# Central Public Procurement Portal

(http://eprocure.gov.in/epublish/app)

# User Guide
# For
# ePublishing
# (Tender Creation)

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Dated: 25th July 2016

# National Informatics Centre

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National Informatics Centre,

Department of Information Technology

Ministry of Communications and Information Technology

A-Block, CGO Complex, Lodhi Road, New Delhi - 110 003, India

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# 1 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 1: 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.

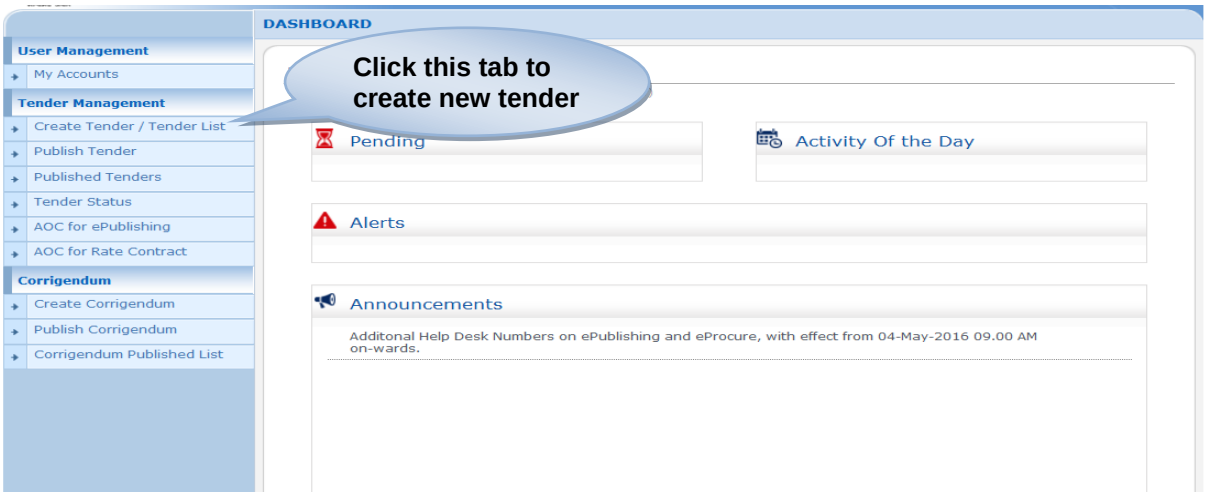



Figure 2: Dashboard screen

4. Select the **'Tender List'** tab from the left menu on the dashboard screen.

   System displays the **Tender Management** screen.

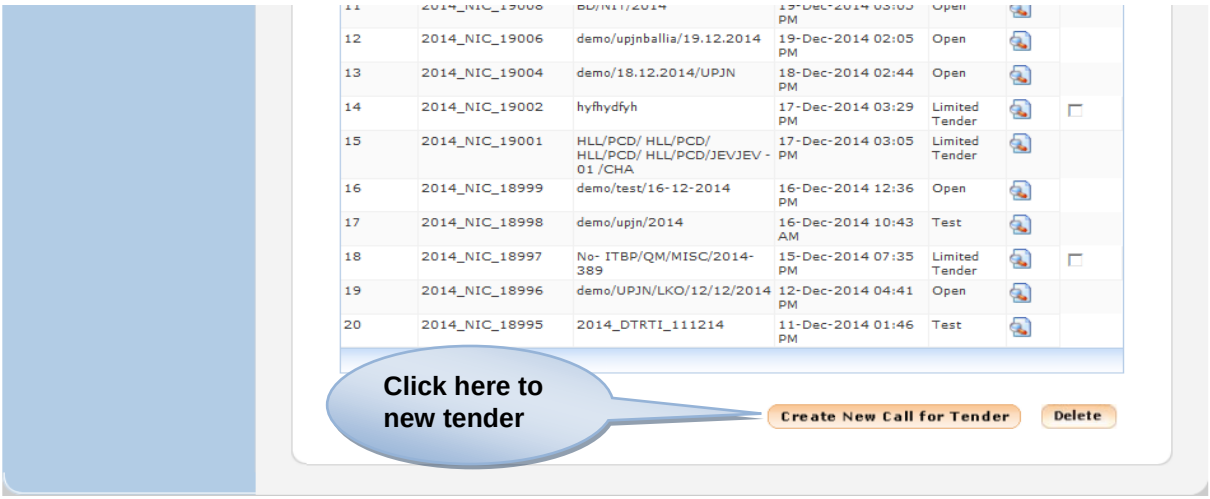



**Figure 3: Tender Management screen**

On the tender management screen,

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

   System displays **Basic Details** screen.

