

No. 46573/D&S/DGQA/Tech Coord (16TC)/852/D(QA)/17
Government of India
Ministry of Defence
Deptt. Of Defence Production

To

The Director General Quality Assurance
Ministry of Defence
New Delhi – 110 011.

Subject: SOP for uploading of Component Drawing/Specification along with T.E. in E-Procurement Portal & Online Vendor Registration Portal of OFB.

Sir,

In supersession of this Department's letter No. 46573/D&S/DGQA/Tech Coord(16TC)/733/D(QA)/16 dated 21.07.2016 regarding supply of service specifications to trade firms and central/state Government Departments, the following Standard Operating Procedure (SOP) is laid down for uploading of Component Drawing/Specification along with T.E. in e-Procurement Portal & Online Vendor Registration Portal of OFB:-


- (i) Factories should get latest copy of vetted component drawings from respective CQA/AHSP before issue of T.E/RFI/EoI/ Advertisement for Advance Vendor Registration. The concerned factory will be responsible for the same.
- (ii) Factories will upload component drawing/specification along with T.E in e-procurement portal against LTE/STE/OTE. After login on e-procurement portal with user ID and password (provided by the respective Factories), participating firms may download the respective component drawings after signing the pop-up Non-disclosure Agreement (NDA) as follows:-

“This component drawings shall be treated as confidential by the parties including their officers/employees and shall limit access to such of its officers/employees involved in relevant works on a need to know basis. Except with the written consent of the Buyer, the participating vendor(s) shall not disclose the specifications, plan, drawings, pattern or information thereof, to any third party, other than a person employed by the participating-bidders involved in relevant work on need to know basis. In case it is found that a participating firm(s) or its employee(s) is engaged in unethical practices, the firm shall be barred from participating in the future contracts and/or suspended and/or banned for a minimum period of three years and not more than ten years as decided by competent authority. In exceptional cases and those involving national security considerations the Competent Authority may order a longer period of banning of business dealings with an Entity, as deemed appropriate.”
- (iii) In case of Advance Vendor Registration (AVR) issued by Ordnance Factories for which TEs would be issued later on, component drawings may be downloaded by the participating firm(s), if required, after enrollment & signing the pop-up Non-disclosure Agreement (NDA) in AVR portal

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- (iv) In case of EoI or RFI for import substitution cases issued by OFs, unclassified/restricted drawings may be downloaded by the participating firm(s), if required, after enrollment & signing the pop-up Non-disclosure Agreement (NDA) as mentioned in para 4(ii) above .
- (v) Drawings of the components should not be uploaded if there are IPR issues. Also drawing of components should not be uploaded if CQA/AHSP specifically advises against uploading of any classified drawings due to security reasons. Such classified drawings would be required to be collected by the participating firms from respective CQA/AHSP only on returnable basis as per prevailing MoD instructions against T.E /S.O issued by Factories.

2. This issue with the approval of Secretary (DP).


(Jayasree C.R.)

Under Secretary to the Govt. of India

Copy to :-

1. CGDA, R.K. Puram, (02 copies)
2. The Director of Audit, Defence Service
3. All PCsDA
4. The Dy Director of Audit, Defence Services, Meerut
5. The Dy Director of Audit, Defence Services, Patna
6. The Sr. Dy Director of Audit, Defence Services, Pune
7. DGQA/ADM-16TC – It is requested to upload the order in DGQA website.
8. AG's Branch /Army HQ
9. MoD/D(QA)
10. DGOF. It is requested that necessary action may please be taken to implement the above SOP. Above order may also be uploaded on the portal of OFB.