

PRELIMINARY GUIDELINES – E-PROCUREMENT MODULE OF NIC

As per the Office Memorandum (OM)no. 10/3/2012-PPC dated 30th March, 2012, issued by the Department of Expenditure, all **Ministries / Departments of the Central Government, their attached and subordinated offices need to commence e-Procurement in respect of all procurements with estimated value of Rs. 10 lakhs or above, in a phased manner, as per the schedule provided in the OM.**

For facilitating User Ministries / Departments, NIC has developed an e-Procurement application, which is accessible through the Central Public Procurement (CPP) Portal (URL:<http://eprocure.gov.in>). Ministries/Departments which do not have a large volume of procurement or carry out procurements required for day to day running of offices and also have not initiated e-Procurement through any other solution provider may use the e-Procurement solution developed by NIC.

Ministries/Departments with large volume of procurement other than of the nature mentioned above may either use the e-Procurement solution developed by NIC or engage any other service provider.

Ministries/Departments, which are already carrying out e-Procurement through other service providers or have developed e-Procurement solutions in house, may continue to do so, ensuring the conditions/guidelines provided in the above DoE OM are fulfilled.

Earlier, DoE vide its O.M No.10/1/2011-PPC dated 30th November, 2011 had issued instructions for mandatory publication (e-Publishing) of all tender enquiries, corrigenda thereto and details of contracts awarded thereon on the CPP Portal by all Ministries/Departments, their attached and subordinate offices, Central Public Sector Enterprises and autonomous/statutory bodies from 1st January 2012 in a phased manner.

The table below shows the key differences between e-Publishing module and e-Procurement module of NIC accessible through the CPP Portal.

e-Publishing module	e-Procurement module
<p>1. Entails publishing of all tender enquiries, corrigenda thereto and awards of contract thereon on the CPP Portal.</p> <p>Under e-Publishing, the User Organisations will continue to invite bids in paper based format.</p>	<p>1. Covers the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, online bid evaluation and publication of award of contract.</p> <p>Under e-Procurement, the complete tendering, including the submission of bids by the bidders, will become paperless.</p>
<p>2. Under the e-Publishing module, the User Organisations are required to define two roles for their officials authorised to use this module, viz.</p>	<p>2. Under the e-Procurement module, the User Organisations will be required to define two additional roles apart from the Tender Creator and Tender Publisher, viz.</p>

e-Publishing module	e-Procurement module
<p>a. Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of contract on the CPP Portal.</p> <p>b. Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator on the CPP Portal.</p>	<p>a. Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document. The role of bid opener is critical for e-Procurement. Bid openers should be identified for each tender at the time of publishing of the tender enquiry.</p> <p>b. Bid Evaluator - authorised to upload the results of the various stages of bid evaluation on the CPP Portal.</p>
<p>3. All authorised department users, from the User Organisations, can login using a login ID and password assigned to them, to operate the e-Publishing module of the CPP Portal. They do not need any additional mode of authentication.</p>	<p>3. All authorised department users, from the User Organisations, will be required to have valid Digital Signature Certificates (DSCs), along with their user ID and password, to be able to operate the e-Procurement module of NIC.</p>
<p>4. e-Publishing does not require the bidders to register on the CPP Portal, since the bids will continue to be submitted in the paper based format.</p>	<p>4. e-Procurement requires the bidders to register on the CPP Portal, using a valid Digital Signature Certificate (DSC) and valid email address. The bidders will be required to submit their bids online on the e-Procurement module of NIC, in an encrypted format.</p>

The following document provides the pre-requisites and guidelines for using the e-Procurement module of NIC.

A. Enrolment on e-Procurement module of NIC

To enrol, each User Organisation (Ministry/ Department, attached or subordinated office) should follow the steps listed below:

I. Acquire Digital Signature Certificates(DSCs)

To carry out e-Procurement using NIC's e-Procurement Module, the authorised users of the User Organisation as well as the bidders will be required to obtain valid DSCs. DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India. Authorised users will be required to procure Class-II or Class-III DSCs.

NIC CA provides DSCs to the government officials only. Please refer to Annexure 2 for the Guidelines for obtaining DSC from NIC CA. All other users may obtain DSCs from any of the other registered CAs in India.

