



UNIVERSITY OF DELHI
दिल्ली विश्वविद्यालय

No. IAUS-III/314-2/2016/417

Date: 27th May, 2016

To

The Principal

Sub: Implementation of e-procurement in the Colleges of University of Delhi from the Financial Year 2016- 17.

Sir/Madam,

This has reference to O.M. No.26/12/2014-PPC dated 21st January, 2015 issued by the Procurement Policy Division, Department of Expenditure, Ministry of Finance to introduce e-procurement in respect of all the procurements with an estimated value of Rs.2.0 lakh and above. The UGC vide D.O. No.F.75-1/2013 (E-Governance) dated 22nd April, 2015 had also stressed the need to implement the e-Governance in order to transform the quality of services provided in the field of Higher Education through a service oriented approach and deployment of ICT applications and systems.

2. In this context, it is to inform that e-procurement should be adopted both for **publication and processing of tenders for all procurements**. In order to mandate all Colleges to adopt e-procurement and to ensure maximum participation of tenders through e-procurement, all Principals/ Head of the Institutions are therefore requested to take necessary action to ensure that all procurements are mandatorily processed through Central Public Procurement Portal (CPPP) as per the instructions enclosed at Annexure 'A' (copy enclosed).

3. Services of National Informatics Center Services Incorporated (NICSI) and National Informatics Centre (NIC), CGO Complex New Delhi may also be utilized for imparting training on e-procurement at your end.

4. All relevant Government of India/MHRD/Department of Expenditure/UGC circulars, guidance instructions and other relevant documents concerning implementation through NIC/NICSI are enclosed for guidance and necessary action.

Encl: As above.

Yours Sincerely,


(Z.V.S. Prasad) 27/5/16
Finance Officer

Copy to:-

- (i) Dean of Colleges, University of Delhi.
- (ii) Director, South Campus, University of Delhi, Delhi
- (iii) Registrar, University of Delhi – for information.
- (iv) Director, DUCC – with the request to upload on website of University.
- (v) Joint Registrar, (Procurement & Stores), University of Delhi.
- (vi) Finance Branch, University of Delhi.

No. 10/1/2011-PPD
Ministry of Finance
Department of Expenditure
Procurement Policy Division

516, Lok Nayak Bhawan, Khan Market,
New Delhi. Dated the 17th May, 2016

OFFICE MEMORANDUM

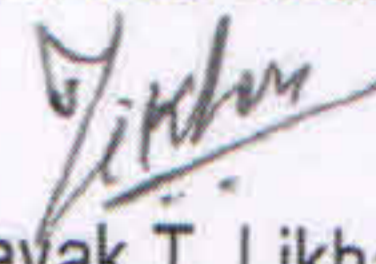
Subject: Mandatory publication of tender enquiries on Central Public Procurement Portal

In pursuance of decision taken in Group of Ministers constituted to consider measures to tackle corruption and ensure transparency, the Department of Expenditure has vide OM of even no. dated 30.11.2011 (copy enclosed), issued instructions for the setting up of Central Public Procurement Portal (CPPP) which is accessible at the www.eprocure.gov.in.

2. It has been brought to notice of this Department that some Ministries/ Departments and other Organizations still continues to e-publish their tender enquires and other details on the NIC website www.tenders.gov.in. It is perhaps due to the guidelines of Central Vigilance Commission (CVC) on the use of the NIC portal i.e. (<http://govtenders.nic.in>) for this purpose.

3. In the light of instructions of CVC and to avoid any confusion to the procuring authorities that which website is to be used, the matter was referred to the CVC by this Department. Central Vigilance Commission (CVC) has conveyed their "no objection" to switching over from old website www.tenders.gov.in to the new CPP Portal i.e. www.eprocure.gov.in.

