Training Program on Coordinated Preparation of High Resolution National Data for Gram Panchayat and Ward-Level Mapping

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CRITICAL COMPONENTS OF EOI/RFP/RFQ/TENDERING PROCESS. HOW TO HANDLE GEM AND CPP PORTAL

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PUBLIC PROCUREMENT

- Public procurement plays a vital role in the socio-economic development of a country.
- Transparent Public Procurement is quite essential for judicious utilization of the taxpayers' money. Lot of efforts has been made by the Government of India to enhance transparency in Public Procurement.
- Technology is widely used in bringing the transparency in governance.

Government E- Marketplace (GeM)
Government E-Procurement System (CPP)

Government E- Marketplace (GeM)

- Government of India had launched an e-marketplace that aims to help all the government officials in purchasing goods and services that are of common use like air conditioning and heating equipment, writing instruments, water, projectors, desk and computer supplies and services like security, human resources, house-keeping, among others.

- At the moment, any ministry or department can buy goods of upto Rs 50,000 directly off the portal. (Ref GFR 2017-Rule 149)

- For anything that costs beyond that, purchases have to be made through price comparison, bidding or reverse auction.

Government E- Marketplace (GeM)

Who Are The Buyers

- Authorised representatives of Central Government Departments/ State Governments/ PSUs/ Autonomous bodies can utilize the GeM.
- DGS&D authorises officers of the rank of Joint Secretary and equivalent for using the services of GeM.
- These officers can further authorise other officers of their Department to utilize the services of GeM.

Government E- Marketplace (GeM)

Primary User

Authorized officers of the rank of Deputy Secretary/Equivalent or Head of the Office at Sub Center / Unit / Branch of Government Organisation / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statuary Bodies can register as Primary User on GeM.

Role of HoD/Primary User in GeM is to create Secondary users for his organization i.e. Buyer, consignee, DDO/ Paying Authority. He can add secondary users after clicking on Manage Users tab after logging in the GeM portal. HoD/Primary User cannot perform Buying functions on the portal.

Government E- Marketplace (GeM)

Four types of roles are performed by Secondary users in GeM portal

Buyer: Buyer will select the item for purchase and will place the order on behalf of his organization.

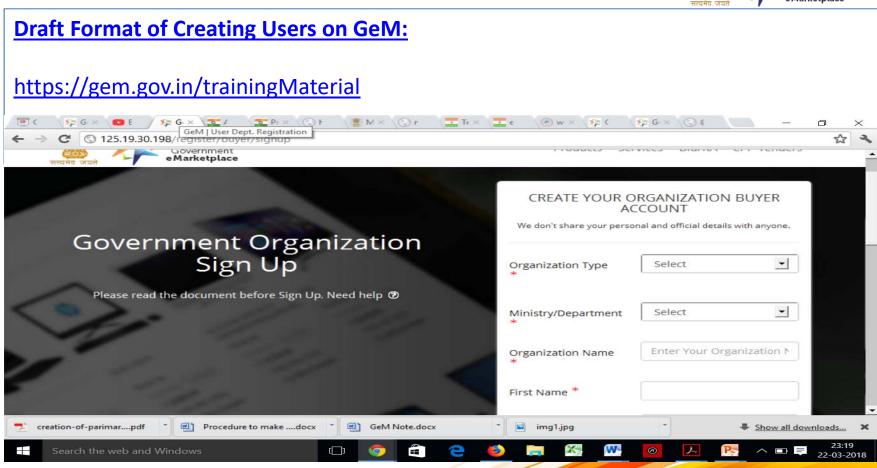**Consignee:** Consignee will receive the item and will generate the PRC and CRAC certificate.

DDO (only for PFMS payment mode users): DDO will forward the bill to PAO of PFMS. (NOTE:-In case of PFMS payment method, there is no role of Paying Authority / PAO in GeM. PAO from PFMS just needs to login to PFMS portal to make the payment after the bill has been forwarded by DDO to PFMS portal.

PAO from PFMS can see and verify on-line the various documents related to the procurement before making payment.)

