

No.C.31011/05/2011 - C.V.O
GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
CHIEF VIGILANCE OFFICE

Puducherry, the

I.D. NOTE / OFFICE MEMORANDUM

12 8 JAN 2013

Sub: C.V.O, Chief Secretariat – Implementation of e-
procurement in the U.T. of Puducherry - Reg.

It is informed that the Govt. of India, Ministry of Commerce & Industry, Department of Commerce (Supply Division) has listed this administration to rollout the Mission Mode Project on e-procurement in the first phase, using the software developed by the National Informatics Centre. The proposed schedule for implementation of e-procurement by the Departments is enclosed.

2. The following data are pre-requisites for rolling out the tenders online through the e-procurement portal of this U.T:

- (a) The contents of bidding document viz. Notice Inviting Tender, instructions to bidders, conditions of contract, schedule of requirements, contract form, other forms has to be standardized in this new system. Hence, the Department may finalize the bid document.
- (b) Organization hierarchy chart with details such as the office/Divisions under your control, Tender Inviting Authorities, Societies/boards/autonomous bodies under your control/for which you are heading for the purpose of mapping in the software.
- (c) i) Volume of tenders published in a year, ii) approximate number of bidders, iii) threshold value for e-tendering.


3. In the first instance, it is requested to identify the Officials/staff involved in the tender process and apply for **Digital signature certificates**, for performing various roles assigned by the software i.e. i) Tender Creator, ii) Publisher, iii) Opener and iv) Evaluator. In addition, a Nodal Officer, may be identified and DSC be obtained for creating user accounts in the software. Each department is required to obtain minimum of 5 digital signatures. In case, there are more than one tendering authority in a department, then the department could request for additional digital signatures for the respective officials. The requisition form for DSC can be downloaded from the website <http://nicca.nic.in>. The duly filled-in forms alongwith a copy of I.D. may be handed over to the State Informatics Officer, National Informatics Centre, Chief Secretariat, Puducherry, as per the format enclosed, immediately.

The prospective bidders may be instructed to get the Digital Signature Certificate from other registered Certifying Authorities, so as to submit the bids through the e-procurement portal of U.T. All departments and heads of Autonomous bodies/Societies/Boards/Corporations are requested to communicate the names of the officials who have been assigned the above roles and allow to apply for DSCs on or before 30.1.2013.

4. The Secretary to Govt.(Finance)-cum-Chairman, Core Committee(e-procurement) alongwith the members of Core Committee will review the progress and hold a discussion with the heads of Departments on **1.2.2013** at **11.30 a.m** in the Conference Hall, Chief Secretariat, Puducherry in this connection. The Head of Departments of 1)Electricity 2)Health & Family Welfare Services 3)Education 4)Agriculture 5)Police 6) Fire Service 7) AH & AW 8)Fisheries & Fisherman Welfare 9) Local Administration 10) Stationery & Printing 11) Tourism 12) Information & Publicity 13) Social Welfare 14)Adi dravidar Welare 15) Women & Child Development 16) Port 17) Art & Culture 18) Science, Tech. & Env't. are requested to attend the meeting with details.

5. In respect of other Departments/Corporations/Undertakings/Boards/Societies(as listed in SI.19-32 of Annexure-I) the Heads are requested to complete all pre-requisites for implementing e-procurement, as indicated above. The date of review meeting will be intimated separately.

/ By Order /


(V. THENRALI) 28/01/2013

Under Secretary to Govt.-cum-Member
Secretary (Core Committee, e-procurement)

Encl: As stated.

To

The Head of Departments/Societies/Boards/Corporations/Autonomous institutions

Copy to:

i) The Secretary to Govt.(Finance) -cum-Chairman(Core Committee, e-procurement)

ii) Members of Core Committee

- The Secretary to Govt.(IT), Chief Secretariat, Puducherry.
- The Additional Secretary (AR wing), Chief Secretariat, Puducherry.
- The Chief Engineer, P.W.D, Puducherry.
- The Superintending Engineer - I, Electricity Department, Puducherry.
- The State Informatics Officer, NIC, Chief Secretariat, Puducherry.


