

**GOVERNMENT OF NAGALAND
FINANCE DEPARTMENT
(BUDGET & MONITORING CELL)**

* * *

No.BUD/11-81/2011-12

Dated Kohima the 7th July, 2017

NOTIFICATION

1. The procedure adopted by the Government Departments / Agencies in respect of execution of work / projects / procurements made with funds / deposits received from the Government has been under consideration for some time and it has been decided to bring out the Nagaland State e-Procurement and tendering Policy, 2017.
2. With a view to enhance transparency, efficiency, shorter procurement cycle etc. the Governor of Nagaland is pleased to order that all the Government Departments/ Agencies shall henceforth, call open tenders for construction / supply works etc. through e-Procurement and Tendering system above the prescribed threshold limit.
3. This will apply to all tenders for construction / civil works worth ₹ 1.00 crore and above and supply works worth ₹ 20.00 lakhs and above. In respect of tenders / procurements which are lower than the threshold value, the Government Departments / Agencies may continue to follow the extant procedures provided the call of tenders are open and transparent and the established financial and codal procedure are fully followed.
4. The Department of IT&C shall act as the Nodal Department for e-Procurement and e-Tendering system, and it will lay down the detailed technical procedures for the same. They will also conduct necessary training programmes to build capacity of the Government Department / Agencies for implementing the e-Procurement and Tendering Policy, 2017.

Enclosed:

Nagaland State e-Procurement and Tendering Policy, 2017.

Sd/-

Pankaj Kumar, IAS

Chief Secretary to the Govt. of Nagaland

Dated Kohima the 7th July, 2017

No.BUD/11-81/2011-12

Copy to:

1. The Commissioner & Secretary to the Governor, Raj Bhavan, Kohima.
2. The Commissioner & Secretary to the Chief Minister, Nagaland, Kohima.
3. The PS to all Cabinet Ministers / Parliamentary Secretaries / Adviser / Chairman / MLAs, Nagaland
4. The OSD to Chief Secretary, Nagaland, Kohima.
5. The Accountant General, Nagaland, Kohima.
6. All Administrative Heads of Department / Heads of Department.
7. The Publisher, Nagaland Gazette for immediate publication in the Extraordinary Gazette.
8. The Director, Department of IPR for publicity.
9. Office copy.


(V. Kezo)

Officer-On-Special Duty (Budget)



GOVERNMENT OF NAGALAND

NAGALAND STATE ePROCUREMENT & TENDERING POLICY-2017

VISION STATEMENT

"The Government of Nagaland is of firm belief that fast adoption of a standardized eProcurement & Tendering System through Information Technology will enable the Departments in the State to gain cost efficiency, shorter procurement cycle, timely completion of work and transparency. The Nagaland State eProcurement & Tendering Policy aims at bringing an efficient central source for tenders relating to all activities such as goods, services and works taken up by Government Departments/ Undertakings/Boards."

1. GENERAL BACKGROUND

The Government of India has been envisaging early and fast adoption of the eProcurement & Tendering process in different Government Departments due to the perceived benefits of cost efficiency, shorter procurement cycle, transparency etc. with the electronic mode of Government procurement/tendering process. This is planned to be achieved through the Mission Mode Project (MMP) for electronic Government Procurement under National eGovernance Plan (NeGP) as envisaged by the Government of India.

Currently the main functionalities of eProcurement & Tendering are as follows:

- i. Registration of Government officials & Bidders in different roles.
- ii. Tender Creation & Publishing.
- iii. Publishing of Corrigendum and decisions of Pre-bid meeting.
- iv. Online Bid submission/ resubmission/withdrawal as per the needs.
- v. Online Tender opening and decryption of Bids.
- vi. Online/offline Payment of Tender Fee and EMD.
- vii. Encryption of bids submitted by the bidder.
- viii. Offline Technical Evaluation.
- ix. Generation of comparative charts for Financial Bids.
- x. Uploading of committee recommendations / evaluation summaries at each stage of the tender process.
- xi. Publication of Award of Contract information.
- xii. Uploading of digitally signed document of the officials/bidders for authentication purposes.

