

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Works - Reforms in Public Works Department - Introduction of e - Procurement in Municipal Administration and Urban Development Department - Guidelines/ procedure to be followed - Orders-Issued .

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MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (A1) DEPARTMENT.

G. O. Ms. No. 415

Dated, 05-09-2003.
Read the following:-

- 1) Agreement between Government of Andhra Pradesh and M/s C I India Pvt. Ltd. dated .17.06.2002
- 2) G. O. Ms. No. 2 Information Technology and Communication Dept. dated 15.01.2002.
- 3) Project Manager e - procurement, Dept. of I.T.&C Letter No. 432/e-proc (review meetings) dt 21.5.2003
- 4) From E.N.C. (PH) Hyderabad letter No. 16603/ Computers/e-procurement/2003 dated .23.08.2003.

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ORDER.

Government from time to time have been initiating several reforms in tendering process for Public Works with a view to bring in simplification of the procedure, greater transparency and healthy competition in procurement methods.

2. As part of its 'e'-governance' initiative, 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. C.I. India Private Limited to develop, operate and maintain 'e'-market place as a pilot project initially, covering the following 4 departments.

1. Andhra Pradesh Technology Services
2. Andhra Pradesh State Road Transport Corporation.
3. Andhra Pradesh Health and Medical Housing and Infrastructure Development Corporation.
4. Commissionerate of Tenders.

3. Government in Information Technology & Communication Department vide G.O.2nd read above have issued orders authorizing the above 4 departments to take up 'e' procurement through electronic process, stating that, 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, IT and other projects.

4. It is also ordered that the participating departments shall issue necessary amendments / changes in the existing procedure, as deemed necessary, for switching over from the conventional / existing procurement processes to equivalent 'e' procurement process.

5. The Engineer-in-Chief (PH) in his letter fourth read above, has informed that the Government while reviewing e-procurement project on 15.5.2003 has instructed that the Public Health (Engineering) Department to be included in e-procurement programme on par with R&B and I&CAD Departments and to set up guidelines / procedures. He has reported that a demo on e-procurement was organized on 20-8-2003 in the office of the Engineer - in - Chief (PH) and it was decided to call tenders through e-procurement for the works costing Rs.100.00 Lakhs and above.

P.T.O.

6. While enclosing draft guidelines / procedure to be followed in the matter, the Engineer-in-Chief (PH) has requested the Government to issue necessary orders for taking up the e-procurement for the works costing Rs.50.00 Lakhs and above in Public Health Engineering Department.

7. Government after careful consideration of the guidelines / procedures to be followed in conducting e-procurement as finalized by the Engineer-in-Chief (PH) hereby issue the following orders:

1. The e-procurement shall be adopted in Public Health Engineering Department in respect of the works coming under the purview of the Chief Engineer (PH) / Engineer-in-Chief (PH) / Commissionerate of Tenders costing Rs.100. Lakhs and above and taken up with the State Government funds (including HUDCO / Municipal Contributions) adopting the guidelines / procedures as indicated in the Annexure enclosed.

2. All the existing codal rules, G. Os, executive instructions applicable to the processing of conventional tenders are all applicable to the bids to be procured through e-procurement, except to the extent modified / revised in the guidelines enclosed.

3. In respect of works which are included in e-procurement, tenders will not be received in the conventional method.

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

9. This order is issued with the concurrence of Finance (Expr.M&F) Department vide their U.O.No.6991/395/A2/Expr. M& F/2003 dated 27-08-2003.

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

A.K. GOYAL,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Engineer-in-Chief (PH), Andhra Pradeshm Hyderabad.
The Chief Engineer (PH), Office of the Engineer-in-Chief,
Andhra Pradesh, Hyderabad,

Copy to:-
The Finance (Expr. M & F) Department.
The P.S. to Prl. Secy (AKG)
The P.S. to M (M.A)
The P.S. to Secretary to C.M.
SF/SC.2.

// FORWARDED :: BY ORDER //


SECTION OFFICER.



ANNEXURE - 1

(G.O.Ms. No. 415, M.A. & U.D. (AI) Department, dated 05-09-2003.)

Guidelines / Procedure to be followed in introduction of 'e' - procurement in PHED Departments in respect of works coming under the purview of Engineer-in-Chief / Tender Committee.

1.0 Notice inviting Tender (NIT) / Tender documents:

The Notice inviting Tenders (NIT) 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 @ "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 Municipal Administration & Urban Development (AI) Department "e" procurement Notice</p> <p>1. Name of the work.....</p> <p>2. Estimated Cost : Rs.</p> <p>3. Last date / Time for receipt of Tender.....</p> <p>4. Name and Address of the S.E. concerned.....</p> <p>.....</p> <p>Further details can be seen @ 'e' procurement market place @ "www.eprocurement.gov.in"</p>

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 at '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 up to a certain date 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.

P.T.O.

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 back listed and the EMD forfeited.

7.0 Payment of EMD (Earnest Money Deposit):

The EMD payable along with application for issue of bid documents is 1% of the estimated contract value and the balance of 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. Photocopies of DD / BG is to be scanned and uploaded along with the Bid, and the original DD / BG shall be sent to the concerned Superintending Engineer 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 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 the 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 the process the tenders and submit to the Engineer-in-Chief (PH) as done in the case of the Conventional tenders. The Engineer-in-Chief (PH) after his evaluation will finalize tenders up to Rs. 200.00 Lakhs and submit to the Tender Committee in case, the value of tenders is more than Rs. 200.00 Lakhs. The Tender Committee will examine the bids and decides the successful bidder and communicates its decision to the Engineer-in-Chief (PH). The Engineer-in-Chief(PH) in turn communicates the decision of the Tender Committee to the Superintending Engineer. All this process will be online.

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

The service charges payable to M/s CI India Pvt. Ltd, as laid down in the G. O. Ms. No. 36, Dt. 7.3.2003 of I & CAD (PW - COD) Department.

- a) Tender – hosting charges Rs. 4,500.00 Per Tender
- b) Transaction fee 0.24% of the Agreement Value of the work.

The tender-hosting charges are payable by the concerned Executive Engineer on hosting of a Tender Notice. The Executive Engineer shall arrange payment within a period of 30 days from the receipt of the bill from M/s CI 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 CI India Private Limited, Hyderabad at the time of conclusion of the agreement. The said DD shall be sent to M/s. CI 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 CRICLES (SEs offices) identified for introduction of 'e' procurement in the pilot stage in PH & ME Departments.

- 1) Superintending Engineer (PH), Vizag Circle.
- 2) Superintending Engineer (PH) Rajahmundry Circle.
- 3) Superintending Engineer (PH) Guntur Circle.
- 4) Superintending Engineer (PH) Nellore Circle.
- 5) Superintending Engineer (PH) Ananthapur Circle.
- 6) Superintending Engineer (PH), Warangal. Circle.
- 7) Superintending Engineer (PH), West Circle.

A.K. GOYAL
PERINCIPAL SECRETARY TO GOVERNMENT.


SECTION OFFICER.
