Annexure – A

Standard Operatng Procedure being followed for sharing of data dump of eProcurement

1. A letter from authorised auditing authority is be sent to concerned Ministry/ Department/Organisation/State/UT (herein after referred as Department) who is the owner of the data. It may be noted that NIC is providing software platform only and consent of concerned Department is must to share their data.
2. Concerned Department examines the data request and gives their consent to NIC to share their data either through Auditor Role under MIS or data dump of the proposed period.
3. In case formal letter is not submitted by concerned Department, NIC in turn shares an authorization letter format (**Annexure B**) to the concerned Department which is to be filled and submitted back to NIC.
4. After obtaining the authorization letter, the data dump is shared to the concerned Department /NIC coordinator through a secured link.
5. The concerned Department/ NIC coordinator downloads the data dump from the link by providing valid required credentials like **username and password**.
6. Once data dump is downloaded, the link is **disabled immediately** to prevent unauthorized access. And, NIC would send a letter to concerned Department as per **Annexure C** detailing of the data shared.
7. The concerned Department (or NIC coordinator on behalf of concerned Department) shares the data dump to the Auditor.

   Note: In order to maintain the secrecy of the ongoing tenders, and as a policy, data dump older than six months will be shared.

Procedure for Auditor Role Request

1. The user creation form for the auditor role for accessing the MIS reports in the eProcurement portal has to be filled and sent by concerned Department through mail to support.etender@nic.in.
2. The form is available under the Downloads section in the home page of eProcurement portal.
3. The support team will create the auditor role and intimate back.

Annexure B

Lr. No: Date:

From:
Authorised official of the concerned Department,
Address,
Email,
Contact No.

To:
NIC (SIO or eProcurement Co-ordinator),
Address
Email

Sir,
Sub: Consent letter for handing over of e-Procurement data as a soft copy for the purpose of data Audit on procurement.

Ref: <Data Audit Request Reference No. & details >

x---x

We would like to inform you that Audit has requested a copy of the database pertaining to eProcurement Portal being used vide URL _____for the purpose of procurement auditing for the period from _____to _____.

We have examined the request and we are providing our consent to share soft copy of desired data by Auditing team. It is requested that database dump in this regard may kindly be shared to us which will in turn be scrutinised and handed over to the concerned Audit team.

We are aware that the copy of database dump may contain confidential data pertaining to ongoing procurement/ live tenders and it is hereby assured that data will not be shared/disclosed to anyone else other than officials nominated by Audit team. It is also ensured that the data would be deleted immediately after the Audit has been conducted. Subsequent to audit, we will provide necessary clarifications to the audit para(s) / queries on the data provided whereas software related queries may require inputs from NIC so as to close the audit issue if any.

It is advised that a kick-start meeting may be arranged with concerned Audit team, NIC and our Department before sharing of the data to the Audit team.

The following official is nominated / authorised to receive desired procurement data being shared by NIC for audit purpose:
Data Receiver Name:
Designation:
Address:
Email:
Contact Details (including Mobile):

Place: Thanking you,
Date

(Authorised Official)

Annexure C

Lr. No: Date:

From:
NIC (SIO or eProcurement Co-ordinator),
Address
Email

To:
Authorised official of the concerned Department,
Address,
Email,
Contact No.

Sir

Sub: Handing over of eProcurement data as a soft copy for the purpose of Audit.
Ref: < Letter Reference No. as mentioned in **Annexure B**>

x---x

This has reference to the above request; the data is shared with the concerned Data Receiver as mentioned in the letter for handing over of the same to the concerned Audit team. The required details of the Data base backup and restoration is also given as annexure (Annexure C -1) in this letter. As suggested a kick-start meeting may be arranged with the Audit team/ NIC & your department/ Data Receiver before the analysis of data as it will bring in more clarity in the data shared for smooth conducting of audit.

It is again reiterated that as the procurement data is very sensitive in nature and may contain information pertaining to live /ongoing Tenders and hence, it is advised that the data be shared safely to the concerned Audit team only and the data should not be shared/disclosed to anyone. It is also advised that this procurement data may be deleted immediately after the audit is conducted.

Place: Thanking you,
Date

(SIO or eProcurement Co-ordinator)

CC for kind information to:
1) Data Receiver
2) Audit Team
3) SIO/ HoD (eProc Software Dev. Division)

Annexure C -1

Data Shared Details

S.No	Description	
1	Name of the concerned Department:	
2	Request Letter of the concerned Department ■ Date: ■ No:	
3	Name of the file shared :	
4	MD5 Hash of the File Shared:	
5	Size of the File :	
6	Period from & Up-to which the data was shared:	
7	Format in which the file was shared:	
8	Postgresql Version in which the Database backup was taken:	
9	Command to retrieve the data to a new Database:	
10	Probable size of database after import:	
11	Date of Sharing: Mode of Sharing:	
12	Data Receiver Name: Designation: Address: Email: Contact No:	
13	Remarks	

---x---x---