2. ePROCUREMENT & TENDERING RESOURCE AND POTENTIALS:

- i. Most of the Offices in Nagaland today are computerised and the State has the Information Technology and Communication Department and NIC to assist in any area of computerization process.

- ii. The Nagaland Public Works Department already has the e-Tendering system under implementation in its PMGSY Programme under the PWD (Roads and Bridges) Department and also in the PWD (National Highways).
- iii. The existing Government employees can also be trained on the eProcurement & Tendering system through proper and intensive training programmes.

This approach along with optimum utilization of the available resource in the State can bring a drastic change in the tendering and procurement system of Government. Thus, a comprehensive plan on eProcurement & Tendering can play a significant role in ensuring transparency. This will also provide a level playing field to all the stake holders and it is expected to usher in a new era of economic development of the State.

3. RATIONALE

The NAGALAND ePROCUREMENT & TENDERING POLICY is thus adopted with the following rationale:

- i. Nagaland eProcurement & Tendering Policy conforms to Mission Mode Programme (MMP) as envisaged by the Government of India which is found in the Implementation Guidelines for eProcurement rollout in States as a Mission Mode Project under National e-Governance Plan.
- ii. The policy links with the Vision Statement of the IMAGINE NAGALAND WORKSHOP 2001 which states "*Nagaland emerges not only as the top economically sound State with its people enjoying the highest standard of living, but also the epicenter of trade for the whole of South-East Asia*". It is in line with the emphasis on e-governance in *Nagaland Vision, 2030*.
- iii. eProcurement & Tendering system in Nagaland and its importance in terms of social and economic benefits such as transparency, faster economic growth, level playing field to entrepreneurs optimum utilization of available Government resources cannot be underestimated.

4. AIMS AND OBJECTIVES:

- i. To provide a viable alternative on paperless e-Tendering through electronic mode thus gaining cost efficiency and shorter tendering cycle.
- ii. To ensure fair and competitive bidding for optimum utilization of Government funds.
- iii. To provide various opportunities to educated youths through e-Procurement programme.
- iv. To promote e-Procurement as an essential tool for good governance.

- v. To provide transparency in the system thereby fulfilling the socio-economic responsibility of the Government.

5. STRATEGIES:

The strategies of the Cell are on 4(four) major areas namely:

- i. eProcurement & Tendering Adoption**
- ii. Training and Promotion.**
- iii. Creating Institutional Framework**
- iv. Funding of Nagaland State eProcurement & Tendering**
- v. Monitoring and Support.**

STRATEGY 1: ePROCUREMENT & TENDERING ADOPTION

The State eProcurement & Tendering Policy will focus on adoption of eProcurement & Tendering Implementation Guidelines as envisaged by the Government of India.

- i. Currently, 9(nine) Departments have started using eTendering system and 26(twenty six) Departments have given written consent to adopt eProcurement and Tendering System. Training has now been imparted to 25(twenty five) Departments and all the HoDs were also trained.
- ii. Apart from all those who have already adopted eTendering System, all other departments will switch over to e-tendering process within 6 (six) months.
- iii. Initially the State Level Core Committee will meet once in every 6(six) months for the first year.
- iv. Nagaland State eProcurement & Tendering Cell (NSePTC) will be provided with sufficient office space and training room in the State Civil Secretariat Complex. The existing office space at the Nagaland Civil Secretariat Complex will be used for the first phase of Nagaland State e-Procurement Cell and in the second phase a minimum space of 1600 square feet will be provided at appropriate location.
- v. Furniture, PCs, Internet connectivity, Printers, scanners and other electronic accessories will be provided by the State Nodal Department through a separate and exclusive fund allocated by the State Government.
- vi. All funding for NSePTC will be provided by the State Government.

through a separate and exclusive fund.

