Caralyn Khongwar Deshmukh, *IAS*
Director (Secondary Education)
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D.O. No. 1-69/2011-Sch.1   Dated: 25th July, 2012

Please refer to letter no. F No. 1-69/2011-Sch.1 dated 31st May, 2012 enclosing the Minutes of the E-procurement workshop conducted on the 3d May, 2012 and requesting for follow up action thereon (**copy enclosed**). In that letter we had also shared the follow up action taken by SPD, Bihar and requested for similar action from all States and UTs.

2.   The Department has reviewed activities of the States with regard to implementation of e-procurement for RMSA. The status of e-procurement in the States/UTs is as below:

Sl No	State where NIC e-Procurement is already operational and the link / address of the websites		State where NIC e-Procurement solution to begin in 2012-13	State where other eProc solution is already operational
1.	Jammu & Kashmir	http://jktenders.gov.in	Sikkim	Andhra Pradesh
2.	Jharkhand	http://jharkhandtenders.gov.in	Puducherry	Madhya Pradesh
3.	Kerala	http://etenders.kerala.gov.in	Manipur	Karnataka
4.	Maharashtra	http://mahatenders.gov.in	Meghalaya	Gujarat
5.	Rajasthan	http://eproc.rajasthan.gov.in	Mizoram	Chhattisgarh
6.	Tamil Nadu	http://tntenders.gov.in	Bihar	
7.	Tripura	http://tripuratenders.gov.in	Arunachal Pradesh	
8.	Uttarakhand	http://uktenders.gov.in	Lakshadweep	
9.	Uttar Pradesh	http://etender.up.nic.in	Nagaland	
10	West Bengal	http://etender.wb.nic.in	Goa	
11	Punjab	http://etender.punjabgovt.gov.in		
12.	Orissa	http://tenders.ori.nic.in		
13.	Himachal Pradesh	http://hptenders.gov.in		
14.	Delhi	http://govtprocurement.delhi.gov.in		
15.	Chandigarh UT	http://etenders.chd.nic.in		
16.	Haryana	http://etenders.hry.nic.in		

3.   In the Joint Secretary's DO letter of 30th December, 2011, it was emphasized that under RMSA all works which are of the value of Rs 50 lakhs and above should necessarily be procured through an e-procurement system and that tenders will have to be floated on an electronic platform compulsorily from 1st April, 2012. 16 States as indicated above in the table already have NIC e-procurement solution in solution/websites in their States and the Education Department just have to get on board and use the already available solutions/ system for RMSA. This of course necessitates acquisition of digital certificates for the office/ officers inviting tenders as also the vendors/ contactors who will take part in the tender offers.

शिक्षा का अधिकार
सर्व शिक्षा अभियान
सब पढ़े सब बढ़े

4.   In consultation with the NIC, a list of action points to be taken by the State with regard to implementation of e-procurement is as follows:

(i)   Identification of a Nodal officer in the RMSA State project office/ Education department who will interact with the NIC and drive the e-procurement system application in RMSA programme in a mission mode.

(ii)   List of implementing agency/ office inviting tender, tender floating locations, etc (Superintending Engineers/Executive Engineers/ Assistant Engineers/ SMDC/ etc.

(iii)   Identification of a pilot location/ division to start e-procurement and identification of officials to be involved in the pilot location division

(iv)   Applying/ Acquiring of Digital Signature Certificate (Class II signing as well as encryption) by the identified officers including the nodal officers

(v)   Mapping of Digital Signature Certificates (DSCs) by nodal officer to the corresponding officers/ office inviting tenders

(vi)   Conduct of e-procurement awareness/sensitization workshop at the State level

(vii)   Placement of required numbers of trained support persons/ training of support persons at the office of the identified officers for continuous on sight hand holding

(viii) Identification of pilot tenders (initially for high value/ less complex tenders), finalization of bidding documents (instructions to bidders, Price Bid Format, Pre Bid Meetings, etc for electronic floating and necessary government tenders and notifications, if any for switching over to electronic tender process

(ix)   Creating awareness and necessary notification about shift to electronic procurement/ tendering through various channels/ media. Training to Vendors/ Bidders/ Contractors can also be carried out.

(x)   Formal launch/ going live with the pilot tenders on a scheduled date

(xi)   Extending e-procurement tenders to other divisions

5.   I would like to request you to take necessary steps as indicated above and inform this Department of the steps taken by the State with regard to implementing e-procurement in your State under RMSA by 31st August, 2012. The NIC has been requested for support and co-ordination on this account in all States.

