No. 10/3/2012-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell
****

North Block, New Delhi
30th March, 2012

OFFICE MEMORANDUM

Subject: Implementation of comprehensive end-to-end e-procurement

Reference is invited to this Department's O.M No.10/1/2011-PPC dated 30th November, 2011 vide which instructions were issued for mandatory publication of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the Central Public Procurement Portal (CPP Portal) by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies. These instructions further envisaged implementation of comprehensive end-to-end e-procurement, guidelines for which were to be issued subsequently.

2.   In pursuance of the above, it has now been decided that **Ministries/ Departments of the Central Government, their attached and subordinate offices may commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the month-wise schedule given at Annexure I.**

3.   In this context, NIC has developed an e-procurement solution which can be accessed on the link http://eprocure.gov.in. Detailed guidelines on using the solution on e- procurement will be circulated by NIC separately and the same will also be available on the CPP Portal. However, the basic requirement to be met by Ministries/Departments is enclosed as **Annexure II.** NIC will also provide a training schedule, a demo site and hands on training on how to use their e-procurement solution, details of which will also be made available on the CPP Portal. Training request may be forwarded to cppp-nic@nic.in.The proposed training schedule is enclosed as **Annexure III.**

4.   Ministries/Departments, which are already carrying out e-procurement through other service providers or have developed e-procurement solutions in house, may continue to do so, ensuring that,

   i.   the e-procurement solution meets all the requirements notified by Department of Information Technology under the **"Guidelines for compliance to Quality requirements of e-procurement Systems" published on the e-Governance Standards Portal (http://egovstandards.gov.in)**;
   ii.   the procurement procedure adopted conforms to the general principles envisaged under General Financial Rules- 2005 and the CVC guidelines;
   iii. details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-procurement are simultaneously published / mirrored on the CPP Portal.

5.   Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-procurement through any other solution provider may use the e-procurement solution developed by NIC.

6.   Ministries/Departments with large volume of procurement other than of the nature covered in para 5 above may either use the e-procurement solution developed by NIC or engage any other service provider following due process.

7.   As already stated, the implementation of e-procurement is to be done in a phased manner as per the month-wise schedule proposed vide **Annexure I**. In the first month, the Ministry/Department should commence e-procurement in the Ministry/Department itself and thereafter cover all attached and subordinate offices within a period of six months. Ministries/Departments should draw up a time frame for implementing e-procurement in their attached and subordinate units/ offices and issue necessary instructions so as to ensure complete implementation in all units/ offices within the prescribed timelines.

8.   Ministries/Departments which are already doing some e-procurement or which are considering implementation of e-procurement have been included in the first two months in the proposed month-wise schedule. These Ministries/Departments should also ensure that all attached and subordinate offices under them commence e-procurement within a period of six months from the commencement of e-procurement in the Ministry/Department.

9.   The Nodal Officers appointed by various Ministries/Department during the implementation of mandatory e-publishing of tender enquiries on the CPP Portal will oversee all aspects of implementation of e-procurement as well. Ministries/Departments which face any difficulty in following the proposed month-wise schedule may send their requests for alternate slots to email id **ppc-exp@nic.in**

10.   Ministries/Departments may also tie up with NIC for training and support where e-procurement solution developed by NIC is adopted so that timely commencement of e-procurement is ensured.   In this regard, request for training and support may be sent to **cppp-nic@nic.in**.

11.   These instructions will not apply to procurements made by Ministries/Departments through DGS&D rate contracts or through Kendriya Bhandar and NCCF. However, as stated in para 1 (h) of this Department's O.M dated 30th, November 2011, award details in such cases are to be published mandatorily on the CPP Portal under the e-publishing module.

12.   Although, all cases above Rs.10 lakh are to be covered by e-procurement, however in individual cases where national security and strategic considerations demand confidentiality, Ministries/Departments may exempt such cases after seeking approval of the Secretary of the Ministry/Department with the concurrence of their Internal Financial Advisers. 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 **ppc-exp@nic.in**.

13.   Ministries/ Departments are requested to take necessary action to ensure that e-procurement is commenced in terms of the time lines mentioned in para 7 above.

Yashashri Shukla

(Yashashri Shukla)
Director (PPC)
011-23093457

To,
      Secretaries of all Ministries/Departments

Copy to:
            FAs of all Ministries/Departments

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

Proposed schedule for implementation of e-procurement in Ministries/ Departments

Month from which e-procurement is to commence	Name of the Ministry/ Department	Time by which all attached and subordinate offices shall have commenced e-procurement
May 2012	Ministry of Railways Ordnance Factory Board, Ministry of Defence Ministry of Rural Development for PMGSY CPWD, Ministry of Urban Development DGS&D, Department of Commerce NHAI, Ministry of Road Transport and Highways Planning Commission Department of Information Technology Department of Expenditure	October 2012
June 2012	Department of Commerce for procurement other than of DGS&D Ministry of Rural Development for procurement other than of PMGSY Ministry of Urban Development for procurement other than of CPWD Ministry of Road Transport and Highways for procurement other than by NHAI Department of Economic Affairs Department of Public Enterprises Department of Telecommunication Ministry of Drinking Water and Sanitation Ministry of External Affairs Department of Agriculture and Cooperation	November 2012
July 2012	Department of Revenue Department of Land Resources Ministry of Mines Ministry of Coal Ministry of Corporate Affairs Ministry of Culture Department of Science and Technology Department of Fertilizers Department of Consumer Affairs Department of Heavy Industries	December 2012
August 2012	Department of Disinvestment Department of Health and Family Welfare Department of Higher Education Ministry of Information and Broadcasting Ministry of Labour and Employment Ministry of New and Renewable Energy	January 2013