## 1.1 Basic Details

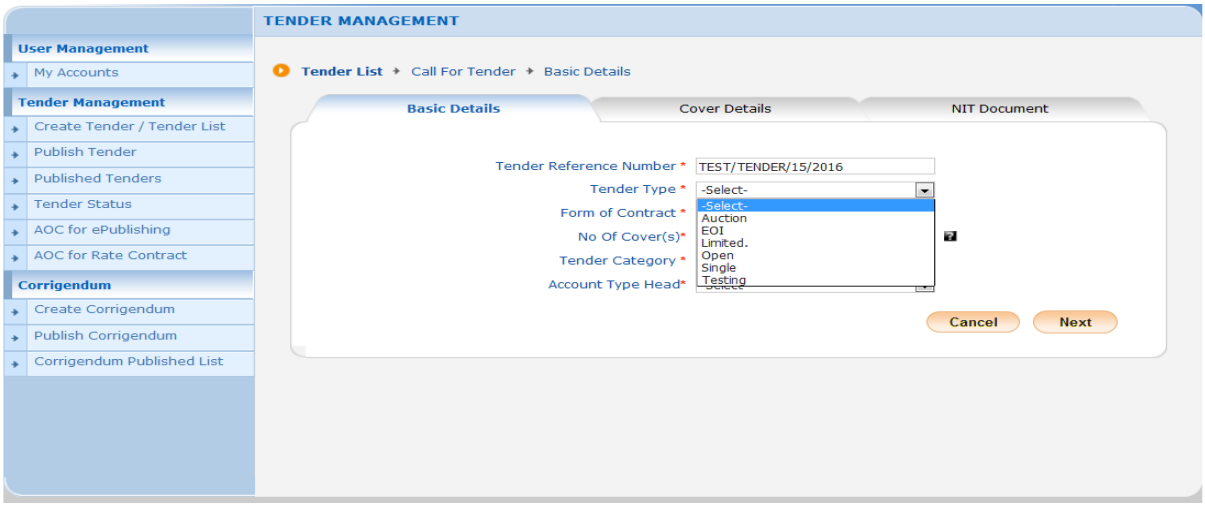


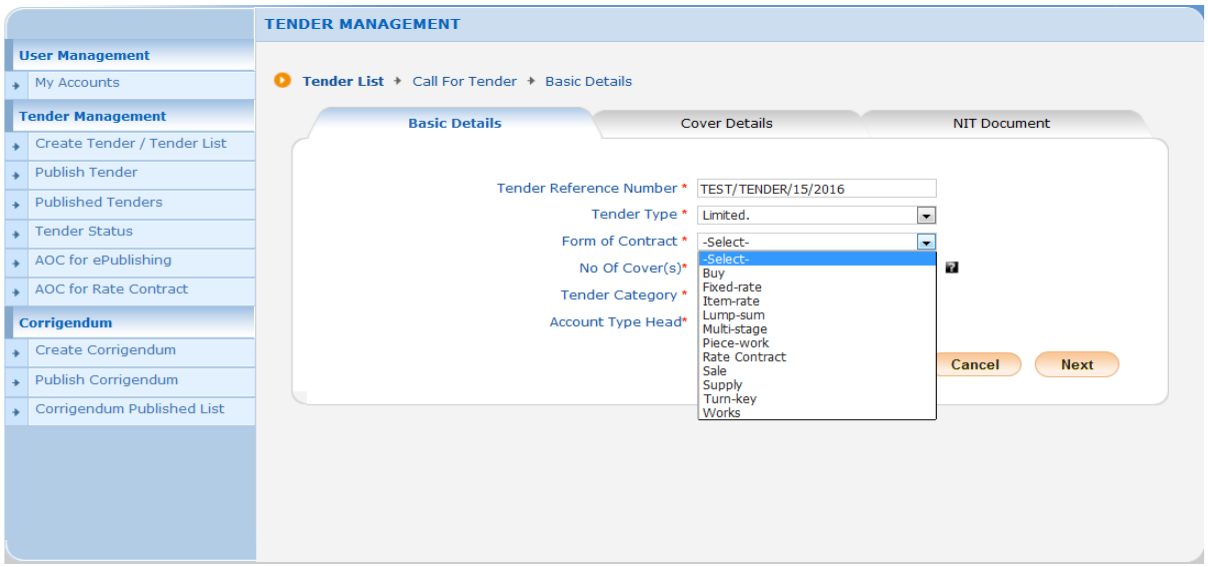

**Figure 4: Basic Details screen**

Basic details of the Tender Creation Process is captured in 3 screens

NOTE:

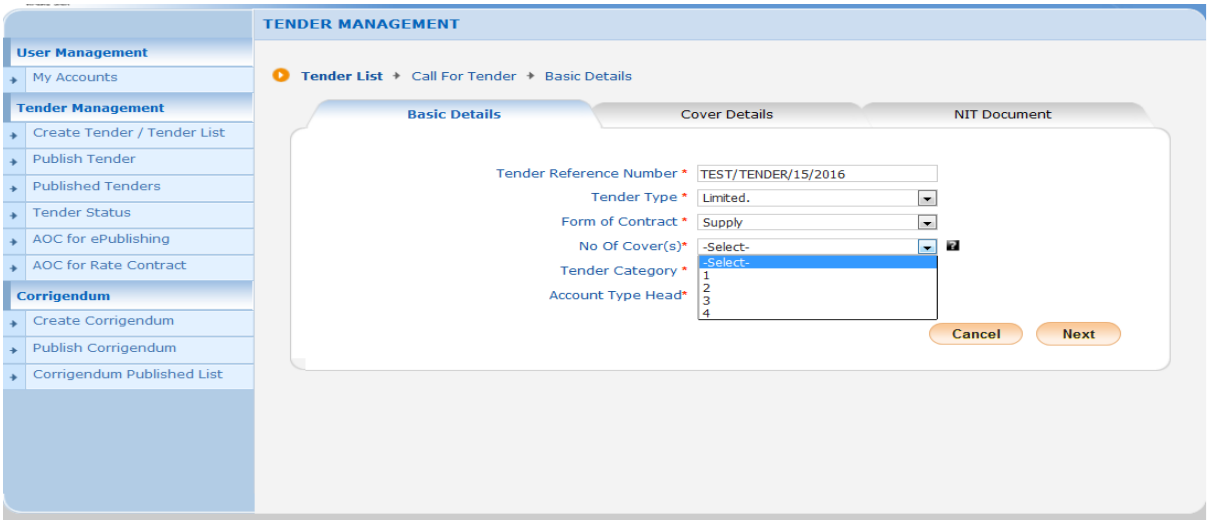
- **Tender reference number**: Can be the file number.

- **Tender type**: It is the type of tender. It could be any of the above shown option like Open / Limited / EOI / Auction / Single




NOTE:

- **Form of contract**: It refers to the type of contract to which the tender belongs. It could be any of the above shown link Piece Work / Lump Sum / Fixed Rate / Turn Key etc

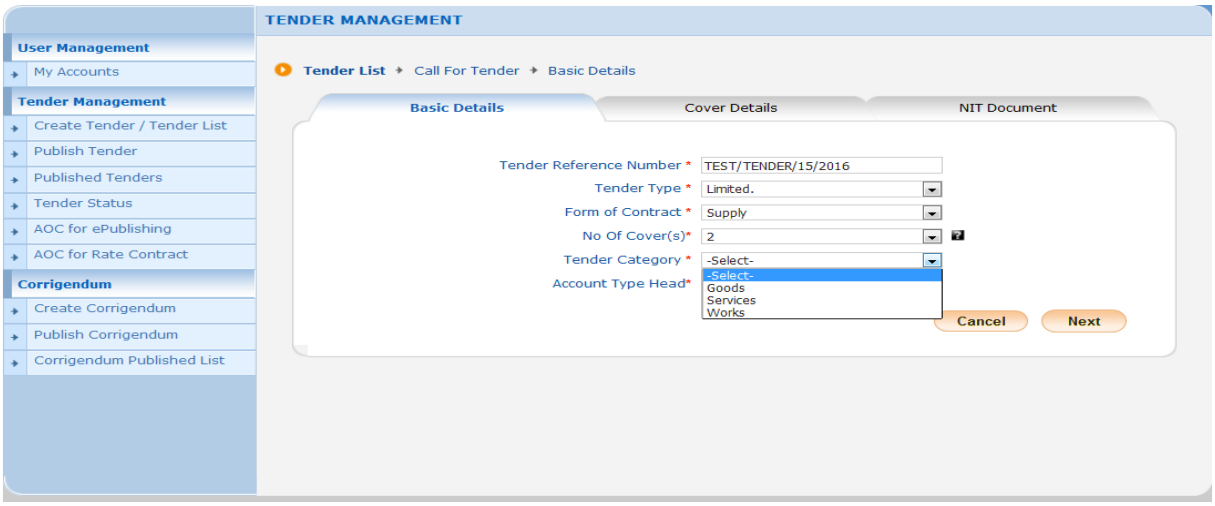



NOTE:

**Number of covers:** This refers to the number of packet(s) the bidder needs to submit his bid documents in. It could be done in the following ways:

- 1 -- (fee+pre qual+technical bid+financial bid)
- 2 -- (fee+pre qual+technical bid)/ (financial bid)

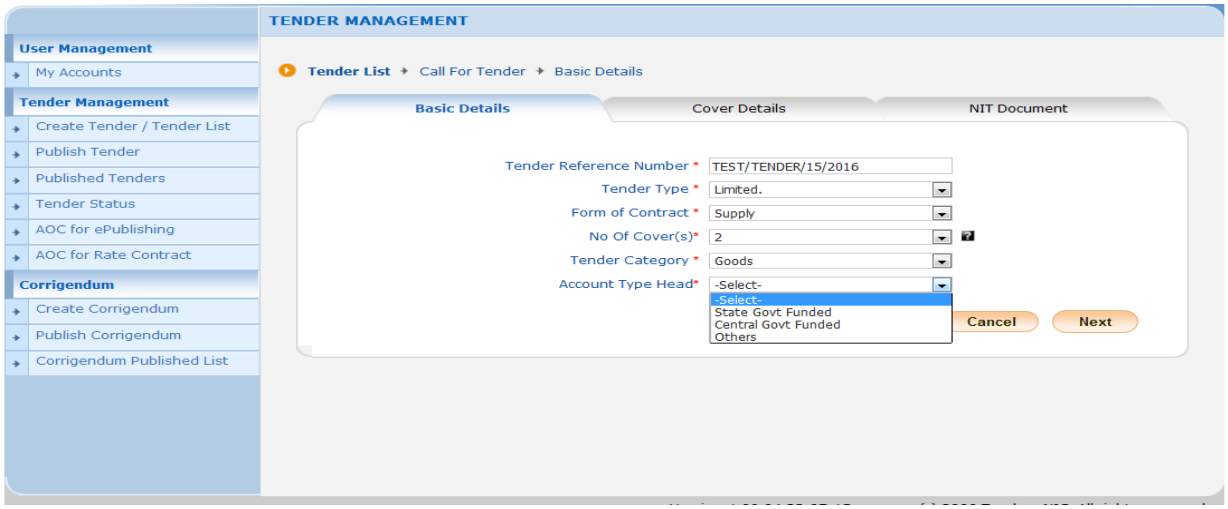
- 3 -- (fee)/ (pre qual+technical bid)/ (financial bid)
- 4 -- (fee)/ (pre qual) /(technical bid)/ (financial bid)




NOTE:

**Tender category:** Refers to type of category the tender falls in, it could be any of the above shown i.e.:

- Goods - Any Tender pertaining to supply / purchase of Goods
- Services – Service oriented tenders
- Works – Relating to carrying out of various categories of work.




NOTE:

**Account type head:** Refers to the type of account head the tender falls in.

It could be:

- State Govt. Funded
- Central Govt. Funded

- Any Other head

## 1.2 Cover Details

System displays **Cover List** screen.

