

राज्य परियोजना कार्यालय,
उ०प्र० समी के लिए शिक्षा परियोजना परिषद विद्या भवन, निशातगंज, लखनऊ-226007

समस्त जिला बेसिक शिक्षा अधिकारी,
जिला परियोजना कार्यालय,
सर्व शिक्षा अभियान,
उत्तर प्रदेश।

पत्रांक रा०प०नि० / 1971 / 2012-13

दिनांक ~~जुलाई 2012~~

01/08/2012

विषय:- ₹10 लाख से अधिक मात्रा की वस्तुओं के क्रय के लिए आन लाइन ओपेन टेण्डर किये जाने के सम्बन्ध में।

श्री वीरेन्द्र सिंह, उप सचिव, मानव संसाधन विकास मंत्रालय, शास्त्री भवन नई दिल्ली के पत्र संख्या 15/2/2012-एस०एस०ए०(पी०आर०) दिनांक 02 जुलाई 2012 द्वारा सर्व शिक्षा अभियान के अन्तर्गत ₹10 लाख से अधिक की वस्तुओं के क्रय के लिए ओपेन आन लाइन टेण्डर की प्रक्रिया से अवगत कराते हुए इसे सुनिश्चित किये जाने की अपेक्षा की गयी है। इस सम्बन्ध में वेबसाइट www.rte.ssaprocurement.com के क्रियाशील होने की स्थिति से अवगत कराते हुए प्रदेश के समस्त जिलों के Login-id & Password तथा User's Manual on software to monitor Progress of Procurement of contracts Value of more than ₹10 Lac की प्रति भी प्रेषित की गयी है।

इस प्रकार सर्व शिक्षा अभियान के अन्तर्गत ₹10 लाख से अधिक का क्रय उक्तानुसार निर्धारित प्रक्रिया के अन्तर्गत ओपेन टेण्डर के माध्यम से किया जायेगा और तदनुसार प्रतिष्ठित समाचार पत्रों में प्रकाशन के साथ-साथ आनलाइन उक्त वेबसाइट पर भी लोड किया जायेगा।

अतः भारत सरकार के उक्त पत्र, उसके साथ संलग्न जिलों Login-id and Password तथा User's Manual की छायाप्रति संलग्न कर इस आशय से प्रेषित की जा रही है कि भारत सरकार द्वारा दिये गये आदेशों का प्रभावी अनुश्रवण करते हुए कड़ाई के साथ अक्षरशः पालन सुनिश्चित किया जाय। इस पत्र की प्रति तथा भारत सरकार द्वारा प्रेषित जिलों के Login -id and Password तथा User's Manual परियोजना की वेबसाइट पर भी लोड कर दिया गया है।

संलग्नक-यथोपरि।

(अतुल कुमार)

राज्य परियोजना निदेशक

पृ०सं०: रा०प०नि० / 1971 / 2012-13 तददिनांक।

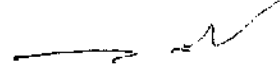
प्रतिलिपि:-

1. उप सचिव, भारत सरकार, मानव संसाधन विकास मंत्रालय स्कूल शिक्षा और साक्षरता विभाग, शास्त्री भवन, नई दिल्ली को उनके उक्त पत्र के क्रम में सूचनार्थ प्रेषित।

SA
for report
Hand
17-8-12

2. प्रमुख सचिव, बेसिक शिक्षा, उ०प्र० शासन, लखनऊ को सूचनार्थ।
3. अपर परियोजना निदेशक, राज्य परियोजना कार्यालय को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
4. समस्त वरिष्ठ विशेषज्ञ, राज्य परियोजना कार्यालय लखनऊ को इस निर्देश के साथ प्रेषित कि वह अपनी अपनी योजनाओं के संचालन में भी यथा आवश्यक उक्त निर्देशों का पालन सुनिश्चित कराये।
5. प्रशासनिक अधिकारी, राज्य परियोजना कार्यालय लखनऊ।
6. सिस्टम एनालिस्ट, राज्य परियोजना कार्यालय को उक्तानुसार भारत सरकार के पत्र, Login -id and Password तथा User's Manual की प्रति संलग्न कर इस निर्देश के साथ प्रेषित कि वह इस पत्र के साथ-साथ भारत सरकार के उक्त पत्र एवं उसके साथ संलग्न जिलों Login -id and Password तथा User's Manual को As it is परियोजना की वेबसाइट पर भी लोड कराना सुनिश्चित करें।

