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ਪੰਜਾਬ ਸਟੇਟ ਈ-ਗਵਰਨੈਂਸ ਸੁਸਾਇਟੀ
ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਅਤੇ ਲੋਕ ਸ਼ਿਕਾਇਤ ਵਿਭਾਗ
GOVERNMENT OF PUNJAB
PUNJAB STATE E- GOVERNANCE SOCIETY
DEPARTMENT OF GOVERNANCE REFORMS AND PUBLIC GRIEVANCES
PH: 0172-2970838 EMAIL: dgr@punjab.gov.in

Letter No.: DGRPG/GePNIC/E-709456/I/867855/2024 **Dated: 21.06.2024**

To

1. All Administrative Secretaries, Government of Punjab
2. All Head of the Departments, Government of Punjab
3. All Deputy Commissioners, Government of Punjab

Subject: Regarding implementation of Government e-Procurement System of NIC (GePNIC) in State of Punjab.

This is reference to letter no. DGR/SSM (P)/GePNIC/2017/43/4885-87 Dated 20-09-2017 related to procurement of Goods & Services through Government e-Procurement System of NIC (GePNIC) w.e.f. 01.11.2017.

2. The Government of Punjab utilizes the GePNIC portal to manage and facilitate the tendering process for various projects and procurements. This online system aims to streamline the procurement process, ensuring transparency, efficiency, and ease of access for all stakeholders. The Government of Punjab mandated use of GePNIC portal by all agencies effective from Nov-2017, though active usage started from Jan-2018.

3. Further, this is to inform you that an audit of the GePNIC system is currently underway. During this audit, it has been identified that numerous tenders are pending at various departmental levels and need to be completed or closed promptly. The pendency of these tenders can lead to serious issues, including potential litigation. One significant consequence is the delayed refund/settlement of Earnest Money Deposit (EMD) amounts, as bidders are not receiving their EMDs on time due to the non-completion of tenders.

4. In addition to this, the following main observations were found and the resolution / Prevention mechanism is given in the following table for your information & necessary action:-

Sr. No.	Issues and Observations	Preventions and Resolutions
1	<p><u>Pending Tenders:</u> As per the observations, the various departments are not completing the tendering process like Bid Evaluations, Award of Contract (AOC) etc.</p>	<p>In the GePNIC portal, the list of pending tenders for a department can be extracted from the MIS Reports module using the nodal officer's login credentials. Regularly extract and review the pending tenders list using the MIS Reports module to monitor progress and ensure timely completion. All offices under your department's hierarchy registered on the GePNIC portal must complete the remaining stages of any pending tenders without further delay.</p>
2	<p><u>Personnel Changes:</u> During the interaction with the various departments, it has been observed that Bid openers, who are selected at the time of tender publishing, may get transferred, retired, or have their Digital Signature Certificates (DSCs) corrupted etc. preventing Tender Inviting Authorities (TIAs) from completing or closing tenders on time.</p>	<p><u>i. Digital Signature Certificate (DSC) Validity:</u> All departmental users registered on the GePNIC portal must ensure their Digital Signature Certificates (DSCs) remain valid. If your DSC is nearing its expiration date, please initiate the revalidation process well in advance to avoid any disruption in your activities on the portal.</p> <p><u>ii. Bid Opener Selection:</u> All offices registered on the GePNIC portal should utilize the option of selecting "2 of 3" or "2 of 4" bid openers during the tender publishing process. This practice ensures redundancy and minimizes the risk of delays.</p> <p><u>iii. Handling Bid Opener Issues:</u> In the event that a bid</p>

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		<p>opener selected during the tender publishing process is transferred, retires, or encounters DSC corruption, other registered users within the same office must be prepared to complete or close the tenders on time. Except decryption (Technical or Financial) process they can process the remaining stages on portal. This ensures that tender processes are not hindered by unforeseen circumstances affecting bid openers.</p>
3	<p><u>Blacklisted vendors and Debarment:</u></p>	<p>The GePNIC portal includes a mechanism to manage and publish the list of blacklisted vendors. Blacklisting vendors is an important measure taken by the government to ensure that only reliable and compliant vendors participate in the procurement process. This helps maintain the integrity and quality of public projects and services.</p> <p>The Debarment Facility on the portal includes a feature that allows the debarment of users based on type (portal, tender category, product category, and organization) and PAN. This facility is available at the department level and it is the responsibility of the Tender Inviting Authority (TIA) to</p>