II. Selection/ Nomination of Nodal Officer

Nodal Officer Accounts already created by Ministries/Departments for e-Publishing Module of CPP Portal can also be used for NIC's e-Procurement Module. User Organisations that have not enrolled on the e-Publishing module or organisations who wish to nominate a different officer as Nodal Officer for e-Procurement, should submit their request by completing the Nodal Officer Account Creation form and sending it to NIC.

The first level Nodal Officers in User Organisations may further create sub-Nodal Officers, and designate them the responsibility of creating user accounts in the organisation. For further details, please refer Annexure 1.

III. Setting up of Organizational Hierarchy for mapping on the CPP Portal

Every User Organisation has to ensure that their organisational structure is properly mapped in the e-Publishing module of CPP Portal and for e-Procurement Module of NIC. The User Organisations, whose organisational structure has already been mapped in the e-Publishing module, need not recreate it for e-Procurement, unless they wish to make a change to their existing organisational structure. User Organisations that have not enrolled on the e-Publishing module or organisations that wish to make a change to their existing organisational structure mapping should send an updated organisational structure to NIC. For further details, please refer Annexure 1.

IV. Creation of User Accounts for officials of the User Organisation

The Nodal Officer/ sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation for various roles such as Tender Creator, Tender Publisher, Bid Opener and Bid Evaluator who would use the e-Procurement module of NIC. For further details, please refer Annexure 1.

V. Mapping of DSCs for all user accounts created in the User Organisation

On obtaining the DSCs, the authorised 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.

B. Training / Support on e-Procurement module of NIC

NIC has scheduled several modes of training for User Organisations to assist them in using their e-Procurement Module.

1. Half day awareness session for User Organisations

NIC will conduct a half day awareness session for each User Organisation, identified by the DoE to implement e-Procurement during that month, in the premises of the respective User Organisation only in Delhi. This training session may be attended by senior level officials from the User Organisation and the core team responsible for e-Procurement.

2. 2-day hands-on Training of Trainers programme for User Organisations

NIC will conduct a **2-day hands-on "Training of Trainers" programme** on e-Procurement module for upto 4 nominated officials from each of the User Organisations at NIC HQs New Delhi.

3. Half Day Training Session for key/ prospective bidders of User Organisations

NIC will conduct a half day training session for the key / prospective bidders of each User Organisation for their upcoming tenders. These training sessions will familiarise the bidders on the use of e-Procurement module of NIC for submitting their bids.

4. On-site support by trained Facility Management Personnel (FMPs)

NIC will train a pool of Facility Management support Personnel (FMPs) -(hired from NICS I empanelled agencies) on the e-Procurement module of NIC. User Organisations may utilize the services of these FMPs for internal training, installation and mapping of DSCs, handholding support for e-Procurement activities etc. **up to a period of 1 week.**

For any support from FMPs beyond the 1 week period, the User Organisations can directly hire the services of the FMPs from NICS I empanelled agencies.

Annexure 3 provides more detailed information on the various modes of training as well as support from FMPs.

Guidelines and user manuals providing step by step guide are available on the CPP Portal. For any clarifications please write to cppp-nic@nic.in and cppp-doe@nic.in.

Annexure 1

DETAILED INFORMATION ON PRE-REQUISITES FOR ENROLMENT ON THE E-PROCUREMENT MODULE OF NIC

I. Selection / Nomination of Nodal Officer

Nodal Officer(s) can be nominated by filling up the Nodal Officer Nomination Form (available at http://eprocure.gov.in/cppp/sites/default/files/eproc/nodal_datasheet_0.pdf) and sending to NIC at cppp-nic@nic.in. NIC will create the Nodal Officer account, with the details provided in the form and the password for the account will be automatically sent to the email address of the nominated Nodal Officer.

In case, a Nodal Officer account has already been created for the User Organisation under the e-Publishing module of the CPP Portal, the same need not be re-created for the purpose of e-Procurement. The User Organisations shall indicate such preference over email to cppp-nic@nic.in. However, if the User Organisation chooses to nominate a different officer as Nodal Officer for e-Procurement, they need to submit a new Nodal Officer request form to NIC at cppp-nic@nic.in.

