

To

1. Chief Engineer / Canals
Irrigation Department, Pb., Chandigarh
2. Chief Engineer / Drainage
Irrigation Department, Pb., Chandigarh
3. Chief Engineer / Lining
Irrigation Department, Pb., Chandigarh
4. Chief Engineer / KAD - Shahpurkandi Project
Irrigation Department, Pb., Chandigarh
5. Chief Engineer / RSDC
Irrigation Department, Pb., Chandigarh
6. Chief Engineer / Vigilance
Irrigation Department, Pb., Chandigarh
7. Chief Engineer / SKPD
Irrigation Department, Pb., Chandigarh
8. Chief Engineer / RSDD
Irrigation Department, Pb., Chandigarh
9. Chief Engineer / DIPR
Irrigation Department, Pb., Chandigarh

Sub: E-Tendering System: Documents Uploading on Different Portals.

- a) As the e-tendering System is operational w.e.f. 01/04/2014 and its link is available on Punjab Govt. Portal as well as on Irrigation Department, Punjab's Portal. As such, manual uploading of tenders on the State Govt. website is not required, so the tender documents should not be sent to Punjab In-fotech in future. [\(Ctrl + Click Here\)](#)
- b) All concerned XENs (tendering Authority) are requested to take care the points intimated by Punjab In-fotech while using e-tendering platform. [\(Ctrl + Click Here\)](#)
- c) The publication of tender in the News Papers should contain the Name of work (*in short*), Earnest Money etc. and Tender Dates only. For detailed Work description and other conditions, the bidder may be asked to visit e-procurement Portal of Punjab Infotech for relevant detail regarding Tender Fee, EMD & Supporting Documents, Technical Specifications, Terms & Conditions etc. It will help in saving money spent on detailed publication.

Executive Engineer/Computer Cell
Irrigation Department, Punjab
Chandigarh.

PICTC/ITeG1/076/2013/
Date: 23rd December 2013

Executive Engineer
Punjab Irrigation Department,
Township Division No. 1,
Ranjit Sagar Dam Project,
RSD - Shahpurkandi

Sub: e-Tendering System: Regarding Documents Uploading on Different Portals

This is with reference to your letter No. 10060-10101/5-A dated 18th December 2013.

2. As you are aware that Punjab Government has successfully implemented e-Tendering System in the state, it is requested that all tendering activities pertaining to your department may be done using the same platform.

3. The link of e-Tendering is available on Punjab Government portal and for any assistance regarding e-Tendering, please contact:

Mr. Ashish Vijan
ITeG Division
Punjab Infotech
Contact No.-0172-5256424

4. Henceforth, document pertaining to manual uploading of tenders on Department website and State Government website should not be sent to Punjab Infotech.


AGM (ITeG)

Endst : PICTC/ITeG1/076/2013/ 9315

Date: 23rd December 2013

✓ A copy of the above is also forwarded to Sh. Ashwani Sharma, Director, Department of Irrigation, Sinchai Bhawan, Sector - 18, Chandigarh.

Let us write to various XEN'S regarding this.

XEN/CC.

Ashish
26/12/13.

Ashish Vijan
AGM (ITeG)

To,

Departments using e-Procurement System,
(List attached)

Sub : e-Procurement System in Government of Punjab

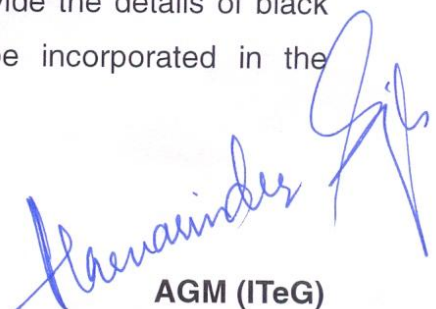
This is with reference to subject ibid and implementation of e-Procurement System in Government of Punjab.

2. e-Procurement System was initiated in a phased manner in the state. The application has already attained stable grounds but still following points are to be taken care diligently while using the e-Tendering platform.

- i) **Requisitioning of hard copies of technical bids:** It has been observed that some departments / organizations are accepting technical documents in the form of unsealed bid documents and hardcopies. The same is not recommended in CVC Guidelines. It is suggested that all the techno-commercial bids must be accepted through e-Procurement portal.
- ii) **Non evaluation of tender through e-Procurement System:** The application has the features of auto generation of comparative sheets. The system will generate comparative sheets of the commercials submitted by the vendors which may be utilized for the administrative approval in contrary to traditional system of preparation of manual comparison statement.
- iii) **Use of e-Payment for Tender Fee / EMD:** Integration of e-payment with e-Procurement portal has been successfully completed with support from Axis & HDFC Bank. For bringing complete transparency in the government procurements, e-Payment has been made mandatory for remittance of Tender document Fee and EMD. Accordingly, it is requested that requisite instructions may be communicated to the bidders through Notice Inviting Tender (NIT).
- iv) **Cancellation of tender from the Portal:** After finalization of e-tender, the tender details must be concluded. If due to any administrative decisions the tender is cancelled it should be given "Cancel" status on the portal to avoid

any confusion in the re-tendering.

- v) **Threshold value:** As per decision taken in 3rd Steering committee meeting under the Chairmanship of Chief Secretary, Punjab that threshold value for e-Tendering will be Rs 5 lacs onwards.
- vi) **Validity of Bid and Time bound tendering process:** As per Competition Act 2002, any quotations / bids submitted by the vendors have certain validity in days and tender should be processed in time bound manner. Procurer (Government Department) will have to specify clearly in tender document or in NIT viz. validity of bids, technical & cost opening dates.
- vii) **Segregation of duties:** As per Punjab Financial Rules, there must be a committee of 3 members while tender opening. In this regard, it is requested to provide the necessary details so that the same may be incorporated in the e-Procurement System.
- viii) **DSC expiry clause in NIT:** It has been suggested by officials of AG Audit that a separate clause must be mentioned in the NIT stating that "Bidders must ensure that their Digital Signature must be valid at the time of tender evaluation".
- ix) **Time for tender submission:** As per CVC Guidelines, minimum 21 days must be given for tender publishing and tender closing. In case there is any deviation from the guideline then appropriate approval from competent authority is required.
- x) **Allotment of Role / Activity:** The STQC guidelines as well as the IT Act 2000 provided that any holder of a Digital Signature, whose DSC, has been issued by a licensed certifying authority, is responsible for protecting the corresponding private key. Further, as per STQC guidelines a situation should not arise in the e-Tendering system where due to limitation of the e-Tendering system, these departments and officers are not able to themselves execute their duly assigned roles as in the manual process. All the assigned activities must be carried out by the authorized Govt. officials.
- xi) **Black listed vendor details:** It is requested to provide the details of black listed bidders (if any) so that the same may be incorporated in the e-Procurement Portal.


AGM (ITeG)