

From

The Director General, Supplies & Disposals, Haryana,
SCO. No. 09 (1st & 2nd Floor), Sector-16, Panchkula.

To

1. All the Heads of Departments in the State Haryana
2. All the Managing Directors/ Chief Executive Officers of Boards/ Corporations/ Federations in Haryana State.
3. All the Divisional Commissioners in the State Haryana.
4. All the Deputy Commissioners in the State Haryana.
5. The Registrar, Punjab & Haryana High Court, Chandigarh.

Memo No. No. DS&D/NIC/eProc/2019-20/
Dated Panchkula the:-

6073-6272
21.06.2019

Subject:- On-boarding and availing Online Payments facility (e-Service Fee, Tender Fee and EMD) on NIC e-Procurement Portal (etenders.hry.nic.in) - Regarding procedural steps.

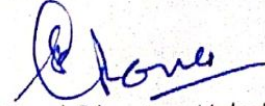
On the subject cited above, I have been directed to convey as under:-

1. That in view of the migration of Departments/Govt. Entities to the NIC e-Procurement Portal (etenders.hry.nic.in) w.e.f. 20.05.2019, all efforts are being made to make this transition smooth by conducting number of training programs and providing one to one help to the tendering Departments/Govt. Entities.
2. That during the interaction in the training session and one to one interaction, it has been observed that it shall be appropriate to provide proper guidelines/steps in easy to understand format required for on-boarding NIC e-Procurement Portal (etenders.hry.nic.in) and availing online payment facility.
3. The matter has been considered by this office and the Departments/Govt. Entities may follow the guidelines/steps provided in Annexure-I (enclosed) to help them in on-boarding and availing online payment facility on the NIC e-Procurement Portal.
4. All the Govt. Departments Boards/ Corporations/ Universities/ Agencies etc publishing tender on the NIC e-Procurement Portal (etenders.hry.nic.in) are directed to open a Saving Bank Account in the SBI at their nearest branch for availing Online Payments facility on NIC e-Procurement Portal.
5. This office vide Memo No. DS&D/NIC/eProc/2019-20/5552-5772 Dated 14.06.2019 had already decided to give one month time to all Govt. Departments/ Boards/

SUPPLIES & DISPOSALS DEPARTMENT, HARYANA
S.C.O. No. 09, Ist & IInd Floor, Sector-16, Panchkula-134109 (Haryana)
Ph.: - 0172-2570121, 123, 124. Fax No.: - 0172-2570122.
e-mail:- supplies@hry.nic.in , website:- dsndharyana.gov.in

Corporations/ Universities/ Agencies etc to get themselves integrated with SBI and switch over from Offline Payment Mode to Online Payment Mode in the tendering process. It was further informed that no more time will be allowed thereafter and all the tenders will have to be through Online Payment mode.

The above may be brought to the notice of all concerned for its implementation.

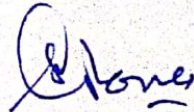


Additional Director (Admin),
For Director General, Supplies & Disposals, Haryana

Endst No. No. DS&D/NIC/eProc/2019-20/ **6273-78** Dated: **21.06.2019**

A copy of the above is forwarded to the following for information:-

1. All the Administrative Secretaries to Government Haryana.
2. Additional Chief Secretary to Government Haryana, Industries & Commerce Department.
3. Principal Accountant General (Audit), Haryana, Sector-33, Chandigarh.
4. State Information Officer, NIC Haryana, Mini Secretariat, Sector-17, Chandigarh.
5. The Manager, State Bank of India, Chandigarh, E-Mail:- dgmdb.lhocha@sbi.co.in for necessary action.
6. Jr. Programmer O/o DS&D for uploading the same on the Departments website.



Additional Director (Admin),
For Director General, Supplies & Disposals, Haryana

Subject:- Guidelines/steps for On-boarding and availing Online Payments facility (e-Service Fee, Tender Fee and EMD) on NIC e-Procurement Portal (etenders.hry.nic.in)

A. Requirement for on-boarding on web portal etenders.hry.nic.in:-

- a. Department/Board-Corporation etc needs to provide its office hierarchy upto 4 levels as shown below:
 - Haryana Govt. ->>Department Name ->> Divisions ->> Sub-Divisions
 e.g. Haryana Govt. ->> PCCF Office ->> CF West Hisar->> DFO Charkhi dadri
 - Haryana Board & Corp. ->> Name of Board or Corp. ->> Divisions->> Sub Divisions
 e.g. Haryana Board & Corp.->> HVPNL->> CE MM->> XEN Works
- b. Department needs to submit its nodal officer details in prescribed format, the format can be downloaded from etenders.hry.nic.in ->> download ->> 9th point user creation data sheet.

Haryana Government E-Tendering System https://etenders.hry.nic.in/nicgep/app Request Form for Tenders Administration Account			
Personal Details:			
1	Title* Mr/Mrs/Ms/Dr/Sri		
2	First Name*		
3	Last Name*		
4	Date of Birth* (DD/MM/YY)		
5	Login ID* say abc@gmail.com (Login ID should be individual's personal id not designation based id)		
6	Organization Name*		
7	Dept/Circle*	Designation*	
8	Address 1*		
9	Address 2*		
10	District		
11	City*	Pincode	
12	Correspondence Email ID* (Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)		
13	Phone 91	STD	No.
14	Fax 91	STD	No.
15	Mobile (All the SMS correspondence will be sent only to this Mobile number)		
16	User Roles Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)		

Date:

Signature of Tender Inviting Authority

Name: _____

Seal:

Note: The requested tenders administration accounts details will be communicated by email
Disclaimer: This account is meant for publishing and maintaining the Tenders information on the Government eProcurement Portal. The sole responsibility of the accuracy and validity of User information/Contents in the Tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security

- c. The above information is required to be sent to Technical Director, NIC via e-Mail to a.manju@nic.in . In response, NIC provide User ID etc along with an Excel Sheet to be used for providing Banking Details.

- B. Requirement for availing Online Payments facility (e-Service Fee, Tender Fee and EMD) on web portal etenders.hry.nic.in:-
- a. All the Govt. Departments Boards/ Corporations/ Universities/ Agencies etc publishing tender on the NIC e-Procurement Portal (etenders.hry.nic.in) will open a Saving Bank Account in the SBI at their nearest branch.
 - b. All the Govt. Departments Boards/ Corporations/ Universities/ Agencies etc will provide the details of their SBI Bank Account in the Excel Sheet as referred in Para-(A) (b) duly signed by their D.D.O to Technical Director, NIC via e-Mail to a.manju@nic.in
 - c. The excel sheet received from the Govt. Departments Boards/ Corporations/ Universities/ Agencies etc is used for generation of 5 digit code by the NIC team on the dashboard provided by the SBI, then NIC Team send the 5 Digit Code to SBI Team for their approval. Once approved by the SBI, the 5 digit code is mapped with the NIC e-Procurement Portal. This entire process from receipt of Excel sheet to mapping of 5 Digit Code on the NIC Portal may take around 1 working days.
 - d. Thereafter, Govt. Departments Boards/ Corporations/ Universities/ Agencies etc may float their tender with option of accepting EMD, Tender Fee & Processing / e-Service Charges in online mode.