

रक्षा लेखा महनियंत्रक

उलान बटार सड़क, दिल्ली छावनी - 110010.
(एकीकृत वित्तीय सलाह कक्ष)

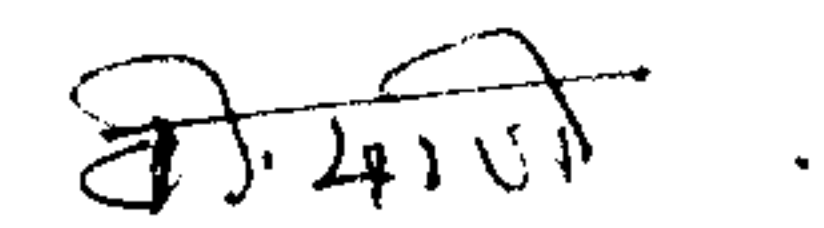
परिपत्र सं 08 साल 2012.
Circular No. 08 of 2012.
दिनांक : 09--07--2012.

सं : ए वि स/105
सेवा में

- विषय : निविदा पूछताछ को अनिवार्य रूप से केंद्रीय लोक प्रापण पोर्टल पर प्रकाशित करना ।
- Sub :- Mandatory Publication of Tender Enquireis on the Central Public Porcurement Portal.
- संदर्भ : मुख्यालय (ए वि स कक्ष) के परिपत्र सं 02 साल 2012 (ए वि स/105) दिनांक 23-03-2012 के अनुक्रम में ।
- Ref :- In continuation of HQrs office (IFA wing) Circular No. 02 of 2012 (IFA/105) dt 23.03.2012.

वित्त मंत्रालय, व्यय विभाग, लोक प्रापण कक्ष के उपरोक्त विषय से संबंधित जापन सं 10/1/2011-पी पी सी दिनांक 12.12.2011 और 05.03.2012 की प्रतियां आवश्यक कार्यावाई हेतु अग्रेषित कि जाती हैं ।

The copies of Ministry of Finance, Dept of Expenditure, Public Procurement Cell Office Memorandum No. 10/1/2011-PPC dt 12.12.2011 and 05.03.2012 on the above subject are forwarded herewith for further necessary action at your end please.

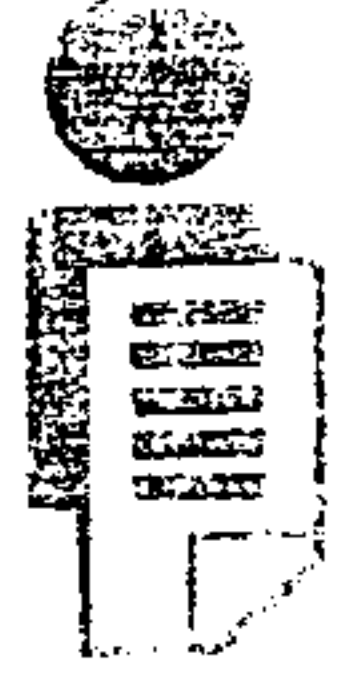


(वी मणि)

संलग्न : यथोपरि

व ले अ (ए वि स कक्ष)

श्री वी. बी. बोस
सचिव
SUMIT BOSE
SECRETARY



सूचना का
अधिकार



सत्यमेव जयते

भारत सरकार

वित्त मंत्रालय

व्यय विभाग

नार्थ ब्लॉक, नई दिल्ली - ११० ००१

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

DEPARTMENT OF EXPENDITURE

NORTH BLOCK, NEW DELHI-110 001

Tel : 011-23092929, 23092663

Fax : 011-23092546

E-mail : secyexp@nic.in

Web : http://finmin.nic.in

12th December, 2011

Dear

In pursuance of the recommendations of the Committee on Public Procurement headed by Shri Vinod Dhall and the decisions thereon of the Group of Ministers constituted to consider measures to tackle corruption and ensure transparency, the Department of Expenditure has, vide OM dated 30th November 2011, issued instructions for setting up a Central Public Procurement Portal (CPP Portal) with an e-publishing (of tender details) module and an e-procurement module. The CPP Portal will be set up by the National Informatics Center (NIC) and will be accessible at the URL **eprocure.gov.in**. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the CPP Portal, shall be made mandatory in a phased manner w.e.f 1st January 2012, the comprehensive end-to-end e-Procurement feature would be implemented in a phased manner w.e.f. 1st April 2012.

2. The CPP Portal is expected to be functional from 19th December 2011. It will be mandatory for all Ministries/ Departments of the Central Government, Central Public Sector Enterprises (CPSEs) and autonomous and statutory bodies to publish all their tender enquiries issued on or after the following dates, on the CPP Portal :

- In the case of Ministries/ Departments and their attached and subordinate offices w.e.f. 1st January 2012;
- In the case of CPSEs w.e.f. 1st February 2012;
- In the case of Autonomous/statutory bodies w.e.f. 1st April, 2012.

3. In order to facilitate implementation of the project, the following activities are planned :

- A workshop for Nodal Officers of all Ministries/ Departments will be held on 19th December 2011 at Department of Expenditure to sensitize them of the features of the CPP Portal and the methodology of operating the Portal.
- NIC will arrange training programmes for concerned officials in batches with hands-on sessions, starting from 20th December 2011.
- A demo site for practice and training will also be available on the Portal from 19th December 2011, which will contain the documents on implementation guidelines, detailed presentation materials, etc.

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- d. From 20th December 2011, NIC will start issuing User IDs, Passwords and Digital Certificates for operating the Portal.
- e. NIC will set up a call centre for clarifying doubts regarding operation of the Portal. In addition, NIC will also keep a core team to clarify doubts and assist in implementation.

