



GOVERNMENT OF KERALA

Abstract

**Information Technology Department - Implementation of e-Government Procurement Mission Mode Project - Decisions of State Level Empowered Committee Meeting - accepted - orders issued.**

**INFORMATION TECHNOLOGY (B) DEPARTMENT**

G.O.(Ms)No. 36/2011/ITD. Dated, Thiruvananthapuram, 07.12.2011

Read: 1. GO(Rt). No. 131/2008/ITD dated 26.06.2008.  
2. GO(Ms). No. 17/2011/ITD dated 17.06.2011.  
3. G.O(Rt). No. 176/2011/ITD dated 30.09.2011  
4. The minutes of the SLEC meeting held on 19.07.11 and 27.09.11.  
5. Letter No. KSITM/e-proc/2011/9262/8790 dated, 4/11/2011 from the Director, Kerala State IT Mission.

**ORDER**

As per the Government order read as 1<sup>st</sup> paper above Government had decided to implement the centrally financed e-Government Procurement (e-GP) Mission Mode Project in the State and constituted various committees for monitoring it.

As per the GO read as 2<sup>nd</sup> paper above directions were issued to all state Government departments to adopt the centrally financed e-procurement project being implemented with the GepNIC solution of NIC.

As per the minutes read as 4<sup>th</sup> paper above the State Level Empowered Committee (SLEC) headed by the Chief Secretary met on 19/07/2011 and 27/09/2011 in connection with implementation of e-Government Procurement (e-GP) in the State and the following decisions were taken.

**e-Procurement:**

a) Committees: The Empowered Committee constituted vide GO (Rt) No. 131/2008/ITD dated 26/06/2008, to function as the Core Committee for implementation of Centrally financed e procurement MMP. (Orders has already been issued in this case as per GO read as 3<sup>rd</sup> paper above)

b) Pilot Departments:

Pilot Departments have been chosen based on volume, value and type of procurement. The following Departments have been included in the Pilot phase of Project implementation.

- 1) Public Works Department.
- 2) Water Resources Department
- 3) Transport Department and
- 4) Police Department

The system may be rolled out to other Govt Depts. across the State on successful completion of pilot phase. However, based on the readiness of the National Informatics Centre (NIC), other interested Departments may also be included in the pilot phase itself.

c) Tender Slabs: Initially, the following high value procurements are to be brought under the e-Procurement project purview and subsequently the slabs may be lowered based on the familiarity & experience of participating departments.

| Stage | Works    | Goods    | Services |
|-------|----------|----------|----------|
| Pilot | 45 lakhs | 15 lakhs | 15 lakhs |

However, considering the quantum of procurement, Police Department is allowed to adopt the system for lower procurement slabs. Public Works Department to identify one of its Offices, within Thiruvananthapuram District, for publishing the first tender using the e-Procurement solution based on the above tender slab for works.

d) Department readiness:- The following activities needs to be mandatorily ensured by each department's prior to adoption of the e-procurement solution:

- (i) Nominate a Nodal Officer for coordinating the implementation of the project within the respective department. The Nodal Officer should be able to give the hierarchical and functional details of the department.
- (ii) Prioritize & Identify Department users for training, in batches, in consultation with Kerala State Information Technology Mission.
- (iii) Prioritize & Identify Department users for issuance of Digital Signature Certificates (DSC).
- (iv) Identification of officials to be trained as "Master Trainers" who in turn shall train other officials of the respective department.
- (v) Strengthening of IT infrastructure viz. adequate PC's constant internet connectivity (Preferably, a dedicated high-speed connection), etc. of all departmental offices publishing tenders using e-Procurement system

e) Standard Bid Document (SBD). In order to follow a uniform procedure, a Standard Bidding Document (SBD) to be prepared for all the Departments of the State.

- f) Domain name registration: <http://www.etenders.kerala.gov.in> is approved as the URL for e-procurement site of Kerala.
- g) Digital Signature Certificate (DSC): The manual signature is proposed to be replaced by the Digital Signature Certificate and such usage is valid and the respective DSC user shall be responsible & accountable for any approvals given using his/her DSC. Necessary orders shall be issued for usage of Digital Signatures replacing the manual signatures in e-Procurement system. Also, if NIC is unable to provide Digital Signature Certificates, as cited in their requirements, the State may fund for the procurement of the same from the funds made available to KSITM for the project.
- h) e-Payment mechanism:- Manual payment is proposed to be replaced by online payments. KSITM shall initiate necessary steps for tie-ups with different banks to establish a comprehensive e-payment mechanism to be integrated with the e-Procurement system and NIC shall extend all technical support for such integration.
- i) Project Management Unit (PMU): As per one of the requirements of NIC for expediting & streamlining the implementation of the project, the Project Management Unit, constituted vide G.O.(Ms) No. 31/2009/ITD dated, 23/10/2009, may be retained for the same. The implementation of e-Government Procurement MMP project across the State shall be managed by this PMU which shall be established with funding from the State Government.
- j) Application Administrator: Atleast two officials needs to be identified/appointed, who will be imparted training by NIC, and shall act as the Application Administrator.
- k) Toll-free Number: - A dedicated toll-free number to be applied for e-Procurement project wherein all calls related to the project shall be handled.
- l) Common e-mail-ID: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) is approved as the common email-id for addressing all queries/grievances pertaining to e-Procurement project.

In order to have a proper Inventory Management mechanism, it was decided that the e-GP software may be integrated to the legacy inventory management system of the participating departments. Based on the decisions of the State Level Empowered Committee, Director, KSITM has requested government as

per the reference read as 5<sup>th</sup> paper above to issue formal orders on the following points

1. Inclusion of the following officials from Water Resources Department, Police Department and NIC in the Core Committee.
  - a) The Principal Secretary/Secretary, Water Resources Department
  - b) The Director General of Police (DGP) (State Police Chief)
  - c) The State Informatics Officer (SIO), NIC, Kerala.
2. Nomination of Special Secretary, Information Technology Department as representative of the State Government for Project Advisory Committee (PAC) as per the requirement of Ministry of Commerce, Government of India
3. Identification of Pilot Departments
4. e-GP domain name
5. Project Management Unit.
6. Common e-GP Support email- id.

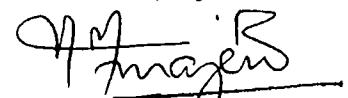
In the above circumstances, Government have examined the whole case in details and are pleased to accept the above decisions of the SLEC meeting and order accordingly.

(By Order of the Governor)  
K.S. SRINIVAS  
Special Secretary to Government.

**To**

Secretaries of Departments concerned  
Heads of Department concerned  
The Director, Kerala State IT Mission, Thiruvananthapuram.  
Sri. J.K. Dadoo, Joint Secretary, Ministry of Commerce & Industry,  
Department of Commerce, Government of India, Udyog Bhavan,  
New Delhi - 110 107 (with C/L)  
The Accountant General (A & E/Audit), Kerala, Thiruvananthapuram.  
The State Informatics Officer, National Informatics Centre,  
Thiruvananthapuram.  
Additional Secretary to Chief Secretary  
The Finance Department  
The Store Purchase Department.  
The Director, I & PRD (for wide publicity)  
The Secretary, Legislature Secretariat, Thiruvananthapuram. (with C/L)  
CA to Special Secretary [ Information Technology ]  
Stock file/Office Copy.

Forwarded/By order



**Section Officer**