(Caralyn Khongwar Deshmukh)

To

Education Secretaries of all States and UTs

O/C

Copy to   (i)   SPDs of all State and UTs
            (ii)   Shri A. Mohan, Scientist –G, NIC
            (iii)   Smt. Usha Saxena, Scientist-D, NIC
            (iv)   Senior Consultant in-charge of Procurement, TSG-RMSA (to follow up with the States/UTs, please)

F. No.1-69/2011-Sch.1
Government of India
Ministry of Human Resource Development
Department of School Education and Literacy
Sch.1 (RMSA)

Shastri Bhawan, New Delhi
Dated, 31st May, 2012

To,

State Project Director of all States/UTs under RMSA

Subject: Minutes of E-procurement workshop conducted on 03/05/2012 and follow up action thereon.
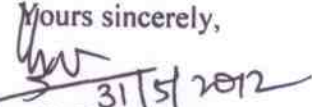
Dear All,

Kindly recall that a work shop on e-procurement was conducted in Delhi on 3rd May, 2012 in which various issues relating to e-procurement in the States under RMSA were discussed. The minutes of the workshop is **enclosed**.

2.   During the workshop, the necessity of adoption of e-procurement of and above the value of Rs. 50.00 lakh in all procurements of civil works, good and services under RMSA with effect from 1st April, 2012 was emphasized. All the State/UT representatives were requested to ensure implementation of these requirements in undertaking civil and other procurement activities. It was also emphasized that in cases where the procurement or construction of civil work is being done in the States/UTs through some States Agencies, the State Project Director, RMSA concerned would sensitize those agencies to adhere to these instructions. I am glad to share with you a recent letter no. 0/3-526 dated 22.05.2012 of State Project Director, Bihar in which he has requested the Managing Director of BSEIDC, the agency carrying out procurement on behalf of RMSA, Bihar, to follow these instructions. I am sure that similar action have already been initiated at your end.

3.   I would like to request you to initiate such action, if not already taken, immediately. If concerned authorities have already been requested for undertaking the procurement of stipulated amount only through e-procurement, I shall be grateful if you could kindly forward a copy of such communication and apprise us the timeline by which these instructions shall be implemented in your State. If for any reason, the States/UTs are facing constraints in implementation of e-procurement, please inform us so that necessary action can be taken.

Yours sincerely,

31/5/2012
(Caralyn K. Deshmukh)
Director (Sch.1)
Tel. No. 23387948

F. No.1-69/2011-Sch.1
Government of India
Ministry of Human Resource Development
Department of School Education and Literacy
Sch.1 (RMSA)

Shastri Bhawan, New Delhi
Dated, 31st May, 2012

To,

State Project Director of all States/UTs

Subject: Minutes of E-procurement workshop conducted on 03/05/2012 and follow up action thereon.

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Yours sincerely,
-SD-
(Caralyn K. Deshmukh)
Director (Sch.1)
Tel. No. 23387948

Copy to: Secretary/Principal Secretaries of all States/UTs

(Caralyn K. Deshmukh)

MINUTES OF NATIONAL WORKSHOP ON E-PROCUREMENT (3rd MAY, 2012)

UNDER RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN, (RMSA),

SCOPE COMPLEX, LODHI ROAD, NEW DELHI.

A National Level workshop on E-procurement was held on 3rd May 2012 at Scope Complex, New Delhi. Secretaries of Education, RMSA State Project Directors (SPD's) and officials looking after procurement under the RMSA programme in the States / UTs participated in the workshop. The list of participants is at **Annexure I**. A copy of the Schedule of the Programme / Workshop is at **Annexure II**.

2. The Joint Secretary (Secondary Education Bureau–I), Ms Radha Chauhan, while welcoming the participants , noted that the overarching trend in governance is towards bringing in transparency in decision making specially when it relates to utilizing public funds under various welfare schemes. In the context of RMSA, the Financial Management &Procurement manual has been formulated to build in mechanisms within the processes that aid and augment well considered decision making at each level of governance structure. Further, she mentioned that the FM&P manual with this intent mandates e-Procurement for procurement of works, goods and services of value of Rs 50/- lakhs and above and it is important for all of us to understand the challenges that would need to be addressed to put this this system in place. The workshop provides a forum for all the stakeholders to raise their concerns, learn from experiences of States where it has been implemented in other schemes and programmes, share experiences and address concerns collectively to come out with viable options.
She urged the participants to set a time line to implement the e-procurement system preferably within this year. She further added that NIC has been requested to provide support to States for this shift and also to train responsible personnel to carry on the activities thereon.

