

**Web-learning sessions on CPP Portal in the month of
January and February 2021**



To facilitate seamless adoption of the CPP Portal across the country, NIC is conducting web-learning sessions. Detailed schedule of sessions starting 1st January to 28th February 2021, to impart training on e-Procurement on the **Central Public Procurement (CPPP)** Portal is given below. The same is applicable to all State Government / Union Territories / CPSEs / Pradhan Mantri Gram Sadak Yojana using the NIC eProcurement system GePNIC.

Users from all State Governments/ UTs / Government of India Ministries, Departments, their attached / subordinate offices, Central Public Sector Enterprises (CPSEs), autonomous or statutory bodies join any of these training sessions. One day session for Bidders is also available for guidance in Enrollment and bid submission process.

Training Schedule

Timing of the session is from 2:30 pm to 4:30 pm (Mon-Fri)

Day	Dates	Topic
Monday	4, 11, 18 and 25 January 2021	Creation of Price Bid: BOQ Mapping from available templates <ul style="list-style-type: none"> • Item Rate Template • Item Wise Template and Item wise Form Based Template • Percentage Template • Mixed Template • Multi-Currency Template • Item Rate and Item Wise Buy Back Template • Open for H1 Template Drafting of Tender Document as per eProcurement
	1, 8, 15 and 22 February 2021	
Tuesday	5, 12 and 19 January 2021	<ul style="list-style-type: none"> • Creation of Nodal and User Accounts • Creation and Publishing of tender enquiries • Corrigendum's till Bid Opening Date/Time
	2, 9, 16 and 23 February 2021	
Wednesday	6, 13, 20 and 27 January 2021	<ul style="list-style-type: none"> • Opening of Technical Bids • Evaluation of Technical Bids • Opening of Financial Bids • Comparative chart generation • Evaluation of Financial Bids • Award of Contract Corrigendum's after Bid Opening Date/Time till AOC
	3, 10, 17 and 24 February 2021	

Thursday	7, 14, 21 and 28 January 2021	CPPP Home Page, CPPP eProc Home Page, Tender Status Bidder Training : <ul style="list-style-type: none"> • Bidder Enrollment • DSC mapping • Bidder Home Page • Bidder Account Details • Submission of online bids • Resubmission/Withdrawal of Bids • Bid Acknowledgement
	4, 11, 18 and 25 February 2021	
Friday	1, 8, 15, 22 and 29 January 2021	Tender cum Auction Process <ul style="list-style-type: none"> • Financial Opening – L1/H1 Amount • Bidder Elimination , if configured • Auction Creation Process and Live Bidding Process • Auction Conclusion • Financial Evaluation • Award of Contract
	5, 12, 19 and 26 February 2021	

<p><u>Pre-requisites to attend the training session:</u></p> <p>Minimum Hardware / Software Requirements:</p> <ol style="list-style-type: none"> 1. Hardware: 1.5 GHz CPU & 512 MB RAM. 2. OS: Linux, Windows, MAC, iPad, Android OS. 3. Internet Access: At least 512 Kbps. 4. Speakers or headphones. 5. Microphone (in case the users want to ask questions through voice-chat). 6. Supported Browser: Firefox, and Google Chrome. 7. Flash Player (http://get.adobe.com/flashplayer/otherversions/) 8. Java Run Time Environment. 	<p><u>How to join the training session:</u></p> <ol style="list-style-type: none"> 1. Open the site http://webcon.nic.in 2. Select Meeting “Training on central Public procurement portal” from dropdown, enter your “Email ID ” in name field. 3. Enter password Guest123\$ for selected meeting and enter the captcha. 4. Click on Join Button and select “Listen only” mode. 5. You are requested to login 15 minutes before each session, to ensure that the video and audio is working.
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User Guide to join the session is provided below. Pls go through the same in case of any issues.

In case of any further issues related to above topics, pls contact 24X7 Helpdesk at 0120-4200 462 , 0120-4001 002 , 0120-4001 005 and 0120-6277 787 or mail to support-eproc@nic.in

USER GUIDE FOR WEBCON i-Meeting PORTAL

Minimum System requirement:

- **Operating System Supported :** Linux, Windows, MAC, iPad, Android OS
- **Supported Browser:** Firefox, and Google Chrome.
- **Flash Player (** <http://get.adobe.com/flashplayer/otherversions/>**)**
- **Java Run Time Environment**
- **Head phone**

How to Connect Webcon i-Meeting Portal

1. Open Website <http://webcon.nic.in>

The screenshot displays the WebconLive website. At the top left is the NIC logo (National Informatics Centre). At the top right is the 'WebconLive' logo with 'NIC eLearning Services' underneath. A navigation menu includes 'Home', 'About NIC', 'Recorded Session', 'Raw Data', 'User Guide', and 'Contact Us'. The main banner features the text 'Webcon Built For Online Learning' with an illustration of a computer monitor and a laptop. Below the banner, the 'Web learning' section contains a paragraph: 'There had been a growing need for more innovative methods for conducting seminars, training's, and conferencing with desired operational efficiency, confidentiality, security and cost effectiveness to cope up with the rapidly increasing frequency. The delivery of a learning, training or education program by electronic means, eLearning involves the use of a computer or electronic device to provide training, educational or learning material. For an organization to function effectively & efficiently, it needs to constantly update knowledge base of employees.' To the right is a 'WebCon Meeting' form with fields for 'Meeting:' (a dropdown menu), 'Name:', 'Password:', and 'Captcha:' (with the text 'e9b739'). A 'Join' button is at the bottom of the form.

2. Select Meeting name from Meeting tab
3. Enter your Name in name field.
4. Enter password for selected meeting and captcha.
5. Click On join Button.

The screenshot displays the WebconLive website interface. At the top, there is a navigation bar with links for Home, About NIC, Recorded Session, Raw Data, User Guide, and Contact Us. The main banner features the 'Webcon' logo with the tagline 'Built For Online Learning' and a colorful graphic of a computer monitor and a laptop. Below the banner, the 'Web learning' section is visible, containing a paragraph about the need for innovative methods for conducting seminars, training, and conferencing. To the right of this text is a 'WebCon Meeting' form with the following fields: Meeting (with a dropdown menu), Name, Password, and Captcha. A 'Join' button is located at the bottom of the form. Red arrows point from the form fields to a legend on the right side of the page, which identifies each field: Meeting name, Your name, Password, Captcha, and Click Join.

WebconLive
NIC eLearning Services

Home About NIC Recorded Session Raw Data User Guide Contact Us

Webcon

Built For Online Learning

Web learning

There had been a growing need for more innovative methods for conducting seminars, training's, and conferencing with desired operational efficiency, confidentiality, security and cost effectiveness to cope up with the rapidly increasing frequency. The delivery of a learning, training or education program by electronic means, eLearning involves the use of a computer or electronic device to provide training, educational or learning material, For an organization to function effectively & efficiently, it needs to constantly update knowledge base of employees.

WebCon Meeting

Meeting: Evolving technology around Compute, Storage ar *

Name:

Password:

Captcha: u8k739

Join

Meeting name

Your name

Password

Captcha

Click Join

6. Select Listen only mode.