4. Accordingly, all Central Government Ministries/Departments are hereby advised to follow the instructions contained in this Department OM of even number dated 30.11.2011 regarding E-Publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon on CPPP and may discontinue use of www.tenders.gov.in for this purpose. Ministries/Departments may also advice their Attached and Subordinate offices, Central Public Sector Undertakings (CPSE's), Autonomous and Statutory Bodies under their administrative control to use [eprocure.gov.in](http://www.eprocure.gov.in) website for tenders related publications.



(Vinayak T. Likhari)

Under Secretary to the Govt. of India

Tele: 24621305

E-mail – vinayak.likhar@nic.in

To,

All the Secretaries / Financial Advisor of Central Govt. Ministries /Departments.

Copy to:

1. Secretary, CVC with reference to CVC letter no. 006NGL/043/203799 dated 22nd Feb. 2013.
2. DG, NIC, CGO Complex, New Delhi with a request to close down www.tenders.gov.in

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:

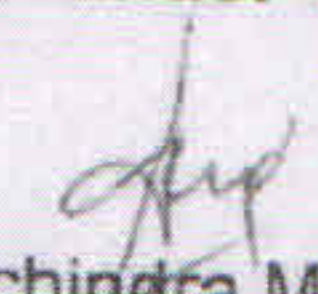
- a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website www.tenders.gov.in) and an e-procurement module (similar to NIC's e-procurement sites such as pmgsytenders.gov.in and epro-nicsi.nic.in). 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.

- 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 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:
- 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 cphp-nic@nic.in to work out the details.
 - 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.
 - 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

Copy to

FAs of all Ministries/Departments

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

No.26/12/2014-PPC
Ministry of Finance
Department of Expenditure
Public Procurement Cell

Room No.168-C,
North Block, New Delhi
Dated the 21st January, 2015

OFFICE MEMORANDUM

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

This has reference to this Department O.M. of even No. dated 30th March, 2012 and 9th January, 2014 vide which it was conveyed that the Ministries / Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs. 2.0 lakh or more in a phased manner.

2. In this context, it is now decided that apart from Ministries/Department of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs), autonomous /Statutory bodies will also be required to commence e-procurement as per above referred threshold limits.

3. Ministries/ Departments are requested that necessary instructions may be issued to all attached/subordinate offices, CPSEs and autonomous /Statutory bodies etc., under their administrative control to commence e-procurement.



21-1-15

(Sanjay Aggarwal)
Director (PPD)
T No.23094961
e-mail sanjay.aggarwal68@nic.in

Secretaries of all Ministries/Departments

FAs of all Ministries/Departments

Copy to :

DG (NIC), CGO Complex, New Delhi.

North Block, New Delhi
 Dated the 9th January, 2014.

OFFICE MEMORANDUM

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

This has reference to this Department's O.M. of even number dated 30th March 2012 vide which it was conveyed that the Ministries/Departments of the Central Government, their attached and subordinate offices would need to commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the prescribed schedule. In this regard an option was given to the procuring entities either to use the e-procurement solution developed by NIC accessible through Central Public Procurement Portal (CPP Portal) or to continue to carry out e-procurement through other service provider/other e-procurement solutions developed in house, provided the conditions/guidelines envisaged in the O.M. referred to above are fulfilled.

2. In this context it is highlighted that, the Prime Minister's Committee on National e-Governance Plan (NeGP) during its second meeting held on 1st July 2013 has an endorsed DeITy proposal that e-Procurement should be adopted both for publication and processing of tenders above a prescribed cut of value. The need to mandate all Ministries/Departments to adopt end to end e-Procurement was also emphasized in the meeting of the Apex Committee on NeGP held on 5th November 2013.

3. In pursuance of the decision taken during the above meetings to promote e-Procurement further and to ensure maximum participation of tenders through e-Procurement mode, **it has been decided that the tender value limit of Rs. 10 lakh set in respect of e-Procurement is to be brought down to Rs. 5 lakh w.e.f 01.04.2015 and further down to Rs 2 lakh w.e.f 01.04.2016.** Ministries/Departments are therefore requested to ensure and follow the limits which have now been decided in respect of mandatory publishing of tenders through e-Procurement mode.