... with a request to attend the said meeting.

ii) P.S. to C.S ... for information

ANNEXURE - I

Proposed Schedule for implementation of e-procurement in the U.T. of Puducherry

Sl. No.	Name of the Department	Month from which e-procurement is to commence	Time by which all the attached and subordinate offices shall have to commence e-procurement
1.	Electricity Department	February, 2013	1.6.2013
2.	Health & Family Welfare Services	February, 2013	1.6.2013
3.	Education Department	February, 2013	1.6.2013
4.	Agriculture	February, 2013	1.6.2013
5.	Police Department	February, 2013	1.6.2013
6.	Fire Service	February, 2013	1.6.2013
7.	Animal Husbandry & Animal Welfare	February, 2013	1.6.2013
8.	Fisheries & Fisherman Welfare	February, 2013	1.6.2013
9.	Local Administration	March, 2013	1.7.2013
10.	Stationery & Printing	March, 2013	1.7.2013
11.	Tourism	March, 2013	1.7.2013
12.	Information & Publicity	March, 2013	1.7.2013
13.	Social Welfare	March, 2013	1.7.2013
14.	Adi dravidar Welfare	April, 2013	1.8.2013
15.	Women & Child Development	April, 2013	1.8.2013
16.	Port	April, 2013	1.8.2013
17.	Art & Culture	April, 2013	1.8.2013
18.	Science, Tech. & Env't.	April, 2013	1.8.2013
19.	Town & Country Planning	May, 2013	1.9.2013
20.	Election Department	May, 2013	1.9.2013
21.	Jail	May, 2013	1.9.2013
22.	Govt. Automobile Workshop	May, 2013	1.9.2013
23.	Transport	May, 2013	1.9.2013
24.	District Industries Centre	June, 2013	1.10.2013
25.	Industries & Commerce	June, 2013	1.10.2013
26.	Commercial Taxes	June, 2013	1.10.2013
27.	Forest & Wild Life	June, 2013	1.10.2013
28.	Information Technology	June, 2013	1.10.2013
29.	Accounts & Treasuries	July, 2013	1.11.2013
30.	Revenue & Disaster Management	July, 2013	1.11.2013
31.	Economics & Statistics	July, 2013	1.11.2013
32.	Boards, Corporations, Societies, Agencies, Autonomous bodies, Undertakings under the Govt. of Puducherry	August, 2013 onwards	-


(V. THENRALI) 28/01/2013

Under Secretary to Govt.(Vigilance)-cum-
Member Secretary (e-procurement)

GOVERNMENT OF PUDUCHERRY
DEPARTMENT/OFFICE

Puducherry, the

To
The State Informatics Officer,
National Informatics Centre, Chief Secretariat, Puducherry.

Sir,

Sub: e-Procurement MMP - Digital Signature
Certificate(DSC) requisition forms submitted – Reg.

Ref: I.D. Note/Memorandum dt.
of the Chief Vigilance Office, Chief Secretariat,
Puducherry.

The requisition forms for Digital Signature Certificate(Class II) for individual signing in respect of the officials dealing with tender matters and for the Nodal Officer of this Department are submitted herewith for the purpose of Mission Mode Project on e-procurement(Project Code:101517/GEN/ND).

Sl. No.	Name of the Department	Name of the Official	Designation
1.			
2.			
3.			
4.			
5.			

These forms may kindly be forwarded to NICCA for issuance of DSCs.

(NAME & SEAL OF THE NODAL OFFICER)

Encl: DSC forms alongwith copy of I.D proof.

Copy to:
The Under Secretary to Govt.(Vigilance) – cum-
Member Secretary, e-procurement (Core Committee),
Chief Secretariat, Puducherry.