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**OFFICE OF DIRECTOR (REVENUE)/EDP
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA PHASE II: KAROLBAGH: NEW DELHI**

No. DJB/EDP/002-1/05/

Dt.

Subject: Implementation of e-procurement solution in DJB – regd.

Vide this office Circular No. DJB/EDP/002-1/05/60648 TO 60672 Dt. 9.6.08, seven divisions were identified for implementation of e procurement w.e.f. 1st July. 08. A meeting was taken by the undersigned today i.e. 13.06.08 with the concerned Executive Engineers and the representative of the DGS&D to assess the preparedness for implementation of the e tendering.

All the officers who were present expressed their willingness to implement the e tendering for smooth and transparent tendering process. However certain points were raised on which, after discussion in the meeting, following clarifications are issued for guidance:-

1. Digital signatures for the Executive Engineers and other staff

Vide this office Circulars issued in the past, all the Chief Engineers and Directors were requested to have a list prepared of officers involved in tendering process and hence have their digital signatures issued from the DSIIDC. It is now observed that having the approval of the CEs/Directors is taking inordinate delay and even in some cases file for having approval is tossing from one table to another without much reasons. The decision to have a CE/Director wise list of officers sent to DSIIDC was to obviate the unnecessary approach to DSIIDC by the individual officers and also to have a central control at the level of CE/Director about the officers who would be given digital signatures in their official capacity. As there appears to be lack of drive on this issue and hence, under these circumstances, it has now been decided that the Executive Engineers should now apply directly to the DSIIDC with requisite identity proof etc. for issuance of type II signatures on payment of the requisite fee from their imprest. But it is made clear that the EE concerned will inform the CE at two stages – once when he applies to the DSIIDC and secondly when, he get the signatures issued. A copy of the application submitted to the DSIIDC also be sent to the concerned Chief Engineers who will maintain a record at their level about the officers who have been issued digital signatures.

2. Vendors Registration

It is pre requisite for the vendors to have type II digital signatures from any of the certifying agencies for enabling them to access e tendering process. After obtaining the digital signatures the vendor needs to have registration with DGS&D e tendering on payment of requisite annual fee (Rs. 6,000/- + service tax) A notice in this regard may be put up by the Executive Engineers concerned on their office notice board for information and guidance of the vendors.

3. Tender fee & EMD

As per the decision taken by the Delhi Govt., e tendering process does not require payment of any tender fee as there is no physical movement of tender documents and it will be available on the web site (<http://delhi.govtprocurement.com>) which will be downloadable.

The existing procedure of submitting the EMD in the form of DD will continue to be followed in the e tendering process also. For this purpose, as suggested by the Executive Engineers they may have a Box kept in their offices in which vendors can drop their EMD payments.

4. Publicity of NIT

Publication of NIT will be hosted at the (<http://delhi.govtprocurement.com>) site. Wherever, as per the existing procedure, a press note is also required, the same will be done in brief giving the following information:-


- a. *Name of the Department*
- b. *Name of the work*
- c. *Estimated cost in Rs.*
- d. *Date of release of tender in e procurement solution*
- e. *Last Date/Time for receipt of tender through e procurement solution*
- f. *Further details in this regard can be seen at (<http://delhi.govtprocurement.com>)*

5. Technical support :

DGS&D will provide all the necessary technical support for uploading the tender documents, their processing and opening of the tender etc. For this purpose the DGS&D representative agreed to station one of their technical staffs in the EDP Cell at DJB HQ by last week of June 2008 who will be sitting here to provide all technical assistance required for implementation of the e procurement. EDP Cell will set up one e procurement cell at 6th Floor of Varunalaya Phase II building.

Where all the identified seven divisions can upload and process their tenders with the assistance of the DGS&D technical staffs during the initial phase of implementation.

Copies of the circular are being sent to all the seven divisions where the e tendering will be introduced from 1st July 2008 and the Chief Engineers are requested to have this note circulated to all other Executive Engineers also under their control so that they are also kept ready to adopt the e-tendering in due course.


(S.B. SHASHANK) 13/6/08
DIRECTOR (REVENUE)/EDP