

Office Order

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

The Board of Directors in their 84th meeting held on 11th December, 2013 had approved 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/Agency/Institution 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 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 client department. The Committee would be headed by a Chairperson to be nominated by and belonging to the user Department and would include a representative of NICSI;
- 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 NICSI 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.


(Girish Kumar)
Company Secretary

To,
All Officers in NICSI
Concerned file

Copy to:
MD, NICSI
FA, NICSI