type: none"> a) Procuring office ID (automatically identified based on user credentials) b) Contract award amount c) e-GP vendor ID d) ITMIS vendor ID (if mapping is done) e) Contract amount (i.e., the amount to be committed) f) Budget line (master validation on the e-GP side is not envisaged) g) Procurement ID h) Procurement title or contract name i) Contract duration j) A few more mandatory data fields required by ITMIS for fund commitment (i.e., purchase order creation) 	Mandatory
C	The ITMIS system will respond to the request with: <ul style="list-style-type: none"> a) A Purchase Order (PO) reference confirming that the fund 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> commitment is successful (or) b) Reject the fund commitment request, presumably due to the lack of funds in the specified budget line. c) In both (a) and (b), a remarks column will come with the response, which the e-GP system will save and display. 	
D	The e-GP system will store a copy of the PO reference against the procurement and display it for public view.	Mandatory
E	Upon receipt of the PO reference, the Liaison Officer can issue the contract award in the e-GP system.	Mandatory
F	If the PO is rejected, the authorized user can update the integration data and send it to ITMIS seeking confirmation afresh.	Mandatory
G	The system will maintain an audit trail of all API interactions between the e-GP system and ITMIS related to ITMIS PO creation.	Mandatory
9.2.3 Sharing Vendors' Bank Account Details		
A	The vendors will log into the e-GP system and save the ITMIS vendor ID in the profile section.	Mandatory
B	<p>The ITMIS vendor ID and a few additional data fields, such as the following, will be sent to the ITMIS seeking confirmation:</p> <ul style="list-style-type: none"> a) Tax identification number b) Business registration number c) Business registration authority d) Name of the vendor e) + 4 more variables identified during the implementation 	Mandatory
C	<p>In response, ITMIS will verify (either manually or automatically) and give a response as given below:</p> <ul style="list-style-type: none"> a) Vendor detail is confirmed or incorrect. b) A remarks column 	Mandatory
D	If ITMIS confirms the vendor detail as correct, the e-GP system will flag the ITMIS vendor ID as verified.	Mandatory
E	If the ITMIS response states that the vendor details are incorrect, the ITMIS vendor ID status will be unverified. In which case, the vendor can edit the details to be sent to ITMIS and resubmit it for verification. Should there be a need, as decided during the project implementation phase, a vendor with a verified ITMIS number may update its vendor details and submit the updated information for ITMIS vendor ID confirmation.	Mandatory
F	The remarks data and all API request-response details will be stored in the e-GP system for record-keeping and audit purposes.	Mandatory
G	<p>A vendor with a confirmed ITMIS Vendor ID will select the bank account information stored in the "my profile" section without the ITMIS bank ID and initiate a request to create a new bank account in ITMIS by sending the following details:</p> <ul style="list-style-type: none"> a) Bank account details (i.e., name, account number, bank name, branch name, and so on) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> b) Mark as default (optional or mandatory as decided during the implementation) c) Request type: Create d) ITMIS vendor ID 	
H	<p>The ITMIS system will respond to the request (either manually or automatically) with the following:</p> <ul style="list-style-type: none"> a) ITMIS Bank account ID reference or a rejection notice, and b) Remarks 	Mandatory
I	The ITMIS account ID reference will be stored against the vendor's bank account details in the "my profile" section.	Mandatory
J	<p>Vendors can seek to delete a bank account in ITMIS by sending the following:</p> <ul style="list-style-type: none"> a) ITMIS bank account ID reference b) Request type: Delete 	Mandatory
K	<p>The ITMIS system will respond to the request (either manually or automatically) with the following:</p> <ul style="list-style-type: none"> a) Delete status (i.e., deleted or not deleted) and b) Remarks 	Mandatory
L	Upon receipt of the delete response, the e-GP system will remove the ITMIS bank account ID reference against the vendor's bank account in the e-GP system.	Mandatory
M	<p>Vendors can seek to mark a bank account as "default" by sending the following:</p> <ul style="list-style-type: none"> a) ITMIS bank account ID reference (i.e., which is verified and NOT marked as default) b) Request type: Mark as default 	Mandatory
N	<p>The ITMIS system will respond to the request (either manually or automatically) with the following:</p> <ul style="list-style-type: none"> a) Default status (i.e., marked as default or not marked as default) and b) Remarks. 	Mandatory
O	Upon receipt of the status update response, the e-GP system will update the default status for the vendor's bank account.	Mandatory
P	The system will maintain an audit trail of all API interactions related to bank account creation and updates between the e-GP system and ITMIS.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
9.3 Integration with Registrar of Companies (RoC)		
A	<p><u>System Details:</u></p> <p>The Registrar of Companies (ROC) in Sri Lanka is responsible for overseeing the registration and regulation of companies and limited liability partnerships (LLPs). The tasks handled by e-ROC that are relevant to the e-GP system are:</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a. Company Registration: Approving company names, examining registration documents, and issuing Certificates of Incorporation. b. Record Maintenance: Keeping an up-to-date register of companies and LLPs. c. Director Identification: Issuing Director Identification Numbers (DIN) to directors. 	
B	<p><u>Integration Objectives:</u></p> <p>To enable automatic validation of Business Registration Numbers. This integration aims to ensure accuracy and authenticity of Vendor information, reduce manual verification efforts, and strengthen compliance by confirming that only legally registered businesses can participate in procurement activities.</p> <p>It is important to ensure that Vendors registering in the e-GP system have a valid Business Registration number issued by the Registrar of Companies (RoC) and that it has not expired. For this purpose, a validation is done during Vendor profile update, by accessing the RoC system via an API and validating the BR No.</p> <p>This online validation eliminates the likelihood of fraudulent scanned document being uploaded into the system.</p>	Mandatory
C	<p><u>Integration Process:</u></p> <p>Once Vendors have registered into the e-GP system, they need to update their user profile. For those entities registered with e-ROC an additional section Tab will be provided for the Vendor to enter the BR No. Issued to them when registering with the Registrar of Companies (RoC).</p> <p>If the BR Number entered is not in the e-GP system</p> <ul style="list-style-type: none"> • an .API call is initiated to the e-ROC System to validate the Business Registration Number entered and return data mentioned in point 4 below. <p>Else</p> <ul style="list-style-type: none"> • Previously entered information is displayed for the Vendor to edit. <p>Following steps are carried out:</p> <ol style="list-style-type: none"> 1. API call (request) from the e-GP system to e-ROC 2. Check for valid BR No. and Status = “C” (Current) 3. API call Returns record for matching BR No. and status “Current” 4. API returns the following details: <ul style="list-style-type: none"> a. Company Name b. Address c. Director Board details (multiple) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> d. Director DIN e. Director Name f. Director Phone number g. Director email <ul style="list-style-type: none"> 5. API Details are written to e-GP Vendor Profile Master File 6. If BR No. does not exist in the e-ROC System, API call return error message “Vendor BR No. not found” 7. If BR No. exists but is not “Current” i.e., Status \neq “C”, relevant message is displayed to Vendor. E.g. “Vendor Status Expired” or “Vendor Status Pending, kindly check with RoC”. <p><u>Technical requirements</u></p> <ul style="list-style-type: none"> 1. API-Based Integration: The e-GP system shall integrate with RoC via secure RESTful APIs or other web services provided by RoC. 2. Authentication: Use secure authentication mechanisms (e.g., OAuth 2.0, API keys) as defined by RoC. 3. Data Format: Exchange data in JSON or XML format, depending on RoC’s specifications. 4. Error Handling: Implement robust error handling for failed queries, timeouts, or invalid responses. 	

S.no.	Functional Requirements Specifications	Remarks
9.4 Integration with National Procurement Commission (NPC)		
A	<u>System Details:</u> The NPC has a system for publication of the DAPP. The planned and actual status of the procurement plan is published here.	Mandatory
B	<u>Integration Objectives:</u> The approved and the latest DAPP will be published in the NPC web portal. This DAPP will have both the planned and the actual dates.	Mandatory
C	<u>Integration process:</u> The approved and the latest DAPP details will be sent from the e-GP system to the NPC software. Whether the data will be pushed from the e-GP system or pulled by the NPC will be decided during the implementation phase.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
9.5 Payment Gateway		
A	Integration Objectives: <ul style="list-style-type: none"> i. To enable the bidders to submit their bids online, a facility should be provided for e-Payment of supplier registration fees, tender document fees etc. 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> ii. The bidder can pay the fees using the online payment gateway provided by a national bank such as “Bank of Ceylon”. iii. The e-GP system will electronically acknowledge receipt of the payment, a pre-condition for the bidders to proceed with the transaction as in submitting supplier registration application or bid submission. 	
B	<p><u>Integration process:</u> A supplier will initiate a service request (i.e. supplier registration or bid submission) online in the e-GP system and then initiate the payment via the online payment gateway.</p> <p>Payment Gateway Requirements</p> <p>The e-GP system shall integrate with a secure, standards-compliant payment gateway to facilitate online transactions for procurement activities.</p> <ul style="list-style-type: none"> i. The e-GP system will call the API provided by the online payment service provider and send an e-Payment request with the following key details: <ul style="list-style-type: none"> a. e-GP transaction reference b. Transaction amount c. Supplier details ii. The supplier will input the payment details (e.g. credit card number or net banking user credentials) in the payment gateway page, which upon authentication will cause the payment gateway to generate its response to the payment. iii. The e-GP system will process the response from the payment gateway and duly update the payment status. When receipt of the payment is confirmed, the supplier will be allowed to submit the service request in the e-GP platform. 	Mandatory
C	<p>The following requirements must be met by the payment gateway provider:</p> <p>Transaction Handling</p> <ul style="list-style-type: none"> • Successful Transactions <ul style="list-style-type: none"> ○ System must confirm payment authorization and settlement from the gateway. ○ Generate a unique transaction ID and store it in the procurement database. ○ Display a success message to the user and provide a printable receipt/acknowledgement. ○ Update procurement workflow status (e.g., bid submission marked as “Paid”). • Incomplete Transactions <ul style="list-style-type: none"> ○ If payment is initiated but not completed (e.g., user 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>abandons session, timeout):</p> <ul style="list-style-type: none"> ▪ System must log the attempt with a pending status. ▪ Notify the user of incomplete payment and provide retry options. ▪ Ensure procurement workflow does not advance until payment is confirmed. <ul style="list-style-type: none"> • Failed Transactions <ul style="list-style-type: none"> ○ If payment is declined or gateway returns an error: <ul style="list-style-type: none"> ▪ System must capture error codes and messages from the gateway. ▪ Display a clear failure message to the user (without exposing sensitive details). ▪ Allow user to retry or select an alternate payment method. ▪ Maintain audit logs of failed attempts for compliance review. <p>Error Handling</p> <ul style="list-style-type: none"> • All gateway errors (network, timeout, invalid credentials, insufficient funds) must be: <ul style="list-style-type: none"> ○ Logged with timestamp, error code, and user ID. ○ Escalated to system administrators if repeated failures occur. ○ Presented to users in non-technical language (e.g., “Payment could not be processed. Please try again.”). <p>Receipt & Acknowledgement</p> <ul style="list-style-type: none"> • System must generate a printable receipt upon successful payment containing: <ul style="list-style-type: none"> ○ Transaction ID ○ Date and time of payment ○ Amount paid ○ Payment method (e.g., card, bank transfer) ○ Reference to procurement activity (e.g., tender ID) • Receipt must be available for download (PDF) and email delivery. • Receipts must be digitally signed or watermarked to prevent tampering. <p>Security & Compliance</p> <ul style="list-style-type: none"> • Payment gateway integration must comply with: <ul style="list-style-type: none"> ○ PCI-DSS standards for handling cardholder data. 	

