

राजस्थान सरकार  
कार्यालय निदेशक, कालेज शिक्षा राजस्थान जयपुर  
क्रमांक:एफ 20 (101/05) आयो/आकाशि/2011/ दिनांक:21-2-2012

समस्त प्राचार्य  
राजकीय महाविद्यालय

विषय :- महाविद्यालय में राशि 50 लाख एवं इससे अधिक की खरीद के संदर्भ में।

महोदय

उपरोक्त विषयान्तर्गत आपको निर्देशित किया जाता है कि संलग्न सूचना एवं प्रौद्योगिकी विभाग के पत्र क्रमांक: एफ5 (480)/DoIT/Tech/11/514 दिनांक: 27.1.12 का अवलोकन करें तथा बिन्दु संख्या 2 एवं 13 के अनुसार महाविद्यालय में क्रय हेतु e-टेंडर प्रक्रिया क्रियान्वित की जावे अन्यथा प्राचार्य स्वयं उत्तरदायी होंगे ।

**संलग्न:**

सूचना एवं प्रौद्योगिकी विभाग का पत्र  
क्रमांक: एफ5 (480)/DoIT/Tech/11/514  
दिनांक: 27.1.12

भवदीय,

निदेशक

क्रमांक:एफ 20 (101/05) आयो/आकाशि/2011/2236 दिनांक:21-2-2012  
प्रतिलिपि श्री धीरेन्द्र देवर्षि, व्याख्याता को वेबसाईट पर अपलोड करने हेतु ।

संयुक्त निदेशक (पी एण्ड सी)



सूचना प्रौद्योगिकी और संचार विभाग

GOVERNMENT OF RAJASTHAN  
Department of Information Technology & Communication

File No: F5(480)/DoIT/Tech/11/514

Dated: 27/1/2012

**Minutes of the Meeting**

A meeting of "Steering Committee" to review the implementation status of e-Procurement system was held under the chairmanship of Shri C.K. Mathew, Additional Chief Secretary, Finance and Policy Planning on 19-01-2012 at 03:00 PM. The meeting was attended by following officers:

- J.D. (Pvt)  
M.  
3/2  
27/1/2012  
3/2
1. Shri Ram Lubhaya, ACS, WRD and PHED
  2. Shri Sanjay Malhotra, Secretary, IT & C
  3. Smt. Indu Gupta, SIO, NIC
  4. Dr. Ashwini Kumar Sharma, Director (Technical), RISL
  5. Shri Mahesh Rajoria, Addl. Director (A/cs), HCM, RIPA
  6. Shri Rakesh Singhal, Professor (Computer), HCM, RIPA
  7. Shri P.K. Singh, Technical Director, NIC
  8. Shri Suneel Chhabra, SA, DoIT&C
  9. Shri Rajeev Gupta, SA, PWD
  10. Shri Vimal Kumar Meena, S.E.(PMU), WRD
  11. Shri Chanchal Kumar, Scientist-D, NIC
  12. Shri Ajay Singh Rathore, Depty Director, I.S.P.R.S
  13. Shri Jitendra Varshneya, ACP, DoIT&C

Shri Suneel Chhabra, System Analyst, DoIT & C gave a detailed overview of e-Procurement implementation status and activities completed so far. He also briefed about the ePayment implementation modalities. The matter was discussed at length and following was decided:

1. All the State Government Departments/Corporations/Boards, Societies, etc. implementing e-tendering are required to process their tenders only through State e-Procurement Portal i.e. [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). In case any Department/PSU wish to implement any other e-Procurement solution, necessary approvals needs to be obtained from FD. Necessary changes will be made also in GF&AR accordingly. **Action by:- Finance Department.**
2. As it has been made mandatory for all the Departments/PSUs to process their tenders only through State e-Procurement Portal (i.e. [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)) for tender value Rs. 50.00 lacs, all the Heads of Departments/PSUs should ensure that Digital Signature Certificate (DSC) request (dully filled form and counter signed by reporting officer) of all the officers/officials (to whom DSC is required to be provided) be forwarded to DoIT & C/RISL latest by 8<sup>th</sup> February, 2012. **Action by:- All Departments/PSUs**
3. As per "Transparency Act" being formulated, minimum basic information like NIT details, Tender status, details of contract award pertaining to each tender (processed through e-Procurement or manually) beyond defined threshold value needs to be provided on the State e-Procurement Portal or similar portal for the purpose of information dissemination. **Action by:- NIC**
4. Necessary directions at the level of ACS (Finance) would be issued for Departments/PSUs to setup e-Procurement Cell consisting of two-three senior officers and support staff to ensure smooth implementation of e-Procurement application in their Department/PSU. Also, all

Engineering Departments should depute one Sr. officer in e-procurement Cell, RISL for coordination on day to day basis to ensure smooth implementation of application. **Action by:- Finance Department**

5. As suggested by ACS (PHED), possibilities/modalities needs to be worked out to setup central procurement cell in each of the department which would be responsible for carrying out complete tendering process for all the e-procurement pertaining to department. Post tendering process like placing orders, monitoring of execution of supplies/works, payments etc. can be done by the respective authorities of the Department/PSU. A proposal in this regard will be sent by PHED to FD. **Action by:- PHED**
6. RISL would work out the plan for providing training to private service providers as well as eMitra/CSC kiosk holders who in turn may provide support to bidders in filling up the bids on cost basis. **Action by:- RISL**
7. Help Desk setup at RISL would be strengthen and complete log would be maintained for all the calls registered. **Action by:- RISL**
8. RISL would provide minimum necessary infrastructure / furniture for the RA Office setup by NIC. Rest other requirement as well as recurring cost (if any) would be borne by NIC. **Action by:- RISL/NIC**
9. As the project is being implemented as part of MMP pursued by Ministry of Commerce & Industry, GOI, request letter from ACS (Finance) be issued to Joint Secretary, Ministry of Commerce for providing necessary infrastructure support and early deployment of additional FMP personnel for speedy and smooth implementation of application. **Action by:- DoIT & C**
10. RISL will tie-up with bankers and sign MOU to implement epayment in light of guidelines/circular issued by RBI. **Action by:- RISL**
11. DoIT & C, RISL under coordination with NIC team would put up a note to Finance Department for making necessary amendments in GF&AR in light of implementation of e-Procurement/e-payment. **Action by:- DoIT & C/NIC**
12. NIC Chennai would develop MIS report as per format provided on priority to help RISL in reconciliation of RISL Processing fees received from Departments/PSUs. **Action by:- RISL/NIC**
- ✓ 13. Departments will ensure remittance of RISL processing fees collected from bidders within 15 days to RISL. **Action by:- All concerned Departments**
14. RISL should tie-up with IGPR / HCM-RIPA to provide Training infrastructure for organizing e-Procurement related trainings. RISL should also coordinate with Planning Department to get space at 3<sup>rd</sup> floor, Yojana Bhawan to expand training facilities. **Action by:- RISL**
15. Workshop on e-Procurement would be conducted in second week of February, 2012 to create awareness, promote usage of application. **Action by:- DoIT & C, RISL, NIC**

27 2012  
(Sanjay Malhotra)  
Secretary, IT&C

Copy to following for information:

1. P.S to Chief Secretary, Government of Rajasthan
2. P.S to All Additional Chief Secretaries, Government of Rajasthan
3. P.S to All Principal Secretaries Government of Rajasthan
4. P.S to All Secretaries, Government of Rajasthan
5. P. S to All CMDs/MDs of State Public Sector Units
6. All Heads of Departments, Government of Rajasthan

27 2012  
Secretary, IT&C

Copy to following for information and necessary action:

1. Principal Chief Conservator of Forests, Rajasthan, Jaipur
2. Dr. Ashwini Kumar Sharma, Director(Technical), RISL, Yojana Bhawan, Jaipur