



RTE - SSA

A Programme for Universal Elementary Education

USER'S MANUAL

ON

SOFTWARE TO MONITOR PROGRESS OF PROCUREMENT
OF CONTRACTS VALUE OF MORE THAN ` 10 Lakh



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RTE-SSA

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Chapter-1

1. Introduction

- 1.1 Sarva Shiksha Abhiyan (SSA) is implemented as India's main programme for universalising elementary education. Its overall goals include universal access and retention, bridging of gender and social category gaps in education and enhancement of learning levels of children. SSA provides for a variety of interventions. The provisions of SSA have been aligned with the legally mandated norms and standards and free entitlements mandated by the RTE Act 2009 which provides a justiciable legal framework that entitles all children between the ages of 6-14 years free and compulsory admission, attendance and completion of elementary education. It provides for children's right to an education of equitable quality, based on principles of equity and non-discrimination. Most importantly, it provides for children's right to an education that is free from fear, stress and anxiety.
- 1.2 The implementation of RTE-SSA entails procurement of large quantities of goods, works and services. At present proper monitoring of the progress of procurement is not being carried out by some States and a need was, therefore, felt to develop a software for the monitoring of the progress of procurement. Accordingly, MHRD developed an on-line software to monitor progress of procurement of open tender contracts valued more than Rs. 10 lakh under RTE-SSA. This on-line software is now hoisted through an internet service provider and name of the web site is www.rte-ssaprocedurement.com
- 1.3 The procurement monitoring software will be used for the procurements under open tender method of the contract value of more than 10 lakh at the State and district level purchases. In order to facilitate the users at the State and district level, this user's manual of procurement monitoring software explains the essential information and step by step procedures for recording of the transactions related to the procurement of goods, works and services under RTE-SSA.

Chapter-2

2. STEPS INVOLVED

2.1 The following steps are involved in the process of recording of the procurement transactions:

- (i) Open the website www.rte-ssaprocedurement.com
- (ii) This hyperlink will open the home screen of Procurement Monitoring software under RTE-SSA
- (iii) On this screen, the user will see three login hyperlinks namely National, State and District.
- (iv) The users shall select the relevant link.
 - (a) If the user is from the National level, select National
 - (b) If the user is from State level, select State
 - (c) If the user is from District level, select District
- (v) This hyperlink will take the user to the login screen.
- (vi) The user name and login password have been shared with the State Finance Controllers. The users shall use this user name and Password for logging into the software.
- (vii) After making the relevant selection for the user level, follow the following steps:

2.2 District Users

- (i) Select the State
- (ii) Select your District for which you have the user name and password
- (iii) Enter User name
- (iv) Enter Password
- (v) Enter the text given in the small image (Security image)

- (vi) Click on Submit button.
- (vii) If there is an error, enter the user name and password once again carefully.
- (viii) In case the problem persists, contact your State Finance Controller
- (ix) After successful login, you will see the Admin Area and a button as **Add/View entry**
- (x) Click **Add/View entry** and follow the instructions on the next screen.
- (xi) In the next screen, select year for which you would like to make/view entry
- (xii) As the RTE-SSA norms suggest that the procurement activities should be linked to Annual Procurement Plan for each year, the Annual Procurement Plan can be entered in this software. To do so, select the year for which you would like to create/update the Annual Procurement Plan.
- (xiii) This action takes you to a screen which has two sections of Annual Procurement Plan (i) Approved list of activities (ii) Non-approved list of activities.
- (xiv) On the right hand side of each table there is a link **Add More Activity** to the Approved/Non-approved List
- (xv) The existing list of works/contracts is also provided for both approved and non-approved on the same page with the status of each activity. The status includes Not Started, in progress, Completed and Cancelled. In order to update/modify the *in progress* work, click the work and enter the relevant information. In case of completed/cancelled works the data cannot be modified. However, the user can take a print out of complete data for that work.
- (xvi) In case you want to add a new activity to either of list, click Add activity
- (xvii) Note that there is a freeze button provided for freezing the Approved Annual Work Plan. After freezing the Annual Work Plan,

no item can be added for the same year. The user may add other items in Non-approved list.

- (xviii) For making data entry for any activity, it has to be first added to the Approved/Non approved list. Then the data entry can be initiated by clicking the name of the activity.

2.3 Data Entry

- (i) The data entry is divided into four parts.

Part-1

- (a) Part-1 is used for entering general information about the contract/Tender.
- (b) This should be filled immediately after the advertisement of the Contract.
- (c) The information in this part could be entered from the bid document.
- (d) Enter the date and time carefully.
- (e) In case the last date for submitting bid has been extended, the same can be modified on the first screen.
- (f) After completing data entry of this part, click submit button.
- (g) Next time when you login and select this activity, you will directly be taken to Part-2.

Part-2

- (a) This section needs to be filled after the bids are opened.
- (b) The information for this section may be taken from the minutes of the bid opening committee.
- (c) If the committee has recommended that the contract will be awarded to some party, the same information should be provided. Other-wise, in case of re-bidding, the correct option should be selected so that this process is closed here itself.
- (d) If the contract is re-bid, start a new work in the list by providing clear indication of re-bid in the name of work.
- (e) After completing data entry of this part, click submit button.
- (f) Next time when you login and select this activity, you will directly be taken to Part-3, if the activity is not being re-bid.

Part-3

- (a) Information in this section is to be filled only after award of contract.
- (b) The information relating to date of issue of purchase-order/award-letter is to be provided besides other details.
- (c) After completing data entry of this part, click submit button.
- (d) Next time when you login and select this activity, you will directly be taken to Part-4, if the activity is not being re-bid.

Part-4

- (a) Information in this section is to be filled when the work is partly/fully completed. In case the work is partly completed, the information can be entered into this section multiple times.
- (b) At the time of fully completion of the work the form is to be filled accordingly, and marked as fully filled.
- (c) Once the work is fully completed, it will freeze. The data cannot be modified once the work is completed. However, a report of all formats can be generated through the software.

2.4 State Users

- (i) Similar to District users, State users can also make the data entry of all the contracts of more than Rs. 10,00,000/-by following the same steps that followed for making the data entry for districts.
- (ii) Besides, the State user also has the facility to monitor/track the contracts of their Districts. It may be noted that the State user cannot modify the data entered by the Districts.

2.5 National Level Users

- (i) The National level users are *read-only* users.
- (ii) These users have the facility to monitor the progress of all the contracts at District and State level.