



GOVERNMENT OF KERALA

Abstract

Electronics & Information Technology Department – Centralized Procurement System for purchase of commonly used hardware items for Govt. Departments, PSUs/ Boards/Commissions/autonomous bodies etc. through online government portal, authorizing KELTRON for deriving rates through e-tender and constitution of a Committee headed by Chief Secretary - Sanctioned- Orders issued.

ELECTRONICS & INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

G.O(Ms)No.24/2017/ITD

Dated, Thiruvananthapuram, 18/11/2017

Read:-1)Apex Committee decision dated 26/04/2017

2)Minutes of the Meeting held by Chief Minister on 10/08/2017

3)G.O(Rt)No.194/2017/ITD dated 21/08/2017.

4)Minutes of the Meeting held by the Committee on Centralized procurement on 30/08/2017

ORDER

With extensive implementation of e-governance projects in the state, government departments now procure IT hardware devices for deployment through multiple tender processes. Such individual tender processes are time consuming, cumbersome and encounter huge procedural delays. Government is also not able to leverage the possible price advantage of bulk purchase, due to such discrete procurement process.

2. The Apex Committee on e-governance chaired by Chief Secretary met on 26.04.2017 discussed this issue and authorized E & IT Department to formulate a mechanism for deriving rates for Hardware devices such as PCs, laptops, printers, scanners, other accessories and operating systems to be used in government ensuring quick acquisition and deployment by State Departments / LSGIs / Universities, other institutions etc. Accordingly vendor neutral specification were drawn up by Kerala State IT Mission. KELTRON was proposed as the implementing agency for the centralized purchase system.

3. Subsequently a five-member committee with ACS (Finance) as Chairman was constituted as per the Government order read as 3rd paper above to workout a plan for

efficient implementation of the Centralized purchase system. The Committee met on 30/08/2017 discussed various aspects of the proposed system including modus operandi and submitted its recommendations for operationalizing the scheme.

4. Government have examined the matter in detail and are pleased to accord sanction for implementing a **Centralized Procurement System** in Government, for the purchase of commonly used hardware items such as PCs, Laptops, Printers, scanners etc by departments, PSUs/ Boards/Commissions/autonomous bodies etc. through an online government portal.

5. Government departments and government owned/controlled institutions including LSGIs shall procure the aforesaid IT hardware devices only through this system. In case any agency/department require IT devices for which specifications are not indicated in the portal, the Committee specified at (10) below, will examine and issue approval on a case to case basis after assessing the technical legitimacy for deviation from the specifications.

6. The present system of procurement adopted by departments shall be continued till the new system is in place and fully functional.

7. KELTRON is authorized to undertake the tender formalities, derive rates, process order requests from departments /PSUs/ govt owned institutions, place supply order with vendors / OEM, follow up on delivery, ensure delivery at site, certification and payment, providing post delivery support to departments / PSUs / institutions. KELTRON shall maintain a CALL CENTRE under the monitoring of Kerala State IT Mission and shall be paid TSP charges. The rate of TSP charges would be 5% and 3% respectively, if the value of total purchase by KELTRON through this system is below Rs.100 Crore and above Rs.100 Crore over a period of one year. KELTRON shall develop a procurement portal for the use of client departments and shall make the same operational before 30/11/2017.

8. KSITM shall finalize vendor neutral specification for the aforesaid items. This will be done before 20/11/2017 and shall be published in the government website.

9. An MoU shall be executed between KSITM and KELTRON, stipulating among others, the condition that, if the services/support of KELTRON is not found satisfactory, they shall be discontinued as the co-ordinating agency for further centralized procurement processes.

10. Government are also pleased to constitute a committee headed by Chief Secretary with Additional Chief Secretary (Industries), Principal Secretary (Finance), and Secretary(IT) to monitor and sort out procedural / technical issues that may arise during the implementation of the scheme.

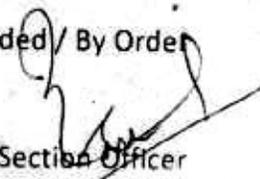
11. Orders incorporating the guidelines to be followed by departments/KELTRON will be issued later.

(By Order of the Governor)
K. M. ABRAHAM
CHIEF SECRETARY

To

- All Additional Chief Secretaries / Principal Secretaries/Secretaries
- The Additional Chief Secretary (Industries)
- The Principal Secretary(Finance)
- The Secretary (Electronics & Information Technology)
- All HODs/Nodal Officers, Kerala.
- The Director, Kerala State IT Mission
- The Principal Accountant General (Audit) Kerala, Thiruvananthapuram.
- The Accountant General (A & E) Kerala, Thiruvananthapuram.
- The MD, KELTRON
- The General Administration (SC) Dept
- Finance Department
- Stores Purchase Department (vide concurrence in e-file.no. ITCe11-2/120/2017-ITD)
- Industries Department
- IT(A/B/C)Dept
- House Keeping Cell
- I&PRD, Web & New media
- Stock file /Office copy

