

No. 18 (7) 198-PXV
Government of India
Planning Commission
NATIONAL INFORMATICS CENTRE

A-Block, CGO Complex,
Lodi Road, New Delhi-110 003

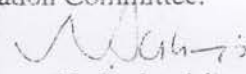
March 25, 1998

Office Order

In the past NIC has been assisting the Ministries/Departments of the Central and State Governments on purchase of computers and other IT hardware for Projects for which NIC had explicit responsibility for system analysis and software development. Of late, it has been found that Heads of Divisions and State Informatics Officers of NIC have been, directly or indirectly, committing for the purchase of hardware and software in projects where NIC does not have or has only marginal systems analysis/software development responsibility. In a few cases, the Audit has taken adverse view of such purchases. Also, in a number of cases, the responsibility for monitoring after-sale services by the vendors has been *ipso facto* entrusted to NIC for the reason that NIC was involved in the purchase, though NIC did not have any sustaining responsibility in the project itself. It has now been decided that NIC will not take up any such responsibility of a pure purchase nature. The Heads of Divisions/State Informatics Officers may politely advise the particular Ministry/Department to make purchases on their own in accordance with their own procedures.

It has also been decided that officers and staff of NIC will not participate in Tender processing committees except where the following conditions are met:

- (i) The purchasing organisation sets up two distinct Committees - a Technical Evaluation Committee (TEC) and a Financial/Commercial Evaluation Committee (FEC) and follow the normal open tender procedures including provisions for the vendors to submit Technical and Financial/Commercial bids in separate sealed covers.
- (ii) If (i) above is followed, then NIC's representative can be nominated only for the Technical Evaluation Committee if the Ministry/Department requests for the same. Under no circumstances, NIC's representative shall be a member of the Financial/Commercial Evaluation Committee.


(N. Seshagiri)
Director General, NIC

To

All Heads of Divisions in NIC
All State Informatics Officers of NIC

