

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Social Welfare Department - Reforms in Social Welfare / B.C. Welfare / Tribal Welfare Departments – Introduction of e-Procurement of goods/materials in Social Welfare / Tribal Welfare Departments/APSWREIS/APTWREIS(Gurukulam) - Guidelines/Procedures to be followed – Orders – Issued.

SOCIAL WELFARE (OP) DEPARTMENT

G.O.Ms.No:52

Dated:08-09-2003

Read the following:-

1. Agreement between Government of Andhra Pradesh and M/s. CI India Pvt.Ltd. dated 17.6.2002.
2. G.O.Ms.No.2, Information Technology & Communication Department dated 15-01-2003.
3. Decisions taken at the review meeting held by Hon'ble CM on 15.7.2003.
4. Minutes of the Meeting held on 5.8.2003.

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ORDER:

Government have from time to time, been initiating several reforms in tendering process for public works with a view to bringing in simplification of procedures, greater transparency and healthy competition in procurement methods.

2 As part of its e-governance initiatives, Government identified e-Procurement as one of the key thrust areas and has taken up e-procurement project as one of the core IT initiatives. Accordingly, Government entered into an agreement with M/s. CI India Pvt. Ltd. to develop, operate and maintain 'e'-marketplace as a pilot project initially, covering the following four departments:-

1. Andhra Pradesh Technology Services
2. A.P. State Road Transport Corporation.
3. A.P. Health and Medical Housing and infrastructure Development Corporation.
4. Commissionerate of Tenders (Irrigation, R&B Department)

3. Government in Information Technology & Communication Department through G.O.2 nd read above have issued orders authorizing the above 4 departments to take up e- procurement through electronic process.

4. Keeping in view the need to extend e-procurement process to other important departments of Government also, it was ordered by Hon'ble CM in the review meeting on e-procurement held on 15.7.2003 to introduce e-procurement system in Social Welfare/ B.C. Welfare / Tribal Welfare Departments including Engineering Wings and Residential Institutions Societies functioning under their control and consequently Government issue the following orders:

a) e-procurement shall be adopted by Commissioner of Social Welfare, Commissioner of B.C. Welfare, Commissioner of Tribal Welfare, APSWREIS, and APTWREIS duly following the guidelines/procedures as indicated in the annexure enclosed to this G.O.

b) The following items required for the hostels and residential Schools for all the Welfare departments shall be procured through e-procurement:-

- (i) Bed materials like carpets, bed-sheets
- (ii) Stationery items, Note Books and work Books
- (iii) Plates and Glasses, trunk boxes,
- (iv) Furniture items like cots etc.

- b) A Multi Departmental Procurement Committee (MDPC) will be constituted separately for the welfare group and the committee shall take the critical procurement decisions like verifying the quality, approval of rates and also ensuring quality check during supplies of goods.
- c) All the existing codal rules, G.Os, executive instructions etc., applicable to the processing of conventional tenders shall be applicable to the bids to be procured through e- Procurement, except to the extent modified/revised in the guidelines enclosed.
- d) In respect of works, which are included in e-procurement, tenders will not be received in the conventional method.
- e) Service charges shall be paid to M/s. C1 India as per the agreement entered by Government of Andhra Pradesh with M/s. C1 India on 17th June, 02 as indicated below or as may be modified from time to time in future:
1. a. Tender hosting charges - Rs. 4,500/- per tender
 2. b. Transaction Fees - 0.24% of the value of an end-to end Transaction conducted through the e-Procurement marketplace.
- f) Service charges shall be paid by the respective departments concerned. An effort shall be made to institute a centralized system of payment of service charges to reduce delays and workload.
- g) Necessary amendments/changes in the existing procedure, as deemed necessary, for switching over from the conventional/existing procurement processes to equivalent e-procurement process, shall be made by the concerned Departments and shall take necessary action in this regard.

5. Notwithstanding any existing provisions of A.P. PWD Code as well as other orders and executive instructions in force, e-procurement processes shall be valid for procurement of goods /material and services etc.

6. The above orders shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J.SATYANARAYANA,
PRL. SECRETARY TO GOVERNMENT.

To

1. The Commissioner of Social Welfare Hyderabad,
2. The Commissioner of B.C.Welfare, Hyderabad.
3. The Commissionoaner of Tribal Welfare, Hyderabad.
4. The Secretary, APSWREIS., Hyderabad.
5. The Member Secretary, Gurukulam, Hyderabad.

Copy to:

PS to Principal Secretary, Social Welfare,AP Hyderabad

PS to Secretary, Tribal Welfare, AP Hyderabad

PS to Principal Secretary, IT&C Dept

PS to Minister for Social Welfare, AP Hyderabad

PS to Minister for Tribal Welfare, AP Hyderabad

PS to Minister for B.C. Welfare, A.P. Hyderabad.

Spl.Secretary to C.M.

Principal Secretary to C.M.

GA(I &PR) Dept

M/s C1 India Pvt Ltd., 501, Mahavir Chambers, Basheerbagh, Hyderabad

// Forwarded :: by Order //

ANNEXURE-I

(G.O.Ms. No. 52, S.W.(OP) Dept. dated:08-09-2003)

Guidelines/Procedure to be followed in instructions of e- Procurement in /Social Welfare / B.C.Welfare / Tribal Welfare Departments and APSWREIS & APTWREIS(Gurukulam) in respect of goods required for the hostels

1.0 Notice inviting Tender (NIT)/Tender documents:

The notice Inviting Tenders (NIT) and Tender documents etc, shall be in the Standard formats as applicable to conventional Tenders and will be finalized/approved by the officers competent as in the case of conventional Tenders.