Forwarded / By Order


Section Officer

Help Document

VERSION 1.2



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Document Control Data Sheet

Classification	CONFIDENTIAL
Project Name	Centralised Procurement and Rate Contract System

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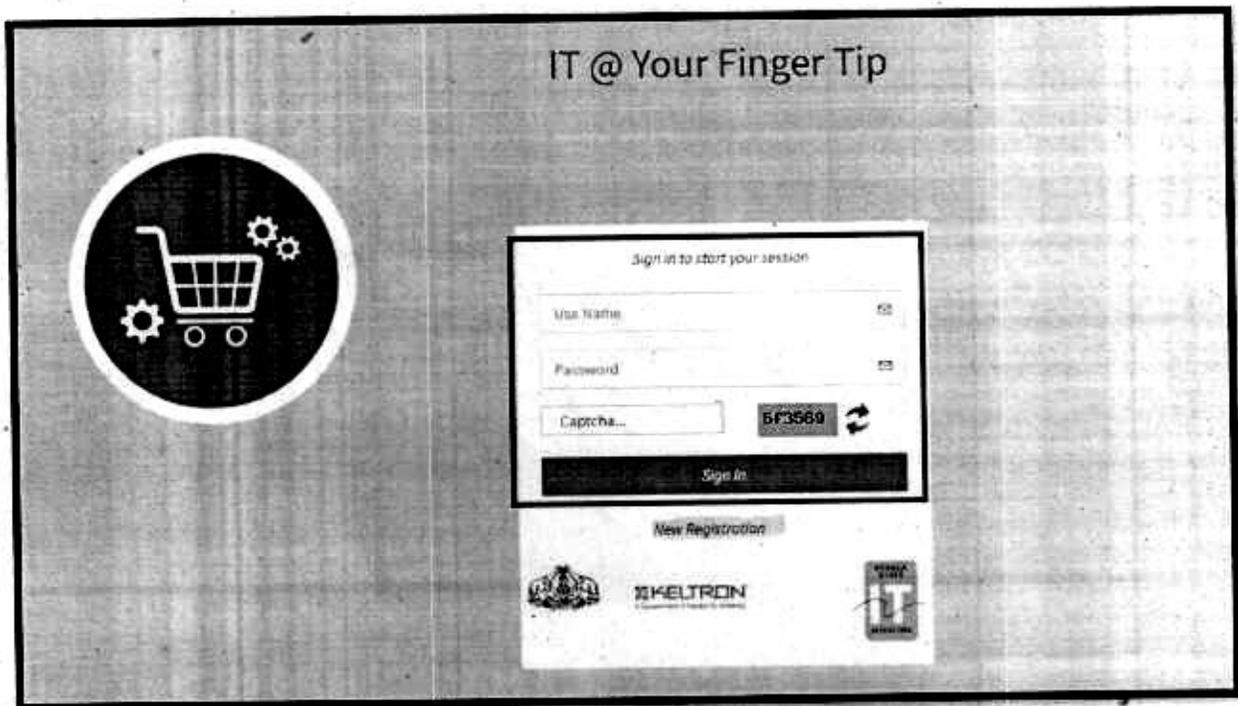
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Abbreviations Used

- CPRCS: Centralised Procurement and Rate Contract System

- Sign In
 - Existing User
 - ↓ Enter the URL <http://cprcs.kerala.gov.in/index.php>. It will direct the user to the login page of CPRCS.
 - ↓ Login using the user name and password given to the user.
 - ↓ First Enter the username (email) and password.
 - ↓ Then enter the captcha in the textbox and then click on the Sign in button. It will redirect to the home page of your website.
 - ↓ Please type the image in captcha correctly. You can click on the image, if you want a new captcha.
 - ↓ Remember all the fields (username, password& captcha) are case sensitive.
 - ↓ If you have any issue in login to your page please contact the support team.



