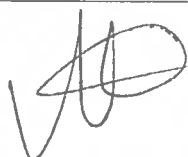


**NATIONAL INSTITUTE OF TECHNOLOGY  
DURGAPUR-713209, WEST BENGAL, INDIA**

**AGENDA NOTES  
FOR**

**35<sup>th</sup> Meeting of Finance Committee to be held on 22<sup>nd</sup> September, 2015 at 10:30 a.m. in the Seminar Room 2, United Service Institution of India, Rao Tula Ram Marg (Opposite Signals Enclave), Vasant Vihar, New Delhi – 110 057.**

Sl. No.	Item	Page No.
35.01	To Confirm the Minutes of the 34 <sup>th</sup> Finance Committee Meeting held on May 15 <sup>th</sup> 2015.	01
35.02	To note action taken on the Minutes of the 34 <sup>th</sup> Finance Committee Meeting held on May 15 <sup>th</sup> 2015.	01
35.03	To consider the Minutes of the 28 <sup>th</sup> Building and Works Committee meeting of the Institute held on 15 <sup>th</sup> September 2015.	02
35.04	To consider enhancement of honorarium to visiting Doctors and engagement of Dental Assistant.	02
35.05	To consider creation of Online Test Centre cum Conference Room at Central Library.	02
35.06	To consider Plan and Non-Plan fund position of the Institute as on July 31, 2015.	03
35.07	To consider and approve the projected fund for retiring employees within next six months.	03
35.08	To consider the proposal of cash awards to the Best Teacher, Best Administrator, Best Office Worker, Best Technical Staff and Best Support Staff.	03-04
35.09	Proposal for introducing e-Tendering facilities at NIT Durgapur.	04
35.10	Any other item with the permission of the chair.	04



**Item# 35.01: To Confirm the Minutes of the 34<sup>th</sup> Finance Committee Meeting held on May 15<sup>th</sup> 2015**

The 34<sup>th</sup> Meeting of Finance Committee was held on May 15<sup>th</sup> 2015 in the Seminar Room-2, United Service Institution of India, Rao Tula Ram Marg (Opposite Signals Enclave), Post Bag No.8 Vasant Vihar, P.O. New Delhi- 110057. The minutes of the said meeting were circulated amongst the members. No comments on the minutes of the 34<sup>th</sup> Meeting of Finance Committee are received. The minutes of the said Meeting are placed for confirmation.

(Annexure- I)

**Item# 35.02: To note action taken on the Minutes of the 34<sup>th</sup> Finance Committee Meeting held on May 15<sup>th</sup> 2015.**

Item	Subject	Action Taken
34.01	To Confirm the Minutes of the 33 <sup>rd</sup> Finance Committee Meeting held on February 10 <sup>th</sup> 2015.	Noted
34.02	To note Action Taken on the Minutes of the 33 <sup>rd</sup> Finance Committee Meeting held on February 10 <sup>th</sup> 2015.	Noted
34.03	Ratification of decisions taken by the Chairperson, BOG during quarter ending 31 <sup>st</sup> March 2015.	Noted. Office Order for foreign visits of the faculty members has been issued.
34.04	To consider the Plan and Non-Plan Fund position of the Institute as on 31/03/2015.	Noted. Office Order for fund allocation for laboratory development issued.
34.05	To consider the Annual Accounts and Annual Report 2014-15 of the Institute	Noted
34.06	To consider the Minutes of Building and Works Committee meeting of the Institute held on 7 <sup>th</sup> May 2015	Noted
34.07	Any other item with the permission of the chair.	N.A.



**Item# 35.03: To consider the Minutes of the 28<sup>th</sup> Building and Works Committee meeting of the Institute held on 15<sup>th</sup> September, 2015.**

To be placed on the table.

**Item# 35.04: To consider enhancement of honorarium to visiting Doctors and engagement of Dental Assistant.**

At present, all the visiting doctors are getting Rs. 2000/- (Rupees two thousand only) for 2 hours per day O.P.D. since 2010. However, as proposed by the Sr. Medical Officer, Medical Unit-cum-Hospital of the Institute, it is proposed to raise the honorarium of visiting doctors to Rs. 2500/- (Rupees two thousand five hundred only) from the existing Rs. 2000/- (Rupees two thousand only) for 2 hours per day O.P.D.

As dental chair has been installed at the Institute Medical Unit, it is also proposed to engage one dental assistant to assist the dental surgeon at an honorarium of Rs. 500/- (Rupees Five hundred only) for 2 hours per day O.P.D.

The details of proposal are attached.

(Annexure – II)

**Item# 35.05: To consider creation of Online Test Centre cum Conference Room at Central Library**

It is realized that, in the session 2015-2016 (and in near future), all the major companies will be organizing online test of 2 hours duration per batch as the first step for selection process. Presently, the online tests are usually conducted at Computer Centre which can accommodate at most 100 students while the student strength is around 1000 for the present 7<sup>th</sup> Semester UG and final year PG batches. It is being proposed to add another 100 computers along with the necessary accessories/facilities at the second floor of Central Library building. The approximate cost for developing the infrastructure at second floor of the Central Library is Rs. 1,18,68,136/- (Rupees one crore eighteen lakhs sixty eight thousand one hundred thirty six only). In addition, it is also proposed to engage at least two skilled daily wage personnel to maintain and look after the setup.

The detailed proposal is attached.

(Annexure – III)



**Item# 35.06: To consider Plan and Non-Plan fund position of the Institute as on July 31, 2015.**

				(Rs. in lakhs)	
Sl.	Particulars	Plan		Non-Plan	
1	Unspent Balance available as on 01.04.2015	-454.35		-755.65	
2	Total Grants received during 2015-2016				
	Towards 1 <sup>st</sup> Installment	800.00		2000.00	
	Towards 2 <sup>nd</sup> Installment	900.00		0.00	
	Towards 3 <sup>rd</sup> Installment	0.00		0.00	
3	IRG / Interest earned during 2015-2016	0.00		1075.46	
4	<b>Total funds available with the Institute [(1)+(2)+(3)]</b>	<b>1245.65</b>		<b>2319.81</b>	
5	Actual expenditure up to 31.07.2015	1946.80		2813.26	
6	<b>Unspent Balance as on 31.07.2015</b>	<b>-701.15</b>		<b>-493.45</b>	
7	<b>Requirement of funds towards 2nd quarter</b>	<b>4265.51</b>		<b>2730.00</b>	

**Item# 35.07:As directed during the 34<sup>th</sup> Finance Committee meeting, the projected fund required for retiring employees within next six months, has to be intimated by the establishment section to the Accounts Section, to enable timely budget provisions.**

A total of nine employees will be retiring till 31<sup>st</sup> March, 2016 and the expected expenditure to clear their dues amounts to Rs.1,75,76,577/-

Placed on the table for consideration and approval by the Finance Committee.

**(Annexure – IV)**

**Item# 35.08: To consider the proposal of cash awards to the Best Teacher, Best Administrator, Best Office Worker, Best Technical Staff and Best Support Staff.**

It's proven that employee recognition is an essential ingredient for sparking motivation, boosting morale and fostering loyalty to the organization. By recognizing employees' contributions and rewarding their accomplishments, a clear and powerful message is sent to them, that their efforts matter. By rewarding employees, they feel



valued and are more likely to continue to deliver their best. That makes recognition a win-win for both organization and its employees.

To initiate the scheme, it is proposed to introduce cash awards for various categories of employees of the Institute, like the Best Teacher, Best Administrator, Best Office Worker, Best Technical Staff and Best Support Staff etc.

Suitable cash awards may be awarded to the best employee of each category, as described above, and necessary rules/guidelines may be framed to introduce such reward system.

Placed for consideration and approval by the Finance Committee.

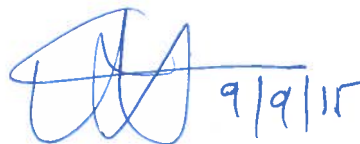
**Item# 35.09: Proposal for introducing e-Tendering facilities at NIT Durgapur.**

E Tendering is a process of carrying out entire Tendering Cycle Online including submission of Price Bid etc. so that the physical tendering activity can be carried out using internet and associated technologies. E Tendering not only shortens the procurement cycle, but the process is also economical and environment friendly and provides greater transparency. Till date NIT Durgapur was procuring all its items through physical tendering process. However, to make the system faster and to bring more transparency to the procurement system, it is proposed to introduce e-tendering process at this Institute In this context the Office Memorandum 10/1/2011-PPC, dated 30th November 2011 and OM No. 10/3/2012-PPC, dated 30/03/2012 from Ministry of Finance, Govt. of India may be followed.

