



Government of Assam
Finance Department
Assam Secretariat, Block F, 2nd Floor

No.: FEB.366/2016/Pt/53

Dated: Dispur, November 12, 2020

Office Memorandum

Implementation of the Assam Public Procurement Act and Rules

Subsequent to the approval of the Assam Public Procurement Rules by the Hon'ble Cabinet, the following organizational units are hereby notified for ensuring smooth roll-out and effective implementation of the Act and the Rules:

I. State Procurement Facilitation Cell

As per provisions under the Section 50 of the the Assam Public Procurement Act, a State Procurement Facilitation Cell (SPFC), comprising the following members, is hereby notified.

1.	Commissioner & Secretary, Finance Department	Chairperson
2.	Senior Financial Advisor, Finance Department	Member-Secretary
3.	Additional Secretary / Joint Secretary / Deputy Secretary in charge of the Expenditure Control Branches	Ex-officio Members
4.	Procurement Support Specialist, ASPIRe Project	Member
5.	Representatives / Sr. FAs of other departments such as H&FW, Home & Political, GAD, Social Welfare, etc. may be co-opted by the chairperson from time to time per the requirement.	Co-opted Members

The SPFC shall be responsible for the functions specified under Section 50 of the Act, as annexed to this notification.

II. Permanent Advisory Group

In order to consolidate cross-departmental experiences and learnings from the implementation of procurement reforms and to corroborate policy decisions proposed by the SPFC, a Permanent Advisory Group (PAG), comprising the following members, is hereby notified.

1.	Senior-most Secretary of the Finance Department	Chairperson
2.	Senior-most secretary of Public Works Department	Ex-officio Member
3.	Senior-most secretary of Home & Political Department	Ex-officio Member
4.	Senior-most secretary of Health & Family Welfare Department	Ex-officio Member
5.	Senior-most secretary of Power (Electricity) Department	Ex-officio Member
6.	Commissioner & Secretary, Finance Department	Member Secretary

The Permanent Advisory Group will be primarily responsible for advising the SPFC about policy matters. Broadly, its functions shall include the following:

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- Review of recommendations from SPFC for removal of difficulties / amendments to the Assam Public Procurement Act and Rules;
- Review of the Standard Bidding Documents for adoption by the State;
- Recommending the financial thresholds for various procurement methods;
- Any other policy matters that may be endorsed by SPFC.

III. Procurement Reforms Core Team (PRCT)

PRCT will be responsible for all preparatory activities pertaining to implementation of the Act and the Rules, and shall comprise the following members:

SN	Designation	Role
1	Project Director, AS-CFMS	Chairperson
2	Additional Project Director, AS-CFMS	Member-Secretary
3	F&AO, Directorate of Accounts and Treasuries	Member
4	Procurement Support Specialist	Member
5	e-Procurement Project Manager	Member
6	Regional Business Facilitator, GeM	Member
7	Representatives / Sr. FAs of PWD, PHED, H&FW Department, Home & Political Department, DGP Office, SAD, GAD and DC Kamrup (M)	Members

The key functions of PRCT shall include:

- Preparation of Capacity Building Strategy
- Conducting Training of Trainers and providing handholding support to them

Preparation of all the necessary documents for effective implementation (e.g. SBDs, Manuals, OMs, FAQs etc.)

IV. Centre of Excellence for Public Procurement in Assam (CEPPA)

In order to develop various standard documents and information materials pertaining to the Assam Public Procurement Act and Rules, and to provide operational assistance to various procuring entities in procurement related matters, the Centre of Excellence for Public Procurement in Assam (CEPPA) is hereby notified. The organizational structure of CEPPA shall be based on hub-and-spoke model and shall comprise the following units:

1. Procurement Shared Services Team

The Procurement Shared Services Team, comprising domain specialists and consultants, shall be primarily responsible for the following functions:

- Developing function-specific Sample Bidding Documents
- Assisting SPFC in creating standard forms, registers, and other templates
- Assisting procuring entities and / or Expenditure Control Branches in compliance check of procurement processes including review of bidding documents

2. e-Procurement Support Cell

The e-Procurement Cell, headed by the e-Procurement Project Manager, shall be responsible for providing operational support to all procuring entities and bidders for using the Assam GePNIC portal as well as the State Public Procurement Portal.

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3. GeM Support Cell

The GeM Support Cell shall comprise a mix of government employees and contractual staff. The Cell shall be responsible for the following tasks:


- a. Advocacy and training for buyers and sellers
- b. Operational support and handholding of buyer entities
- c. Liaising between the buyer entities / Government of Assam and GeM Delhi to resolve technical issues or request for creation of new product / services, etc.

4. Decentralized Procurement Support

In order to facilitate procuring entities to adopt the new procurement framework, a set of Junior Procurement Consultants shall be deployed at various major procuring entities, consequent to effectiveness of the Rules. These consultants shall assist the Sr. Financial Advisors of the entities in the following matters:

- a. Selection of suitable procurement method.
- b. Preparation of bidding documents.
- c. Contract management and resolution of issues thereof.

This shall come into force with immediate effect.


Shyam Jagannathan, IAS
Commissioner & Secretary to the
Govt. of Assam, Finance Department


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Copy Forwarded to:

1. PS to Honorable Chief Minister for kind appraisal of Honorable Chief Minister.
2. PS to Honorable Finance Minister for kind appraisal of Honorable Finance Minister.
3. PS to Chief Secretary to the Govt. of Assam for his kind information.
4. PS to Principal Secretary, Finance Dept for his kind information.
5. Members of PAG, SPFC, PRCT and all concerned Departments for their kind information.
6. e-Governance Unit for uploading on the Finance Department website.

By Order etc.


Dr. P Uday Praveen, IAS
Deputy Secretary to the
Govt. of Assam, Finance Department

Annexure: Functions of the SPFC

As per Section 50(2) of the Act, the State Procurement Facilitation Cell shall discharge the following functions, namely,

- a) to maintain and update the State Public Procurement Portal set up under section 17;
- b) to arrange for training and certification specified in terms of section 48;
- c) to recommend to the State Government measures for effective implementation of the provisions of this Act;
- d) to provide guidance, consistent with the provisions of this Act and the rules and guidelines made there under, to the procuring entities with respect to the matter relating to public procurement;
- e) to study different methods of public procurement and prepare and recommend standard bidding documents, pre-qualification documents or bidder registration documents;
- f) subject to the provisions of sub-section (2) of section 28, encourage procuring entities to adopt electronic procurement; and
- g) to discharge such other functions as may be assigned to it by the State Government consistent with the provisions of this Act and the rules and guidelines made there under.