

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

Puducherry, the

**CIRCULAR**

Sub: Chief Secretariat (C.V.O) – Implementation  
of Government e-Procurement NIC Solution  
(GePNIC) under National e-Governance  
Plan (Ne-GP) Mission Mode Project –  
Review meeting - Reg.

**4 OCT 2011**



*By 10/10/11*

*DESO  
C/o Mr. M. M.*

The Department of Commerce, Ministry of Commerce & Industry, New Delhi has decided to rollout the Mission Mode Project on e-procurement in the U.T. of Puducherry during the year 2011-12. To coordinate and monitor the implementation of the project, a Core Committee has been constituted vide, G.O.Ms.No.1 dt.13.9.2011 of the Chief Vigilance Office, Confidential & Cabinet Department, Puducherry. The extract of the guidelines communicated by the Ministry of Commerce, New Delhi in respect of the activities to be carried out by the implementing states is enclosed herewith for reference.

2. In this context, the Heads of Department concerned are requested to furnish the preparedness of the Department to implement the said e-procurement project, in accordance with the guidelines issued by the Ministry, on or before 17.10.2011.

3. The Chairman of the State level Core Committee constituted in this connection, has proposed to conduct a meeting on **18.10.2011** at 3.00 p.m. in the Conference Hall, Chief Secretariat, Puducherry with the Heads of the Departments for expeditious implementation of the project. Hence, the Heads of Department are therefore, requested to attend the meeting for a discussion on this matter, without fail.

/ By Order /

*V. Thenrali*  
(V. THENRALI) 4/10/2011

UNDER SECRETARY TO GOVERNMENT

Encl: As stated.

To

As per the Annexure enclosed.

*The Director,  
Economics & Statistics Dept.*

Copy to:

- i) The Secretary to Govt. (Finance), Puducherry.
- ii) The Secretary to Govt. (IT), Puducherry.
- iii) The Special Secretary to Govt. (AR wing), Puducherry.
- iv) The State Informatics Officer, NIC, Puducherry.
- v) The Chief Engineer, Public Works Department, Puducherry.
- vi) The Superintending Engineer – I, Electricity Department, Puducherry.

*10/10/11*

## Mission Mode Project on e-Procurement System

### Overview of the Project approved for implementation in the States

#### 1. Background and salient aspects of the Project:

Government of India has been envisaging early and fast adoption of a standardised e-Procurement System in all government departments due to the perceived gains of transparency in procurement process, cost efficiency and related benefits of a computerised system. This is planned to be achieved through the centrally financed Mission Mode Project (MMP) on e-Procurement by the Ministry of Commerce and Industry, Department of Commerce. The Project proposal for the same has now been approved by the Standing Finance Committee. The project is to be implemented using the e-Procurement system developed by National Informatics Centre (NIC).

In the first phase of the project during the year 2011-12, it is approved for implementation in 10 States. Complete funding for implementing the project will be borne by Department of Commerce, GOI for a period of two years. National Informatics Centre Services Incorporated (NICSI), a Section 25 company under NICSI will assist in implementation of the systems. The implementing State will only have to take care of the front-end infrastructure requirements such as PCs and Internet connectivity.

#### 2. Project Details, Facilitations and User-end Requirements:

- i. NICSI will install and maintain all necessary back-end hardware and software in a National Data Centre.
- ii. The e-Procurement solution of NIC called GePNIC will be customised for the requirements of the State and hosted in the Data Centre.
- iii. A team of about 4 to 8 persons for providing training and handholding support to the identified department users by engaging the services of trained manpower hired through empaneled agencies of NICSI.
- iv. Central Helpdesk facility to be arranged by NICSI, for phone / email support to the users of the system
- v. Digital Signature Certificates (DSCs) for about 500 departmental users.

The cost towards all the above requirements will be borne by Department of Commerce, GOI as part of the MMP funding.