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> ○ Local financial regulations and Central Bank guidelines. ● Sensitive data (card numbers, CVV) must never be stored in the e-GP system. ● All communication between e-GP and gateway must use encrypted channels (TLS 1.2 or higher). <p>Audit & Monitoring</p> <ul style="list-style-type: none"> ● System must maintain complete audit trails of all payment attempts (successful, incomplete, failed). ● Administrators must be able to generate reports on transaction volumes, failures, and reconciliation with bank statements. ● Alerts must be triggered for anomalies (e.g., repeated failures, duplicate payments). 	
D	<p>Refer below for the offline payment implementation process:</p> <ol style="list-style-type: none"> i. The supplier initiates the service request in the e-GP system and then generates a payment advice from the e-GP system with the following key details: <ol style="list-style-type: none"> a. Recipient bank account number in BBAN format b. Beneficiary name c. e-GP reference number & d. Amount ii. The supplier will visit one of the bank branches in Sri Lanka and make the payment, wherein the supplier will input the e-GP reference in the narration data field. iii. The supplier's bank will provide a unique payment confirmation code, such as FT1828854479 iv. The supplier will log into the e-GP system and update the payment confirmation code v. A designated principal bank will generate an online scroll confirming receipt of payments in the BBAN number of the e-GP system. This scroll will be uploaded into the e-GP system at periodic intervals, preferably as a web service. Alternatively, a designated representative of the Bank will log into the e-GP system and upload the scroll at periodic intervals. The key data fields included in the scroll are: <ol style="list-style-type: none"> a. Amount b. Transaction date c. Narration wherein the supplier presumably inputted the e-GP reference number d. Payment confirmation code vi. The e-GP system will reconcile the supplier's input with the Bank scroll viz the following key data fields: <ol style="list-style-type: none"> a. Amount b. e-GP reference number (i.e.) generated by the e-GP 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>system</p> <p>c. Payment confirmation code (i.e.,) generated by the Bank</p> <p>vii. The system will automatically confirm payment receipt based on reconciliation rules defined during the implementation</p> <p>viii. There should be different reconciliation statuses for all the offline payments, such as:</p> <p>a. Fully reconciled</p> <p>b. Partially reconciled &</p> <p>c. Not reconciled</p> <p>ix. The e-GP system should allow an authorized user to manually reconcile payment data updated in the e-GP system with electronic scroll records uploaded by the Bank</p>	

S.no.	Functional Requirements Specifications	Remarks
10 General Requirements		
10.1 Audit		
10.1.1 Audit Logs		
A	The system shall maintain a comprehensive, tamper-evident audit log that records all viewing, additions, modifications, and deletions of any data stored within the system. Each log entry shall capture key details, including the user ID, timestamp, IP address, nature of the change, and the affected data element. This ensures full traceability of all system transactions and administrative activities.	Mandatory
B	The system shall maintain audit logs for all instances in which sensitive or classified data (as defined by the organization's data classification policy) is viewed, queried, or exported by any user. Each access event must be logged with the user's identification, the time of access, and the specific data viewed to ensure compliance and accountability.	Mandatory
C	All audit logs shall form an integral part of the system's daily backup process. Backup procedures must ensure that audit logs are securely stored, encrypted if required, and recoverable for forensic or compliance verification purposes in the event of system restoration or incident investigation.	Mandatory
D	The system shall provide a dedicated interface for authorized auditors (e.g., from the Auditor General's office) to search, view, and export the audit trail for any action.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
10.1.2 Audit Access		
A	<p>NPC, Auditor General, or any auditing authority designated by the Government can have access to view any procurement records in the e-GP system, excluding information about vendors' bids which are under submission (i.e., access to bids until expiry of bid submission due date), as in:</p> <ol style="list-style-type: none"> i. Procurement review from tender preparation through to the evaluation process ii. Contract reviews in the course of execution of an awarded tender; and iii. Procurement performance reviews following contract completion as deemed necessary. 	Mandatory
B	Any bids under evaluation or already evaluated can be viewed at any time by the auditing authority. Whether bids should be viewable by the auditing authority without the consent of the concerned procuring entity will be a configuration enabled by a central system administrator.	Mandatory
C	For procurement already completed, the auditing authority shall have full access to the end-to-end life cycle of procurement records in the e-GP system, with which it may conduct performance reviews of contracts. The Auditors can request access to a specific procurement record or to all procurement records processed by the e-GP system within a specified data range. Upon approval by the auditing authority, the auditors will be given access to the relevant procurement records.	Mandatory
D	The auditing authority shall grant external agencies, such as the Commission to Investigate Allegations of Bribery or Corruption (CIABOC), access to procurement records on demand (the system, in this case, can notify the concerned procurement owner when an external Government agency requests to view a certain procurement).	Mandatory

10.1.3 Symmetric Key Encryption		
A	When a digital signature is not used for encryption, the bids will be digitally signed and encrypted using a symmetric key. The <i>modus operandi</i> for generating the symmetric key will be finalized during the project implementation phase.	Mandatory
B	The adoption of symmetric or asymmetric keys for bid encryption should be configurable at the procurement method level. For example, the Government may decide to implement symmetric-key encryption for Requests for Quotation or for procurement below a certain threshold, and to adopt asymmetric-key encryption for high-value procurement. The thresholds for adopting symmetric or asymmetric key encryption will be determined during the project implementation phase.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
10.2 Web Portal		
A	The solution shall feature a clean, intuitive, and visually consistent interface that enables users to perform tasks efficiently with minimal effort. The interface shall follow modern usability principles, focusing on clarity, consistency, and ease of navigation across all modules.	Mandatory
B	The system shall be designed to minimize the number of clicks, steps, and screen transitions required to complete common transactions. <ul style="list-style-type: none"> a. Users should be able to perform frequently used operations (e.g., data entry, approvals, searches) within three to five actions wherever feasible. b. Context-based shortcuts, auto-suggestions, and pre-filled data shall be used to reduce manual effort. 	Mandatory
C	All screens, forms, and dialog boxes shall follow a standardized layout and uniform color scheme across the application. <ul style="list-style-type: none"> a. Placement of buttons (e.g., “Save,” “Cancel,” “Submit”) and input fields shall remain consistent throughout the system. b. Icons and labels shall be meaningful, self-explanatory, and aligned with government UI/UX guidelines. 	Mandatory
D	The system shall provide on-screen guidance, tooltips, and contextual help messages to assist users in completing forms or workflows without requiring external documentation. <ul style="list-style-type: none"> a. Step-by-step wizards shall be provided for complex processes (e.g., tender creation or evaluation). b. Real-time validation messages shall prevent errors before submission. 	Mandatory
E	All system messages, confirmations, and error prompts shall be clear, descriptive, and non-technical. In case of errors, users shall be informed of what went wrong and how to correct it, without losing previously entered data.	Mandatory
F	The Web Portal envisaged herein is a simple front-end and not limited to: <ul style="list-style-type: none"> a. Advertisement and free public view of procurement opportunities b. Publication of the award of contract details c. Upload of user manual and any other documents d. Publication of latest updates (e.g., display of recently published business opportunities and corrigendum e. User log-in and vendor registration pages f. Provision for vendors to search for business opportunities g. Latest news or announcements, if any h. Publication of suspended vendors and, as applicable, vendor 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	database	
G	The system shall be fully functional and visually consistent across all major, modern web browsers commonly used in government and public environments. The solution shall be tested and optimized for: <ul style="list-style-type: none"> a. Google Chrome (latest stable version) b. Mozilla Firefox (latest stable version) c. Microsoft Edge (latest stable version) d. Apple Safari (for macOS and iOS users) 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
10.3 Symmetric Key-Based Signature		
A	The system will generate a hash value of the content to be signed. This hash will be encrypted with a “key” sent to the users’ email address or phone number.	Mandatory
A	A copy of the “key” used for encryption and an audit trail of email/SMS dispatch will be maintained in the system.	Mandatory
B	The user will log in to the system and enter this “key” to complete the signing process, after which the system will verify that the entered “key” matches the “key” generated for the signing activity. When validation is successful, the system will encrypt the hash value of the content with the “key”.	Mandatory
C	A copy of the encrypted hash will be stored in the system as an immutable record.	Mandatory
D	The system will maintain audit logs of all the activities involved in the signing activity.	Mandatory
E	The application of this sign function is envisaged in 20 locations to be identified during the project implementation phase, such as: <ul style="list-style-type: none"> a) Bid submission b) Procurement publication c) BEC evaluation report d) Bid opening report. 	Mandatory