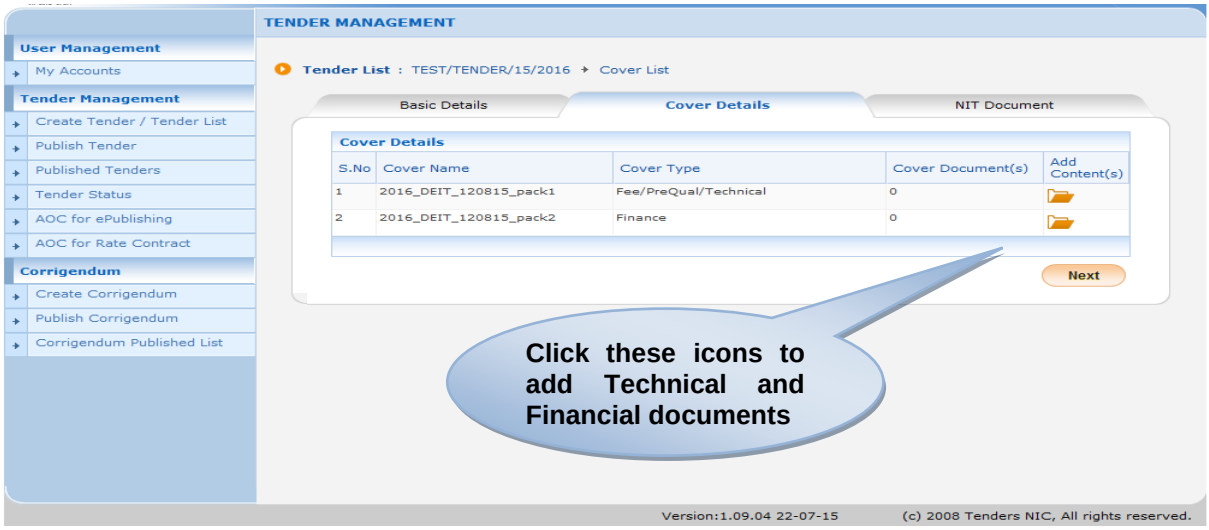



**Figure 5: Cover List screen - 1**

On the cover list screen,

6. 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.

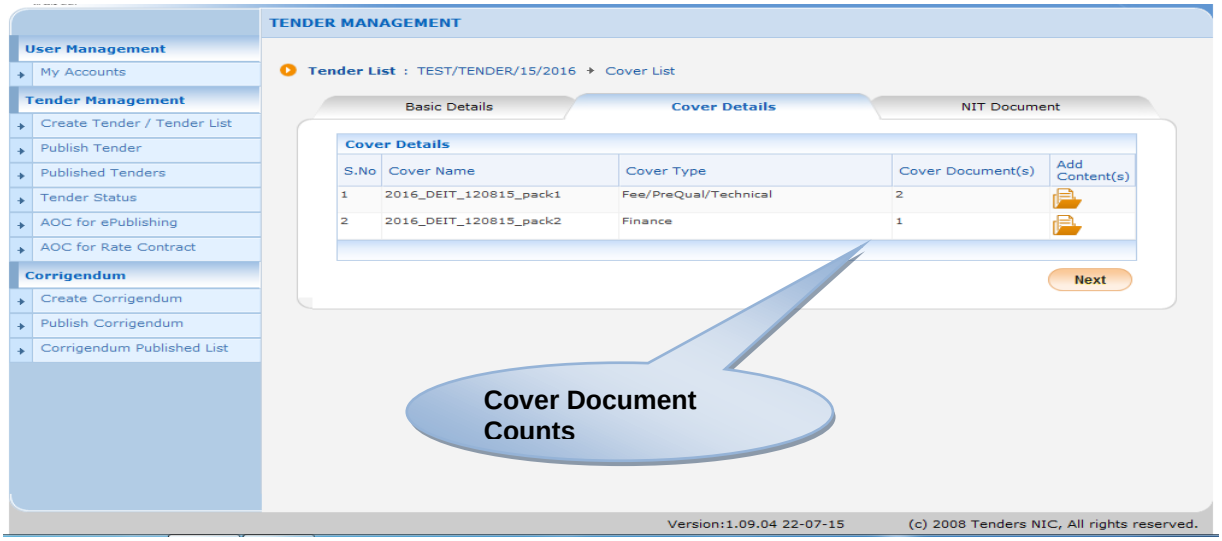



**Figure 6: Cover List screen - 2**

On the cover list screen,

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

## 1.3 NIT (Notice Inviting tenders) Details

System displays **NIT Document** screen.

