

# **Central Public Procurement Portal**

**<http://eprocure.gov.in/epublish/app>**

## **User Guide For ePublishing (Tender Publishing)**

Version: v1.09.04

Dated: 25<sup>th</sup> July 2016

# National Informatics Centre

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

**Telephone:** For any queries, please call 24 x 7 helpdesk No.: **0120-4200462, 0120-4001002**

**Email:** Kindly send your Technical queries to [cppp-nic@nic.in](mailto:cppp-nic@nic.in)



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# 1 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 1: 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.

**TENDER MANAGEMENT**

**Tender Details**

← Back

Organisation Chain	Department of Electronics and Information Technology(Deity)  National Informatics Centre		
Tender Reference Number	No. 4(1)/2015-RSU		
Tender Id	2015_DEIT_284047_1		
Tender Type	Limited.	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments		Cover Details, No. Of Covers - 2			
Offline	S.No. Instrument Type	Cover No	Cover	Document Type	Description
	1 Demand Draft	1	Fee/PreQual /Technical	.pdf	Containing Earnest Money Deposit (EMD) vide demand draft along with the forwarding letter of company
		2	Finance	.pdf	Containing PRICE COMMERCIAL BID as per Annexure A and B

Tender Fee Details, [Total Fee (INR)* - 0.00]				EMD Fee Details			
Tender Fee(INR)	0.00	VAT Charges(INR)	0.00	EMD Amount(INR)	15,000	EMD Exemption Allowed	No
Processing Fee(INR)	0.00	Other charges(INR)	0.00	EMD Fee Type	fixed	EMD Percentage	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Payable To	DDO NIC JAIPUR	EMD Payable At	JAIPUR
Tender Fee Exemption Allowed	NA						

Figure 2: Publish Tender - Tender details screen - 1

← Back

Fee Payable To	NA	Fee Payable At	NA	EMD Payable To	NIC JAIPUR	EMD Payable At	NA
Tender Fee Exemption Allowed	NA						

**Work Item Details**

Title	Limited Tender for Comprehensive AMC of 1.5 / 2.0 ton Window and Split Air-conditioners					
Work Description	Limited Tender for Comprehensive AMC of Window and Split Air-conditioners					
Pre Qualification Details	As per Tender documents					
Tender Value	INR	Period Of Work(Days)	NA	Bid Validity(Days)	90	
Product Category	Air-Conditioner	Sub category	NA	Contract Type	Tender	
Location	State Informatics Officer, National Informatics Ce	Pincode	302004	Pre Bid Meeting Date	NA	
Pre Bid Meeting Address	NA	Pre Bid Meeting Place	NA	Bid Opening Place	JAIPUR	

**Critical Dates**

Publish Date	04-Mar-2015 09:00 AM	Bid Opening Date	18-Mar-2015 03:30 PM
Document Download / Sale Start Date	04-Mar-2015 09:00 AM	Document Download / Sale End Date	18-Mar-2015 03:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	04-Mar-2015 09:00 AM	Bid Submission End Date	18-Mar-2015 03:00 PM

**Tender Documents**

NIT Document	S.No.	Document Name	Description
			No NIT Document
Work Item Documents	S.No.	Document Name	Document Description
	1	scan0173.pdf	Tender Document

**Tender Inviting Authority**

Name	State Informatics Officer
Address	State Informatics Officer, National Informatics Centre, Rajasthan State Secretariat, Jaipur-302005
Form No.	

Click this button to navigate to the previous screen

Click this button to navigate to publish the tender

**Publish Tender** ← Back

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Figure 3: 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, sends a confirmation mail, and displays a success message as shown below.