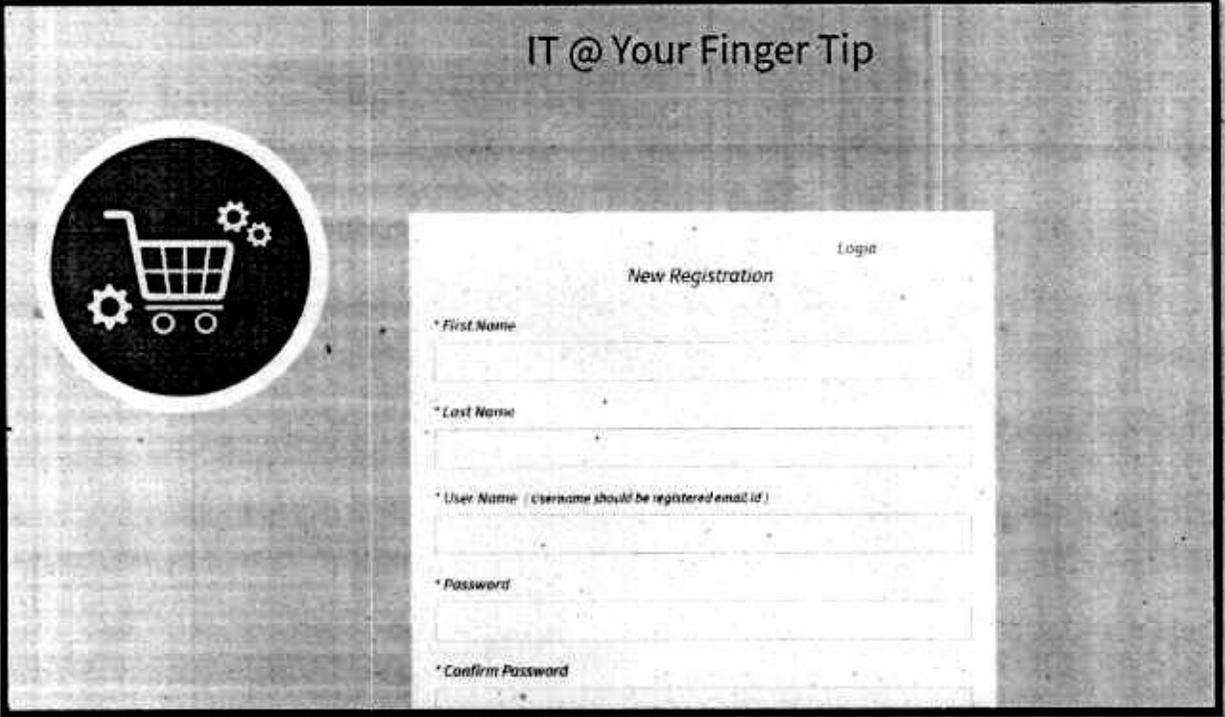
○ New User Registration

1. If you were not enrolled into the Portal, and you are applying for Requirement analysis for the first time, you can do a new registration.

- Type in your Name, Email, Mobile number, and Designation. Pls note the username will be your email id.
 - ..1 Email: This should be an email address on which further alerts and notification will be sent. So pls provide a valid email address.
 - Mobile Number: This should be an active number on which we contact you if you have any query and the OTP will be sent to this number.
- Enter the CAPTCHA as seen in the image in the textbox provided.
- Then click Submit button
- After submitting you will get an activation link in your mail ,click on the link from your registered mail to activate mail. After the verification from Admin side is done, you will be notified to login with the given credentials via mail and SMS.

- If your username already exists and cannot login, please contact IT Mission with your username to reset the password. Or mail to support.cprcs@kerala.gov.in
- If you want to go back to the login button. Click on the login link shown in the registration page.
- Now Login into the portal with the user name and password given.