Placed for consideration and approval by the Finance Committee.

(Annexure – V)

**Item# 35.10: Any other item with the permission of the chair.**

A handwritten signature in blue ink, appearing to be 'A. S. Nijjar', with the date '9/9/15' written to its right.


**Brig. A. S. Nijjar**  
**Registrar**  
**& Member Secretary, Finance Committee,**  
**National Institute of Technology,**  
**Durgapur**

NATIONAL INSTITUTE OF TECHNOLOGY  
DURGAPUR-713209, WEST BENGAL, INDIA

Minutes of the 34<sup>th</sup> Meeting of the Finance Committee held on May 15<sup>th</sup>, 2015 at 10.30 A.M. at the Seminar Room-2, United Service Institution of India, Rao Tula Marg (Opposite Signals Enclave), Post Bag No.8 Vasant Vihar, P.O. New Delhi- 110057.

The following members attended the meeting:

- |   |                                |
|---|--------------------------------|
| <b>1. Prof. A. B. Bhattacharyya,</b><br>Chairperson, Board of Governors,<br>National Institute of Technology, Durgapur<br>and Professor Emeritus,<br>Jaypee Institute of Information Technology,<br>A-10, Sector 62, Noida-201307 | Ex-officio Chairperson         |
| <b>2. Prof. T. Kumar,</b><br>Director,<br>National Institute of Technology,<br>Durgapur   | Ex-officio Member              |
| <b>3. Shri Yogendra Tripathi,</b><br>Joint Secretary,<br>Integrated Finance Division,<br>MHRD, New Delhi  | Member                         |
| <b>4. Shri Sanjeev Kumar Sharma,</b><br>Director (NITs),<br>Dept. of Higher Education,<br>MHRD, Govt. Of India<br>New Delhi   | Member                         |
| <b>5. Prof. Nirmal Kumar Roy,</b><br>Professor,<br>Department of Electrical Engineering,<br>National Institute of Technology,<br>Durgapur   | Member                         |
| <b>6. Shri Alope Kumar Chattopadhyay</b><br>Deputy Registrar (Establishment)<br>& Registrar In-Charge,<br>National Institute of Technology,<br>Durgapur   | Ex-officio Member<br>Secretary |

  
21/06/15

The Finance Committee welcomed Mr. Yogendra Tripathi, Joint Secretary, Integrated Finance Division, MHRD, New Delhi.

The Chairperson, Finance Committee, welcomed all the members to the meeting.

**Item # 34.01: To confirm the Minutes of the 33<sup>rd</sup> Meeting of the Finance Committee held on February 10<sup>th</sup>, 2015.**

No comments on the Minutes of the 33<sup>rd</sup> Finance Committee were received.

*Confirmed.*

**Item # 34.02: To note action taken on the Minutes of the 33<sup>rd</sup> Meeting of Finance Committee held on February, 2015.**

The Finance Committee noted the action taken on the Minutes of the 33<sup>rd</sup> Meeting of the Finance Committee held on February 10<sup>th</sup>, 2015.

**Item #34.03: Ratification of decision taken by the Chairperson, BOG during quarter ending 31<sup>st</sup> March, 2015.**

- Regarding foreign visit by Faculty Members of the Institute.

*Ratified.*


The Chairperson advised that the concerned faculty members should give presentations in their respective departments before leaving and after returning from their conference/workshop under PDA. It will be applicable in case of visits both within the country and abroad.

Quarterly report should be submitted by the concerned HoD on the visits made by the faculty of his/her department. Response of other faculty members of the department who have attended the seminar(s) should also be documented in the report. Furthermore the report should be submitted in a standardized format.

**Item #34.04: To consider the Plan and Non-Plan Fund position of the Institute as on 31/03/2015.**

Emphasis was laid by the Chairperson on the intimation of departmental allocation of funds at the beginning of the financial year itself.

For laboratory development (planned expenditure) a maximum amount of Rs. 5,00,000/- (Rupees Five Lakhs) per year is to be allotted to the HoD of the concerned department. This is in addition to the amount up to Rs. 10,00,000/- (Rupees Ten Lakhs) allotted to a new faculty.

  
21/06/15

- Departments will be requested to send their requirements for laboratory equipment which will be then screened by a Committee constituted for the purpose. Total allocation under such head will be limited to a maximum of Rs. 1 Crore for all the departments per year.

**Item #34.05: To consider the Annual Accounts and Annual Report 2014-15 of the Institute.**

Annual Accounts & Annual Reports were placed on the table. On discussion the following observations were made by the Representative from Integrated Finance Division, MHRD:

a) In the Annual Account 2014-15, submitted before the Finance Committee, page-01 under the head of Loans/Borrowings, the amount of Rs.58,23,172/- , a detailed study should be made to find out the source of loan(s) to reach a logical conclusion and if possible the amount is to be paid back to the lender(s).

b) Regarding Investment: Money should be kept in flexible account. The institute should make a review on the fund balance and ensure that the excess money is invested in such a manner so as to earn more interest on the savings.

It was reported that the Institute is currently following the same policy.

c) The Institute should forecast the number of retirees in the next 06(six) months, so as to keep the funds for release for the purpose of payment towards GPF, Gratuity, Pension etc. The Establishment Section of the Institute could give a forecast for the same to the Accounts Section for this purpose.

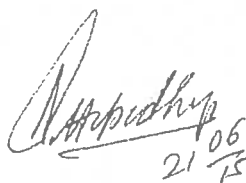
d) New Pension Scheme account money to be deposited within first 03 (three) working days of the next month.

e) Travelling and Conveyance Allowance [Page-8]: It was observed by the members that expenses under this head have gone up by manifolds compared to the previous year.

Members opined that effort should be made to keep a check on the expenses and prepare a realistic budget. It is to be ensured that the expenses do not exceed the budgeted amount.

f) General Store Materials (Page8): The expenditure under this head was observed to have exceeded that of the previous year's expenditure significantly. The Director was requested to verify whether there was any unnecessary purchase of any particular item(s).

g) Steps need to be taken to ensure that observations made by the CA firms are minimized.

  
21 06 15



**Item #34.06: To consider the Minutes of the Building and Works Committee meeting of the Institute to be held on 7<sup>th</sup> May, 2015.**

The Minutes of the 27<sup>th</sup> Building and Works Committee meeting held on 07<sup>th</sup> May, 2015 was discussed in details. Item wise observations are given below:

- **Item # 27.3(BWC):Progress of various "On-going Projects" entrusted with (A)CPWD and (B) NBCC**

Members opined that enclosures and annexures were to be provided containing the details of Estimated Amount, Sanctioned Amount, Amount Spent, Balance Amount and Fund /Amount required to be shown specifically.

Boundary wall for VIP Guest House to be kept in abeyance.

Installation of 01(one) generator of 500 KVA for VIP Guest House is approved.

- **Item#27.5(BWC): Installation of Lifts in the New Administrative and Library Buildings:**

Agreed in principle. Decision to be taken after receipt of preliminary estimate from CPWD.

- **Item#27.6(BWC): Laying of Pipelines for Underground Water Reservoir of total capacity of 900 cubic meters:**


Proposal to ratify the action taken by Chairperson, BWC for an amount of Rs.23,86,500/- (Rupees Twenty Three Lakhs Eighty Six Thousand and Five Hundred Only) for the purpose as the job was done in exigency.

*Ratified.*

- **Item#27.7(BWC): Major failure of Bulk power supply in NIT Durgapur campus due to consecutive failures of two 33/11 KV and 2 MVA transformers:**

Proposal to ratify the action taken by Chairperson, BWC for an amount of Rs.10,64,000/- (Rupees Ten Lakhs Sixty Four Thousand Only) incurred for dry run of generators and Rs.27,28,152/- (Rupees Twenty Seven lakhs Twenty Eight Thousand One Hundred Fifty Two Only) incurred for diesel to run the generators in the emergency situation.

*Ratified.*

  
21/06/15

- **Item#27.8(BWC): Delay in the Progress of Ongoing Projects due to non-availability of Fund under Plan Grant.**

It was decided that a detailed statement on the ongoing projects need to be prepared and submitted stating the Total Cost, Physical Progress, Amount Spent, Fund Required and Schedule of Completion of Work.