II. Setting up of Organizational Hierarchy for mapping in e-Publishing portal

The Nodal Officer(s) of each User Organisation must create a mapping of its organisational structure / hierarchy in e-Publishing module of CPP Portal and for e-Procurement Module of NIC as per guidelines as mentioned below :

The organisational structure of a User Organisation may be provided (up to max 4 levels) in the following manner:

- LEVEL 0 - Parent Ministry
- LEVEL 1 - Organization(Department/CPSE / Autonomous/StatutoryBody)
- LEVEL 2 - Functional/ Zonal/ Regional Offices etc.
- LEVEL 3 - Division/ District level offices etc.
- LEVEL 4 - Sub-Division/Block level offices etc.

The organisation structure as per format depicted below is to be sent via email to cppp-nic@nic.in. The User Organisations that have already submitted their organisational structure for the e-Publishing module on the CPP Portal need not resend it, unless they wish to make any changes.

A sample organizational structure is given below.

Mapping of Organisational Structure at 5 levels					
SI .NO	LEVEL 0	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
1	Ministry of Heavy Industries & Public Enterprises	Hindustan Paper Corporation Limited, (A Govt. of India Enterprises) Public Sector Undertaking	Corporate Head Quarters	Administration	
2				Commercial Department	
3				Marketing Department	
4				Fiber Development & Procurement	
5				Human Resource & Employee Services Department	
6			Nagaon Paper Mill, Jagiroad	Administration	
7				Contract Cell	
8				Commercial Department	
9				Fiber Development & Procurement	
10				Human Resource & Employee Services Department	
11			Cachar Paper Mill, Panchgram	Administration	
12				Contract Cell	
13				Commercial Department	
14				Fiber Development & Procurement	
15				Human Resource & Employee Services Department	
16			Hindustan Newsprint Limited	Administration	
17				Commercial Department	
18				Contract Cell	
19				Fiber Development & Procurement	
20				Human Resource & Employee Services Department	
21			Nagaland Pulp & Paper Company Limited	Administration	
22				Contract Cell	
23				Commercial Department	
24				Fiber Development & Procurement	
25				Human Resource & Employee Services Department	

III. Creation of User Accounts for officials of the User Organisation

The Nodal Officer / sub-Nodal Officer(s) of each User Organisation will authorise users within the organisation to use the e-Procurement module of NIC. The various roles defined for e-Procurement module are:

- i. Tender Creator - responsible for filling up and uploading the details of a tender enquiry / corrigenda / award of contract.
- ii. Tender Publisher - responsible for publishing the tender enquiry / corrigenda / award of contract created by the Tender Creator.
- iii. Bid Opener - authorised to decrypt and download the bids received from the bidders in response to a tender document.
- iv. Bid Evaluator - authorised to upload the results of the various stages of bid evaluation.

Please note that the Nodal Officer cannot perform any of the above roles. The Nodal Officer should create the above users and assign roles in the e-Procurement module of NIC for authorised officials in the User Organisation. Upon creation of user accounts, the password will be automatically emailed to the respective authorised users in their mail IDs.

Annexure 2

GUIDELINES FOR OBTAINING DIGITAL SIGNATURE CERTIFICATES (DSCs) FROM NICCA

1. All authorised department users are required to obtain a Digital Signature Certificate to access the e-Procurement module.
2. Issue of Digital Signature Certificate (DSC) to users: To avail the DSC from NIC CA, the filled up NICCA DSC Request Form is to be submitted to NICCA at NIC Head Quarters.

The fees for procuring the DSC certificate by Government employees from NIC CA with USB eToken is INR 555. The payment of fees can be done by Demand Draft / RBI cheque in favour of "Accounts Officer, NIC Delhi" payable at New Delhi.

For the latest details on the DSC Request Form and Fee details, please refer to <https://nicca.nic.in>.

3. The DSC Request Form should be filled up carefully. Few of the entries are indicated below.
 - Col (1) Category of Applicant : Government
 - Col (2) Class of Certificate: (Class2)
 - Col (3) Certificate Required: Individual (Signing) & Encryption both to be ticked
 - Col (4) Certificate Validity (Max Two years): Two years
 - Col (5) Date of Superannuation: If less than two years, Col (4) to be suitably modified
 - Col (8) Email Id: Valid email-id to be given
 - Col (12) to be struck off
4. Application form has to signed by the Head of Department before submitting it to NIC
5. Copy of self-attested ID Proof and required fee in the form of Demand Draft.
6. One passport size photograph
7. Further guidelines on how to use the DSC is available on the CD provided along with DSC token issued by NIC CA

Annexure 3

TRAINING / SUPPORT ON E-PROCUREMENT MODULE OF NIC

NIC has scheduled several modes of training for User Organisations to assist them for using e-Procurement module.

