



University of Delhi

To carry on with the e-Procurement process on CPP Portal (<https://eprocure.gov.in/eprocure/app>) each User at Delhi University should follow the steps listed below:

1. Acquire Digital Signature Certificates(DSCs)

- To carry out e-Procurement using NIC's e-Procurement Module, the authorized users will be required to obtain valid DSCs. Authorized users will be required to procure Class-II or Class-III DSCs.
- DSC Form can be downloaded from https://www.ncodesolutions.com/PDF/class2&3_org.pdf

2. Request for creation of User Accounts for officials of the User Organization

- The Nodal Officer at DUCC will authorize users within Delhi University for various roles such as Tender Creator, Tender Publisher, Bid Opener and Bid Evaluator who would use the e-Procurement module of NIC.
- A link will be provided on Delhi University website under Tenders for creation of User Account on CPP portal.
- As the user clicks on the link the user will be directed to a form where user has to fill in his/her details and click on submit button.
- An email will be received to the HOD of the respective user department, where HOD will approve the user request through their login to create his/her account on the e-Procurement portal.
- After the approval from the HOD of the user department, Nodal officer will then receive an email for creating user on CPP Portal.
- After Nodal officer creates the User's account through their login, the user will receive a email that The Account on CPP Portal is successfully created and thus user can map their DSC's with their respective account.

3. Mapping of DSCs for all user accounts created in the User Organization

- On obtaining the DSCs, the authorized users will be required to login and map their DSCs with their respective user profiles created by the Nodal Officer on the e-Procurement module of NIC.

4. Preparing Tender Document and Price Bid

- The users are required to prepare Tender Document for the online bid submission of the tender (Sample of Tender Document is uploaded on Delhi University website for reference).

- Also they are required to prepare the price bid format for the bidders to quote their rates and upload the same on the e-Procurement module of NIC. The various Price Bid Format can be downloaded from <https://eprocure.gov.in/eprocure/app;jsessionid=FC6379053C9EEF41EADCF949358E3958?page=StandardBiddingDocuments&service=page>

5. Creating and Publishing of Tender on CPP Portal

- After the creation of Tender Document, the authorized users are required to Create and Publish the Tender online on e-Procurement module of NIC <https://eprocure.gov.in/eprocure/app>

6. Publish Corrigendum (If any)

- Any change related to tender after the Tender get published on the e-Procurement Portal can be only done through Corrigendum only.

7. Opening of Technical Bid

- For each tender there will be Four Bid Openers. Any Two out of these Four Bid openers can Login to the e-Procurement system and Decrypt the Bids.
- After Decryption, the Bid Openers can successfully download the Technical Bid documents of the Bidders participated for that particular tender.
- For successful completion of Technical Bid process, Bid Openers are supposed to upload a Technical Bid opening summary.

8. Offline evaluation of Technical Bid and submitting the result online

- Documents of the Bidders downloaded during Technical Bid Opening stage are evaluated offline by the Technical Evaluation Team for that particular Tender.
- After offline Evaluation, the result has to be uploaded on e-Procurement module of NIC <https://eprocure.gov.in/eprocure/app>
- Evaluator will provide a date for Financial Bid opening to the system.

9. Opening of Financial or Price Bid

- Financial Bid for only those bidders can be downloaded who qualify during Technical Evaluation phase.
- On Financial Bid opening day any Two out of these Four Bid openers can Login to the e-Procurement system and Decrypt the Bids.
- After Decryption, the Bid Openers can successfully download the Financial Bid documents.
- For successful completion of Financial Bid process, Bid Openers are supposed to upload a Financial Bid opening summary.

10. Offline evaluation of Financial Bid and submitting the result online

- Documents of the Bidders downloaded during Financial Bid Opening stage are evaluated offline by the Financial Evaluation Team for that particular Tender.
- After offline Evaluation, the result has to be uploaded on e-Procurement module of NIC <https://eprocure.gov.in/eprocure/app>

11. Publishing Award of Contract

- Publishing Award of Contract is the final stage of the tendering cycle.
- Bid Evaluator will publish the Award of Contract for the Bidder who finally qualify after the Financial Evaluation Process.