- **Item #27.9.1(BWC): External Wall Painting of Halls of residence**  
Agreed in principle. Decision to be taken after receipt of preliminary estimate from CPWD.

- **Item #27.9.2(BWC):Construction of proper Fencing of the Residential Hostels**  
To be kept in abeyance.

- **Item #27.9.3(BWC): Proposal for demolition of old DS-type & B-type Faculty Quarters in phases and construction of new Multi-storeyed Faculty Quarters with modern facilities.**

Detailed survey and justification for demolition of old buildings and construction of new multi-storeyed buildings for quarters to be provided and supported by photographs where ever necessary. Decision will be taken on the receipt of justification and preliminary estimate from CPWD.

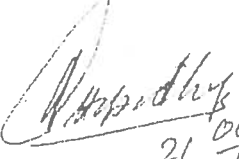
- **Item #27.9.4(BWC): Raising the height of peripheral boundary wall of NIT Durgapur campus & strengthening of security aspect.**

Agreed in principle. May be placed in next Finance Committee Meeting for consideration.

- **Item #27.9.5(BWC): Providing and Fixing of Furniture for VIP Guest House of NIT Durgapur.**

Recommended for approval.

Approval is subject to cost reduction to a reasonable limit by curtailing the cost of non-essential items. If there is no substantial cost reduction of 25%-30%, then the matter should be placed again in the next Finance Committee Meeting for reconsideration and till that time no work should start.

  
21/06/15

- **Item #27.9.6(BWC): Providing and Fixing of Furniture and partition wall for newly constructed Academic Block for NIT Durgapur.**

Recommended for approval.

Approval is subject to cost reduction to a reasonable limit by curtailing the cost of non-essential items. If there is no substantial cost reduction of 25%-30%, then the matter should be placed again in the next Finance Committee Meeting for re-consideration and till that time no work should start.

- **Item #27.9.7(BWC): Providing furniture, CCTV surveillance & allied works at S.N. Roy Memorial Building, NIT Durgapur.**

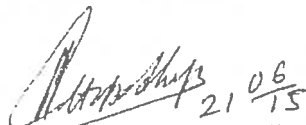
Recommended for approval.

Approval is subject to cost reduction to a reasonable limit by curtailing the cost of non-essential items. If there is no substantial cost reduction of 25%-30%, then the matter should be placed again in the next Finance Committee Meeting for reconsideration and till that time no work should start.

It was also noted that all the entry points to the campus should be covered by CCTV cameras and it should be an IP based system.

**Item # 34.07: Any other item with the permission of the chair.**

There being no other point, the meeting ended with a vote of thanks to the Chair.

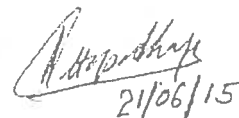


**Shri Alope Kumar Chattopadhyay**  
Deputy Registrar (Establishment),  
Registrar In-Charge &  
Ex-officio Member Secretary  
Finance Committee,  
National Institute of Technology,  
Durgapur

**Prof. A.B. Bhattacharyya**

Ex-officio Chairperson,  
Finance Committee,  
National Institute of Technology,  
Durgapur

*The minutes of the meeting is approved  
By Chairman, BOT, NITD vide e-mail  
dated 17-06-15 at 03:16 AM.*



# ANNEXURE - II

To  
Registrar  
National Institute of Technology, Durgapur  
Mahatma Gandhi Avenue  
Durgapur- 713209  
Burdwan  
West Bengal

Respected Sir,

With reference to your letter no. NITD/per\_sec/medi\_unit/01\_2015/650 dated 20/4/2015

i, Dr. Subir Mukherjee, hereby giving you the requisite information regarding the charges of dental assistant and his academic qualification and also the charge of dental surgeon are as follows :-

## I. Dental Assistant

- A. Expected charge of Dental Assistant (Sudhindra Kumar Sen) for 2hrs/Day is Rs800/Day.
- B. Academic Qualification of Dental Assistant is Higher Secondary [He is working as a dental assistant for more than 20 year, he is even able to run the Dental X-ray including imaging, fixing and developing]

## II. Dental Surgeon

- A. Expected charge of Dental Surgeon for 2hrs/Day is Rs3000/Day.

Therefore, you will consider the facts and do the needful according to your earliest convenience.

Thanking you

Yours faithfully,

Date: 29.4.2015

*Dr Subir Kumar Mukherjee*

Dr. Subir Kumar Mukherjee  
Medical Specialist (Dental)

*S.M.O.  
for advice M.  
29/4/15*

*At present, all the visiting doctors are getting Rs 2000/= (Two Thousand) only for 2 hrs/day O.P.D. Since 2010. We already appealed for raising their Honorarium from Rs 2000/= to Rs 2500/= (copy enclosed). Therefore, Honorarium of Dr. Subir Mukherjee in my view, should be Rs 2500/= only for 2hrs/Day*

C.P.O. should be Rs. 500/- (Five Hundred) only.

~~SM~~  
01.06.15

Senior Medical Officer  
Medical Unit-Cum-Hospital  
National Institute of Technology  
Durgapur - 713203, (W.B.)

Director may kindly consider.

AL  
01/06/15

Proposal be put up as agenda item in FC/BOD

JMM  
2/6/15

~~Reg (1/c)~~

New file FC/BOD  
AL  
02/07/15

# ANNEXURE - III

OFFICE OF TRAINING, PLACEMENT & STUDENTS' WELFARE  
And  
CENTRAL LIBRARY  
NIT, DURGAPUR

Date: 16.07.2015

NOTESHEET FOR CREATING ONLINE TEST CENTRE CUM CONFERENCE ROOM  
AT CENTRAL LIBRARY

It is realized that, in the session 2015-2016 (and in future), all the major companies will be organizing online test of duration 2 hours per batch as the first step for selection process. Presently, the online tests are usually conducted at Computer Centre which can accommodate at most 100 students while the student strength is around 1000 for the present 7<sup>th</sup> Semester UG and final year PG batch. It is being proposed to add another 100 computers along with the necessary accessories/facilities at the second floor of Central Library building. There is a big seminar room available which can accommodate the said number of computers with proper seating arrangement. This facility shall enhance the online tests in a faster way enabling TPSW to invite more number of companies.

Moreover, the proposed facility could be used by the students, researchers and employees for accessing online resources. Seminars, conferences, invited talks, training program, short term courses could also be organized. The proposed setup should be marked as Central Facility of the institute and used as per the priority.

In addition to that, we also propose to setup another room, adjacent to that online test centre, with 15 number of computers in a cubicle seating arrangement. The proposed facility should be build up for the faculties and especially for the officers who come at NIT Durgapur for recruitment.

The estimated budget for developing the infrastructural at second floor of the Central Library is.

Sl. No.	Item	Unit price	Quantity	Total(Rs.)
1	Computer, All-in-one (i3, 4GB RAM)	45,000/-	100	45,00,000 -
2	Computer, i15, 4GB RAM)	55,000 -	15	8,25,000 -
3	Printer (Laser, mono. )	35,000/-	1	35,000 -
4	Multimedia Projector (wireless)	70,000 -	2	1,40,000 -
5	Online UPS 10KVA	2,20,000 -	2	4,40,000 -
6	Copier (mono)	1,40,000 -	1	1,40,000 -
7	Networking (5 L3 switches, UTP cable, 10 port, and other accessories)			8,00,000 -
8	Furniture(20 tables each with 5 seating capacity, 135 chairs, dais, podium, 5 cubicle, 3-1-1 sofa, centre table)			44,18,000 -
9	Electrical work and Public addressing system			5,70,136 -
TOTAL				1,18,68,136 -

In additional to that, it is also propose to engage at least two manpower (technically strong) maintain and look after the setup.


Please note that students are paying Rs: 1500/- (one time) on the head of "training and placement".

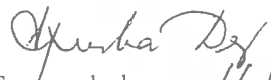
As the Central Library is accessible from 8:15 a.m. to 9:30 p.m. on working days and on weekends 8:30 a.m. to 5:30 p.m., we hope that the facility would be used and utilized undoubtedly.


S. Prasanna 16/7/15  
Faculty -in- charge (Placement)

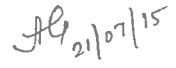
  
Head ( Computer Centre)


  
16/07/2015  
I.C Librarian

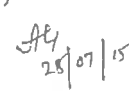
  
Forwarded 16/7/15  
H.O.D (TPSW)

  
Forwarded 16/7/2015  
Chairman Library

  
21/07/15  
Dean ( SW)

  
21/07/15  
Dean ( Administration ) and Registrar (I/C)

Director Put up to PE/BOG  
  
27/7/15

To be placed to FE/BOG.  
  
