



नेशनल इंफोमेटिक्स सेंटर सर्विसिज इंक.

National Informatics Centre Services Inc.

(रा. सू. वि. के. के अन्तर्गत भारत सरकार का एक उद्यम)

(A Government of India Enterprise under NIC)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय

Ministry of Electronics and Information Technology

Ref No. 120th BM/NICSI-CS/26112021

Dated: 24.12.2021

Office Order

Subject: Standard Operating Procedure (SOP) for assignment of work to Empanelled Consulting Agencies-NICSI-reg.

The Board of Directors in their 120th meeting held on November 26, 2021 had approved the following process for assignment of work to empanelled Consulting Agencies:

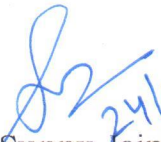
- I. NICSI would follow an open and transparent procedure for empanelment of consulting agencies, as per provisions in the GFRs;
- II. On receipt of request from a User Department, NICSI would inform the User Department about the empanelled consulting agencies and the GFR compliant procedure followed in the empanelment;
- III. In case the User Department clearly and specifically states in writing the name of a particular agency, NICSI may assign the work to that agency. In such cases, the responsibility for adhering to relevant financial/procurement rules would be that of the User Department concerned;
- IV. In case the User Department does not indicate any particular agency, the work would be awarded based on the recommendations of a Committee to be set up by the User Department. The Committee would be chaired by a representative of the User Department or in case it is headed by any NIC/NICSI officer, it must have a representative from the User Department;
- V. All empanelled Consulting Agencies would be invited by the Committee to make presentations regarding the project under consideration. The presentations may be evaluated objectively, based on which the most suitable agency may be assigned the work by NICSI, on the recommendation of the above Committee;
- VI. There should be full participation and involvement of the User Department in the process of selection of agency.

The Board of Directors in their 96th meeting held on 18th March, 2016 had approved the following:

“With reference to Strategic Alliances, if User Department expresses inability to select one out of multiple channel partners in addition to mandatory provision of PAC, the Channel Partner (s) will be selected by OEM(s) for each transaction.”

2. The above process may be followed in NICS I while assignment of work related to ICT Solutions including procurement of Hardware and Software, Networking and Integration, Consulting Services, Web Services and Training, Technical Manpower Support Services, Roll out and Deployment Services, Data Centre Services and Turnkey Projects, to any empanelled Agency/company.

3. This issues with the approval of Competent Authority.


24/12/2021

(Sunny Jain)
Company Secretary

To,
All Officers in NICS I
IT Division – to publish on NICS I’s website
Concerned file

Copy to:
MD, NICS I
FA, NICS I