

Action needs to be taken at the level of Line Departments

Formation of e-Procurement Cell consisting of following

Sno	Level of Officer	Numbers	Designated as
1	SE/Joint Director rank	One	Nodal Officer
2	XEN/AEN/Dy. Director/Asstt. Director rank	Two	Dy. Nodal Officer
3	LDC/UDC/Accountant	Two	

Roles & Responsibilities: e-Procurement Cell

- Identification of officers/officials for training and forwarding nominations as per training schedule proposed by DoIT & C from time to time
- Identification of officers/officials to whom Digital Signatures Certificate (DSC) needs to be provided and ensuring timely forwarding the DSC request forms of these officers to DoIT & C/RISL
- Forwarding copies (soft and hard) of three-four past tenders of varied nature to e-Procurement Cell, RISL/DoIT & C
- Coordination with DoIT & C/RISL/NIC
 - Arranging for Mock testing of tenders , Implementation of system and to resolve implementation related issues
 - Creating awareness within department as well as potential bidders and to encourage usage of system
 - Ensure timely remittance of RISL processing fees and reconciliation of same