3. Ms. C.K. Deshmukh, Director, School Education MHRD stated this is an important step for RMSA program. She mentioned that PWD and other works departments at the State and at the Central level are using the e-platform for procurement of goods and services. She insisted for change from manual procurement to e-procurement and also added that the system has been made mandatory for procurement of goods and services worth Rs 50 Lakhs and above from 01/04/2012. She appreciated the State of Andhra Pradesh and Karnataka for successfully using this system. She added that other States, like Uttarakhand, are also using e-procurement for limits of Rs 1 Crore and above.

4. Shri K. Bikshapathi, Vice President- NISG made a presentation explaining various steps involved in implementation of e-Procurement. A copy of the presentation is annexed at **Annexure III**.

The highlights of the presentation are as follows:

a. The Govt. is promoting E-Governance to improve transparency in government functioning.
b. E procurement ensures a level playing field and hassle free bidding.

c. Simplification, Standardisation, adherence of procurement guidelines and improved procurement efficiency.

d. Ensures Information / Data security.

e. An example of State of Andhra Pradesh which is the first State to implement centralized IT infrastructure –Decentralized functions & has completed 1.63 lakh tenders was shown.

f. Different Public Private Partnership Models

g. Benefits of e-procurement like single stop shop, increased price transparency.

h. Human touch point decreased, increases internal efficiency, reduces human influence and thus reduces chance of corruption.

5. Ms. Usha Saxena, Technical Director from National Informatics Centre (NIC) made a presentation on **Government e-Procurement system of National Informatics Centre (GePNIC)**. She explained the working of GePNIC system for hiring of works, goods and services. The highlights of the presentation are as follows:

a. Registration of Bidders & Govt. Officials in different roles.

b. Tender creation & publishing.

c. Bidders updation in advance non sensitive documents as defined in the system by the administrator.

d. After opening, as per the criteria, bidders are selected for technical evaluation. The summary of proceedings are updated.

e. Selected bidders are informed by SMS/Mail.

f. Comparison of chart generation during financial bid.

g. System generation of L1 & L2.

h. System was implemented in two phases. In the first-phase, in the year 2011-12, 10 States were covered and it was funded by Department of Commerce,Ministry of Commerce and NIC provide technical assistance for the same. In the second phase 13 States would be covered using the e-procurement system of National Informatics Centre – GePNIC

i. Implementing States will have to take care of the front end infrastructure requirements such as PCs and Internet Connectivity and the backend support will be provided by NIC. She informed that in addition to this, NIC will conduct awareness workshops, procurement & installation of required backend infrastructure & Configuration and installation of solution. She also added that NIC will carry out activities like hosting of site for each of the state & provision for generic demo server for training purpose, arrange facility management personnel and help desk facility from empanelled vendors. She stressed that the State Govt. will also have to arrange for extensive training to Department users & Bidders. A copy of the presentation is enclosed at **Annexure IV.**

6. Shri Harish Kumar, Senior Consultant-Procurement and Disbursement informed that the States of Andhra Pradesh and Karnataka are already using e- procurement platform for RMSA (both non NIC portal),19 States are using NIC/Non NIC platform for other departments , however, they are yet to use the platform for RMSA procurement and 14 States are yet to adopt e-platform.

7. State wise discussion was held to find out the status of procurement system and the preparedness of the States to adopt e-procurement system under RMSA in their respective State/ UTs. The position is as under:

S.No.	State	Status about e-procurement
1	Andaman & Nicobar	E-procurement not followed. State expressed concern about internet connectivity.
2	Andhra Pradesh	Has adopted e-procurement for RMSA using non- NIC portal.
3	Arunachal Pradesh	All construction work is undertaken by SMDC.
4	Assam	State yet to adopt e-procurement under RMSA
5	Bihar	Civil works nodal agency is BSEIDC which is not following e-procurement. Capacity building is required for adoption of the same.
6	Chandigarh	As per UT rule, any procurement above Rs. 10 lakhs has to be through e-procurement. Same rules would be adopted for RMSA also.
7	Chhattisgarh	All the civil works is entrusted to PWD, which has facility of e-procurement.
8	Dadra & Nagar Haveli	Non NIC -procurement Solution which is being used by the Gujarat may be adopted by the UT.
9	Daman & Diu	Non NIC -procurement Solution which is being used by the Gujarat may be adopted by the UT
10	Delhi	Has not adopted e-procurement for RMSA.
11	Goa	Nodal agency is PWD. Yet to adopt e- procurement.
12	Gujarat	As per State rules, any work worth more than Rs. 75 lakhs is through e-procurement. Non –NIC platform is being used.
13	Haryana	Civil works is done through Haryana Electronics Corporation.
14	Himachal Pradesh	All the civil works is entrusted to 3 works agencies. PWD has an e-procurement platform, but it is not used for procurement under RMSA.
15	Jammu & Kashmir	All the civil works is entrusted to PWD, which does not follow e-procurement. The State expressed the need of training before moving to e-mode.
16	Jharkhand	Other departments are using e-procurement platform, can be taken up for RMSA also.
17	Karnataka	Has adopted e-procurement for RMSA, using non NIC portal.
18	Kerala	Construction work is undertaken by local bodies. Yet to develop a policy for adoption of e-procurement.
19	Lakshadweep	No participant from Lakshadweep was present.
20	Madhya Pradesh	Civil work is done through State PWD and as per State rules any work worth more than Rs. 10 lakhs is through e-procurement.
21	Maharashtra	E-procurement would be adopted within 3 months.
22	Manipur	State representatives expressed difficulty in adopting e-procurement at present due to lack of infrastructure and connectivity.
23	Meghalaya	Through Govt. agencies civil works is carried out. Shall adopt e-

