Central Public Procurement Portal

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

User Guide

For

ePublishing

(Corrigendum Creation and Publishing)

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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**

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Ministry of Communications and Information Technology

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1 Create Corrigendum

Corrigendum is the process of making changes in the published tenders. It is a combined process of Creating and Publishing of the corrigendum. Department Users with the Procurement Officer Admin role can only create the corrigendum.

To create corrigendum:

1. Launch the **Central Public Procurement Portal** site.

Figure 1: Login screen

1. Enter the registered user **Login ID** and **Password** allotted to the creator**.**

2. Click the **'Login'** button.

   System displays the **Dashboard** screen.

Figure 2: Dashboard screen

3. Select the **'Create Corrigendum'** tab from the left menu on the dashboard screen.

    System displays the **Create Corrigendum** screen.

Figure 3: Create Corrigendum screen

On the create corrigendum screen,

4. Enter the Tender ID.

5. Click the **'Search'** button.

    System displays the search result of tenders meeting the search criteria under **Active Tenders** table.

Figure 4: Search result screen

On the search result screen,

6. Click the **'Tender ID'** to view the tender details.

7. Click the **'Add Corrigendum'** link against the corrigendum type; you want to create a corrigendum.

   Alternatively,

   ▪ Click the **'Search for Published Tenders'** link to search the published tenders.

   System navigates to **Create Corrigendum** screen. Follow the steps 5 and 6 to search published tender.

   ▪ Click the **'View'** icon to view the tender details.

Corrigendum is published on different occasions as given below before the opening of the bids for a tender.

- **Date:** Use this corrigendum to make any changes in the critical dates.

- **Fee:** Use this corrigendum to make any changes in the Fee details to be submitted by the bidder.

- **Cancellation of Tender:** Use this corrigendum to cancel the tender.

- **Retender:** Use this corrigendum to retendering.

- **Others:** Use this option to make any other changes in the tender, which are not available in the list.

Detailed steps to create the various types of corrigendum are explained below.

1.1.1 Corrigendum for Date Change

Use this corrigendum, to make changes in the critical dates of a tender before the tender opening date.

To create a corrigendum for date change:

8. Click on "Add corrigendum" against the corrigendum type.

System will navigate to the "Document Upload" screen

Figure 5: Corrigendum screen for Date Change

9. Enter the **'Corrigendum Title'**.

10. Enter the **"Description"**.

11. Browse the document from your local computer.

12. Click the **'save'** button.

Alternatively,

- Click the **'clear'** button to re-enter the details.

System saves the uploaded document

13. Click on verify link to verify the document you have uploaded

System displays the **Corrigendum Document verify** screen

System displays the screen where Action gets changed from **"verify"** to **"verified"**

System displays the **Critical Dates** screen.

Figure 6: Critical Dates screen

14. Change or modify the required **'Date and Time'**.

15. Click "Next" to proceed further.

System displays the details of corrigendum to be published:

Figure 7: Publish corrigendum details screen 1

Figure 8: Publish corrigendum details screen 2

CORRIGENDUM

User Management
- My Accounts

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

Corrigendum
- Create Corrigendum
- Publish Corrigendum
- Corrigendum Published List

● **Publish Corrigendum**

Basic Details

Organisation Chain	National Informatics Centre		
Tender Reference Number	NIC/Computer/12/2016		
Tender Id	2016_NIC_21938_1		
Te		Form Of Contract	Supply
		No. of Covers	2
		temWise Technical Evaluation Allowed	No
		Is Multi Currency Allowed For BOQ	No
	No		

Change or modify the require date and time

Work/Item Details

Work Description	Supply of Computers				
Pre Qualification	As per Tender document				
Tender Value	INR 0.00	Period Of Work(Days)	365	Bid Validity(Days)	180
Product Category	Computer- H/W	Product Sub Category	NA	Contract Type	Empanelment
Location	As Per Tender Document	Pincode	110003	Pre Bid Meeting Place	NA
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA	Pre Bid Meeting Address	NA

16. Click on "Publish Corrigendum" to publish the corrigendum

CORRIGENDUM

User Management
- My Accounts

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

Corrigendum
- Create Corrigendum
- Publish Corrigendum
- Corrigendum Published List

● **Publish Corrigendum**

Click "Publish" link to publish the corrigendum

Search

Tender Id		-Select- ▼
Keyword		

Keyword finds match in tender title and tender reference no.

Clear   Search

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

Open Tenders

S.No.	Tender Id	Corrigendum Title	Description	Corrigendum Type	View/Publish	Delete
1	2016_NIC_21938_1	Change in Date	Change in Date	Date	📄 Publish	☐
2	2016_NIC_21930_1	title	df	Cancellation of Tender	📄 Publish	☐
3	2016_NIC_21932_1	Corregendum	Change of date	Date	📄 Publish	☐
4	2016_NIC_21926_1	Date	Date of tender	Date	📄 Publish	☐
5	2016_NIC_21411_1	xxxx	yyyy	Other	📄 Publish	☐
6	2016_NIC_21400_1	extension of submission date	corrigendum	Date	📄 Publish	☐
7	2016_NIC_21277_1	Increse in Fees	Encrease in Fees due to Incom Tax reform	Fee	📄 Publish	☐

Figure 9: Publish Corrigendum screen

Location	As Per Tender Document	Pincode	110003	Pre Bid Meeting Place	NA
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA	Pre Bid Meeting Address	NA

Critical Dates

Publish Date	12-Jul-2016 10:55 AM	Bid Opening Date	12-Jul-2016 01:00 PM
Document Download / Sale Start Date	12-Jul-2016 10:55 AM	Document Download / Sale End Date	12-Jul-2016 12:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	12-Jul-2016 11:05 AM	Bid Submission End Date	12-Jul-2016 12:00 PM

📄 View Corrigendum History

Corrigendum Document Details

S.No.	Corrigendum Title	Description	Corrigendum Type	Document Name	Size(KB)
1	Change in Date	Change in Date	Date	Corrigendum_1.pdf	8.26

Click "Publish corrigendum tab to publish the corrigendum

	AM	Bid Opening Date	12-Jul-2016 02:00 PM
		Document Download / Sale End Date	12-Jul-2016 01:00 PM
		Clarification End Date	NA
		Bid Submission End Date	12-Jul-2016 01:00 PM

Publish Corrigendum   Back

Version:1.09.04 20-07-15   (c) 2008 Tenders NIC, All rights reserved.

17. After clicking on "Publish Corrigendum" tab system will prompt a message that "You have published the corrigendum successfully".

1.1.2 Corrigendum for Fee

Use this corrigendum to make any changes in the Fee details to be submitted by the bidder before the tender opening date

To create a corrigendum for Fee:

18. Click on "Add corrigendum" against the corrigendum type.
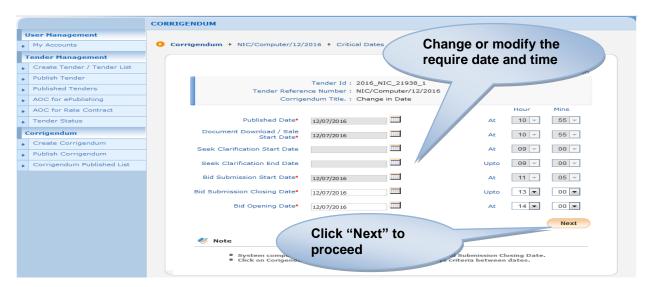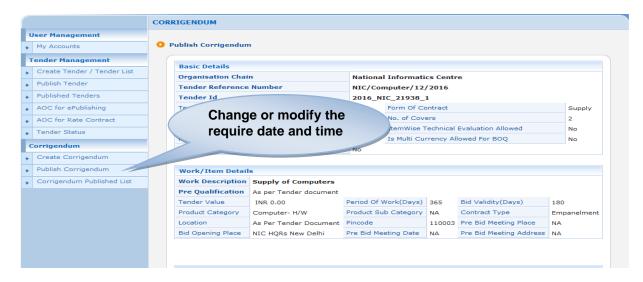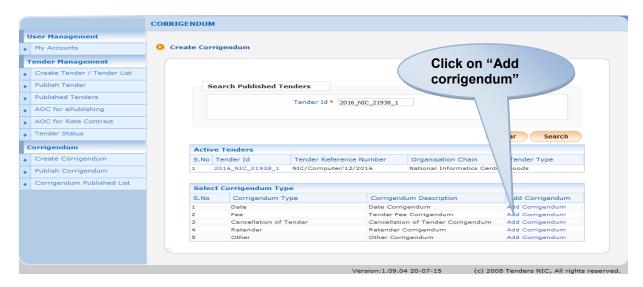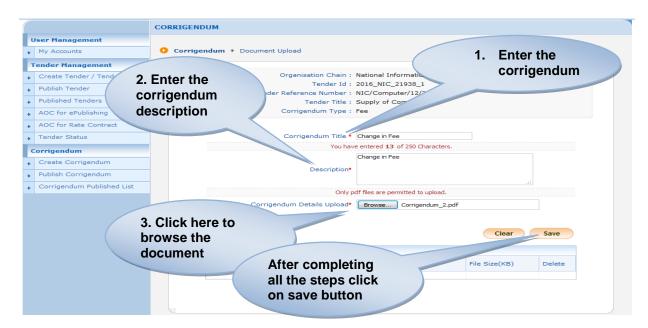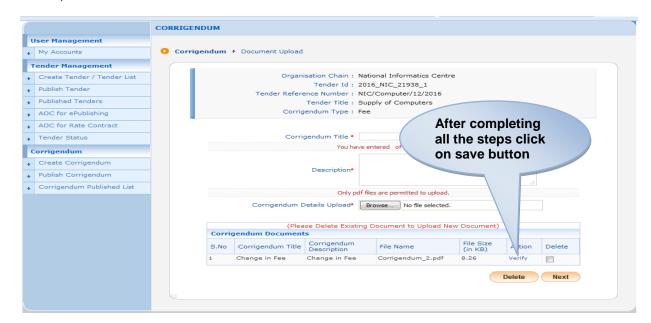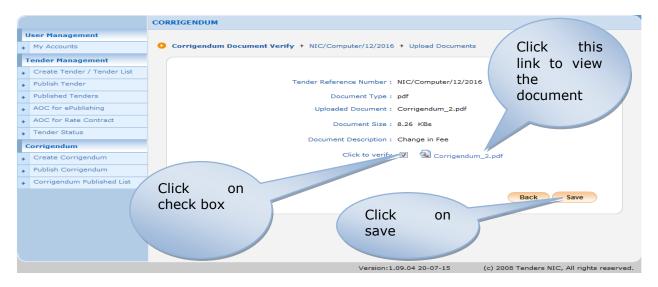
Figure 10: Corrigendum screen for Fee Change

19. Enter the **'Corrigendum Title'**.

20. Enter the **'Corrigendum Description'.**

21. Browse the document from your local computer.

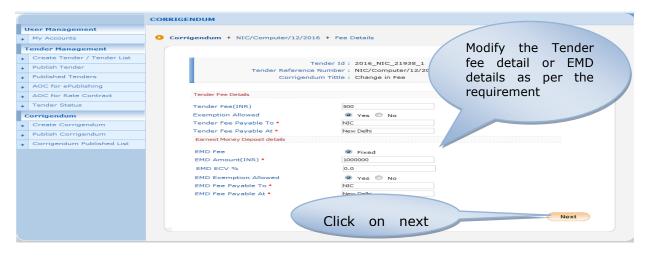22. After completing the above steps click on save button to save the document uploaded.

23. Click the on verify link to verify the document you have uploaded

System displays "corrigendum document verify" screen:

24. Click on the link to view the document uploaded.

25. After viewing/verifying the document click on check box.

26. After that click on save button.

System displays the Fee details page:

27. Modify the Tender fee detail or EMD details as per the requirement

28. After modifying the required details click on Next

System displays the corrigendum details with changes done by the department.

Figure 11: Publish Corrigendum details screen 1

Figure 12: Publish Corrigendum details screen 2

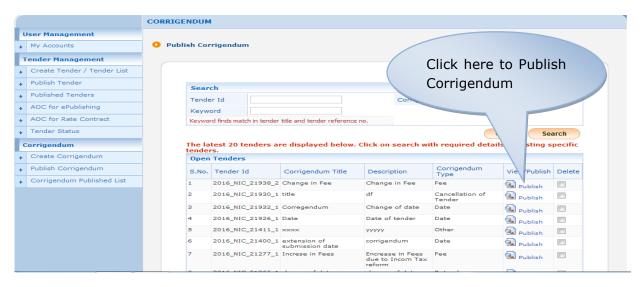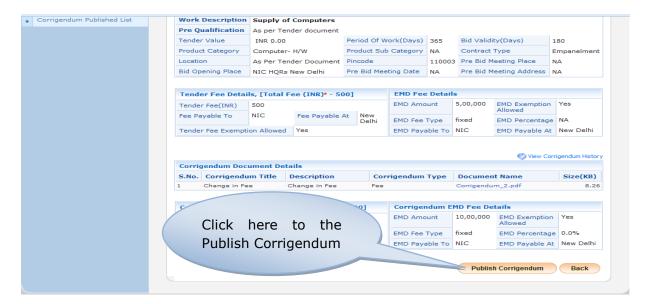29. After checking all the details click on publish corrigendum tab

Figure 53: Publish Corrigendum screen

30. Click on "Publish corrigendum" tab for final publishing of corrigendum.

1.1.3 Corrigendum for Cancellation of Tenders

Before the opening of the tender, at any point of time, a tender published earlier can be cancelled. If the TIA decides that the tender need not be executed, POA can cancel the tender. Use this corrigendum to cancel a tender before the tender opening date.

To create a corrigendum for cancellation of tenders:

31. Click on "Add corrigendum" link against the corrigendum type.

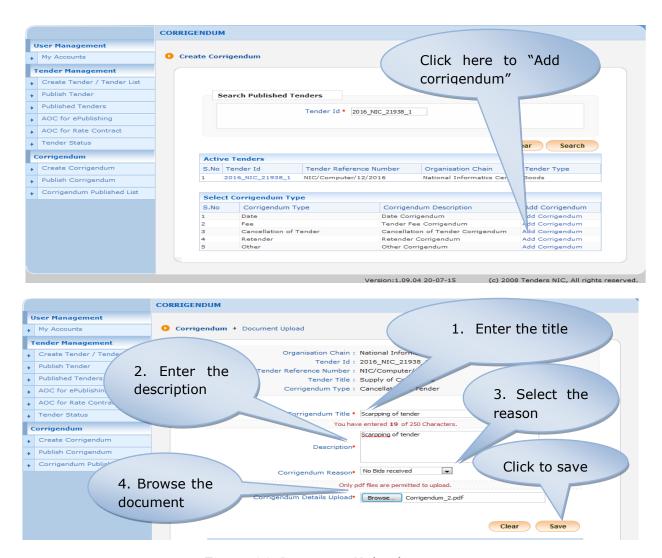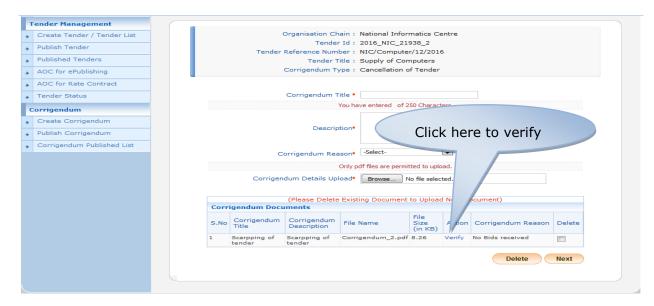**Figure 14: Document Upload screen**

32. Enter the **'Corrigendum Title'**.

33. Enter the '**Description'** of the corrigendum.

34. Select the relevant reason for cancellation from the drop down.

35. Browse the document from your local system.

36. After completing the above steps click to save the details and document uploaded.

Alternatively,

- Click the **'Clear'** button to re-enter the details.

37. Click on verify link to verify the document.

38. Click on the document link to view and verify the document.

39. After verifying the document click on the check box.

40. After that click to save the document.

Alternatively,

- Click the **'Back'** button to go back to the previous screen.

41. Action will get changed from **'verify'** to **'verified'.**

42. After that click on **'Next'** to proceed further.

System displays the publish corrigendum details page

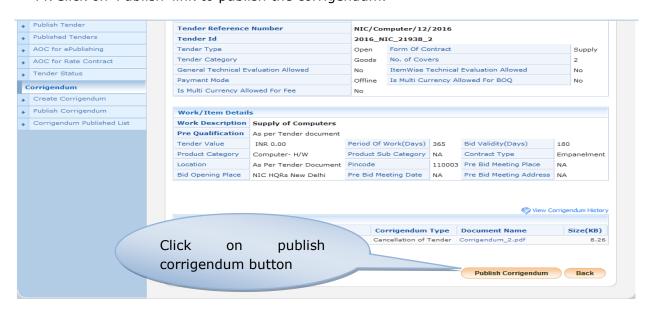**Figure15: Publish corrigendum details screen 1**

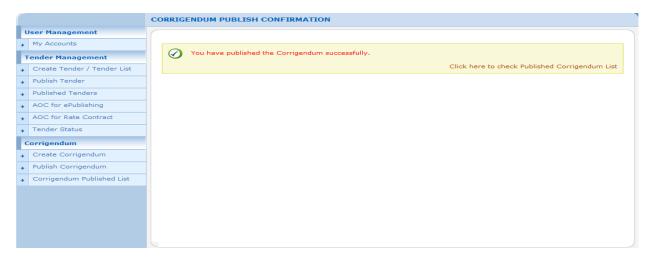**Figure 16: Publish corrigendum details screen 2**

CORRIGENDUM

🔘 **Publish Corrigendum**

Basic Details

Organisation Chain	National Informatics Centre		
Tender Reference Number	NIC/Computer/12/2016		
Tender Id	2016_NIC_21938_2		
Tender Type	Open	Form Of Contract	Supply
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment	Offline	Is Multi Currency Allowed For BOQ	No

Click on publish corrigendum

Tender Value		Period Of Work(Days)	365	Bid Validity(Days)	180
Product Category	Computer- H/W	Product Sub Category	NA	Contract Type	Empanelment
Location	As Per Tender Document	Pincode	110003	Pre Bid Meeting Place	NA
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA	Pre Bid Meeting Address	NA

🔷 View Corrigendum History

43. Click on 'Publish corrigendum' link

CORRIGENDUM

🔘 **Publish Corrigendum**

Click on publish link

Search

Tender Id		Corrigendum	▼
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.

Open Tenders

S.No.	Tender Id	Corrigendum Title	Description	Corrigendum Type	View/Publish	Delete
1	2016_NIC_21938_2	Scarpping of tender	Scarpping of tender	Cancellation of Tender	📄 Publish	☐
2	2016_NIC_21930_1	title	df	Cancellation of Tender	📄 Publish	☐
3	2016_NIC_21932_1	Corrigendum	Change of date	Date	📄 Publish	☐
4	2016_NIC_21926_1	Date	Date of tender	Date	📄 Publish	☐
5	2016_NIC_21411_1	xxxx	yyyyy	Other	📄 Publish	☐
6	2016_NIC_21400_1	extension of submission date	corrigendum	Date	📄 Publish	☐
7	2016_NIC_21277_1	Increase in Fees	Encrease in Fees due to Incom Tax reform	Fee	📄 Publish	☐

44. Click on 'Publish' link to publish the corrigendum.

Tender Reference Number	NIC/Computer/12/2016		
Tender Id	2016_NIC_21938_2		
Tender Type	Open	Form Of Contract	Supply
Tender Category	Goods	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		

Work/Item Details

Work Description	Supply of Computers				
Pre Qualification	As per Tender document				
Tender Value	INR 0.00	Period Of Work(Days)	365	Bid Validity(Days)	180
Product Category	Computer- H/W	Product Sub Category	NA	Contract Type	Empanelment
Location	As Per Tender Document	Pincode	110003	Pre Bid Meeting Place	NA
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA	Pre Bid Meeting Address	NA

🔷 View Corrigendum History

Corrigendum Type	Document Name	Size(KB)
Cancellation of Tender	Corrigendum_2.pdf	8.26

Click on publish corrigendum button

Publish Corrigendum   Back

45. Click on 'Publish corrigendum' button for final publishing of the corrigendum.

46. After successful publishing of the corrigendum system gives as message that **'You have published the corrigendum successfully'**
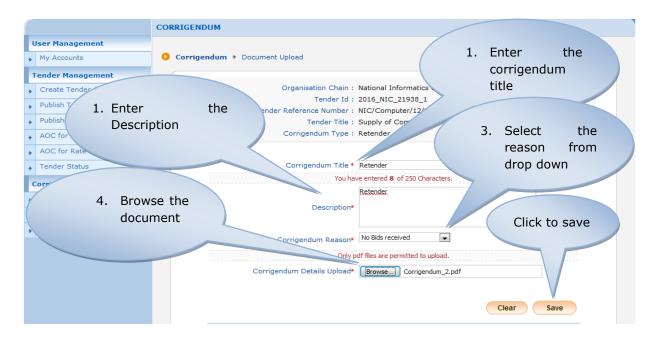
1.1.4 Corrigendum for Retender:

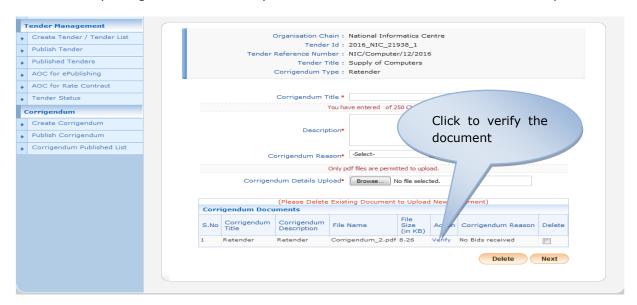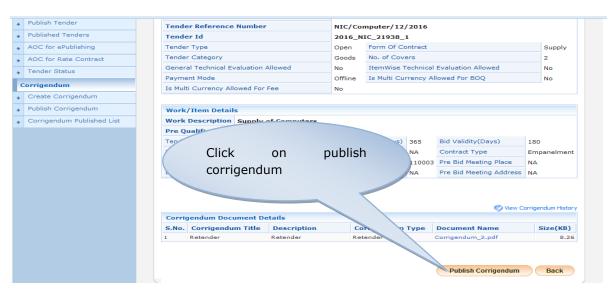To create a corrigendum for retender you can go for the retendering through corrigendum

To create a corrigendum for retender:

47. Click on "Add corrigendum" link against corrigendum type.

48. Enter the "Corrigendum Title"

49. Enter the "Description" of the corrigendum

50. Select the relevant reason from the drop down option.

51. Browse and upload the supporting document.

52. After completing all the above steps click to save the details and document uploaded.

53. Next step is to verify the document uploaded, Click on verify link.

54. Click on the document link to view and verify the document.

55. After verifying the document click on the check box.

56. After that click to save the document.

57. After verifying the document the action will get changed from **'verify'** to **'verified'**

58. Click on **'Next'** to proceed further.

System displays Publish corrigendum details page

Figure 17: Publish Corrigendum details screen 1

Figure 18: Publish Corrigendum details screen 2

59. Click on 'Publish corrigendum' link to publish the corrigendum.

60. Click on 'Publish' link to publish the corrigendum

61. Click on 'Publish corrigendum' button for final publishing of the corrigendum

System displays a successful message after publishing the corrigendum.

1.1.5   Corrigendum for Other Changes

To create a corrigendum for any reasons other than the corrigendum types listed in the drop down, user can use the other option.

To create a corrigendum for other changes:

62. Click on "Add corrigendum" link against corrigendum type.

Figure 19: Create Corrigendum screen for Other Changes

63. Enter the **'Corrigendum Title'**.

64. Enter the **'Description'** of the corrigendum.

65. Browse the document from your local computer.

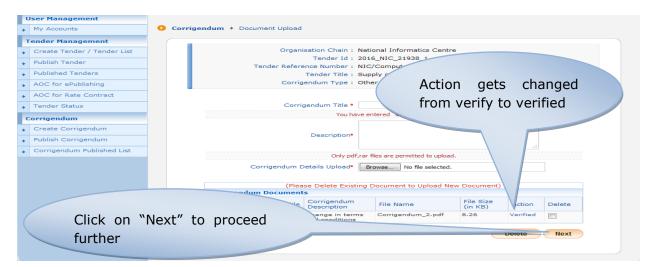66. After completing the above steps click to save the uploaded document.

>   Alternatively,

>   ▪ Click the **'clear'** button to re-enter the details.

67. Click on the document link to view and verify the document.

68. After verifying the document click on the check box.

69. After clicking on check box click to save the document.

   Alternatively, click the **'Back'** button to go to the previous screen.

70. The action will get changed from **'verify'** to **'verified'**

System displays the **Publish Corrigendum details** screen.
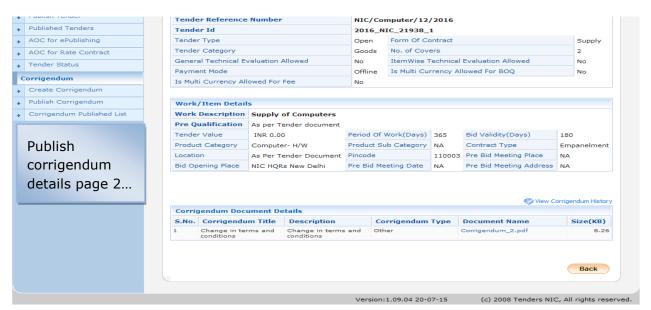

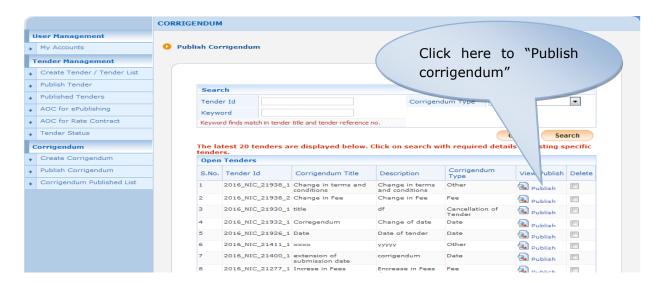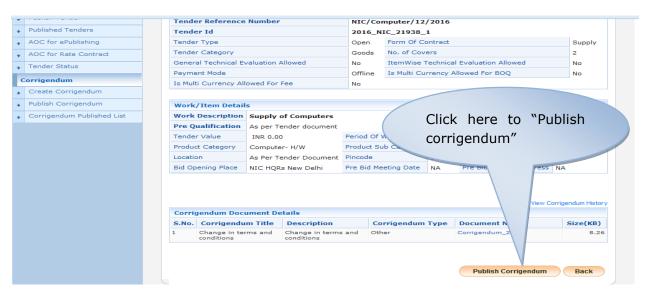**Figure 206: Publish Corrigendum details screen 1**

Figure 21: Publish Corrigendum details screen 2

71. Click on "Publish corrigendum" tab to publish the corrigendum

CORRIGENDUM

Publish Corrigendum

Basic Details

Organisation Chain	National Informatics Centre
Tender Reference Number	NIC/Computer/12/2016
Tender Id	2016_NIC_21938_1
Tender Type	...ntract		Supply
Tender Category			2
General Technical	Click on "Publish corrigendum" tab	uation Allowed	No
Payment Mode		For BOQ	No
Is Multi Curren...			

Work/Item Details

Work Description	Supply of Computers				
Pre Qualification	As per Tender document				
Tender Value	INR 0.00	Period Of Work(Days)	365	Bid Validity(Days)	180
Product Category	Computer- H/W	Product Sub Category	NA	Contract Type	Empanelment
Location	As Per Tender Document	Pincode	110003	Pre Bid Meeting Place	NA
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA	Pre Bid Meeting Address	NA

View Corrigendum History

CORRIGENDUM

Publish Corrigendum

Click here to "Publish corrigendum"

Search

Tender Id		Corrigendum Type	[▼]
Keyword			

Keyword finds match in tender title and tender reference no.

Search

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

Open Tenders

S.No.	Tender Id	Corrigendum Title	Description	Corrigendum Type	View	Publish	Delete
1	2016_NIC_21938_1	Change in terms and conditions	Change in terms and conditions	Other		Publish	☐
2	2016_NIC_21938_2	Change in Fee	Change in Fee	Fee		Publish	☐
3	2016_NIC_21930_1	title	df	Cancellation of Tender		Publish	☐
4	2016_NIC_21932_1	Corregendum	Change of date	Date		Publish	☐
5	2016_NIC_21926_1	Date	Date of tender	Date		Publish	☐
6	2016_NIC_21411_1	xxxx	yyyyy	Other		Publish	☐
7	2016_NIC_21400_1	extension of submission date	corrigendum	Date		Publish	☐
8	2016_NIC_21277_1	Increse in Fees	Encrease in Fees	Fee		Publish	☐

72. Click on "Publish" link to push the corrigendum

Tender Reference Number	NIC/Computer/12/2016		
Tender Id	2016_NIC_21938_1		
Tender Type	Open	Form Of Contract	Supply
Tender Category	Goods	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		

Work/Item Details

Work Description	Supply of Computers		
Pre Qualification	As per Tender document		
Tender Value	INR 0.00	Period Of W...	
Product Category	Computer- H/W	Product Sub Ca...	
Location	As Per Tender Document	Pincode	
Bid Opening Place	NIC HQRs New Delhi	Pre Bid Meeting Date	NA

Click here to "Publish corrigendum"

View Corrigendum History

Corrigendum Document Details

S.No.	Corrigendum Title	Description	Corrigendum Type	Document N...	Size(KB)
1	Change in terms and conditions	Change in terms and conditions	Other	Corrigendum_...	8.26

Publish Corrigendum   Back

73. Click on "Publish corrigendum" button for final publishing of the corrigendum.

After successful publishing system displays a message that "You have published the corrigendum successfully"

74. After successful publishing of the corrigendum system gives a message that "You have published the corrigendum successfully".

1.2 Published Corrigendum

User can view the published corrigendum in the following ways:

- Through the Latest Corrigendum section on Homepage

- Through Corrigendum tab on the Homepage

- Clicking the Corrigendum link on the tender details screen

- Clicking the Corrigendum icon on the Latest Active Tenders screen

1.2.5 View through the Latest Corrigendum section on Homepage

The published corrigendum starts to scroll on the Homepage under Latest Corrigendum section. User can click the corrigendum name to view the corrigendum details.

Figure 22: Homepage with Published/Latest Corrigendum

To view the corrigendum details:

75. Click the **'Corrigendum Title'** link.

    System displays the corrigendum details screen.

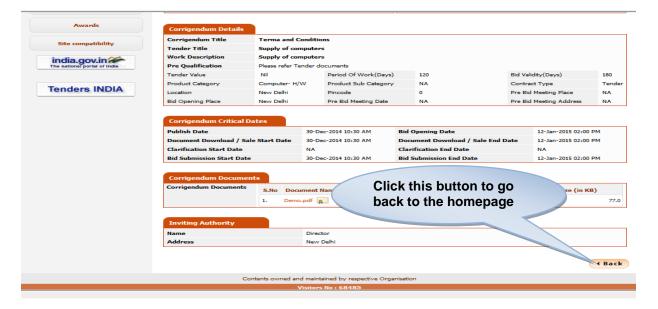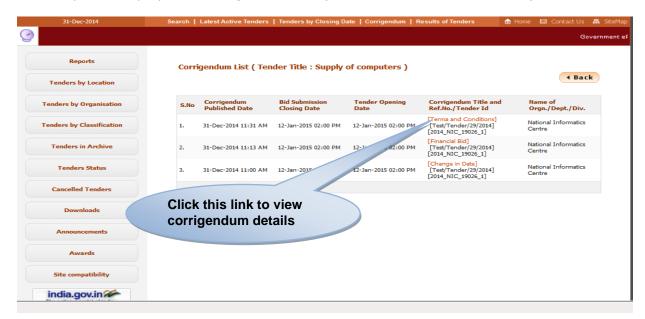**Figure 23: Published Corrigendum details screen – 1**

Figure 24: Published Corrigendum details screen – 2

76. Click the **'Back'** button.

System navigates to the Homepage.

1.2.6 View through the Corrigendum tab on Homepage

User can view the published corrigendum using the Corrigendum tab on the Homepage.

To view the corrigendum:

77. Launch the **CPPP** site.

System displays the Homepage.

Figure 25 Corrigendum tab on the Homepage

78. Click the **'Corrigendum'** tab on the Homepage header.

System displays the Latest Active Corrigendum screen.

Figure 26: Latest Active Corrigendum screen

79. Click this [icon] to view corrigendums against this particular tender

80. System displays the List of corrigendums against this particular tender screen.
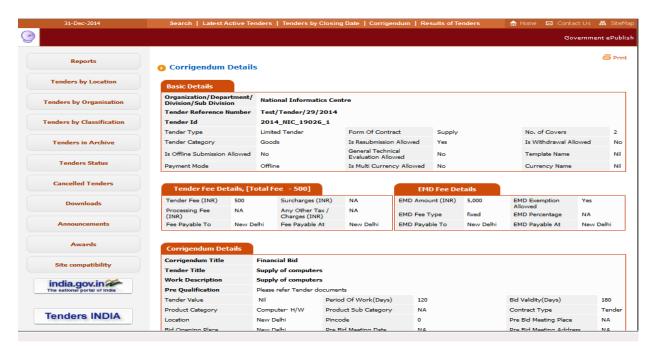
Figure 27: Published Corrigendum details screen – 1

Figure 28: Published Corrigendum details screen – 2

81. Click the **'Back'** button.

System navigates to the Homepage.

1.2.7 View by clicking the Corrigendum link on the tender details screen

Tender details screen has a link displaying the number of corrigendum (if any) for the particular tender. User can view the corrigendum details by clicking this link.

To view the corrigendum:

82. Navigate to the **Tender Details** screen.

This screen may have the corrigendum link if any as shown in the below figure.

Figure 29: Tender details screen with the Corrigendum link

83. Click the **'This work item has <number> Corrigendum'** link.

System displays the Corrigendum List (Tender Title: <Tender name>) screen.

Figure 30: Corrigendum List screen

84. Click the **'Corrigendum Title'** link.

System displays the Corrigendum details screen.
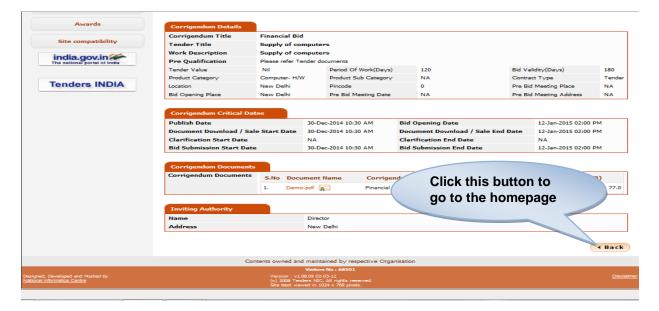
Figure 7: Published Corrigendum details screen – 1

Figure 32: Published Corrigendum details screen – 2

85. Click the **'Back'** button.

System navigates to the Homepage.

1.2.8 View by clicking the Corrigendum icon on the latest active tenders tab

User can view the published corrigendum using the latest active tenders tab on the Homepage.

To view the corrigendum:

86. Launch the **CPPP** site.
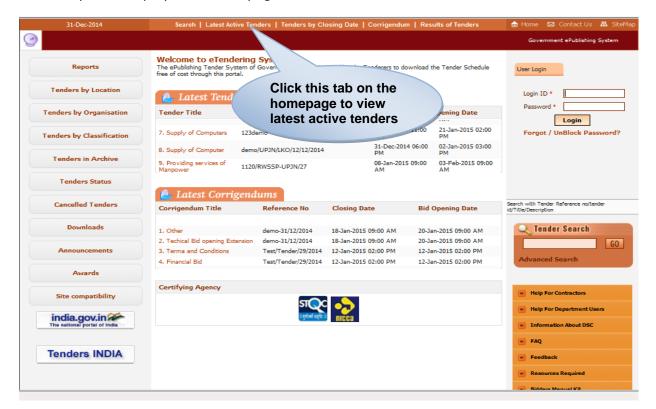
System displays the Homepage.

Figure 33: Latest Active Tenders tab on the Homepage

87. Click the **'Latest Active Tenders'** tab on the Homepage header.

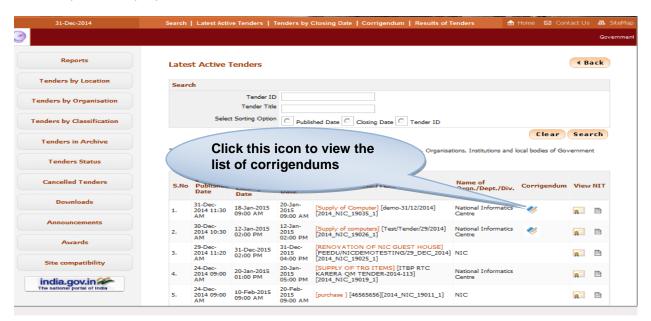System displays the Latest Active Tenders screen.

Figure 34: Latest Active Tenders screen

88. Click the **'Corrigendum'** icon as shown in the above figure.

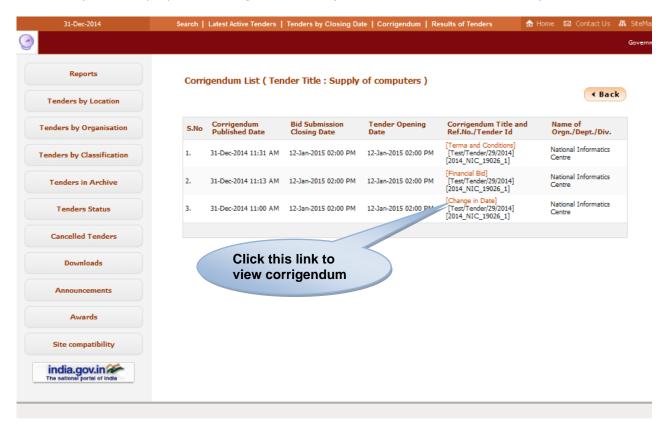System displays the Corrigendum List (Tender Title: <Tender name>) screen.

Figure 35: Corrigendum List screen

89. Click the **'Corrigendum Title'** link.

System displays the Corrigendum details screen.
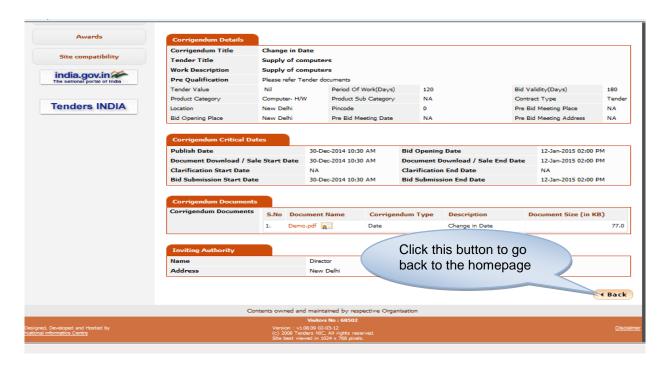

Figure 8: Published Corrigendum details screen - 1

Figure 37: Published Corrigendum details screen – 2

90. Click the **'Back'** button.

   System navigates to the Homepage.

   This concludes the Corrigendum creation and publishing user guide