

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE BUDGET- I BRANCH)

Dated, Chandigarh the 05 April, 2021

To

- i) Special Chief Secretary, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries & Administrative Secretaries to Govt. of Punjab;
- ii) All Heads of the Department of the State;
- iii) All Commissioners of Divisions;
- iv) All Deputy Commissioners & District & Sessions Judges;
- v) The Registrar, Punjab and Haryana High Court, Chandigarh; and
- vi) Secretary, Punjab Vidhan Sabha.

Subject: Indicative Advertisement regarding.

The Government of Punjab has decided to roll out the "Indicative Advertisement system" for advertising notices inviting tenders/RFPs etc. for the public procurement undertaken by the Government in a phased manner.

2. The instructions with regard to the indicative advertisement shall be as follows:-

- i) The Department of Information and Public Relations, Government of Punjab, shall be the Nodal Administrative Department for roll-out and implementation of the Indicative Advertisement Project.
- ii) Under phase-1, the indicative advertisement project is being rolled out in all the Administrative Departments (henceforth AD's) of the Government of Punjab. The entities in the various Administrative Departments- Boards, Corporations, PSUs etc. shall be covered in the next phase.
- iii) The project covers the procurement of goods, works and services whereby an e-tender/RFP is to be floated by the A.D. / its subordinate office. The indicative advertisement covers only the public notice component inviting tender/RFP etc. of the procurement whereas the rest of the public procurement cycle shall be as per the existing instructions.
- iv) The project shall not be applicable to the Court notices, Classified display, Admission notices, recruitments notices, notices calling for appearance of delinquent officials/parties to a dispute.
- v) The user departments for the purpose of the indicative advertisement shall apply on <http://dipr.punjab.gov.in>
- vi) The user name and the password for login in the above said URL have already been intimated by the Department of Information and Public Relations to the ADs.

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- vii) The subordinate field offices of the ADs in all the 22 districts of the State shall for the purpose of indicative advertisement apply in the prescribed format (Annexure-I) in a physical format and submit the same in the office of the concerned Distt. Public Relation Offices (DPROs). The DPRO shall, on the basis of submitted, information apply online on the above said URL.
- viii) Alternatively, the AD can collect and consolidate the information from its subordinate field offices in the prescribed format (Annexure-I) and apply online on the above said URL.
- ix) The Department of Information and Public Relations shall consolidate all such advertisements applied/submitted during the specified period in a single advertisement notice for the purpose of publication in the newspapers. The Department of Information and Public Relations for the above said purpose shall be publishing the indicative advertisement thrice a week-Monday, Wednesday and Friday and accordingly the information received at least two working days prior to the stipulated days of indicative advertisement shall be consolidated and published in the newspaper.
- x) The choice of newspapers for the purpose of indicative advertisement shall be solely in the domain of the Department of Information and Public Relations and all the expenditure incurred for this purpose shall be from the budgetary allocations of the Department of Information and Public Relations.
- xi) The AD / its subordinate field office, as the case may be, shall communicate restrictions, if any, in publishing the advertisement in any set of newspaper to the Department of Information and Public Relations while applying for the advertisement.
- xii) A special window to clear the pending liabilities towards the advertisements/public notices published by the Administrative Departments/ subordinate offices independently is being provided till 30 April, 2021 where after the budgetary allocation for the said purpose of the advertisements shall be revoked in the IFPIS system from the relevant budgetary heads of all AD's except Department of Information and Public Relations.
- xiii) It is clarified that the above said special window is only for the purpose of clearance of outstanding liabilities and no AD/its subordinate office shall, during the period of special window, publish any public notice for procurement independently in any newspaper after the effective date of roll out of the indicative advertisement stipulated in these instructions.
- xiv) The ADs/its subordinate offices during the period of the special window shall submit the copies of the newspaper whereby the advertisement has been published, highlighting the date of publication of the advertisement along with the bill to be submitted in the treasury. Any bill containing the

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voucher whereby the advertisement has been published by the AD/its subordinate office after the effective date of implementation stipulated in these guidelines shall be summarily rejected by the treasury and the sole responsibility of payment to the concerned newspaper shall lie upon the officials dealing and approving the proposal for publishing the advertisement independently in the newspaper.

3. The effective date of implementation of indicative advertisement shall be 07.04.2021.

Harvinder Singh
Budget Officer

A copy is forwarded to the Chief Secretary to the Government of Punjab for his information, please.

Harvinder Singh
Budget Officer

ID. No.FD-FB-108/3/2021-5FB1/165963 Dated, Chandigarh the 05April,2021

A copy is forwarded to the Chief Principal Secretary to Chief Minister, Punjab and Principal Secretary to Chief Minister, Punjab for kind information.

Harvinder Singh
Budget Officer

To

1. Chief Principal Secretary to Chief Minister, Punjab.
2. Principal Secretary to Chief Minister, Punjab.

ID No.FD-FB-108/3/2021-5FB1/165963 Dated, Chandigarh, the 05 April,2021
Endst.No. FD-FB-108/3/2021-5FB1/ 165963 Dated, Chandigarh the 05 April,2021

A copy of the above is forwarded to the following for information and necessary action, please: -

1. Director, Treasuries and Accounts, Punjab, Chandigarh.
2. All District Treasury Officers and Treasury Officers for meticulous compliance of point 2 (xiv)
3. Principal Secretary Finance, Secretary Expenditure, Special Secretary Expenditure, Special Secretary, Finance and Addl. Secretary Finance.
4. All Deputy/Under Secretaries/Superintendents, Finance Expenditure branches, Finance Budget Branches and Finance Personnel Branches with the directions to ensure implementation of the above instructions in letter and spirit.
5. Project Manager, IFMS-NIC for necessary action as per point 2 (xii) Incharge NIC.

Harvinder Singh
Budget Officer

Endst.No. FD-FB-108/3/2021-5FB1/165963, Dated, Chandigarh the 05 April,2021

A copy of the above is forwarded to the Accountant General (A&E), Punjab and Accountant General (Audit), Punjab Chandigarh for information and necessary action.

Harvinder Singh
Budget Officer

FORMAT FOR SUBMITTING INFORMATION TO DPROs

(ANNEXURE – I)

1. Name of the Department :
2. Name of the Office :
3. Name and designation of Nodal Officer :
4. Contact No. of Nodal Officer :
5. Email Id of the Office :
6. Website of the department / office :
7. Tender No. :
8. Name of the Work / Notice / Tender :
9. Opening Date of Bid Submission :
10. Closing Date of Bid submission :
11. Amount of EMD (In Rs.) :
12. Remarks (eg: Excluded Newspapers) :

DATE:

SIGNATURE OF THE
COMPETENT AUTHORITY
(Name and Designation of the
Competent Authority _____)

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