

GOVERNMENT OF PUDUCHERRY
(Abstract)

Chief Vigilance Office, Chief Secretariat, Puducherry – Implementation of e-procurement policy in the Union Territory of Puducherry– Guidelines - Order issued.

CONFIDENTIAL AND CABINET DEPARTMENT
CHIEF VIGILANCE OFFICE

G.O. Ms. No.1

Puducherry, the

READ: D.O. No.13/08/2011-Pol dt.14.7.2011 from the
Joint Secretary, Ministry of Commerce &
Industry, Dept. of Commerce, Govt. of India,
New Delhi.

21 FEB 2013

ORDER:

The Govt. of India, Ministry of Commerce & Industry, Department of Commerce (Supply Division) has listed this Union Territory of Puducherry administration to rollout the Mission Mode Project on e-procurement in the first phase during the year 2011-12 using the software developed by the National Informatics Centre. The e-procurement Software solution (GePNIC) is generic in nature and can easily be adopted for all kinds of procurement such as Goods, Services and Works. This system is aimed to enhance transparency, accountability, reliability and responsiveness in all Government procurement activities.

2. In pursuance of the above, it has now been decided that all the departments and their attached offices and Boards/Corporations/Societies/Autonomous/Statutory bodies of Government of Puducherry shall henceforth adopt e-procurement system in respect of procurement of goods, services and for executing works with estimated value of Rs.10 lakhs or above in a phased manner with effect from the month of February, 2013 as per the Schedule given at Annexure-I. Hands-on training have been imparted to the officials dealing with tender matters for the departments viz. Electricity, Education, Agriculture, Health, Police, Fire Service, Animal Husbandry and Fisheries Department and also to their potential bidders during March, 2012. The schedule for imparting training to other Departmental officers for adopting e-procurement policy will be released in due course.

3. As per the guidelines of the Ministry, a Core Committee for e-procurement has been constituted vide G.O. Ms. No.1 dt. 13.9.2011 with the objective of supervision of full roll out of e-procurement in the Union Territory of Puducherry. The e-procurement portal of the Union Territory of Puducherry is <https://pudutenders.gov.in>. A separate state-of-the-art e-procurement cell/Project Monitoring unit has been established in the Chief Secretariat, Puducherry so as to enable smooth transition to the unified, web-based, end-to-end e-procurement system. National Informatics Centre, Chief Secretariat, Puducherry, will conduct hands-on training programme on the features and functionalities of e-procurement software to the Departmental users. Further, hand-holding support will be given to the Departmental users at every stage of online procurement in the e-procurement cell by engaging Facility Management Personnels (FMP) of NIC. The Local help desk will act as a Call Centre to clarify the doubts of the bidders after publication of tenders online. Training & awareness session will also be conducted for the potential bidders of each department, so as to make them aware of various features and requirements of e-procurement solution. A generic demonstration website has been made available for guidance of Heads of Department and procuring authorities at <http://demoeproc.nic.in/nicgep/app>.

4. The Departments which are already carrying out e-procurement through other Service providers as on the date of issue of this order or have developed in-house e-procurement solution may continue to do so ensuring that:

- i) the e-procurement solution meets all the requirements notified by the 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 e-procurement procedure adopted conforms to the general principles envisaged under the GFR, 2005 and the CVC Guidelines.
- iii) Details of all tender enquiries, related Corrigenda and details of Contract awarded thereon through e-procurement are simultaneously published/mirrored in the Union Territory's e-procurement portal (<https://pudutenders.gov.in>).

5. The department which do not have large volume of procurement or carry-out procurement required for day-to-day running of offices or which have not initiated e-procurement through any other solution may use the e-procurement solution developed and maintained by NIC.

6. Also, the tenders costing above the threshold limit fixed by the Departments, with the approval of the Administrative Secretaries concerned, may adopt e-procurement mode.

7. The e-procurement shall be operated in accordance with the relevant provisions of General Financial Rules/Government statutes or applicable laws for the time being in force including any amendments brought from time to time to suit to the requirement of the best national practice.

8. Registration in the e-procurement portal is without levy and collection of any charges but Government reserves its right to levy any charges for registration in such portal and for such value added services, in the future.

9. 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 Departments concerned of the Government of Puducherry may finalize the bid document and a standard bid template may be kept ready.

10. Each Department shall nominate a Nodal officer for liaising with NIC and the Core Committee (e-procurement) for the purpose of implementing e-procurement policy. In the software, Nodal officer will have the responsibility of identifying and creating Departmental user accounts and assign roles such as Tender Creator, Tender Publisher, Bid opener and Bid Evaluator. The Nodal Officer shall not participate in any manner in the e-procurement process other than the above mentioned functions.

11. The Digital Signature Certificate(DSC), as defined under clause (q) of sub section (1) of Section 2 read with Section 35 of the Information Technology Act, 2000 (Central Act 21 of 2000), are mandatory for e-procurement transactions at various points of time such as tender creation/Publishing/Bid opening/Bid Evaluation, Award of Contract etc. The DSCs have to be used by both the Tender Inviting Departments as well as by the bidders to ensure security of transactions, authentication and to digitally sign the tender documents to be published in the e-procurement site. The Heads of Departments shall obtain necessary DSCs for their officers/staff who deal with the Tender matters at an early date.

The requisition form for DSC can be downloaded from the web site <http://nicca.nic.in> and the duly filled-in forms may be submitted to the State Informatics Officer, NIC, Chief Secretariat, Puducherry. The DSCs issued to the Department users is valid for a period of 2 years only. All the Departmental users are responsible to revalidate their DSC prior to expiry.

12. Use of valid Digital Signature Certificate of appropriate class (Class II or Class III) issued from a registered Certifying Authority (CA) as stipulated by Controller of Certifying Authorities (CCA), Government of India such as n-code, Sify, TCS, 3i infotech etc is mandatory for all bidders. The Department shall inform their prospective bidders to take DSC for participating in the bid.

13. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by all the users.

14. The e-procurement software assigns role for operation of the module for specific function. The terminologies used in the Portal and their respective functions in the software are as follows.

(a) Application Administrator: (NIC and e-Procurement Cell)

- i. Master Management
- ii. Creation of user accounts to the Nodal Officer of the Departments.
- iii. Report Generation
- iv. Blocking of access to Nodal Officer on Transfer.
- v. Blocking of User ID of Bidder on request from Nodal Officer of a Department.

(b) Nodal Officer (At the Department Level)

- i. Identification and creation of user accounts in a Department.
- ii. Role Assignment viz. Publisher, Administrator, Opener, Evaluator, Auditor.
- iii. Blocking of access to the Departmental users on Transfer.

(c) Procurement Officer - Creator: (Generally Sub-ordinate officer to Officer Inviting the Tender)

- i. Creation of Tender
- ii. Creation of corrigendum/addendum/cancellation of Tender
- iii. Report generation.

(d) Procurement Officer-Publisher (Officer having Tender inviting power at any level)

- i. Publishing of Tender
- ii. Publishing of corrigendum/addendum/cancellation of Tender
- iii. Bid clarification
- iv. Uploading of Pre-Bid Minutes
- v. Report generation

(e) Procurement Officer - Opener (Generally subordinate officer to the Officer Inviting Tender)
- Opening of Bid

(f) Procurement Officer - Evaluator (Generally subordinate officer to the Officer Inviting Tender)
- Evaluating Bid