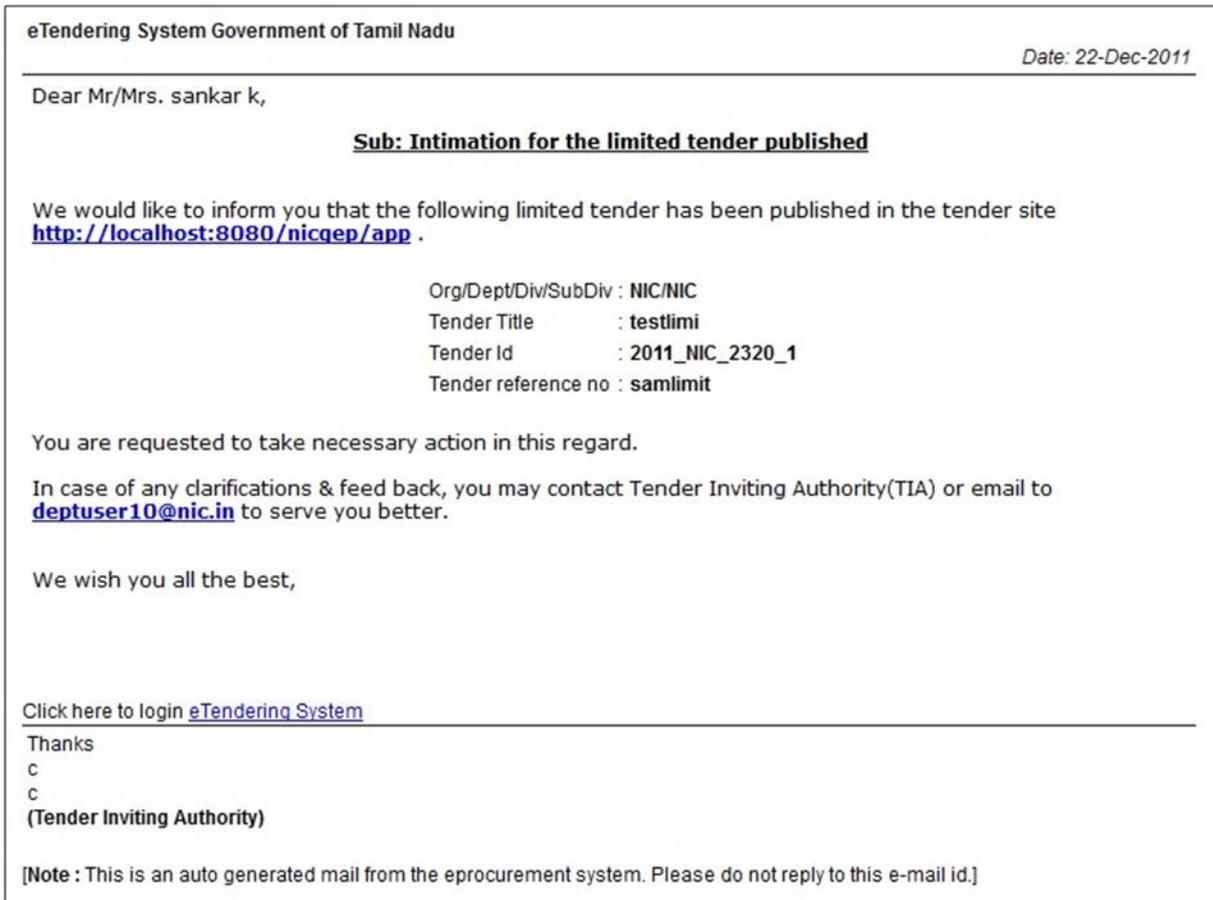


Figure 4: Confirmation mail



Figure 5: Success message

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

Government ePublishing System

Welcome : bsrawat@nic.in  
Last login : 15-Jun-2016 02:18 PM

Server Time : 15-Jun-2016 14:25:07

Home Logout

ePublishing System, Government of India

**TENDER MANAGEMENT**

**User Management**

- My Accounts

**Tender Management**

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Tender Status
- AOC for ePublishing
- AOC for Rate Contract

**Corrigendum**

- Create Corrigendum
- Publish Corrigendum
- Corrigendum Published List

**Published Tenders**

Search

Tender Id

Keyword

Keyword finds match in tender title and tender reference no.

