



# Government of India Central Public Procurement Portal



17-Dec-2011

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eTendering System Government of India

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[india.gov.in](http://india.gov.in)  
The national portal of India

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## Welcome to the Central Public Procurement Portal

The Central Public Procurement Portal, Government of India, will enable all the Department users to publish their Tender Enquiries, Corrigendums and Award of Contract details from 1st Jan 2012. Users can migrate to total electronic tendering in a phased manner from April 2012 onwards.

[Department of Expenditure Office Memorandum on Mandatory Publication of Tender Enquiries on the Central Public Procurement Portal](#)

### Roadmap for Implementation

- [Workshop for the Nodal Officers will be held on 19th December 2011 at Department of Expenditure, New Delhi.](#)
- [Form to Apply for Digital Signature Certificate](#)
- [Application form for creation of Nodal Officer Account](#)
- [Letter dated 12th December 2011 from Secretary \(Expenditure\) addressed to all the Secretaries of GoI](#)
- A demo site for practice and training will be available from 19th December 2011.

### Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date

### Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date

[User Login](#)

### Security Tips

Please [Click here](#) once, before login to ensure that any information that is cached (stored) on your Browser is erased and will not allow others to view later.

Login ID \*

Password \*

[Login](#)

[Click here to Enroll](#)

[Forgot / Unblock Password?](#)

Search with Tender Reference no/tender id/Title/Description

[Tender Search](#)

[Advanced Search](#)

[Help For Contractors](#)

[Help For Department Users](#)

[Information About DSC](#)

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# User Login from Home Page

Government of India  
**Central Public Procurement Portal**

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 **Latest Tenders**

Tender Title	Reference No	Closing Date	Bid Opening Date
No active tenders available.			

User Login

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Search with Tender Reference no/tender id/Title/Description



**DASHBOARD**

**User Management**

- Department Users
- Tenderer User
- Corporate User
- Blocked Department Users
- Blocked Tenderer Users
- Blocked Corporate Users
- Reset Password
- Block/Unblock User History

Welcome Nodal Officer ePublishing,

Roles : Nodal Officer



View Profile



Edit Profile



Change Password



Digital Signature Certificate

**Roles of Nodal  
Officer**

**Dashboard is displayed after Successful Login**

# New User Creation



## USER MANAGEMENT

### User Management

- Department Users
- Tenderer User
- Corporate User
- Blocked Department Users
- Blocked Tenderer Users
- Blocked Corporate Users
- Reset Password
- Block/Unblock User History

## New User Creation

### Department Users List

#### Search

User Name	<input type="text"/>
Organisation Name	<input type="text" value="-Select-"/>
Department Name	<input type="text" value="-Select-"/>
Division Name	<input type="text" value="-Select-"/>
User Status	<input type="text" value="-Select-"/>

Cancel Search

New User

Print

### User List

User Name	Login Id	Org/Dept/Div/SubDiv	User Status	View
d	ab123@gmail.com	NIC	Registered	
abi a	abi@nic.in	NIC	DSC Registered	
Ajeesh Raj	aeit2@pwd.kerala.gov.in	NIC	Registered	
4 Ajith A P	sysadmin2@pwd.kerala.gov.in	NIC	Registered	

Click New User

# Fill User Information as per User Creation form



## USER MANAGEMENT

### User Management

- Department Users
- Tenderer User
- Corporate User
- Blocked Department Users
- Blocked Tenderer Users
- Blocked Corporate Users
- Reset Password
- Block/Unblock User History

### Department Users

#### Select User Level

- Organization User
- Department/Circle User
- Division User
- SubDivision User

#### Personal Details

Title \* Mr

First Name \* Sachin

Last Name \* Kumar

DOB (Date Of Birth)\* 11/11/1962

Mother's Maiden Name \* Lata

Enter email address for login id. eg: prakash\_chandru@gov.in

Login Id \* s-kumar@nic.in

Secretariat Department NICSecretariatDept-Test

Organization (Wing) Name \* NIC


Department/Circle \* EPSD

Designation\* Director

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question \* Q

# Fill User Information as per User Creation form

DOB (Date Of Birth)\*  

Mother`s Maiden Name \*

Enter email address for login id. eg: prakash\_chandru@gov.in

Login Id \*

Secretariat Department

Organization (Wing) Name \*

Department/Circle \*

Designation\*

Hint Question is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Question \*

Hint Answer is Important as would be used in case the password is forgotten and to recover the password at a later stage.

Hint Answer \*

## Contact Details

Contact Address \*

Alternate Email \*

(Alternate Email ID can be same as your Login ID. All the mail correspondence will be send only to the alternate Email ID.)

