

E-PROCUREMENT PROCESS

1. Please Insert your technical specification in the E-Procure NIQ Template <http://sps.iitd.ac.in>
2. Kindly email the NIQ to eprocurement@admin.iitd.ac.in
3. E-Procurement Cell of SPS will upload the NIQ at E- Procure site <https://eprocure.gov.in/eprocure/app>
4. Technical Bid will be downloaded at E-procurement cell of SPS
5. Upload the Technical Compliance Chart and mention the financial bid opening time. During Technical Evaluation, Buyer must ensure payment of EMD/Tender Fee (If applicable) and a copy of the payment receipt collected from accounts section is to be submitted in e-Procurement cell for record.
6. Download of Financial Bid.
7. It is MANDATORY that when a purchase process is over, the Supply Order (SO) copy along with the Financial Evaluation Sheet (FES) is also uploaded in the e-Procurement portal of NIC. You are requested to provide a copy of Supply Order (SO) along with its Financial Evaluation Chart (FEC) to the e-Procurement Cell of the Store Purchase Section (email eprocurement@admin.iitd.a.in) for its on-wards online submission to the NIC portal.
8. Upload the Supply order and Financial Compliance Chart on e-Procurement site <https://eprocure.gov.in/eprocure/app>.