2.0 Publication of NIT:

The officers competent to publish NIT in case of conventional Tenders will host the NIT in the e- market place @ <http://www.eprocurement.gov.in/> Simultaneously, a notification should also be published in the newspapers, and “Tenderla Samachara Patrika” as per existing rules, in the following format to affect economy:-

<p>Government of Andhra pradesh Social Welfare/B.C.Welfare/Tribal Welfare Department “e” procurement Notice</p>	
1. Name of the work	:
2. Estimated cost	: Rs.
3. Last date/Time for receipt of tenders.	:
4. Name and address of the SE concerned:	:
Further details can be seen @ e- procurement market place @ “ www.eprocurement.gov.in ”	

3.0 Time allowed for Tendering:

Time allowed from the date of hosting of NIT at e- market place to the last date of receipt of tenders e-market place is 14 days, as in conventional Tenders.

4.0 Registration of contractors with e- market place.

The e- procurement market place provides and online self-service registration facility to such of the suppliers, who are already registered with respective participating departments for supply of specified goods and services. As an incentive for early registration, basic registration by suppliers, that allows

them to participate in the e- procurement process shall be enabled on the e- procurement market place without levy of any registration or subscription fee upto 31st March, 2004 or such later date, as may be decided by the Steering Committee. However, the e- procurement market place may levy charges for such value-added services as may be decided by the Steering Committee on e- procurement as laid down in the G.O. second read above.

5.0 Payment of cost of Tender documents:

The collection of cost of Tender documents is dispensed, as there is no physical supply of tender documents and also to have absolute anonymity of the bidders participating in e- procurement. The bidders can view/download the tender documents, from the ' e ' market place.

6.0 Submission of Bids:

The bidders who are desirous of participating in e- procurement shall submit their Technical bids, price bids etc., in the standard formats prescribed in the Tender documents, displayed at e- market place. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in the e- market place in support of their Technical bids. The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.

After uploading the Technical/Price bid, the attested copies of the uploaded statements, certificates, documents,(except the price bid/offer) are to be submitted by the bidder to the concerned Head of the Departments, so as to reach before the date of opening of the price bid. Failure to furnish any of the uploaded documents, certificates, before the price bid opening date will entail rejection of the bid and forfeiture of EMD. Similarly, if any of the certificates documents etc., furnished by the bidder is found to be false/fabricated/bogus, the bidder will be blacklisted and the EMD forfeited.

7.0 Payment of EMD (Earnest Money Deposit):

The EMD payable along with the bids is 1% of the estimated contract value and the balance EMD payable at the time of concluding agreement is 1 ½% of contract value. The DD/BG shall be from a Nationalized Bank valid for a period of 6 months. Xerox copy of the DD/BG is to be scanned and uploaded along with the Bid and the original D.D./BG shall be sent to the concerned Head of the Department so as to reach before the date of opening of the Price Bid. Failure to furnish the original DD/BG before price bid opening date will entail rejection of bid and blacklisting.

8.0 Technical bids/Price bids opening:

The Technical bids will be opened online by the concerned Head of the Departments or the Multi Departmental Procurement Committee (MDPC) as the case may be, at the time and date as specified in the tender documents. All the Statements documents, certificates, DD/BG etc., uploaded by the Tenders will be verified and downloaded, for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained either online or in the conventional method by addressing the bidders. The technical bids will be evaluated against the specified parameters/criteria, same as in the case of conventional tenders and the technically qualified bidders will be identified. The result of Technical bid evaluation will be displayed on the e- market place, which can be seen by all the bidders who participated in the Tenders.

Similarly, at the specified date and time, the price bids of all the technically qualified bidders will be opened online by the concerned Superintending Engineer and the result will be displayed on the e-market place which can be seen by all bidders who participated in the Tenders. Till the technical bids are opened, the identity of the bidders who participated in the Tenders are to be kept confidential. Similarly, till the price bids are opened, the bid – offers are to be kept confidential.

9.0 Processing of Tenders:

The Committee on tender process will evaluate and process the tenders.

10.0 Charges payable to M/s. C1 India Pvt. Ltd.:

The Service charges payable to M/s. C1 India Pvt. Ltd. , as laid down in the GO 2nd read above are as indicated below:

- a) Tender – hosting charges : Rs.4,500=per Tender.
- b) Transaction fee : 0.24% of the Agreement
value of the work.

The tender – hosting charges are payable by the concerned Head of the Departments on hosting of a Tender notice. The Head of the Departments shall arrange payment within a period of 30 days from the receipt of the bill from M/s. C1 India Limited. In respect of tenders cancelled at any stage and record again only tender hosting charges are payable. The transaction fee is payable by the successful bidder through a DD drawn in favour of M/s. C1 India Private Limited, Hyderabad at the time of conclusion of the agreement. The said DD shall be sent to M/s. C1 India Limited by the concerned department who is entering into agreement with the successful bidder. Suitable provision should be made in the estimate of the concerned work to meet the above expenses by the bidder.

J. SATYANARAYANA,
PRL. SECRETARY TO GOVERNMENT.