10.4 PKI Server		
A	Until the infrastructure for issuing digital signature certificates is in place in Sri Lanka, the e-GP vendor is required to set up a Public Key Infrastructure (PKI) server to meet the e-GP system's digital signature requirements.	Mandatory
B	An authorized officer will approve the issuance of digital certificates based on application forms received outside the system.	Mandatory
C	Upon authorization, the system will send an email with a link for the	Mandatory

	concerned user to download the private-public key pair. The key thus downloaded can be attached by the user to its profile in the e-GP system and used.	
D	The authorized user will have the provision to: <ul style="list-style-type: none"> a) Revoke certificates and maintain a list of revoked certificates. b) Search the certificates by name, issued date, and expiry date. c) Generate a report on the list of certificates issued over a time duration d) Generate a report on the list of active certificates 	Mandatory
E	The PKI server shall NOT maintain a copy of the private keys for the generated certificates.	Mandatory
10.5 Asymmetric Key Bid Encryption		
10.5.1 User Management		
F	Government users may save the public key of their digital signature generated by the e-GP specific PKI server against the user profile.	Mandatory
G	Before a certificate is saved against suppliers, the system will validate whether the certificate uploaded by the suppliers: <ul style="list-style-type: none"> a) Complies with the parent chain validation requirements b) Is not expired, and c) Is not revoked. 	Mandatory
H	The following key details from the certificate will be stored against the user profile: <ul style="list-style-type: none"> a) Public key b) Certificate details, and c) Expiry date. 	Mandatory
I	Users can log in to the e-GP system to update the public key by disabling the existing key and adding a new key.	Mandatory
J	The system must validate and confirm that only one active key can be attached to a user.	Mandatory
K	The system will maintain a list of all inactive digital signatures attached to users, along with the time period (from date and to date) during which the certificates were attached.	Mandatory
L	It is assumed that the keys will be uploaded as a file. The reading of certificates from USB tokens is NOT in scope.	Mandatory
M	The system will validate whether a certificate attached to a procurement is valid (i.e., not revoked) before the procurement is sent for approval or published (as decided in the implementation phase).	Mandatory
10.5.2 Policy		
A	Asymmetric key encryption will be implemented for all procurements exceeding a certain threshold or for specific procurement methods, as decided during the project implementation phase. The system will automatically determine whether bids received for a procurement are encrypted with a symmetric or asymmetric key, in accordance with the policy.	Mandatory

B	Only the financial proposals (i.e., online form data and financial bid-related file attachments) will be encrypted using the public key in all asymmetric key-enabled procurement. The technical proposals will be encrypted with a system-generated symmetric key.	Mandatory
10.5.3 Procurement Creation		
A	For asymmetric key-enabled procurement, the Liaison Officer will specify during procurement creation: <ul style="list-style-type: none"> i) The number of keys to be used for bid encryption (i.e., between 2 and 4). Bids will be encrypted in duplicate and saved. & ii) The minimum number of keys to be used for bid decryption. For example, 2 of 4 implies that the bid will be encrypted in duplicate with 4 keys, out of which any 2 keys can be used to decrypt the bid. Other alternate selections are 2 of 2, 2 of 3, 3 of 3, 3 of 4, and 4 of 4. The system will encrypt the bids so that any combination of BEC or PC committee members can decrypt them. 	Mandatory
B	The keys used for bid encryption will be those of PC members or (if BEC is created) the BEC members. When selecting members, the system will display only BEC or PC users who have a valid digital signature certificate.	Mandatory
C	The encryption type will be recorded in the invitation to bid as either symmetric or asymmetric.	Mandatory
D	For asymmetric key encryption, the system will print the public keys used for encryption in the invitation to bid, which is publicly visible to any interested party.	Mandatory
10.5.4 Bid Submission		
A	The bids shall be encrypted separately using 2 or more public keys attached to the designated BEC or PC committee members.	Mandatory
B	The Bill of Quantities and price break-up information uploaded by the Bidders in the designated file upload slots will be encrypted in the same way as the data stored in the online price bid form.	Mandatory
C	During procurement creation, the system will verify that a valid public key (i.e., with an expiry date after the bid submission due date) is attached to the user profiles of all users designated as BEC or PC members. If the keys are not attached, the system will disallow the LO from publishing the procurement. The public keys to be used for bid encryption will be copied to the Invitation to Tender.	Mandatory
D	Bids will be digitally signed before being encrypted. The digitally signed bids (regardless of whether they are signed using symmetric or asymmetric keys) will be encrypted using the public key of the bid BEC or PC members associated with the procurement. The suppliers can submit their bids only after they are successfully encrypted.	Mandatory

10.5.5 Bid Opening		
A	In asymmetric key encrypted procurement, one or more BEC or PC members will log into the e-GP system and initiate bid decryption: a) One-envelope: After expiry of the bid submission deadline b) Two-envelope: After completion of the technical proposal evaluation. The members will use their private key (i.e., the corresponding key to the public key used for encryption) to decrypt the bids.	Mandatory
B	The system will validate and open the bids only after the minimum number of keys defined in the procurement is used to decrypt them.	Mandatory
C	The decrypted bids will be copied and stored separately and not overwritten on the original encrypted bid. In other words, the original encrypted bid will remain intact even after the bids are decrypted.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
10.6 Open Contracting Data Systems (OCDS)		
A	The e-GP system must capture structured procurement data described in the Open Contracting Data Standard and publish it in a machine-readable format specified in the latest version of OCDS covering Parties, Planning, Tender, and Award.	Mandatory
B	The e-GP system shall support automated, configurable, and auditable procurement risk detection based on OCDS-compliant data, and shall capture all required data fields necessary to support the applicable red-flag indicators defined in the OCDS Annex for the implemented procurement lifecycle modules (Planning, Tender, and Award), with the ability to generate alerts, dashboards, and analytical reports.	Mandatory
C	The e-GP system must be able to accommodate changes to the OCDS schema and future versions of OCDS over the lifetime of the use of the e-GP system. The bidder should provide the option to upgrade the e-GP system to the latest approved version of OCDS within 12 months of an upgrade being published.	Mandatory
D	The e-GP system should make bulk downloads of OCDS data available in structured JSON format and may also provide flattened formats (e.g., CSV, Excel), enabling users to work with the data directly in spreadsheet software or other tools.	Mandatory
E	The e-GP system must provide API access in a format acceptable to the Purchaser, enabling interactive access to the data in OCDS Ref 2.1 to 2.6, which should include as a minimum the display of the total number of records and search with filter functionality for the following: a. OCDS ID; b. Procuring Entity; c. Supplier; d. Value range;	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> e. Commodity Classification; f. Stage of procurement according to OCDS i.e. Planning, Initiation (Tender) and Award g. Method of procurement. 	
F	The e-GP system must assign a unique identifier, an Open Contracting ID (OC ID), to each procurement process to link each stage of the process, from planning to contract management, and facilitate the publication of OCDS data.	Mandatory
G	Whenever the e-GP system updates the public information about a procurement process (for example, whenever it creates or updates a public notice), it must generate a corresponding OCDS release.	Mandatory
H	The Open Contracting Data Portal shall expose structured open data on each contracting process, from procurement plan through to contract management (according to the latest version of the OCDS)	Mandatory
I	It should provide a data visualization using graphical tools based on best practices in Open Contracting implemented in other countries.	Mandatory
J	<p>All published data should include:</p> <ul style="list-style-type: none"> a. Open Contracting ID (OC ID) b. Contracting process identifier c. Buyer name d. Buyer organization identifier e. Buyer address f. Buyer contact Num 	Mandatory
K	<p>A search facility is required, as well as the capability for a user to filter, select, and view or download records as a minimum by:</p> <ul style="list-style-type: none"> a. OCDS ID; b. Procuring Entity; c. Supplier; d. Value range; e. Commodity Classification; f. Stage of procurement according to OCDS i.e. Planning, Initiation (Tender), Award; g. Method of procurement. <p>Search tools should include simple, advanced search and fuzzy logic search.</p>	Mandatory
L	<p>The Open Contracting Data Portal must, as a minimum, publish the following Open Contracting and procurement performance reports:</p> <ul style="list-style-type: none"> a. Average number of bidding document purchases and number of bid submissions; b. Average number of bids per tender; c. Number and percentage of open tendering/total number of tenders; d. Time between notification of contract award and contract 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	signature; e. Number of amendments or extensions to contract duration (per project per contract); f. Number of days taken to complete a procurement process (per project); g. Award statistics for a firm; h. Award statistics by entity; i. Award statistics by amount; j. Ranking by supplier country (by top-level commodity classification, by project); k. Ranking by winning bidders/suppliers (by top-level commodity classification by project); l. Awards by geographic region; m. Locations, e.g. city, town, or village of all suppliers (by contract value and number of contracts); n. Locations of suppliers for particular municipalities, in other words, whether most of the contracts are awarded to companies in their locality, which may be of interest in terms of local business development;	

10.7 Bid Validity Extension

A	The system shall allow designated users to request bid validity extensions from bidders.	Mandatory
B	Bidders shall be able to respond electronically and upload supporting documents, where applicable.	Mandatory
C	The system shall maintain a record of all actions related to bid validity extensions.	Mandatory