Paying Authority / PAO (for other than PFMS payment mode users): Paying Authority / PAO will make the payment to supplier/vendor.

Government E- Marketplace (GeM)

Draft Format of Creating Users on GeM:

https://gem.gov.in/trainingMaterial

Government E- Marketplace (GeM)

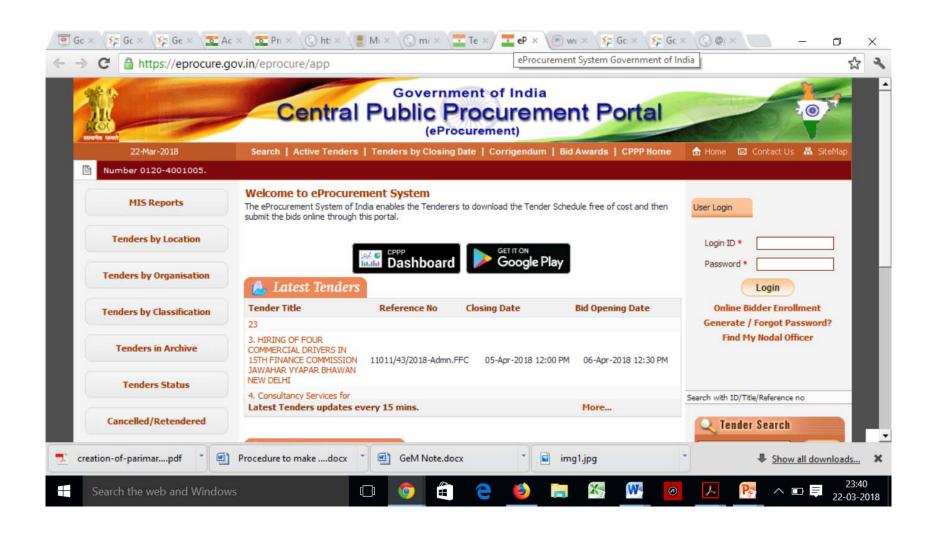**Procedure to make purchase on GeM:**

Government E-Procurement System (CPP)

- The Central Public Procurement Portal (https://eprocure.gov.in/eprocure) is launched by NIC on behalf of Department of Expenditure, Ministry of Finance, and Government of India.
- It is known as Government e-Procurement System of NIC (GePNIC).
- This is generic software which can be used by the Central Government Departments and Organizations.
- All kinds of procurement activities such as goods, works and services
- can be processed on through this portal

Government E-Procurement System (CPP)

Background of CPP institutions in India

- Defined by the Principles of General Financial Rules(GFR) of the Government of India

- Process Guidelines enforced by Central Vigilance Commission (CVC) to ensure that free and fair procurement process is in place

- eProcurement Initiated from– Govt of Andhra Pradesh (2003), Indian Railways (2005), Govt of Karnataka (2004), National Informatics Centre, Meity (2008).

- Procurement is one area where large percentage of money is spent across Central / State Government.

Major Users of GePNIC

Major Ministries / Depts	Major PSUs	27 States and UTs
• Indian Army • Military Engineering Services • CGHS, MSO • Dept of Expenditure, Posts • Dept of Telecommunication • Boarder Roads Organisation • Border Security Force • ITBP , CRPF, CISF, SSB, NDRF • Central Bureau of Investigation • Intelligence Bureau • President's Secretariat • Defence Research and Development Organisation • Delhi Police • Delhi University • IIT Delhi, BHU , IIMA- A • Department of Science and Technology	• Coal India Limited • Indian Oil Corp Ltd • Delhi Development Authority • Singareni Collieries Company Limited • National Thermal Power Corporation • National Hydro Electric Power Corporation • Bharat Sanchar Nigam Limited • Delhi Metro Rail Corporation • Goa Shipyard Limited • Hindustan Shipyard Limited • Mishra Dhatu Nigam Limited • Mazagon Dock Limited • Bharat Electronics Limited • Chennai Petroleum Corp Ltd • Vizag Port Trust • Bridge & Roof	• Maharashtra • Kerala, West Bengal • Rajasthan , NCT of Delhi • Haryana, Jharkhand • Jammu & Kashmir • Chandigarh UT • Himachal Pradesh • Tamil Nadu • Odisha ,Assam • UP, Uttarakhand • Puducherry • Dadra and Nagar Haveli • Sikkim, Manipur • Punjab, Tripura, • Meghalaya, Mizoram • Arunachal Pradesh • Lakshadweep, Nagaland • Daman and Diu