- Registration screen to enter details



IT @ Your Finger Tip

Shopping cart icon with gears

Login

New Registration

* First Name

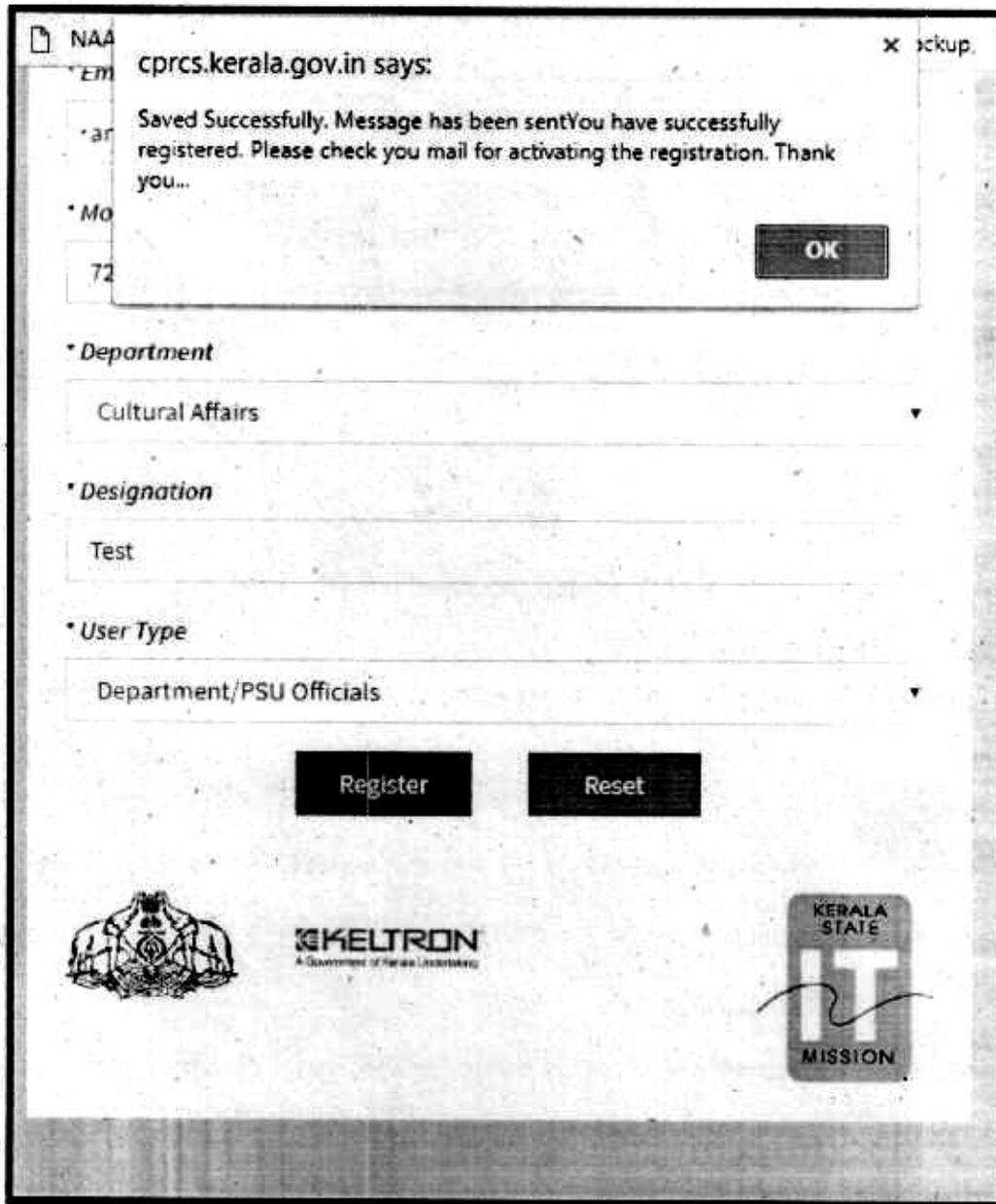
* Last Name

* User Name (Username should be registered email id)

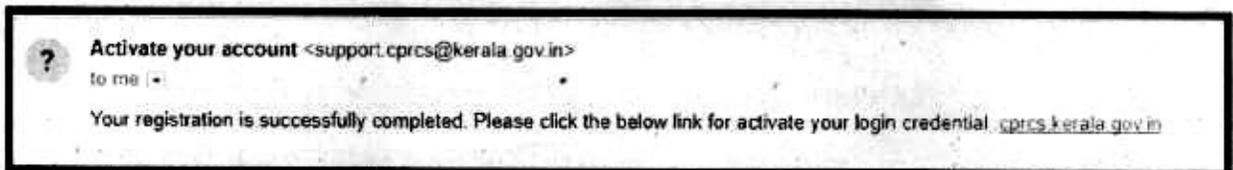
* Password

* Confirm Password

- Successful message after registration



- o Activation Mail template you receive in your mail.



- o Message shown after activation of your email.

Email verification successfully completed. Please wait for the approval from the Administrator. Once the approval is completed by the Administrator, you will be informed by email sms. Thank you.

- o Mail template after activating account by ADMIN

sub :- CPRCS - Account Activation

Inbox

? Activate your account <support.cprcs@kerala.gov.in>
to me -

Dear Sir/Madam,

Your Account in CPRCS is now successfully activated. You can login with the following link

[CLICK HERE TO LOGIN](#)

2. Home Screen

- ↓ The website is privilege based which means based on the privileges the user is having the screen which will be customised automatically. In short, the privilege given to user will decides what screen a user has to see and what not.
- ↓ When you login to your home page you can see few set of menus in the left side menu bar.
- ↓ If you need to log out, click the button in the right top Corner.
- ↓ As of Now the default home screen will showcase the current order details you have placed.

2.1 How to change password

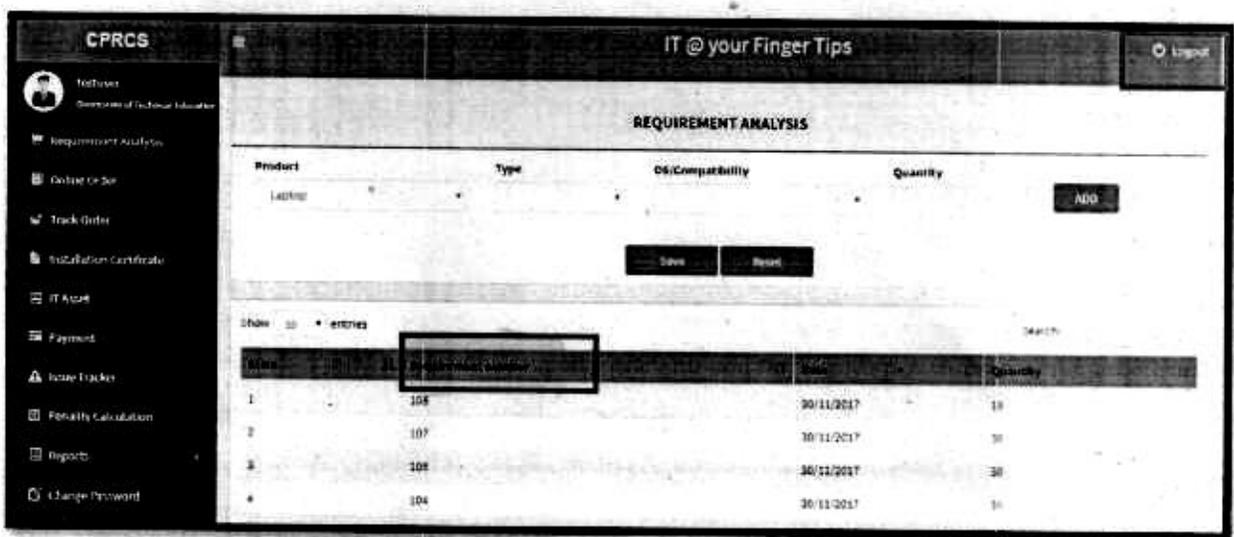
- ↓ You can access the change password option by clicking on left side menu bar.
- ↓ Type the old password once and new password twice, and then click on submit.
- ↓ To reset the password you can get assistance from the IT MISSION or sent a mail to support.cprcs@kerala.gov.in

