

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.

The screenshot shows the 'AWARD OF CONTRACT' section of the Government eTender Publishing System. The page features a search bar with fields for 'Tender Id' and 'Keyword', and a 'Search' button. Below the search bar, a table titled 'AOC Tender List' displays the following data:

S.No	Tender Id	Tender Title	Tender Reference Number	Tender Category	View
1	2014_NIC_19024_1	supply of cpu	Demo-26/12/2014	Services	
2	2014_NIC_19021_1	Construction of Road	demo_24/12/2014	Goods	
3	2014_NIC_19020_1	Supply of Lamps	demo/Tender/Nic/2014	Goods	
4	2014_NIC_19015_1	Supply of computer	Demo/22/12/2014	Works	
5	2014_NIC_19008_1	PURCHASING OF COMPUTER	BD/NIT/2014	Goods	
6	2014_NIC_19006_1	Providing services of	demo/upjballia/19.12.2014	Works	

A callout bubble points to the 'View' icon in the first row of the table, with the text: "Click this icon to view bid details".

Figure 1: AOC for ePublishing Tenders screen

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

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

Government eTender Publishing System

Welcome : epubliher3@nic.in
Last login : Friday, January 2, 2015

Government ePublishing System

AWARD OF CONTRACT

AOC for ePublishing Tenders

Enter Bidder login ID

Tender Number : Demo-26/12/2014
Tender Title : supply of cpu
Tender Id : 2014_NIC_19024_1

LoginId * bidder1@gmail.com Add

AOC Contract Users

Bids List

S.No	LoginId	Bidder Name	Bidder Type	Rank	AOC
No Bidder are Available for the selected work item					

Cancel

Click this button to add bidder ID

Click this button to go to previous screen

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.

Government eTender Publishing System

Welcome : epubliher3@nic.in
Last login : Friday, January 2, 2015

Government ePublishing System

AWARD OF CONTRACT

AOC for ePublishing Tenders

Enter the rank of the bidder

LoginId * AOC Contract Users

S.No	LoginId	Bidder Name	Bidder Type	Rank	Select
1	bidder1@gmail.com	kirthivasan-Kirthi construction	corporate	L1	<input type="checkbox"/>

Cancel Clear Delete Next >

Figure 3: Bid details screen

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

Government eTender Publishing System

Welcome : epubliher3@nic.in
Last login : Friday, January 2, 2015

Government ePublishing System

AWARD OF CONTRACT

AOC for ePublishing Tenders

Enter Bidder login ID

Click this button to add bidder ID

Tender Reference Number : Demo-26/12/2014
Tender Title : supply of cpu
Tender Number : 2014_NIC_19024_1

LoginId * bidder2@nic.in Add AOC Contract Users

S.No	LoginId	Bidder Name	Bidder Type	Rank	Select
1	bidder1@gmail.com	kirthivasan-Kirthi construction	corporate	L1	<input type="checkbox"/>

Cancel Clear Delete Next >

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.

The screenshot shows the 'AWARD OF CONTRACT' screen in the Government eTender Publishing System. The page header includes the system name, user information (epublisher3@nic.in), and the date (Friday, January 2, 2015). The left sidebar contains navigation options under 'Tender Management' and 'Corrigendum'. The main content area shows 'AOC for ePublishing Tenders' with a form for adding contract users. Below this is a 'Bids List' table with the following data:

S.No	LoginId	Bidder Name	Bidder Type	Rank	Select
1	bidder1@gmail.com	kirthivasan-Kirthi construction	corporate	L1	<input checked="" type="checkbox"/>
2	bidder2@nic.in	Kirthiv-Kirthiv Enterprises	corporate	L2	<input type="checkbox"/>

At the bottom of the table are buttons for 'Cancel', 'Clear', 'Delete', and 'Next >'. Two callout bubbles provide instructions: one points to the 'Select' checkbox for bidder 1, stating 'Enable this check box to select the bidder to award the contract', and another points to the 'Next >' button, stating 'Click this button to proceed'.

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.

Enter the contract value and select the contract type

Upload the AOC document

Enter the contract date and completion

Click this button to award the contract

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.