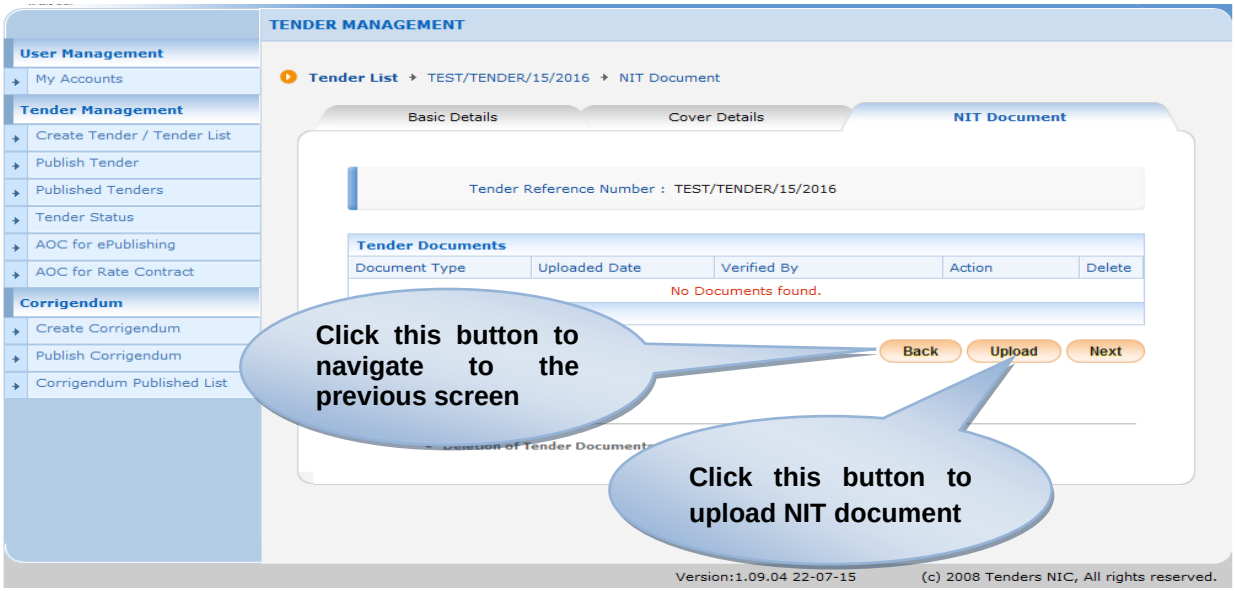



**Figure 7: NIT Documents screen**

On the NIT document screen,

8. 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.

NOTE:

NIT is Notice Inviting Tender – This is a document which informs the details of the tender in a concise way. On reading this the salient points of tender being floated can be understood.

