

DIRECTORATE OF SUPPLIES & DISPOSALS, DEPARTMENT HARYANA

S.C.O. No. 09, 1st&11th Floor, Sector-16, Panchkula-134109 (Haryana)

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From

The Director General,
Supplies & Disposals Haryana, Panchkula.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Haryana.
3. All the Managing Directors/Chief Executive officers of Boards/Corporations/Federations in Haryana State.
4. All the Divisional Commissioners in the Haryana State.
5. All the Deputy Commissioners in the Haryana State.
6. The Registrar of all Universities in the Haryana State.

Memo No.DSD/Admin/Audit/2025-26
Dated Panchkula:-

3177-3405
12/5/25

Subject:- Common Instructions for all the departments and Govt Entities on e-Tenders Haryana Portal in the State of Haryana

The State Govt. vide orders 2/2/2016-4IBII dated 27.10.2016 decided to run e-Procurement System through NIC portal for all the State Govt departments and its agencies for procurement of all types of Good/Stores, Works and Services. The performance audit on NIC e-Procurement portal (etenders.hry.nic.in) was conducted for the years 2018-19 to 2022-23 by the Audit Team from Principal Accountant General(PAG), Haryana. The majority of the discrepancies observed by the Audit team relates to Implementation and utilization of e procurement system, tender processing, Collusive Bidding and Cartelisation in Tendering The various discrepancies were found in the tendering procedure followed by various Govt. departments/ Entities on the Portal.

The issues observed by the Audit team has been examined by the DS&D and the following has been decided:

1. All the Tender Inviting Authorities (TIAs) must publish their tenders in public domain prior to date of start of bidding. And also while publishing their tenders on the e-Procurement portal as per para 6.5 of manual minimum time of 30 days for open tenders and two weeks for short term tenders must be given for the bid submission for the fair participation in the tender. Any TIA deviate from the DS&D manual must get their approval from their competent authorities before publishing their tender on the portal.

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2. All the TIAs must nominate two distinct users while nominating for bid opening on the NIC e-Procurement portal. Non- compliance of this can cause disciplinary action against the concerned officers/officials.
3. All the TIA must follow proper procedure for retendering which leads to more transparency and efficiency in the procurement decisions in the State.
4. All the TIA must get their tenders published/opened or finalized from the officials only in their office premises but not from any outsourced agency/resources to prevent tender cartelization. Non- compliance of this can cause disciplinary action against the concerned officers/officials.
5. All the TIAs must ensure that no bidder shall submit their bids from their office IPs. Non- compliance of this can cause disciplinary action against the concerned officers/officials.
6. All TIAs must ensure that same firm must not participate in the tender using different login ids. In technical evaluation, TIA must ensure bidder document verification and after examining such bids must be rejected during technical evaluation.
7. All the TIAs are requested that their competent authorities orders regarding technical opening/ technical evaluation/ financial opening/financial evaluation /Award of Contract(AOC)/ cancellation or retendering etc of any tender must be processed/uploaded on portal(etenders.hry.nic.in) within 15days. Non- compliance of this can cause disciplinary action against the concerned officers/officials.
8. All the TIAs/department users must change their Passwords on the portal on every three months as per MEITY guidelines.

Y. K. Thakur

Assistant District Attorney
For Director General, Supplies & Disposals,
Haryana, Panchkula