Government eProcurement System Date: 05-Dec-2011

Dear Mr/Mrs. kirthivasan / Kirthi construction,

Sub: Congratulations! Award Of Contract(AOC) for the tender-reg

With reference to your bid submission ID: **1436** , it is informed that you have been awarded the contract for the following tender, by the duly constituted committee .

Org/Dept/Div/SubDiv : **Govt of Andhra Pradesh/Financial**
Tender Title : **RAILWAYS/TEST/2011-12-05**
Tender Id : **2011_AP_3114_1**
Tender reference no : **TEST/NIC/2011-12-05**

Thank you for the interest shown in the participation of the tender.

In case of any clarifications & feed back, you may contact Tender Inviting Authority(TIA) or email to **deptuser2@nic.in** to serve you better.

We wish you all the best,
[Click here to login eTendering System](#)

OWNER
RAJAJI BHAVAN
(Tender Inviting Authority)

[Note : This is an auto generated mail from the eprocurement system. Please do not reply to this e-mail id.]

Figure 7: AOC confirmation mail

Tender Management

- Tender List
- Publish Tender
- Published Tenders
- AOC for ePublishing

Corrigendum

- Create Corrigendum
- Corrigendum List
- Corrigendum Published List

AOC for ePublishing Tenders

Tender Reference Number : Demo-26/12/2014
Tender Title : supply of cpu
Tender Id : 2014_NIC_19024_1

Enter the total amount of BOQ

Contract Value * Award

Description

Upload the AOC details document

Uploaded AOC document : CPPP_AoC_publishing_User_Guide.pdf

Contract Date *

Work Completion Period (in days)*

Bids List							
S.No	Bid Number	Bidder Name	Bid Type	Document	Rank	Status	AOC
1	6145	kirthivasan-Kirthi construction	Online	View	L1	Accepted	<input checked="" type="checkbox"/>

[Print Award Of Contract](#)

Click this link to view and print Award of contract

Figure 8: Print AOC link

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

System opens the Award of Contract in a new window.

Government ePublishing System

AOC Summary

Date : 02-Jan-2015 03:57 PM

**Click this link to print
Award of contract**

 [Print](#)

Organisation/Department/Division/SubDivision	National Informatics Centre
Tender ID	2014_NIC_19024_1
Tender Ref No	Demo-26/12/2014
Tender Title	supply of cpu
Cover System	2

Contract Date	01-Jan-2015
Contract Value	INR 20,00,000
Work Completion Period in days	540
AOC document	CPPP_AoC_publishing_User_Guide.pdf (8529.0 KB)
AOC Description	Award of Contract

Tenderer Name	kirthivasan-Kirthi construction
Bid Reference Number	6145

Congratulations! You have been awarded the contract for this tender.

Tender Inviting Authority

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.

DASHBOARD

Welcome B S Rawat,
Roles : Proc. Officer Admin(Tender Creator), Procurement Officer Publisher, Dept Reports


View Profile


Edit Profile


Change Password


Digital Signature Certificate

Tender Management

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

Corrigendum

- Create Corrigendum
- Corrigendum List
- Corrigendum Published List

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

Note:
This interface should be used to enter Award of Contract for Tenders "Which are not ePublished" through this Portal.

RC Details

Rate Contract No * Rate Contract Reference * -Select-

Tender Details

Tender Title * Tender RC / Ref.No *
 Product Category -Select- No of Cover(s) -Select-
 Date of Publishing of NIT *

AOC Details

No of Bids Received * 0 **Enter the No. of bids received**

Contract Value & Currency Type * 0 INR **Enter the contract value and currency**

Contract Date * **Enter the contract date**

Enter the Name of parties not qualified for technical evaluation

Enter the Name of parties qualified for technical evaluation

Enter the contract valid from/upto details and scheduled date of completion of works/supplies

Contract Valid From *
 Contract Valid Upto *
 Scheduled date of completion of Work/Supplies *

Enter the AOC details and upload the NIT file and AOC file

AOC Details / Remarks *

Upload NIT File (You can upload .pdf files only.)
 Upload AOC File (You can upload .pdf files only.) *

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