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		<p>debar users if collusive bidding is detected, vendor/bidder can be blacklisted if they fail to execute the work order as per the requirement.</p> <p>For instance, Guru Angad Dev Veterinary and Animal Sciences University - Ludhiana has effectively used this feature to debar a vendor/bidder. The debarment list is prominently displayed on the portal's homepage for transparency.</p>
4	<p><u>Collusive Bidding:</u></p>	<p>Collusive bidding, also known as bid rigging, is an illegal practice where bidders conspire to manipulate the procurement process to ensure a predetermined outcome. This undermines the principles of fair competition and transparency, leading to inflated prices and suboptimal procurement outcomes. Types of Collusive Biddings are Bid Suppression, Complementary Bidding, Bid Rotation and Subcontracting. Consequences of Collusive Biddings are Higher Costs, Reduced Quality, Loss of Trust and Legal Penalties. The TIA may take appropriate action to avoid Collusive Bidding. Some of their points are mentioned here for the same:-</p> <p>i. Promoting Competition: Encourage a larger number of</p>

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		<p>suppliers to participate in the bidding process to dilute the potential for collusion.</p> <p>ii. Transparency Measures: Ensure transparency in the bidding process by publicly disclosing all bid-related information and decisions in the Standard Bid Document (SBD) and GePNIC portal.</p> <p>iii. Rigorous Evaluation: Implement strict evaluation criteria and oversight mechanisms to detect and prevent collusive practices.</p> <p>iv. Data Analytics: Analyze historical bidding data to identify patterns indicative of collusion.</p> <p>v. Vendor Vetting: Implement thorough vetting procedures for vendors to ensure they have no history of collusion.</p> <p>vi. IP addresses: The IP address of bidder(s) can be checked during the technical bid opening process as well as from the Tender Discursive Report in MIS Reports module for avoiding the collusion bidding.</p> <p>vii. Inclusion of Specific Clauses in SBD: The clauses from the Punjab Transparency in Public Procurement Rules 2022 related to conflicts of interest will be incorporated into the Standard Bidding Documents</p>

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		<p>(SBD) to mitigate the risk of collusive bidding.</p> <p>viii. Enhanced Scrutiny during Technical Evaluation:</p> <p>Instructions will be issued to all TIAs to ensure thorough verification of tender documents. Specifically: -</p> <ul style="list-style-type: none"> a. Bidders must not share the same PAN number. b. Proprietors/partners of one bidder must not be members of another bidding entity. c. Bidders must not be related by blood. d. Bidders must not share the same address.
5	<u>State/Central Procurement Rules:</u>	The procurement of goods, services and works should be followed the Punjab Transparency in Public Procurement Rules, 2022 and any other procurement rules defined by the State/Central.
6	<u>Training and Support:</u>	<p>Despite training sessions that covered these features and functionalities, some TIAs may still require assistance.</p> <p>It is informed you that Technical support is available through helpline numbers (0172-2970263 and 0172-2970284) provided on home page of portal under Contact Us section.</p>

5. In this regard, an immediate kind attention and action on this matter are crucial to avoid the above said issues potential complications and ensure smooth operations related to procurement through GePNIC portal.



(Girish Dayalan, IAS)

Department of Governance Reforms & Public Grievance

Government of Punjab
Department of Governance Reforms
D-241, Industrial Area, Phase-8B, SAS Nagar, Mohali

To

All Administrative Secretaries, Government of Punjab
All Head of the Departments, Government of Punjab
All Deputy Commissioners, Government of Punjab

Memo No: DGR/SSM (P)/GePNIC/2017/43/ 4885-87

Dated: 20/9/2017

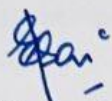
Subject: Procurement of Goods & Services through Government e-Procurement System of NIC (GePNIC) w.e.f. 01.11.2017.

Kindly refer to subject state above.

2. The State Government has decided to switch over from existing M/s ITI System run by Punjab Infotech to Government e-Procurement System of NIC (GePNIC) for procurement of Goods & Services by all departments and its entities with an overlapping period of one month from 01.10.2017 & completely w.e.f. 01.11.2017.
3. It is further clarified that all new tenders will be processed through GePNIC System w.e.f. 01.11.2017. However, the tenders published by Punjab Infotech on or before 01.11.2017 may be completed as per terms and conditions of called tenders.
4. The training on operations of GePNIC Software for creating/publishing/processing of tenders with respect to procurement of Goods & Services will be provided to concerned employees in the last week of September 2017.
5. The Departments planning to float tenders may contact the following Officer for information and further necessary actions on the procurements of goods & services:-

Name : Sh. Parveen Garg, Senior System Manager
Email: p.garg@punjab.gov.in
Mobile: 9815003210

Name : Sh. Gagan Goyal, Assistant Manager
Email: gagan.goyal@punjab.gov.in
Mobile: 9872590425


(Dr. Abhinav Trikha, IAS)
Director