

**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.

**Soft copy of the Intent Letter may be sent to [cphp-nic@nic.in](mailto:cphp-nic@nic.in)**