

F.2(1454)/DoITC/Estt./13/I/6811/2013

Jaipur, Date: 13/05/2013

**OFFICE ORDER**

In supersession of earlier Office Order No. F.2(1454)/DoITC/Estt./13/I/4950 Dated 19.03.2013, roles and responsibilities of the Procurement Cell and Project OIC is hereby redefined as per details given below: -

**In particular, the procurement cell shall undertake the following procurement related major work/ activities of the directorate.**

**A. General**

1. Preparation & updating the Annual Procurement Plan for goods, works and/ or services to be procured during a financial year as per the determination of need for procurement submitted by all the Officers/ Project OICs (POIC). The procurement plan shall specify the following: -
  - a. Nature of Procurement: Goods/ Works/ Services
  - b. Estimated Value
  - c. Source of Funds: Plan/ Non-Plan/ Central Sponsored Scheme/ Externally Aided Project/ Others
  - d. Budget Code
  - e. Procurement Method likely to be followed
  - f. Timeframe for Bid Process and Timeframe for Delivery of Goods and Services or completion of work to identify funds required in the next financial year or subsequent financial years
  - g. Major Specifications: Qty/ Type/ Quality
2. Development and Maintenance of a Procurement MIS and preparation of Quarterly reports for State Procurement Facilitation Cell
3. Establishment and maintenance of a Procurement Register
4. Database of Bidders i.e. maintaining a panel of bidders with a view to establishing reliable sources for a subject matter of procurement or a class of procurement, which may be commonly required across other departments or repeatedly required by directorate i.e. DoIT&C.
5. Co-ordination with the State Procurement Facilitation Cell and timely updating the State Public Procurement Portal (SPPP) <http://sppp.raj.nic.in> with the requisite procurement details as prescribed by the state government.
6. Ensuring the compliance to the RTPP Act, 2012 and Rules thereto.
7. Ensuring not to exceed maximum limit of limited bidding (Rule-16), Spot purchase (Rule-25), Procurement without quotation (Rule-26), request for quotation (Rule-24), direct procurement from notified agencies (Rule-32), etc.

**B. For each procurement**

1. Ensuring the availability of competent authority's approval before initiating the procurement process.
2. Ensuring the availability of Administrative, Financial & Technical Sanctions and availability of Budget provisions with the officer/ POIC before initiating any procurement process.
3. Assigning a Unique Bid Number (UBN) to every bid for tracking purpose.
4. Determination of a reasonable time frame for completion of various stages of the process of procurement
5. Vetting and finalization of Draft Documents like RFPs/EOI/RFQs, replies to pre-bid queries, bid evaluation sheet , agreements submitted by POIC.
6. Ensure availability of procurement proceedings and documentary records of following with Project OIC, namely: -
  - a. Documents pertaining to determination of need for procurement under Section 5
  - b. Description of the Subject Matter of the procurement under Section 12
  - c. Statement of the reason for choice of a procurement method other than open competitive bidding under sub-section 4 of section 29
  - d. Particulars of the participating bidders, Requests for clarifications and any responses thereto including pre-bid conferences
  - e. Bid prices and other financial terms, Summary of the evaluation of bids
  - f. Details of any appeal under section 38, and the related decisions
  - g. Any other information or record as necessary
7. Timely updating the State Public Procurement Portal with the requisite procurement details which shall mainly include the following: -
  - a. Uploading NIB
  - b. Uploading the Bidding document
  - c. Uploading any amendments, clarifications, corrigendum/ addendum including those pursuant to pre-bid conference (presently not available on SPPP but to be followed as and when made available on SPPP)
  - d. Uploading the Comparison Chart including the details of excluded bids, if any, with reasons thereof
  - e. Uploading the Work Order and Bidder Details
  - f. Uploading the details of decisions/ orders under Appeals and stay of procurement proceedings, if any ((presently not available on SPPP but to be followed as and when made available on SPPP)
  - g. Uploading the details of bidders who have been debarred by the State Govt. or a procuring entity together with the name of the procuring entity, cause for the debarment action and the period of debarment (presently not available on SPPP but to be followed as and when made available on SPPP)
    - i. Uploading the list of registered bidders (for Bidder registration process only)
    - ii. Uploading the invitation to pre-qualify and the list of pre-qualified bidders (for Two state bidding only)



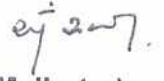
iii. Any other information as prescribed or required on SPPP.

**All the Officers/ Project OICs of DoIT&C shall be responsible for carrying out the following activities/ work related to the procurement of their cell/ project/ section: -**

1. Preparation of determination of need of procurement for the respective financial year and timely submission (One month before beginning of F.Y.) to the procurement cell after obtaining approval of it from competent authority. The determination shall specify the following: -
  - a. Nature of Procurement: Goods/ Works/ Services
  - b. Estimated Value
  - c. Source of Funds: Plan/ Non-Plan/ Central Sponsored Scheme/ Externally Aided Project/ Others
  - d. Budget Code
  - e. Procurement Method likely to be followed
  - f. Timeframe for Bid Process and Timeframe for Delivery of Goods and Services or completion of work to identify funds required in the next financial year or subsequent financial years
  - g. Major Specifications: Qty/ Type/ Quality
2. Preparation and issuance of Administrative, Financial & Technical Sanctions and ensuring availability of Budget provisions before submission of procurement plan to procurement cell.
3. Procurement process management including the following: -
  - a. Preparation and Publishing the IFB and NIB
  - b. Preparation of Draft Documents like RFPs/EOI/RFQs, replies to pre-bid queries, agreements and its submission to the procurement cell for the vetting and finalization of the same.
  - c. Holding Pre-bid Conference/ Meeting and making changes to the bidding documents
  - d. Opening & Evaluation of Bids
  - e. Issue of LOI, Work Order, award of Contract and signing of Agreement and performance security deposit and submission of copy of the same to procurement cell
  - f. Returning of Bid security and performance security.
4. Constitution of Committees for procurement in consultation with Procurement Cell as required in the sub-rule (1) of Rule-3 of RTPP Rules, 2013 and Contract Monitoring Committee (CMC) for the procurement
5. Work as member secretary in the procurement process and act as a secretariat to the Procurement Committee and obtain approvals, wherever required
6. Preparing response to Pre-bid queries received during the Pre-bid conference/ meeting related to the subject matter of procurement and timely submission of same to the procurement cell.
7. Timely processing of payments against invoices received from selected bidders upon successful delivery & installation of goods and/ or completion of designated work/ services.

8. Timely preparation and issuance of Utilization certificate to Procurement/Project Funding Agency.
9. Ensuring the compliance to the RTPP Act, 2012 and Rules thereto.

By the order of Governor,



(Sanjay Malhotra)

Secretary & Commissioner, IT&C

F.2(1454)/DoITC/Estt./13/

Jaipur, Date:

Copy to following for necessary information and action: -

1. Sr. PA, Secretary & Commissioner, IT&C, Jaipur
2. Additional Director-I/II, DoIT&C, Jaipur
3. All the concerned Officers/ Project OICs of DoIT&C for compliance
- ✓ 4. OIC (Website), DoIT&C with a request to upload the order on DoIT&C website
5. Co-ordinator, State Public Procurement Portal, Finance Department, Jaipur
6. Guard File



(Sanjay J. Karnik)

OIC Estt. & HOO, DoIT&C