2.2 Menu details

There are 9 different menus for a user they are as follows:

- Requirement Analysis
- Online Order
- Track Order
- Installation certificate
- IT Asset
- Payment
- Issue Tracker
- Penalty Calculation
- Reports
 - Requirement Analysis Report

Currently we have enabled only Requirement analysis Menu and Report Menu. The remaining menus are under development. The user can place their requirement from Dec 1st – 2017 to 20th Dec 2017 only. After that data we will disable the option. The highlighted column in the figure below is the requirement number for your order, which you will receive after saving the order details.



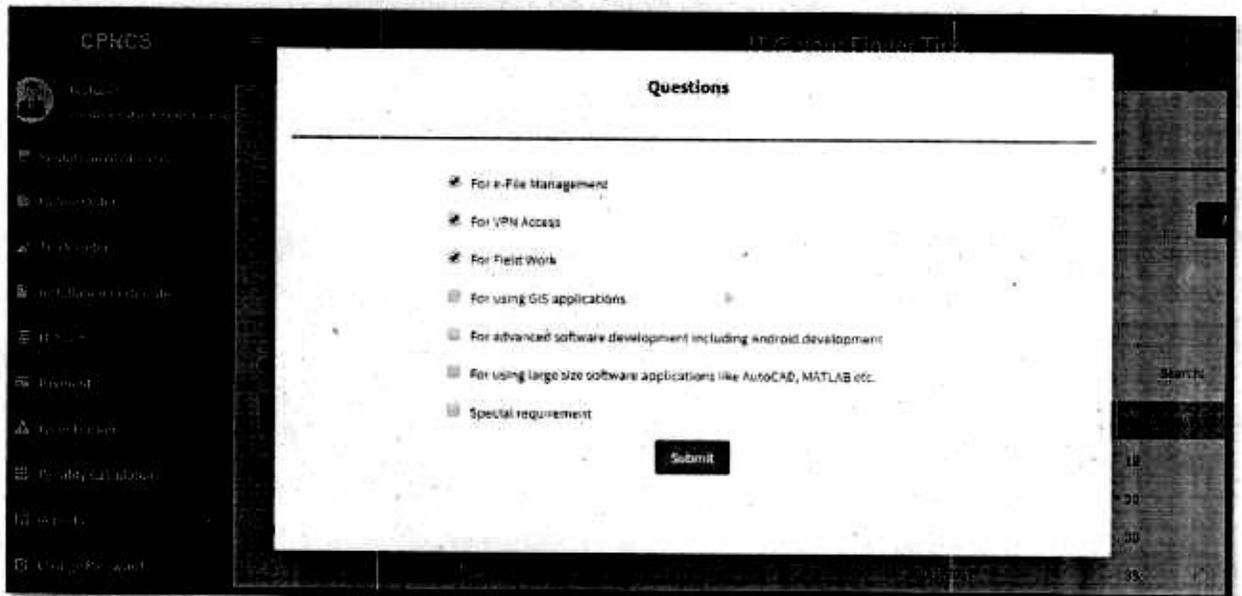
2.2.1 Requirement Analysis Menu

This is the first and the foremost menu in the user profile .The main purpose of this menu is to place the Requirement orders. On placing the order the order will be received by the concerned officials and it will be processed.

