

No.C.31011/05/2011 - C.V.O  
GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
CHIEF VIGILANCE OFFICE

\*\*\*

Puducherry, the

26 JUN 2013

**I.D. NOTE / OFFICE MEMORANDUM**

Sub: Chief Secretariat (C.V.O) – Implementation  
of **e-Procurement** in the U.T of  
Puducherry– Reg.

\*\*\*

It is informed that the e-Procurement Cell established in the Chief Secretariat, Puducherry has been recently equipped with sufficient Computers and internet facility with a view to provide “Hands-on” training to the departmental users in launching of demo. bid in the demo. website for e-procurement(<http://demoeproc.nic.in>) and to train up the bidders in submitting the bids online.

2. Officials of the Departments/Offices in the outlying regions viz. Karaikal, Mahe and Yanam, having Tender Inviting powers and who are yet to undergo training are requested to liaise with the trainers of the e-Procurement Cell for getting such training (Ph:2220225). The Heads of Parent Departments are requested to follow-up that such officials are trained in this regard and will be required to furnish the status during review meetings.

3. Other prerequisites required for launching of tender online viz. Applying for Digital Signature Certificate, issuing Office Order defining the roles in e-procurement, standardizing the tender documents, furnishing Organization hierarchy may be complied with, without further delay. It is requested to furnish the list of prospective bidders of your department alongwith their contact details, so as to make arrangement for training the bidders in the e-procurement cell. Departmental users who have failed to undergo training during the scheduled dates, as mentioned in this office I.D. Note/O.M dt.19.4.2013 are requested to take training at an early date. The Secretary to Govt.(Finance)-cum-Chairman, Core Committee (e-Procurement) will be conducting a review on the progress of implementation with the HODs shortly.

4. For the ease of Departmental users, formats of Standard bidding document, sample tenders, forms, Circulars, Instructions regarding e-Procurement are given under one roof in the Chief Vigilance Office website under the head “e-Procurement”(<https://cvo.puducherry.gov.in>)



....2

5. In view of receipt of large list of prospective bidders from the Departments, it has been decided to conduct training to bidders continuously (3 sessions per day). Hence, the HODs are requested to instruct their bidders to make use of the training. Prior registration with the trainers is required so as to allot slots for training.

6. The Departments which are carrying out **auction** on regular basis/frequently are requested to liaise with the National Informatics Centre, to understand the prerequisites for launching e-auction.

/By Order/

  
(V. THENRALI) 26/6/2013

Under Secretary to Govt.-cum-Member  
Secretary (Core Committee, e-procurement)

To

The Head of Departments/Corporation/Societies/Autonomous bodies

Copy submitted to:

1) The Secretary to Govt. (Finance)/Chairman, Core Committee (e-procurement).

2) Members of Core Committee (e-Procurement)

- i) The Secretary to Govt. (IT), Puducherry.
- ii) The Additional Secretary to Govt. (AR Wing), Puducherry.
- iii) The Chief Engineer, P.W.D., Puducherry.
- iv) The Superintending Engineer (SE-I), Electricity Dept., Puducherry.
- v) The State Informatics Officer, NIC, Puducherry.

3) The Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries.

4) The Joint Resident Commissioner, Puducherry Guest House, Chanakayapuri,  
New Delhi 110 021.

5) The Joint Secretary to Govt. of India, Ministry of Commerce & Industry,  
Department of Commerce, Udyog Bhavan, New Delhi 110 107.

6) P.S. to C.S.