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The state government will have to take care of the following:

- i. Adequate availability of PCs, Printers and Internet Connectivity to the Departmental Users.
- ii. Provision of adequate sitting space and furniture / office facilities and logistics support for the training and support professionals being deputed under the project.
- iii. Necessary infrastructure for conducting training programs to the Departmental Users and other stakeholders.
- iv. Provision for arranging and meeting any local transport and outstation tour/ TA/ DA requirements in respect of deputed support professionals, if they are sent for conducting some support/ training activities in other locations/ offices of the government, outside their usual place of duty.
- v. Any additional handholding support manpower, beyond the default level provisioned under the project, would have to be arranged / engaged by the concerned state government / user departments.

**3. Scope/ coverage of the Software solution (GePNIC) from NIC:**

The application software solution for eProcurement being made available under the MMP is generic software developed and maintained by NIC called 'GePNIC'. The functionalities covered in the system include: Tender creation and publishing, Publishing of corrigendum, Publishing of Pre bid meeting decisions, Online Bid submission, Online Tender opening, Offline Technical Evaluation, Automatic evaluation of Financial Bid with generation of comparative charts, Uploading of the committee recommendations or evaluation summaries at each stage of the tender process, Publication of Award of Contract Information, etc.

Important security provisions and features include: Role based User-access with two factor Authentication, All bid documents digitally signed and bids are encrypted till opening, Secure storage of Data, Automatic Mail alerts at various events, etc.

The software adheres to IT Act 2000 requirements and meets the guidelines of CVC. The software has been security audited and certified by multiple independent agencies and is also vetted by World Bank and ADB. More than 88,000 tenders have been hosted using this system in the last three years.

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List of activities to be taken up by the Chief Secretary of respective State Governments for implementation of e-Government Procurement :

1. Initiation of the Project with letter from Chief secretary/Head of Organization.
2. A State level core committee to be set up by the implementing States.
3. The State level core committee to meet once every month during initial six months of implementation.
4. The Core Committee can guide the smooth rollout of GePNIC by taking swift decisions and following up implementation plan at each stage. All policy related decisions like revision of tendering rules, issue of executive instructions, vetting of standard bidding documents, drafting and signing of MOU with banks etc. to be taken by them.
5. Comprehensive demo of GePNIC System by NIC to the Core Committee.
  - (i) Feedback from Core Team for customization, if any.
  - (ii) Consolidation of Feedback and vetting by Process Advisory Committee.
6. Inputs from the Finance and Legal teams.
7. Issuing of enabling Government Orders and Notifications.
8. Confirmation of the customizations done by NIC (if any).
9. Setting up of State level e-procurement Cell.
10. Setting of e-tendering portal.
  - (i) Registration of Domain Name.
  - (ii) Apply for SSL certificate.
  - (iii) Provide Home Page Customisation Images/Inputs.
  - (iv) Identification of Nodal Officers in the Departments.
  - (v) Identification of Application Administrator.
  - (vi) Organisation Hierarchy detail preparations.
  - (vii) Various Master Data Requirements to be provided.
  - (viii) Identify Non-sensitive Documents.

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11. Towards electronic Tendering
    - (i) Finalising the Standard Bidding Document across line Departments.
    - (ii) Identification of Pilot Departments and Pilot Tenders.
    - (iii) Identification of Officials involved in Pilot.
    - (iv) Applying for DSC for the pilot teams.
  
  12. Setting up of Local Health Desk and Facilitation Centre
    - (i) Infrastructure Setup for Training and FMP Teams.
    - (ii) Intimation to Bidders for training.
    - (iii) Procurement of DSC for identified officers from nearest RA of NICCA.
    - (iv) Extensive trainings for department User and Bidders to be conducted by FMP teams.
  
  13. Creating Awareness about e-procurement through various channels.
  
  14. Launching of pilot tenders.
  
  15. Extend the system to other departments initially for the value above Rs.25 lakhs.
  
  16. Enhance the scope of coverage by decreasing the tender value of Rs.10 lakhs and above.
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