7. P. # 16 599



(अतुल कुमार)
राज्य परियोजना निदेशक



सत्यमेव जयते

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Deputy Secretary
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भारत सरकार
मानव संसाधन विकास मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन

नई दिल्ली - 110 115

GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
SHASTRI BHAVAN
NEW DELHI-110 115

No. 15/2/2012-SSA (PR)

2nd July 2012

Dear Shri Kumar,

As you are aware, the online software developed by this Ministry to monitor the progress of procurement of open tender contracts valued more than Rs. 10 lakh per contract has already been hoisted on a dedicated website viz. www.rte-ssaprocurement.com. Thus, the same is now operative.

The Login-id and password for States and Districts have already been shared with the States earlier. However, the same is again enclosed at Annexure-A.

We have since developed a User's Manual to facilitate the User's to operate the system. A copy of the same is enclosed at Annexure-B.

It may please be ensured that the process of all open tender contracts valued more than Rs. 10 lakh per contract commenced during this financial year and such contracts to be concluded henceforth are invariably entered in this software in order to monitor the progress of procurement.

The login id and password and the User's Manual may please be disseminated to all concerned with suitable instructions to make entries in the online software.

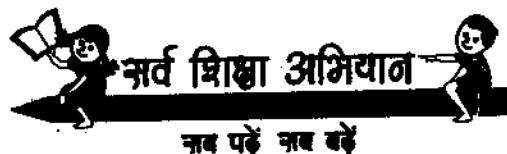
In case any further clarification is needed, please contact Shri K.Gopalan of Technical Support Group on e.mail id procurementunit@gmail.com and Phone No. 9311982362.

With regards.

Yours sincerely,

(Virender Singh)

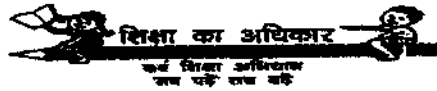
Shri Atul Kumar, IAS
State Project Director, SSA
UP Education for All Project,
State Project Office,
Nishant Ganj,
Lucknow - 226 004
Uttar Pradesh