10.8 Negotiation

A	The system shall allow recording of whether negotiations are required as part of the evaluation recommendation.	Mandatory
B	Where negotiations are authorized, the system shall allow recording of negotiation outcomes and revised prices.	Mandatory
C	The system shall retain original bid prices, evaluated prices, and negotiated prices separately, with full auditability.	Mandatory

10.9 Online Submission of Bid Security

A	<u>Integration objectives:</u> Refer below for electronic performance bank guarantee submission objectives: i) The National Banks will log into the e-GP system, digitally or electronically sign as required, and submit Bank guarantees on behalf of a supplier with reference to a bid or a contract	Mandatory
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	<ul style="list-style-type: none"> ii) The submission of a bank guarantee will be a prerequisite for online bid submission in National Competitive Bidding (NCB) tenders & contracts signed by the National bidders iii) The procuring entities can initiate confiscation of an electronic Bank guarantee directly from the e-GP system. 	
B	<p><u>Integration process:</u> A designated system administrator from the Government will create a Bank and then create a parent user of the system by recording key data fields, such as:</p> <ul style="list-style-type: none"> i) Bank name ii) Bank address iii) Contact number(s) iv) User name v) Email address of user vi) Provision to upload multiple files 	Mandatory
C	A user of a Bank will be designated as a parent user (i.e., a Bank admin user), who can, in turn, create or edit multiple user IDs associated with the Bank.	Mandatory
D	Upon User ID creation, the system will send the username and password reset link to the user.	
E	The user shall log in to the system using the password reset link, change the password, and optionally tag their digital signature. After this, the user can submit BG's online and create additional User IDs as required.	Mandatory
F	The Bank Admin user and the electronic Bank Guarantee Admin user will have a facility to search, view, and edit user credentials under their respective controls	Mandatory
G	<p>The Bank Admin user will have the provision to create branch users by inputting the following key details:</p> <ul style="list-style-type: none"> i) Branch name ii) User ID iii) Email address iv) Name & v) Phone number. 	Mandatory
H	As with initial User ID creation, the system will send an email with login credentials to the newly created user. This user will activate their login and then optionally attach the Digital Signature Certificate.	Mandatory
I	A designated Bank representative will log in to the e-Procurement system and enter a unique, randomly generated BG reference (not sequential) shared by the bidder with its Bank. Based on the bid reference, the system will retrieve and display the key details to the Bank representative, viz.:	Mandatory

	<ul style="list-style-type: none"> i) Bidder name ii) Tender reference iii) Bid submission expiry date iv) Tender details v) Bank Guarantee amount. 	
J	<p>Only bids against tenders that have not yet expired can be retrieved. Otherwise, the system will inform that the bid has expired. The Bank representative will initiate e-PBG submission against a bid. The system will require the Bank representative to input the following key details:</p> <ul style="list-style-type: none"> i) Bank Guarantee reference ii) Bank Guarantee expiry date (auto-filled as defined) iii) Bank guarantee amount (auto-filled) iv) Bank name (auto-filled) v) Branch name vi) Username that signed the e-PBG (auto-filled) vii) Upload one or more files (i.e., scanned copy of BG). 	Mandatory
K	<p>The system will display an overview of the details entered by the Bank representative and then require the user to sign and submit them. The Bank representative will sign the details entered and submit the Bank Guarantee online. The system will verify whether the bid submission date has expired and then accept the online Bank Guarantee.</p>	Mandatory
L	<p>The Bank representative can view all BGs submitted by it in offices under its control. The Bank Admin user can view all BGs submitted by branches within their Bank. The Bank representative can withdraw and subsequently modify its Bank Guarantee until the bid against which the Bank Guarantee was submitted is in the draft stage. Withdrawal of the Bank Guarantee is not allowed when the bid is in the Submitted State.</p>	Mandatory
M	<p>The system will allow bid opening only after bid security is paid. Procurement officials will specify the payment modes allowed for BG. Only those bids for which BG payment is allowed will have the unique, randomly generated BG reference number used by Banks to retrieve the bid.</p>	Mandatory
N	<p>The designated procurement committee representative may seek to revoke the e-PBG submitted in connection with a rejected bid. Such revocation can seek full or partial revocation of the e-PBG. The system shall make a provision for the representative to upload a scanned document.</p>	Mandatory
O	<p>The revocation request thus submitted will be notified by email to the designated Bank-branch representative who submitted the BG online. A SMS notification shall also be sent to the Bank-branch</p>	Mandatory

	<p>representative. The Bank-branch representative can view the revocation request after logging into the system shall logically close the revocation request by confirming the credit of funds against the request by inputting the following key details:</p> <ul style="list-style-type: none"> i) Amount credited (can be system-generated; taken from the revocation request) ii) Date of credit iii) Bank account details to which amount is credited (can be system-generated, taken from the revocation request) iv) Payment reference number 	
P	<p>The e-PBG admin and Bank admin users shall be able to view the status of their respective e-PBG revocation requests and generate an MIS report on the number of e-PBG revocation requests pending closure in the system. The concerned Government user shall be able to view the status of its revocation request and shall be notified whenever the Bank representative updates the revocation status.</p>	Mandatory

10.10 General requirements		
A	<p>The system shall automatically notify users by email about various actions under the circumstances listed below (an illustration, the actual list will be finalized during project implementation, and implementation of a new email configuration pertaining to a feature already specified in the functional requirements will be considered in scope of the e-GP implementing agency):</p> <ul style="list-style-type: none"> a. A draft of the procurement bidding document is assigned to a user for review and approval. b. Remind a user in periodic intervals about action pending with the user or after expiry of a certain minimum number of days. This reminder should be configurable at the email notification level. c. A bidder is short-listed based on a pre-qualification procurement method, such as complex or restrictive procurements d. Details about the impending bid opening event are sent to all the bidders who participated in the procurement e. Summary of the bid opening event is sent to all the bidders which participate in the procurement, immediately after the bid opening event is fully completed in the system f. All bidders who expressed interest or were shortlisted for a procurement or who logged in and downloaded the bidding document will be notified about the extension of the bid submission timeline or any addendum or clarification issued against the procurement. 	Mandatory

	<ul style="list-style-type: none"> g. For restricted procurement, pre-qualification procurement, sole source procurement, or Request for Quotations, the short-listed bidders shall be notified about the invitation to bid published online in the e-GP system, along with certain key details such as the due date for bid submission and the link to bidding documents available for download h. The procurement officer can select a set of suppliers from a list of pre-qualified suppliers or from the register of suppliers and send an email message informing them about any bidding advertisement published online and requesting them to participate in the procurement i. The concerned procurement officer who published the invitation to bid will be notified about clarification sought by a prospective bidder using the online pre-bid clarification feature j. The system will automatically send an email to suppliers informing them of any clarifications or addenda published for a bidding document in which they had expressed interest. k. The Requisitioner, head of procuring entity, head of the procurement unit, bid opening committee, bid evaluation committee members, and the bidders who initiated the download of bidding documents or bidders who expressed interest in the procurement will be notified about the extension of the bid submission deadline. l. Inform the LO or the supplier about any correspondence received online in the e-GP system. m. The Requisitioner, head of procuring entity, head of the procurement unit, bid opening committee, bid evaluation committee members, and the bidders who initiated the download of bidding documents or bidders who expressed interest in the procurement will be notified about the cancellation of the procurement. n. When a procurement process is cancelled, the system shall automatically notify all the bidders who participated in the procurement about the cancellation. This notification shall contain certain details inputted online in the e-GP system for cancellation, such as the reason for rejecting all bids and for cancellation of the procurement process. o. Upon completion of bid evaluation (i.e., subsequent to approval by the final authority or such approval process defined during project implementation), the system shall notify the unsuccessful bidders about their bid evaluation 	
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	<p>status, along with the reason why their respective bids were found unsuccessful. This reason will be captured online in the e-GP system while recording bid evaluation results.</p> <ul style="list-style-type: none"> p. An email shall be sent to users about the receipt of any workflow-related transaction in which the recipient user will need to act upon. A user may log in and disable receipt of automated mail notifications of one or more types. q. When a bidder withdraws a bid, the system will send an email informing the bidder about the withdrawal of the bid r. A confirmation mail shall be sent to bidders with a unique bid reference number and time stamp confirming successful submission of a bid s. Automatically inform the concerned procurement officer about procurement in progress for which the bid validity period will expire shortly t. Inform the bidders about the request for extension of bid validity period against a procurement that the bidders have participated u. Send one or more reminders to the bidders which are yet to respond to the bid validity extension request 	
B	The system should auto-generate a report listing the actions taken by a user within a specified date range. This report should be generated in a printable format.	Mandatory
C	The system should record key actions taken on a bidding document or a bid and make these logs viewable to the concerned user (i.e., the procurement officer for the bidding document and the supplier for the bid). Many of the key activities a user performs in the system should be logged.	Mandatory
D	<p>The procurement officer who published the invitation for bids may seek to cancel the procurement at any time after publication until the contract is awarded. The reason for submitting the cancellation request will be entered in the text box and/or uploaded as a file attachment. Such a request will be submitted to the procurement committee for its review and approval, which can be done in any other workflow:</p> <ul style="list-style-type: none"> a. Approve the request b. Reject the request c. Send back the request seeking clarifications 	Mandatory
E	<p>A record of at least the following key details about the procurement shall be maintained in the system:</p> <ul style="list-style-type: none"> a. The authorised procurement requisition, including the description of goods, works or services required; 	Mandatory