Clear Search

The latest 20 tenders are displayed below. Click on search with required details for listing specific tenders.

S.No	Tender Id	Tender Reference Number	Tender Title	Tender Category	Published Date	View
1	2016_DEIT_118868_1	NICHQ/Auction/01/2016	Tender for disposal of obsolete furniture/ misc./ Electrical Items	Goods	09-Jun-2016 11:28 AM	
2	2016_DEIT_117132_1	NIC/LIB/Newspaper/2016	Sealed quotations for Disposal of Newspapers, Magazines, Waste Papers and Obsolete Books of NIC Library	Goods	03-Jun-2016 02:36 PM	
3	2016_DEIT_114368_1	NIC/TPS/2016/06	Comprehensive AMC and	Services	01-Jun-2016 02:52 PM	

Figure 6: Listed Published Tenders screen

The dept user now can go to <http://eprocure.gov.in/epublish/app> site and check the tender is getting scrolled under latest tenders option as shown in the below figure.

Government of India  
Central Public Procurement Portal  
(ePublishing)

30-Dec-2014

Search | Latest Active Tenders | Tenders by Closing Dt. | Corrigendum | Bid Awards | CPPP Home

Home Contact Us SiteMap

Kindly not following m

Dept User Login

**Security Tips**

Please [Click here](#) once, before login to ensure that any information that is cached (stored) on your Browser is erased and will not allow others to view later.

Login ID \*

Password \*

Login

Forgot / Unblock Password?

Search with Tender Reference no/tender id/Title/Description

**Reports**

**Rules and Procedures**

**Download Latest Tenders**

**Tenders by Location**

**Tenders by Value**

**Tenders by Classification**

**Tenders in Archive**

**Downloads**

**Announcements**

**Recognitions**

**Welcome to CPPP - ePublishing**

The Central Public Procurement Portal of India is now migrated to total electronic procurement mode.

**Latest Tenders**

Tender Title	Reference No	Closing Date	Bid Opening Date
2. Quotations are invited for Supply of 15KVA UPS System to BEML, KGF Complex	KE01/EMN/1001816117	24-Jan-2015 02:00 PM	24-Jan-2015 02:30 PM
3. Supply of Fillar Flate as per tender document	1-46/ST/2014-15	19-Jan-2015 02:00 PM	19-Jan-2015 03:00 PM

More...

**Latest Corrigendums/Addendums**

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
Commercial Bid Format (Annexure-XI)	CO/IT-BPR/NW/RFP/2014-15/02	12:30 PM	12:45 PM
3. Further Revised Technical Bid Format (Annexure-IX)	CO/IT-BPR/NW/RFP/2014-15/02	06-Jan-2015 12:30 PM	06-Jan-2015 12:45 PM
4. Revised MAF Format (Revised Annexure-III)	CO/IT-BPR/NW/RFP/2014-15/02	06-Jan-2015 12:30 PM	06-Jan-2015 12:45 PM

**Tender Search**

GO

Advanced Search

**Help For Contractors**

**Help For Department Users**

Figure 7: Homepage with Published/Latest Tenders

7. Click the '**Tender Title**' link to view the published tender details.

30-Dec-2014 Search | Latest Active Tenders | Tenders by Closing Date | Corrigendum | Results of Tenders Home Contact Us SiteMap

Government ePublishing System

Print

Reports

Tenders by Location

Tenders by Organisation

Tenders by Classification

Tenders in Archive

Tenders Status

Cancelled Tenders

Downloads

Announcements

Awards

Site compatibility

**Tender Details**

**Basic Details**

Organization/Department/Division/SubDivision	National Informatics Centre		
Tender Reference Number	Test/Tender/29/2014		
Tender Id	2014_NIC_19026_1		
Tender Type	Limited Tender	Form Of Contract	Supply
Tender Category	Goods	Is Resubmission Allowed	Yes
Is Offline Submission Allowed	No	General Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed	No
No. of Covers	2	Is Withdrawal Allowed	No
Template Name	Nil	Currency Name	Nil