Annexure-A

District Code	District Name	State Name	User name	Password
09	UTTAR PRADESH		Utt_state	Utt_1234
0901	SAHARANPUR	UTTAR PRADESH	Dis_0901	Pass_0901
0902	MUZAFFARNAGAR	UTTAR PRADESH	Dis_0902	Pass_0902
0903	BIJNOR	UTTAR PRADESH	Dis_0903	Pass_0903
0904	MORADABAD	UTTAR PRADESH	Dis_0904	Pass_0904
0905	RAMPUR	UTTAR PRADESH	Dis_0905	Pass_0905
0906	JYOTIBA PHULE NAGAR	UTTAR PRADESH	Dis_0906	Pass_0906
0907	MEERUT	UTTAR PRADESH	Dis_0907	Pass_0907
0908	BAGHPAT	UTTAR PRADESH	Dis_0908	Pass_0908
0909	GHAZIABAD	UTTAR PRADESH	Dis_0909	Pass_0909
0910	GAUTAM BUDDHA NAGAR	UTTAR PRADESH	Dis_0910	Pass_0910
0911	BULANDSHAHR	UTTAR PRADESH	Dis_0911	Pass_0911
0912	ALIGARH	UTTAR PRADESH	Dis_0912	Pass_0912
0913	HATHRAS	UTTAR PRADESH	Dis_0913	Pass_0913
0914	MATHURA	UTTAR PRADESH	Dis_0914	Pass_0914
0915	AGRA	UTTAR PRADESH	Dis_0915	Pass_0915
0916	FIROZABAD	UTTAR PRADESH	Dis_0916	Pass_0916
0917	ETAH	UTTAR PRADESH	Dis_0917	Pass_0917
0918	MAINPURI	UTTAR PRADESH	Dis_0918	Pass_0918
0919	BUDAUN	UTTAR PRADESH	Dis_0919	Pass_0919
0920	BAREILLY	UTTAR PRADESH	Dis_0920	Pass_0920
0921	PILIBHIT	UTTAR PRADESH	Dis_0921	Pass_0921
0922	SHAHJAHANPUR	UTTAR PRADESH	Dis_0922	Pass_0922
0923	KHERI	UTTAR PRADESH	Dis_0923	Pass_0923
0924	SITAPUR	UTTAR PRADESH	Dis_0924	Pass_0924
0925	HARDOI	UTTAR PRADESH	Dis_0925	Pass_0925
0926	UNNAO	UTTAR PRADESH	Dis_0926	Pass_0926
0927	LUCKNOW	UTTAR PRADESH	Dis_0927	Pass_0927
0928	RAE BARELI	UTTAR PRADESH	Dis_0928	Pass_0928
0929	FARRUKHABAD	UTTAR PRADESH	Dis_0929	Pass_0929
0930	KANNAUJ	UTTAR PRADESH	Dis_0930	Pass_0930
0931	ETAWAH	UTTAR PRADESH	Dis_0931	Pass_0931
0932	AURAIYA	UTTAR PRADESH	Dis_0932	Pass_0932
0933	KANPUR DEHAT	UTTAR PRADESH	Dis_0933	Pass_0933
0934	KANPUR NAGAR	UTTAR PRADESH	Dis_0934	Pass_0934
0935	JALAIN	UTTAR PRADESH	Dis_0935	Pass_0935
0936	JHANSI	UTTAR PRADESH	Dis_0936	Pass_0936
0937	LALITPUR	UTTAR PRADESH	Dis_0937	Pass_0937
0938	HAMIRPUR (U.P.)	UTTAR PRADESH	Dis_0938	Pass_0938
0939	MAHOBA	UTTAR PRADESH	Dis_0939	Pass_0939
0940	BANDA	UTTAR PRADESH	Dis_0940	Pass_0940
0941	CHITRAKOOT	UTTAR PRADESH	Dis_0941	Pass_0941
0942	FATEHPUR	UTTAR PRADESH	Dis_0942	Pass_0942
0943	PRATAPGARH	UTTAR PRADESH	Dis_0943	Pass_0943
0944	KAUSHAMBI	UTTAR PRADESH	Dis_0944	Pass_0944
0945	ALLAHABAD	UTTAR PRADESH	Dis_0945	Pass_0945
0946	BARABANKI	UTTAR PRADESH	Dis_0946	Pass_0946
0947	FAIZABAD	UTTAR PRADESH	Dis_0947	Pass_0947
0948	AMBEDKAR NAGAR	UTTAR PRADESH	Dis_0948	Pass_0948
0949	SULTANPUR	UTTAR PRADESH	Dis_0949	Pass_0949
0950	BAHRAICH	UTTAR PRADESH	Dis_0950	Pass_0950
0951	SHRAWASTI	UTTAR PRADESH	Dis_0951	Pass_0951
0952	BALRAMPUR	UTTAR PRADESH	Dis_0952	Pass_0952
0953	GONDA	UTTAR PRADESH	Dis_0953	Pass_0953
0954	SIDDHARTHANAGAR	UTTAR PRADESH	Dis_0954	Pass_0954
0955	BASTI	UTTAR PRADESH	Dis_0955	Pass_0955
0956	SANT KABIR NAGAR	UTTAR PRADESH	Dis_0956	Pass_0956
0957	MAHARAJGANJ	UTTAR PRADESH	Dis_0957	Pass_0957
0958	GORAKHPUR	UTTAR PRADESH	Dis_0958	Pass_0958
0959	KUSHINAGAR	UTTAR PRADESH	Dis_0959	Pass_0959
0960	DEORIA	UTTAR PRADESH	Dis_0960	Pass_0960
0961	AZAMGARH	UTTAR PRADESH	Dis_0961	Pass_0961
0962	MAU	UTTAR PRADESH	Dis_0962	Pass_0962
0963	BALLIA	UTTAR PRADESH	Dis_0963	Pass_0963
0964	JAUNPUR	UTTAR PRADESH	Dis_0964	Pass_0964
0965	GHAZIPUR	UTTAR PRADESH	Dis_0965	Pass_0965
0966	CHANDAUJI	UTTAR PRADESH	Dis_0966	Pass_0966
0967	VARANASI	UTTAR PRADESH	Dis_0967	Pass_0967
0969	MIRZAPUR	UTTAR PRADESH	Dis_0969	Pass_0969
0970	SONBHADRA	UTTAR PRADESH	Dis_0970	Pass_0970
0971	BHADOI	UTTAR PRADESH	Dis_0971	Pass_0971
0972	KASHIRAM NAGAR	UTTAR PRADESH	Dis_0972	Pass_0972

