

Government of West Bengal
Panchayats & Rural Development Department
63, N.S. Road, Jessop Building, Kolkata – 700 001

Memo No. 101/SPRD/2011

Dated: 21st October, 2011

From : Barun Kumar Ray, IAS
Secretary to the Government of West Bengal

To : The Executive Officer,
..... Zilla Parishad

Sub : Implementation of e-tendering process in Zilla Parishads.

Sir,

The P&RD Department has decided to implement e-tendering process for all the Zilla Parishads and for West Bengal State Rural Development Agency for some time past. Some Zilla Parishads are already using this process to ensure transparency, but we are yet to achieve the desired result.

Now, it has been decided that all tenders of Zilla Parishads, above Rs. 5 lakhs in value, should be processed online using the e-tendering portal after 31st December 2011. Therefore, with effect from 1st January, 2012, no off-line tender, whose value is more than Rs. 5 lakh will be accepted. In this context following issues be kindly be ensured.

1. The e-procurement system shall necessarily cover the following activities:
 - a. Publishing Notices Inviting Tenders/Bids
 - b. Release/sale of Tender/Bid documents
 - c. Suppliers/ Contractors Registration
 - d. Receipt of Tenders/Bids – EMD/Bid Security etc.
 - e. Evaluation of Tenders/Bids
 - f. Release of work/execution order
 - g. Cataloguing Data/Information, also in hard copies as an audit trail.

2. In the event of readiness to roll out all the events from a. to g. above of the e-Procurement across all Zilla Parishads, a general order will be issued authorizing to switch over to the exclusive e-Procurement process in place of conventional process. Till such time conventional process will be in force, but to begin with, Notice Inviting Tender (NIT) of all the Zilla Parishads for all procurement exceeding Rs. 5 lakh will compulsorily be submitted through the e-Procurement section in the website of this department. The intending bidders will have the option to download the tender documents from the website and the intending bidders shall be at liberty to submit the processing fees or cost of tender documents as the case may be in form of bank draft along with the Earnest Money Deposit and other documents at the time of submission of the tender. Such manual submission will remain in vogue until the desired e-readiness is achieved and the required protocol and payment gateway is not ready for online payment. Necessary amendment in this regard has been

proposed in the West Bengal Panchayats (ZP and PS) Accounts and Finance Rules, 2003.

3. Whereas, for enabling the Zilla Parishads to publish their own tender document, procurement of Digital Signature Certificate (DSC) is a must, (the process of procurement of DSC has been started vide this department Memo No . 4124/(18)-RD-MIS(Com)/5M-19/07 dated 13/22.05.2008) and some Zilla Parishads have already initiated such process. All Zilla Parishad should procure Digital Signature Certificates for the following officers at their level.
 - Additional Executive Officer, Secretary, Deputy Secretary, District Engineer, Executive Engineer, one Assistant Engineer, Financial Controller and Chief Accounts Officer, District Information AnalystsDigital signature for the Government Officials is available form NICCA and costs Rs. 1090.00 per certificate payable in form of Demand Draft in favour of Accounts Officer, National Informatics Centre, payable at New Delhi. The application forms for Digital Signature Certificates are also enclosed.
4. Training of Officials and bidders may be organized on request. Intending Zilla Parishads may send their requests with probable dates through e-mail. Details of important contacts are enclosed as Annexure 2.
5. Guidelines for using Digital Signature Certificates are enclosed as Annexure 3.

The order will take immediate effect and the Zilla Parishad authorities should take effective steps to procure Digital Signature Certificates so that they are in a position to upload the tenders by their own officials at an early date.

Yours faithfully


(Barun Kumar Ray)

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Copy forwarded for information and necessary action to :

1. The Principal Secretary, Finance Department, Government of West Bengal
2. The Examiner of Local Body Accounts
3. The Commissioner of Panchayats and Rural Development
4. Director, State Institute of Panchayats and Rural Development, Kalyani, Nadia
5. The District Magistrate..... District
6. The Additional Executive Officer Zilla Parishad
7. Guard file of the Policy Planning Cell


(Barun Kumar Ray)

Guide lines for the usage of Digital Signature certificates (DSC) in the eTendering system

- 1) As per the IT ACT, the Digital Signature Certificate has to be used in any internet based application to ensure the authenticity & security of the transactions taking place. The DSC's have to be obtained from the recommended Certifying Authorities or its authorised dealers.
- 2) The DSC's are issued against the name of the individual and not by designation as mentioned in the IT ACT.
- 3) The DSC has got 2 certificates one is signing certificate used for signing the documents uploaded into the system and another one is encryption certificate used to encrypt/decrypt the bid documents submitted by the bidders during the bid submission time.
- 4) The Tender Inviting Authorities should have 2 dual key pairs of certificates namely digital signing certificate and digital encryption certificate whereas bidder can have one pair of certificate (Single card containing both) which can be used for signing and encryption certificate.
- 5) The DSC is valid for one/two years and it should be renewed after expiry. The eTender system will inform the user one month in advance about the expiry by mail or at the time of each login for taking necessary action.
- 6) Each user login to the tender site thro' the secured log in by giving the user id/ password allotted during registration & then by giving the password of the DSC. As per the roles allotted to the user, the menu of activities will be displayed after successful registration.
- 7) Each user will be allowed to log in if the signing certificate is valid and the encryption certificate is expired but he cannot participate in the bid opening activities as a bid opener.
- 8) If the signing certificate is expired, user will not be allowed to log in to the system.
- 9) After getting the new certificates before expiry, the user has to register them, using the option available after logging into the system.
- 10) The DSC that is registered should be used by the dept user and should not be misused by others. If he is retired, this has to be returned back to the dept he is

belonging to. If he is transferred to another dept, the DSC can be continued to be used in the new dept. After validity period is over, the DSC has to be renewed without fail.

- 11) At the time tender creation, bid openers whose certificates are valid upto the tender opening date plus 15 days, will be allowed to participate as bid openers both in the technical & financial bid openings. Subsequently, they will not be allowed to participate in the new tender opening activities till the existing tenders are opened or the new certificates are registered.
- 12) During tender opening, the 2/3 bid openers identified at the time of tender publishing, should be present to conduct the tender opening process. Even if one is not available, the tendering opening process cannot be carried out.
- 13) It should be noted that the bid openers encryption certificate is used to encrypt/decrypt the bid documents submitted by bidder at the time of bid submission/tender opening processes.
- 14) The tender openers can be changed thro' a corrigendum before the bid submission start date.
- 15) The following are permitted under emergency conditions:
 - a. If a bid opener is transferred to another place, he has to perform the tender opening process for that tender only, from the new place by logging into the system, after the same is performed by the bid opener from the place of tender opening.
 - b. If a bid opener is fallen sick/could not be present due to emergency conditions, the HOD can authorize another official thro' an office order, to conduct the tender opening process on his behalf using his DSC.
 - c. If the DSC of the bid opener is lost/missing, the tender opening process can be postponed thro, a corrigendum, till such time, the DSC can be obtained fresh with the relevant certificates for the bid opener, from the Certifying Authority(CA).
 - d. If the DSC of bid opener is not traceable, then the tender has to be retendered as a last resort.