4. Necessary action may please be taken to ensure that e-publishing of tender details on the CPP Portal is commenced as per the dates mentioned in para 2 above. Necessary instructions may also be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies. In this context, the following action is also requested:

- a. A suitable Nodal Officer (preferably at the Joint Secretary level) may be nominated to coordinate the implementation of the project. The Nodal Officer may be assisted by a Director/DS level officer for day-to-day coordination with NIC and Department of Expenditure. The name and contact details of the Nodal Officer may be intimated by 13th December 2011 to Department of Expenditure and NIC at email ids cphp-doe@nic.in and cphp-nic@nic.in.
- b. The Nodal Officer may be asked to attend the Workshop to be held in Department of Expenditure on 19th December 2011. The workshop will be in two batches one in the forenoon and another in the afternoon. The list of Ministries/ Departments to be covered in each batch will be available on the website of this Department and on the CPP Portal by 15th December 2011.
- c. To enable planning of the training effort and support services, certain information regarding the offices from where tender enquiries are issued such as their location, number of tender enquiries issued and number of officials required to be trained, is required. Information in this regard, relating to the Ministry/ Department and its attached and subordinate offices as per the format at Annexure I may be forwarded at the aforesaid email ids by 15th December 2011. Information relating to CPSEs and autonomous/ statutory bodies as per formats at Annexures II and III may be emailed by 22nd December 2011.

With regards,

Yours sincerely,

(Sumit Bose)

Shri Shashi Kant Sharma
Secretary,
Ministry of Defence,
Room No.101,
South Block,
New Delhi

JSL (low)
This needs to be SS (low)
co-ordinated by SS (L)

cc Dir/Agg
TM/M

**No. 10/1/2011-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell**

North Block, New Delhi
Dated 30th November, 2011

OFFICE MEMORANDUM

Subject: Mandatory publication of Tender Enquiries on the Central Public Procurement Portal

Pursuant to the decisions of the Group of Ministers constituted to consider measures to tackle corruption and improve transparency, on the recommendations of the Committee on Public Procurement set up to look into various issues having an impact on public procurement policy, standards and procedures, it has been decided that:

- a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website www.tenders.gov.in) and an e-procurement module (similar to NIC's e-procurement sites such as pmgsytenders.gov.in and epro-nicsi.nic.in). The CPP Portal will be accessible at the URL eprocare.gov.in and will provide links to the non-NIC e-procurement sites being used at present by various Ministries/ Departments, CPSEs and autonomous/ statutory bodies.
- b. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the Portal, shall be made mandatory in a phased manner w.e.f 1st January 2012, the comprehensive end-to-end e -Procurement feature would be implemented in a phased manner w.e.f. 1st April 2012, for which instructions will be issued separately. In the meantime, Digital Signature, which is essential at the e-procurement phase, may be obtained from any Certifying Authority or from NIC which is also a Certifying Authority, for the concerned officials.

E-Publishing:

- c. It will be mandatory for all Ministries/ Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the CPP Portal using e-publishing module with effect from the following dates:
 - c.i. Ministries/ Departments and their attached and subordinate offices w.e.f. 1st January 2012;
 - c.ii. CPSEs w.e.f. 1st February 2012;
 - c.iii. Autonomous/statutory bodies w.e.f. 1st April, 2012.

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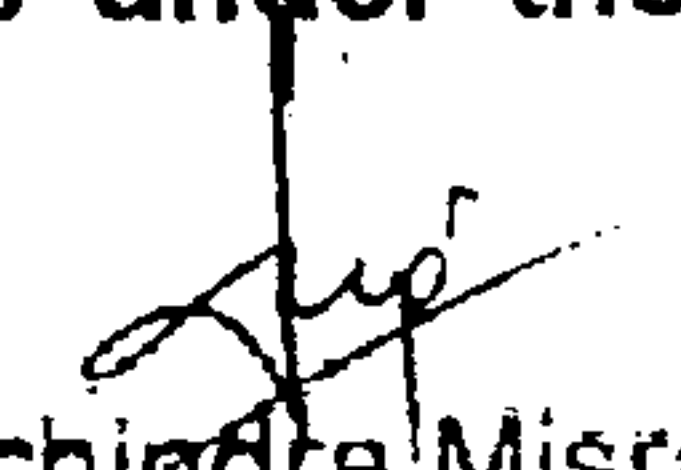
- d. Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of CPSE's, would be exempted from the mandatory e-publishing requirement. As far as Ministries/ Departments are concerned, decisions to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of CPSEs, approval of the Chairman & Managing Director with the concurrence of Director (Finance) should be obtained in each case to be exempted. In the case of autonomous bodies/ statutory bodies, approval of the head of the body with the concurrence of the head of the Finance function, should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract, may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cupp-doe@nic.in](mailto:cppp-doe@nic.in)
- e. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already publishing their tender enquiries on www.tenders.gov.in and/or on their respective websites, shall ensure that their tender enquiries are simultaneously published / mirrored on the CPP Portal also. They may also ensure that all corrigenda and details of the contract awarded as a result of the tender enquiry, are also published on the CPP Portal.
- f. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already carrying out e-procurement through NIC or their own website or through any other service provider, shall ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, including those that are issued through e-procurement, are simultaneously published / mirrored on the CPP Portal. As stated at (a) above, they should also ensure that their e-procurement website is linked to the CPP Portal.
- g. The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre-Qualification/ Registration or any other notice inviting bids or proposals in any form, issued on or after the dates indicated at (c) above whether they are advertised, issued to limited number of parties or to a single party.
- h. In the case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published on the Portal.
- i. These instructions would not apply to procurements made in terms of provisions of Rules 145 (Purchase of goods without quotations) or 146 (Purchase of goods by purchase committee) of General Financial Rules – 2005 (or similar provisions relating to procurements by CPSEs, autonomous bodies).

2. In order to facilitate implementation of aforesaid decisions regarding e-publishing of tender details, NIC will provide detailed guidelines for using the e-Publishing module of the CPP Portal. These guidelines will also be available in the CPP Portal. **User IDs and Passwords would have to be obtained from NIC for accessing the Portal. Details in this regard will also be available in the CPP Portal.**

3. NIC will also provide the following support:

- a. NIC will make arrangements for necessary training to the concerned officials in the use of the CPP Portal for e-publishing. For this purpose, Ministries / Departments may contact NIC through email at cppp-nic@nic.in to work out the details.
- b. Detailed guidelines for the use of e-Publishing module will be made available in the CPP Portal and this would also be circulated separately to all Ministries/Departments.
- c. A demonstration web site, similar to the CPP Portal, would be made available for training and hands-on practice. The site will also contain necessary user manuals and presentation materials.

