

## GENERAL GUIDELINES FOR

### E-PROCUREMENT UNDER CENTRAL PUBLIC PROCUREMENT PORTAL ([eprocure.gov.in](http://eprocure.gov.in))

1<sup>st</sup> June, 2016

Office memorandums dated 30<sup>th</sup> March, 2012, 9<sup>th</sup> Jan,2014 & 21<sup>st</sup> January 2016 and other OMs (please refer 'Instructions related to CPPP' at [eprocure.gov.in](http://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.**

For facilitating Ministries / Departments, NIC is implementing its own e-Procurement application called Govt eProcurement System of NIC (GePNIC), which is accessible through the Central Public Procurement (CPP) Portal ([URL:http://eprocure.gov.in](http://eprocure.gov.in)). 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.

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.

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 are fulfilled.

Ministries/Departments/Organisations indenting to use eProcurement solution of NIC may write a letter to NIC (may also mail to [cppp-nic@nic.in](mailto:cppp-nic@nic.in)) clearly indicating their intent along with volume (number) of tenders to be floated in a year. In addition, may also specify number of locations from where tenders are being published. Any other special requirements may also be indicated. 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.

Earlier, DoE vide its O.M No.10/1/2011-PPC dated 30th November, 2011 had issued instructions for mandatory publication (e-Publishing) of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the CPP Portal by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies from 1<sup>st</sup> January 2012 in a phased manner. Also, DoE vide its OM No. 66(43)/PF-II/2014 dated 8<sup>th</sup> Sep,2014 had issued instruction for mandatory publication of award of contract details in CPP portal for the tender published using e-Publish.

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 - 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. At least 5 Digital Signature Certificate is required to complete one tender cycle.</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. 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-II or Class-III DSCs.

DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India. However, DSC may also be procured through NICS, Please refer to **Annexure 2** for obtaining DSC through NICS.

### II. 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, pl refer Annexure-1. User Organisations should submit filled-in Nodal Officer Account Creation form to NIC / [cphp-nic@nic.in](mailto:cphp-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.

### III. 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/ [cphp-nic@nic.in](mailto:cphp-nic@nic.in) for its creation.

### IV. 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.

### V. 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.

### VI 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](mailto: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 NICS I empanelled vendors in consultation with NIC.

## VII 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 Mobile Numbers- 91 8826246593 **Tel** : The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

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## 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](mailto: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](mailto:cphp-nic@nic.in).

**A sample organizational structure is given below:**

<b>ORGANISATIONAL STRUCTURE REQUIREMENT OF <u>TENDER FLOATING LOCATIONS</u> IN 5 Level</b>						
<b>SI .NO</b>	<b>LEVEL 0 (Ministry)</b>	<b>LEVEL 1 (Organisation name)</b>	<b>LEVEL 2 (Department)</b>	<b>LEVEL 3 (Division)</b>	<b>LEVEL 4 (Sub division)</b>	
1	<b>Ministry of Heavy Industries &amp; Public Enterprises</b>	<b>Hindustan Paper Corporation Limited, (A Govt. of India Enterprises) Public Sector Undertaking</b>	<b>Corporate Head Quarters</b>	Administration		
2				Commercial Department		
3				Marketing Department		
4				Fiber Development & Procurement		
5				Human Resource & Employee Services Department		
6			<b>Nagaon Paper Mill, Jagiroad</b>		Administration	
7					Contract Cell	
8					Commercial Department	
9					Fiber Development & Procurement	
10					Human Resource & Employee Services Department	
11			<b>Cachar Paper Mill, Panchgram</b>		Administration	
12					Contract Cell	
13					Commercial Department	
14					Fiber Development & Procurement	
15					Human Resource & Employee Services Department	
16			<b>Hindustan Newsprint Limited</b>		Administration	
17					Commercial Department	
18					Contract Cell	
19					Fiber Development & Procurement	
20					Human Resource & Employee Services Department	
21			<b>Nagaland Pulp &amp; Paper Company Limited</b>		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. Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda.
- ii. Tender Publisher - responsible for publishing the tender enquiry / corrigenda created by the Tender Creator.
- iii. Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- iv. Bid 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.

## Annexure 2

### NATIONAL INFORMATICS CENTRE SERVICES INCORPORATED (NICS) NEW DELHI

4/9/2014

#### **Sub : Initiation of procurement/supply of Digital Signature Certificates (DSCs), Tokens and SSL Certificates through NICS.**

On the directions of NIC, the procurement of DSC's, Tokens and SSL Certificates (previously) managed by NIC would henceforth be done through NICS till the time NIC -CA operations restart. Like other procurements in the area of PCs, Servers and Networking equipments the Government departments, PSUs will follow a similar process to procure the items. For the information of all concerned the process and rates are mentioned below :

#### **Process:**

J. Client organisations will request for Proforma Invoice from NICS via E-Mails to [nics-pi@nic.in](mailto:nics-pi@nic.in) specifying requirement: i) DSC/Token/SSL Certificate ii) For DSC whether Class 2 or 3 iii) validity period – 1 or 2 Years (For SSL it is 2 Years).

K. PI Division of NICS will provide the Proforma Invoice and mandatory User Information sheet to the organisation at its email id.

L. Organisation concerned will transfer the Invoice value through cheques/ RTGS, NEFT and follow it up by sending back the filled up and signed User Information Sheet.

M. NICS, on receipt of the User Information Sheet will reconcile the payment received, initiate the project and place order on the vendor.

N. The vendor will contact the concerned Organisation, collect the mandatory documents like photograph, identity & address proof etc before servicing the request.

O. After the client organisation certifies the satisfactory provision of the service, the bills of the vendor will be submitted to NICS and payments released by NICS.

P. The support services would be provided by the vendor to the client organisation during the validity of the services.

#### **Rates**

Following are the rates:

(i) Token Cost :	Rs. 555
(ii) Class 2 DSC Charges : (validity 2 Years)	Rs. 445
(iii) Class 3 DSC Charges (validity 1 Year ) :	Rs. 746
(validity 2 Years) :	Rs. 999
(iv) SSL Certificate (validity 2 Years ) :	Rs. 1685

NICS will not be in a position to offer any technical consultancy on the DSCs. Client organisations may seek assistance from the whoever is their I.T. Consultant. Post procurement standard support services of the vendor will be available in respect of installation.

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**General Manager**