Central Public Procurement Portal

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

User Guide For ePublishing (Award of Contract)

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

National Informatics Centre

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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.

S.	Government	No.	W La	elcome : e st login : F	epublisher3@nic.in Friday, January 2, 2015	<u> </u>		
	eTender Publishing Sytem	e To			Governn	hent ePublishing	Syste	em
		AWARD OF CO	NTRACT					
Т	ender Management							
+	Tender List	AOC for eP	ublishing Tenders					
+	Publish Tender							
+	Published Tenders					🗐 Hala		
+	AOC for ePublishing					2 Help		
c	orrigendum							
+	Create Corrigendum	Sear	ch					
+	Corrigendum List	Tend	er Id		Click this icon t	0 1		
+	Corrigendum Published List	Keyw	vord		view bid details			
		Neywo	ord finds match in tende	r title and tender reference	e no.	Clear Search	-	
						sicur scaren		
		The la	test 20 tenders are	e displayed below. Cl	ick on search with require details f	or specific		
		AOC	Tender List					
		S.No	Tender Id	Tender Title	Tender Reference Number	Tender View Category		
		1	2014_NIC_19024_1	supply of cpu	Demo-26/12/2014	Services		
		2	2014_NIC_19021_1	Contruction 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/upjnballia/19.12.2014	Works		

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.

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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.

3	Government	Se.	2	Welcome Last login	: epublisher3@nic.in : Friday, January 2, 20:	15		<u> </u>		
0	e Tender Publishing Sytem	E M	ł			Governme	ent ePul	blishing	Syste	em
		AWARD OF C	ONTRACT							
Т	ender Management									
+	Tender List	AOC for el	Publishing Tende	:rs						
+	Publish Tender									
+	Published Tenders							🛜 Help	1	
+	AOC for ePublishing									
С	orrigendum			Enter t	he rank of					
+	Create Corrigendum			the bid	der					
+	Corrigendum List									
+	Corrigendum Published List									
				LoginId •			tan ang ang ang ang ang ang ang ang ang a	ontract Users	1	
		Bid	s List							
		S.N	o LoginId		Bidder Name	Bidder Type	Rank	Select		
		1	bidder1@gmail.co	n	kirthivasan-Kirthi construction	corporate	[1]			
					Cancel	Clear	Delete	Next >		

Figure 3: Bid details screen

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

Government	St.	Welcon Last log	ne : epublisher3@nic.in jin : Friday, January 2, 201	5		•		
Publishing Sytem				Governme	ent ePub	lishing	Syste	em
	AWARD OF CO	NTRACT						
Tender Management			Click th	is button	to			
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 Publish Tender 								
 Published Tenders 						🛜 Help		
 AOC for ePublishing 		Enter Bidder	login ID					
Corrigendum		Tender Refe	ber : Demo-26/12/2014					
Create Corrigendum			te : supply of cpu					
 Corrigendum List 			Tens 2014_NIC_19024_1					
Corrigendum Published List				V				
		Ŀ	oginId * bidder2@nič.in Ad	d	AOC Co	ntract Usen	5	
	Bids	List						
	S.No	LoginId	Bidder Name	Bidder Type	Rank	Select		
	1	bidder1@gmail.com	kirthivasan-Kirthi construction	corporate	L1			
			Cancel	Clear D	elete	Next >		

Figure 4: Bid details screen - 1

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

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

Follow the same steps to add more bidder details.

	Government e Tender Publishing Sytem	R	0	Welcome Last login	: epublisher3@nic.in : Friday, January 2, 201	5 Governme	ent ePublish	🏠 📱	3 🦂 🖪
		AWARD OF	CONTRACT						
1	Tender Management								
+	Tender List	AOC for	ePublishing Tender	rs					
+	Publish Tender								
+	Published Tenders				Enab	la this ch	beck box	10	
+	AOC for ePublishing				to se	lect the b	bidder to		
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+	Corrigendum List			Tende	r Id : 2014_NIC_19024_1				
+	Corrigendum Published List								
				LoginId •	Ad	d	ntract	Users	
		Bi	ds List		Riddor Namo	Ridder Type	Rank Fak	act	
		1	bidder1@gmail.com	n	kirthivasan-Kirthi construction	corporate		sec	
		2	bidder2@nic.in		Kirthiv-Kirthiv Enterprises	corporate	L2		
					Cancel	Clear	Delete Nex		
				Click this proceed	button to				

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.

* + +	Published Tenders AOC for ePublishing	Enter the contract value and select the contract type	🔊 Help
C	Corrigendum	mo-26/12/2014	
+	Create Corrigendum	Tender Id : 200 IC 19024 1	
+	Corrigendum List	101001 10 , 2014 0_19024_1	
+	Corrigendum Published List	Enter the total amount of BOQ	
	Unload the AOC	Contract Value • INR V 2000000	
	document	Award of Contract	
	Enter the contract date and completion	AOC Details • Choose File CPPP_AoC_pGuide.pdf	
		Work Completion Period (in days)	
		Bids List S.No Bid Click this button to award the contract	s AOC

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.

			Date: 05-Dec-201
Dear Mr/Mrs. kirthivas	an / Kirthi construction,		
	Sub: Congratulations	! Award Of Contract(AOC) for the tende	<u>r-req</u>
With reference to you following tender, by t	r bid submission ID: 14 he duly constituted com	36 , it is informed that you have been awa mittee .	arded the contract for the
	Org/Dept/Div/Su	bDiv : Govt of Andhra Pradesh/Financial	0
	Tender Title	: RAILWAYS/TEST/2011-12-05	
	Tender Id	: 2011_AP_3114_1	
	Tender reference	e no : TEST/NIC/2011-12-05	
Thank you for the inte	erest shown in the parti	cipation of the tender.	
In case of any clarifica deptuser2@nic.in to	ations & feed back, you serve you better.	may contact Tender Inviting Authority(TIA)	or email to
We wish you all the b	est,		
lick here to login <u>eTe</u>	ndering System		
OWNER AJAJI BHAVAN (Tender Inviting Auti	nority)		





Figure 8: Print AOC link

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

System opens the Award of Contract in a new window.

	Government ePublishing System						
	AOC Summary						
Click	this link to p d of contract	Date : 02-Jan-2	2015 03:57 PM				
			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 : Contract Value : Work Completion Period	01-Jan-2015 INR 20,00,000						
in days :	540						
AOC document :	CPPP_AoC_publis	hing_User_Guide.pdf (8529.0 KB)					
AOC Description :	Award of Contrac	t					
Tenderer	Tenderer Name : kirthivasan-Kirthi construction						
	Generatulations! You have been awarded the contract for this tender						
	ave been awarue	Tender Inviting	Authority				



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		
Tender Management			
Tender List	Welcome B S Rawat,		
Publish Tender	Roles : Proc. Officer Admin(Tender Creator), Procurement Officer Publisher, Dept Reports		
 Published Tenders 			
 Tender Status 			
 AOC for ePublishing 			
→ AOC for Rate Contract	Change		
Corrigendum	View Profile Edit Profile Password Digital Signature C	ertificate	
Create Corrigendum			
 Corrigendum List 			
✤ Corrigendum Published List			
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System dislays AOC for Rate Contract Tenders screen

Enter the rate contract no. ACC for at domaining ACC for at domaining ACC for at domaining ACC for at domaining ACC for at a Contract Enter the	Publish			
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file and AOC file Cancel Submit	upload the NIT			
Cancer Submit	file and AOC file			Cancel Submit
				Cancer Submit

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

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