4. Ministries/ Departments are requested to take necessary action to ensure that e-publishing of tender details on the Portal is commenced in terms of the time lines mentioned in para 2 (c) above. **It is also requested that necessary instructions may be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies under their administrative control.**


(Suchindra Misra)
OSD (PPC)
011-23092689

To,

Secretaries of all Ministries/Departments

Department of Defence

Copy to

FAs of all Ministries/Departments

Copy also to **DG (NIC), CGO Complex, New Delhi**

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Handwritten notes: "JS (Pers.) way be sent to ...", "@A this nodal website", "14/10/11", "So (Acc.)", "14/10/11"

No. 10/1/2011-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

North Block, New Delhi
Dated 11th October, 2011

OFFICE MEMORANDUM

Subject: Consideration of Report of the Committee on Public Procurement- relating to Public Procurement Portal

Handwritten signature and date: "14/10/11", "So (Acc.)"

The Group of Ministers (GoM) to consider measures to tackle corruption, in its meeting held on 6th January 2011, decided, inter alia, to constitute a Committee on Public Procurement (CoPP) to look into various issues having an impact on Public Procurement Policy, Standards and Procedures. The Committee was accordingly set up by Cabinet Secretariat on 31st January 2011 under the Chairmanship of Shri Vinod Dhall, Former Secretary, Ministry of Corporate Affairs.

2. The Committee's report was considered by the GoM in its meeting held on 16th June, 2011. The GoM directed that the report may be referred to a Committee of Secretaries (CoS) to study the report and make recommendations to the GoM to facilitate identification of areas of acceptance. The CoS in its meeting dated 8th August 2011, considered a note in this regard prepared by Department of Expenditure (DoE) and recommended, inter alia, that the existing website being operated by NIC i.e. www.tenders.gov.in may be developed into the Public Procurement Portal by incorporating suitable changes in line with the recommendations of CoPP, latest by 31.12.2011. CoS also recommended that a committee comprising officials from Department of Commerce (DOC), Department of Information Technology (DIT), National Informatics Centre (NIC), Department of Expenditure (DOE), Ministry of Defence (MoD) and Ministry of Railways and other concerned Ministries, and serviced by DoE may be constituted to determine the changes required to be carried out on this website. It was also recommended that the committee may begin the work on modifying the website. The CoPP Report and the CoS Note are being separately e-mailed to the addressees.

3. The Group of Ministers (GoM) in its meeting held on 6th September 2011, accepted the recommendation of the CoS indicated in para 2 above.

4. In this context, a committee comprising the following is constituted:

- JS (Pers.), Department of Expenditure – Chairperson
- Representatives of Department of Information Technology and National Informatics Centre
- Representatives of Department of Commerce, Ministry of Defence and Ministry of Railways
- Representatives from Ministry of Urban Development, Ministry of Home Affairs, Ministry of Road Transport & Highways, and Ministry of Health and Family Welfare

Defence Secretariat
Slip No. 12877
Date 13/10/11

OF DG (Acc.)
of Defence
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519 / (D. V. S.)
14/10/11

- OSD (PPC), Department of Expenditure – Convener

5. The Committee may co-opt members, if required.


(Suchindra Misra)
OSD (PPC)
011-23092689

To,

1. Secretary, Department of Commerce
2. Secretary, Department of Information Technology
- ✓ 3. Secretary, Ministry of Defence
4. Secretary, Ministry of Urban Development
5. Secretary, Department of Home Affairs
6. Secretary, Ministry of Road Transport & Highways
7. Secretary, Ministry of Health and Family Welfare
8. Chairman, Railway Board, Ministry of Railways
9. DG, National Informatics Centre

Addressees at Sl. No. 1 to 9 are requested to nominate a suitable officer.

10. Secretary, Department of Expenditure-for information please
11. P.S to JS (Pers.), Department of Expenditure

No. 10/1/2011-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

North Block, New Delhi
Dated 12th October, 2011

OFFICE MEMORANDUM

Handwritten notes:
12/10/11
SACG

Subject: Consideration of Report of the Committee on Public Procurement- relating to Public Procurement Portal

The undersigned is directed to refer to this Department's O.M of even no. dated 11th October, 2011 constituting a Committee to determine the changes required to be carried out on the website www.tenders.gov.in., to develop it into the Public Procurement Portal.

2. The first meeting of the Committee would be held at 10.30 A.M on 19th October 2011, at Room No. 169 D, North Block, New Delhi.
3. In this context, relevant chapter of the CoPP Report entitled, "Public Procurement Portal" along with the Concept Paper on Public Procurement Portal prepared by NIC are enclosed.
4. All Members of the Committee are requested kindly to attend the meeting.

Handwritten notes:
Dir (Acq)
To: 14/10/11
14/10/11 So (Acq)

Signature: Vikas Mathur
(Vikas Mathur)
AD (PPC)
011-23095672

Stamp:
RE (Acq)
No. 3836
Date 14/10/11

1. Secretary, Department of Commerce
2. Secretary, Department of Information Technology
3. Secretary, Ministry of Defence
4. Secretary, Ministry of Urban Development
5. Secretary, Department of Home Affairs
6. Secretary, Ministry of Road Transport & Highways
7. Secretary, Ministry of Health and Family Welfare
8. Chairman, Railway Board, Ministry of Railways
9. DG, National Informatics Centre

Addressees at Sl. No. 1 to 9 are requested to depute the officer nominated on the Committee to attend the meeting.

10. Sr. PPS to Secretary, Department of Expenditure-for information.
11. P.S to JS (Pers.), Department of Expenditure- for information.
12. P.S to OSD (PP Cell), Department of Expenditure- for information.

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Chapter 5

PUBLIC PROCUREMENT PORTAL

5.1 Introduction

A major area of concern in public sector procurement is often the lack of transparency in the entire exercise. One manifestation of this is the absence of publicity of tender enquiries which often prevents wide participation of vendors, and the consequent lack of competition and loss of value for the Government. While guidelines exist about advertising procurement enquiries through newspapers, the level of publicity they receive can be manipulated by choosing media with little reach. This clearly needs to be addressed urgently by establishing a centralised portal. Further, the portal will provide opportunities for further improvements in the process.

5.2 Establishing a Public Procurement Portal

5.2.1 Creating and maintaining an interactive portal to publicise procurement / tender enquiries and making it compulsory that all such enquiries, other than for small and exempted procurement, are published on the website will go a long way in ensuring wide publicity and consequent competition in Government purchases. The effectiveness of this measure could further be enhanced by ensuring that bid / tender documents for all procurements are available on websites which are linked to this portal. This would prevent situations where prospective bidders are deprived of tender documents to reduce competition.

5.2.2 Even though the platform is shared, each Government agency can be treated as a unique entity and provided access to the common procurement infrastructure. The sharing of the procurement portal will not result in centralisation of public procurement nor is it intended to be used as a supervisory tool. The primary objective of the portal is to provide a one-stop shop for all procurement activity under the

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Central Government and its public sector enterprises. All user departments and agencies would be required to link up their individual portals with this centralised procurement portal.

5.2.3 The Government agencies using the procurement portal will continue to handle their public procurement activities independently i.e. issue of notice inviting tender, bid submission, evaluation of bids, award of contracts, making payments, etc. The centralised portal would be meant to enable disclosure of information on procurements made across ministries/departments, comparison and analysis of information uploaded and providing early warning signals to concerned ministries/departments on the results of analysis and exceptions noted. The portal could also be used to serve as a management tool for creating MIS capabilities to provide key public procurement statistics for the country. The proposed portal can also provide statistical information including:

- (i) annual procurement data at the national level;
- (ii) annual sector wise and industry wise procurement details;
- (iii) category-wise details of procurement;
- (iv) information related to new vendor development; and
- (v) capacity building initiatives.

5.2.4 This portal will serve as an over-arching public procurement portal that would function as a gateway for procurement related information from various public procurement entities in India. Such a portal when evolved and consolidated, will facilitate the following:

- (i) enabling of e-disclosure;
- (ii) publicising tender enquires and details of other procurement activities by the Government;
- (iii) publicising details of tenders finalised, relevant prices and suppliers within the Government as well as in the private sector;

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- (iv) enabling analysis of information uploaded by various ministries/ departments; and
 - (v) sending early warning signals to ministries/departments in respect of exceptions observed, if any.

5.2.5 As the first element of transparency in public procurement reform, it should be mandated that a public procurement portal will be established in mission mode. Further, it should be prescribed that after six months of the setting up of the portal, no payments for any purchases, other than for small and exempted procurement, can be made by the Central Government or any of its entities for an item the tender enquiry for which was not published on this portal.

5.3 Compulsorily publishing tender results

The Committee recommends that the results of each bid, including the winner and winning price should be announced on the portal. At present, the bidders do not always get to know the results of a bidding process. This results in speculation regarding the winning bidder, the winning price and the terms and conditions of the contract. It is not always in the public domain whether the conditions of the contract, or the quantities being procured, have been modified during the processing of the tender. This, in turn, prevents effective disclosure about the entire process and its results. Thus, it is imperative that the results of all tender enquiries that have been published on the portal are also compulsorily displayed on it. This would also give an opportunity to bidders and others to make representations and seek redressal.

5.4 Monitoring delays in bid finalisation

5.4.1 There should be a system for collecting and disseminating procurement information, including tender invitations by type and category, requests for proposals, contract award information, vendor details, etc. These functions can also be performed through use of the public procurement portal.

5.4.2 Experience shows that delays in procurement decisions not only result in expensive time and cost over runs but are also an important source of malpractice. Therefore, it is critical to monitor extraordinary delays in large value procurements. Since all tenders / enquiries and results, other than small and exempted categories, would compulsorily be published on the procurement portal, it should be easy to monitor delays. A mechanism could be developed where an automatic alarm is set off to alert procuring agencies and the central authority (Department of Public Procurement or other) for taking corrective actions.

5.5 Efficiency of procurement

5.5.1 A good performance monitoring system should make procurement efficient and those responsible for it, accountable. A system needs to be devised to monitor a number of efficiency indicators which could include the following:

- number and nature of complaints received;
- time taken for examining and redressing complaints;
- comparison of prices of similar items across procuring entities;
- comparison of time taken in processing tenders and finalizing contracts;
- proportion of procurement taking place based on competitive bidding; and
- proportion of procurement taking place through e-procurement.

5.5.2 Performance on each of these indicators can be tracked over different periods of time and displayed on the procurement portal for all procurement entities that use it.

5.6 Adoption of e-Procurement

5.6.1 The Internet can serve as a powerful tool for improving the efficiency

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and transparency in government procurements. The use of the web for issues related to e-disclosure/e-tendering has been mentioned earlier. These would include disclosing business opportunities by publishing tender enquiries; making bid documents available to bidders; making public bidding rules and contract texts; and disclosing bid results.

5.6.2 The next step would be e-procurement or the use of the internet for procurement of goods, services and contracts through complex bidding systems, which involve evaluation of both technical and financial proposals. Efforts should be made to graduate from e-disclosure/e-tendering to a comprehensive end-to-end e-procurement solution in a calibrated fashion. E-disclosure should become compulsory for all Government contracts, say, from January 2012 and the departments should be encouraged to switch over to e-procurement at the earliest.

5.7 Grievance redressal system

Complaints/ representations in respect of a bid process should be posted and tracked in a separate section of the portal so that the grievance redressal mechanism becomes more transparent and effective.

5.8 Recommendations

5.8.1 The Committee recommends setting up of a Public Procurement Portal on which all bid invitations should be published compulsorily. The Portal should also provide comprehensive information and data relating to public procurement.

5.8.2 The Portal should be used for monitoring delays in the bid process and for enhancing efficiency and economy in public procurement. It should also be used for posting and tracking complaints relating to any bid process.

03

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Introduction

Procurement is one of the important activities in all Government departments and lots of government fund is spent in this regard towards various types of tenders covering Goods, Works and Services across the country.

India's public procurement policy has to bring in transparency, equality, fairness and ensure that public funds are not squandered or misused. The issue of corruption and fraudulent practices in the tendering process must also be eliminated. A gradual shift towards adoption of complete e-procurement has to be commenced to meet these goals.

A major area of concern in public sector procurement is often the lack of transparency in the entire exercise. One of the main reasons for this is the absence of proper publicity of tender enquiries which often prevents wide participation of vendors and the consequent lack of competition resulting in loss of value for the Government. While guidelines exist about advertising procurement enquiries through news papers, the level of publicity they receive is scattered and often go unnoticed. This can be addressed by establishing a centralized Public Procurement Portal. Even though the platform is shared, each government agency can be treated as a unique entity and provided access to the common procurement infrastructure. The procurement portal will provide a one stop shop for all procurement activity under Central Government and its Public Sector enterprises. All user departments and agencies would be required to link up their individual portals with this centralized procurement portal.

Towards Establishing a Public Procurement Portal

Our main aim in the short term would be to create and maintain an interactive portal to publicize all procurement related information and making it compulsory that all tender enquiries, other than for small and exempted procurements, are published on this Portal. This will go a long way in ensuring wide publicity and consequent competition in Government purchases. The primary objective of the portal is to provide a one stop shop for all procurement related activities. The existing Indian Government Tenders Information System (<http://tenders.gov.in>) has been the Central Source for Government and Public Sector Procurement / Tenders/ Notifications issued by the Central and State Governments and other public bodies across India for Goods, Services and Works. Hence, this portal will be used to enable all disclosure of information on procurements made across various Ministries and the line Departments.

Various salient points addressed by this portal include:

- Platform for publication of tender and bid award details by Central and State Government Ministries, Departments and Organizations, PSUs and PSBs
- Free Access to tender documents for all
- In public domain, no registration required for access/viewing by public
- Registration forms and process details available on the site.
- Facility to publish NIT through on-line form,
- Facility to publish tender, bid and technical documents as pdf files.
- Facility to add corrigendum with corrigendum document
- Facility to publish bid award details along with contract document
- Facility for direct vendor-department interaction through contact details in the NIT
- Email / SMS alerts at various milestones.
- Categorised according to types of tenders, product categories, types of Organisations and Organisation name
- Archived tenders are available in public domain

- Search facility available using parameters like keywords, location, value, organization name, organization type, tender type, and product categories

Additional features proposed to be addressed by this portal are:

- Toll free telephonic Help desk facility.
- Feedback/suggestion facility available for both departments and public
- Publishing details of tenders finalized, relevant prices with the vendor name
- Provide provisions for comparisons and analysis of information
- Tool for creating MIS and projecting key public procurement statistics for the country as a whole.
- Annual procurement plan and relevant data at the National Level
- Information related to new vendor development
- Facility to File and Monitor the Grievances online.
- Various capacity building initiatives

Migrating towards eProcurement adoption

With a view to provide a higher level of confidence among Government buyers about bid-security/ confidentiality and long term service continuity aspects, the aforementioned Public Procurement Portal can be extended towards providing eProcurement software solution developed by NIC to cater to the electronic procurement/ tendering requirements of Government Departments and Organizations at large. The system complies with Government Financial Rules (GFR) and Central Vigilance Commission (CVC) Guidelines and the IT Act 2000 of India. NIC has implemented in various state governments, PSUs and also for Pradhan Mantri Gram Sadak Yojana of Min of RD. In all around 77,000 tenders, worth over ` 107,211 Crores have been processed successfully till end of Sep 2011 using this solution.

The solution has been developed as a generic product, to serve the need of a common standard e-Procurement solution usable in the Government Offices. With a view to actively expedite and encourage adoption of ICT in all public procurement activities and harness the benefits, this Public Procurement Portal can give provisions for adopting eProcurement in a phased manner. This portal will facilitate adoption of eProcurement in different Ministries / Departments, with no initial set up cost to them except for their front end enabling infrastructure and support needs and thus help achieve quick country wide adoption in the Government domain, within a short span of time.

This application covers various tendering processes/ functionalities – starting with mapping of approved tenders i.e. tender creation, to online publishing of eNIT and tender documents, Pre-bid Conference, Addendum & Corrigendum, Online Bid Submission, Bid Opening & Evaluation (Technical as well as Financial), Bank Payment Gateways for online debit account payment of tender fees and earnest money deposits and upload of Award of contract/ Empanelment information.

The system provides high level of security and secrecy for different stages of functionality. Apart from role based access control, security is implemented at the level of content as well as transactions. Digital Certificates (for signature & encryption) are

integral to the entire eProcurement process within the system, required for Buyers and Suppliers both, to facilitate user authentication and ensure security as well as authenticity of transactions & secrecy of documents published/ submitted through the system.

Government of India has been envisaging early and fast adoption of the eProcurement, in different Government departments due to the perceived gains of cost efficiency, shorter procurement cycle and transparency. This is planned to be achieved through the Mission Mode Project (MMP) for electronic Government Procurement (eGP MMP), being pursued by the Ministry of Commerce and Industry, Department of Commerce, with the help of the Department of Information Technology at the Centre.

This endeavor is purported to be the first important step towards wide adoption of eProcurement in all willing Government departments of State Governments, being facilitated centrally through a dedicated mission mode project in this regard. This step will facilitate the replication of GePNIC solution, in different departments of 23 states with no initial cost to them, except their front end enabling infrastructure within the next 2 years. The salient feature of this implementation includes:

- i. Creation & operationalization of Back-end Server infrastructure and Disaster Recovery infrastructure at NIC/ NICS Data centres and their sustained operations/ usage, including maintenance and manpower etc.
- ii. The customization of the GePNIC software, and its operationalization for the intending State Government departments, including the software maintenance and developmental activities for application enhancements as required.
- iii. Creation and operation of a centralised Helpdesk, for phone/email support to users of each Government department and its suppliers, and
- iv. Initial, as well as, continuous Training and Handholding support, to the identified department users, as per the needs at a defined minimum level through Facility Management Personnel.
- v. Each implementing state has to provide the necessary front-end infrastructure, to the respective user departments.

Perceived Goals & Objectives of Public Procurement Portal:

Major goals and guiding objectives of this project: -

- The prime objective is to educate, encourage/ incentivize and thus facilitate Government Departments at all levels, through appropriate steps and interventions from Central Government level, to readily adopt and use the Public Procurement Portal to bring in transparency in tendering process and gradually move towards adoption of electronic Procurement solution(s) for their procurement needs on a continuing basis.
- Act as catalyst in streamlining the procurement processes of public/ Government sector with the help of ICT tools and technologies, enabling them to harness the multi-dimensional benefits of eProcurement/ eTendering pertaining to: efficient and cost-effective procurement, shortened procurement cycles, full transparency in the whole process, avoidance of human discretion/ interference to the extent possible, easy availability of complete audit trail and evidential data etc.
- To address security, secrecy, authenticity and transparency aspects of the bids received and processes followed; particularly in case of Government Departments handling procurements of a sensitive/ strategic nature.
- Enable access to widest reach of tenders and unhindered secured bid submission facility for all, from any corner of the country.

Security Aspects and Use of Digital Certificates (DSC):

The System provides for quite high level of security and secrecy for different stages of functionality to match the requirements. Security is implemented for both, at the level of content as well as transactions. The Digital Certificates (for signature & encryption) are an integral part of the entire eProcurement process in the system. They are required for both, the Buyers i.e Government officials and the Suppliers/ bidders; to ensure security of transactions, user authentication, as well as authenticity & secrecy of documents published/ submitted through the eProcurement system. The system works

with all valid DSCs being issued by different certifying agencies authorized by CCA India.

Every user is authenticated using his digital certificate and his access and activity rights are determined as per the 'roles' defined/ configured in general or for a specific activity. Also the System has facilities for complete and secure archiving of all procurement/ tender documents and their processing details, to enable full audit trail for reference and analysis, in case of need, as per government procedures and CVC guidelines. Following security features are built in as integral part of the system: -

- Proper authentication and non repudiation at all levels for all users interacting with the system, through the use of legally valid class of Digital Signature Certificates as per IT Act 2000.
- Time stamping of all critical events
- 256-bit encryption with Secure Socket Layer (SSL) security for all data moving between any client and the server.
- Access to sensitive contents such as price bids is based on proper authorization and authentication of identity as well as the role/ privilege available at that time.
- Roles/Privilege allocations are such that it ensures only authorized personnel performing only the assigned tasks, during the decided time frame.
- Complete adherence to the IT Act 2000 for legal sanctity.
- Security Audit certificate from the CERT-IN recommended certified auditors
- Two factor authentication with Username/Password and Digital Signatures
- Bid-encryption at Client end itself, using PKI technologies.
- Encryption of user-passwords and other sensitive data/ field values.
- Multiple Bid Openers need to be configured.
- Audit trail of each activity/ processing.
- Archival of data as per Government rules.
- Replication of data & backup facility.

Approach for Implementation of Public Procurement Portal:

- All interested ministries / departments will inform NIC about their willingness to use the portal by a letter thru Min of Finance. NIC will then forward the necessary guidelines for the same.
- All users interacting with the system will have to procure Digital Signature Certificate and use them for portal access. Necessary training in this regard will be imparted in a planned way.
- NIC/ NICSI would also create a mechanism for making available a default level of training and handholding support to user departments, so that the initial, as well as, ongoing training needs of department users and suppliers both, along with handholding requirements on a regular basis could be catered to. The trained faculty with necessary domain expertise would be facilitated through the Facility Management Personnel (FMP), who would also take up the responsibility of providing handholding support to user departments as per the users need. They would be posted at the location of the user department.
- The exact number of FMP for support activities can be assessed based on the volume of tendering, peak load and certain other parameters like number of locations floating tenders.
- The cost per FMP will be as per the NICSI empanelment rates prevailing at that time. This will have to borne by the user department. Minimum period of hiring FMP support is around 6 months.
- No hardware / backend support cost would be charged.
- The Guideline to be given to each implementing unit will specify the details of the steps to be taken to quickly adapt to the system with the approximate time frame for pilot and consequently taking it forward.
- The basic minimum features would be enabled to begin with. A time frame will be worked out to add other features subsequently.
- All user manuals and training material will be provided by NIC in soft copies. Each user can make hardcopies based on their requirement and circulate.

Online Procurement activity related Delay Monitoring

The advantage of Integrated portal ensures that the delay in various activities shall be centrally monitored. Procurement activity schedules shall be prepared from the vital date schedules available in the system. Provision for monitoring the following can be made:

- Completion status of procurement activities (contract awarded)
- Monitoring of various types of delay
- Tender enquiries not being opened on scheduled date / time.
- Delay in intermittent steps of the tender cycle. e.g. Tech bid Opening and Bid validity days.
- And various such critical audit related queries

Office Orders / Circulars

Moving from the standard practise of procurement to electronic Procurement process may involve some Business Process Re-engineering. Sometimes Office Orders or Executive Instructions may have to be passed to facilitate adoption of eProcurement. For example, to include Online payment, the tender rules may have to be amended to include it as an additional payment option. Provision to accommodate all procurement related office orders / circulars from concerned agencies (e.g. MoF , CVC etc) can be made available in this portal in an organized way.

Comprehensive MIS for Management

A management information system (MIS) will be in place that provides information needed to manage various issues related to tendering efficiently and effectively.

The system will have built-in internal controls procedures to comprehensively use various modules of the application as per the roles. The existing MIS module can be extended to meet additional requirements that may arise from time to time.

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Grievance Redressal relating to tenders

Handling Grievances relating to eProcurement system is one of the key components for successful implementation of the system. Hence an online Grievance redressal mechanism will be a part of this system.

Lodging of Complaint by Public / Bidder/Vendor:

General Public / Bidder/Vendor can lodge a complaint through the portal using a complaint registration form on a particular Subject Category like :

Tender related : NIT/Tender Document Related ,Price Bid Document Related, Bid Opening Related , Bid Submission/Bid Receipt Acknowledgement Related, Evaluation of Bids, Award of Contract ,etc.,

System related : System/Site unavailability, Non-receipt of e-Mails,SMS, etc

Others-Support related : Enrollment related, Password related, DSC related, Training Related, Helpdesk Related etc

The routing of Grievances based on the subject will be automatically done by Grievance monitoring software to ensure that the right person responds to the grievances.

