

By E-mail only

From

The Engineer-in-Chief, Haryana,
Public Health Engineering Department,
Panchkula.

To

All Superintending Engineers,
Public Health Engineering Circles, in Haryana.

All Executive Engineers,
Public Health Engineering Divisions in Haryana.

Memo No. **5798-5875** -PHED/MM (2)
Panchkula the, **20-01-2017**

Subject: - New provision for entering the Data of Sanctioned Quotations & Preparation of online Notice of Quotations

Kindly refer to this office memo No. 66599-669-PHE/B&A dt. 22.07.2016 vide which it was requested to ensure mapping of works / agreements with concerned JE and opening of MAS Register with mapped work / agreement.

Login ID of each JE's/SDEs for PHED web-site have been already provided. However, in case any JE/SDE is not aware about his login ID/Password then he must have to login to PHED website with his GPF/PRAN number from the link "**Click Here for Employee's Login in Personnel Information System**" while login PHED applications. For 1st time login the username and password will be same. But, JE's/SDEs are requested to change password after 1st login and keep the password secure. The password should not be shared with anyone and misuse of login credentials due to disclosure to other person will be JE's/SDEs own responsibility.

The details of newly created provision are as under:-

1. **Entry of Data of Sanctioned Quotations by Division.:**

The items generally purchased through local purchase are required to be entered online. Each item is assigned unique ID, units and size. Therefore the items purchased through local purchase w.e.f. 1.4.2016 are to be entered at first stage. If any item is not found, then the same will be entered from the login ID of JE, SDE, EE etc. and will be subsequently approved by head office. Till the new item is approved, the same will not be visible.

The details of sanctioned Quotations are required to be entered in the module of e-MAS/MB in the two steps. In the 1st step the main particulars of sanctioned quotation are required to be entered such as SDE Letter No. & date/EE Sanction No. & date/ Name of work/Payee Name etc. In the second step the details of all sanctioned items along with their rates/amount and total costs are required to be entered. Preferably, the data of all Quotations sanctioned w.e.f. 01.4.2016 are to be entered on the website. The steps are as under:-

Sr. No.	Activity	Steps
	Entry of Sanctioned Quotations	>> Click on Login on the home page wss.hry.nic.in >> Click on link "Click Here for Employee's Login in Personal Information System" by Deputy Supdt./HDM/SDE/JE using his GPF/PRAN etc. >> Select e-Estimate & Billing from Dropdown List. >> Add Old Quotation Data >> Add Sanctioned Quotation. >> The main particulars of Sanctioned Quotation are to be entered in 1 st Step. >> Add Items against this Quotation one by one through 2 nd Step along with their rates/ amount etc. >> The Grid of added items is to be saved finally. >> Save Finally.

Preparation of Notice for calling Quotations :-

Step-1:- Preparation of online Demand by JE for calling Quotations:

Initially, JE has to save/ send the online demand to his SDE. Then the online demand submitted by JE shall be approved by SDE. The steps for preparing the online demand by JE are as under:-

Activity	Steps
Preparation of online Demand for sending to SDE by JE	>> Click on Login on the home page wss.hry.nic.in >> Click on link "Click Here for Employee's Login in Personal Information System" by JE using his GPF/PRAN etc. >> Select e-Estimate & Billing from Dropdown List. >> Material Demand thru Local Purchase >> Create New Demand >> Fill up form for Demand & Save/ Generate Demand No. >> Click on "Add Items in Demand" Link and enter items in Demand one by one. >> The Grid of added items is to be saved finally. >> After final save, this Demand will appear at the login ID of concerned SDE.

Step-2 :- Preparation of online Notice for calling Quotations by SDE:

While approving this demand for calling the Quotation, SDE has to enter the dates & times of calling/closing/opening of Quotation. After approving the demand, the print of Notice can be downloaded from the system. The dispatch number on this Notice-letter should be entered from CDDS(Central Diary & Dispatch System). The Demand No.& Quotation No. will be generated Online. However the system generated Demand Number will be unique for all, but the Quotation number will be sub-divison-wise. After online approval, the notice of quotation will appear automatically on the home page of website of the department under the menu of e-tender. However, the bidders will submit their quotations as per the prevalent/present process. The steps to be followed for generating the notice of quotation is as under:-

Activity	Steps
Preparation of online Notice for calling Quotations by SDE:	>> Click on Login on the home page wss.hry.nic.in
	>> Click on link "Click Here for Employee's Login in Personal Information System" by JE using his GPF/PRAN etc.
	>> Select e-Estimate & Billing from Dropdown List.
	>>Approval of Material Demand
	>>Select the Demand of concerned JE
	>>Fill up form for approval of Demand by entering the Dates & Times of Calling/ Closing/ Opening of Quotation and Days of Delivery Period are to be recorded after checking the Demand properly.
	>>The Demand can be rejected, if SDE not satisfied.
	>>After approving the Demand, the print of Notice for Quotation (to be published) can be taken from the system by clicking on the button of "Print Quotation Notice".
	>>After approving, the print of Notice can also be taken from the Menu of "Print Quotation Notice".

In case of any difficulty in respect of feeding the required information discussed above, the same may be brought in notice at email address aecoord@gmail.com, or eeecoord@gmail.com.

In view of above, it must be ensured that entry of all sanctioned quotations is done on the website by 31.01.2017. Further, all SDEs may be instructed that all the notice for quotations be issued online also.

After completion of above process, only in respect of additional/ new items, the same may be brought in notice on the following email ID:-

ae2.mm.wss@gmail.com or eeoord@gmail.com

The instructions indicated above may be conveyed to all concerned. Copy of these instructions can be downloaded from the home page of the departmental website.

Treat it as MOST IMPORTANT.



Assistant Engineer (MM)
For Engineer-in-Chief, Haryana

Endst. No.

EVEN

Dated:

EVEN

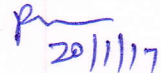

20/1/17

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

1. Chief Engineer, (Rural/ Prog./ Urban/ Project/ Mech.) & Chief Engineer-Cum-Dir.(WSSO), Public Health Engineering Deptt.
2. Executive Engineer (Coord.), Head Office w.r.t. his Section U.O. No. 4342 dated 17.01.2017.
3. All other officers and Branch In-charges in Head- Office.



Assistant Engineer (MM)
For Engineer-in-Chief, Haryana


20/1/17