

No. 4/34-FD/2011-12/216
Office of the Finance Secretary
Finance Department,
Secretariat, Moti-Daman.

Dated: 16/06/2011.

ORDER

Sub : Introduction of E-Procurement in U.T. of Daman & Diu and DNH etc.

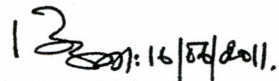
e-procurement system is the process wherein the physical tendering activity is carried out using the Internet and associated technologies. e-Procurement enables the user to introduce ease and efficiency without compromising the required procedures of the organization. e-Procurement provides transparency, results in saving of time and money, shortening of procurement cycle, ease of operation to the implementing organization and to the vendors.

2. In view of the aforesaid benefits of e-Procurement System, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order to introduce e-Procurement System for all purchase and procurements of ₹ 5.00 lakhs and above in all the Government Departments, Corporations, Local Bodies and autonomous organizations, which are funded by UT Administration in UT of Daman and Diu and Dadra & Nagar Haveli **with immediate effect**.
3. The E- Procurement system introduced as above shall be for the following transaction.
 - a) For purchase and procurement of goods, plants, equipments, machinery, medicines, medical and surgical supplies and store items, all type of store items, supplies and purchases, food and civil supplies stores items and purchases, printing and stationery items and purchases, all type of vehicles purchases, furniture and fixtures etc.
 - b) All type of Civil constructions works (including roads and buildings), all types of irrigation and water supply works, ports and marine related structures and construction works for electrification, establishment of mechanical, electronics and computer systems etc.
 - c) Auctioning of old plants, equipments, machinery, building, vehicles, furniture and fixtures, lands, properties etc.
 - d) The list of above items is only indicative and the e-Procurement is to be used for all purchases and work orders.

4. All Head of office/ Head of Departments/ Corporations/Local Bodies of U.T. Administration, Daman and Diu and Dadra & Nagar Haveli shall obtain their digital signature for e-tendering immediately and shall keep key in personal custody.
5. If any deviation in this regard is committed, the Officers/Officials/Engineers will be held responsible for the same and disciplinary action shall be initiated against them.

This is issued with concurrence of Finance Department vide diary No. 952 dated 09/06/2011 and Development Commissioner vide diary No. 688 dated 13/06/2011 and approval of the Administrator vide diary No. 2726 dated 13/06/2011.

By Order in the name of the Administrator of
Daman & Diu and Dadra & Nagar Haveli


(P. J. Bamanian)
Joint Secretary (Finance)

To

- 1) All Head of Office/Head of Departments of U.T. Daman & Diu and Dadra & Nagar Haveli.
- 2) The Managing Director, OI DC, Daman
- 3) The Superintending Engineer, PWD, Daman & Diu & DNH
- 4) The Collector, Daman/Diu/DNH.
- 5) All the Executive Engineer, PWD, Daman/Diu/DNH.
- 6) All the Executive Engineer (Electricity), Daman/Diu/DNH.
- 7) The Chief Executive Officer, District Panchayat, Daman/Diu/DNH.
- 8) The Chief Officer, DMC, Daman/Diu.
- 9) The Chief Officer, SMC, DNH, Silvassa.
- 10) The Assistant Director (P&S), In-charge of Govt. Printing Press with a request to publish the same in Official Gazette.

Copy to :

- 1) Staff Officer to Hon'ble Administrator, DD/DNH, - for information.
- 2) PS to DC/Secretary (PWD), DD/DNH
- 3) The Field Publicity Officer, Daman/DNH for wide publicity.
- 4) The DIO, NIC, Daman/Diu/DNH for publishing in the web site of NIC