	<ul style="list-style-type: none"> b. The procurement plan, including the justification for the use of any method other than open competitive bidding or request for proposals; c. A copy of any invitation to pre-qualify or call for expressions of interest notice and any pre-qualification documents; d. All applications to pre-qualify or expressions of interest received and the evaluation of qualifications or comparison of expressions of interest; e. The invitation to bid notice or any shortlist or list of pre-qualified bidders; f. The bidding documents, request for proposals, or other solicitation document issued, including any clarifications or amendments issued and minutes of any pre-bid meetings; g. The record of procurement documents issued, bids received, and all bid or proposal openings; h. All bids, proposals, or quotations received, other than bids or proposals returned unopened to bidders; i. Copies of all clarifications requested and responses received; j. The evaluation report, including any individual score sheets or other documentation; k. Records of any negotiations; l. Any notice of proposed award; m. Any letter of acceptance; n. A copy of the contract or purchase order document; o. Copies of letters rejecting and debriefing unsuccessful bidders; p. A copy of any published notice of contract award; q. Copies of original securities, negotiable documents, or financial instruments; r. Copies of all contract variations and modifications; s. All documentation and correspondence relating to contract administration; t. Copies of all documentation demonstrating performance of the contract, such as inspection reports, delivery documentation, interim certificates, and payment authorisations; u. Any documentation relating to cancellation of a procurement process or termination of a contract; v. Information relating to any applications for review; w. All approvals from the Procurement Committee and any other award authority; and 	
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F	<p>The records can be classified and stored under 4 sections, viz.:</p> <ul style="list-style-type: none"> a. Correspondence b. Bidding process c. Order and Delivery d. Finance e. Options to create more record categories as needed. 	Mandatory
G	<p>The exact mode of classification should be implemented as per the direction provided during the e-GP system implementation phase</p>	Mandatory
H	<p>A user tagged to a procuring entity should be able to view all procurement records generated in the e-GP system by the procuring entity (i.e., subject to confidentiality requirements applicable during the bidding activity).</p>	Mandatory
I	<p>All records generated in the e-GP system shall be maintained for 6 years from the date of final completion of the procurement contract or from the date of bid rejection or cancellation. Invariably, the system should be designed to store accumulated online government procurement data for more than 6 years. An indicative set of key procurement records to be maintained in the system is:</p> <ul style="list-style-type: none"> a. Published tender details (i.e., object of the procurement) b. List of participating bidders, their profiles, qualifications, and qualification criteria applied c. A summary of the Bid evaluation details d. Bid prices e. Bid evaluation criteria f. Request for clarifications and responses provided to the same g. Reasons recorded for cancellation of the procurement process (i.e., as applicable) h. Reasons recorded for the choice of the procurement method other than the open competitive bidding for goods and works, and the request for proposal for services i. Reasons recorded for reduction of the bid preparation period j. A summary of the evaluation of bids k. A summary of any review processes and decisions thereon; l. Information concerning rejection of bids 	Mandatory
J	<p>From a record-keeping perspective, the records maintained in the e-GP system are broadly categorized under:</p> <ul style="list-style-type: none"> a. Procurement records to be made available to any person on request after a bid, proposal, offer, or quotation has been accepted or after the procurement process has been terminated (e.g.) 	Mandatory

	<ul style="list-style-type: none"> i. Published tender details (i.e., object of the procurement) ii. List of participating bidders, their profiles, qualifications, and qualification criteria applied iii. Bid prices iv. Bid evaluation criteria v. Request for clarifications and responses provided to the same <p>b. Procurement records be made available to the suppliers, consultants, or contractor that participated in the procurement process (i.e., after a bid, proposal, offer, or quotation has been accepted or after the procurement process has been terminated (e.g.):</p> <ul style="list-style-type: none"> i. A summary of the Bid evaluation details ii. Reasons recorded for cancellation of the procurement process (i.e., as applicable) <p>c. The procuring entity shall not disclose the detailed evaluation results. Instead, it is adequate if only the summary details of the bid evaluation are shared.</p> <p>d. The procurement records shall be made available for audit and review upon request to the public procurement policy authority, audit agency, anti-corruption agency, donor officials, and such other agencies identified during the e-GP system implementation. Whether such agencies should have unrestricted access to view records upon certain event triggers, or should have access only after approval or intimation to the procuring entity, will be decided by the Government during project implementation. The records made available for audit and review can only be viewed and not edited.</p>	
K	<p>The concerned procurement officer or such designated resource will use the correspondence feature to interact online with suppliers who participated in the procurement (i.e., one-to-one correspondence). The correspondence with a supplier will be initiated by the procurement officer against a procurement to which the supplier can submit its response online. Both the procurement officer and the supplier can submit their correspondence as inline text using the text editor and upload one or more file attachments. The system will keep a record of all such correspondence, which is retrievable for the relevant procurement. This online correspondence feature will be active immediately after the online bid opening event is completed. Subsequent to the award of the contract, a procuring entity user with the requisite rights can interact with the selected bidders using the online correspondence module. Such interactions can be done until</p>	Mandatory

	the contract is fully executed. The system shall maintain detailed audit logs of all the interactions held between the authorized representative of the procuring entity and the bidder, supplier, contractor, or consultant.	
L	Users with the requisite authorization can upload file attachments along with a manually input title and description, which, upon approval, will be neatly formatted and published in the e-GP web portal for public view. The files thus uploaded can be replaced or deleted by authorized resources.	Mandatory
M	A provision should be available for authorized users to publish messages in a scrolling message board viewable from the home page of the e-GP web portal. A provision should be made to delete existing messages in the web portal.	Mandatory
N	The system should provide the ability to export the procurement advertisement in a machine-readable format via web services or as a flat file, either in real time or in batch mode. When files are exported, they shall be automatically uploaded to the designated location on the Secure File Transfer Protocol (SFTP) server. Setting up the SFTP server is the responsibility of the e-GP system implementation agency. The files uploaded to the SFTP server can be downloaded by authorized agencies, which shall do the needful to process this data. The e-GP implementation agency's responsibility is limited to providing data in a mutually agreed-upon machine-readable format, either as a flat file or via a web service protocol. The recipient of the data shall take the necessary steps to retrieve and process it as required.	Mandatory
O	The system shall maintain records of all the payments received towards: <ul style="list-style-type: none"> a. Sale of bidding documents (query parameters, either by itself or as a combination) <ul style="list-style-type: none"> i. Procuring entity-wise ii. Supplier-wise iii. Payment mode iv. Within a date range b. Bid security (query parameters, either by itself or as a combination) <ul style="list-style-type: none"> i. Procuring entity-wise ii. Supplier-wise iii. Payment mode iv. Payment yet to be refunded v. Payment refunded vi. Within a date range 	Mandatory
P	The head of finance or their designated official can create and edit one or more bank account records for each office of a procurement	Mandatory

	<p>entity. The authority to create bank account details can be decentralized at the level of the procurement entity. The bank account creation will be role-based, allowing a user to be assigned bank account creation rights for one or more procurement entities. The system will create and store the hash value while saving the bank account information. In addition to saving, the system will send an email to key stakeholders about the creation of the Bank account, including the saved Bank account details and the hash value. When an already-created Bank account is edited and saved, the system will track the changes and email the edited Bank account details, along with the revised hash value, to the key stakeholders. The audit log built into the system will clearly display the trail of changes made to the procurement entity's bank account.</p>	
Q	<p>Integrity of bids submitted online</p> <ol style="list-style-type: none"> a. The system shall generate an individual hash value of all the documents (i.e., their contents) and individual online forms finally uploaded by the bidders during bid submission b. A hash of all the hash values (i.e., submitted bid hash value) shall be generated for the submitted bid, and the same shall be mailed to the concerned bidder immediately upon bid submission. c. All the hash values associated with the bid shall be stored as an immutable log, which can be retrieved on demand d. Subsequent to bid opening, the bidders who participated in a tender can view the individual hash values of all the documents and online forms submitted by the other bidders. 	Mandatory
R	<p>A hash verifier tool built into the system should enable users to generate a hash value of an uploaded file or a filled-out online form. Further, there should be a provision to generate a hash from multiple hash values. The same hashing algorithm shall be used for generating the hash value during bid submission and in the verifier tool.</p>	Mandatory
S	<p>The e-GP records (i.e., both the database and the file system) shall be backed up at regular intervals, with a target Recovery Point Objective of 5 minutes for the database and 12 hours for the file system.</p>	Mandatory
T	<p>The e-GP implementation agency shall account for the data retrieval using either batch uploads or web services from 5 additional external IT Systems. The requirements for these integrations will be similar to those of the Business registration integration. The e-GP implementation agency shall account for the cost of these integrations in its bid price.</p>	Mandatory

10.11 Reports		
A	<p>The following key reports shall be generated online for procurement processed online in the e-GP system in this regard (all of them queried for a certain date range):</p> <ol style="list-style-type: none"> a. Number of procurements processed <ol style="list-style-type: none"> a. Nationwide b. Procurement entity-wise c. Slab-wise d. Procurement type (i.e., goods, works, and services) e. Procurement method b. Value of procurement processed in a year <ol style="list-style-type: none"> a. Nationwide b. Procurement entity-wise c. Slab-wise d. Procurement type (i.e., goods, works, and services) e. Procurement method c. Average time taken for procurement <ol style="list-style-type: none"> a. From requisition up to award of contract b. From the award of the contract up to the contract closure d. Average number of bids received <ol style="list-style-type: none"> a. Procurement type-wise b. Procurement category-wise e. Contract management <ol style="list-style-type: none"> a. Percentage of contracts wherein the contract value exceeded b. The extent of contract variation in a contract c. Average time taken to make a payment for a bill f. Number of contracts awarded under the authority of the head of a procuring entity, for a certain specified date range g. Number of contracts awarded under the authority delegated to the procurement unit in a procuring entity, for a certain specified date range. h. The bidder shall account for the generation of ten additional reports as a part of its bid price. Details about these reports will be communicated during the project implementation phase. 	Mandatory
B	<p>The system will auto-generate the Monthly Procurement Report for each procuring entity, month-wise, based on the latest data, in a print-friendly format. An indicative set of data fields to be taken directly from the transactional system for the generation of the report is listed below:</p> <ol style="list-style-type: none"> a. Section A: Procurement in progress <ol style="list-style-type: none"> i. Procurement number 	

