

No. 77/60/2023-GA-DOP (e.F.No. 3128854)

Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,

New Delhi- 110001

Date 21.03.2024

To,

1. Head of all Postal Circles
2. Head of all Postal Regions
3. All GMs (Finance) / Director (A/c) Postal

Subject:- Appointment of Independent External Monitor in Department of Posts-reg.

Sir / Madam,

I am directed to inform you that Competent Authority has conveyed the approval to appoint Shri Raj Kumar Singh, IRS (Retd.) Ex-Member, Customs Excise and Service Tax Appellate Tribunal, New Delhi as Independent External Monitor (IEM) in the Department of Posts for a period of 03 (Three) years w.e.f. the issue of instant letter in addition to the existing IEM in the Department i.e. Shri Om Prakash Singh, IPS (Retd.), Ex-DGP, Uttar Pradesh.

2. The appointment of Independent External Monitor (IEM) shall be governed by the following Terms and Conditions: -

2.1 The tenure of Independent External Monitor (IEM) shall be for an initial period of Three years w.e.f. issue of instant letter.

2.2 Each IEM shall be paid a fixed amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) per sitting. However, the maximum amount payable to IEM in a calendar year shall not exceed Rs. 3,00,000/- (Rupees Three Lakh Only) with respect to sitting fees.

2.3 Expenses on travel and stay arrangement of IEM shall be equal to their entitlement at the time of retirement.

2.4 Other terms and conditions shall be governed in accordance with the Standard Operating Procedure (SOP) issued vide CVC Circular No. 04/06/23 dated 14.06.2023.

3. The Scope of Work for IEMs in the Department shall be as under: -

3.1 Independent External Monitor (IEM) shall oversee the implementation of Integrity Pact in the RFPs / Tenders floated by Department of Posts including all administrative and field offices.

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21/03/2024

3.2 The particulars of all Independent External Monitors engaged in the Department of Posts shall be mentioned in the RFPs / Tenders with estimated value of more than Rs. 03 Crores where implementation of Integrity Pact with prospective bidders has been made mandatory by Department of Posts. In cases where tenders have already been issued, the details shall be intimated to the concerned bidders / vendors forthwith, before signing of the Pre-Contract Integrity Pact. In case, the Pact has already been signed, the concerned bidders / vendors shall be suitably apprised at the earliest by the concerned officer.

3.3 The IEMs shall review independently and objectively whether and to what extent the parties comply with the obligations under the Integrity Pact. They shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

3.4 The IEMs shall have the right to access all the documents relating to the project /procurement, including minutes of the Meetings.

3.5 The IEMs shall have the right to access without restrictions all Tender / Project documentation of the Buyer (Department of Posts) including that provided by the Bidders / Vendors. They shall also have unrestricted and unconditional access to Tender /Project documentation of bidders / subcontractors on request and demonstration of valid interest, However, IEMs shall be under contractual obligation to treat the information and documents of the bidders / subcontractor(s) with confidentiality.

3.6 The IEMs shall be provided sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties shall offer the IEMs the option to participate in such meetings.

3.7 The IEMs shall inform the Authority designated by the Department if IEM notices, or has reason to believe, a violation of the Integrity Pact.

3.8 The IEMs shall submit a detailed written report to Secretary (Posts) within 8 to 10 weeks from the date of reference or intimation / complaint given to them by the Department or Bidders / Vendors. The IEM, should the occasion arise, shall submit proposals for correcting problematic situations.

4. **Procedure to be adopted by IEMs:** The procedure for examination of the references received from the ' Department or Bidders / Vendors shall be as follows:

4.1 The decision of the Competent Authority with regard to NITs / RFPs / Projects will be posted on the website of the Central Public Procurement Portal, GeM and / or Department of Posts and will also be communicated to the Bidders / Vendors either electronically and / or physically whose proposals are not selected / approved to give them an opportunity to make representation, if any, to the tender inviting authority within 15 days from the date of the posting on the website or issue of the letter.

4.2 A decision by the Competent Authority on such representation will be taken within 15 days of receipt of the representation. If the application is found with merit, it will be referred to the nominated IEM.

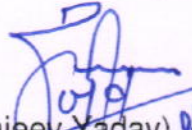
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4.3 The IEM, with reference to the representations sent by the Competent Authority or received directly from Bidders / Vendors, will re-examine the records of the case and hear the concerned officers / applicants and submit the report to Competent Authority.

4.4 The Report of the IEM on the representation by the Bidders / Vendors will be placed before the Competent Authority for consideration and appropriate decision will be taken within a period of 30 days. The decision of Competent Authority shall be final on the representation.

4.5 The opportunity to submit representation will be given against the decision of the Tender Evaluation Committee / Competent Authority regarding the non-selection of the Tender / Project of the Bidders / Vendors. This mechanism will not be available during the implementation phase of the Tender / Project.

Yours faithfully


(Rajeev Yadav) 8/03/2024

Assistant Director General (GA)

Copy to:

1. Shri Raj Kumar Singh, IRS (Retd.) alongwith a copy of the revised Standard Operating Procedure (SOP) for adoption and implementation of Integrity Pact (IP) circulated vide Central Vigilance Commission's Circular No. 04/06/23 dated 14.06.2023 and CVC's Guidelines on 'Illustrative Check Points for various stages of Public Procurement.'
2. Secretary (Posts) / DGPS
3. All Members (PSB)
4. AS & FA
5. Sr. DDG (Vigilance) & CVO, D/o Posts
6. CGM, PLI Dte. / CGM, Parcel Dte. / CGM, BD Dte.
7. All DDGs, Dak Bhawan
8. All Directors, Dak Bhawan
9. CEPT, Mysore with a request to upload the instant letter on the India Post website and also to update the particulars of IEMs available under 'Contact Us' Tab in the website.
10. Director, RAKNPA, Ghaziabad.
11. Addl. Director General, APS, R.K. Puram, New Delhi
12. Chief Engineer (Civil / Electrical), Delhi
13. Shri Om Prakash Singh, IEM, D/o Posts

Copy for information to:

1. PS to Hon'ble Minister for Communications
2. PS to Hon'ble Minister of State for Communications