4. Ministries / Departments are therefore requested to take necessary action to **ensure** that all tenders above Rs.10 lakh are compulsorily processed through e-Procurement as per the instruction already issued by this Department vide above OM. A report in the following format in this respect is now to be intimated on a quarterly basis to the Ministry of Finance, Department of Expenditure at the email id cppp-doe@nic.in.

Name of the Ministry/Department

Period of Report: _____ to _____ Quarter ending on _____

Number of Tenders floated amounting to Rs. 10 lakh or more	Number of Tenders Processed through e-Procurement (whether NIC or using other solution)	Number of Tenders exempted due to National security and strategic Considerations demanding confidentiality	Cases of Non-compliance with reasons
Total	Total	Total	Total

Contd./-

5. In this context it is further reiterated that;
- i. Ministries / Departments using other than NIC e-Procurement solution have to ensure that 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 using XML facility of NIC .
 - ii. Ministries / Departments that have not yet appointed Nodal officers and have not got User IDs and Passwords issued from NIC for accessing the portal may please ensure that the Nodal officers are appointed immediately. Action may also be taken to start acquiring Digital Signatures from NIC Certifying Authority or any other Certifying Authority, being an essential requirement for e-procurement.
 - iii. Ministries / Departments must also tie up with NIC for training and support where e-Procurement solution developed by NIC is adopted and a need in this regard is being felt by sending an e-mail to cphp-nic@nic.in. NIC is periodically organizing training programmes on their e-Procurement Module. Action may be taken to nominate representatives to attend the ongoing training programs as per schedule published on the CPP Portal.
6. It is also requested that necessary instructions in this regard may be issued to all attached and subordinate offices under your administrative control.

7. Hindi version of this O.M. will follow.

OS
9-1-14

(Sanjay Aggarwal)
Director (PPD)
Tel.No.23094961(O)

To

- (i) Secretaries of all Ministries/Departments of the Government of India.
- (ii) FAs of all Ministries/Departments of the Government of India.
- (iii) DG (NIC), CGO Complex, New Delhi.

This OM is also available on our website <http://finmin.nic.in>



दिल्ली विश्वविद्यालय University of Delhi

वित्त अधिकारी
FINANCE OFFICER

No.FO/IAUS-III/314-2/2016/497

Date: 31st March, 2016

CIRCULAR

Sub: Implementation of e-procurement in the University of Delhi from the Financial Year 2016- 17.

This has reference to O.M. No.26/12/2014-PPC dated 21st January, 2015 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance to introduce e-procurement in respect of all procurements with an estimated value of Rs.2.0 lakh or more in a phased manner. The UGC vide D.O. No.F.75-1/2013 (E-Governance) dated 22nd April, 2015 had also stressed to introduce e-Governance in order to transform the quality of services provided in the field of Higher Education through a service oriented approach and deployment of ICT applications and systems.

2. In this context, it is to inform that e-procurement should be adopted both for publication and **processing of tenders for all procurements**. In order to mandate all Departments to adopt e-procurement and to ensure maximum participation of tenders through e-procurement, all Heads of Departments are therefore requested to take necessary action to ensure that **all procurements are compulsorily processed through Central Public Procurement (CPP)** as per the instructions enclosed at Annexure 'A' (copy enclosed).

3. Following departments have been identified for the roll-out of e-procurement in the Phase-I & II. Further, Phase- II will commence after the implementation of Phase - I:

Phase – I (i) Engineering department;
(ii) General Branch;
(iii) Cluster Innovation Centre (CIC);

Phase – II (iv) WUCC (Health Centre);
(v) University Science Instrumentation Centre (USIC);
(vi) Dr B R Ambedkar Centre for Bio-Medical Research (ACBR).