1. Half day awareness session for User Organisations

- a. NIC will conduct a half day awareness session for each User Organisation, identified by the DoE to implement e-Procurement during that month, in the premises of the respective User Organisation only in Delhi.
- b. A core team of officials should be identified in each User Organisation, which would be responsible for driving the e-Procurement initiative. This training session may be attended by senior level officials from the User Organisation and the core team responsible for e-Procurement.
- c. This training will broadly cover the preparedness of the User Organisations and process realignment required to implement the e-Procurement Module. Best practises will also be shared.
- d. The User Organisation would be expected to facilitate the training session and make the requisite arrangements at their respective premises in Delhi. The preferred date, place and time for the training session should be communicated to NIC via an email request on cphp-nic@nic.in. The request should be sent latest by the 1st day of the month in which the training is expected to be conducted.

2. 2-day hands-on Training of Trainers programme for User Organisations

- a. NIC will conduct a **2-day hands-on “Training of Trainers” programme** on e-Procurement module for upto 4 nominated officials from each of the User Organisations at NIC HQs New Delhi.
- b. The training will be conducted in NIC Training Room, Room no 706, A1B8 Wing, 7th floor, NIC Building, A-Block, CGO Complex, New Delhi. To attend the training, the User Organisations should send an email request to cphp-nic@nic.in with the preferred dates and names of upto four nominated officials. The nominations for the next month must reach NIC by 20th day of the previous month. **Attendance to these sessions is only upon email confirmation from NIC.**
- c. The User Organisations are expected to nominate upto 4 officials who will undergo the 2 day hands-on training session. To ensure an effective training of their officials, the User Organisations are requested to nominate officials who are well versed in the

procurement process of their respective departments. These users would be expected to impart training to other officials in their respective organisations.

- d. All the officials nominated for the training must carry ~~have~~ a valid Class II or Class III Digital Signature Certificate (DSC) to the training programme. If the nominated officials do not have a DSC at present, they can complete the DSC application forms and submit to NIC, at least 15 days prior to attending the training programme.
- e. The exact schedule of the training will be available on the CPP Portal.

3. Half Day Training Session for Key/ prospective bidders of User organizations

- a. Such half day training session will be undertaken at the premises of the User Organizations in Delhi.
- b. Each User Organisation will be required to identify the key/ prospective bidders for their forthcoming tenders.
- c. Half day training and awareness session for the potential bidders of each User Organisation will be used to make the key/ prospective bidders aware of the various features and requirements of the e-Procurement module, such as:
 - Acquiring DSC
 - Process of registration on the e-Procurement Module
 - Process of tracking tenders through the CPP Portal, raising pre-bid queries, participating in pre-bid meetings etc.
 - Process of submission of online bids
 - Other processes such as online presence at the time of bid opening, availability of comparison charts etc.
- d. The exact schedule for the training of bidders will be worked out in coordination with the User Organisations, once they have undergone the “Training of Trainers” session meant for their officials.
- e. In case, the User Organisation is unable to conduct the training of bidders before floating the tender documents (on a pilot basis) on the e-Procurement module, NIC could conduct the training of bidders alongwith the pre-bid meeting for that particular tender.

4. On-site support by trained Facility Management Personnel (FMPs)

NIC will train a pool of Facility Management support Personnel (FMPs)- (hired from NICS I empanelled agencies) on the e-Procurement module. User Organisations may utilize the services of these FMPs for internal training, installation and mapping of DSCs, handholding support for e-Procurement activities etc. **up to a period of 1 week**. Any request for availing the services of a FMP should be sent via email to cphp-nic@nic.in.

For any support from FMPs beyond the 1 week period, the User Organisations can directly hire the services of the FMPs from NICS I empanelled agencies.

It should be noted that FMPs are only expected to provide technical assistance with regard to the features and functionalities of the e-Procurement module. The authorised users of the User Organizations will be responsible to ensure that the information being published on the CPP Portal is accurate and in compliance with all the applicable laws and regulations.