S.No.	State	Status about e-procurement
		procurement for future works for RMSA.
24	Mizoram	Will adopt e-procurement for RMSA, are in touch with NIC, problem in network connectivity.
25	Nagaland	
26	Orissa	Rural Development Department is the nodal agency for civil works but at present it is not following e-procurement
27	Puducherry	
28	Punjab	Civil Works are done through 4 different government agencies. These agencies at present are not following e-procurement.
29	Rajasthan	All the civil work s are tendered by the society and it is yet to adopt e-procurement.
30	Sikkim	No participant from Sikkim was present.
31	Tamil Nadu	Tender Transparency Act is followed in the State. Under RMSA, civil works are undertaken by SMDC, hence at present e-procurement is not followed. State representatives further added that since State is on MMP list and pilot implementation is going on, State is in a position to hop on to the e-procurement mode after undertaking required training.
32	Tripura	Will adopt e-procurement for RMSA
33	Uttar Pradesh	For new school, the work has been entrusted to PWD and State PWD does not follow e-procurement at present. The civil works components sanctioned under strengthening are done by SDMC.
34	Uttara Khand	Web portal is in place and RMSA society has been registered with it. DSC has been obtained. Will implement e-procurement in RMSA soon.
35	West Bengal	All the civil works is entrusted to PWD, which does not follow e-procurement mode.

8.   During discussion many query were raised by the participants. Some the key queries with the replies are as follows:

S. No.	Query	Reply
.	Incase of illiterate bidder, how vulnerable is the system with respect to sharing of information and its misuse?	In such a scenario, the bidder himself/ herself has to ensure that the important information like password, etc, should not be shared.
.	In cases where there is no internet connectivity, the system may limit the response.	This limitation is there in the system. However most of the regions in the country have some or the other form of internet connectivity. There are a number of service providers and mobile telephone companies offer wireless internet data

S. No.	Query	Reply
		cards for wireless internet which is available everywhere wherever there is mobile telephone connectivity.
1.	In case of services, this limit of Rs. 50 lakhs is applicable for contract value of the year or whole duration of the contract?	In this, the value of the services for the duration of whole contract should be seen.
2.	In e-procurement system how is the cost of tenders paid for by the bidder?	In e-procurement system, the cost of tender is generally dispensed with and in case it is to be charged, it can be in the form of DD or through online banking gateway like it is done for EMD.
3.	While the bidder is uploading his bid and the time for submission of bid is over, will the bid be accepted?	No, every step of the bidding process is time stamped and the moment the time is over, system does not accept any bid.
4.	Can the bidder use the other languages also as per 8th schedule?	Advertisement and bid/ tender documents can be in any regional language, however the user interface is at present only in English language. NIC informed that it is working to provide the regional language facility in the near future.
5.	In the manual tender process, during the bid opening, bidder is present in the bid opening meeting. How is this facility available in e-procurement process?	Bidder can log in and see the following information onsite: • Name and Number of bidders • Eligible bidders In addition, if the bidders wish, they can visit the concerned office to ensure personal presence during the process. Later on, the evaluation results are also uploaded on the website with the requisite details. Mr. Bikshapathi, shared his experience of Andhra Pradesh in that initially, bidders would visit the office but later on, when they became familiar with the system and were sure that no tampering can be done, they just logged on to see the information on the website instead of being physically present.
6.	If the civil works is entrusted to some agency like Rural Engineering Department, PWD, Water Works Department, etc. does the agency have to follow the same limits/ procedures?	As the agency is taking up tendering on behalf of RMSA implementing society, it will have to follow the limits and procedures as laid down in the FM&P Manual.

S. No.	Query	Reply
.	At the time of submission of tender, does the system provide for facility of checking compliance against the checklist?	The system does provide the facility of creation of a checklist by the office inviting bid and while uploading the bid for the same, the system provides appropriate warning / confirmation messages.
.	What is the capacity building support provided by NIC for implementation of GePNIC?	If the State / UTs want that its staff may be given training on use of GePNIC, it may contact MHRD and NIC and arrangements may be made.
.	How are the queries of the bidders addressed in this system?	Bidders can submit their queries online and the replies can also be sought online and is shared with all bidders. They may also enquire over telephone and e-mail.
.	As compared to manual bidding, how is the response of the bidders in case of e-procurement?	Based on the experience, Resource Persons from NIC shared that no negative impact in terms of response to a bid has been observed.
.	In case, when the technical bid is rejected, whether the financial bid of the bidder will be opened or not?	When the bidder is rejected on a technical bid, system automatically restricts the opening of the Financial bid.

9.   The States of Uttarakhand and Gujarat showcased the e-procurement process followed in their respective States in other departments. The copy of the presentations is annexed at **Annexure VI & VII.**

10.   Director further added that all the States/ UTs will have to provide a written commitment to MHRD about the period by which they would be fully implementing the e-procurement system as per the FM&P manual under the program. She urged the States/ UTs to nominate a nodal & resource person at the State level to ensure smooth implementation of e-procurement. She further informed that Mr. Harish Kumar, Sr. Consultant- Procurement, RMSA TSG, should be contacted for any queries on this aspect.

11.   The States are classified into 3 categories and based on the category the State/ UTs and the commitment received from the States, an action plan would be prepared by MHRD for facilitating adoption of e-procurement.

Category	States	Action plan/ Strategies required
A. (States where e-procurement has been adopted under RMSA	Andhra Pradesh Karnataka	• State to inform MHRD about the norms followed for e-procurement and details of the web portal being used by the State/ agency. • In case the web portal used is non NIC based, MHRD to work out the strategies/ agency for certification of the web portal being used by the State.
B. (States where e-procurement is followed in other department but not under RMSA)	1.NCT of Delhi, - NIC 2.Tamil Nadu, - NIC 3.Chandigarh, - NIC 4.Haryana, - NIC 5.Jharkhand, - NIC 6.West Bengal, - NIC 7.Rajasthan, - NIC 8.Jammu & Kashmir, - NIC 9.Himachal Pradesh, - NIC 10.Uttar Pradesh, - NIC 11.Uttrakhand, - NIC 12.Tripura, - NIC 13.Mahrashtra, - NIC 14.Kerala, - NIC 15. Orissa- NIC 16. Punjab- NIC 17 . Madhya Pradesh – Non NIC 18. Gujarat – Non NIC 19. Chhatisgarh – Non NIC 20. Assam – Non NIC 21.Bihar – 22. Dada & Nagar Haveli, - N procurement 23 Daman & Diu, 24.Manipur 25.Meghalya, 26.Mizoram, 27.Puducherry,	• State to take steps to adopt e-procurement under RMSA and in case there is conflict with existing norms in the State, norms prescribed in the FM&P to be adopted under RMSA. • State/ UT to inform MHRD on the time lines sets by the State for adoption of e-procurement. . • States/ UT to take necessary steps like review of the ToR / MoU / MoA with the agency carrying out civil works and amendment of the appropriate clauses • MHRD to facilitate support to the States/UTs during the process.
C. (States/ UTs where e-procurement is	1.Arunachal Pradesh 2. Andaman & Nicobar Islands	• MHRD to write to these States /UTs to take necessary steps for adoption of e-procurement.

Category	States	Action plan/ Strategies required
not yet followed in the State in any department)	3. Goa, 4.Lakshwadeep, 5.Nagaland, 6.Sikkim	• States / UTs and MHRD to coordinate with NIC on the issue to expedite the process.

12.   It was informed that hands–on training will be provided by the NIC in its lab in CGO Complex on the 4th May.. Accordingly, 12 participants from 12 States/ UT took the training at NIC.

13.   Director, RMSA concluded the meeting and expressed hope that with the active involvement and support of all States/UTs, it may be possible to meet the timelines for adoption of e-procurement system as per the stipulated rules laid down in the FM&P manual.

14.   The workshop ended with vote of thanks to the Chair.

> Annexures may be downloaded from the Ministry's website www.mhrd.gov.in followed by Secondary Education > Schemes > RMSA > finance & Procurement > Minutes of the Meeting/Workshop of finance & Procurement