28/07/15

## FINANCIAL ANALYSIS OF THE PROJECT

Fund available as training and Placement Fee ( Rs 1500/- per student onetime):

### Undergraduate Students

1<sup>st</sup> Semester: Rs1500/- x 850 = Rs 1275000/-

3<sup>rd</sup> Semester: Rs1500/- x 850 = Rs 1275000/-

5<sup>th</sup> Semester: Rs1500/- x 850 = Rs 1275000/-

7<sup>th</sup> Semester: Rs1500/- x 850 = Rs 1275000/-

### Postgraduate Students ( Excluding Sponsored and Part-time Students)

1<sup>st</sup> Semester: Rs1500/- x 500 = Rs 750000/-

3<sup>rd</sup> Semester: Rs1500/- x 500 = Rs 750000/-

Total amount available: Rs 66. 00.000/-

Budget required : Rs 1.18.68.136/-

**Amount required from the college fund: Rs 52, 68,136/-**





# Dutta & Co

Pg.-2

SL No.	DESCRIPTION	QTY	RATE	Amount(Rs)
<b>SEMINAR HALL</b>				
1	<u>DAIS:-</u> 4" HT. Dais made of 3" x 2" solid sall woodend section with 19 mm. water proof ply and finish with 3mm thick vinyl flooring, with all materials and labour all compl.	2	54,372.00	1,08,744.00
2	<u>PODIUM :-</u> Podium made of 19 mm, 12mm water proof ply and finish with laminet, with all materials and labour all compl.	2	37,677.00	75,354.00
3	<u>TABLE FOR FACULTY :-</u> Table made of 19 mm, 12mm water proof ply and finish with laminet with all materials and labour all compl.	2	50,223.00	1,00,446.00
4	<u>TABLE FOR STUDENT :-</u> Table made of 19 mm, 12mm water proof ply and finish with laminet, metal keyboard pullour with all materials and labour all compl.	20	79,894.00	15,97,880.00
5	<u>CHAIR FOR STUDENT :-</u> Chair without armrest and castor	100	3,253.00	3,25,300.00
6	<u>CHAIR FOR FACULTY :-</u> Mid back chair with armrest and castor.	5	8,127.00	40,762.00
7	<u>VARTICAL BLINDS :-</u>	14	2,217.00	31,038.00
8	<u>PAINTING :-</u> Asian Paint make Laster paint with oil primer & wall putty all compl.	1	3,32,863.00	3,32,863.00

**DUTTA & COMPANY**

Benachity, Durgapur-713213

Nachan Road, Benachity, Durgapur-713213, West Bengal

Phone: (0343) 2588648 E-mail: duttaandcompanydurgapur@gole.com



# Dutta & Co

Pg.-3				
SL No.	DESCRIPTION	QTY	RATE	Amount(Rs)
<b>FACULTY ROOM</b>				
1	<b>Smart Opos Modules 4 Seater</b> :- Made of 19mm,12mm ply, 6mm ply,2" x 1.5" solid wood finish with laminet and partly fabric with all compl.	4	1,30,591.00	5,22,364.00
2	<b>PRINTER DESK</b> :-Printer desk made of 19 mm, 12mm water proof ply and finish with laminet, with all materials and labour all compl.	1	60,255.00	60,255.00
3	<b>OVERHEAD FILE CABINET</b> :-File cabinet made of 19 mm, 12mm water proof ply and finish with laminet, with all materials and labour all compl.	1	39,728.00	39,728.00
4	<b>DISCO</b> <del>DISCO</del> <b>ION TABLE</b> :-Tble made of 19 mm, 12mm water proof ply and finish with laminet, with all materials and labour all compl.	1	53,956.00	53,956.00
5	<b>FABRIC FINISH SOFA 3 + 1 + 1 WITH 1 NO. CENTRE TABLE &amp; 2 NO. SIDE TABLE</b>	1	1,01,113.00	1,01,113.00
5	<b>VARTICAL BLINDS</b> :-	10	2,217.00	22,170.00
	<b>PAINTING</b> :- Asian Paint make Laster paint with oil primer & wall putty all compl.	1	1,68,135.00	1,68,135.00
	<b>CHAIR FOR FACULTY</b> :- Mid back chair with armrest and castor.	29	8,127.00	2,35,683.00
				40,23,791.00
	<b>SERVICE TAX:</b>			
	Service Tax Chargable amount 70% on 40,23,791.00 =			
	28,16,654.00			
	Service Tax 14% on 28,16,654.00.00			3,94,332.00
	<b>Grand Total</b>			<b>44,18,123.00</b>

Rupees. Forty-four lac eighteen thousand one hundred twenty-three only

**DUTTA & COMPANY**  
Kanchi, Durgapur, 713213

Nachar Road, Benachity, Durgapur - 713213, West Bengal  
Phone : 0343-2528543 E-mail : [duttaandcompany@durgapur.com](mailto:duttaandcompany@durgapur.com)



# Dutta & Co

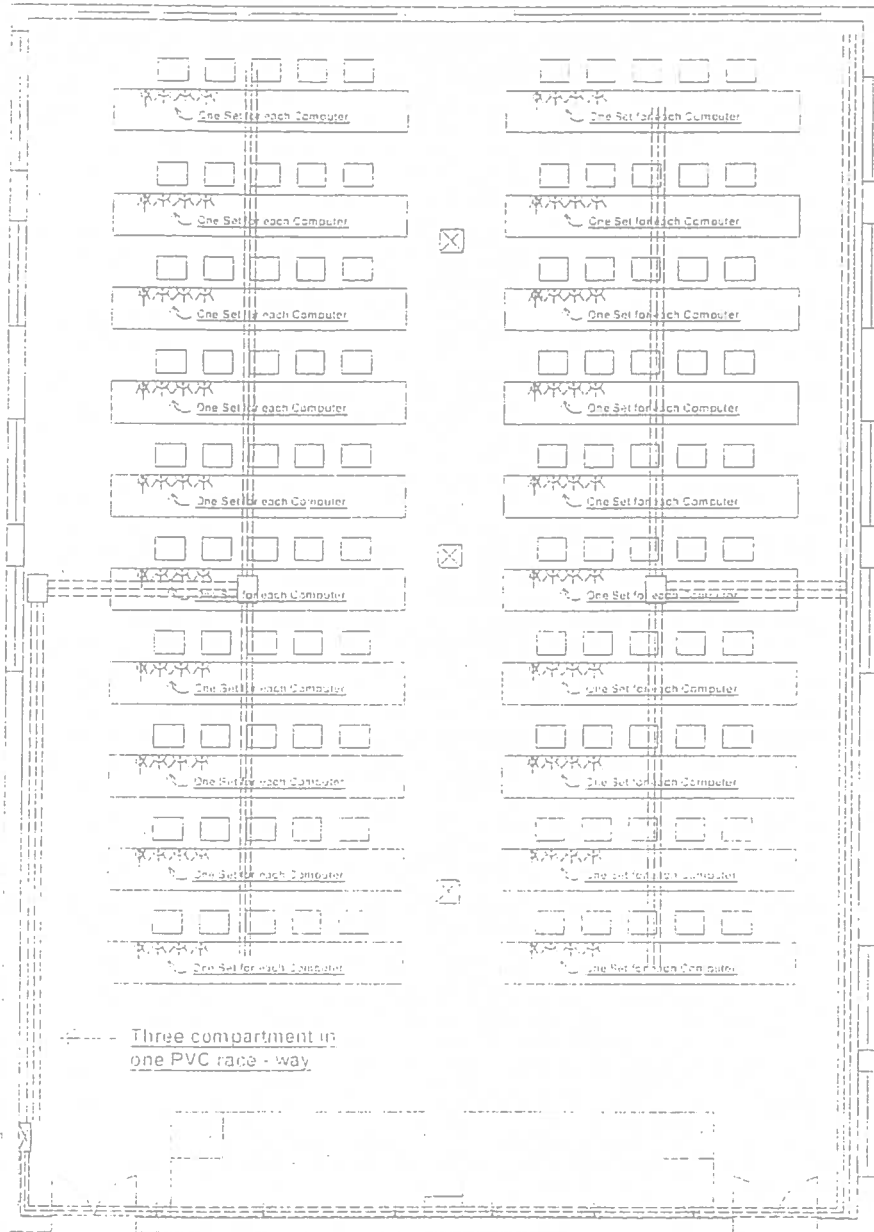
QUOTATION FOR ELECTRICAL WORKS					
Sl. No.	Item Description	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
A)	<u>RACEWAYS</u>				
	Supply, Laying of PVC Casing capping 25mm dia with fixing materials viz: Brackets, Bends, PVC Junction boxes with all accessories for Computer power points, Public address system etc.	R. M.	650	54.00	35,100.00
(B)	<u>MEDIUM VOLTAGE CABLE</u>				
	Supply, Laying, Connection, Testing and Commissioning of heavy duty Medium Voltage (S-7098-PART-III) insulated Stranded Aluminium conductor Armoured cables on surface including fixing of Brackets and running of L wire along with cables.	R. M.	200	187	37,400.00
(C)	<u>SUB-MAIN/CIRCUIT WIRING</u>				
	Supply, Laying, Testing and Commissioning of power line wiring from FDB, UPS DB to 5 Nos. Computer point per table and four power socket with following wire to be laid through Pre-Laid PVC Race ways in suitable manner.				
	(a) 2 x 2.5 + 1 x 1.5 sq. mm. PVC insulated FRIS wire.	R. M.	450	90.00	40,500.00
(D)	<u>COMPUTER POWER SOCKET</u>				
	Supply, fixing connection of wires, Testing of Computer power point with 3 Nos. of 6 Amp. 5-Pin Socket with one no. 16 Amp Switch along with 8 Module toy cover plate, PVC Back Box suitable to Modular plate and other necessary accessories to complete the installation.	Nos.	110	1500.00	1,65,000.00



