

Central Public Procurement Portal CPPP-NIC

User Guide For ePublishing Process without DSC

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National Informatics Centre

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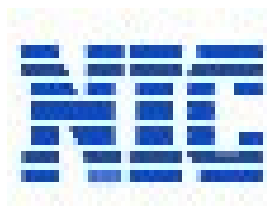
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Support

The Help Desk Support Centre will be your first point of contact at NIC.

Telephone: Help Line Number will be available from 1st of Jan 2012 in the portal.

Email: cphp-nic@nic.in or cphp-doe@nic.in



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1 Introduction

This user manual assists the users to understand the ePublishing process of the tenders, without using DSC, in the Central Public Procurement Portal (CPPP) of National Informatics Centre.

1.1 How to read this manual

Some parts in the text are marked with symbols for better understanding. The symbols used are as follows:

	<p>Note: A tip or suggestion on how to use the functionality</p>
	<p>Important: The user must take care and use the functionality as described</p>

1.2 Acronyms and Expansions

The acronyms used in this guide and their expansions are as follows:

Acronyms	Expansions
NIC	National Informatics Centre
NIT	Notice Inviting Tender
DSC	Digital Signing Certificate
AOC	Award of Contract

2 eProcurement System

The Government e-Procurement system is to make the Government Tendering Process online. This web based system facilitates for Government Institutions to create, publish the tenders, receive the bids, open it online, evaluate the bids and assign the contract to the selected bidders. Also, it facilitates the bidders to submit their bids online within the scheduled time.

This user manual assists the department officials to carry out the tender creation, its publishing, corrigendum creation, its publishing and finally the updating award of

contract details without using Digital Signature Certificate (DSC). In addition, the process of creation of user accounts with roles for department officials by nodal officers, is also covered, to enable them to carry out the ePublishing process subsequently.

3 ePublishing

ePublishing module is a functionality which allows the department user to perform functions like creating and publishing of tenders enquiries, its corrigendum and upload Award of Contract (AOC) once the bid has been finalised.


4 Overview

- Department User creates and publishes the tenders. If needed, they may create and publish corrigendum.
- The published tenders/corrigendums are listed in the Central Public Procurement Portal (CPPP).
- Bidders/users can view and download the required tender and its related documents.
- Bidder prepares the documents and submits the bid manually.
- The submitted documents are manually opened, evaluated both technically and financially.
- Based on the committee's recommendation, the tender is awarded to the respective selected bidder(s).
- The AOC document is uploaded by the concerned department official in the Central Public Procurement Portal for the public view.
 - To update the award of contract, the awarded bidder name can be selected from the list of bidders name registered in the portal and the department official needs to select the bidder to whom the contract is going to be given. Hence the bidders have to necessarily register in the portal.

5 Getting started

5.1 Login

Any user can perform various activities based on the role assigned to him/her only after successful login and authentication. Authentication ensures that only valid users log into the system. Each user has a unique user id and password. Based on the user id, users are distinguished as different role players.

Notes 	<ul style="list-style-type: none">▪ When user enters wrong username/password, system displays 'Authentication Failed' error message.▪ Fields marked with '*' are mandatory. If user did not fill these fields, system displays corresponding error message.
--	---

6 ePublishing without DSC

6.1 Enabling usage without DSC and nodal officer account creation

The application administrator is responsible to configure the dept to publish the tender without DSC. After this is done, user accounts for the identified Nodal officers for each dept will be created by the Application Administrator based on the filled in application form. Each nodal officer will inturn create user accounts with roles to the department officials who are responsible in the epublishing activities indicated earlier.

6.2 Nodal Officer Login

To login into the portal:

1. Open the **Central Public Procurement Portal** site.

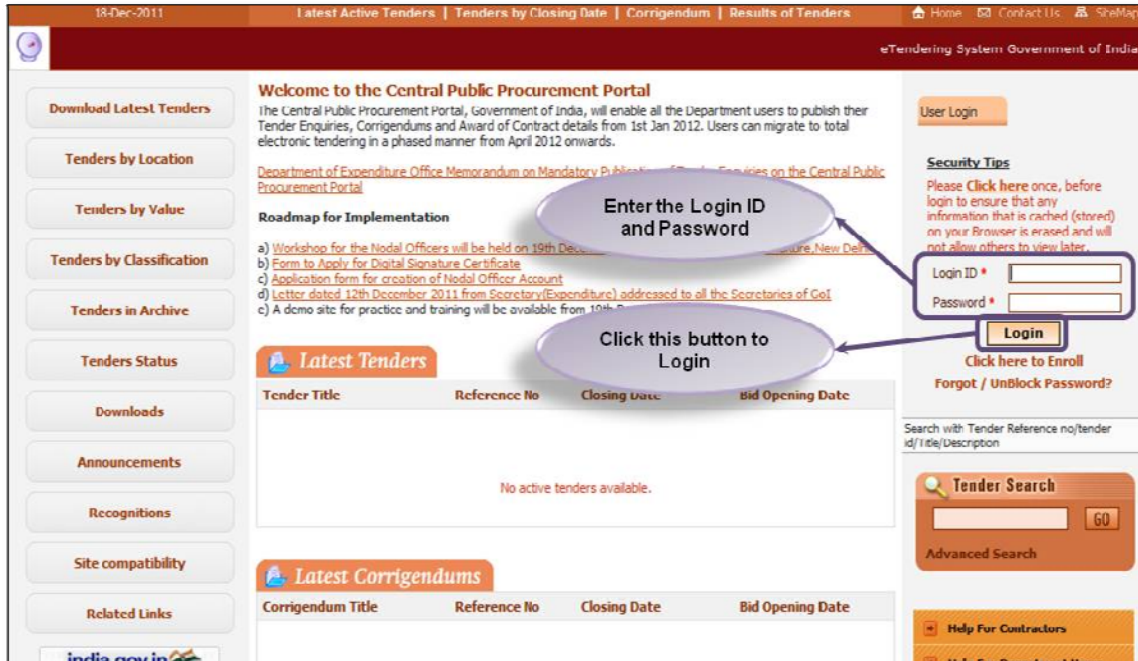


Figure 1: Login screen

2. Enter the registered **Login ID** and **Password** allotted to the nodal officer.
3. Click the '**Login**' button.

System displays the **Dashboard** screen as shown below.

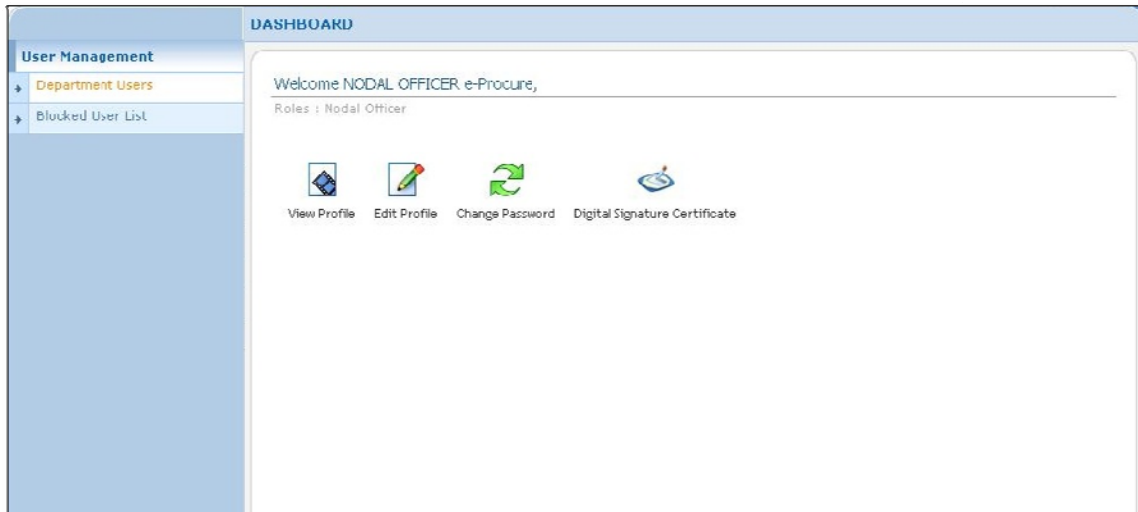


Figure 2: Nodal Officer Dashboard screen

6.3 Department User Creation

Nodal officer need to create department users with Procurement Officer **Administrator** and Procurement Officer **Publisher** roles to proceed further.

To create the Department User:

1. Select the '**Department User**' tab on the Dashboard screen



Figure 3: Department User tab on Dashboard screen

System displays the **Department Users List** screen.

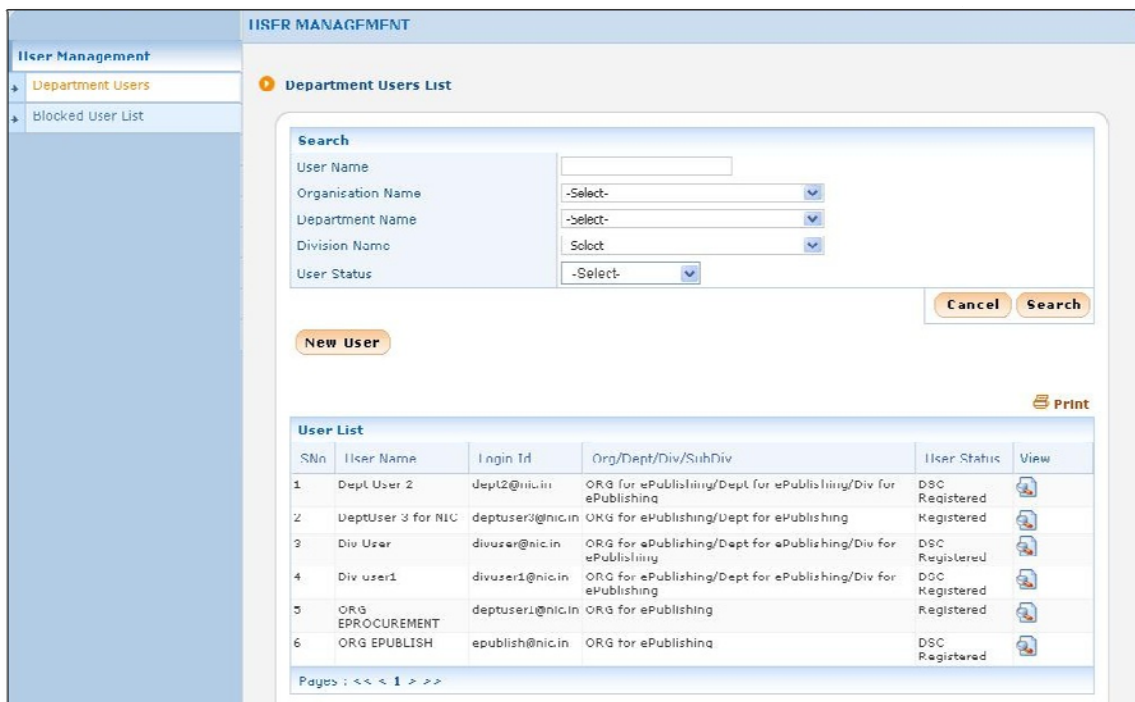


Figure 4: Department Users List screen

2. Click the 'New User' button.

System displays **Department Users** creation screen.

