Central Public Procurement Portal

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

User Guide

For

ePublishing

(Award of Contract)

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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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1 Award of Contract

After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order prior to expiration of validity period. The letter called "Award of Contract" (AOC) will state the contract price that the TIA will have to pay to the bidder towards the execution/completion of the tender, subject to furnishing a performance security within the stipulated date.

To perform award of contract:

1. Select the **'Award of Contract'** tab on the left panel of the dashboard screen.

   System displays AOC for ePublishing Tenders screen.

Figure 1: AOC for ePublishing Tenders screen

2. Click the **'View'** icon corresponding to the tender reference number.

   System displays the bid list to update the selected bidder details for award of contract.

Figure 2: Adding Bidder details

3. Enter the bidder '**Login ID'.**

4. Click the '**Add'** button.

   Alternatively, click the '**Cancel'** button to return to previous screen.

   System adds the bidder details and lists it in the bids list.

Figure 3: Bid details screen

5. Enter the bidder **'Rank'** as L1, L2 or L3 etc.

Figure 4: Bid details screen - 1

6. Enter the next bidder **'Login ID'.**

7. Click the **'Add'** button.

   Follow the same steps to add more bidder details.

Figure 5: Bid details screen - 2

8. Select the bidder with the lowest rank who has been shortlisted for award of contract.

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

   System displays the next screen to add contract value and upload AOC documents.

Figure 6: AOC details screen

10. Enter the **'Contract Value'** and **'Description'**.

11. Upload the **'AOC details document'**.

12. Enter the **'Contract Date'**.

13. Enter the **'Work Completion Period'** in days.

14. Click the **'Save'** button.

Alternatively, click the **'Cancel'** button to return to previous screen.

System updates the award of the contract details, sends a confirmation mail and displays a link to print the Award of Contract.

Figure 7: AOC confirmation mail

Figure 8: Print AOC link

15. Click the **'Print Award of Contract'** link.

System opens the Award of Contract in a new window.

Figure 9: Award of Contract certificate

2. Award of Contract (Rate Contract)

To perform award of contract:

1. Select the 'Award of Contract' tab on the left panel of the dashboard screen.

System dislays AOC for **Rate Contract** Tenders screen

Enter the RC details, Tender details and AOC details

System updates the award of the details, sends a confirmation mail and display a link to print AOC

This concludes the AOC for ePublishing and AOC for Rate Contract user guide