Phone Details eg: +91 044 22272449

Phone \*

Fax Details eg: +91 044 22272449

Fax

Mobile\*

**User can edit all information except Login Id**

Cancel

Next >



# Assign Roles as per Requirement

## USER MANAGEMENT

### User Management

- Department Users
- Tenderer User
- Corporate User
- Blocked Department Users
- Blocked Tenderer Users
- Blocked Corporate Users
- Reset Password
- Block/Unblock User History

### Department Users

#### User Roles

Select Role for the user

**Please note:** If you select Nodal officer as a role for a user, then you cannot select other roles for that user.

#### User Roles

- Nodal Officer
- Procurement Officer Admin
- Procurement Officer Publisher
- Auditor

#### General Rights

- Admin Reports\*
- Dept Reports\*

Please read the question below and enter the answer in the text box

From the following list what appears first: 73, 92, 45

Answer \* 73

Change Question

Cancel

Submit

Procurement Officer Admin and Publisher Selected for ePublishing

# User Successfully Created



## USER MANAGEMENT

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- Blocked Tenderer Users
- Blocked Corporate Users
- Reset Password
- Block/Unblock User History

### Department Users List

#### Search

User Name	<input type="text" value="sachin"/>
Organisation Name	<input type="text" value="-Select-"/>
Department Name	<input type="text" value="-Select-"/>
Division Name	<input type="text" value="-Select-"/>
User Status	<input type="text" value="-Select-"/>

[Cancel](#) [Search](#)

[New User](#)

[Print](#)

#### User List

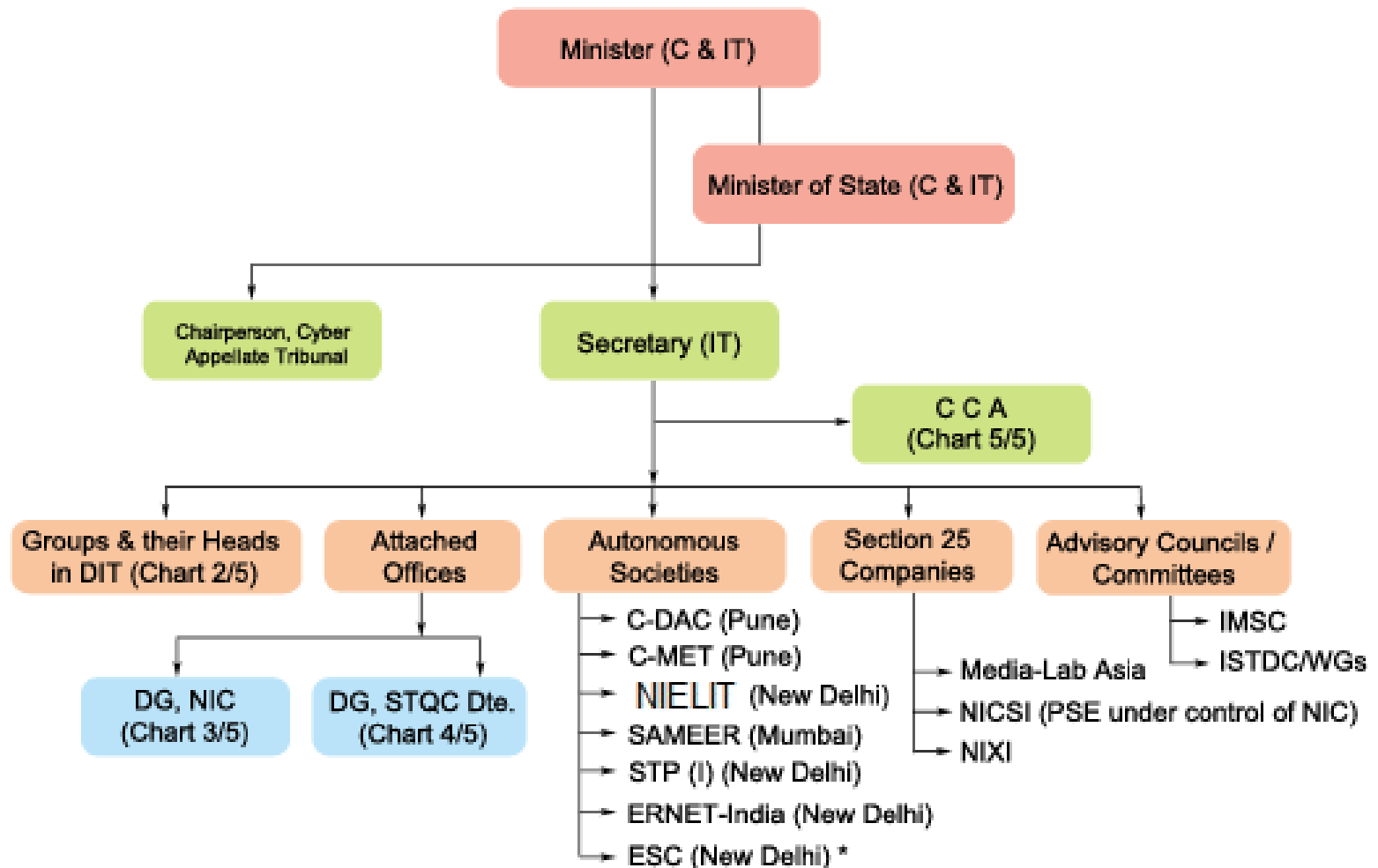
SNo	User Name	Login Id	Org/Dept/Div/SubDiv	User Status	View
1	Sachin Kumar	s-kumar@nic.in	NIC/EPSD	Registered	

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A mail goes to the user informing the Password



# Sample Organisation Structure



(\* ESC under the purview of DIT but not under its administrative control)

**THANK**

**THANK**

**YOU**

**YOU**