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B/49792/Gen/AG/ECHS

20 Jan 15

IHQ of MoD (Navy) (SO ECHS)
Air HQ (Subroto Park) Dte of Air Veterans
HQ Southern Command (A/ECHS)
HQ Western Command (A/ECHS)
HQ Eastern Command (A/ECHS)
HQ Central Command (A/ECHS)
HQ Northern Command (A/ECHS)
HQ Southern Western Command (A/ECHS)
HQ Andaman & Nicobar Island (A/ECHS)

**COMPREHENSIVE IMPLEMENTATION OF
E PUBLISHING AND E PROCUREMENT FOR ECHS**

1. Further to MGO Branch letter C/22868/E-Proc/OSCC dated 20 Sep12 and our letter B/49792-Proc Policy/AG/ECHS dated 09 Nov 12.
2. In view of various guidelines issued by Govt of India on implementation of end to end e-publishing and e procurement in Govt departments, it has now been decided to implement **e-publishing** of Tender documents for all procurements done by ECHS, for value above Rs 1,00,000/- (**Rupees One Lakh only**). Till the USER ID and Password are obtained for all appointed functionaries at Regional Centres, it is decided that tenders will be published centrally by Central Org. ECHS.
3. Following be disseminated to all concerned:-
 - (a) All purchases/repairs above Rs 1,00,000/- are to be processed by e-publishing the Tender Documents/Request for Proposal (RFP) on the **Central Procurement Portal** i.e. **www.eprocure.gov.in**
 - (b) All concerned agencies are to forward the soft copy of the RFP/Tender Documents (in PDF format) to CO, ECHS e mail ID **dirproc@echhs.gov.in** Responsibility of RFP contents will be of the officer who has made RFP (Signature block in RFP).
 - (c) All terms and conditions of the RFP/Tender documents are to be strictly as laid down in DPM 2009. All relevant dates should be clearly highlighted (**Bold**) in the documents and same is to be meticulously scrutinized by concerned authority.
 - (d) RFP/Tender Documents need to be forwarded in advance so as to enable timely uploading /publication.

4. Further, it is also requested to educate/train the procurement staff posted at various formations under ECHS to get familiarized with Central Procurement Portal and guidelines issued thereon. Central Procurement Portal can be visited at www.eprocure.gov.in

5. Any query related to e publishing may be clarified from this office. Request disseminate above guidelines.



(JI Jason)
Gp Capt
Dir (P&FC)
for Managing Director