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सचिव  
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय  
भारत सरकार

Secretary  
Ministry of Electronics &  
Information Technology (MeitY)  
Government of India

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Dated 16.06.2017

Dear Chief Secretary,

Digital India is a flagship program of Government of India (GoI) and involves procurements of Information Technology (IT) Goods and services by the various agencies of Governments at Central, State and Local Government levels. To expedite these projects, it is important that the procurement process is made simpler and quicker.

2. MeitY has developed Model RFP documents, to help Government organisations in preparation of request for proposals (RFPs), for successful implementation of e-Governance projects. The documents would address concerns of Government and Industry members in e-Governance procurement.

3. Model RFP documents consists of 3 sets of documents covering 3 categories of procurements i.e. Consulting services, Implementing services and Public private partnerships (PPP) commonly needed in most of the e-Governance projects. Each set of documents consists of Model RFPs Template, Sample Contract Agreement & Guidance Notes.

4. The documents have been aligned with the General Financial Rule 2017, CVC Guidelines and other relevant Government notifications and are in adherence to latest e-Governance Standards. The documents are also aligned to Government's other initiatives (like Make in India, Start-Up India and MSME) with Digital India

5. Adoption of these documents in Government IT procurements would facilitate faster & efficient implementation of e-Governance projects, and ultimately help in success of Digital India programme. The documents are available on MeitY's website (<http://meity.gov.in/model-rfp-template-and-guidance-notes-e-gov-projects>).

6. These documents are advisory in nature and aim to sensitize the bid management teams on good practices and harmonize/standardize the RFP clauses and terms & conditions. However, these documents do not substitute or overrule any approvals currently required by the concerned Department/State Government/ Purchaser for finalization of the RFP.

7. I request you to issue necessary instructions for adoption of Model RFP Documents in preparation of RFPs for e-Governance projects.

With regards

Yours sincerely,

(Aruna Sundararajan)

To

Chief Secretaries of all States/UTs