15. **NOTICE INVITING TENDER (NIT) :**

- (a) The Notice Inviting Tender (NIT) and Bid documents etc., shall be in the standard formats as applicable to conventional Bids and will be finalized / approved by the officers competent as in the case of conventional Bids.
- (b) The officers competent to publish NIT in case of conventional Bids will host the NIT in the portal. Simultaneously, a notification should also be published in the newspaper, as per the existing rules, preferably containing details such as brief description of goods & services, Estimated tender cost, Earnest Money Deposit, Due date for receipt of tender, opening date & time of tender online, Local Help desk Contact No. etc.
- (c) All the bid documents shall be uploaded in the portal by the Procurement Officer - Publisher (Officer Inviting tender) using their DSCs in appropriate format so that the document is not tampered with.
- (d) The tender documents published by the Tender Inviting Authority will appear in the portal as "Active Tenders". The published tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Notice Inviting Tender' after which the same will be removed from the list of Latest Active tenders.

16. **ISSUE OF ADDENDA / CORRIGENDA / CANCELLATION NOTICE**

- (a) The Procurement Officer - Publisher (Officer inviting tender) shall be competent to publish any addendum / corrigendum / cancellation of tender in the e-procurement portal notice board and through paper publication and such notice shall form part of the bidding documents.
- (b) The System shall generate a Mail/SMS Alert to those bidders who have already uploaded their tenders and those bidders if they wish, can modify their tenders.

17. **PARTICIPATION IN THE BID**

- (a) **Portal Registration:** The Bidder intending to participate in the bid is required to register in the Portal using his/her active personal / official e-mail ID as his/her Login ID and attach his/her valid Digital signature certificate (DSC) to his/her unique Login ID, He/ She will enter relevant information as asked for about the firm / Contractor. This is a one time activity for registering in Portal. Bidders participating through joint venture shall declare the authorised signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the joint venture Company. It is mandatory that the DSC issued in the name of the authorised signatory shall be used in the portal. Any third party / company / person under a service contract for operation of e-procurement system in the Union Territory of Puducherry or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
- (b) **Logging to the Portal:** The Contractor / Bidder is required to enter his/her Login ID and password in the portal. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CA stored in system database. The system checks the unique Login ID, password & DSC combination and authenticates the login process for use of the portal.
- (c) **Downloading of Bid document:** The bidder can download the tender document of his choice and save it in his system to undertake necessary preparatory work off-line and upload the completed tender at his convenience before the closing date and time of submission.
- (d) **Clarification on bid document:** The bidder may ask question online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice / Bid. The officer inviting the bid / Procurement Officer- Publisher shall be competent for issue of any clarification regarding queries related to the tender.
- (e) **Preparation of Bid:**
The Bidder shall go through the Bid document carefully and list the documents which are asked for submission. He shall prepare all documents including cost of Bid Documents, Bid Security, Declaration form, price bid etc and store it in the e-procurement system.

(f) PAYMENT OF EMD/BID SECURITY AND COST OF BID DOCUMENTS:

- i) The bidder shall furnish, as part of his bid, a bid security/EMD for the amount mentioned under NIT. The bidder shall scan all the written / printed pages of the bid security and up load the same in portable document format (PDF) to the system in designated place of the technical BID. Furnishing scanned copy to such documents is mandatory otherwise his/her bid shall be declared as non-responsive and liable for rejection.
- ii) The EMD/Bid Security payable along with the bid shall be the amount as mentioned in the bid document. The validity period of the EMD or Bid Security shall be as mentioned in the bid document. Any bid not accompanied by an acceptable Bid Security and not secured as indicated in the bid document shall be rejected as non-responsive. The bid security shall be retained till such time the successful bidder furnishes initial Security Deposit or Performance security acceptable to the Officer inviting the Bid. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security. The Bid security in the form of Fixed Deposit/Absolute Bank Guarantee in the form prescribed by RBI, shall be from a Nationalized Bank valid for a period of 45 days beyond the validity of the bid. Bid security in other form is acceptable if the bid document provides for it.
- iii) The Fixed Deposit/Absolute Bank Guarantee in the form prescribed by RBI or any other form as mentioned in the detailed tender call notice in respect of Earnest Money Deposit / Bid Security and the Bank Draft in respect of cost of Bid are to be scanned and uploaded in portable document format (PDF) along with the bid.
- iv) The bidder shall provide the cost of the bid and the Bid security in a sealed cover superscribing the name of the work for which the instruments are intended and the Officer inviting the Bid. He / she is not required to write his/her name on the cover. The original Fixed Deposit/Absolute Bank Guarantee shall be physically produced before the Officer inviting the Bid before the specified period mentioned in the bid. The bidder is also allowed to submit the original Fixed Deposit/Absolute Bank Guarantee by Registered post / Speed post or any other delivery system before the last date & time of opening of tender.
- v) The officer authorized by the Procurement Officer-Publisher (Officer Inviting Tender) shall transmit the sealed envelopes carefully to the Procurement Officer-Publisher prior to opening of Bid. The Procurement Officer-Publisher shall provide signed receipt with date and time for having received the number of sealed envelopes.
- vi) The Procurements Officer - Publisher (Officer inviting Tender) or the concerned officers authorized to receive the original Bid security and bid cost on behalf of the Procurement Officer-Publisher shall not be responsible for any postal delay. Non-receipt of the original copy of the bid security on or before specified date and time or non-submission of the original bid security to the department within the specified period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be blocked. His name shall also be informed to the Registering Authority for cancellation of his registration as Contractor/Bidder.
- vii) Bidders exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.
- viii) Government of Puducherry has been actively considering integrating e-payment gateway into the portal for payment of Cost of Bid and Bid Security / Earnest Money Deposit. The process of using e-payment gateway shall be issued separately after it is established.

18. **SUBMISSION OF BID:**

- (a) The bidder shall carefully go through the tender and prepare the required documents. The Bid shall have a Technical Bid & Financial Bid. The Technical Bid generally consist of cost of Bid documents, EMD / Bid Security, VAT, PAN/TIN, Registration Certificate, Affidavits, Profit & Loss statement, joint venture agreement, List of similar nature of works, work in hand and any other information required by Tender Inviting Authority. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information / undertaking including rebates.
- (b) The Protected Bill of Quantities (BOQ) uploaded by the Procurement Officer - Publisher for the Bid is the authentic BOQ. Any alteration or deletion or manipulation in BOQ shall lead to cancellation of Bid.
- (c) The Bidder shall upload the scanned copy / copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) in the portal in the designated locations of Technical Bid.
- (d) The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities published by the Tender Inviting Authority. The Bidder shall feed the rates in figure only in the rate column of respective item(s) without leaving any blank cell in the rate column in case of item rate tender and shall input the percentage excess or less up to decimal place only in case of percentage rate tender.
- (e) The bidder shall log on to the portal with his/her DSC and move to the desired tender for uploading the documents in appropriate place, one by one simultaneously checking the documents.
 - i. Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the Officer Inviting Tender or the Procurement Officer - Publisher / opener before the due date and time of opening.
 - ii. Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
 - iii. The bidder should ensure clarity/eligibility of the document uploaded by him in the portal.
 - iv. The system shall require all the mandatory forms and fields filled up by the contractor during the process of submission of the bid/tender.
 - v. The bidder should check the system generated confirmation statement on the status of the submission.
 - vi. The Bidder should upload sufficiently ahead of the bid closure time to avoid internet traffic.
 - vii. The Tender inviting office is not responsible for any failure, malfunction, or breakdown of the electronic system used during the e-procurement process.
 - viii. The Bidder is required to upload documents related to his eligibility criteria, qualification and Bill of Quantities duly filled in.
 - ix. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents specified in the Bid by the Office inviting the Bid will be construed as a plea to disrupt the bidding process and in such cases the bid security/EMD shall be forfeited.
 - x. The bidder will not be able to submit his bid after expiry of the date and time of submission of Bid (Server time). The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids falls on a declared holiday.

