

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

Ref. No: F3(129)/DoIT/Acct/2010/ 155

Jaipur, dated: 05/03/2013

Office Order

In light of Finance Department Circular No 02/2012 dated 27-01-2012 and provision of GF&AR Part II Rule 38B, Government Purchases of Rs. 50.00 Lacs or above has to be mandatorily made through e-Procurement only.

As per provision available in the e-Procurement System (www.e-proc.rajasthan.gov.in), a committee of four officers may be formed to perform Tender related activities as per process defined as under:

Proposed Committee Members on e-Procurement Portal	Tasks	Remarks
1. OIC Project	Tender creation, Tender Publishing, Issuing Corrigendum/ Tender opening/evaluation/AOC	As per provision in system four officers can be defined for Bid opening. The option 2 out of 4 be selected for bid opening
2. Project Team member		
3. Financial Advisor/ Nominee of Accounts Section	Tender opening/evaluation	
4. OIC (Procurement)	Tender creation, Tender Publishing, Issuing Corrigendum/ Tender opening/evaluation/AOC	
5. Head of Office	Tender opening/evaluation	
6. OIC (Stores)	Tender opening/evaluation	

Note:

1. All users of e-Procurement system are required to Possess the valid Digital Signature Certificate (DSC) and should be registered on e-procurement Portal.
2. The Purchase Committee on file may be formed by including additional members as per requirement

All Project OICs/Accounts Officers/Other Officers of DoIT & C whom are conducting procurement related activities should ensure that they possess a valid Digital Signature Certificate.

Officers not having DSC may fill up the requisite form and ensure forwarding of same through proper channel to e-Procurement Cell, RISL.

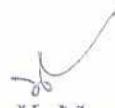
Officers should also ensure timely renewal of DSC before expiry of same.


(Sanjay Malhotra)
Secretary, IT & C

Copy to following for information and necessary action:

1. P.S to Secretary, IT & C

2. OSD (UID), IT Building, Jaipur
3. Financial Advisor, DoIT & C, Jaipur
4. All Additional Directors, Joint Directors, Deputy Directors of DoIT & C, Jaipur
5. ACP(HOO), DoIT & C, Jaipur
6. OIC(Stores), DoIT & C, Jaipur


(R. K. Meena)
Financial Advisor, DoIT & C