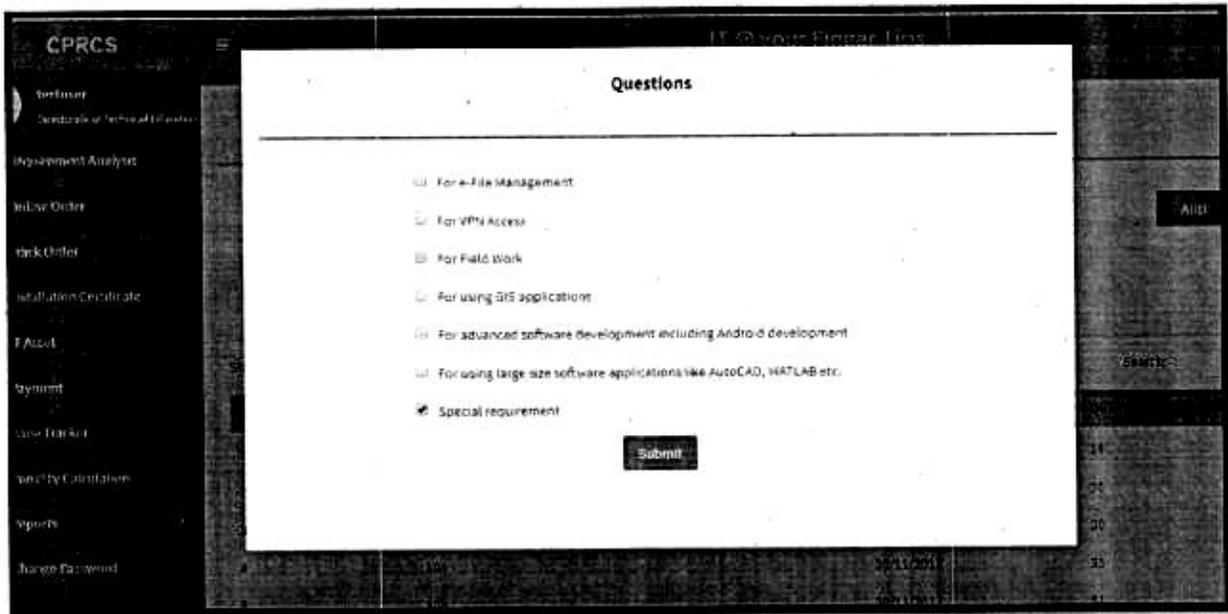
2.2.1.1.How to add Requirement or orders

- ✚ Click on the "Requirement Analysis" Menu from the menu bar option in the home screen.
- ✚ Select the product name(Laptop, Desktop,Printers,Scanners) from the dropdown list
- ✚ In the case of Laptop/Desktop
 - When we select Laptop/Desktop, users will have to enter a set of question on which the system will automatically select the type (Medium/High).
 - If the user select the question type has "Special Requirement" then the system will select the type as exception automatically and at the time of adding the requirement the PSU/Office will have to provide their product specification in the text field provided with the relevant documents.
 - The product specification said by the user will go for approval process
 - If the specification is rejected then the user will have to resubmit it again as new order.
 - The information about approval/rejection will be communicated via mail.
- ✚ After selecting the product type, the product description will be shown on to your left side in a text area.
- ✚ Next is to select the OS/Compatibility as Windows or ubuntu. By Default it is Ubuntu.
 - If the user needs any windows machine then they have to give valid justification why they have chosen windows and relevant documents.
 - OS/Compatibility for Printer and scanner will have Windows and Ubuntu option along with the other option.

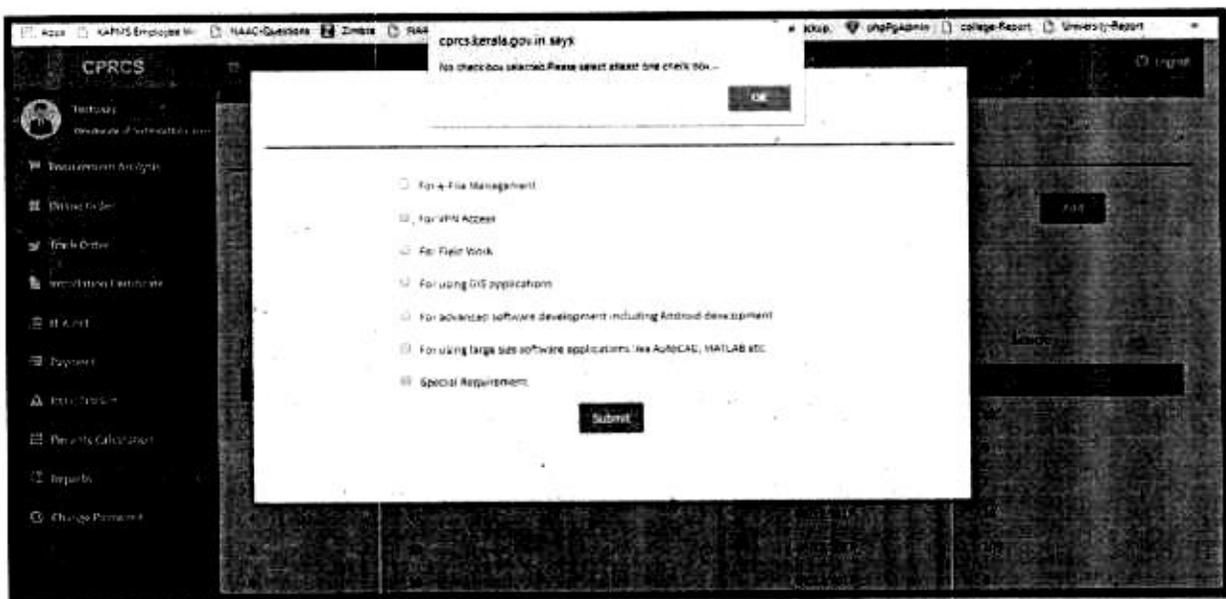
- Finally enter the quantity and click the add button.
- The item added will be shown one by one. You can delete the added item anytime before final save by clicking the delete button.
- After entering all the item details you can do a final Save by clicking the save button.
- After clicking the save button a confirmation dialogue box will appear, click Ok then you will receive a unique requirement number to track the order.
- To view the details you have submitted see the grid /table below the text field and click on the corresponding row. It will show the details in a ready only format.