(f) The 'online bidder' shall digitally sign on all statements, documents, certificates, uploaded by him and such online bidder shall at all times be responsible for their correctness / authenticity as per Information Technology Act, 2000. If any of the information furnished by the bidder is found to be false/fabricated/bogus, his EMD / Bid Security shall stand forfeited and the bidder is liable to be barred from participating in Online tender process and his /her user ID shall be blocked by the Department.

19. SECURITY OF BID SUBMISSION:

- (i) All bid uploaded by the Bidder to the portal will be encrypted.
- (ii) The encrypted Bid can only be decrypted/opened by the authorized openers on or after the due date and time.

20. RESUBMISSION AND WITHDRAWAL OF BIDS:

- (a) Resubmission of bid by the bidders of any number of times before the final date and time of submission is allowed.
- (b) Resubmission of bid shall require uploading of all documents including price bid afresh.
- (c) If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
- (d) The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.
- (e) The Bidder can withdraw his bid before the closure date & time of receipt of the bid by uploading scanned copy of a letter with valid digital signature affixed thereon addressing to the Procurement Officer- Publisher (Tender Inviting Authority) citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.

21. OPENING OF BIDS:

- (a) Bid opening date & time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time.
- (b) All bid openers have to log on to the portal to decrypt the bid submitted by the bidders.
- (c) The bidder can view the summary of opening of bids from any system and they are not required to be present in the location at which the bids are opened.
- (d) In the event of the specified date of bid opening being declared a public holiday, the bids will be opened at the appointed time on the next working day.
- (e) In case, bids are invited for more than one package, the order for opening of the bid shall be that in which they appear in the "Invitation for Bid"
- (f) During bid opening, the covers containing original financial Instruments towards Cost of bid and Bid Security in the form specified in the bid document valid for the period stated in the Bid, received after the last date of receipt of bid and before the date fixed for opening of the bids shall be opened and declared. The Procurement Officer –Opener shall continue opening of other documents if he is satisfied about the appropriateness of the cost of Bid and the Bid security.
- (g) Combined bid security for more than one bid is not acceptable.
- (h) The electronically submitted bids may be permitted to be opened by the predefined Bid Opening Officer if he is transferred after issue of Notice Inviting Tender but before bid opening and the new incumbent is yet to obtain his digital signature. Further action on bid documents shall be taken by the new incumbent of the post.

22. EVALUATION OF BIDS:

- (a) All the opened bids shall be downloaded and printed for the purpose of evaluation. The Procurement Officer-Openers shall sign on each page of the documents downloaded and furnish a certificate that the documents as available in the portal for the tender have been downloaded.
- (b) The Procurement Officer- Evaluator shall take up evaluation of bids with respect to the qualification and other information furnished through the portal, subject to confirmation of the bid security by the issuing institutions.
- (c) After receipt of confirmation of the bid security, the bidder may be asked in writing to clarify on the documents provided in the Technical Bids, if necessary, with respect to any doubts or illegible documents. The Tender Inviting Authority may ask for any other document of historical nature during Technical evaluation of the tender: Provided that in all such cases, furnishing of any document required will in no way alter the Bidder's price bid. Non-Submission of legible documents may render the bid "Non-Responsive" by the e-procurement system.
- (d) The bidders shall respond within 7 days of issue of the clarification letter of TIA, failing which the bid of the bidder will be evaluated on its own merit.
- (e) Technical evaluation of all bids shall be carried out as per the information furnished by Bidders. But evaluation of bids does not exonerate bidders from checking their original documents at later date. If the bidder is found to have misled the evaluation by providing wrong information, necessary action as deemed fit, shall be taken against the bidder/contractor by the Department.
- (f) The Procurement Officer-Evaluator, will evaluate bids and finalize the list of responsive bidders.
- (g) The financial bids of the technically responsive bidders shall be opened on the due date of opening of financial bid. The Procurement Officer-Opener shall log on to the system in sequence and open the financial bids.
 - i. The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorised representative who wish to be present.
 - ii. At the time of opening of "Financial Bid", bidders whose technical bids were found responsive will be opened.
 - iii. The responsive bidders' name, bid prices, item wise rates, total amount of each Item in case of item rate tender and percentage above or less in case of percentage rate tenders will be announced by the Department.
 - iv. Procurement Officer- Opener shall sign on each page of the downloaded BOQ and the Comparative Statement and shall furnish a certificate to that respect.
 - v. Bidder can witness principal activities and view the documents/ summary reports for that particular work by logging on the portal with his DSC from any where.