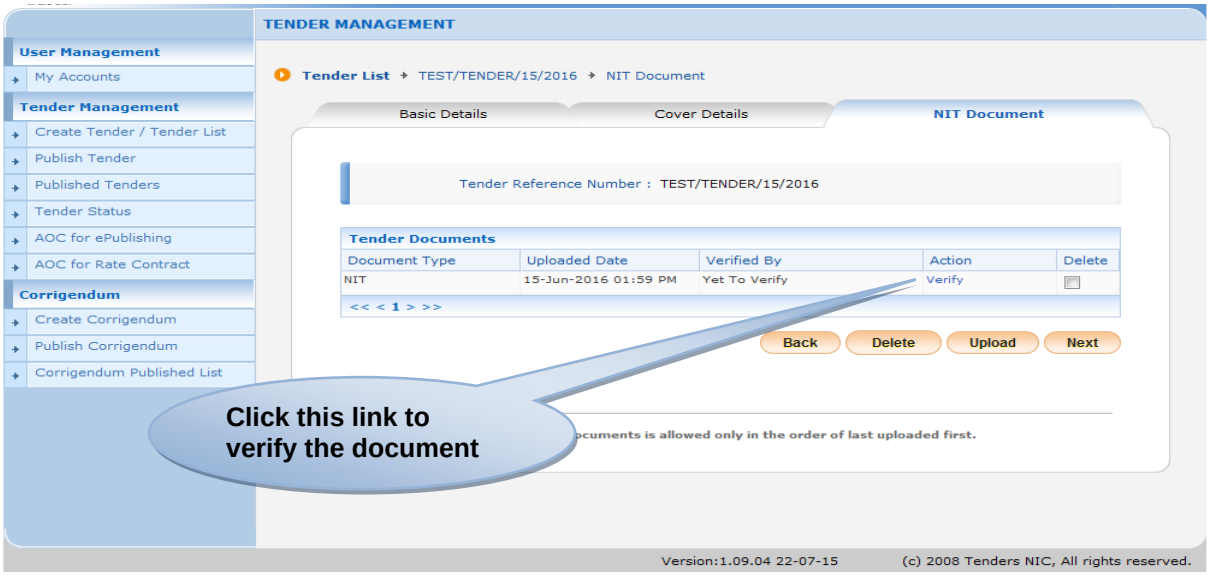



**Figure 8: NIT Document Verify status**

On the NIT document screen,

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

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

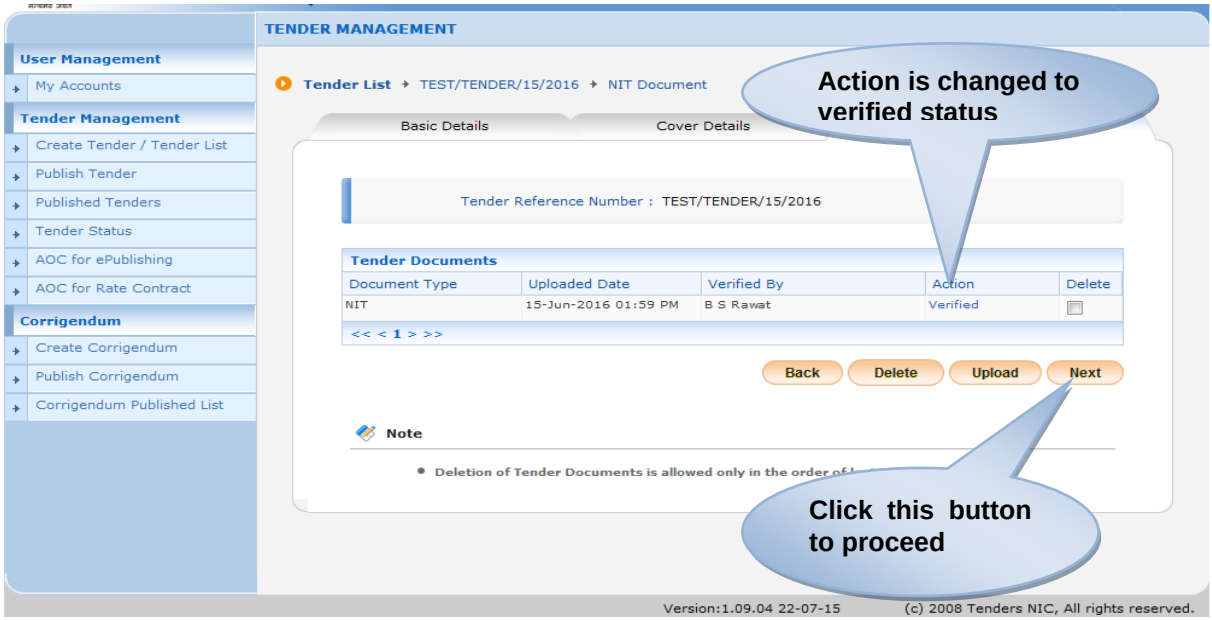



**Figure 9: NIT Document Verified status**

After verifying the NIT documents,

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

## 1.4 Work Item Details

System displays **Work Item Details** screen.

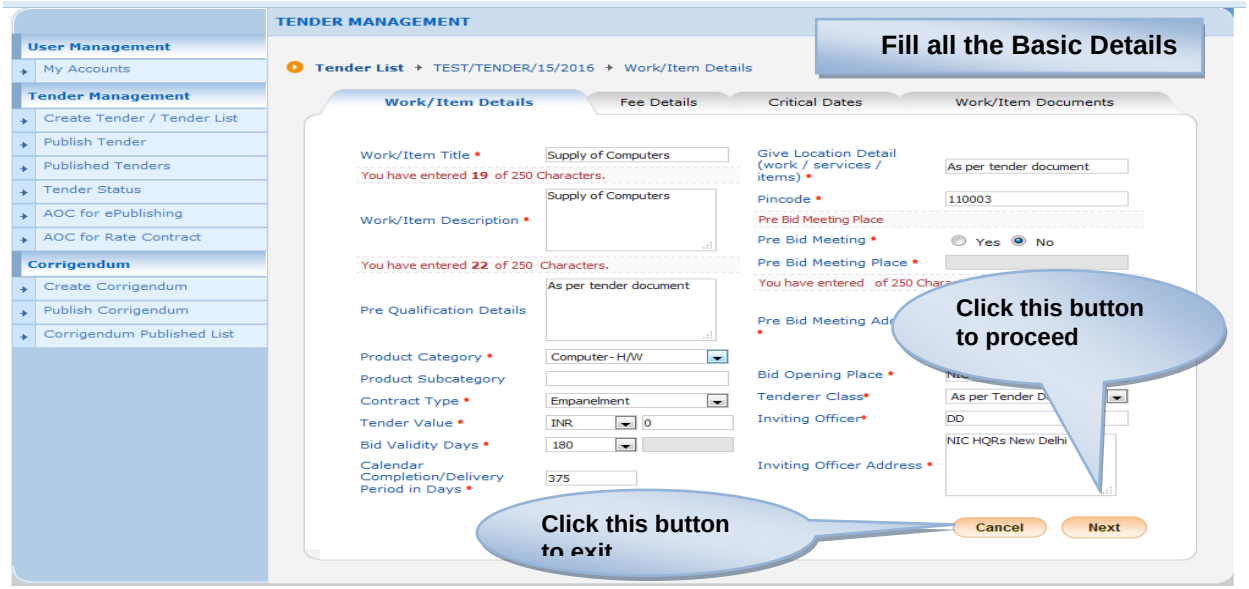



**Figure 10: Work Items Details screen**

On the work item details screen,

11. Fill the **'Work Item Details'** as applicable.
12. After entering all the relevant details, Click the **'Next >'** button.

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

    System displays **Fee Details** screen.

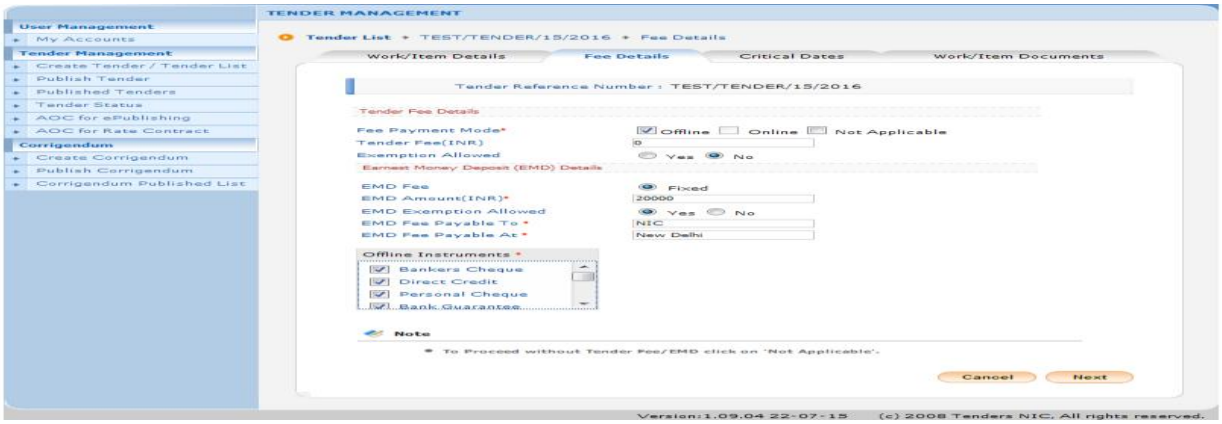



**Figure 11: Fee Details screen**

On the fee details screen,

13. Fill the **'Tender/EMD Fee Details'** as applicable. If EMD exemption is allowed for the tender, click **Yes** button otherwise **No** button.