- Select any question by ticking the checkbox and click on submit button.
- If we choose special Requirements then user specification to be given at the time of adding which is illustrated in the below figures.



- If no question is added then user will get a message as shown below.



- If user select special Requirement option then their type will be automatically selected as Exceptional and they will have a text area as shown in the in the fig below to write the special requirement.

REQUIREMENT ANALYSIS

Product: Desktop | Type: Exceptional | OS/Compatibility: Ubuntu | Quantity: 20

Special requirements details with specifications required

Req:

Add

Save | Reset

Show 20 entries

Sl No.	Requirement number	Date	Quantity
1	66	07/12/2017	20
2	67	07/12/2017	10

- o If we select the OS as Windows, write the reason in the text area and add.

REQUIREMENT ANALYSIS

Product: A3 Monochrome Network Laser | Type: Medium end | OS/Compatibility: Windows | Quantity: 5

Reason for selecting the windows OS

some Remark

Add

Product description

Technology: Mono Laser
 Media Size Supported: A4, A3
 Min Print Speed: Minimum 25 PPM (A4)
 Memory: 256 MB or higher
 Interface: Hi Speed USB 2.0 and Network interface
 Print Resolution: 1200*1200 dpi
 Paper Tray Capacity (Input and Output): Min 100 sheet or higher
 Duty Cycle: Minimum 15000 Pages per month

A3 Flatbed Scann | Entry Level | Windows | 5 | some Remark | Choose File | Delete

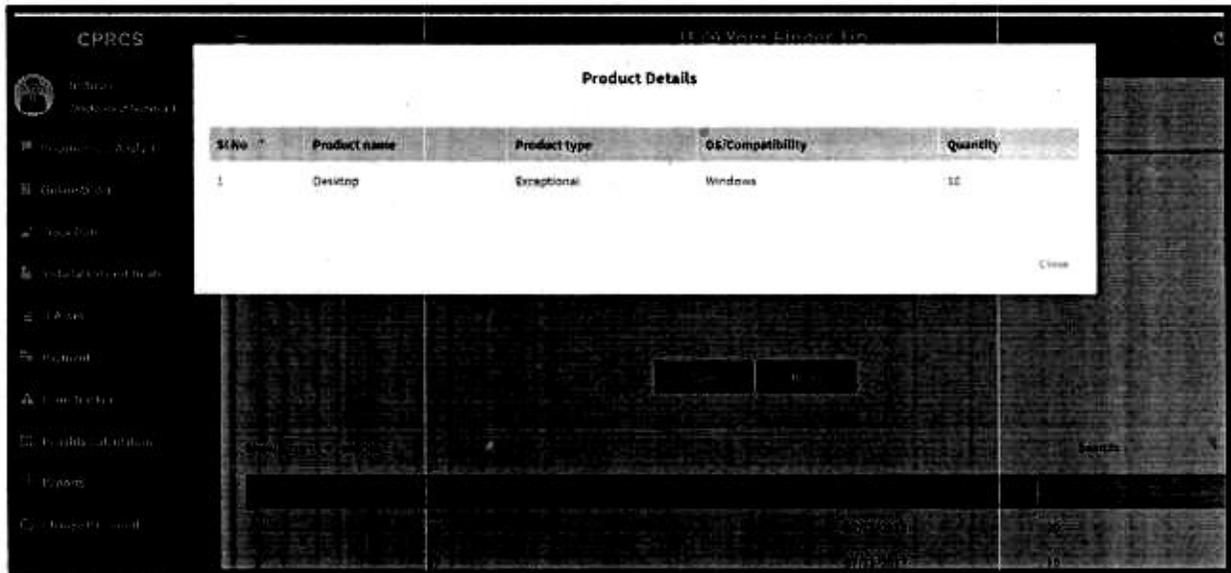
Laptop | Exceptional | Ubuntu | 44 | | | Delete

- o After adding the details then select the choose file option to upload the document.
- o After selecting the required field click on Add button and save the details.