	<ul style="list-style-type: none"> ii. Subject of procurement iii. Procurement method iv. Source of funds v. Approval details vi. Estimated contract value <ul style="list-style-type: none"> b. Section B: Contracts signed <ul style="list-style-type: none"> i. Procurement number ii. Subject of procurement iii. Successful supplier or contractor iv. Source of funds v. Date of award vi. Contract signed date vii. Contract value c. Section C: Procurements completed <ul style="list-style-type: none"> i. Procurement number ii. Subject of procurement iii. Supplier or contractor iv. Source of funds v. Date of completion vi. Date of final payment vii. Total amount paid 	
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10.12 Exception Handling		
A	There would be circumstances where the e-GP system would be inoperative due to technical difficulties. Some bidders were unable to submit bids online for tenders scheduled to close around the time the system experienced technical difficulties. As the same software is used by both procurement officials and suppliers, the Procurement officials would be unable to extend the bid submission deadline, as a result of which the affected tenders will stand expired by the time the system is back online and functioning. In such scenarios, the deadline for certain business opportunities that have expired should be extended after their expiry.	Mandatory
B	A provision is required to extend the bid submission deadline for procurements after it has expired. Such a provision, however, shall be given only to certain privileged users with the requisite rights. The user(s) with the requisite rights will log in to the system, select one or more business opportunities that were closed within a specified time range, and extend the bid submission deadline as defined during the extension.	Mandatory
C	When such an extension is provided, the system will send automated emails to all bidders who have expressed interest in a business opportunity. The bidders can then choose to log into the system to	Mandatory

	submit their bids, modify their already submitted bids, or perform any function that it can usually perform in a business opportunity open for bid submission.	
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S.no.	Functional Requirements Specifications	Remarks
11 e-Auction		
11.1 Roles and Privileges Assignment		
A	The solution shall feature a clean, intuitive, and visually consistent interface that enables users to perform tasks efficiently with minimal effort. The interface shall follow modern usability principles, focusing on clarity, consistency, and ease of navigation across all modules.	Mandatory
B	A set of roles will be created specific to e-Forward Auction and e-Reverse Auction as in for example: <ul style="list-style-type: none"> a. Auction creator b. Auction approver (value-based approval, within the PCU) & c. Auction manager The system administrator can control access to the auction functionality by configuring these privileges.	Mandatory
11.2 Auction Creation		
11.2.1 Auction Creation – Base Features		
A	An authorized user can create an auction (i.e., e-Reverse Auction or e-Forward Auction) by one of the following options: <ul style="list-style-type: none"> a. Referencing a line item in the DAPP (or) b. Auction created without referencing DAPP (or) c. From a shortlist of pre-qualified bidders (or) d. From a cancelled auction 	Mandatory
B	The system shall keep a record of whether an auction is created from a DAPP line item, a cancelled auction, a shortlist of prequalified bidders, or as a standalone auction.	Mandatory
C	For auctions where pre-qualification of bidders is required, it is assumed that such a procedure will be implemented using the pre-qualification functionality available in the e-Tendering software.	Mandatory
D	Any registered users in the e-GP system will be allowed to participate and submit their prices immediately after the auction starts. In this case, the system will automatically validate and allow the vendor to participate in the auction only if the vendor’s payment of the auction fees and bid security, as applicable, are reconciled.	Mandatory
11.2.2 Referenced from DAPP		
A	An authorized user with the auction creation user rights will select one	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	procurement or sale activity from the DAPP against which an auction will be initiated. An auction cannot be created by partially consuming a procurement/ sale activity, as defined in the DAPP.	
B	<p>As decided during the project implementation, the system may allow creation of an auction by consolidating multiple procurement/sale activities when the following details of the consolidated procurement/sale activities are the same:</p> <ol style="list-style-type: none"> a. Auction type (i.e., procurement/sale or Forward / Reverse) b. Currency of procurement/sale <p>The exact list of validations to be verified during consolidation will be defined during the project implementation phase.</p>	Mandatory
C	All items under the consolidated activity defined during DAPP creation will get automatically aggregated in the newly created auction.	Mandatory
D	<p>The system will restrict the auction creator to select only those activities:</p> <ol style="list-style-type: none"> a. For which the procurement/sale cycle has not already been initiated (i.e.,) which are yet to be consumed & b. Processed online (i.e., an auction cannot be created for “Offline” procurement/sale). 	Mandatory
E	<p>The following <u>key</u> information will be carried forward from the DAPP to the newly created auction:</p> <ol style="list-style-type: none"> a. Description of auction b. Auction reference (i.e., both system-generated and user-generated) c. Item code details d. Item details (i.e., including the description, quantity, number of units, unit price, unit of measure, total estimate price, competition limitation as applicable) e. Total estimate value of the procurement/sale including as applicable year-wise break-up for multi-year procurement f. Competition restrictions as applicable (e.g. auction limited only to Domestic Bidders) g. Transaction currency h. Fund source (applicable for procurement) i. Region j. Auction type k. Budget reference(s) as applicable. 	Mandatory
F	The consolidated value, automatically pulled from the requisition(s), will be used as the estimated value of the auction.	Mandatory
G	The DAPP line items used to initiate the auction will be marked as consumed immediately after a draft of the auction is created. The system will disallow the use of consumed DAPP line items for the creation of a new auction. Further, the creation of multiple auctions	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	from a single DAPP line item is not envisaged.	
11.2.3 Auction Created without Referencing DAPP		
A	The auction creator will create an auction by inputting the following key details in an online form: <ul style="list-style-type: none"> a. Item code details b. Item details (i.e., including the description, quantity, number of units, unit price, unit of measure, total estimate price, competition limitation as applicable) c. Total estimate value of the procurement/sale including as applicable year-wise break-up for multi-year procurement d. Fund source (applicable for procurement) e. Region f. Auction type g. Budget reference(s) as applicable. 	Mandatory
B	The system will record that the auction is created without any reference to the DAPP. When an auction of this type is cancelled, the system will not seek to update records in the DAPP.	Mandatory
11.2.4 Short-list of Prequalified Bidders		
A	The list of pre-qualified bidders for an auction can be selected from: <ul style="list-style-type: none"> a. A procurement reference, for which the evaluation is in completed status (or) b. Registered vendor database 	Mandatory
B	When a tender reference is input, the system will pull in the list of qualified bidders, from which the Auction creator can select more than one bidder. The bidders thus selected will be allowed to participate in the Auction. Alternatively, the Auction creator can select a set of bidders from the list of vendors registered in the e-GP system.	Mandatory
C	After the short-list is selected, the Auction Creator will create the auction, send it for approval, and publish it as defined in the Auction Creation section.	Mandatory
11.2.5 From a Cancelled Auction		
A	An Auction creator can readvertise a cancelled auction online in the e-GP system.	Mandatory
B	When the cancelled auction reference is input, the system will pull in the details of that auction. These details the Auction creator can modify and re-advertise.	Mandatory
C	The auction, freshly created from a cancelled auction, will be subject to approval, just as in a new auction.	Mandatory
11.2.6 Auction Creation – Base (Continued)		
A	Upon inputting certain basic data, a draft of the Invitation for Auction	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	is created and saved. This draft can be updated and saved by the Auction creator as many times as required. The system will enable the user to save the Invitation for Auction at frequent intervals.	
B	<p>The status of an auction will get modified into various stages such as:</p> <ol style="list-style-type: none"> a. Draft b. Sent for approval c. Approved d. Published e. Open for bidding f. Closed g. Ready for bid opening h. Bid opened i. Under evaluation j. Auction started k. Auction in progress l. Auction closed m. Awarded n. Cancelled o. Readvertised <p>The exact list of status messages will be determined by the e-GP service provider, in consultation with the Government, during the project implementation phase.</p>	Mandatory
C	The auction creator can choose to categorize the procured or sold items into one or more lots as applicable.	Mandatory
D	Each lot will be assigned a title as determined by the auction creator, which can be edited as needed until the auction is approved for publication.	Mandatory
E	<p>The auction creator in the PE will prepare an Invitation for the auction by inputting the following key details:</p> <ol style="list-style-type: none"> a. Source of funding – manually inputted or pulled in from the DAPP, <u>applicable only for Reverse Auction</u> b. Estimated contract amount – manually inputted or pulled in from the DAPP, applicable only for Reverse Auction c. Auto-generated reference number, as per the naming logic decided during the Project Implementation phase d. Auction reference number – Manually inputted e. Auction Title and Description – Manually inputted f. Auction mode <ol style="list-style-type: none"> i. Forward Auction (or) ii. Reverse Auction g. Procurement type (e.g., Goods, Works, Services, Consultancy Services, and such other categorization decided by the 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>Government during the Project Implementation phase), applicable only for Reverse Auction</p> <ul style="list-style-type: none"> h. Whether the auction is open to Firm or Individuals or both i. Auction Procedure <ul style="list-style-type: none"> i. Open (or) ii. Restricted j. When a restricted procedure is selected, the system will require the auction creator to: <ul style="list-style-type: none"> i. Specify the tender from which all or a certain number of qualified bidders will be selected (or) ii. Select more than 1 (configurable number) vendor registered in the e-GP system. k. Specify whether only bidders of a certain category (e.g. only National Bidders) are allowed to participate in the auction l. Pre-bid clarification meeting date and venue as applicable m. Whether bidders can seek pre-bid clarifications online n. Name, address, and contact details of the PE o. Bidding currency (to be selected from a drop-down menu) in which the bid price is to be formulated and expressed. For the national auction, bidders are required to submit their bids in the national currency. For an international auction, a set of currencies will be listed, from which the auction creator shall select the currency in which bidders are required to submit their quotes. p. Key Auction date configuration: <ul style="list-style-type: none"> i. Auction start date and time ii. Auction close date and time iii. Deadline for automatic extension of auction closing time (e.g., 10 minutes before the bid submission due date and time) iv. Automatic extension duration (e.g., when the auction price is updated within 10 minutes of the scheduled auction closing time, the system will automatically extend the auction by 15 minutes from the scheduled bid submission due date and time) q. Key Auction price configuration: <ul style="list-style-type: none"> i. Start price ii. Minimum bid increment (for forward auction) iii. Minimum bid decrement (for reverse auction) r. Whether bidder anonymity is required. If yes, the system will auto-assign a auto generated ID to the bidder, which the other participants can view s. Fees to be paid for purchasing the auction document or to participate in the auction (i.e., as applicable) <ul style="list-style-type: none"> i. Currency and amount 	