# Dutta & Co

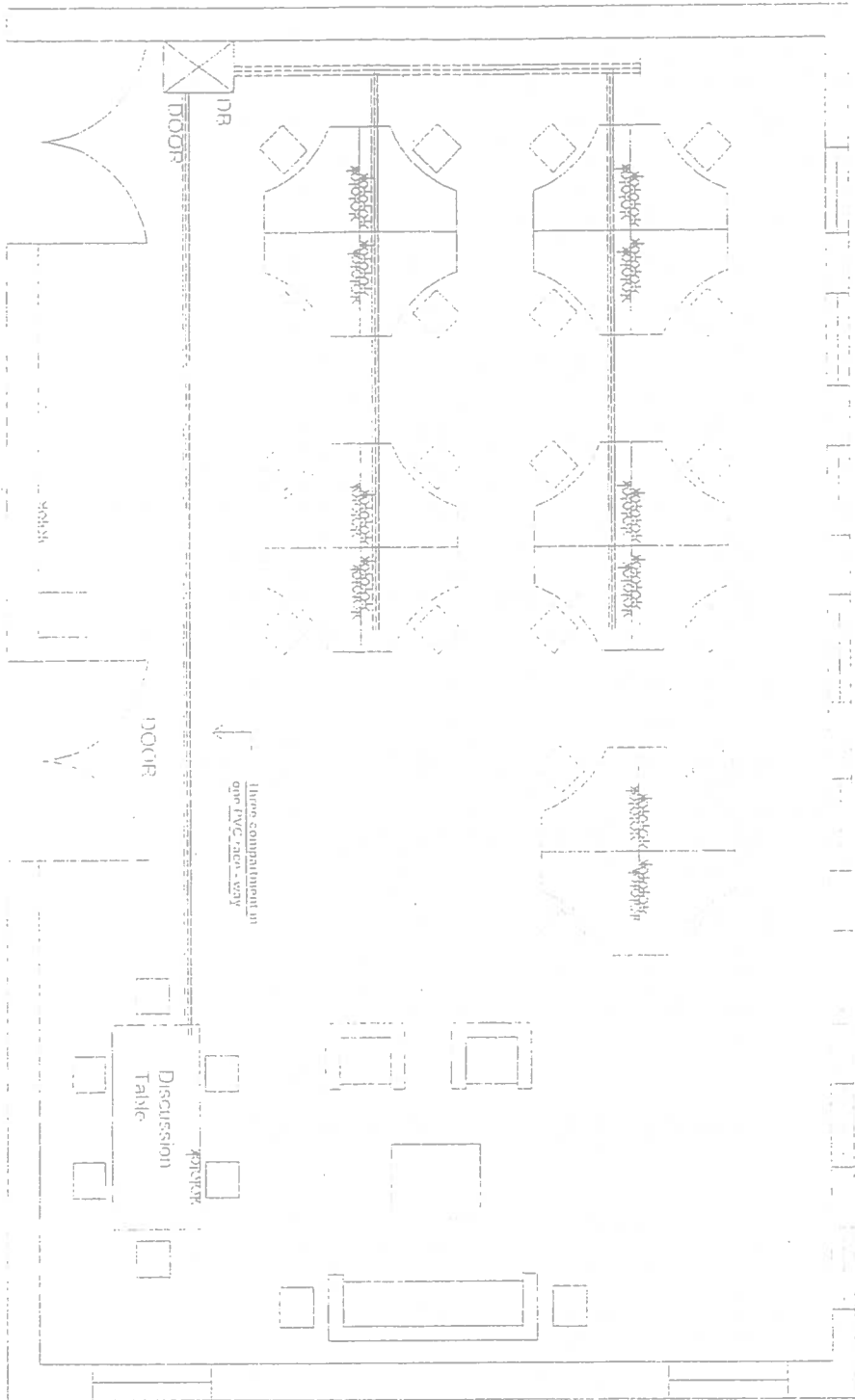
Sr. No.	Item Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
E)	Supply, Laying of 2 Core 6.0 Sq.mm. Copper Stranded Shielded cable (Auditorium Sound System Wire)	R. M.	250	85.00	21,250
<b>F) PUBLIC ADDRESS SYSTEM</b>		Job	1	115	224,000
i)	Supply and Laying of the 2 Core x 0.75 Sq.mm. Copper Stranded Shielded cable from Amplifier to Speaker. - 250 Mtrs.				
ii)	Supply, Testing and Commissioning of 8 inch dia. Ceiling Speaker. - 04 Nos. (AHUJA MAKE)				
iii)	Supply, Testing and Commissioning of Column Speaker - 02 Nos. (AHUJA MAKE)				
iv)	Supply, Installation, Testing and Commissioning of Wall Speaker. - 02 Nos. (AHUJA MAKE)				
v)	Supply, Installation, Testing and Commissioning of Amplifier 17 Watts. - 01 No. (AHUJA MAKE)				
vi)	Supply, Installation, Testing and Commissioning of VHF hand held Microphone - 02 Nos. (AHUJA MAKE)				
vii)	Supply and Installation of 15 Collar type Microphone - 01 No. (AHUJA MAKE)				
viii)	Supply, Installation of Conference System. - 01 No. (AHUJA MAKE)				
					519,250
Service Tax Chargeable Amount 70% on 519250.00=363475.00					
Service Tax @ 14% on 363475.00					50,886.00
Grand Total Amount :					570,136.00
(Rs. Five Lacs Seventy thousand One hundred Thirty six only)					





LEGEND		
Sl. No.	Description	Symbol
1	6Amp Socket	⌘
2	LAN Point	⊗

PLAN 2 NOV 81



**LEGAND**

Ref	Description	Quantity
1	15Amp Socket	JK
2	LAN Point	PC

<b>Specifications for Desktop PC (Tower)</b>	
Form Factor	Desktop Computer ( TOWER MODEL )
Processor	Intel Core i5-4570, 3.2 GHz, 6 MB Cache or better.
Chipset	Intel Q85 Chipset
Storage	500 GB Hard Disk
RAM	4 GB DDR3 RAM ( 4 DIMM Slots up gradable to 32 GB)
Optical Drive	DVD Writer
Network	10/100/1000 LAN Integrated
Keyboard & Mouse	USB Keyboard and Mouse
Graphics	Onboard HD Graphics
Ports & Connector	6 USB Ports or more (at least 2 USB with 3.0), 1 Display, port/VGA port, audio ports for microphone and headphone in front
Monitor	18.5" LED Colour Monitor , TCO -05 Complied
Operating System	Windows 8.1 Professional with License
Warranty	3 Yrs onsite warranty with parts and labour .
Budgetary Price	<b>Rs 48,500/- ( Inclusive of All Taxes , Delivery and Installation Charges)</b>
<b>For 23 " Monitor in place of 18.5" Rs 6,000/- extra</b>	

