

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Works – Reforms in Tribal Welfare Engineering Department and Social Welfare Engineering Wing – Introduction of e- Procurement in Tribal Welfare Engineering Department and Social Welfare Engineering Wing Guidelines/Procedures to be followed – Orders – Issued.

-----  
SOCIAL WELFARE (SCP.II) DEPARTMENT  
-----

G.O.Ms.No: 48

Dated: 22 -8-2003

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.

-<<\*>>-

**O R D E R:**

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/ Tribal Welfare Departments including Engineering Wings functioning under their control and consequently Government issue the following orders;-

- a) e- procurement shall be adopted in all the circles of Tribal Welfare Engineering Department and of Social Welfare Engineering Wing in respect of works coming under the purview of the Chief Engineer (TW) costing more than Rs.50.00 lakhs taken up with State/Central Government funds (including NABARD) adopting the guidelines/procedures as indicated in the Annexure enclosed.

- b) The same guidelines /procedures as are finalized by the Board of Chief Engineers in the meeting held on 31.1.2003 shall be made applicable to the Tribal Welfare Engineering Department & Social Welfare Engineering Wing.
- 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 17<sup>th</sup> June, 02 as indicated below:
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) Centralised payment of service charges for all engineering works processed and e- procurement in r/o Social Welfare & Tribal Welfare Department shall be done by the Tribal Welfare Engineering Wing.
- 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 and Chief Engineer(Tribal Welfare) 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 and services and for entrustment of contracts for engineering projects involving civil works.

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

J. SATYANARAYANA  
PRINCIPAL SECRETARY TO GOVT.

[BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH]

To

1. The Chief Engineer(Tribal Welfare), Hyderabad,
2. The V.C. & M.D., APSCCFCLtd, Hyderabad.
3. The V,C, & M.D., TRICOR, Hyderabad.
4. The Director of Tribal Welfare, Hyderabad.
5. The Commissioner of Social Welfare, Hyderabad.
6. The Superintend Engineer (Tribal Welfare), Vishakapatnam.
7. The Superintend Engineer. (Tribal Welfare), Warangal.
8. Ex-O- SE (TW), Hyderabad.
9. The Superintend Engineer (Social Welfare), Guntur.
10. The Superintend Engineer (Social Welfare), Cuddapah.
11. The Superintend Engineer (Social Welfare), Hyderabad.

Copy to: The P.S. to Prl. Secy(SW)/ The P.S. to Secy(TW)/The P.S. to Prl. Secy(IT&C)

//Forwarded by Order//

SECTION OFFICER.

ANNEXURE-I

( G.O.Ms. No.48 S.W.(SCP.II) Dept. dated 22-8-2003 )

Guidelines/Procedure to be followed in instructions of e- Procurement in Tribal Welfare/Social Welfare Engineering Departments in respect of works coming under the purview of Chief Engineers/Commissionerate of Tenders i.e., works costing Rs.50.00 lakhs and above taken up with State Government/Central Government funds (including NABARD)

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:-

Government of Andhra pradesh Social Welfare/Tribal Welfare Department "e" procurement Notice	
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 @ <a href="http://www.eprocurement.gov.in">"www.eprocurement.gov.in"</a>	

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 an 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 31<sup>st</sup> 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 Superintending Engineer, 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. Zerox copy of the DD/BG is to be scanned and uploaded along with the Bid, and the original DD/BG shall be sent to the concerned SE 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 Superintending Engineer 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 Superintending Engineer will evaluate and process the tenders and submit to the Chief Engineer(Tribal Welfare) as done in the case of the Conventional 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 2<sup>nd</sup> 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 Superintend Engineer/Executive Engineer on hosting of a Tender notice. The Superintend Engineer/Executive Engineer 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 Superintending Engineer 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.

#### 11.0 List of CIRCLES (SE's Offices) identified for introduction of e- procurement in the pilot stage in Tribal Welfare Engineering Department's & Social Welfare Engineering Wing.

1. The Superintend Engineer (Tribal Welfare), Vishakapatnam.
2. The Superintend Engineer. (Tribal Welfare), Warangal.
3. Ex-O- SE (TW), Hyderabad.
4. The Superintend Engineer (Social Welfare), Guntur.
5. The Superintend Engineer (Social Welfare), Cuddapah.
6. The Superintend Engineer (Social Welfare), Hyderabad.