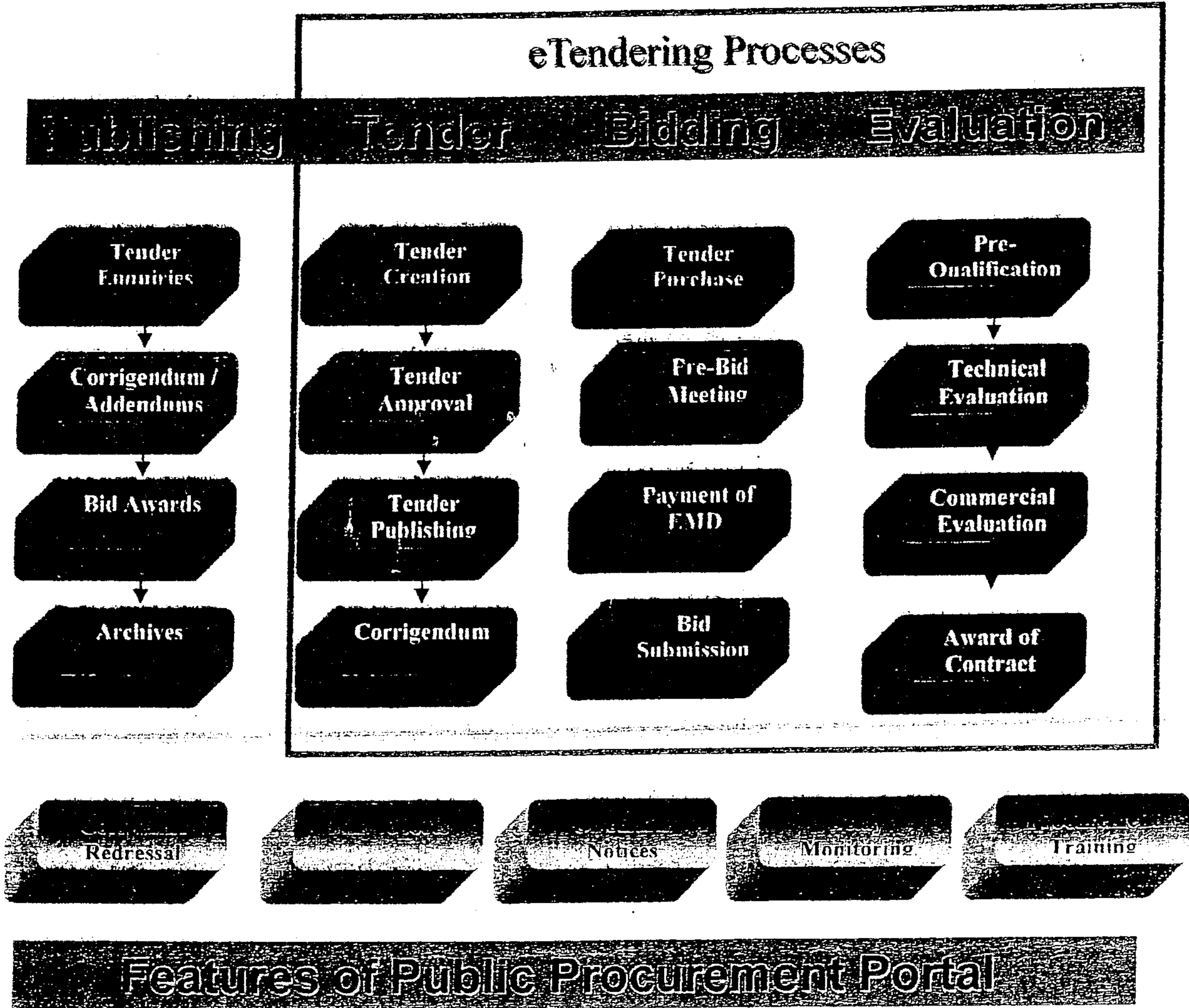
System will generate an online registration number via mail/ sms , which will be used for future reference.

General Public / Bidder/Vendor can check the status of their complaints online through the portal. Email / SMS alerts will also be generated at various events of the system.

Handling of Complaints by Organisation:

A role for 'Complaint Administrator' can be created in each organization. This can be mapped accordingly. As part of this activity, the contact details of Central Vigilance Officer (CVO) will be made available in this site and it is the responsibility of each implementing Organisation to ensure that the details of CVO's are periodically updated.

Pictorial representation of eProcurement Process



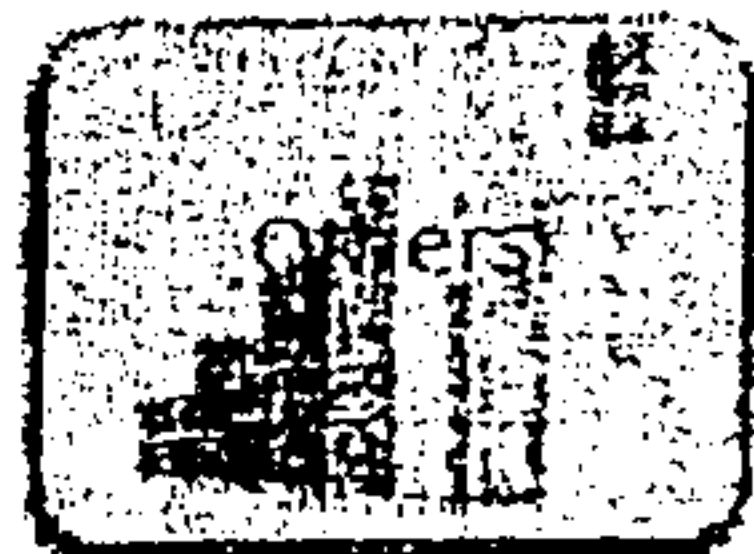
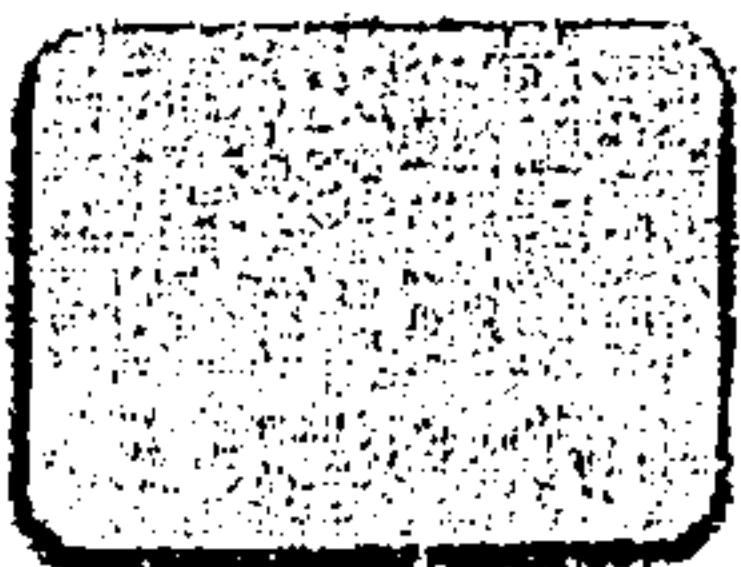
3

Suggested prototype of the Home Page

<http://tenders.gov.in>

Home Banner

Left Banner



Footer

X--X

No. 10/1/2011-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Division

North Block, New Delhi
Dated: 5th March, 2012

35 (C/W)
h 7/3/12
OFFICE MEMORANDUM
Dir (C&A)

Subject: Mandatory Publication of tender enquiries on the Central Public Procurement Portal

The undersigned is directed to refer to this Department's O.M. dated 30th November 2011 and Secretary(Exp)'s D.O. letter dated 12th December 2011 on the mandatory publishing of tender enquiries on the Central Public Procurement Portal (CPP Portal).

A review of the progress achieved in e publishing has been carried out. In the process of review, it is observed that proper implementation of the instructions contained in the above references has not been done in some cases. In this context, the following are highlighted for necessary action/compliance:

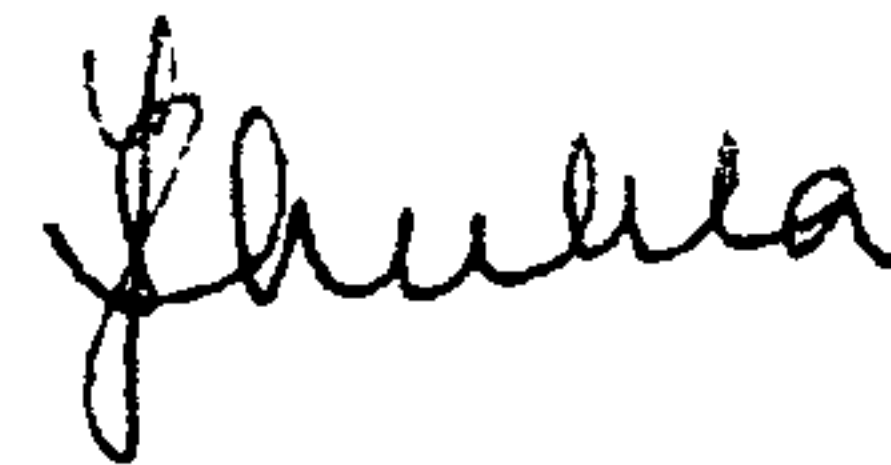
Some Ministries/Departments and CPSEs are presently continuing to e publish their tender enquiries and other details on the NIC website www.tenders.gov.in instead of publishing it on the Central Public Procurement Portal i.e. www.eprocure.gov.in as was requested vide this Department's O.M. of even number dated 30th November, 2011. Although the tenders published on www.tenders.gov.in are automatically extracted and published on the CPP Portal, **necessary action may be taken to directly e publish tender enquiries, corrigenda thereto and details of contracts awarded thereon on the CPP Portal, compulsorily.**

All Ministries/Departments were to appoint a nodal officer to oversee the implementation of e-publishing. It has been noticed that some Ministries/Departments have not yet appointed nodal officers and not got User IDs and Passwords issued from NIC for accessing the portal. A list of such Ministries/Departments is enclosed as **Annexure I**. In all such cases it may be ensured that the nodal officers are appointed immediately. Similarly all Ministries/Departments were requested to send Annexure I, II and III duly filled to mail IDs copp-doe@nic.in and copp-nic@nic.in vide Secy(Exp)'s D.O. letter dated 12th December, 2011. A list of Ministries/Departments which are yet to send such details is enclosed as **Annexure II**. It is requested that these documents may be sent on the e mail IDs mentioned above.

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Secy (Exp) 15011/2011-PPC
15/3/12

- iii. Various workshops and training programmes were organized by NIC to facilitate Ministries/Departments to start e publishing of tender enquiries on the CPP portal. A list of such Ministries/Departments which have not participated in such training till now is enclosed as **Annexure III**. Action may be taken to ensure that representatives from such Ministries/Departments attend the ongoing training organized by NIC as per schedule published on the portal.
 - iv. Further, attention is invited to a reference made in Department's O.M. dated 30th November, 2011 regarding statistical information to be provided by Ministries/Departments, CPSE's and autonomous/statutory bodies on the number of cases in which exemption was granted owing to confidentiality along with the value of the concerned contract. This information is to be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id cppp-doe@nic.in. It is requested that in addition to the above report, information on the total number of tenders published on the CPP portal as well as details of contracts awarded thereon may also be sent at the aforesaid e mail address by 15th April, 2012.
 - v. It is also observed that Ministries/Departments and CPSE's are not mentioning the CPP portal in their notices for inviting tenders published in the newspapers. In order to widely publicize the CPP Portal for the benefit of all users, the same may be mentioned in the advertisements pertaining to Notice Inviting Tenders (NIT) appearing in the newspapers.
3. All Ministries/Departments are requested to issue necessary instructions in regard to the above to all attached and subordinate offices as well as to CPSE's, autonomous and statutory bodies under their administrative control. Problems if any, being faced in e publishing tender enquiries and other details on the CPP Portal may be reported at the e-mail id cppp-nic@nic.in.



(Yashashri Shukla)
Director (PPC)
011-23093457

To,

Secretaries of all Ministries/Departments

Copy to:

FAs of all Ministries/Departments for necessary action so as to ensure compliance of instructions issued vide this Department's O.M. of even number dated 30th November, 2011

List of Ministries/ Departments where no Nodal Officer has been created

| S.No. | Name of Ministry/ Department |
|---------------|---|
| 1. | Ministry of Civil Aviation |
| 2. | Department of Industrial Policy and Promotion |
| 3. | Department of Defence Production/ Ministry of Defence |
| 4. | Department of Ex-Servicemen Welfare/Ministry of Defence |
| 5. | Department of Justice |
| 6. | Department of Legal Affairs |
| 7. | Ministry of Minority Affairs |
| 8. | Department of Pension & Pensioner's Welfare |
| 9. | Ministry of Power |
| 10. | Ministry of Shipping |
| 11. | Department of Space |