e-Procurement In India

INDIA

Jammu and Kashmir
Himachal Pradesh
Punjab
Chandigarh
Uttarakhand
Haryana
Delhi
Rajasthan
Uttar Pradesh
Sikkim
Arunachal Pradesh
Assam
Nagaland
Meghalaya
Bihar
Manipur
Madhya Pradesh
Jharkhand
West Bengal
Tiripura
Mizoram
Gujarat
Daman and Diu
Dadra & Nagar Haveli
Chhattisgarh
Odhisha
Maharashtra
Telangana
Goa
Andhra Pradesh
Karnataka
Andaman and Nicobar
Puducherry
Lakshadweep
Tamil Nadu
Kerala

Composed by National Informatics Centre

States using other Eproc System

States using NIC System (GePNIC)

Aggregation of Data at Central Portal

Central Public Procurement Portal

ePublishing Portal using GePNIC

For Manual Bids through ePublishing Portal using GePNIC.
- Online publishing of Tender Document, Corrigendum and AOC document.

eProcurement Portal using GePNIC

Online Bids through eProcurement Portal using GePNIC.
- Complete eTendering cycle starting from Publishing, Bid Submission, Bid Opening, Evaluation and AoC.

XML Upload

Online/ Manual Bids through Third Party Service Provider Solution.
- Online Publishing of Tender Document, Corrigendum and AOC

Objectives Of the GePNIC eProc System

Completely Adheres to CVC and GFR Guidelines

Enhanced Transparency.

Security of the entire process using PKI Technology. Adheres to IT Act 2000 and above.
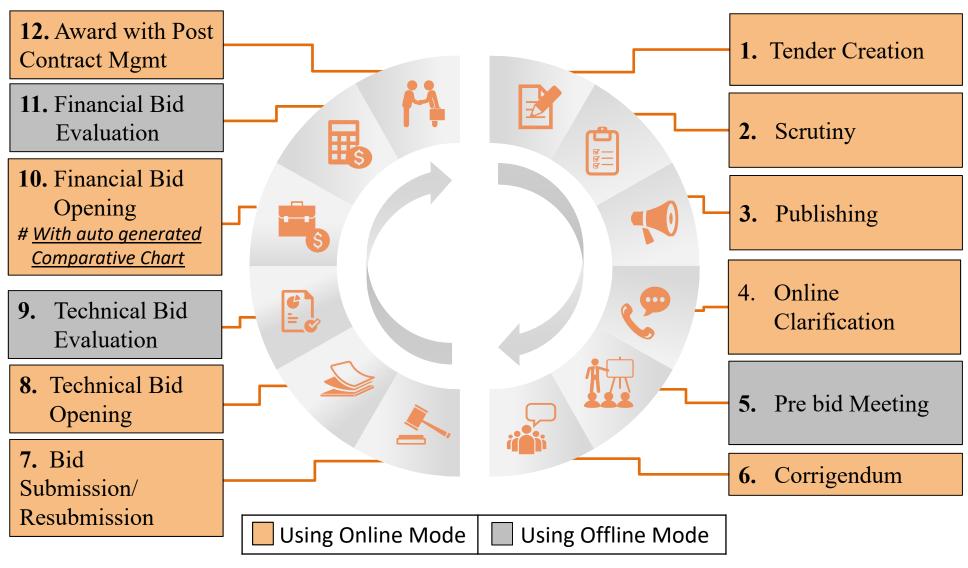
Non-discrimination among bidders, Free access of tender documents