	Department of Personnel and Training Ministry of Petroleum and Natural Gas Department of Posts Ministry of Shipping	
September 2012	Department of Financial Services Ministry of Planning Department of Scientific and Industrial Research Department of Animal Husbandry, Dairying and Fisheries Department of Pharmaceuticals Department of Defence Research and Development Ministry of Earth Sciences Department of AIDS Control Department of Official Language Department of School Education and Literacy	February 2013
October 2012	Legislative Department Ministry of Overseas Indian Affairs Ministry of Parliamentary Affairs Ministry of Power Ministry of Civil Aviation Ministry of Textiles President's Secretariat Prime Minister's Office Cabinet Secretariat Department of Ex-Servicemen Welfare	March 2013
November 2012	Vice President's Secretariat Ministry of Food Processing Industries Department of Agricultural Research and Education Department of Food and Public Distribution Department of Defence Production Department of Health Research Department of Internal Security Department of Justice Department of Pensions and Pensioners Welfare Ministry of Social Justice and Empowerment	April 2013
December 2012	Ministry of Tribal Affairs Ministry of Water Resources Department of Space Department of Atomic Energy Department of Sports Department of Chemicals and Petro-Chemicals Department of Industrial Policy and Promotion Department of Defence Ministry of Development of North Eastern Region Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	May 2013
January 2013	Ministry of Panchayati Raj Department of Administrative Reforms and Public Grievances Department of Bio-Technology	June 2013

	Ministry of Statistics and Programme Implementation Ministry of Tourism Ministry of Environment and Forests Department of States Department of Home Department of Jammu and Kashmir Affairs Ministry of Micro, Small and Medium Enterprises	
February 2013	Ministry of Minority Affairs Ministry of Steel Ministry of Housing and Urban Poverty Alleviation Ministry of Women and Child Development Department of Youth Affairs Department of Legal Affairs Department of Border Management	July 2013

The basic requirements to be met by Ministries/Departments for implementation of e-procurement solution provided by NIC are:

I. **Nodal Officer's responsibilities for e-Procurement**

    A. **Requirement of Digital Signature Certificate (DSC)**

    -   Valid email ID & Digital Signature Certificate (DSC) is required for all authorised users in a Ministry/Department to carry out e-Procurement.

    -   Digital Signature Certificates (DSC) obtained for concerned officials for e-publishing can be used for e-procurement as well.

    -   The DSCs can be obtained by Ministries/Departments directly from any of the Certifying Authorities (CA). NIC is also one of the CA and provides DSCs to the Government officials.

    -   The instructions to obtain a DSC, DSC Request Form, fee structure, and payment details are available at https://nicca.nic.in and in the FAQ section of the CPP Portal.

    -   Issuance of DSC to private bidders - Since NIC offers DSC only for Government officials, bidders need to obtain DSCs from other Certifying Authorities such as TCS/ SIFY/ nCode etc.

    B. **Identification and creation of users**

    Nodal Officer of all Ministries/Department will have the responsibility for identifying and creating the user accounts for e-procurement roles such as Bid Openers and Bid Evaluators in addition to Tender Creators and Tender Publishers created earlier for e-publishing.

Detailed training schedule for implementation of e-procurement solution developed by NIC

a. A Half-day awareness session to be conducted by NIC for Ministries/Departments at their premises, to provide them an overview of the e-procurement solution developed by NIC and accessible through the link www.eprocure.gov.in.

b. NIC will schedule a two-day hands-on training on e-procurement solution developed by them for nominated officials from each of the Ministry/Department.

c. NIC will deploy one Facility Management Person (FMP) in each user organisation to provide hand-holding support for a period of one week. Ministries/Department may utilize the services of the FMP for internal training, installation and mapping of DSCs, handholding support for e-procurement activities etc. For continued support from these FMPs after one week, Ministries/Department will be required to bear the cost of the FMP.

d. A demo site will also be available on the CPP Portal which can be accessed with the help of a DSC.

e. Further, each Ministry/Department will be required to identify the prospective bidders for their forthcoming tenders.

f. A half day training and awareness session for the potential bidders of each Ministry/Department will be conducted by NIC in the premises of the Ministry/Department to make them aware of the various features and requirements of the e-procurement solution developed by NIC which will include the following:

    i.   Acquiring DSC

    ii.   Process of registration on the CPP Portal

    iii.   Process of tracking tenders through the CPP Portal, raising pre-bid queries, participating in pre-bid meetings etc.

    iv.   Process of submission of online bids

    v.   Other processes such as online presence at the time of bid opening, availability of comparison charts etc.