23. NEGOTIATION OF BIDS:

For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdown of unit rates.

24. NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:

The Tender Inviting Authority shall notify acceptance of the contract by Telephone or facsimile or e-mail and it will be confirmed by means of registered letter addressed through post to the successful bidder. This Letter of Acceptance will state the sum that the Tender Inviting Authority will pay the contractor in consideration of the execution of the contract. The issue of the letter of acceptance shall be treated as closure of the Bid process and commencement of the contract. Within such reasonable time as may be indicated in the bid document, the bidder whose tender has been accepted will be required to execute the contract agreement in the prescribed format.

25. The above guidelines/procedural requirement for the implementation of e-procurement shall be a part of the Detailed Tender Call Notice or Instruction to Bidders for all tenders hosted in the e-procurement portal of the Union Territory of Puducherry.

26. Orders on the procedure for e-payment of EMD/Tender cost which have to be made through e-payment gateway shall be issued separately.

27. The e-submission of tenders shall be commenced during the month of February, 2013 on pilot basis floating the tenders of Electricity and Health Department. E-submission of tenders will be made fully operational extending to other Departments, as per the Annexure I to this G.O.

28. Although, all tenders which are having estimated cost above Rs.10 lakhs are to be covered under e-procurement, however, in individual cases administrative Secretary may exempt with sufficient justification, the requirement for e-procurement with the concurrence of the Finance Department, Govt. of Puducherry. Statistical information on the number of cases in which exemption was granted and value of the concerned contract shall be intimated to e-procurement cell, Chief Secretariat, Govt. of Puducherry, on quarterly basis.

29. These instructions shall not apply to procurement made by the department through DGS&D Rate contracts or through a Cooperative Societies outlet or through Public Sector Undertakings of Govt. of Puducherry. The award of contract in such cases are to be published mandatorily on the e-procurement portal of the Union Territory of Puducherry(<https://pudutenders.gov.in>). These instructions would not apply to procurement made in terms of provisions of Rule 145 (Purchase of goods without quotations) and Rule 146 (Purchase of goods by Purchase Committee) of General Financial Rules, 2005 or similar provisions relating to procurements made by PSUs, Autonomous bodies, Societies etc.

/ By order of the Lt. Governor /

M. SATHIYAVATHY
CHIEF SECRETARY TO GOVERNMENT

To

The Director of Stationery & Printing,
Puducherry.

For publication in the next official Gazette (25 copies of the Notification may be sent to this Department for record.)

Copy to:

- i) The Joint Secretary to Govt. of India, Ministry of Commerce & Industry, Department of Commerce, Udyog Bhavan, New Delhi 110 107.
- ii) All the Secretaries/ Special Secretaries/ Joint Secretaries to Govt., Puducherry.
- iii) The Deputy Secretaries, Under Secretaries to Govt., Puducherry.
- iv) All Heads of Departments, Puducherry.
- v) Members of Core-Committee (e-procurement).
- vi) The Joint Resident Commissioner-II, Puducherry Government Guest House, Chanakyapuri, New Delhi 110 021.
- vii) P.S. to C.S.

/ Forwarded by Order /


(V. THENRALI)

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

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	-

/ By order of the Lt. Governor /

M. SATHIYAVATHY
CHIEF SECRETARY TO GOVERNMENT

/ Forwarded by Order /


(V. THENRALI)

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