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> ii. For international bidding, the system should allow the procurement officer to specify one amount in local currency and another in a widely used international currency t. Mode(s) for payment (i.e., applicable only if a fee is to be paid) <ul style="list-style-type: none"> i. Not applicable (option will be enabled as required by the Government during project implementation) ii. Online payment modes (i.e., one or more payment modes as applicable) iii. Offline mode (i.e., the system will open up a file slot for bidders to upload a scanned copy of the payment receipt) u. Bid security to be paid by the bidders <ul style="list-style-type: none"> i. Currency – Local currency will be the default currency for NCB procurement ii. Amount – Defined either in value terms or as a % of the estimated value. When a percentage value is specified, the system will automatically compute the value and record it against the Invitation. The percentage number is for internal computation and shall not be displayed to the prospective bidders. iii. Bid security validity date (i.e., applicable when the guarantee option is selected). The system will verify whether the bid security validity date falls after the bid validity period expiry date. iv. For ICB procurement, the system should allow the procurement officer to specify one amount in the local currency and a different amount in a widely used international currency. v. Mode(s) for payment of the bid security fees <ul style="list-style-type: none"> i. Not applicable (option will be enabled as required by the Government during project implementation) ii. Bid securing declaration (i.e.) the system will open up a file slot for bidders to upload a scanned copy of the payment receipt iii. Online payment modes (i.e., one or more payment modes as applicable, such as online fund transfer or guarantee) iv. Offline mode (i.e., the system will open up a file slot for bidders to upload a scanned copy of the payment receipt). w. Language(s) in which the auction document is available x. A text box wherein the auction creator can include any text of its choice, which is to be published in the Invitation for 	

S.no.	Functional Requirements Specifications	Remarks
	auction.	
F	A provision will be given for the auction creator to upload files about the auction, which the prospective bidders can view after the auction is published.	Mandatory
G	<p>A file upload feature will be available in the system, which the auction creator can use to upload details such as those listed below. The files uploaded herein can be viewed only by authorized government officials and not by the bidders:</p> <ol style="list-style-type: none"> a. Minutes of meeting b. Reason for the selection of the shortlist of bidders. 	Mandatory
H	<p>When the Auction creator selects a time period less than the minimum bidding period defined for the auction, the system will warn the user about non-compliance with the minimum bidding period and will require the Auction creator to submit the request online to the authorized user of the procuring entity for approval. After the request is approved by the authorized user, the Auction creator can publish the Auction online. Also, the system will validate and allow publication of an invitation for Auction only when the authorized approval for Auction exceeds the specified threshold.</p>	Mandatory
I	<p>The approval workflow implemented for approval of the Auction Invitation will allow the Approver (i.e., competent authority in the PE) to undertake the following actions:</p> <ol style="list-style-type: none"> a. Approve the Invitation for Auction (or) b. Reject the Invitation for Auction (or) c. Send back to the Auction creator, seeking clarifications. <p>The approver can view all details of the Auction, including uploaded attachments, related requisitions, DAPP reference, and budget details. However, the system will disallow the approver from editing the draft Invitation for Auction. A workflow provision in the system will allow approvers to provide their comments as inline text and attach one or more files, in which the minutes of the meeting and other internal records can be saved. This information will be stored for the auction and can be viewed by all those associated with it. Further, the system will timestamp all workflow actions associated with the review/approval of the Auction. When a request to approve the Invitation for Auction is sent back for clarification, the creator of the request can make changes to the invitation and resubmit it for approval. In that case, the request will follow the same approval workflow as the original request. When a request for approval of the Invitation for Auction is rejected, the creator of the request can:</p> <ol style="list-style-type: none"> a. Make changes and resubmit it for approval, just as in the sent back for clarification workflow (or) b. Cancel the auction, in which case, the DAPP reference based on 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>which the invitation was created will get released (i.e., reverted back to the approved status. A new Invitation for Auction can be prepared based on the released DAPP line items.</p> <p>The system will maintain and display audit logs of the workflow transactions. Furthermore, the system will track any modifications made to the Invitation for Auction.</p>	
J	<p>While approving the Invitation for Auction, the Auction approver will select an Auction Manager. The designated Auction Manager will monitor and manage the live Auction event from the start until it ends. For auctions that require bidder qualification, the auction manager will open the bids received and record bidders' qualifications in the e-GP system. The evaluation details thus recorded will be approved by the designated auction approver.</p>	Mandatory
K	<p>The approved Invitation for Auction will be automatically published on the e-GP platform's web portal and can be freely viewed by any interested party.</p>	Mandatory
L	<p>Refer below for an indicative list of data fields included in the published, the exact list of data fields will be finalized during the Project implementation phase:</p> <ol style="list-style-type: none"> a. The name and address of the PE b. Auction number c. Auction Title and Description d. Bill of Quantity (i.e., lot details) e. Delivery location (applicable for Reverse Auction) f. The required time for the supply of the goods or for the completion of the works or services g. Restriction on bidder participation as applicable (e.g., only National bidders can participate) h. Currency and amount of Fee to be paid for participating in the auction and the mode(s) available for payment of this fee (i.e.,) as applicable i. Currency and amount of Bid Security to be paid to participate in the auction and the mode(s) available for payment of this fee (i.e.,) as applicable j. Text inputted by the auction creator in an online form k. Auction start date and time l. Auction close date and time m. Deadline for automatic extension of auction closing time (e.g., 10 minutes before the bid submission due date and time) n. Automatic extension duration (e.g., when the auction price is updated within 10 minutes of the scheduled auction closing time, the system will automatically extend the auction by 15 minutes from the scheduled bid submission due date and time) o. Auction Start price 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>p. Minimum bid increment (for forward auction) & q. Minimum bid decrement (for reverse auction)</p> <p>The Government will revise this list from time to time. When the Government seeks to edit the Invitation by including or excluding certain data fields, the supplier shall implement the changes as part of its existing maintenance contract for no additional charges.</p>	
M	<p>Upon publication of the invitation for the auction, the system will automatically notify the prospective / pre-qualified bidders by email or SMS about the advertised auction. The system will identify prospective bidders by matching the item code defined in the auction to the item codes the vendors have expressed interest in, as registered in their My Profile section.</p>	Mandatory
N	<p>The designated auction creator with the requisite rights and privileges can:</p> <ol style="list-style-type: none"> a. Upload one or more file attachments along with a title and description, and issue clarifications, addenda, or modifications (henceforth referred to as clarifications) to an auction. The clarification can be issued only until the expiry of the scheduled bid submission deadline. The system will automatically send an email / SMS to suppliers informing them about the clarification published against an auction in which they had expressed interest. b. The system will strictly disallow overwriting the older data with new data unless it is absolutely necessary. A certain set of pre-defined data fields in the invitation for auction, as follows, can be replaced; the exact list will be finalized during the project implementation phase: <ol style="list-style-type: none"> i. Key dates (preponing date will be disallowed) ii. Pre-bid clarification meeting date and venue as applicable iii. Name, address, and contact details of the procuring entity. c. Where the data fields are overwritten, the system shall clearly display the audit logs wherein the changes made to the invitation for auction are explained. The system shall disallow replacement of the uploaded bidding documents. Both the originals and the subsequently published clarifications shall remain intact. d. A maker-checker workflow will be implemented to ensure that a clarification is published only after it is approved by the designated auction approver. The same approval workflow options used for the initial approval of the auction document will apply here as well (i.e., Approve, Forward, Reject, and Send back for clarification). A clarification approved by the 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>auction approver will get published automatically. As with any workflow implemented in the e-GP system, the user initiating a request and those reviewing it can upload one or more file attachments and provide comments as inline text. This data will be recorded as part of the auction and will become an immutable record once the workflow is successfully executed.</p> <ul style="list-style-type: none"> e. The delegation of powers for the maker-checker workflow will be defined at the PE level. f. If the maker-checker function is performed by the same user, the authorized representative can directly publish the clarification. g. The clarification shall be numbered sequentially and uniquely identified. h. The bidders who expressed interest in an auction will be notified by email / SMS immediately after a clarification to the auction is published. i. One or more clarifications can be issued against an auction until the expiry of the bid submission deadline. j. The system shall disallow publication of clarifications after expiry of the bid submission deadline. 	
O	As decided by the Government during the Project Implementation phase, the system can be designed to prevent overwriting of data in certain data fields (e.g., lot definition) after the bid submission start date has expired.	Mandatory
P	<p>The live auction notices can be searched along multiple criteria, such as:</p> <ul style="list-style-type: none"> a. Published date b. Bid security value c. Procuring entity name d. Auction reference number e. Auction type (i.e., Reverse Auction and Forward Auction) f. Whether the bidding is open for National or International competitive bidding g. String search on auction title and description h. Item code assigned to the auction 	Mandatory
Q	All Invitation for Auction can be viewed by any interested party online in the web portal of the e-GP platform. As decided during the project implementation phase, any interested party can download the auction documents for all open procurements without authorization. However, the PE may charge a fee for downloading auction documents; in that case, the system will allow users to view the advertisement and, optionally, the bidding documents free of charge. A bidder seeking to participate in the auction shall compulsorily register in the system. Regardless, the system will maintain the following logs regarding	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<p>auction advertisement views and the downloading of auction documents:</p> <ul style="list-style-type: none"> a. Number of users who viewed an auction advertisement b. The names of the vendors who logged in and downloaded the auction documents will be recorded in the audit logs but will not be displayed to authorized government officials (i.e., those associated with the auction), at least until the bid submission due date expires. 	
R	<p>Vendors must log in to participate in an auction. When initiating its participation in an auction, the vendor would be required to agree to certain Terms and Conditions (e.g., a declaration of ethical conduct, which may be listed separately), as a prerequisite for submitting a bid.</p>	Mandatory
S	<p>After the Invitation for Auction is published, the Auction creator should be able to select one or more registered vendors in the e-GP system and send an automated email or SMS to inform them about the advertised invitation. This message will include the Auction title and a web link to details about the auction. The exact content of the email or SMS will be finalized during the project implementation phase.</p>	Mandatory
T	<p>The Procurement officer can initiate a request to cancel an auction at any time after its publication and until the contract is awarded. It is also possible to partially cancel one or more items or lots in the auction. The Government will provide a list of reasons for cancellation, such as the following, which will be selected by the auction creator from a dropdown menu while submitting the cancellation request for approval:</p> <ul style="list-style-type: none"> a. Until Bid opening <ul style="list-style-type: none"> i. The procurement/sale need in question has ceased to exist ii. The bidding documents require substantial modification. b. After Bid opening <ul style="list-style-type: none"> i. The object of the procurement/sale is no longer required ii. There is a need to substantially modify the bidding document iii. There is evidence of collusion among bidders in setting bid prices iv. There is no substantially responsive bid; and v. All the bids exceeded the budget. <p>The approval request will then be sent to the authorized user (i.e., the Auction approver) in the PE for approval. The standard workflow requirements, as implemented for auction invitation approval, will also be adopted in this workflow.</p>	Mandatory
U	<p>The system will automatically notify the vendors who expressed interest in the procurement (until the bid opening date) or submitted a bid (after the bid opening date and until the contract is awarded). For the open auction, the Notice of Cancellation proceedings will be published in the e-GP web portal for public view.</p>	Mandatory