Annexure-B



RTE - SSA

A Programme for Universal Elementary Education

USER'S MANUAL

ON

**SOFTWARE TO MONITOR PROGRESS OF PROCUREMENT
OF CONTRACTS VALUE OF MORE THAN ₹ 10 Lakh**



**DEPARTMENT OF SCHOOL EDUCATION & LITERACY
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA**

RTE-SSA

User's Manual on software to monitor progress of
Procurement of Contracts value of more than ₹ 10 Lakh

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Chapter-1

1. Introduction

- 1.1 Sarva Shiksha Abhiyan (SSA) is implemented as India's main programme for universalising elementary education. Its overall goals include universal access and retention, bridging of gender and social category gaps in education and enhancement of learning levels of children. SSA provides for a variety of interventions. The provisions of SSA have been aligned with the legally mandated norms and standards and free entitlements mandated by the RTE Act 2009 which provides a justiciable legal framework that entitles all children between the ages of 6-14 years free and compulsory admission, attendance and completion of elementary education. It provides for children's right to an education of equitable quality, based on principles of equity and non-discrimination. Most importantly, it provides for children's right to an education that is free from fear, stress and anxiety.
- 1.2 The implementation of RTE-SSA entails procurement of large quantities of goods, works and services. At present proper monitoring of the progress of procurement is not being carried out by some States and a need was, therefore, felt to develop a software for the monitoring of the progress of procurement. Accordingly, MHRD developed an on-line software to monitor progress of procurement of open tender contracts valued more than Rs. 10 lakh under RTE-SSA. This on-line software is now hoisted through an internet service provider and name of the web site is www.rte-ssaprocurement.com
- 1.3 The procurement monitoring software will be used for the procurements under open tender method of the contract value of more than 10 lakh at the State and district level purchases. In order to facilitate the users at the State and district level, this user's manual of procurement monitoring software explains the essential information and step by step procedures for recording of the transactions related to the procurement of goods, works and services under RTE-SSA.

Chapter-2

2. STEPS INVOLVED

2.1 The following steps are involved in the process of recording of the procurement transactions:

- (i) Open the website www.rte-ssaprourement.com
- (ii) This hyperlink will open the home screen of Procurement Monitoring software under RTE-SSA
- (iii) On this screen, the user will see three login hyperlinks namely National, State and District.
- (iv) The users shall select the relevant link.
 - (a) If the user is from the National level, select National
 - (b) If the user is from State level, select State
 - (c) If the user is from District level, select District
- (v) This hyperlink will take the user to the login screen.
- (vi) The user name and login password have been shared with the State Finance Controllers. The users shall use this user name and Password for logging into the software.
- (vii) After making the relevant selection for the user level, follow the following steps:

2.2 District Users

- (i) Select the State
- (ii) Select your District for which you have the user name and password
- (iii) Enter User name
- (iv) Enter Password
- (v) Enter the text given in the small image (Security image)

- (vi) Click on **Submit** button.
- (vii) If there is an error, enter the user name and password once again carefully.
- (viii) In case the problem persist, contact your State Finance Controller
- (ix) After successful login, you will see the Admin Area and a button as **Add/View entry**
- (x) Click **Add/View entry** and follow the instructions on the next screen.
- (xi) In the next screen, select year for which you would like to make/view entry
- (xii) As the RTE-SSA norms suggest that the procurement activities should be linked to Annual Procurement Plan for each year, the Annual Procurement Plan can be entered in this software. To do so, select the year for which you would like to create/update the Annual Procurement Plan.
- (xiii) This action takes you to a screen which has two sections of Annual Procurement Plan (i) **Approved list of activities** (ii) **Non-approved list of activities**.
- (xiv) On the right hand side of each table there is a link **Add More Activity** to the **Approved/Non-approved List**
- (xv) The existing list of works/contracts is also provided for both approved and non-approved on the same page with the status of each activity. The status includes **Not Started**, **in progress**, **Completed** and **Cancelled**. In order to update/modify the *in progress* work, click the work and enter the relevant information. In case of **completed/cancelled** works the data cannot be modified. However, the user can take a print out of complete data for that work.
- (xvi) In case you want to add a new activity to either of list, click **Add activity**
- (xvii) Note that there is a freeze button provided for freezing the **Approved Annual Work Plan**. After freezing the Annual Work Plan,

no item can be added for the same year. The user may add other items in Non-approved list.

- (xviii) For making data entry for any activity, it has to be first added to the Approved/Non approved list. Then the data entry can be initiated by clicking the name of the activity.

2.3 Data Entry

- (i) The data entry is divided into four parts.

Part-1

- (a) Part-1 is used for entering general information about the contract/Tender.
- (b) This should be filled immediately after the advertisement of the Contract.
- (c) The information in this part could be entered from the bid document.
- (d) Enter the date and time carefully.
- (e) In case the last date for submitting bid has been extended, the same can be modified on the first screen.
- (f) After completing data entry of this part, click submit button.
- (g) Next time when you login and select this activity, you will directly be taken to Part-2.

Part-2

- (a) This section needs to be filled after the bids are opened.
- (b) The information for this section may be taken from the minutes of the bid opening committee.
- (c) If the committee has recommended that the contract will be awarded to some party, the same information should be provided. Other-wise, in case of re-bidding, the correct option should be selected so that this process is closed here itself.
- (d) If the contract is re-bid, start a new work in the list by providing clear indication of re-bid in the name of work.
- (e) After completing data entry of this part, click submit button.
- (f) Next time when you login and select this activity, you will directly be taken to Part-3, if the activity is not being re-bid.

Part-3

- (a) Information in this section is to be filled only after award of contract.
- (b) The information relating to date of issue of purchase-order/award-letter is to be provided besides other details.
- (c) After completing data entry of this part, click submit button.
- (d) Next time when you login and select this activity, you will directly be taken to Part-4, if the activity is not being re-bid.

Part-4

- (a) Information in this section is to be filled when the work is partly/fully completed. In case the work is partly completed, the information can be entered into this section multiple times.
- (b) At the time of fully completion of the work the form is to be filled accordingly, and marked as fully filled.
- (c) Once the work is fully completed, it will freeze. The data cannot be modified once the work is completed. However, a report of all formats can be generated through the software.

2.4 State Users

- (i) Similar to District users, State users can also make the data entry of all the contracts of more than Rs. 10,00,000/-by following the same steps that followed for making the data entry for districts.
- (ii) Besides, the State user also has the facility to monitor/track the contracts of their Districts. It may be noted that the State user cannot modify the data entered by the Districts.

2.5 National Level Users

- (i) The National level users are *read-only* users.
- (ii) These users have the facility to monitor the progress of all the contracts at District and State level.