<b>Specifications for Desktop PC ( All-In-One - Touch )</b>	
Form Factor	All- In-One
Processor	Intel® Core™ i3-4160T (3.1 GHz, 3 MB cache, 2 cores)
Chipset	Intel H87 Chipset
Storage	500 GB SATA Hard Disk
RAM	4GB DDR3 RAM 1600 Mhz
Optical Drive	DVD Writer , SD Media Card Reader
Network	Integrated 10/100/1 000BaseT Network Controller with Ethernet RJ-45 Port ,802.11b/g/n (1x1) and Bluetooth® 4.0 MiniCard combo
Keyboard & Mouse	Wireless Mouse and Keyborad
Graphics	Intel HD graphics 4400
Ports & Connector	4 USB 2.0; 2 USB 3.0; 1 headphone/microphone combo
Power Supply	Internal 90W Power Supply up to 93% efficient
Monitor	19.45" LED HD Display
Operating System	Windows 8.1 , 64 bit
Warranty	3 Yrs onsite warranty with parts and labour .
Budgetary Price	<b>Rs 45,000/- ( Inclusive of All Taxes , Delivery and Installation Charges)</b>



## Laser Printer ( Heavy Duty )

HP LJ Pro M401dn	Up to 33 ppm1 (A4); First page out in 8 secs
	<ul style="list-style-type: none"> <li>• Up to 1200x1200 dpi; HP FastPES 1200</li> <li>• 800 MHz processor; RAM: 128/256 MB (M401dn/dw)</li> <li>• Duty Cycle up to 50,000 pages per month</li> <li>• Automatic two-sided printing (M401d/dn/dw)</li> <li>• Hi-speed USB 2.0; 10/100/1000 Gigabit Networking</li> <li>• Wireless 802.11b/g/n<sup>o</sup></li> <li>• Password-protected network embedded web server<sup>^</sup></li> <li>• M401dn/dw: Walk-Up-USB printing; Access &amp; print from web with 3.5" (8.9 cm) colour touchscreen and business apps</li> </ul>

**Budgetary Price**      **Rs 33,000/- ( Inclusive of TAXES )**

HP LJ P3015dn	Up to 42/40 ppm (ISO) (letter/A4)1
	<ul style="list-style-type: none"> <li>• Duty Cycle: 1,00,000 per month</li> <li>• 128 MB RAM expandable to 640 MB</li> <li>• 540 MHz processor; Hi-speed USB 2.0</li> <li>• Automatic Duplex</li> <li>• HP Jetdirect 10/100/1000 Ethernet embedded print server (P3015dn/x)</li> <li>• 600 (100+500) – sheets input trays</li> </ul>

**Budgetary Price**      **Rs 63,000/- ( Inclusive of TAXES )**

## Documents Scanner with ADF

HP Scanjet N6350 ( Network Scanner )	Upto 15 ppm / 6 ipm
	<ul style="list-style-type: none"> <li>• Up to 2400x2400 dpi</li> <li>• Duplex Scanning; • 50-sheet ADF</li> <li>• 1 Hi-speed USB 2.0, 1 Ethernet 10/100 Base-T (RJ45)</li> <li>• Scan size: 8.5x11 in (21.6 x 27.9 cm), 8.5x14 in (21.6 x 35.5 cm) with ADF</li> <li>• Optional 4-digit user PIN security enabled</li> </ul>

**Budgetary Price**      **Rs 48,000/- ( Inclusive of TAXES )**

Scanjet 5500 with ADF ( W/O Network Options )	2400 x 2400 dpi h/w resolution
	<ul style="list-style-type: none"> <li>• 48-bit colour; 999,999 dpi enhanced resolution</li> <li>• 8 ppm single-sided, 50 page ADF</li> <li>• Built-in adapter for slides/negatives</li> <li>• HP Document Management Software</li> <li>• Integrated Optical Character Recognition</li> </ul>

**Budgetary Price**      **Rs 30,000/- ( Inclusive of TAXES )**

<b>Multimedia Projector with wireless connectivity</b>
between PC and
Projector. Storage media
port and wireless LAN Connectivity
Resolution: 1024 X 768 XGA,ANSI Lumen: 4000 Carry Case
<b>Price :- Rs 70,000/- (Inclusive of Taxes)</b>
<b>Multimedia Projector without Wireless</b>
Lumens- 3500, Contrast Ratio: 13000:1
3D, HDMI 1.4a, USB Reader & Wireless Display, LAN Control,
MHL, bundled with Dongle Lamp Life 6500 hrs ( ECO , Mode)
<b>Price :- Rs 60,000/- (Inclusive of Taxes)</b>

**10 KVA Online UPS****Make - APC**

Online UPS - Rack Tower Convertible , Power Rating (VA - Watts)- 8000 (Watts) 10000 VA, Should be work as parallel and redundant Nominal Output Voltage- 230V, Efficiency at Full Load : 90% ,Topology: Double Conversion Online Output Connections:(1) Hard Wire 3-wire (H N + G), (2) IEC 320 C13, Bypass : built in ByPass, Nominal Input Voltage: 220V, 230V, Input Frequency: 40~ 70Hz (Auto Sensing), Maximum input current - 60A , Input Breaker Capacity : 63.0A Over load capacity : 125% - 10 minutes, 110% - 60 minutes , Input voltage range for main operations: 160 - 280V Management fetures :- LED status display with load and battery bar-graphs and On Line Battery Type: Maintenance - free sealed Lead-Acid battery with suspended electrolyte : Leakproof. Nos. of Battery : 16 Nos. 12V X 42ah , (Battary make - EXIDE/AMARON/PANASONIC/POWER SAFE) ,

**Budgetray Price****Rs 2,20,000/-**



# ANNEXURE - IV

13. 2515290  
n.itdgp.ac.in  
2546406

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR- 713209, W.B., INDIA

No. NITD/Estt./IP- 981,960,107,987,952,918,961,944,133

Date : 26.08.2015

## NOTE SHEET

As decided in the 34<sup>th</sup> Finance Committee Meeting the projected fund required for retiring employees is to be intimated to Accounts Section by Establishment Section for the Budget Provision.

The following employees will retire upto March'2016 and the expected retirement benefits are as under :-  
(Amount in Rs.)

Sl No.	Name of the employee, Designation, Date of Joining&Retirement	Length of qualify -ing service	Leave Salary based on notional Basic and DA as on 1 <sup>st</sup> July'2015@ 120% (Projected) /300 days	Gratuity	Pension Commutation Value	Monthly Pension up to March' 2016
1	Sri Probodh Das, UDA DOJ:- 16/10/1993 DOR:- 31/07/2015 Basic Pay: Rs. 13780/- ( As on 01.07.2015)	22 Yrs.	3,03,160/-	3,33,476/-	2,70,992/-	1,03,216/-
2	Sri. Debaki Gopal Banerjee, Draftsman DOJ:- 18/11/1987 DOR:- 31/08/2015 Basic Pay: Rs.24060/-	28 Yrs.	5,29,320/-	7,41,048/-	4,73,155/-	1,55,078/-
3	Dr. B.N. Chakraborty, Professor DOJ:- 01/03/1988 DOR:- 30/09/2015 Basic Pay: Rs. 75380/-	27.5 Yrs.	16,58,360/-	10,00,000/-	13,73,303/-	4,10,052/-
4	Sri Rajib Chakraborty, Professor DOJ:- 22/08/1979 DOR:- 30/09/2015 Basic Pay: Rs. 68750/-	33 Yrs.	15,12,500/-	10,00,000/-	12,52,515/-	3,74,250/-
5	Sri Atul Kr. Pan, Lab. Attendant DOJ:- 22/01/1979 DOR:- 30/11/2015 Basic Pay: Rs.15930/-	33 Yrs.	3,50,460/-	5,78,259/-	3,13,274/-	59,348/-
6	Sri Balam Maji, GDA DOJ:- 09/07/1981 DOR:- 31/12/2015 Basic Pay: Rs. 15,660/-	33 Yrs.	3,44,520/-	5,68,458/-	3,07,964/-	43,784/-
7	Sri Gopal Chandra Roy, Tech. Assistant DOJ:- 01.02.1989 DOR:- 29.02.2016 Basic Pay: Rs. 27,010/-	27 Yrs.	5,94,220/-	8,02,197/-	5,31,168/-	24,809/-
8	Smt Maya Debi Debnath, Helper DOJ:-25.06.1988 DOR:- 29.02.2016 Basic Pay: Rs. 13390/-	27.5 Yrs.	2,94,580/-	4,05,048/-	2,63,323 -	12,551/-
9	Smt. Aparna Ghosh, Staff Nurse DOJ:- 17.03.1980 DOR:- 31.03.2016 Basic Pay:Rs. 22770/-	33 Yrs.	5,00,940/-	8,26,551 -	447786 -	w.e.f. 01.04.16
Total			60,88,060/-	62,55,037/-	52,33,480/-	11,83,086/-