Accountability of all activities

Adheres to World Bank ,Asian Dev Bank and MDB guidelines

Online Tender Process

12. Award with Post Contract Mgmt

11. Financial Bid Evaluation

10. Financial Bid Opening
 # With auto generated Comparative Chart

9. Technical Bid Evaluation

8. Technical Bid Opening

7. Bid Submission/ Resubmission

1. Tender Creation

2. Scrutiny

3. Publishing

4. Online Clarification

5. Pre bid Meeting

6. Corrigendum

Using Online Mode | Using Offline Mode

Security Features of GePNIC eProc System

- Two factor authentication
- Bid encryption (Technical & Financial) at client end
- Encryption using PKI based Technology
- Digital Signing of all documents
- Data Secured on transit using SSL
- Secured Hosting
- Role based access system
- Log shipping, NTP configured
- 24 X 7 availability of the system
- Visibility of each other's offers for participating Bidders
- Periodic audits by STQC as per EPS guidelines including OWSAP Top 10

Benefits for Bidders

- ✓ Complete transparency in the process
- ✓ Free use of Portal, No charges levied
- ✓ Easy availability of Tenders Documents
- ✓ Anonymity in Bid submission
- ✓ Timely Mail / SMS Alerts
- ✓ No Physical visit required
- ✓ View Online Bid Opening
- ✓ Tender results readily available
- ✓ 24 X7 Availability
- ✓ Ease of Use

Benefits for Procuring Entities

- ✓ Standardize procurement processes across Government Departments
- ✓ Shortens Procurement Cycle
- ✓ Reduction of Human errors
- ✓ System aided Evaluation process
- ✓ Automated Process to a greater extent
- ✓ On the fly Reports / Comparative statement
- ✓ Integrity and Authenticity ensured due to Digital Signing of all docs
- ✓ Improvement in work culture in the Departments
- ✓ Reduces Litigation / Complaints /RTI

RFI	EOI / ROI	RFP / RFO	RFT	RFQ
RFI Request For Information	**EOI / ROI** Request For Information or Registration Of Interest	**RFP / RFO** Request For Proposal or Request For Offer	**RFT** Request For Tender	**RFQ** Request For Quotation
• Purchaser does not have sufficient information to write a detailed request • Purchaser is not necessarily committed to buying • Likely to involve a further request before a final decision.	• Similar to an RFI • Often used as a screening or shortlisting tool • Purchaser is not necessarily committed to buying • Likely to involve a further request before a final decision.	• Purchaser seeks solutions-based submissions to meet their needs • Possibly no clear specification • Greater flexibility than an RFT • Suited to professional services.	• Purchaser has clearly defined criteria or specification • Judged on both price and qualitative factors • Purchaser is committed to buying.	• Purchaser has clearly defined criteria or specification • Judged primarily or solely on price • Purchaser is committed to buying.

RFP-Request For Proposal

- An RFP is used where the request requires technical expertise, specialized capability, or where the product or service being requested does not yet exist, and the proposal may require research and development to create whatever is being requested.

- The RFP presents preliminary requirements for the commodity or service, and may dictate to varying degrees the exact structure and format of the supplier's response. Effective RFPs typically reflect the strategy and short/long-term business objectives, providing detailed insight upon which suppliers will be able to offer a matching perspective

Model RFP Template and Guidance Notes for e-Gov projects

MietY had undertaken an initiative to create the Model RFP documents for e-Governance projects which would address issues & encourage the industry to partner with the Government in making India digital. The Model RFP documents have been developed through a consultative approach involving Government and industry stakeholders.

Model RFP documents consists of 3 sets of documents covering the following categories of procurements commonly needed in most of the e- Governance projects:-

Model RFP Templates and Guidance Notes for Implementing Services3.31 MB
Model RFP Templates and Guidance Notes for Consulting Services MB
Model RFP Templates and Guidance Notes for Public Private Partnerships (PPP)

Each document comprises of Standard RFP templates, Contact Agreement and Guidance Notes.

http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects