

Monday, 12 October 2015

eProcurement

Preliminary Information regarding eProcurement

As per the Office Memorandum (OM) no. 10/3/2012-PPC dated 30th March, 2012 and all subsequent OMs, issued by the Department of Expenditure, all Ministries / Departments of the Central Government, their attached and subordinated offices need to commence e-Procurement in respect of all procurements with estimated value of Rs. 10 lakhs or above, in a phased manner.

For facilitating User Ministries / Departments, NIC has developed an e-Procurement application, which is accessible through the Central Public Procurement (CPP) Portal (URL:<http://eprocure.gov.in>).

eProcurement Module Features

1. Covers the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, online bid evaluation and publication of award of Contract.
2. Under the e-Procurement module, the User Organisations will be required to define two additional roles apart from the Tender Creator and Tender Publisher, viz.
 - The role of bid opener is Critical for e-Procurement. Bid openers should be identified for each tender at the time of publishing of the tender Enquiry.
 - Bid Evaluator - authorised to upload the results of the various stages of bid Evaluation on the CPP Portal.
 - Minimum of 4 Bid openers must be configured to avoid any issues in tender opening
 - At least 5 Digital Signature Certificate is required to complete one tender cycle.
3. All authorised department users, from the User Organisations, will be required to have valid Digital Signature Certificates (DSCs), along with their user ID and password, to be able to operate the e-Procurement Module.

Enrolment Procedure

1. Acquire Digital Signature Certificates(DSCs)

To carry out e-Procurement using NIC's e-Procurement Module, the authorised users of the User Organisation as well as the bidders will be required to obtain valid DSCs. DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India. Authorised users will be required to procure Class-II or Class- III DSCs.

2. Selection/ Nomination of Nodal Officer

Nodal Officer(s) can be nominated by filling up the Nodal Officer Nomination Form (available at http://eprocure.gov.in/cppp/sites/default/files/eproc/nodal_datasheet_0.pdf) and sending to NIC at cppp-nic@nic.in. NIC will create the Nodal Officer account, with the details provided in the form and the password for the account will be automatically sent to the email address of the nominated Nodal Officer.

3. Setting up of Organizational Hierarchy for mapping on the CPP Portal

The Nodal Officer(s) of each User Organisation must create a mapping of its organisational structure / hierarchy in e-Publishing module of CPP Portal and for e-Procurement Module of NIC. The organisation structure as per prescribed format is to be sent via email cppp-nic@nic.in.

4. Creation of User Accounts for officials of the User Organisation

The Nodal Officer/ sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation for various roles such as Tender Creator, Tender Publisher, Bid Opener and Bid Evaluator who would use the e-Procurement module.

- Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of contract.
- Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator.
- Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- Bid Evaluator - authorised to upload the results of the various stages of bid evaluation.

Nodal Officer cannot perform any of the above roles. The Nodal Officer should create the above users and assign roles in the e-Procurement module of NIC for authorised

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officials in the User Organisation. Upon creation of user accounts, the password will be automatically emailed to the respective authorised users in their mail IDs.

5. Mapping of DSCs for all user accounts created in the User Organisation

On obtaining the DSCs, the authorised users will be required to login and map their DSCs with their respective user profiles created by the Nodal Officer on the e-Procurement module.

Central Public Procurement Portal (eProcurement)
<http://eprocure.gov.in/eprocure/app>
Request Form for Tenders Administration Account

Personal Details:

1	Title*: Mr/Mrs/Ms/Dr/Sri	
2	First Name*: Last Name*:	
3	Date of Birth*: (DD/MM/YY)	
4	Login ID* say abc@gmail.com: (Login ID should be individual's personal id not designation based id)	
5	Organization Name*:	
6	Dept/Circle*:	
7	Division*:	Designation*:
8	Address1*:	
9	Address2:	
10	District:	
11	City*:	Pincode:
12	Correspondence Email ID*: (Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)	
13	Phone: 91: STD: No:	
14	Fax: 91: STD: No:	
15	Mobile: (All the SMS correspondence will be sent only to this Mobile number)	
16	User Roles: Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)	

Date:

Signature of Tender Inviting Authority

Name: _____

Seal:

Note: The requested tenders administration accounts details will be communicated by email
Disclaimer: This account is meant for publishing and maintaining the Tenders information on CPP Portal. The sole responsibility of the accuracy and validity of User information/ Contents in the Tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security.

Government e-Procurement System
<http://eprocure.gov.in>

TENDER INPUT FORM

(A) Basic details:

1	Tender Reference No. *	
2	Tender Type *	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Work Contract <input type="checkbox"/> Auction <input type="checkbox"/> Service Contract <input type="checkbox"/> Buy <input type="checkbox"/> Empanelment <input type="checkbox"/> Sell <input type="checkbox"/> Buy & Service
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
6	Allow Resubmission *	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Allow Withdrawal *	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Allow Offline Submission *	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Payment Mode *	<input type="checkbox"/> Offline <input type="checkbox"/> Online
9 (a)	If Offline :	Instruments : <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> DD-Demand Draft
9 (b)	If Online :	Banks : <input type="checkbox"/> ICICI <input type="checkbox"/> UTI <input type="checkbox"/> SBI <input type="checkbox"/> PNB

(B) Cover details:

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	
3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	

**Government e-Procurement System
Tender Work Input Form**

4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	
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(C) NIT Document (only .jpg and .pdf files are supported)

SNo	File name	Type:	Size:
1			

(D) Work Item Details:

1	Work Item Title *	
2	Work Description *	
3	Pre qual. Details	
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR
8	Bid Validity days * If other, specify	<input type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30
9	Completion Period in months	
10	Location (Work/services/items) *	
11	Pin code	
12	Pre Bid Meeting *	<input type="radio"/> Yes <input type="radio"/> No
	If Pre Bid Meeting is Yes	
12 (a)	Pre Bid Meeting Place *	
12 (b)	Pre Bid Meeting Address *	
13	Bid Opening Place *	
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V Others
15	Inviting Officer *	
16	Inviting Officer Address * Phone/email:	

**Government e-Procurement System
Tender Work Input Form**

(E) Fee Details:

1	Tender Charges:	
1 (a)	Tender Fee	
1 (e)	Tender Fee Payable To *	
1 (f)	Tender Fee Payable At *	
1 (b)	Processing Fee	
1 (c)	Surcharges	
1 (d)	Other Charges	
2	EMD Fee	<input type="checkbox"/> Fixed <input type="checkbox"/> Percentage
2 (a)	If EMD Fee is Fixed EMD Amount:	If EMD Fee is Percentage EMD Percentage (%):
2		
3	EMD Exemption Allowed	<input type="checkbox"/> Full <input type="checkbox"/> Partial <input checked="" type="checkbox"/> None
3 (a)	If EMD Exemption Allowed is Partial, EMD Exemption Percentage %	

(F) Critical Dates:

DD / MM / YYYY

Hrs Mins

1	Publishing Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
2	Document Sale Start Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
3	Document Sale End Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
4	Seek Clarification Start Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
5	Seek Clarification End Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
6	Pre Bid Meeting Date	<input type="text"/> - <input type="text"/> - <input type="text"/> Time	<input type="text"/>	<input type="text"/>
7	Bid Submission Start Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
8	Bid Submission End Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>
9	Bid Opening Date	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

Government e-Procurement System
Tender Work Input Form

(G) Bid Openers Selection:

	Name/Designation	Email ID
BO1		
BO2		
BO3		

(E) Uploading the Tender documents:(only pdf, jpg, xls & rar files allowed)

SNo	File name	Description	Type	Size:
1				
2				
3				
4				
5				

Prepared by:
Name/Designation

Approved by:
Name/Designation

Date of updation:

Seal of the Office of the TIA:

**Government e-Procurement System
Corrigendum Input Form**

1	Tender Ref. No	
2	Tender Title	
3	Tender ID *	
4	Corrigendum Title *	

5 Corrigendum Type *

5 a) Before Tender Opening	5(b) After Tender Opening
<input type="checkbox"/> Date <input type="checkbox"/> Fees <input type="checkbox"/> BOQ <input type="checkbox"/> <input type="checkbox"/> Technical Bid <input type="checkbox"/> Financial Bid <input type="checkbox"/> Bid Openers <input type="checkbox"/> Terms and Conditions <input type="checkbox"/> Cancellation of Tender <input type="checkbox"/> Technical Bid Opening Date Extension <input type="checkbox"/> Others	<input type="checkbox"/> Retender <input type="checkbox"/> Cancellation of Tender

5 a1)	If Corrigendum Type is Date, Enter the appropriate change in date		
	DD / MM / YYYY	HH	: MM
	Document Sale Start Date	<input type="text"/>	<input type="text"/>
	Document Sale End Date	<input type="text"/>	<input type="text"/>
	Seek Clarification Start Date	<input type="text"/>	<input type="text"/>
	Seek Clarification End Date	<input type="text"/>	<input type="text"/>
	Pre Bid Meeting Date	<input type="text"/>	<input type="text"/>
	Bid Submission Start Date	<input type="text"/>	<input type="text"/>
	Bid Submission End Date	<input type="text"/>	<input type="text"/>
	Bid Opening Date	<input type="text"/>	<input type="text"/>

5 a2)	If Corrigendum Type is Fee		
	(1) Tender Fee		
	Processing Fee		
	Surcharges		
	Other Charges		

**Government e-Procurement System
Corrigendum Input Form**

	Tender Fee Payable To	
	Tender Fee Payable At	
	(2) EMD Fee	<input type="radio"/> Fixed <input type="radio"/> Percentage
	If EMD is Fixed, Enter Amount	
	If EMD is Percentage enter %	
	EMD Exemption Allowed	<input type="radio"/> Yes <input type="radio"/> No
	EMD Payable To	
	EMD Payable At	
5a3)	If Corrigendum Type is BOQ, Enter revised / New BOQ	
	File Name :	File Description :
	Type :	Size :
5a4)	If Corrigendum Type is Bid Openers, enter new openers	
	Name / Designation	Email ID
	BO1	<input type="checkbox"/>
	BO2	<input type="checkbox"/>
	BO3	<input type="checkbox"/>
5a5)	If Corrigendum Type is Tender Opening Date Postponement, etc	New Date & Time DD/MM/YYYY HH:MM <input type="text"/> <input type="text"/>
6	Corrigendum Document Should be Uploaded for all Corrigendum Types	
	File name	Description
		Type
		Size

Prepared by
Name/Designation

Approved by
Name/Designation

Date of updation:

Seal of the Office of the TIA: