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

User Guide For ePublishing (Tender Publishing)

> Version: v1.09.04 Dated: 25th July 2016

National Informatics Centre

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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.

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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.

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Figure 2: Publish Tender - Tender details screen - 1

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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.

Central Public Procurement Portal

eTendering System Government of Tamil Nadu	
	Date: 22-Dec-2011
Dear Mr/Mrs. sankar k,	
Sub: Intimation for the limited tender published	
We would like to inform you that the following limited tender has been published in the tend http://localhost:8080/nicgep/app .	er site
Org/Dept/Div/SubDiv : NIC/NIC	
Tender Title : testlimi	
Tender Id : 2011_NIC_2320_1	
Tender reference no : samlimit	
You are requested to take necessary action in this regard.	
In case of any clarifications & feed back, you may contact Tender Inviting Authority(TIA) or er deptuser10@nic.in to serve you better.	nail to
We wish you all the best,	
Click here to login eTendering System	
Thanks	
c	
(Tender Inviting Authority)	
[Note : This is an auto generated mail from the eprocurement system. Please do not reply to this e-mail id.]	

Figure 4: Confirmation mail



Figure 5: Success message

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

National Informa	atics (Centre
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Government ePublishing System	en aller and aller all	Welcome : be Last login : 1	srawat@nic.in 5-Jun-2016 02:18 PM	ePublis	Serve 15-Jun-201 hing Syst	r Time 6 14:25:07 tem, Governi	Home 🗗 Log
	TENDER MANA	GEM					
User Management		Click h	ere to view				
 My Accounts 	Published	T muhliol	had tandara				
Tender Management			ned tenders	Publi	shed te	nder is	
Create Tender / Tender List				listed	in the t	able	
Publish Tender	Sea	rch					
Published Tenders	Tend	er Id		7		-Select-	•
Tender Status	Keyw	ord finds match in tender til	tle and tender reference no.				
+ AOC for ePublishing						Clear Sea	rch
+ AOC for Rate Contract							
Corrigendum	The la	atest 20 tenders are	displayed below. Click o	on sear with re	equired det	ails for listing s	pecific
Create Corrigendum	Publ	ished Tender List		11			
 Publish Corrigendum 	S.No	Tender Id	Tender Reference Number	Tender Title	Tender Category	Published Date	View
 Corrigendum Published List 	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	a
	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	2
	з	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 <u>http://eprocure.gov.in/epublish/app</u> site and check the tender is getting scrolled under latest tenders option as shown in the below figure.