The screenshot shows the 'Department Users' creation screen within a 'USER MANAGEMENT' interface. On the left, a sidebar contains 'User Management' with sub-items 'Department Users' and 'Blocked User List'. The main content area is titled 'Department Users' and contains several sections:

- Select User Level:** Radio buttons for 'Organization User', 'Department/Circle User' (selected), 'Division User', and 'SubDivision User'.
- Personal Details:** Fields for Title (Mr), First Name (DEPT USER), Last Name (e-Procure), DOB (01/12/1906), and Mother's Maiden Name (Mother). Below this is a note: 'Enter email address for login id. eg: prakash.chandru@gov.in' and a Login Id field (dcpuser1@gov.in).
- Organization:** Dropdowns for Secretariat Department (NIC), Organization (Wing) Name (ORG for ePublishing), and Department/Circle (Dept for ePublishing).
- Designation:** Text field containing 'Technical Director'.
- Hint Question:** Text field containing 'YES'.
- Hint Answer:** Text field containing 'NO'.
- Contact Details:** A partially visible section at the bottom.

Figure 5: Department User creation screen - 1

The screenshot displays a web form for creating a department user. The form is divided into several sections:

- Designation:** A text field containing "Technical Director".
- Hint Question:** A text field containing "YFS".
- Hint Answer:** A text field containing "NO".
- Contact Details:** A section containing:
 - Contact Address:** A text field containing "NIC, Delhi".
 - Alternate Email:** A text field containing "User1@gov.in". Below this field is a note: "(Alternate Email ID can be same as your Login ID. All the mail correspondence will be send only to the alternate Email ID.)".
 - Phone Details:** A label "Phone Details eq: +91 044 22272449" followed by a text field containing "91 011 222555663".
 - Fax Details:** A label "Fax Details eq: +91 044 22272449" followed by an empty text field.
 - Mobile:** A text field containing "9454545454".

At the bottom right of the form, there are two buttons: "Cancel" and "Next >".

At the bottom of the page, there is a footer with the following text: "Disclaimer | Terms of Use" on the left, "Version: v1.08.08 09-11-11" in the center, and "Copyright © 2007, NIC. All rights reserved." on the right.

Figure 6: Department User creation screen - 2

On the Department Users screen,

3. Select the **User Level**.
4. Enter the **Personal Details** and **Contact Details**.
5. Click the '**Next >**' button.

System navigates to the next screen.

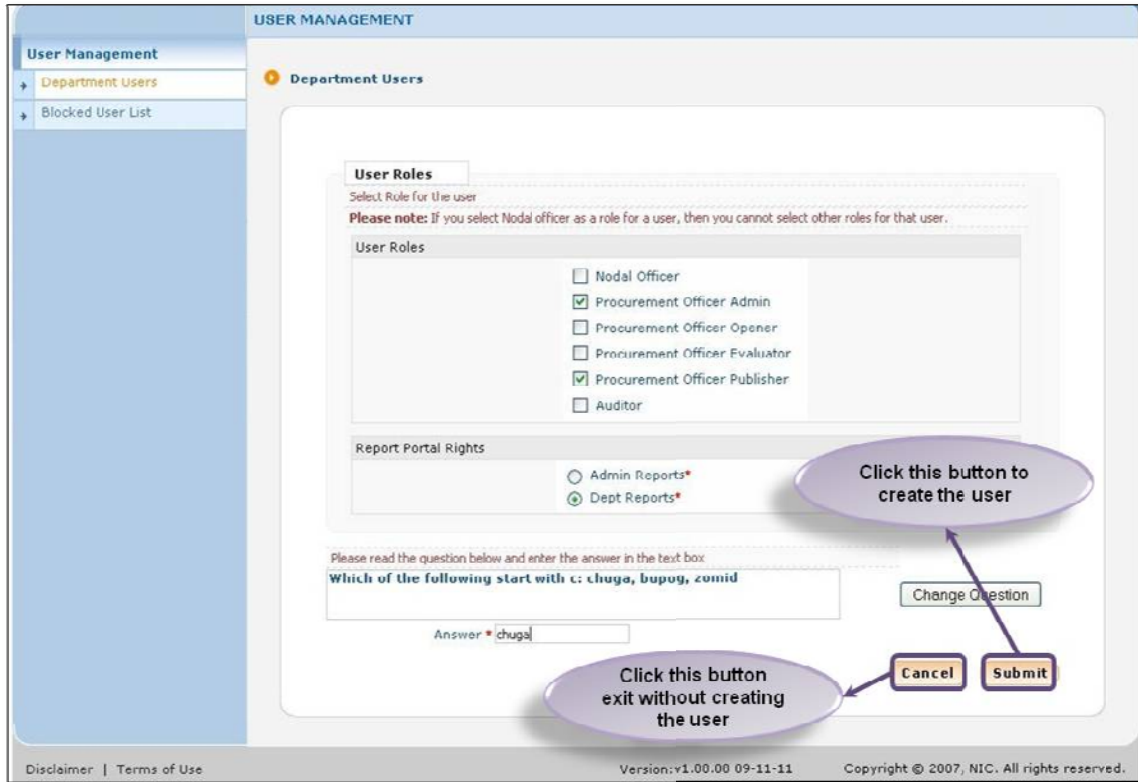

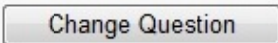


Figure 7: Department User creation screen - 3

6. Select the 'User Roles' as Procurement Officer **Admin** and Procurement Officer **Publisher** by enabling the corresponding check boxes.
7. Select the 'Report Portal Rights' as Admin Reports or Dept Reports using the radio button.
8. Read the question appearing in the text box and enter the 'Answer'.

Note 	In case the user wants to load a different question, click the 'Change Question'  button to load a different question.
---	---

After filling all/or required fields,

9. Click the 'Submit' button.

Alternatively, click the 'Cancel' button to navigate to the previous screen as shown in the Figure 72.

System lists the created department user in the table as shown in the below figure.

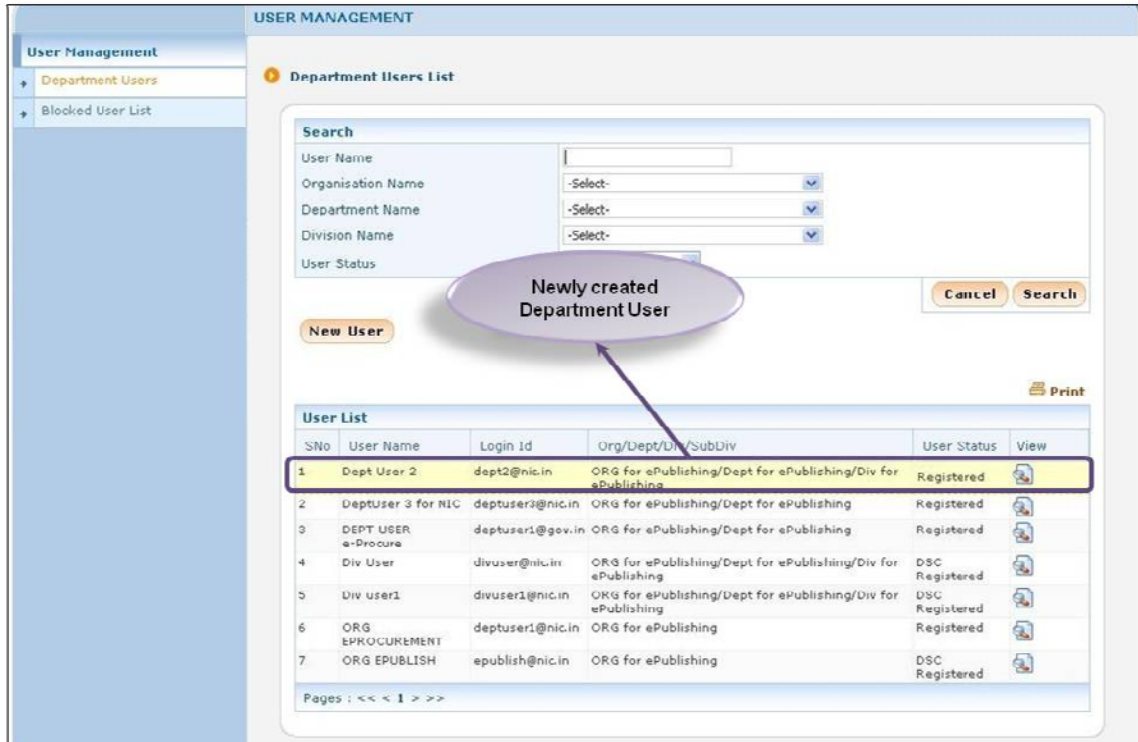


Figure 8: Department Users List screen

6.4 Tender Creation

Department Users with the Procurement Officer Admin role can only create the tenders. To create tenders:

1. Launch the **Central Public Procurement Portal** site.

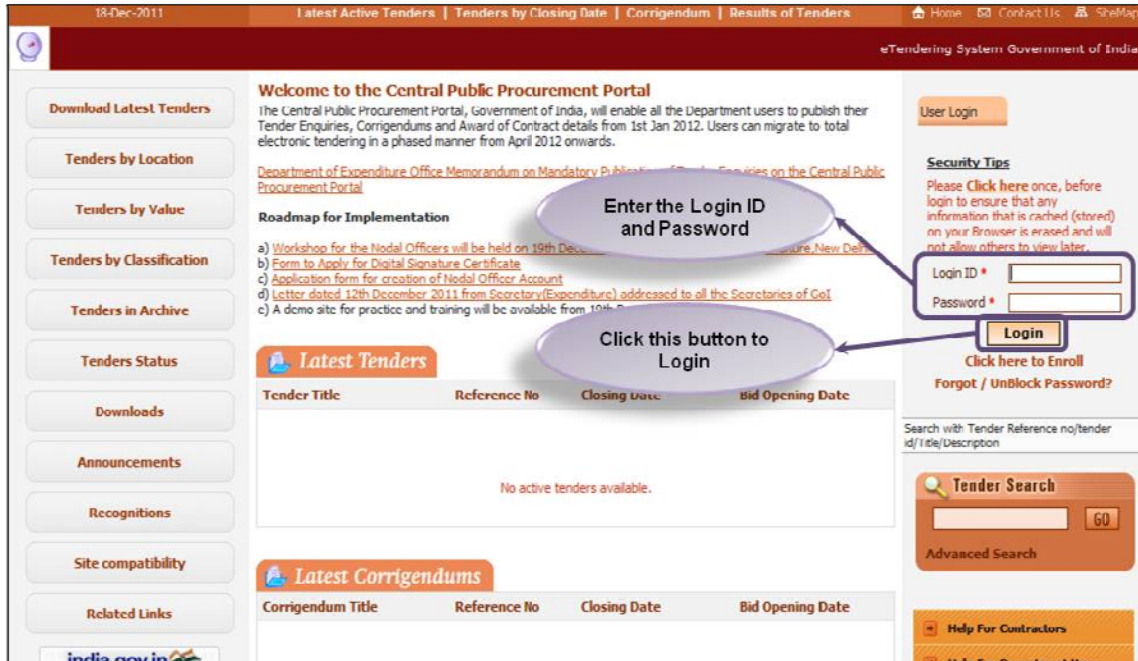


Figure 9: Login screen

2. Enter the registered user **Login ID** and **Password** allotted to the creator.
3. Click the '**Login**' button.

System displays the **Dashboard** screen.