**Payment Instruments**

Offline	S.No	Instrument Type
	1	DD - Demand Draft
	2	BC - Bankers Cheque

**Covers Information, No. Of Covers - 2**

Cover No	Cover Type	Description	Document Type
1	Fee/PreQual/Technical	EMD	.pdf
		Registration Certificate	.pdf
2	Finance	Price Bid	.pdf

**Tender Fee Details, [Total Fee - 500]**

Tender Fee (INR)	500	Surcharges (INR)	NA
Processing Fee (INR)	NA	Any Other Tax / Charges (INR)	NA

**EMD Fee Details**

EMD Amount (INR)	5,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA

India.gov.in  
The national portal of India

Figure 8: Published Tenders details screen - 1

**Work Item Details**

Title	Supply of computers		
Work Description	Supply of computers		
Pre Qualification	Please refer Tender documents		
Tender Value	Not Indicated	Period Of Work(Days)	120
Product Category	Computer- H/W	Product Sub Category	NA
Pre Bid Meeting Place	NA	Pre Bid Meeting Address	NA
Location	New Delhi	Pincode	0
Bid Validity(Days)	180	Contract Type	Tender
Pre Bid Meeting Date	NA	Pre Bid Meeting Date	NA

**Critical Dates**

Published Date	30-Dec-2014 10:30 AM	Bid Opening Date	08-Jan-2015 02:00 PM
Document Download / Sale Start Date	30-Dec-2014 10:30 AM	Document Download / Sale End Date	08-Jan-2015 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	30-Dec-2014 10:30 AM	Bid Submission End Date	08-Jan-2015 02:00 PM

**Tenders Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Nodal_Officer_Creation_Form.pdf	NIT	188.0

Work Item Documents	S.No	Document Name	Document Type	Description	Document Size (in KB)
	1	ADC.pdf	Tender Documents	Tender Document	78.0

**Tender Inviting Authority**

Name	
Address	

Click this button to return to home page

Back

Figure 9: Published Tenders details screen - 2

8. Click the 'Back' button.

System navigates to **Latest Active Tenders** screen. User can search required tenders, view the tender details and other important information.

The screenshot shows the 'Latest Active Tenders' screen with the following callouts:

- Enter the required search criteria**: Points to the search input fields.
- Click this button to return to home page**: Points to the 'Back' button.
- Click this button to clear all fields**: Points to the 'Clear' button.
- Click this button to fetch the search result**: Points to the 'Search' button.
- Click this link to view tender details**: Points to a tender entry in the table.
- Click this button to view signature details**: Points to the signature icon in the table.
- Click this button to view NIT document**: Points to the NIT document icon in the table.

S.No	e-Published Date	Bid Submission Closing Date	Tender Opening Date	Title and Ref.No./Tender Id	Name of Orgn./Dept./Div.	Corrigendum	View NIT
	24-Dec-2014 09:00 AM	20-Jan-2015 01:00 PM	20-Jan-2015 05:00 PM	[Supply of computers] [Test/Tender/29/2014] [2014_NIC_19026_1]	National Informatics Centre		
3.	24-Dec-2014 09:00 AM	20-Jan-2015 01:00 PM	20-Jan-2015 05:00 PM	[SUPPLY OF TRG ITEM KARERA QM TEND [2014_NIC_19019_1]	[HOUSE] [9_DEC_2014] NIC		
	24-Dec-2014	10-Feb-2015	20-Feb-	[urchase ] [46565656]			

Figure 10: Latest Active Tenders screen

On the Latest Active Tenders screen,

9. Enter the required search criteria.
10. Click the '**Search**' button to fetch the result.
11. Click the '<Tender Name>' link to view the tender details.

Alternatively,

- Click the '**Corrigendum**' icon to view the corrigendum details.
- Click the '**View Signature**' icon to view the signature details.
- Click the '**NIT Document**' icon to view the NIT document details.
- 
- Click the '**Back**' button to go to Homepage.