

GOVERNMENT OF TAMIL NADU

ABSTRACT

STORES - Procurement of IT Hardware and Software products by Government Departments/Corporations/Autonomous Bodies - Nomination of ELCOT as an optional procurement agency - Orders issued.

FINANCE (BPE) DEPARTMENT

G.O.Ms. No. 58

Dated 16.02.1999.

1. Government D.O. Letter No. 6758/P&D/97, dated 28.04.1998.
2. G.O.Ms. No. 283, Finance (BPE) Department, dated 18.06.1998.

Read also:-

From the Chairman and Managing Director, Elcot, Chennai - 600 035.
Letter No. CMD/ELCOT/CPA/457/98 Dated 17.11.1998.

ORDER :

In the D.O. Letter first read above detailed guidelines for purchase of computer by Government Departments/Corporations/Autonomous Bodies have been issued. In the G.O. second read above Government have issued orders on the system of purchase preference to be followed while making purchases by Government Departments/Public Sector Undertakings/Boards/Local Authority/Co-operative Institutions. In the letter from the Chairman and Managing Director, ELCOT read above, he has suggested that Government Departments/Corporations/Autonomous Bodies may use the services of ELCOT in their IT efforts to procure Hardware and Software item on payment of service charges and for this purpose the Government may assign the role of canalysing agency to ELCOT for IT products.

2. After careful consideration, Government have decided to accept ELCOT as an optional procurement agency for the purpose of procuring IT Hardware and Software products by Government Departments / State Public Sector Undertakings and State Autonomous Bodies. These organisations will have the choice of procuring on their own or seeking the assistance of ELCOT for this purpose.

Even while utilising the services of ELCOT as an optional procurement agency, ELCOT will have to abide by all the guidelines issued by the Government from time to time and inforce for the procurement of IT products and tender procedures. The rates of service charges for ELCOT as procurement agency for the IT Hardware and Software products will be as indicated in the Annexure to this order.

(BY ORDER OF THE GOVERNOR)

K. GNANADESIKAN

SPECIAL SECRETARY TO GOVERNMENT

To

All Secretaries to Government.

All Heads of Departments.

Chief Executive Officers of all State Public Sector Undertakings/Boards.

All Universities.

All District Collectors.

All Departments of Secretariat.

All Local Bodies/Co-operative Institutions.

Principal Accountant General (A&E), Chennai - 600 018.

Accountant General (Audit) I & II, Chennai - 600 035/600 006.

All Pay and Accounts Officers.

Copy to :

Private Secretary to Chief Secretary.

Private Secretary to Secretary, Information Technology Department.

Private Secretary to Secretary, Planning and Development Department.

Private Secretary to Secretary, Finance Department.

Secretary to Honourable Chief Minister.

All Finance Directors.

Stock File and Spare Copies.

/Forwarded by order/

Sd/-

RESEARCH OFFICER

ANNEXURE

ELCOT - CANALYSING AGENCY - SERVICES

SERVICE OPTION (1)	ROLE OF ELCOT (2)	ROLE OF DEPARTMENT (3)	SERVICE CHARGE (4)
Full Procurement Services	After receipt of funds from user Department, ELCOT will undertake invitation of offers, evaluation of bids, identification of vendors, issue of purchase order, accepting testing etc.	To indicate its requirement and to participate in the ELCOT procurement procedure as per the guidelines issued by ELCOT from time to time.	Not exceeding 5% of the cost of the equipment.
Acceptance and Evaluation services	ELCOT will assist the department at the stage of critical analysis of the comparative Statement, evaluation of technical bids, etc. and tender its advice. Acceptance testing will be done by ELCOT	Finalises configuration, invites offers by publishing tender or such other means and prepares comparative statement. Department also takes final decision after considering ELCOT advice.	Not exceeding 3% of the cost of equipment.
Evaluation Service	ELCOT assists only in evaluation of offers and comparative analysis of technical bids and financial bids.	User department takes all decisions including identification of vendor after considering ELCOT advice. In addition, the department is responsible for acceptance testing.	Not exceeding 2% of the cost of the equipment.
Acceptance testing Service	ELCOT tests the items supplied and verifies whether they conform to the specifications.	All tasks connected with the procurement except acceptance testing	Not exceeding 2% of the cost of equipment purchased.

/True copy/

Sd/-
RESEARCH OFFICER