	Centra	Governm I Public P (ePu	ent of India FOCUIEM blishing)	nent F	Portal	00	
30-Dec-2014	Search Latest Activ	ve Tenders Tenders by (Closing Dt. Corrigen	dum Bid Av	vards CPPP Home	🔂 Home 🖾 Contact	Us 🗛 SiteM
			Published t	onders	and		« Kindly i following
Reports	Welcome to CPPI The Central Public Procu to publish their Tender f	P - ePublish urement Portal of Enquiries, Corrigen	corrigendum on the home	n scrol	ling	Dept User Login	
Rules and Procedures	migrate to total electron	ic procurement mode				Security Tips	
Download Latest Tenders	🚖 Latest Ten	ders				Please <u>Click here</u> or login to ensure that a information that is ca on your Browser is e	ice, before iny iched (stored) rased and will
Tenders by Location	Tender Title	Reference No	Closing Date	Bid Ope	ning Date	not allow others to vi	ew later.
Tenders by Value	2. Quotations are invite for Supply of 15KVA UP System to BEML, KGF Complex	KE01/EMN/1001816117	24-J PM	lan-2015 02:00	24-Jan-2015 02:30 PM	Password *	
Tandana ku Olaasifiaa kuu	3. Supply of Fillar Flate per tender document	as 1-46/ST/2014-15	19-J PM	lan-2015 02:00	19-Jan-2015 03:00 PM	Forgot / UnBlock	Password?
Tenders by classification				More		Search with Tender Referen	ce no/tender
Tenders in Archive	🙃 Latest 🤇	orrigendums/				Tender Sear	:h
Downloads	Corrigendum Title	Reference No	Closing Date	e Bid (Opening Date		GO
	Commercial Bid Format (Annexure-XI)	CO/11-BPK/NW/KFP/2014-	15/02	12:30 PM	12:45 PM	Advanced Search	
Announcements	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	Help For Contrac	tors
Recognitions	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	Help For Departr	nent 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 Ten	ders Tenders by Closi	ng Date Corrig	jendum Re	sults of	Fenders	🔓 Home	🖾 Contact l	Js 🚜 SiteMap
\bigcirc			Government	ePublishing Syste	em					
Reports	O Tender Deta	ils								🖨 Print
Tenders by Location	Basic Details									
Tenders by Organisation	Organization/Dep Division/SubDivis	oartment/ iion	National Informatics C	entre						
	Tender Reference	Number	Test/Tender/29/2014							
Tenders by Classification	Tender Id		2014_NIC_19026_1							
	Tender Type		Limited Tender	Form Of Cont	ract	act Supply		No	of Covers	2
Tenders in Archive	Tender Category		Goods	Is Resubmissi	ion Allowed	Yes	Yes		Withdrawal Allov	ved No
	Is Offline Submission	n Allowed	No	General Tech Evaluation All	nical owed	No	ю		mplate Name	Nil
Tenders Status	Payment Mode		Offline	ffline Is Multi Currency Allowed No		Cu	rrency Name	Nil		
Cancelled Tenders										
Downloads	Payment Inst	truments		Covers I	nformation,	No. Of	Covers - 2			
	Offline	S.No In	strument Type	Cover No	Cover Typ	ре		Description	Docun	nent Type
Announcements		1 DD	- Demand Draft	1	Fee/PreQu	ual/Techni	cal	EMD	.pdf	
		2 BC	- Bankers Cheque					Registration Certificate	.pdf	
Awards				2	Finance			Price Bid	.pdf	
Site compatibility										
	Tender Fee De	tails, [To	tal Fee - 500]		EMD	Fee De	tails			
The national portal of India	Tender Fee (INR)	500	Surcharges (INR)	NA	EMD Amour	nt (INR)	5,000	EMD Ex Allowed	emption	Yes
	Processing Fee (INR)	NA	Any Other Tax / Charges (INR)	NA	EMD Fee Ty	ype	fixed	EMD Pe	rcentage	NA

Figure 8: Published Tenders details screen - 1



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.

30-Dec-2014	Search Latest Active	Tenders Te	nders by C	losing Date Corrigendum Result	s of Tenders 🛛 💧	Home 🖾 Contact Us 🗸 SiteMap
\bigcirc					Governm	ent ePublishing System
Enter the requires search criteria	red	nders	(Click this but to return to home page	ton	+ Back
Tenders by Location	Search	<u>_</u>				
Tenders by Organisation		Tender ID Tender Title				
Tenders by Classification	Select Se	orting Option	O Publishe	ad Date \bigcirc Closing Date \bigcirc Tender ID		
Tenders in Archive	The latest Tender dow	Click to cl	this ear al	button Il fields	ganisations, Institutions	Clear Search
Tenders Status	Government eTenderin	g are listed in		Click	this butto	n to
Cancelled Tenders	S.No e-Published Date	Bid Submission Closing	Tender Opening Date	fetch Title and Ref.No./Tender Id	the searc	Corrigendum View NIT
Click this link tender details	to view	02:00 PM	2015 02:00 PM	=[Supply of computers] [Test/Tender/29/2014] [2014_NIC_19026_1]	National Informatics Centre	5
Announcements	Click view	this bu signat	utton ure d	to etails	14] NIC	
Site compatibility	3. 24-Dec-2014 09:00 AM	20-Jan-2015 01:00 PM	20-Jan- 2015 05:00 PM	SUPPLY OF TRG ITFCliKARERA QM TENDLvie[2014_NIC_19019_1]vie	ck this but w NIT doc	ton to ument
	. 24-Dec-2014	10-Feb-2015	20-Feb-	[purchase] [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.