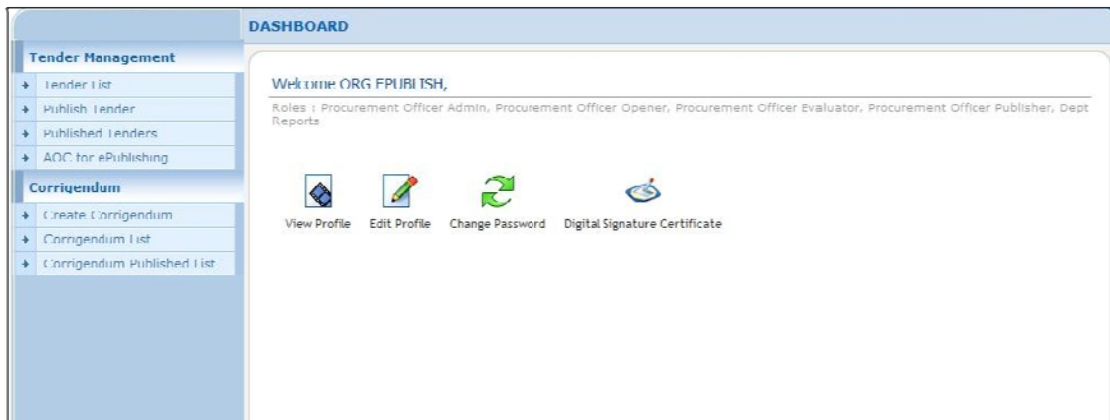


Figure 10: Dashboard screen

4. Select the '**Tender List**' tab from the left menu on the dashboard screen.
- System displays the **Tender Management** screen.

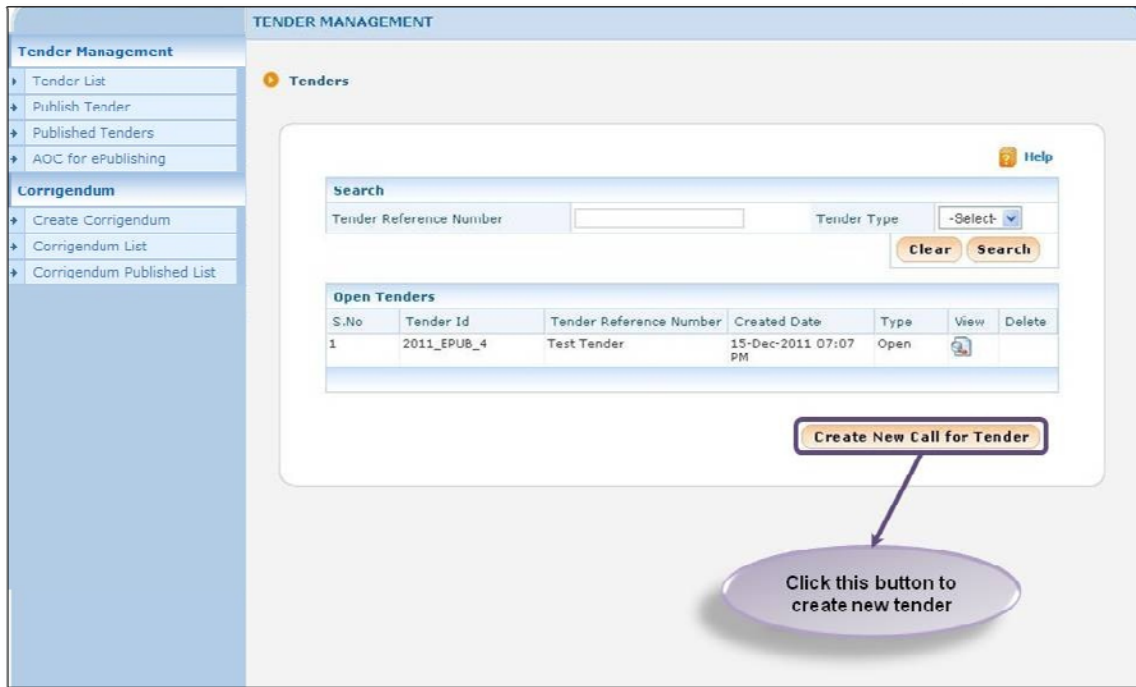


Figure 11: Tender Management screen

On the tender management screen,

5. Click the '**Create New Call for Tender**' button to create the tender.

System displays **Basic Details** screen.

TENDER MANAGEMENT

Tender Management

- Tender List
- Publish Tender
- Published Tenders
- AOC for ePublishing

Corrigendum

- Create Corrigendum
- Corrigendum List
- Corrigendum Published List

Tender List → Call For Tender → Basic Details

Basic Details | Cover Details | NIT Document

Tender Reference Number * e-Publish/2011

Tender Type * Open

Form of Contract * Lump-sum

No Of Cover(s) * 2

Tender Category * Goods

Account Type Head * State Govt Funded

No Of Bid Openers * 2 Off 2

Should allow Re-bid submission : Yes No

Should allow Withdrawal of bids: Yes No

Should allow Offline submission: Yes No

Should allow General Technical Evaluation: Yes No

Payment Mode* Offline Online

OffLine Instruments *

- Direct Credit
- Personal Cheques
- Demand Draft
- R-T-G-S

Click this button to proceed

Click this button exit without creating the tender

Cancel Next >

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Figure 12: Basic Details screen

On the basic details screen,

6. Fill the fields in '**Basic Details**' tab as indicated from the list boxes/bullet points.
7. After entering all the details, please click the '**Next >**' button.

Alternatively, click the '**Cancel**' button to exit without creating the tender.

System displays Cover List screen.

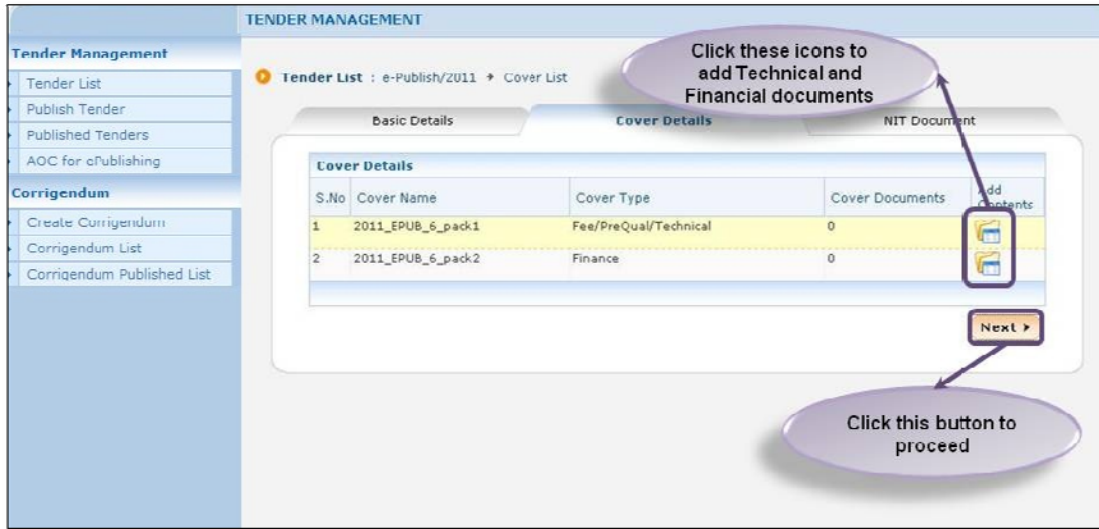


Figure 13: Cover List screen - 1

On the cover list screen,

- 8. Click the 'Add Documents' icon corresponding to the Cover Type to add required technical/financial content in the cover to be submitted by the bidder.

System displays the added documents counts in Cover Documents column as shown in the below figure.

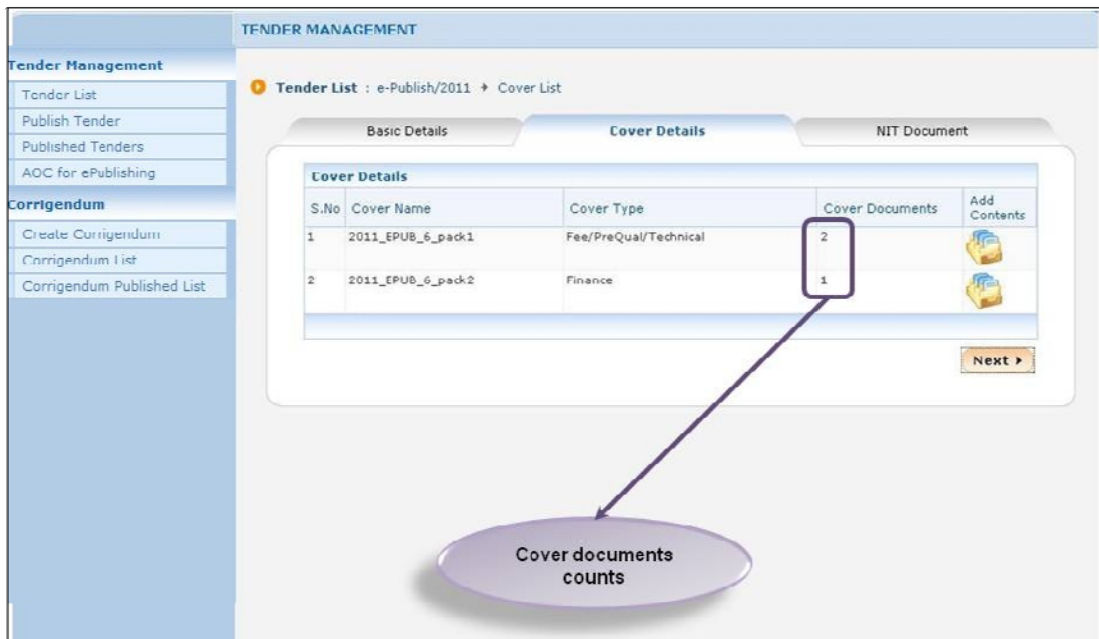


Figure 14: Cover List screen - 2

On the cover list screen,

- 9. Click the **'Next >'** button.

System displays **NIT Document** screen.

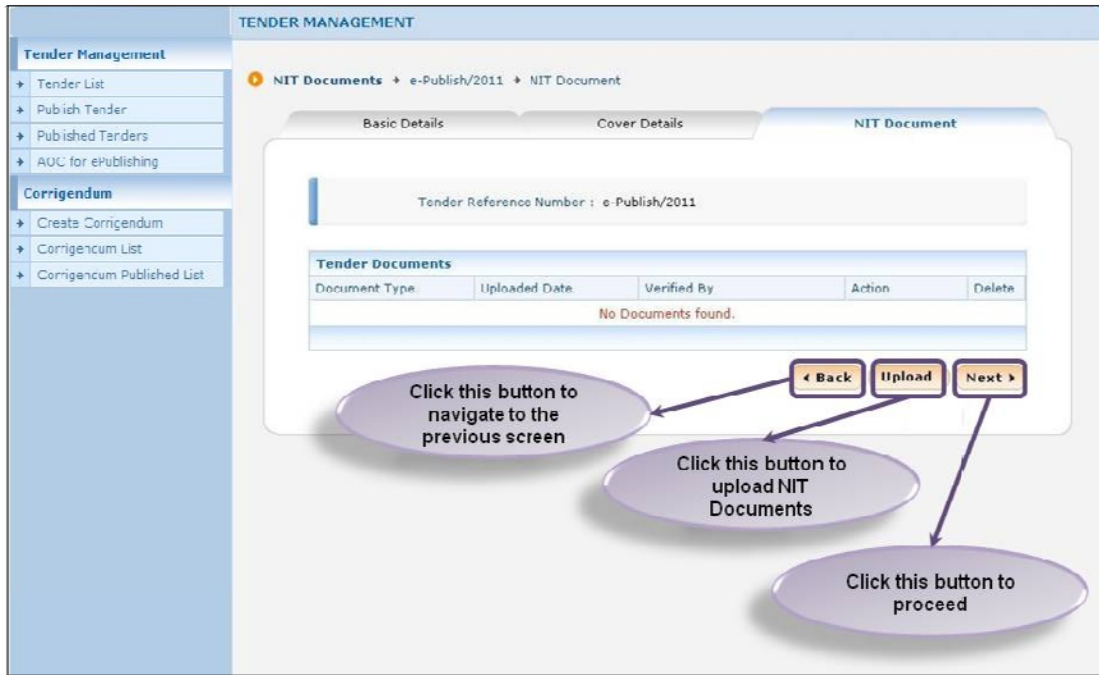


Figure 15: NIT Documents screen

On the NIT document screen,

- 10. Click the **'Upload'** button to upload NIT documents.

System lists the document in the Tender Document table with **'Verify'** link as shown in the below figure.

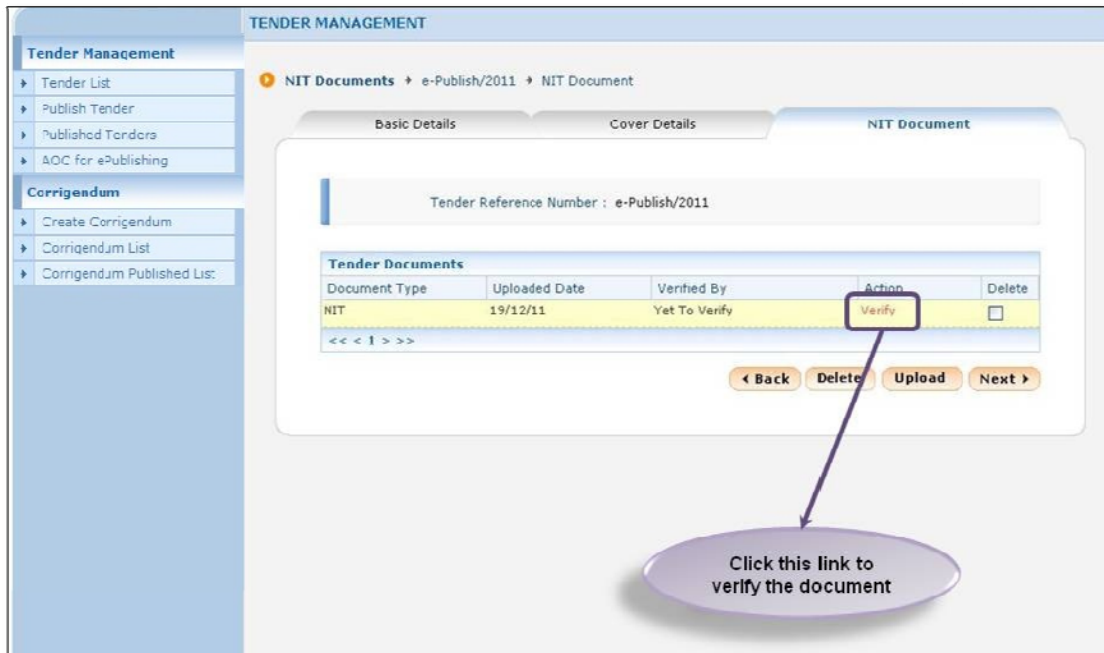


Figure 16: NIT Document Verify status

On the NIT document screen,

11. Click the '**Verify**' link and validate the document after verification to ensure that the correct document is uploaded.

System changes the Action to '**Verified**' as shown in the below figure.

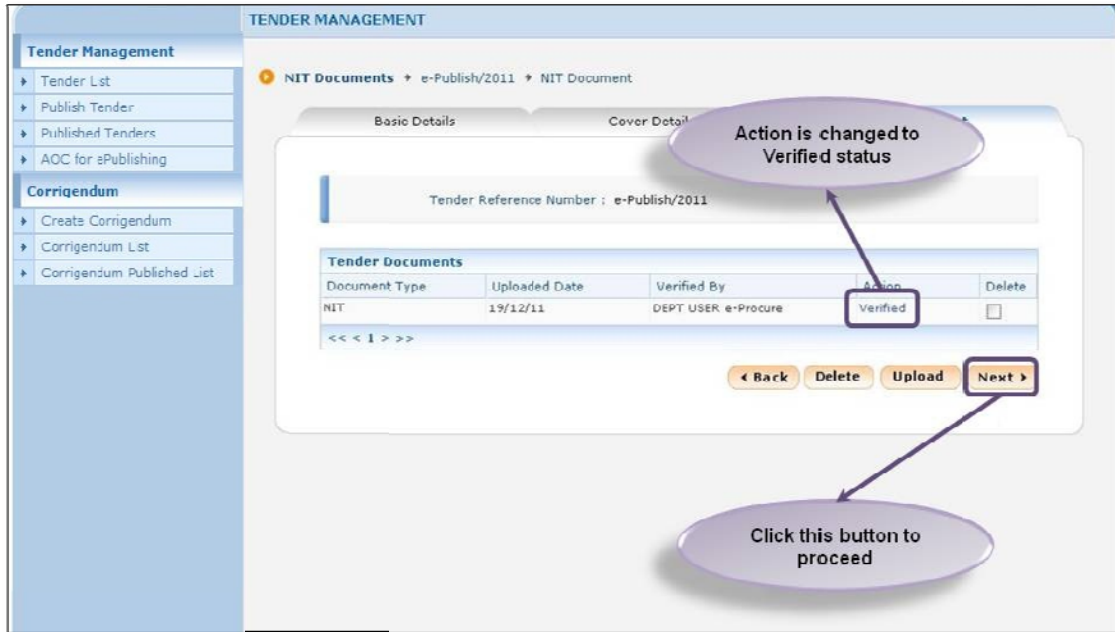


Figure 17: NIT Document Verified status

After verifying the NIT documents,

12. Click the '**Next >**' button.

System displays **View Tender Information** screen.

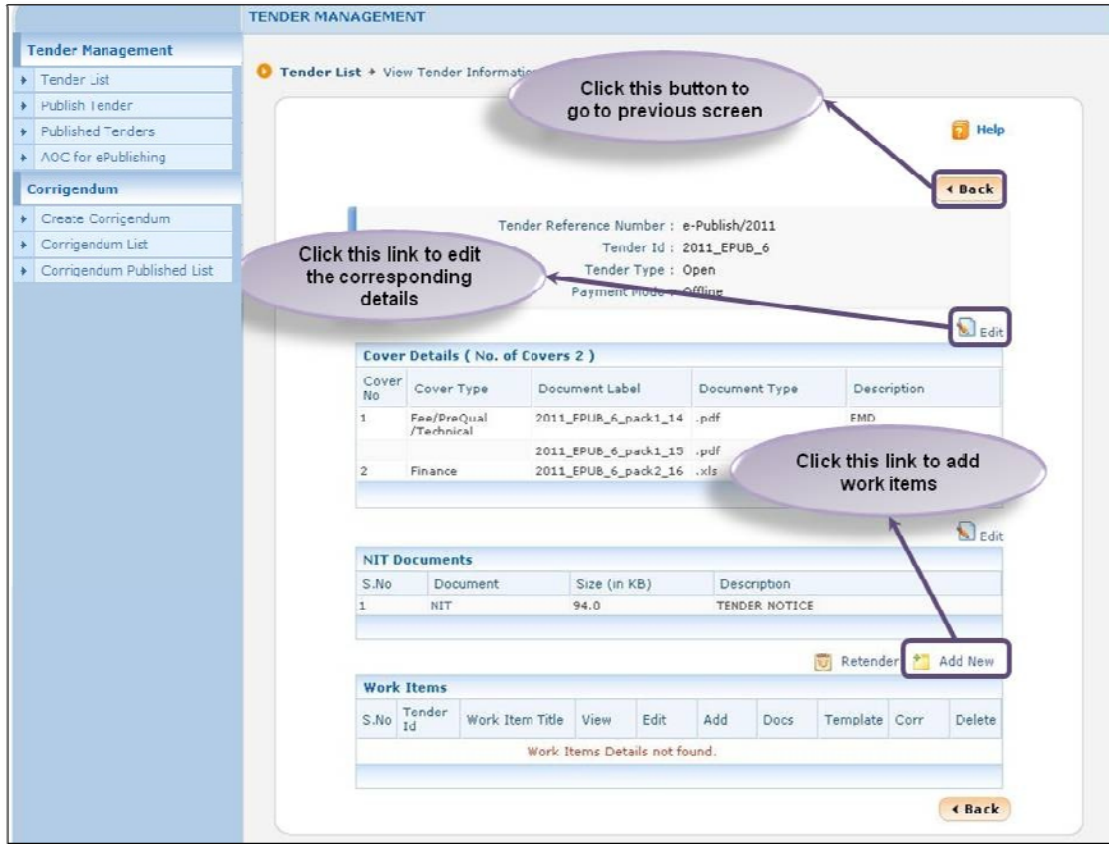


Figure 18: View Tender Information screen

On the view tender information screen,

13. Click the **'Edit'** link corresponding to the section to edit the previously entered details if necessary.
14. Click the **'Add New'** link corresponding to Work Items section to add work items.

At any point of time click the **'Back'** button to return to previous screen.

System displays **Work Item Details** screen.

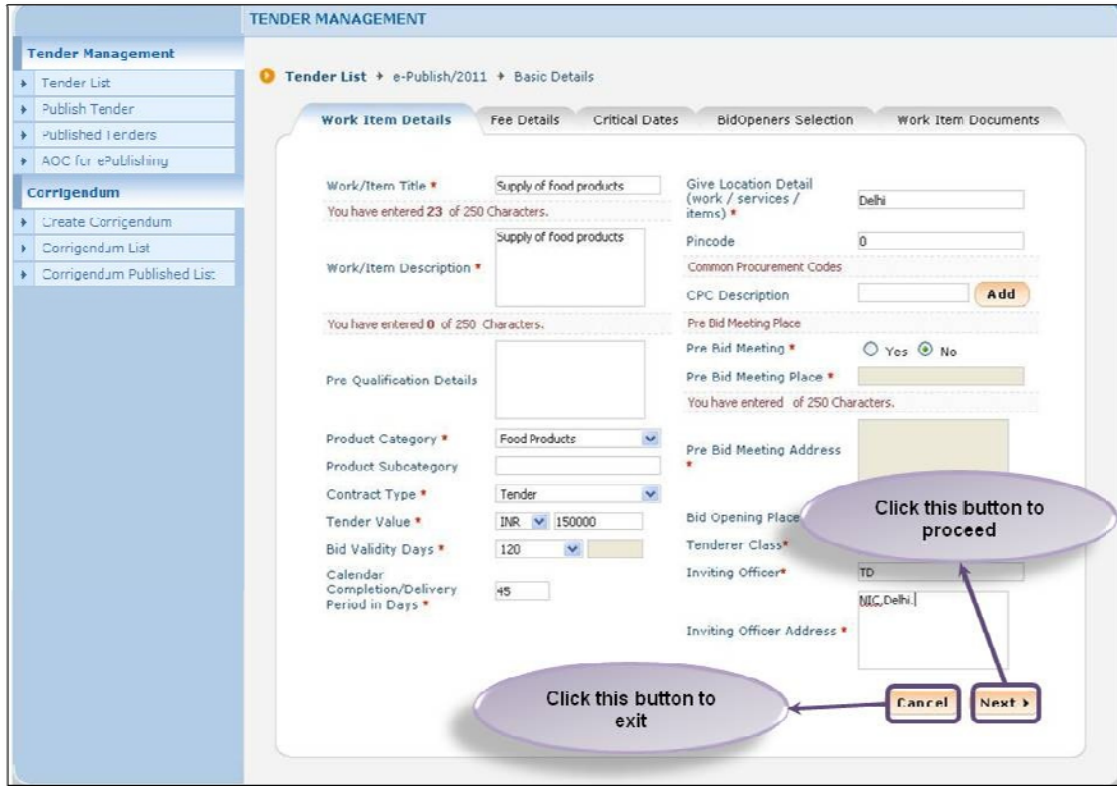


Figure 19: Work Items Details screen

On the work item details screen,

15. Fill the '**Work Item Details**' as applicable.

16. After entering all the relevant details, Click the '**Next >**' button.

Alternatively, click the '**Cancel**' button to exit.

System displays **Fee Details** screen.

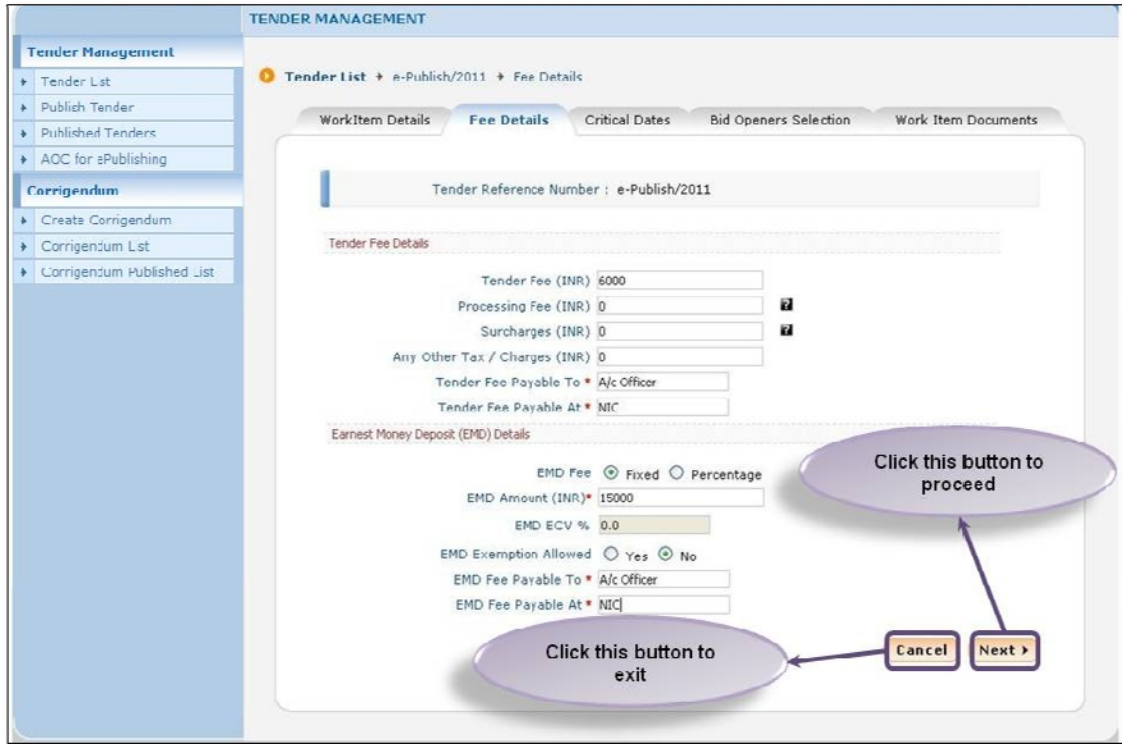


Figure 20: Fee Details screen

On the fee details screen,

17. Fill the '**Tender/EMD Fee Details**' as applicable. If EMD exemption is allowed for the tender, click **Yes** button otherwise **No** button.
18. After entering all the details, Click the '**Next >**' button.

Alternatively, click the '**Cancel**' button to exit.

System displays **Critical Dates** screen.

TENDER MANAGEMENT

Tender Management

- Tender List
- Publish Tender
- Published Tenders
- AOC for ePublishing

Corrigendum

- Create Corrigendum
- Corrigendum List
- Corrigendum Published List

Tender List → e-Publish/2011 → Critical Dates

WorkItem Details | Fee Details | **Critical Dates** | Bid Openers Selection | Work Item Documents

Tender Reference Number : e-Publish/2011

		Hour	Mins
Publishing Date*	19/12/2011	At	16 00
Document Download / Sale Start Date*	19/12/2011	At	16 00
Document Download / Sale End Date *	29/12/2011	Upto	09 00
Seek Clarification Start Date		At	09 00
Seek Clarification End Date		Upto	09 00
Bid Submission Start Date*	19/12/2011	At	16 05
Bid Submission Closing Date*	29/12/2011	Upto	15 00
Bid Opening Date*	29/12/2011	At	15 30

Cancel Next >

Click this button to exit

Click this button to proceed

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Figure 21: Critical Dates screen

On the critical dates screen,

19. Declare/update all the required dates in ascending order.

20. Click the '**Next >**' button.

Alternatively, click the '**Cancel**' button to exit.

System displays **Bid Openers Selection** screen.

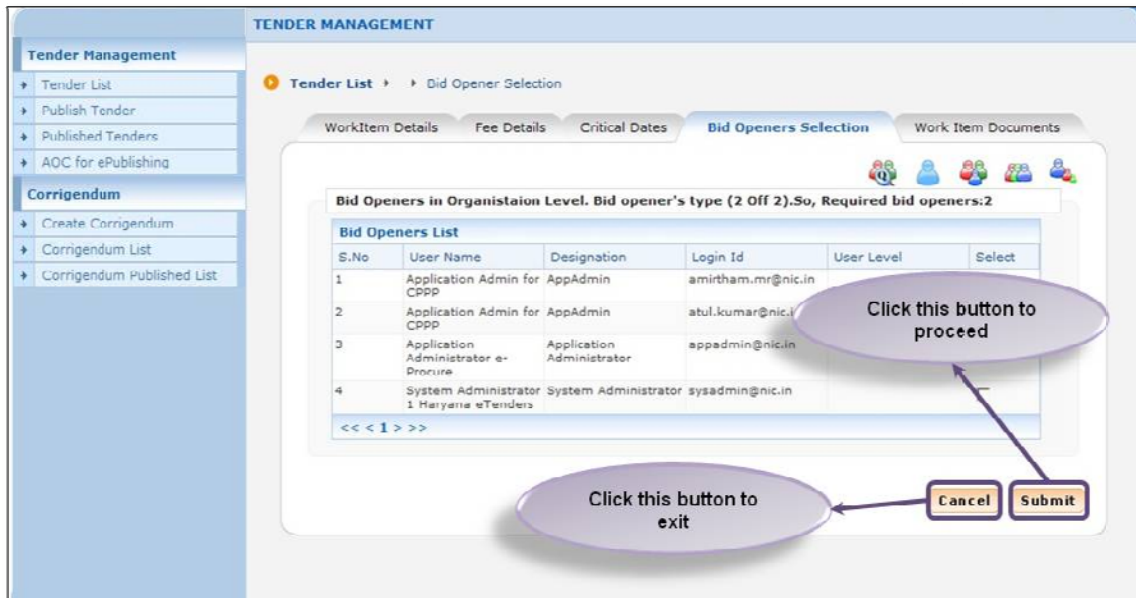


Figure 22: Bid Opener Selection screen

On the bid opener selection screen,

21. System enables the check box automatically corresponding to the '**User Name**' of 2 bid openers.
22. Then, Click the '**Submit**' button.

Alternatively, click the '**Cancel**' button to exit.

System displays **Work Items Documents** screen.