Total estimated amount of retirement benefits Rs. 1,75,76,577/- (Rupees one crore seventy five lakhs seventy six thousand five hundred seventy seven only)

# ANNEXURE - V

No. 10/1/2011-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell

North Block, New Delhi  
Dated 30<sup>th</sup> November, 2011

## OFFICE MEMORANDUM

### **Subject: Mandatory publication of Tender Enquiries on the Central Public Procurement Portal**

Pursuant to the decisions of the Group of Ministers constituted to consider measures to tackle corruption and improve transparency, on the recommendations of the Committee on Public Procurement set up to look into various issues having an impact on public procurement policy, standards and procedures, it has been decided that:

- a. NIC will set up a portal called the Central Public Procurement Portal (hereinafter referred to as CPP Portal) with an e-publishing module (similar to NIC's website [www.tenders.gov.in](http://www.tenders.gov.in)) and an e-procurement module (similar to NIC's e-procurement sites such as [pmgsytenders.gov.in](http://pmgsytenders.gov.in) and [epro-nicsi.nic.in](http://epro-nicsi.nic.in)). The CPP Portal will be accessible at the URL **eprocure.gov.in** and will provide links to the non-NIC e-procurement sites being used at present by various Ministries/ Departments, CPSEs and autonomous/ statutory bodies.
- b. While e-publishing of tender enquiries, corrigenda thereto and details of contracts awarded thereon, on the Portal, shall be made mandatory in a phased manner w.e.f 1<sup>st</sup> January 2012, the comprehensive end-to-end e -Procurement feature would be implemented in a phased manner w.e.f. 1<sup>st</sup> April 2012, for which instructions will be issued separately. In the meantime, Digital Signature, which is essential at the e-procurement phase, may be obtained from any Certifying Authority or from NIC which is also a Certifying Authority, for the concerned officials.

#### **E-Publishing:**

- c. **It will be mandatory for all Ministries/ Departments of the Central Government, their attached and subordinate offices, Central Public Sector Enterprises (CPSEs) and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and details of bid awards on the CPP Portal using e-publishing module with effect from the following dates:**
  - c.i. **Ministries/ Departments and their attached and subordinate offices w.e.f. 1<sup>st</sup> January 2012;**
  - c.ii. **CPSEs w.e.f. 1<sup>st</sup> February 2012;**
  - c.iii. **Autonomous/statutory bodies w.e.f. 1<sup>st</sup> April, 2012.**


- d. Individual cases where confidentiality is required, for reasons of national security or to safeguard legitimate commercial interest of CPSE's, would be exempted from the mandatory e-publishing requirement. As far as Ministries/ Departments are concerned, decisions to exempt any case on the said grounds should be approved by the Secretary of the Ministry/ Department with the concurrence of the concerned Financial Advisor. In the case of CPSEs, approval of the Chairman & Managing Director with the concurrence of Director (Finance) should be obtained in each case to be exempted. In the case of autonomous bodies/ statutory bodies, approval of the head of the body with the concurrence of the head of the Finance function, should be obtained in each such case. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract, may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [cphp-doe@nic.in](mailto:cppp-doe@nic.in)
- e. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already publishing their tender enquiries on [www.tenders.gov.in](http://www.tenders.gov.in) and/or on their respective websites, shall ensure that their tender enquiries are simultaneously published / mirrored on the CPP Portal also. They may also ensure that all corrigenda and details of the contract awarded as a result of the tender enquiry, are also published on the CPP Portal.
- f. Ministries/ Departments, CPSEs and autonomous/ statutory bodies that are already carrying out e-procurement through NIC or their own website or through any other service provider, shall ensure that details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, including those that are issued through e-procurement, are simultaneously published / mirrored on the CPP Portal. As stated at (a) above, they should also ensure that their e-procurement website is linked to the CPP Portal.
- g. The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre-Qualification/ Registration or any other notice inviting bids or proposals in any form, issued on or after the dates indicated at (c) above whether they are advertised, issued to limited number of parties or to a single party.
- h. In the case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published on the Portal.
- i. These instructions would not apply to procurements made in terms of provisions of Rules 145 (Purchase of goods without quotations) or 146 (Purchase of goods by purchase committee) of General Financial Rules – 2005 (or similar provisions relating to procurements by CPSEs, autonomous bodies).

2. In order to facilitate implementation of aforesaid decisions regarding e-publishing of tender details, NIC will provide detailed guidelines for using the e-Publishing module of the CPP Portal. These guidelines will also be available in the CPP Portal. **User IDs and Passwords would have to be obtained from NIC for accessing the Portal. Details in this regard will also be available in the CPP Portal.**

3. NIC will also provide the following support:

- a. NIC will make arrangements for necessary training to the concerned officials in the use of the CPP Portal for e-publishing. For this purpose, Ministries / Departments may contact NIC through email at [cppp-nic@nic.in](mailto:cppp-nic@nic.in) to work out the details.
- b. Detailed guidelines for the use of e-Publishing module will be made available in the CPP Portal and this would also be circulated separately to all Ministries/Departments.
- c. A demonstration web site, similar to the CPP Portal, would be made available for training and hands-on practice. The site will also contain necessary user manuals and presentation materials.

4. Ministries/ Departments are requested to take necessary action to ensure that e-publishing of tender details on the Portal is commenced in terms of the time lines mentioned in para 2 (c) above. **It is also requested that necessary instructions may be issued in this regard to all attached and subordinate offices as also to CPSEs, autonomous and statutory bodies under their administrative control.**

  
(Suchindra Misra)  
OSD (PPC)  
011-23092689

To,

**Secretaries of all Ministries/Departments**

Copy to

**FAs of all Ministries/Departments**

Copy also to **DG (NIC), CGO Complex, New Delhi**

No. 10/3/2012-PPC  
Ministry of Finance  
Department of Expenditure  
Public Procurement Cell  
\*\*\*\*

North Block, New Delhi  
30<sup>th</sup> March, 2012

OFFICE MEMORANDUM

**Subject: Implementation of comprehensive end-to-end e-procurement**

Reference is invited to this Department's O.M No.10/1/2011-PPC dated 30th November, 2011 vide which instructions were issued for mandatory publication of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the Central Public Procurement Portal (CPP Portal) by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies. These instructions further envisaged implementation of comprehensive end-to-end e-procurement, guidelines for which were to be issued subsequently.

2. In pursuance of the above, it has now been decided that **Ministries/ Departments of the Central Government, their attached and subordinate offices may commence e-procurement in respect of all procurements with estimated value of Rs.10 lakh or more in a phased manner as per the month-wise schedule given at Annexure I.**

3. In this context, NIC has developed an e-procurement solution which can be accessed on the link <http://eprocare.gov.in>. Detailed guidelines on using the solution on e-procurement will be circulated by NIC separately and the same will also be available on the CPP Portal. However, the basic requirement to be met by Ministries/Departments is enclosed as Annexure II. NIC will also provide a training schedule, a demo site and hands on training on how to use their e-procurement solution, details of which will also be made available on the CPP Portal. Training request may be forwarded to [cppp-nic@nic.in](mailto:cppp-nic@nic.in). The proposed training schedule is enclosed as Annexure III.

4. Ministries/Departments, which are already carrying out e-procurement through other service providers or have developed e-procurement solutions in house, may continue to do so, ensuring that,

- i. the e-procurement solution meets all the requirements notified by Department of Information Technology under the "Guidelines for compliance to Quality requirements of e-procurement Systems" published on the e-Governance Standards Portal (<http://egovstandards.gov.in>);
- ii. the procurement procedure adopted conforms to the general principles envisaged under General Financial Rules- 2005 and the CVC guidelines;
- iii. details of all their tender enquiries, related corrigenda and details of contracts awarded thereon, through e-procurement are simultaneously published / mirrored on the CPP Portal.

.....contd...2/-



5. Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-procurement through any other solution provider may use the e-procurement solution developed by NIC.

6. Ministries/Departments with large volume of procurement other than of the nature covered in para 5 above may either use the e-procurement solution developed by NIC or engage any other service provider following due process.

