

PROCUREMENT

- **What is E-procurement?**

Ans. Procurement refers to purchasing or hiring services or obtaining goods through E-platform. Under e-procurement goods or services are purchased/hired via web portal. The tenders are floated on website showing requirement of services of the specified quality, tentative price is also shown and bids are invited online and opened at a specific date & time. On the basis of bids received the evaluation of L-1 (lowest) is done. On the basis of lowest evaluated bidder the order is placed. In this manner the goods or services can be hired at most competitive prices, in a fair, just and transparent manner. In this way e-procurement is transparent, convenient with least time and cost overruns. On the other hand Procurement of goods, services or goods without using E-platform or e-publishing is manual procurement.

- **What is Digital Signature Certificate (DSC)?**

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove the identity of individual, to access information or services on the internet or to sign certain documents digitally.

- **Whether DSC is essential for e-procurement. What are the documents required for getting a DSC.**

For the purpose of viewing or downloading tender documents Digital Signature Certificate is not required. Only for uploading or floating of tenders DSC is required. For obtaining DSC, the HOD of Dept. can apply in the name of Nodal Officer by filling an application form along with necessary documents like PAN card, Photo ID proof, & residence proof. Under one Nodal Officer two or three sub-users can also be created in the name of Tender Creator & Tender publisher thereby authorizing them. Thus DSC is a medium to access information or services on the Internet or to sign certain documents digitally.

- **Whether adopting E-platform is necessary?**

For bringing transparency in functioning of Govt. Dept. it is necessary that sluggishness in Govt. decision making should be addressed through e-governance & e-procurement should be made compulsory at the earliest. Keeping in view this aspect in mind, it is emphasized that all procurements of civil, goods & services of and above the value of

Rs50.00 Lakh should be procured through e-platform under RMSA with effect from 01 April 2012.

- **Using E-platform is difficult to use & understand?**

The usage of E-platform is as easy as using internet & Windows. One who is familiar with computers can understand it well. Even NIC conducts training to familiarize new users both for principal & bidder. Any person interested to know its use can attend it. Even at initial stage of uploading of tenders help can be sought from NIC officials. Once a person is confident & aware about simple steps of floating of tender he can easily use it for procurements of higher value. At initial stage tenders of small value can be floated like purchase of stationary, hiring of vehicles, and appointment of statutory/concurrent auditors. At later stage tenders of higher value which involve large amount like civil works can be floated.

- **What are the advantages of e-procurement over manual tendering process?**

E-procurement is paper less, electronic system of uploading/downloading of documents whereas manual tendering requires dealing with paper & also cumbersome.

Under e-procurement the tenders are published on web site, documents can be downloaded & can be accessed anytime anywhere whereas in manual tendering it has to be advertised in newspaper & documents required to be collected manually.

E-procurement requires less time, easy & convenient whereas manual tendering is cumbersome and requires lots of time in evaluation of L-1 (lowest evaluated bidder.)

E-procurement is latest technology effectively being adopted gradually by all states whereas manual tendering is primitive way of advertising tenders.

E-procurement is transparent, competitive & fair method way of procuring goods, services or works whereas manual tendering is time consuming, cumbersome, requires handling of large volume of papers.

- **What is Bid validity period?**

The Tender Document will state how long the bids should remain valid. This implies that the Tender Inviting Authority will complete the bid opening, tender evaluation and contract award during this period.

- **Who is a Nodal Officer?**

Nodal officer is the key official who drives the implementation of the project in their Ministry / Department / Organization. He also creates users for his organization.

- **What is meant by role?**

Role is the activity assigned to a person to be performed in his official capacity. The assigned role can be for Tender Creator, Tender Publisher, Tender Opener, Tender Evaluator, Auditor, etc. At ePublishing stage, only Tender Creator and Tender Publisher roles are required.

- **Who is a tender Publisher & Tender Creator?**

Tender Publisher is an officer who will verify the correctness of the tender being published and has been assigned the role for Tender Publishing. Whereas Tender Publisher is an officer who verifies the correctness of tender before publishing and has been authorized for publishing it.

- **Minimum No. of publication in newspaper.**

At least in one national English daily.

- **What is difference between E-publishing & E-procurement.**

- E-publishing refers to hosting of tender on website for the purpose of advertising & inviting bidders to submit bids manually whereas E-procurement is a complete process comprising of not only advertising but also inviting bids online & submission. The evaluation of bids is also done by the system itself and the lowest bidder is evaluated.