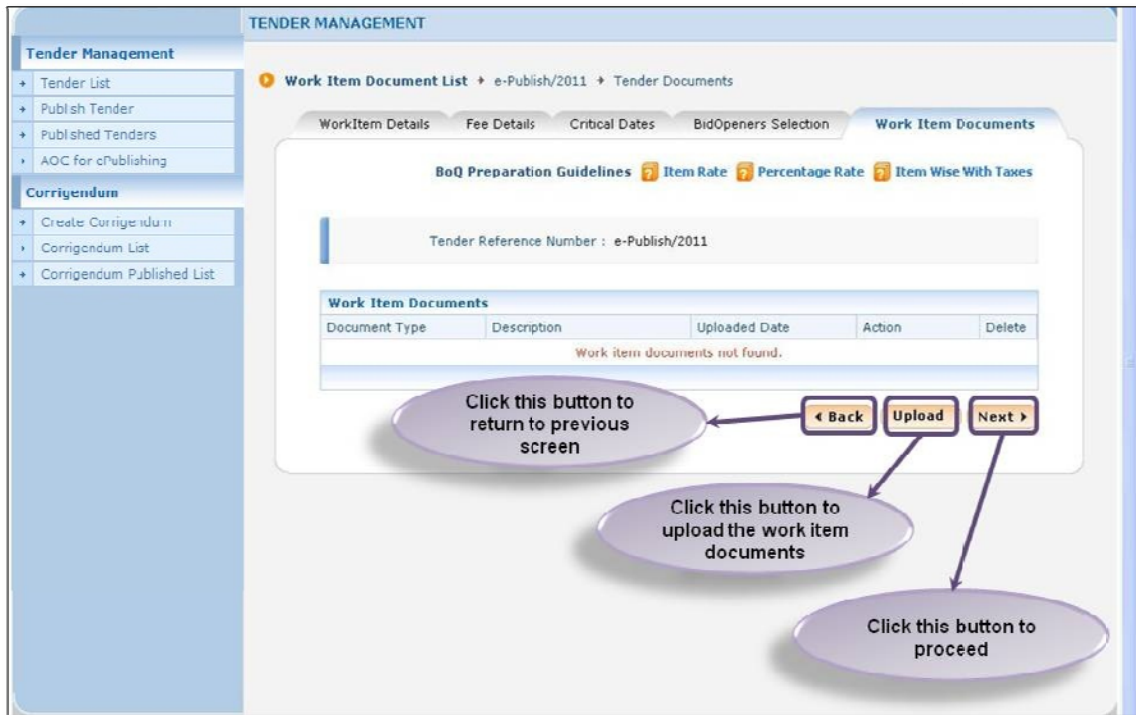


Figure 23: Work Item Documents screen

On the work item documents screen,

23. Click the '**Upload**' button.

24. Upload the work item documents one by one relevant to the tender.

System lists the updated document in Work Items Documents table and displays the verified status as shown in the below figure.

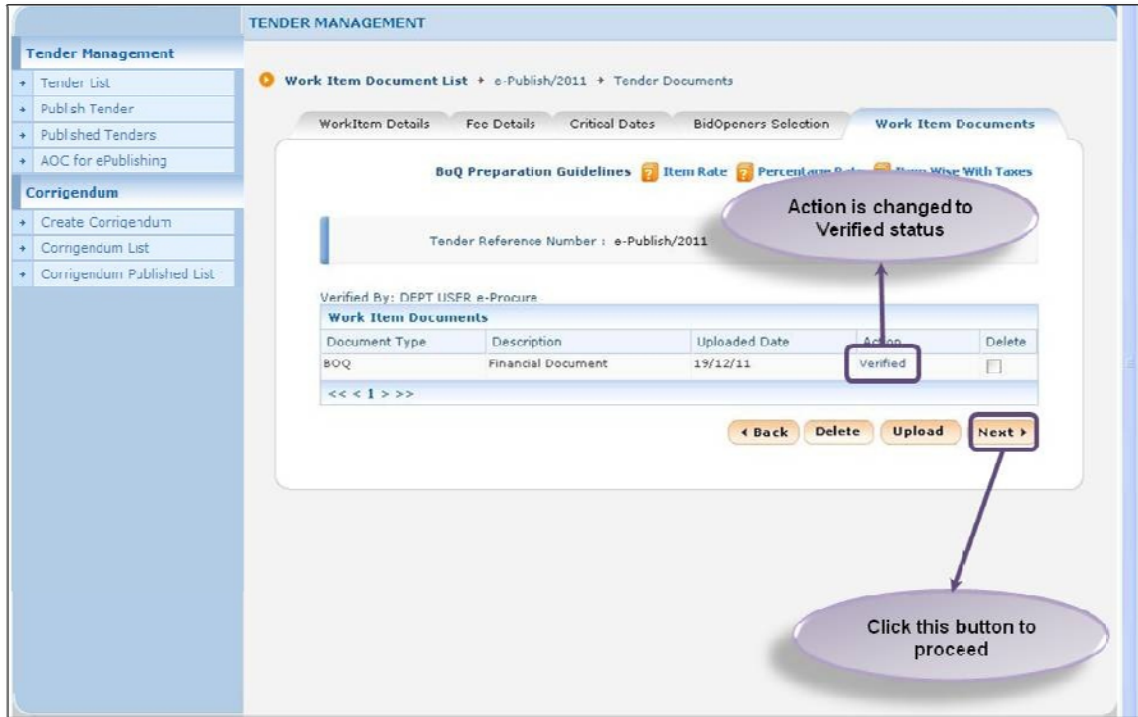


Figure 24: Verified Work Item Document

On the work item documents screen,

25. Click the **'Next >'** button.

Alternatively, click the **'Cancel'** button to exit.

System displays **View Tender Information** screen with the added document details as shown in the below figure.

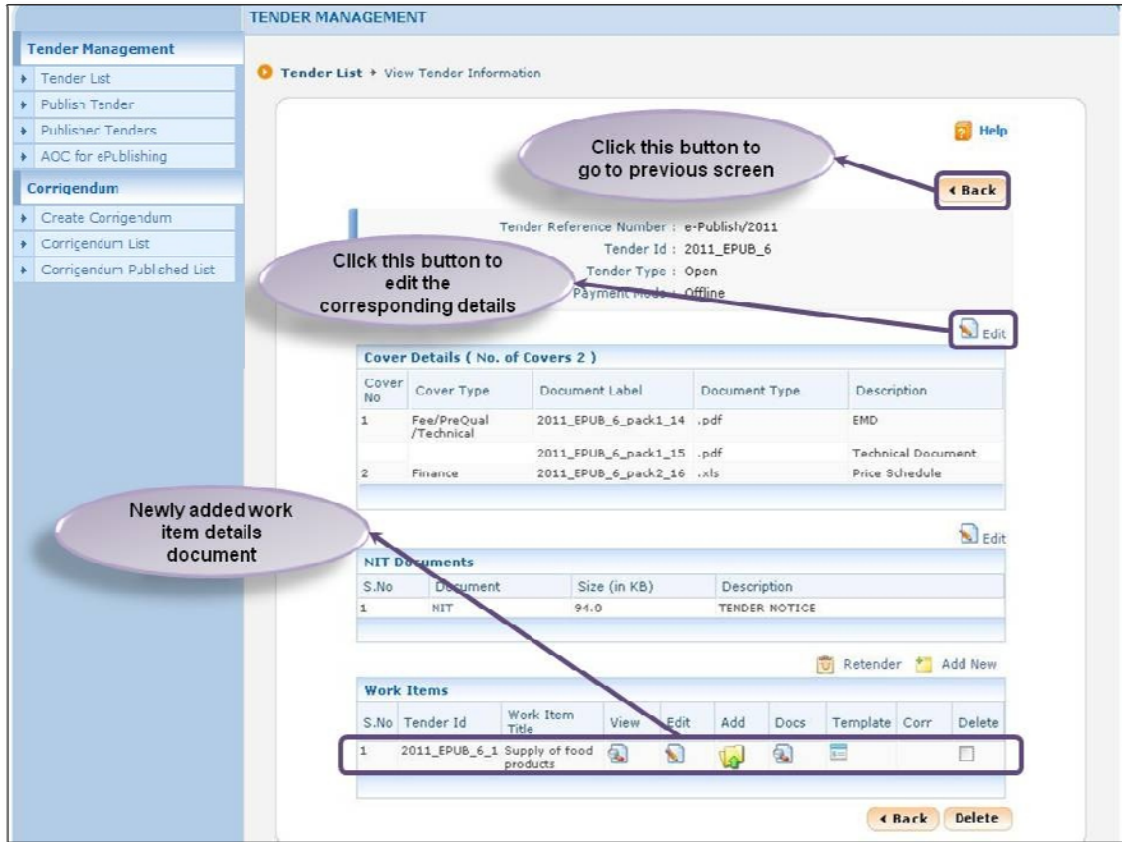


Figure 25: View Tender Information screen with Work Item Documents

With this step the eProcurement System has created the tender in the publish tender folder and it is ready for publishing.

6.5 Publish Tender

Department Users with Procurement Officer **Publisher** role can only publish the tenders. To publish tenders:

1. Select the '**Publish Tender**' tab from the left panel on the dashboard screen.
System displays the **Publish Tender** screen.

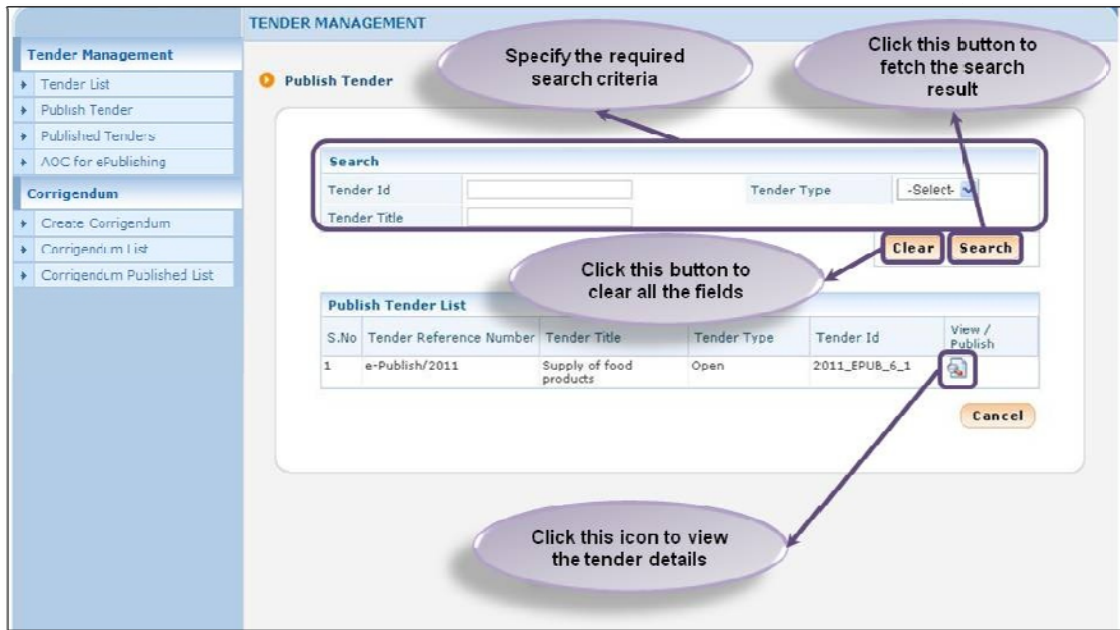



Figure 26: Publish Tender screen

On the publish tender screen,

2. Enter the required search criteria.
3. Click the **'Search'** button.

System displays the search result in a table.

4. Click the **'View'** icon  corresponding to the required tender.

Alternatively, click the **'Cancel'** button to exit.

System displays the tender details as shown in the below figure.

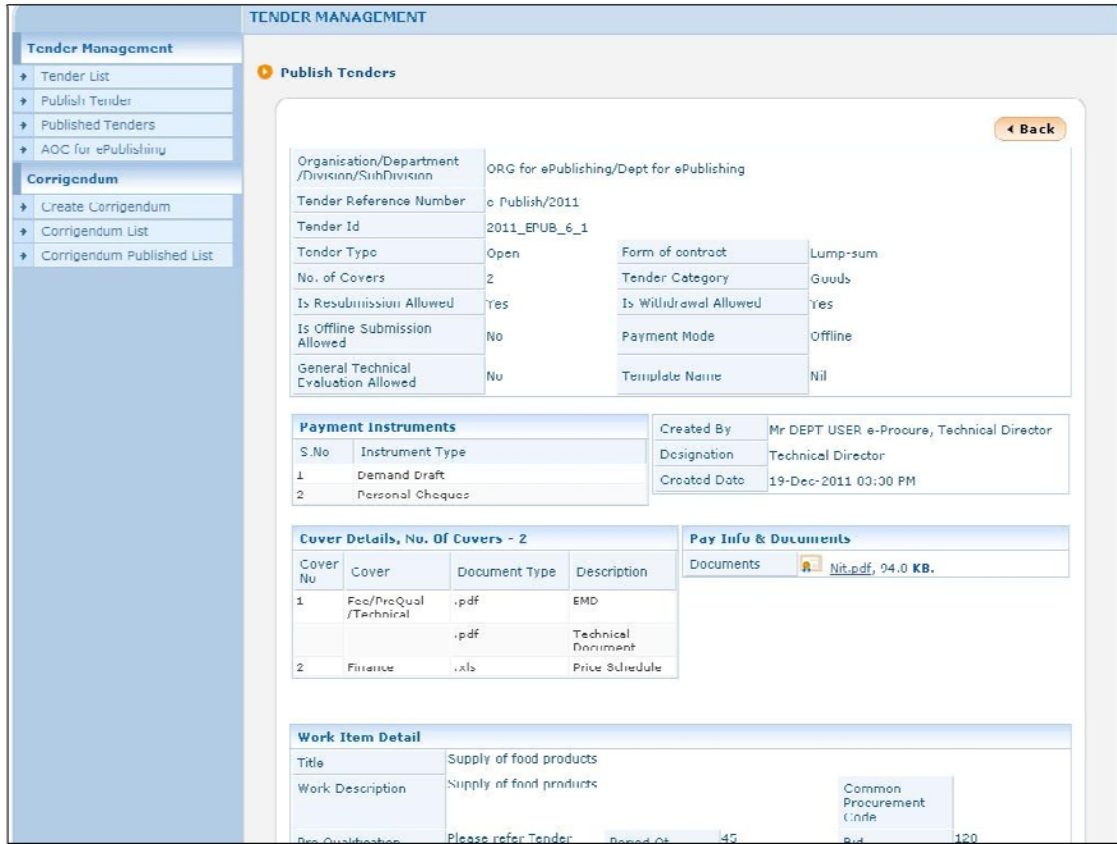


Figure 27: Publish Tender - Tender details screen - 1

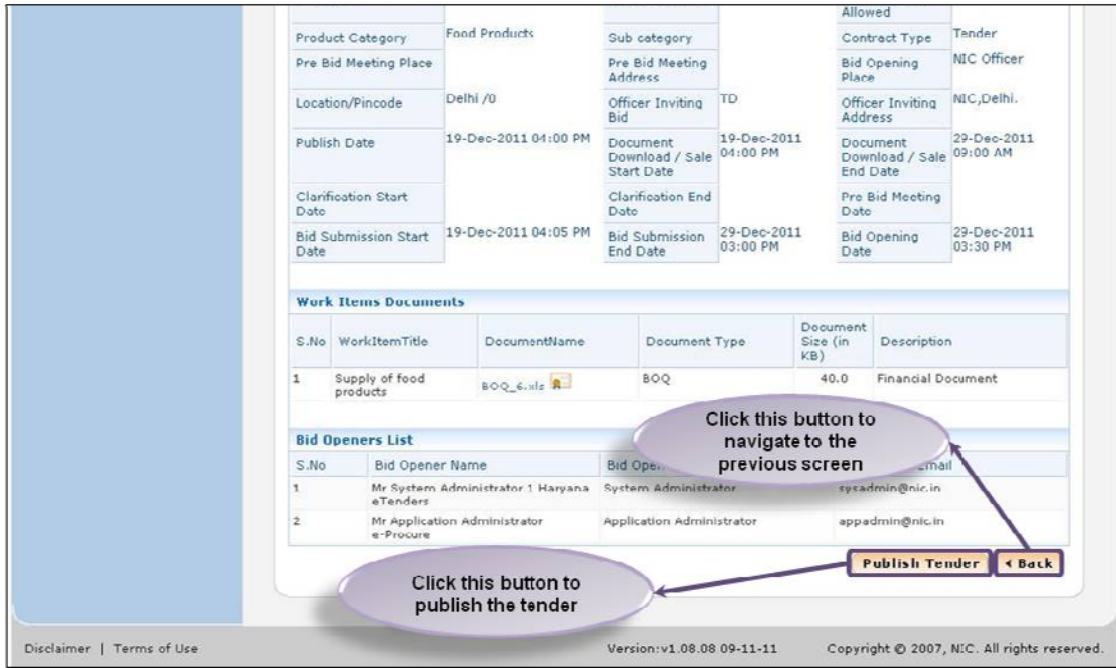


Figure 28: Publish Tender - Tender details screen - 2

On the publish tender – tender details screen,

5. Click the **'Publish Tender'** button.

Alternatively, click the **'Back'** button to go to previous screen.

System publishes the tender and displays a success message as shown below.



Figure 29: Published Tenders screen

6. Click the **'Click here to check Published Tender List'** link to view the published tenders.

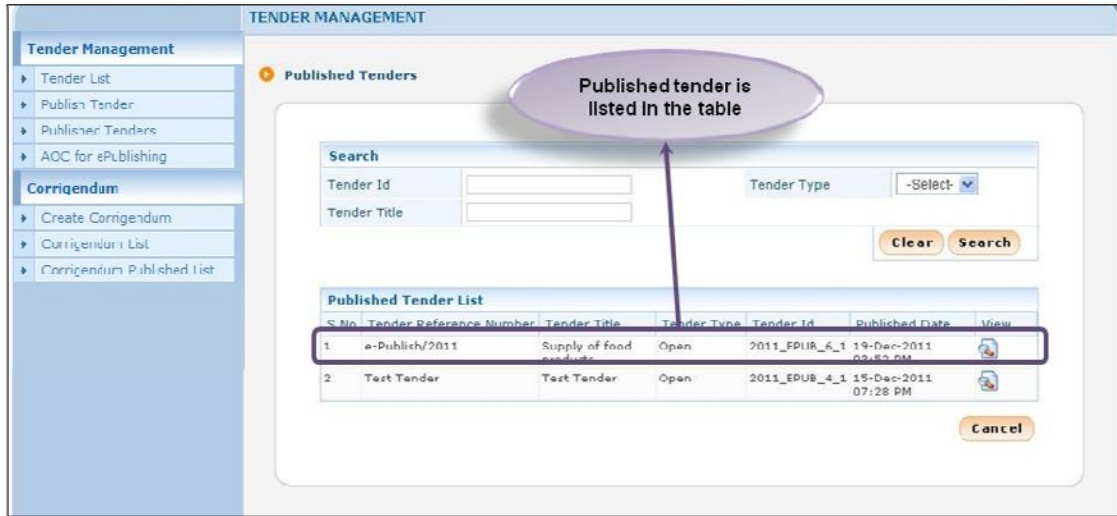


Figure 30: Published Tenders screen

The dept user now can go to <http://eprocure.gov.in> site and check to see the tender is getting scrolled under latest tenders option. The detailed view of the tender can also be seen under latest active tenders option after selecting the desired tender.

6.6 Award of Contract

After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order prior to expiration of validity period. The letter called “Award of Contract” will state the contract price that the TIA will have to pay to the bidder towards the execution/completion of the tender, subject to furnishing a performance security within the stipulated date.

To perform award of contract:

1. Select the ‘Award of Contract’ tab on the left panel of the dashboard screen.

System displays AOC for ePublishing Tenders screen.

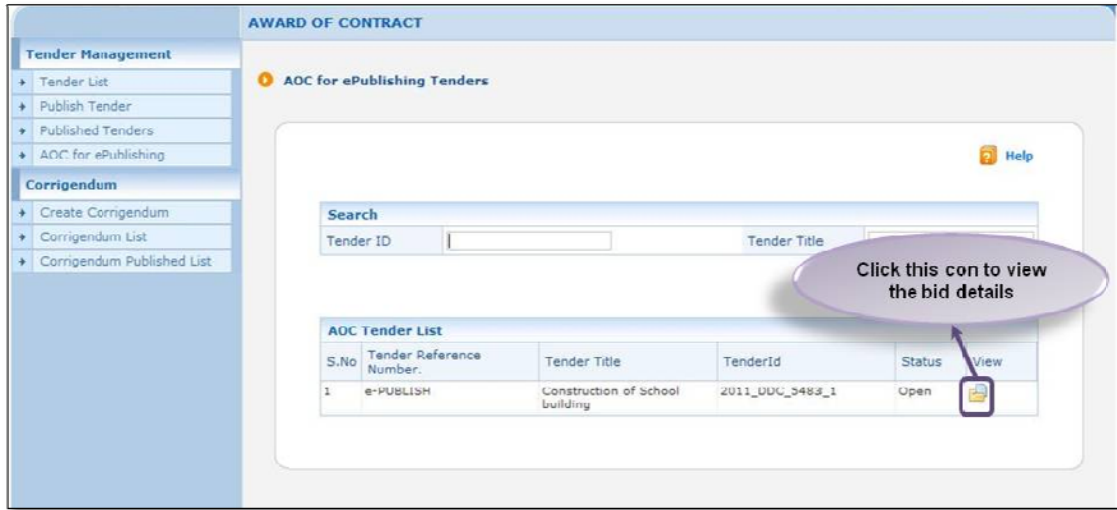



Figure30: AOC for ePublishing Tenders screen

2. Click the **'View'** icon  corresponding to the tender reference number. System displays the bid list to update the selected bidder details for award of contract.

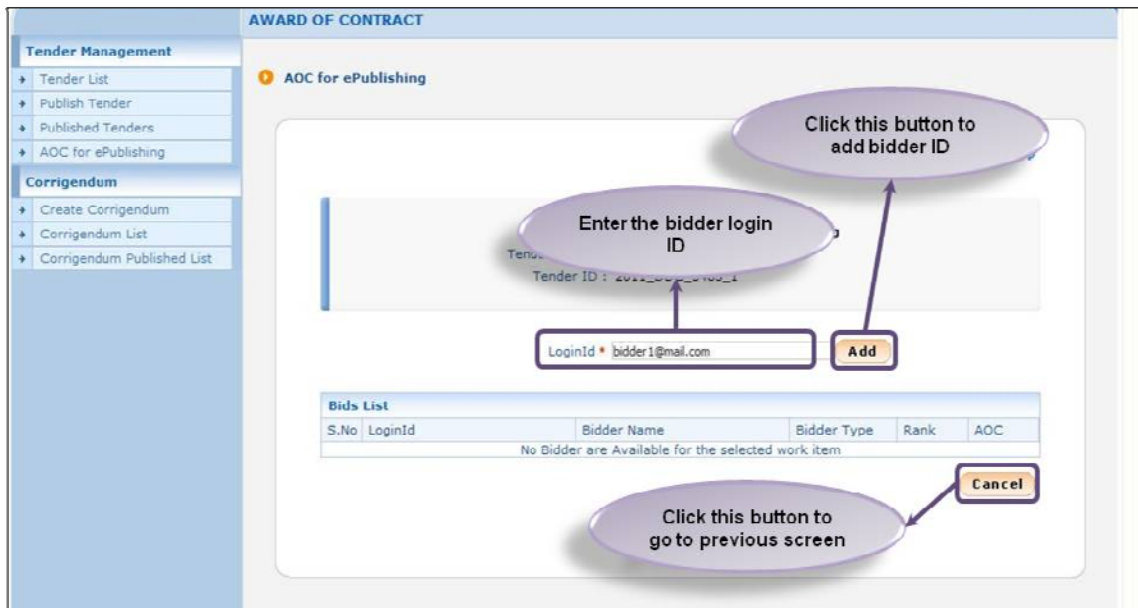


Figure31: Adding Bidder details

3. Enter the bidder **'Login ID'**.
 4. Click the **'Add'** button.
- Alternatively, click the **'Cancel'** button to return to previous screen.

Follow the same steps to add more bidder details.

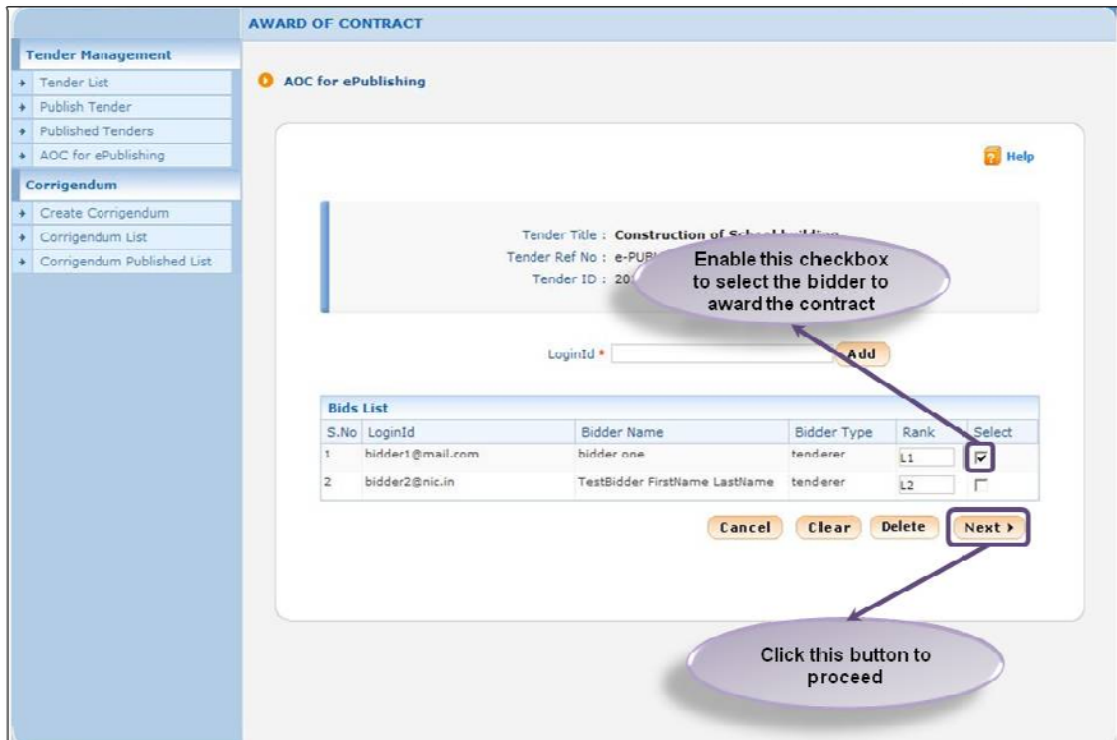


Figure34: Bid details screen - 2

8. Select the bidder with the lowest rank who has been shortlisted for award of contract.
9. Click the '**Next >**' button.

System displays the next screen to add contract value and upload AOC documents.

AWARD OF CONTRACT

AOC for ePublishing

Enter the total amount of BOQ

Contract Value * INR 5000000

Description

Upload the AOC details document

AOC Details * C:\Documents and Settings\ [Browse...]

Contract Date * 22 Dec 2011

Work Completion Period (in days) * 60

S.No	Bid Number	Bidder Name	Bid Type	Rank	Status	AOC
1	2006	bidder one	Online	L1	Accepted	<input checked="" type="checkbox"/>

Cancel Save

Figure35: AOC details screen

10. Enter the **'Contract Value'** and **'Description'**.
11. Upload the **'AOC details document'**.
12. Enter the **'Contract Date'**.
13. Enter the **'Work Completion Period'** in days.
14. Click the **'Save'** button.

Alternatively, click the **'Cancel'** button to return to previous screen.

System updates the award of the contract details and displays a link to print the Award of Contract.

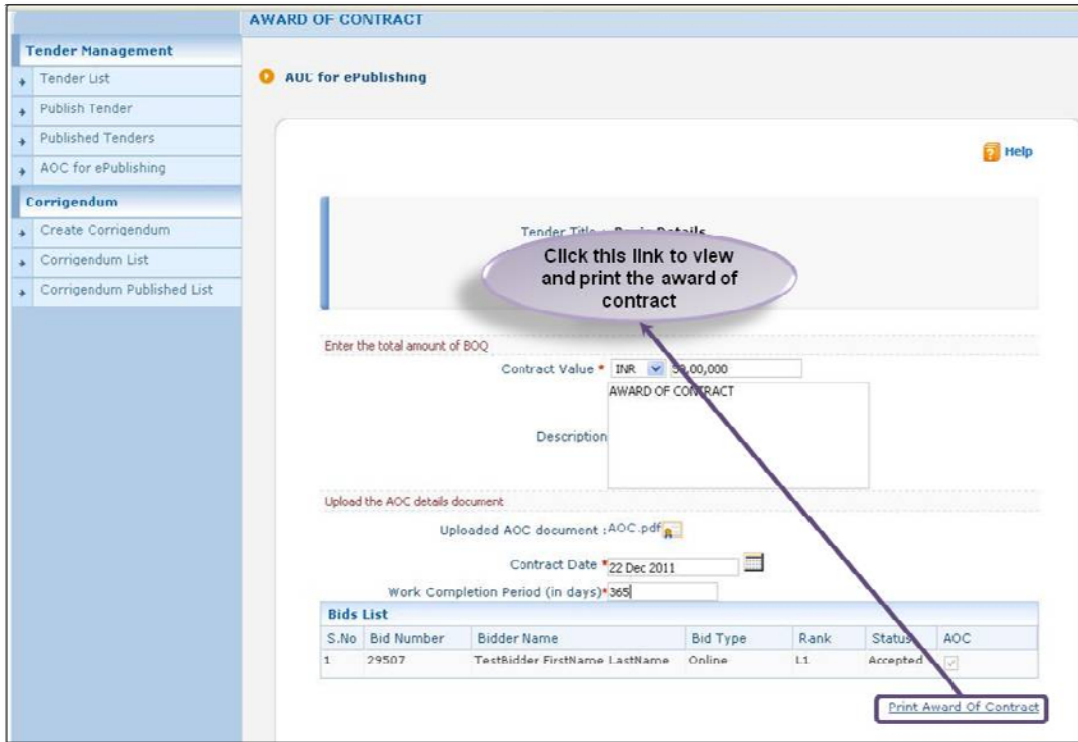


Figure36: Print AOC link

15. Click the 'Print Award of Contract' link.

System opens the Award of Contract in a new window.

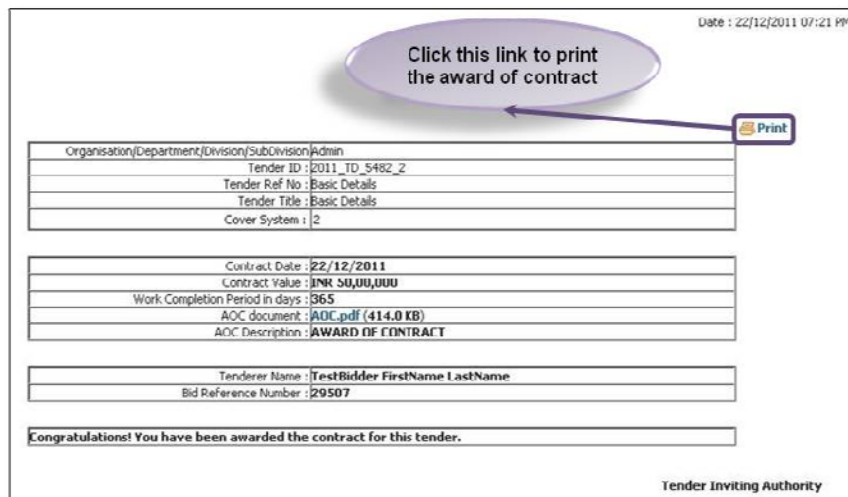


Figure37: Award of Contract certificate

*** This concludes the ePublishing process without using DSC ***