The screenshot shows the 'REQUIREMENT ANALYSIS' page. On the left is a navigation menu with options like 'Requirement Analysis', 'Online Order', 'Track Order', 'Installation Certificate', 'IT Asset', 'Payment', 'Issue Tracker', 'Penalty Calculation', and 'Reports'. The main content area has a header 'REQUIREMENT ANALYSIS' and a table with columns: Product, Type, OS/Compatibility, and Quantity. The 'Product' field contains 'Laptop' and the 'Type' field contains 'Medium end'. Below this is a 'Product description' section with technical specifications: 'AMD A11 11.7th Generation or Higher with Minimum Base frequency of 2.1 GHz TDP: 15W or lower', 'Chipset: compatible Chipset', 'Motherboard: UEFI UEFI compatible', 'Memory: 4 GB DDR4 RAM or Higher Expandable up to 32GB', 'Hard Disk: 200 GB, 7200rpm or higher', 'Display: LED-Backlit Display', 'Display Size: 14" 15.6" (As per Dept. Requirement)', and 'Resolution: 1366x768 Width 1366x768'. Below the description is a form with fields for 'Desktop', 'High end', 'Windows 10 Home Preloaded', and '42', with 'Save' and 'Reset' buttons. At the bottom, there is a table with columns 'Sl No', 'Requirement Number', 'Date', and 'Quantity'. The table contains one row with values: 1, 1, 06/11/2017, 22.

This screenshot shows the same 'REQUIREMENT ANALYSIS' page but with the 'Product' field set to 'Select product name'. The table below the form has three rows. The first row is highlighted and has an arrow pointing to it from the text 'Added details'. The table columns are 'Sl No', 'Requirement Number', 'Date', and 'Quantity'. The rows contain the following data: Row 1: 1, 1, 06/11/2017, 22; Row 2: 2, 2, 06/11/2017, 33; Row 3: 3, 3, 18/11/2017, 1.

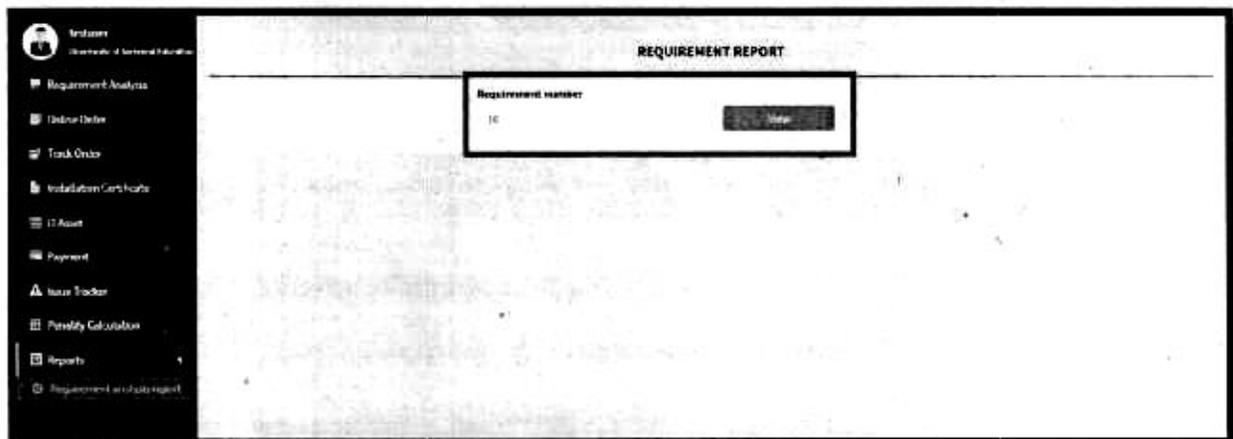
- If you want to see the added details click on the row it will open a new window with added details.



2.3 Reports

Reports can be customised, based on the user need and given to user by the admin. Currently the users will be provided with only Requirement report.

- Select the Report menu from the menu bar.
- Enter the unique requirement number you receive for the order you have placed in the text box and click the view button.
- The Report will be opened in pdf.



2.3.1 Sample format

Item	Product Name	Package type	Qty/Configuration	Description	Quantity
1	M20-11000P Printer	Printer and software	1/1	Type: Printer/Copier/Scanner Print Method: Monochrome Laser Paper handling: A4, Letter/Legal Paper capacity: 100 sheets x 1 sheet manual tray LCD Display Supported OS: for your requirement requirement Memory size: 32 MB Duty Life Cycle: 10000 pages per month Features: Support for ADF and Auto Duplex Warranty: 3 year onsite/on-call/next business day Price: Speed: 28 ppm or above Print Resolution: 600x600 dpi Laser Mechanism Copier Resolution/Speed: 600x600 dpi Resolution/Speed: 25% - 40% Scanner Scan: Color, Grayscale, Monochrome Scan resolution: Minimum 600x600 dpi Scan size: Flatbed and ADF Scan to: PC, Scan to PDF, Scan Scan Formats: PDF, Scan to PDF, JPEG, etc. Interface Local: USB 2.0 Network: 10/100/1000 Base-T Ethernet Shipping facilities: include outer shipping, include manual & warranty	28

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