

GENERAL GUIDELINES FOR
e-PROCUREMENT UNDER CENTRAL PUBLIC PROCUREMENT PORTAL
(<https://eprocure.gov.in>)

7th June 2019

Office memorandums dated 30th March, 2012, 9th Jan,2014 & 21st January 2016 and other OMs (please refer 'Instructions related to CPPP' at eprocure.gov.in) issued by the Department of Expenditure, Ministry of Finance **mandates all Ministries / Department of Central Government their attached and subordinated offices, Central Public Sector Enterprises (CPSEs) and Autonomous / Statutory Bodies to commence e-Procurement in respect of all procurements with estimated value of Rs. 2 lakhs or above w.e.f 1.4.2016 by selecting eProcurement service provider of their own choice.**

Also refer Rule 159 and Rule 160 of GFR 2017 regarding publication of tender related information on CPPP as well as receipt of e-bids.

NIC facilitates Ministries/ Departments/others in complying with above guidelines through application modules available under Central Public Procurement viz e-Publishing (eprocure.gov.in/epublish/app), e-procurement (eprocure.gov.in/eprocure/app) and XML data transfer.

Ministries/Departments/others which obtain bids in physical format may use ePublishing module of CPPP for publishing of tender related information.

Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-Procurement through any other solution provider may use the e-Procurement solution developed by NIC, if desired. The same is available under the Central Public Procurement (CPP) Portal at [URL: eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). Ministries/Departments with large volume of procurement other than of the nature mentioned above may either use the e-Procurement solution developed by NIC or engage any other service provider by following due process.

Ministries/Departments, which are already carrying out e-Procurement through other service providers or have developed e-Procurement solutions in house, may continue to do so, ensuring that conditions/guidelines provided in the above OMs of DoE / GFRs are fulfilled. They may publish tender related information on CPPP using XML data transfer. For further details, please refer the XML Help Document at available at <https://eprocure.gov.in/cppp/sites/default/files/eproc/XMLStepbyStepDocument.pdf> or mail to cppp-nic@nic.in

The table below shows the key differences between e-Publishing module and e-Procurement module of NIC accessible through the CPP Portal.

e-Publishing module	e-Procurement module
<p>1. Entails publishing of all tender enquiries, corrigenda thereto and awards of contract thereon on the CPP Portal.</p> <p>Under e-Publishing, the User Organisations will continue to invite bids in paper based format.</p>	<p>1. Covers the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, uploading of bid evaluation results and publication of award of Contract.</p> <p>Under e-Procurement, the complete tendering, including the submission of bids by the bidders, will be online.</p>
<p>2. Under the e-Publishing module, the User Organisations are required to define two roles for their officials authorised to use this module, viz.</p> <p>a. Tender Creator/Procurement Officer Admin - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of Contract on the CPP Portal.</p> <p>b. Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator on the CPP Portal.</p>	<p>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 as in e-Publishing, viz.</p> <p>a. 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.</p> <p>b. Bid Evaluator - authorised to upload the results of the various stages of bid Evaluation on the CPP Portal.</p> <p>c. Minimum of 4 Bid openers must be configured against each tender to avoid any issues in tender opening</p> <p>d. It is suggested to have minimum 5 Digital Signature Certificates to start with.</p>
<p>3. All authorised department users, from the User Organisations, can login using a login ID and password assigned to them, to operate the e-Publishing module of the CPP Portal. They do not need any Additional mode of authentication.</p>	<p>3. All authorised department users, from the User Organisations, will be required to have valid Digital Signature Certificates (DSCs), in addition to their user ID and password, to be able to operate the e-Procurement Module.</p>
<p>4. e-Publishing does not require the bidders to enrol on the CPP Portal, since the bids will continue to be submitted in the paper based format.</p>	<p>4. e-Procurement requires the bidders to enrol on the CPP Portal, using a valid Digital Signature Certificate (DSC) and Valid email address. The bidders will be required to submit their bids online on the e-Procurement module.</p>

The following document provides the pre-requisites and guidelines for using the e-Procurement module of NIC under CPPP.

A. Enrolment on e-Procurement module under CPPP

To enrol, each User Organisation (Ministry/ Department, attached or subordinated office) should follow the steps listed below:

I. Provide GePNIC On-boarding Form

Intending Organisations may provide the GePNIC On-boarding Form available at [Annexure II](#) compiled request for all Regional centres, if any, through their HQ on their Letterhead, mentioning the Tender Floating Units and approx. Tender Volume to be published from each Unit.

These details would facilitate NIC in estimating the load on the back-end/ infrastructure and other support system required to support concerned Ministries/Departments/Organisations under CPP Portal. NIC may submit a proposal indicating the timelines and cost considerations to augment (if required) in providing required eProcurement support to Ministries/Departments/Organisations under CPPP.

II. Acquire Digital Signature Certificates(DSCs)

To carry out e-Procurement using NIC's e-Procurement Module, the authorised users of the User Organisation will be required to obtain valid DSCs. Authorised users will be required to procure DSC (both Signing and Encryption) of **Class-III DSCs**. The list of empanelled DSC vendors is available under Information About DSC link at point no.8. It is recommended to acquire minimum 4 DSCs along with encryption certificate by each TIA locations.

III. Selection/ Nomination of Nodal Officer

Each User Organisation (Ministry/ Department, attached or subordinated office) is required to nominate one official as nodal officer in eProcurement module who would manage user accounts of concerned user organisation in the eProcurement module. For details, please refer Annexure-1. User Organisations should submit filled-in Nodal Officer Account Creation form to NIC / cppp-nic@nic.in. On creation of nodal officer account in eProcurement module under CPPP, Nodal officer should (a) Set Password & (b) Mapping of DSC with the account.

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

Every User Organisation has to ensure that their organisational structure/hierarchy (of tender floating locations only) is properly mapped in e-Procurement Module. The sample format given under Annexure 1 may kindly be modified according to user organisation hierarchy and may mail to NIC/ cppp-nic@nic.in for its creation.

V. 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. For further details, please refer Annexure 1.

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

The authorised users will be required to Set Password as well as map their DSCs with their respective user profiles created by the Nodal Officer on the e-Procurement module.

VII. Assistance in floating of First /Pilot Tender in selected locations

User Organisation has to modify its tender document for e-Procurement (e-compliance) prior to publishing on the eProcurement module under CPPP. **Notice Inviting Tender in .pdf format is mandatory. Also, e-Compliant Tender Document is required.**

User Organisation, if required, may request NIC / cphp-nic@nic.in well in advance, for any assistance in floating of its first/ pilot Tender. Based on the availability of manpower with NIC prevalent at that time, may provide required support at selected locations. Deputed manpower would guide user organisation on e-Tendering aspects only. Logistics support, if any, may be provided by concerned user organisation.

If required, for onsite continuous hand holding support / training services in user organisation, Facility Management Partner (FMP) manpower may be hired thru NICSI empanelled vendors in consultation with NIC.

VIII. Training / Assistance in implementing eProcurement Solution of NIC

Users Organisations may attend training on eProcurement under CPPP at:

1. The training session of “Training Program on Public Procurement” held at National Institute of Financial Management (NIFM), Faridabad
2. Web learning sessions (daily) on eProcurement.

Details and schedule for above mentioned trainings is available on <https://eprocure.gov.in/cphp/trainingdisp>

Further, User Organisation may also avail help at:

- For any **Technical Query/Clarification**, send E-Mail to : **cphp-nic@nic.in**
- For any **Policy/Functionality/Feature** related query/clarification, send E-Mail to : **cphp-doe@nic.in**
- For Telephonic Help Support, call **24 x 7 Help Desk Number +91 0120-4200462, +91 0120-4001002, +91 0120-4001005.**

Annexure 1

DETAILED INFORMATION ON PRE-REQUISITES FOR ENROLMENT ON THE E-PROCUREMENT MODULE OF NIC

I. Selection / Nomination of Nodal Officer

Nodal Officer(s) can be nominated by filling up the Nodal Officer Nomination Form available under Downloads section of Central Public Procurement Portal and sending it to NIC / cphp-nic@nic.in

- Login ID should be e-Mail format and should be name based.
- Alternate/Correspondence e-mail ID can be any working email-id as system sends all communications on this email-id.
- Mobile number should be proper.

NIC will create the Nodal Officer account with the details provided in the form. On receipt of mail indicating creation of the user account, Nodal officer may generate the password for by Clicking on 'Generate / Forgot Password' link on <http://eprocure.gov.in/eprocure/app>. Nodal officer may then map DSC with the account.

II. Setting up of Organizational Hierarchy for mapping on CPP Portal

Each User Organisation must provide its organisational structure / hierarchy (of tender floating locations only) for mapping under e-Procurement Module of NIC as per guidelines as mentioned below:

The organisational structure of a User Organisation may be provided (up to max 4 levels) in the following manner:

- LEVEL 0 - Parent Ministry
- LEVEL 1 - Organization (Department/CPSE / Autonomous/Statutory Body)
- LEVEL 2 - Functional/ Zonal/ Regional Offices etc.
- LEVEL 3 - Division/ District level offices etc.
- LEVEL 4 - Sub-Division/Block level offices etc.