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

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

    System displays **Critical Dates** screen.

NOTE:

- **Tender fee** can be zero (0) in this case the tender fee payable to and tender fee payable at options will not be seen. Many tenders do not have any Tender Fee associated with it.
- **EMD** fee can not be zero (0). If the Tender Cost is Zero, EMD can be zero.

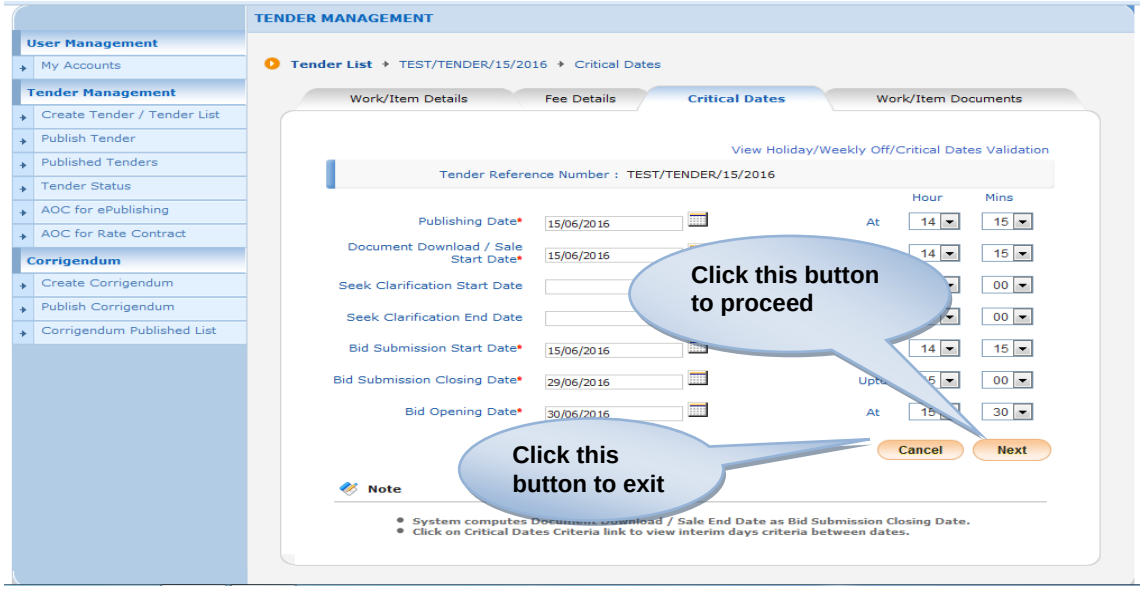



**Figure 12: Critical Dates screen**

On the critical dates screen,

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

NOTE:

- **Publishing Date/Time**: This is the date & time on which the created tender will be published on to the website. It is not mandatory that the publishing date & time would be same as the creation date, but can also be any future date & time on which the designated department user wants the tender to appear on the site.
- **Document download/Sale start date** & time: This is the date & time from which the various documents related to the tender can be downloaded by the bidders.
- **Document download/Sale end date** & time**:** This is the date & time till which the various documents related to the tender can be downloaded by the bidders.

- **Seek clarification start/ end date** & time: This is the time period during which the bidders can get any queries resolved using online system.(Not relevant in e-Publishing)
- **Bid submission start date** & time**:** This is the time from which the bidders can start submitting their bid.
- **Bid submission closing date &** time**:** This is the time till which the bidders can submit their bid.
- **Bid opening date** & time: This is the date & time at which the bids will be opened.

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

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

System displays **Work Items Documents** screen.

.

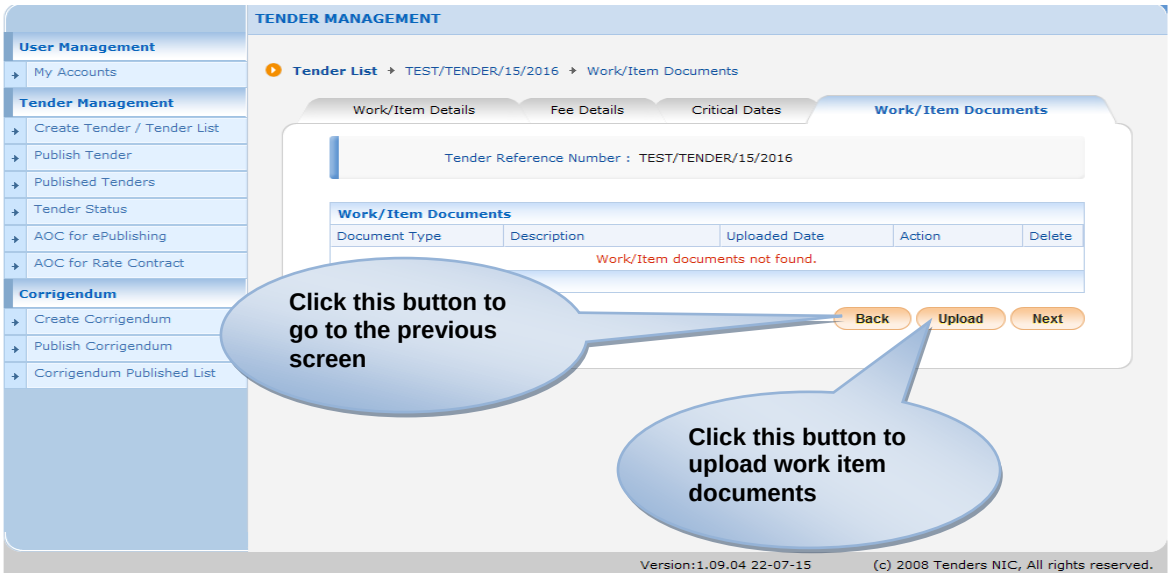



**Figure 13: Work Item Documents screen**

On the work item documents screen,

16. Click the **'Upload'** button.
17. 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.

NOTE:

The following documents can be uploaded in this section:

- The completed Tender document in PDF format
- **BOQ**(bill of quantity-not necessary for e-publishing)
- Additional Documents

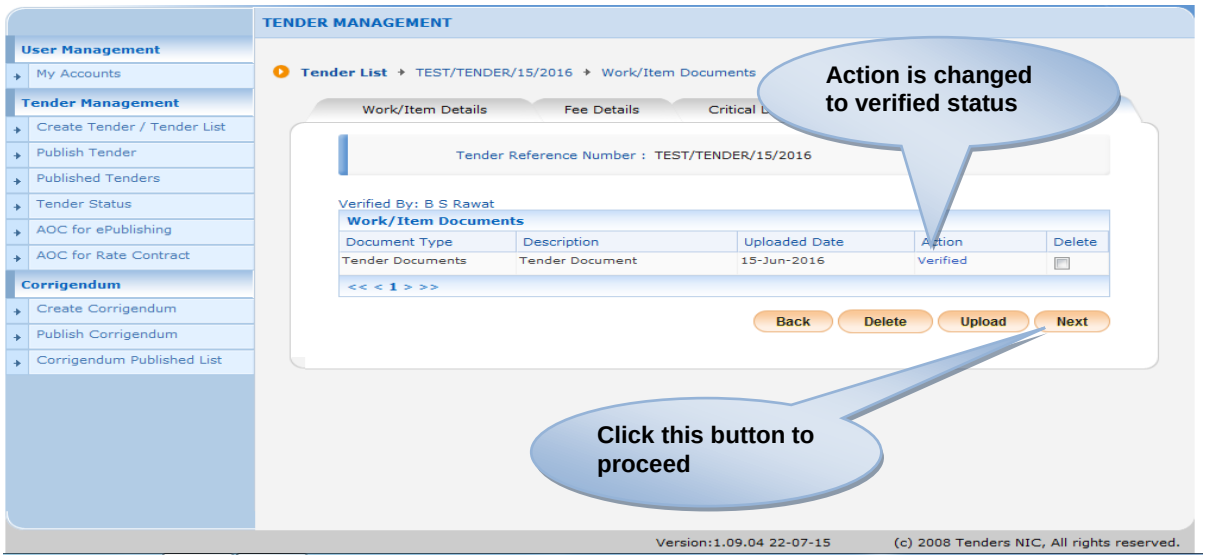



**Figure 14: Verified Work Item Document**

On the work item documents screen,

18. 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.

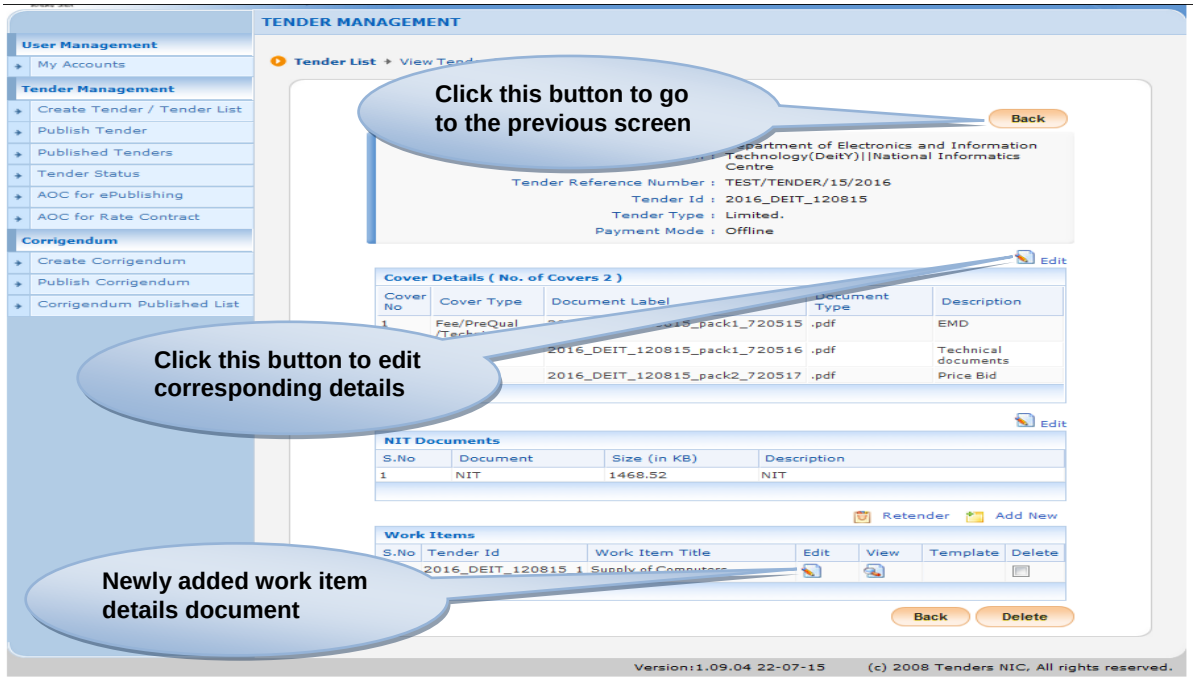



**Figure 15: View Tender Information screen with Work Item Documents**

System creates the tender in the **Publish Tender** folder and it is ready for publishing.

***This concludes Tender creation user guide***