- vii. All policy related decisions like revision of tendering rules , issue of executive instructions, finalizing of standard bidding document across line departments, vetting them, issuing of enabling Government orders and notifications etc. are to be taken by the State Level Core Committee(SLCC).
- viii. Floating and launching of all tenders will be done only through the Nagaland State eProcurement & Tendering Portal <https://www.nagalandtenders.gov.in>.
- ix. All e-Procurement related activities in various Departments will be co-ordinated through Nagaland State e-Procurement Cell (NSEPTC).
- x. As per the latest guidelines given by the Government of India the financial threshold limit for e-tendering is now fixed at Rs 1.0 lakhs and above. To allow easy implementation and to encourage e-Procurement and Tendering System in the State, the threshold value of Rs 1.0 crore for construction works and Rs 20.00 lakhs for supply works will be considered in the initial stage of implementing e-Procurement and Tendering Policy.

STRATEGY 2: TRAINING AND PROMOTION

- i. Trainings will be given at different levels of the State beginning with the Nodal Officers of Pilot departments and further extension to the Nodal Officers of various departments. Thereafter awareness campaign will be given to AHoDs /HoDs of various Government Departments, Contractors and Suppliers, Public Leaders, NGOs, Civil Societies etc. on need basis.
- ii. Extensive Training will be given to tender inviting officers and prospective bidders during the initial six months of implementation of eProcurement & Tendering in the respective department and for that training cost will be borne by the concerned department.
- iii. Study tours/ trainings/workshops for exposure shall be imparted within and outside the state.
- iv. Routine training module for various stake holders on eProcurement & Tendering will encompass both theory and practical.
- v. Awareness campaign will be done through print, audio and visual media.

STRATEGY 3: CREATING INSTITUTIONAL FRAMEWORK.

3.1. INSTITUTIONAL ARRANGEMENT:

- i. Implementation of eProcurement & Tendering Policy in the State shall be taken up as a Mission Mode.
- ii. Nagaland State e-Procurement Cell (NSePTC) will be established with a mandate to take up programs to achieve the policy objectives of e-Procurement and act as a catalyst of change.
- iii. The Department of IT&C, Government of Nagaland, will be the Nodal Department for the Nagaland State e-Procurement.

3.2 STATE LEVEL CORE COMMITTEE FOR ePROCUREMENT & TENDERING:

As per the notification of Department of Information Technology and Communication Dated 26th October 2012, the State Level Core Committee for eProcurement & Tendering is constituted as given below:-

- | | |
|---|--------------------|
| i. Chief Secretary | : Chairman |
| ii. Commissioner & Secretary, IT & C | : Member |
| iii. Principal Secretary, Works & Housing | : Member |
| iv. Commissioner & Secretary, Industries & Commerce | : Member Secretary |
| v. Commissioner & Secretary, P&AR | : Member |
| vi. Commissioner & Secretary, Food & Civil Supplies | : Member |
| vii. Secretary, Justice & Law | : Member |
| viii. Director, IT & C | : Member |
| ix. SIO, NIC | : Member |

As per the minutes of SLCC on 19th May 2014, Department of Information Technology and Communication was made the Nodal Department from Department of Works & Housing for implementation of eProcurement & Tendering in the State. As such, there is a need for reconstitution of members of the SLCC as follows:

- | | |
|--|--------------------|
| i. Chief Secretary | : Chairman |
| ii. Finance Commissioner | : Member |
| iii. Development Commissioner | : Member |
| iv. Home Commissioner | : Member |
| v. Agriculture Production Commissioner | : Member |
| vi. Commissioner & Secretary, Works & Housing | : Member |
| vii. Commissioner & Secretary, Industries & Commerce | : Member |
| viii. Commissioner & Secretary, IT & C | : Member Secretary |

- | | | |
|------|--------------------------|----------|
| ix. | Secretary, Justice & Law | : Member |
| x. | Secretary, P&AR | : Member |
| xi. | Director, IT & C | : Member |
| xii. | SIO, NIC | : Member |

ROLE OF THE SLCC:

The SLCC will meet once every 6(six) months and it will take all policy decisions like revision of tendering rules, issue of executive instructions, finalizing the standard bidding document across line departments, vetting the policy decisions etc.