7. As already stated, the implementation of e-procurement is to be done in a phased manner as per the month-wise schedule proposed vide **Annexure I**. In the first month, the Ministry/Department should commence e-procurement in the Ministry/Department itself and thereafter cover all attached and subordinate offices within a period of six months. Ministries/Departments should draw up a time frame for implementing e-procurement in their attached and subordinate units/ offices and issue necessary instructions so as to ensure complete implementation in all units/ offices within the prescribed timelines.

8. Ministries/Departments which are already doing some e-procurement or which are considering implementation of e-procurement have been included in the first two months in the proposed month-wise schedule. These Ministries/Departments should also ensure that all attached and subordinate offices under them commence e-procurement within a period of six months from the commencement of e-procurement in the Ministry/Department.

9. The Nodal Officers appointed by various Ministries/Department during the implementation of mandatory e-publishing of tender enquiries on the CPP Portal will oversee all aspects of implementation of e-procurement as well. Ministries/Departments which face any difficulty in following the proposed month-wise schedule may send their requests for alternate slots to email id [ppc-exp@nic.in](mailto:ppc-exp@nic.in)

10. Ministries/Departments may also tie up with NIC for training and support where e-procurement solution developed by NIC is adopted so that timely commencement of e-procurement is ensured. In this regard, request for training and support may be sent to [cppp-nic@nic.in](mailto:cppp-nic@nic.in).

11. These instructions will not apply to procurements made by Ministries/Departments through DGS&D rate contracts or through Kendriya Bhandar and NCCF. However, as stated in para 1 (h) of this Department's O.M dated 30<sup>th</sup>, November 2011, award details in such cases are to be published mandatorily on the CPP Portal under the e-publishing module.

12. Although, all cases above Rs.10 lakh are to be covered by e-procurement, however in individual cases where national security and strategic considerations demand confidentiality, Ministries/Departments may exempt such cases after seeking approval of the Secretary of the Ministry/Department with the concurrence of their Internal Financial Advisers. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract may be intimated on a Quarterly basis to the Ministry of Finance, Department of Expenditure at the email id [ppc-exp@nic.in](mailto:ppc-exp@nic.in).

..... contd... 3/-

13. Ministries/ Departments are requested to take necessary action to ensure that e-procurement is commenced in terms of the time lines mentioned in para 7 above.

*Yashashri Shukla*

(Yashashri Shukla)  
Director (PPC)  
011-23093457

To,  
Secretaries of all Ministries/Departments

Copy to:  
FAs of all Ministries/Departments

Copy also to:  
DG (NIC), CGO Complex, New Delhi.

## Annexure I

## Proposed schedule for implementation of e-procurement in Ministries/ Departments

Month from which e-procurement is to commence	Name of the Ministry/ Department	Time by which all attached and subordinate offices shall have commenced e-procurement
May 2012	Ministry of Railways Ordnance Factory Board, Ministry of Defence Ministry of Rural Development for PMGSY CPWD, Ministry of Urban Development DGS&D, Department of Commerce NHAI, Ministry of Road Transport and Highways Planning Commission Department of Information Technology Department of Expenditure	October 2012
June 2012	Department of Commerce for procurement other than of DGS&D Ministry of Rural Development for procurement other than of PMGSY Ministry of Urban Development for procurement other than of CPWD Ministry of Road Transport and Highways for procurement other than by NHAI Department of Economic Affairs Department of Public Enterprises Department of Telecommunication Ministry of Drinking Water and Sanitation Ministry of External Affairs Department of Agriculture and Cooperation	November 2012
July 2012	Department of Revenue Department of Land Resources Ministry of Mines Ministry of Coal Ministry of Corporate Affairs Ministry of Culture Department of Science and Technology Department of Fertilizers Department of Consumer Affairs Department of Heavy Industries	December 2012
August 2012	Department of Disinvestment Department of Health and Family Welfare Department of Higher Education Ministry of Information and Broadcasting Ministry of Labour and Employment Ministry of New and Renewable Energy	January 2013

	Department of Personnel and Training Ministry of Petroleum and Natural Gas Department of Posts Ministry of Shipping	
September 2012	Department of Financial Services Ministry of Planning Department of Scientific and Industrial Research Department of Animal Husbandry, Dairying and Fisheries Department of Pharmaceuticals Department of Defence Research and Development Ministry of Earth Sciences Department of AIDS Control Department of Official Language Department of School Education and Literacy	February 2013
October 2012	Legislative Department Ministry of Overseas Indian Affairs Ministry of Parliamentary Affairs Ministry of Power Ministry of Civil Aviation Ministry of Textiles President's Secretariat Prime Minister's Office Cabinet Secretariat Department of Ex-Servicemen Welfare	March 2013
November 2012	Vice President's Secretariat Ministry of Food Processing Industries Department of Agricultural Research and Education Department of Food and Public Distribution Department of Defence Production Department of Health Research Department of Internal Security Department of Justice Department of Pensions and Pensioners Welfare Ministry of Social Justice and Empowerment	April 2013
December 2012	Ministry of Tribal Affairs Ministry of Water Resources Department of Space Department of Atomic Energy Department of Sports Department of Chemicals and Petro-Chemicals Department of Industrial Policy and Promotion Department of Defence Ministry of Development of North Eastern Region Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH)	May 2013
January 2013	Ministry of Panchayati Raj Department of Administrative Reforms and Public Grievances Department of Bio-Technology	June 2013

	Ministry of Statistics and Programme Implementation Ministry of Tourism Ministry of Environment and Forests Department of States Department of Home Department of Jammu and Kashmir Affairs Ministry of Micro, Small and Medium Enterprises	
February 2013	Ministry of Minority Affairs Ministry of Steel Ministry of Housing and Urban Poverty Alleviation Ministry of Women and Child Development Department of Youth Affairs Department of Legal Affairs Department of Border Management	July 2013

## Annexure II

The basic requirements to be met by Ministries/Departments for implementation of e-procurement solution provided by NIC are:

### I. Nodal Officer's responsibilities for e-Procurement

#### A. Requirement of Digital Signature Certificate (DSC)

- Valid email ID & Digital Signature Certificate (DSC) is required for all authorised users in a Ministry/Department to carry out e-Procurement.
- Digital Signature Certificates (DSC) obtained for concerned officials for e-publishing can be used for e-procurement as well.
- The DSCs can be obtained by Ministries/Departments directly from any of the Certifying Authorities (CA). NIC is also one of the CA and provides DSCs to the Government officials.
- The instructions to obtain a DSC, DSC Request Form, fee structure, and payment details are available at <https://nicca.nic.in> and in the FAQ section of the CPP Portal.
- Issuance of DSC to private bidders - Since NIC offers DSC only for Government officials, bidders need to obtain DSCs from other Certifying Authorities such as TCS/ SIFY/ nCode etc.

#### B. Identification and creation of users

Nodal Officer of all Ministries/Department will have the responsibility for identifying and creating the user accounts for e-procurement roles such as Bid Openers and Bid Evaluators in addition to Tender Creators and Tender Publishers created earlier for e-publishing.

**Detailed training schedule for implementation of e-procurement solution developed by NIC**

- a. A Half-day awareness session to be conducted by NIC for Ministries/Departments at their premises, to provide them an overview of the e-procurement solution developed by NIC and accessible through the link [www.eprocure.gov.in](http://www.eprocure.gov.in).
- b. NIC will schedule a two-day hands-on training on e-procurement solution developed by them for nominated officials from each of the Ministry/Department.
- c. NIC will deploy one Facility Management Person (FMP) in each user organisation to provide hand-holding support for a period of one week. Ministries/Department may utilize the services of the FMP for internal training, installation and mapping of DSCs, handholding support for e-procurement activities etc. For continued support from these FMPs after one week, Ministries/Department will be required to bear the cost of the FMP.
- d. A demo site will also be available on the CPP Portal which can be accessed with the help of a DSC.
- e. Further, each Ministry/Department will be required to identify the prospective bidders for their forthcoming tenders.
- f. A half day training and awareness session for the potential bidders of each Ministry/Department will be conducted by NIC in the premises of the Ministry/Department to make them aware of the various features and requirements of the e-procurement solution developed by NIC which will include the following:
  - i. Acquiring DSC
  - ii. Process of registration on the CPP Portal
  - iii. Process of tracking tenders through the CPP Portal, raising pre-bid queries, participating in pre-bid meetings etc.
  - iv. Process of submission of online bids
  - v. Other processes such as online presence at the time of bid opening, availability of comparison charts etc.