The organisation structure as per sample format depicted below may be modified according to user hierarchy and may be sent to NIC/ cphp-nic@nic.in.

A sample organizational structure is given below:

ORGANISATIONAL STRUCTURE REQUIREMENT OF <u>TENDER FLOATING LOCATIONS</u> IN 5 Level						
SI .NO	LEVEL 0 (Ministry)	LEVEL 1 (Organisation name)	LEVEL 2 (Department)	LEVEL 3 (Division)	LEVEL 4 (Sub division)	
1	Ministry of Heavy Industries & Public Enterprises	Hindustan Paper Corporation Limited, (A Govt. of India Enterprises) Public Sector Undertaking	Corporate Head Quarters	Administration		
2				Commercial Department		
3				Marketing Department		
4				Fiber Development & Procurement		
5				Human Resource & Employee Services Department		
6			Nagaon Paper Mill, Jagiroad		Administration	
7					Contract Cell	
8					Commercial Department	
9					Fiber Development & Procurement	
10					Human Resource & Employee Services Department	
11			Cachar Paper Mill, Panchgram		Administration	
12					Contract Cell	
13					Commercial Department	
14					Fiber Development & Procurement	
15					Human Resource & Employee Services Department	
16			Hindustan Newsprint Limited		Administration	
17					Commercial Department	
18					Contract Cell	
19					Fiber Development & Procurement	
20					Human Resource & Employee Services Department	
21			Nagaland Pulp & Paper Company Limited		Administration	
22					Contract Cell	
23					Commercial Department	
24					Fiber Development & Procurement	
25					Human Resource & Employee Services Department	

III. 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 to use the e-Procurement module of NIC. The various roles defined for e-Procurement module are:

- i. **Procurement Officer Admin (Tender Creator)** - responsible for filling up and uploading the details of a tender enquiry / corrigenda.
- ii. **Procurement Officer Publisher** - responsible for publishing the tender enquiry / corrigenda created by the Tender Creator.
- iii. **Procurement Officer Opener** - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- iv. **Procurement Officer Evaluator** - authorised to upload the results of the various stages of bid evaluation/award of contract.

If required, Nodal officer can also have above mentioned roles to participate in the Tendering Activities. For getting above roles, Nodal officer may mail to NIC/ cppp-nic@nic.in.

Intent Letter for using NIC eProcurement Software under Central Public Procurement Portal

(On Boarding Letter should be sent by Head Quarter /Central office of the Procuring entity and not by each Individual Office Organisation's Letterhead)

Addressed To: Director General
 National Informatics Centre
 A-Block, CGO Complex, Lodhi Road
 New Delhi - 110 003 India

Subject: Intent to use NIC eProcurement Software of CPP Portal

Dear Sir/Ma'am,

1. Give brief description / Background information about Indenting Procuring Entity.

2. Details of the Highest Competent Authority (*who is addressing the Letter*):

- Name:
- Designation:
- E-Mail ID:
- Contact Number:

3. Presently using any eProcurement System by the Organisation : YES NO

If Yes, Name of the URL being used

Is Tender Information being pushed to CPP portal using XML: YES NO

_____ (Procuring Entity Name) _____ intends to use NIC eProcurement Software under Central Public Procurement Portal on As Is basis. The details are provided below:

Name of Organisation *	
Type Of Organisation* [Tick the appropriate option]	Ministry/ Department/ Attached Office /Sub-ordinate Office/ CPSE/ Autonomous/ Statutory Body / Other Organisation

No of tenders to be floated in a year*	
No. of tender floating locations* <i>*[please provide locations wise number of tenders to be floated as an annexure]</i>	
Expected Maximum Number of Bids to be received in any Tender	
Whether Procuring Entity will publish Global Tenders*	<input type="checkbox"/> YES <input type="checkbox"/> NO
Whether Procuring Entity will publish World Bank/ADB Funded Tenders *	<input type="checkbox"/> YES <input type="checkbox"/> NO
Whether Procuring Entity will publish Tender cum Auction*	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any special Requirements, if any	

* Indicates columns to be filled up mandatorily

Below are the Default Properties on CPP Portal, if there is any change required in the same, Concerned Procuring Entity may mention it with a valid reason.

- Visibility of Bid Documents enabled to participating Bidders after Technical Opening of the tender.
- One day gap between Bid submission End Date & Time and Bid Opening Date & Time.

Thanking you

Place:

(Signature and Seal)

Date:

Note: This form may be sent by those Organisations only which are not using any other eProcurement software. Organizations using some eProcurement software may transfer data to CPP portal thru XML.

Hard Copy of the Letter may be sent by Post and soft copy may be mailed to [cphp-nic@nic.in](mailto:cppp-nic@nic.in)