Phase-III Entire University i.e. Departments/ Centres will be implemented during 2016-17.

4. Director, DUCC will be the 'Nodal Officer' for the e-procurement process in the University of Delhi.

Encl: As above.

Copy to :

- (i) Director, South Campus, University of Delhi, Delhi
- (ii) All the Head of Departments, University of Delhi.
- (iii) All the Provosts of Halls/Hostels, University of Delhi.
- (iv) University Engineer, Engineering Department, University of Delhi
- (v) Joint Registrar, (Procurement & Stores), University of Delhi.
- (vi) Finance Branch, University of Delhi.


(Z.V.S. Prasad)

Monday, 12 October 2015

eProcurement

Preliminary Information regarding eProcurement

As per the Office Memorandum (OM), no. 10/3/2012-PPC dated 30th March, 2012 and all subsequent OMs, issued by the Department of Expenditure, all Ministries / Departments of the Central Government, their attached and subordinated offices need to commence e-Procurement in respect of all procurements with estimated value of Rs. 10 lakhs or above, in a phased manner.

For facilitating User Ministries / Departments, NIC has developed an e-Procurement application, which is accessible through the Central Public Procurement (CPP) Portal (URL:<http://eprocure.gov.in>).

eProcurement Module Features

1. Covers the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, online bid evaluation and publication of award of Contract.
2. Under the e-Procurement module, the User Organisations will be required to define two additional roles apart from the Tender Creator and Tender Publisher, viz.
 - The role of bid opener is Critical for e-Procurement. Bid openers should be identified for each tender at the time of publishing of the tender Enquiry.
 - Bid Evaluator - authorised to upload the results of the various stages of bid Evaluation on the CPP Portal.
 - Minimum of 4 Bid openers must be configured to avoid any issues in tender opening
 - At least 5 Digital Signature Certificate is required to complete one tender cycle.
3. All authorised department users, from the User Organisations, will be required to have valid Digital Signature Certificates (DSCs), along with their user ID and password, to be able to operate the e-Procurement Module.

Enrolment Procedure

1. Acquire Digital Signature Certificates(DSCs)

To carry out e-Procurement using NIC's e-Procurement Module, the authorised users of the User Organisation as well as the bidders will be required to obtain valid DSCs. DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India. Authorised users will be required to procure Class-II or Class- III DSCs.

2. Selection/ Nomination of Nodal Officer

Nodal Officer(s) can be nominated by filling up the Nodal Officer Nomination Form (available at http://eprocure.gov.in/cppp/sites/default/files/eproc/nodal_datasheet_0.pdf) and sending to NIC at cppp-nic@nic.in. NIC will create the Nodal Officer account, with the details provided in the form and the password for the account will be automatically sent to the email address of the nominated Nodal Officer.

3. Setting up of Organizational Hierarchy for mapping on the CPP Portal

The Nodal Officer(s) of each User Organisation must create a mapping of its organisational structure / hierarchy in e-Publishing module of CPP Portal and for e-Procurement Module of NIC. The organisation structure as per prescribed format is to be sent via email cppp-nic@nic.in.

4. Creation of User Accounts for officials of the User Organisation

The Nodal Officer/ sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation for various roles such as Tender Creator, Tender Publisher, Bid Opener and Bid Evaluator who would use the e-Procurement module.

- Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of contract.
- Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator.
- Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- Bid Evaluator - authorised to upload the results of the various stages of bid evaluation.

Nodal Officer cannot perform any of the above roles. The Nodal Officer should create the above users and assign roles in the e-Procurement module of NIC for authorised

Monday, 12 October 2015

officials in the User Organisation. Upon creation of user accounts, the password will be automatically emailed to the respective authorised users in their mail IDs.

5. Mapping of DSCs for all user accounts created in the User Organisation

On obtaining the DSCs, the authorised users will be required to login and map their DSCs with their respective user profiles created by the Nodal Officer on the e-Procurement module.