3.3. TEAM COMPOSITION OF NAGALAND STATE ePROCUREMENT & TENDERING CELL:

- i. State Level Nodal Officer is the Commissioner Secretary / Secretary of the Nodal Department.
- ii. The activities and programs of the eProcurement & Tendering will be implemented by a Working Team, to be named "NAGALAND STATE ePROCUREMENT & TENDERING CELL".
- iii. The Team will be led by a Team Leader (TL) chosen from the Nodal Department, in the level not below the rank of Deputy Secretary , supported by Team Members as given hereunder :
 - (a).Team Leader : Deputy Secretary and above.
 - (b).Team Members
 1. Representative from Department of IT&C.
 2. Representative from Department of Works & Housing.
 3. Accounts Officer of the Nodal Department.
 4. Representative from Department of Treasuries & Accounts.
 5. Representative from Department of Justice & Law.
 6. Representative from NIC and associated subject experts.
- iv. The Team will prepare and formulate Project Report / Action Plan for implementation in the State. It will also monitor and co-ordinate with all stakeholders, creating awareness, motivating and training people to achieve the Policy objectives.
- v. Presently the Team Leader and Team Members shall perform their duties in the Nagaland State eProcurement & Tendering Cell in addition to their normal assignment.
- vi. NSePTC will function in conjunction with the policy framework of the Government of India and the State Level Core Committee on eProcurement.

3.4. MANPOWER REQUIREMENT AND MANAGEMENT

- i. Posting of Facility Management Personnel as experts is done provisionally and appropriate decision will be taken at later stage for permanent placement on need basis.
- ii. Adequate IT professional needs to be trained and suitable avenues should be created for e-Procurement development and implementation.
- iii. 1 (one) Grade IV will be required from the Home Department for assisting the eProcurement & Tendering Cell.
- iv. The designated IT Nodal Officers of various Government Departments will also act as the Nodal Officers for the eProcurement & Tendering activities.

STRATEGY 4: FUNDING OF THE ePROCUREMENT & TENDERING CELL:

- i. A Nagaland State eProcurement & Tendering fund should be allocated under the Nodal Department to achieve the objectives of the Nagaland State eProcurement & Tendering Policy.

The fund will comprise of the following components:

- a) Capacity Building
- b) IT Infrastructure
- c) Management Support
- d) Contingency

STRATEGY 5: MONITORING AND SUPPORT

- i. Nagaland State eProcurement & Tendering Cell (NSEPTC) will regularly monitor the activities of various Departments at various stages and suggest ways and means of improvement on every 6(six) months basis.
- ii. Provide continued technical assistance to various Departments for maintaining quality standards and also provide assistance through Help Desk to various stakeholders such as the Public, Contractors, Suppliers etc.

6. ACTS AND RULES:

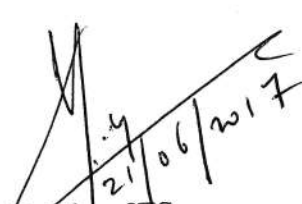
All acts and rules promulgated by the Government of India and the State Government shall be applicable for implementation of e-Procurement & Tendering.

7. ACTION PLAN:

The Nagaland eProcurement & Tendering Policy shall be implemented through appropriate action plan packages in co-ordination with all stakeholders to achieve the Policy objectives.

8. POLICY REVIEW:

The policy shall be reviewed from time to time so that essential policy directives and needs of the State are evolved to meet the changing needs of the State.


K. D. Vizo, ITS
Commissioner & Secretary
Department IT & Communication
Government of Nagaland