S.no.	Functional Requirements Specifications	Remarks
V	When an auction is marked as cancelled, the system will release the cancelled item(s) or lot(s) in the DAPP and make them available for consumption afresh. However, the following relationships will be maintained in the system: Lot(s) or item(s) in a cancelled auction and the DAPP line item. The Auction creator can choose to readvertise a cancelled auction, in which case the system will consume the lot(s) / item(s) from the DAPP and (in Reverse Auction) lock in the requisite budget funds.	Mandatory
W	As decided by the Government, the auction processing fees, if any, for the cancelled procurement will be refunded to the vendor either as an e-GP system credit or as an online refund instruction sent to the Bank. If it is the former, the vendor can consume the credit for submitting a bid afresh in the e-GP system or seek to initiate full or partial refund of the e-GP system credit. eGP – Banking System Integration will be further discussed in the project discovery period.	Desired
X	The system will maintain a log of readvertised auctions and a count on the number of times an auction was readvertised.	Mandatory
Y	The online pre-bid clarification functionality will work as defined in the e-Tendering module and will get enabled either for an individual auction or for all the auctions, as decided during the project implementation phase.	Mandatory
11.3 Auction Event Management		
A	A vendor registered in the e-GP system will have the option to search for a live Invitation for Auction after logging into the system. The advertised Invitations can be searched using a combination of criteria such as: <ul style="list-style-type: none"> a. Published date range b. Expiry date range c. Auction status d. Auction mode (i.e., Forward / Reverse) e. Estimate value f. PE name g. Auction reference number h. String search on Auction title and description & i. Item code reference 	Mandatory
B	A registered vendor will need to log in to the e-GP system, and can then express interest in all open advertised Invitation for Auction, provided it is not debarred or suspended. The system shall keep track of the vendors that expressed interest and the number of users who downloaded the bidding documents.	Mandatory
C	Where participation is restricted, the system shall allow only those vendors to express interest who are qualified to participate in the auction, for example:	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	<ul style="list-style-type: none"> a. Vendor is not debarred in the e-GP system b. The Vendor is Short-listed for the Auction c. The Vendor is a National bidder. 	
D	<p>The auction documents can be downloaded subsequent to publication of the Invitation for auction as per one of the options listed below, as decided during the project implementation phase:</p> <ul style="list-style-type: none"> a. <u>No sale</u>: Any interested party can download the auction documents entirely free of charge. In this scenario, bidders are not required to pay to purchase the auction documents. b. <u>Free view for all, but payment is a prerequisite for online bid submission</u>: Any interested party can view and download the auction documents entirely free of charge. However, the vendors will need to make the payment either using Offline or Online payment methods. Refer to the eGP – Banking System section for further details about the payment reconciliation process. . <p>Regardless of the mode, the system will automatically generate a receipt acknowledging the payment. The vendor can generate this receipt on demand and download it directly from the e-GP system.</p>	Mandatory
E	The system will allow only the pre-qualified vendors to view and download auction documents (i.e.,) subsequent to their publication.	Mandatory
F	The vendors that expressed interest in an auction opportunity can initiate bid submission ordinarily after publication of the Invitation for Auction until expiry of the bid submission deadline. As decided by the Government during the Project implementation phase, the validations in-built in the system can disallow the vendors from initiating bid submission until expiry of the scheduled bid submission start date. A vendor can initiate and submit only one bid against an auction.	Mandatory
G	Upon successful payment of the requisite auction processing fees and bid security, the system will allow the vendor to participate in the live auction event.	Mandatory
H	<p><u>Payment of bid security</u>: As decided during the project implementation phase and as configured during the tender preparation, the following bid security payment options will be available for the vendor during bid submission:</p> <ul style="list-style-type: none"> a. <u>Offline bid security</u>: The vendor is required to scan and upload a scanned copy of the bid security as part of its online bid in the e-GP system, in a file upload slot automatically created by the system specifically for the purpose. The original shall be submitted to the PCU before the due date specified in the bidding document. b. <u>Online payment of bid security</u>: The system will allow the vendors to submit their bid online only when online payment of 	Mandatory

S.no.	Functional Requirements Specifications	Remarks
	bid security is reconciled.	
I	For lot-wise procurement, the system will require the vendor to specify one or more lots it intends to bid. The bidder will be required to quote its bid price, individually for all the lots. Bidder selection will occur at the lot level.	Mandatory
J	The bid submission feature will be active only until the auction is active. After that, the bid submission function will cease, and the vendor will be prohibited from participating in the auction or making further changes to its bid price.	Mandatory
K	<p>The Auction coordinator can:</p> <ol style="list-style-type: none"> a. View the prevailing bid price b. View the prices quoted by all the bidders c. Extend the auction closing date and time d. Pause the auction event. When paused, the system will require the coordinator to specify the resumption date and time. The auction clock will stop AS IS when the event is paused and will immediately resume dialling down after the auction is resumed. e. Broadcast message to all the participating bidders. The system will keep an audit log of all the broadcast messages. The broadcast messages will be sent by email/SMS to all bidders and will also be displayed on the bidders' auction screens. f. View pseudo ID (i.e., anonymous ID generated by the system) of the bidders. 	Mandatory
L	<p>The bidders can view the following key details while the auction is ongoing:</p> <ol style="list-style-type: none"> a. A timer clock displaying the time left for the close of the auction b. The latest bid price quoted by all the other bidders that participated in the auction. c. Prevailing bid price, which the bidder needs to outbid (i.e., by quoting a price higher or lower as applicable). 	Mandatory
M	The auction screen on the bidder's machine will refresh automatically at predefined intervals, during which the Auction software will attempt to synchronize the server clock time with the time displayed on the bidder's screen. If the user's Internet is disconnected, the system will immediately display an error message to the bidder, explaining the reason for its inability to accept the bid.	Mandatory
N	The system will allow a bidder to update its bid price only when the price quoted by the bidder is lower (in case of Reverse Auction) or higher (in case of Forward Auction) than the prevailing bid price, by at least the increment (Forward Auction) or decrement (Reverse Auction) value defined in the Invitation for Auction. Otherwise, the system will display a message advising the bidder to quote a valid bid price.	Mandatory

S.no.	Functional Requirements Specifications	Remarks
O	The system will automatically extend the bid submission time when the bid price is updated during the automatic extension period. The extension duration and the automatic extension period will be determined by the auction configuration.	Mandatory
P	The system will automatically close the auction when the following conditions are satisfied: a. Auction closing date expired & b. The prevailing bid price was not updated within the automatic extension time period.	Mandatory
Q	The auction coordinator can view the bid prices quoted by all the bidders at different time intervals in a table format, as data values. Also, the system should automatically plot these values in an auto-generated graph.	Mandatory
11.4 Auction Award of Contract		
A	The Auction Coordinator will initiate the Award of Contract procedure, which will be sanctioned by the designated Auction approver.	Mandatory
B	The Award of Contract procedure for Reverse Auction and Forward will be similar to the requirements defined in the “Generic Award of Contract” section of the “Purchase Requisition and e-Tendering” requirements.	Mandatory
C	The Government may choose to disable the standstill period for the Forward Auction during the Project implementation phase. The disabling of stand sill period should be a configurable feature in the e-GP system.	Mandatory