

DRAFT

Annexure - 'A'



GUIDELINES – E-PROCUREMENT Central Public Procurement (CPP) Portal (URL:<http://eprocare.gov.in>)

A department of University of Delhi will follow the following procedure to use e-Procurement facility of Government of India:-

1) e-Procurement Information

- Read the Procedure of e-Procurement (Flag 'B') document carefully
- e-Procurement requires the bidders to enrol on the Central Public Procurement (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.
- Tender creation, Department User creation and Tender publishing will be done by Delhi University Computer Centre (DUCC). DUCC will also support in acquiring DSC for department users
- All forms are to be signed and sealed by the Head of the Department and sent to Director, DUCC

2) Registration / enrollment of the Department User

- 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
- Bid Evaluator - authorised to upload the results of the various stages of bid evaluation.
- Minimum of 4 Bid openers must be configured to avoid any issues in tender opening
- Fill the form for Bid Opener & Bid Evaluator (User Creation Data Sheet - Flag 'C')

3) Acquire Digital Signature Certificates (DSC) for Bid Openers and Bid Evaluator

- The authorized bid openers and bid evaluators will require to have DSC for e-procurement process
- DSCs may be obtained from any authorised agency registered with the Certifying Authority (CA) in India
- DSCs can also be obtained through NICS. Please refer Annexure 2 for details on cost and procedure for obtaining DSC through NICS.
- On obtaining the DSCs, the authorised users will be required to login and map their DSCs with their respective user profiles

4) Tender Creation

- Prepare the Tender Document (must follow the department process of approval) that needs to be uploaded on the e-Procurement portal

5) Tender Publishing

- Fill complete form (Tender Creation Data Sheet – Flag 'D')
- * fields are mandatory
- Filled up form should be duly signed by Head of the Department
- Submit the form to Director, DUCC / Nodal Officer for upload along with tender

document.

6) Publishing of Corrigendum

- a. Fill Corrigendum Creation Data Sheet (Flag 'E')
- b. * fields are mandatory
- c. Filled up form should be duly signed by Head of the Department
- d. Submit the form to Director, DUCC / Nodal Officer for upload along with revised tender document (if any)

7) Publishing of pre-bid meeting documents, if any

- a. Pre-bid meeting documents can be published by the Bid Evaluator after the meeting is over
- b. Bid Evaluator should have login credentials and DSC

8) Tender Opening

- a. The bids submitted for a tender, are opened online by the authorized bid openers of 2/3 officials once the scheduled time is reached
- b. The bid documents encrypted earlier, are decrypted and opened one by one along with the non-sensitive documents if available, and then evaluated, printed, signed and submitted to the committee for technical evaluation purposes.
- c. The bid opening committee updates its recommendations which can be seen by the bidders online under tender status
- d. In the single cover system, all the bids are opened in the first instance itself

9) Technical Evaluation

- a. The technical committee goes through the technical bids opened earlier and based on the recommendations, the results are updated into the system
 - i. Selection of the bidders
 - ii. Committee member details
 - iii. Date of financial bid opening
 - iv. Report of the recommendation
- b. The concerned bidders get intimated by mail on their selection
- c. There is no automatic technical evaluation built into the system and the decision of the committee is final and binding.
- d. The bidders can see the recommendations under tender status

10) Financial bid opening

- a. At this stage, only the technically qualified bids of the bidders for the tender, are opened online again by the authorized bid openers of 2/3 officials once the scheduled time is reached
- b. The price bid documents encrypted earlier, are decrypted and opened one by one, evaluated, printed, signed and then submitted to the committee for financial evaluation purposes
- c. The system generates a comparative statement of the price bids for evaluation by the committee
- d. The recommendation of the bid opening committee is updated, which can be seen by the bidders online under tender status

11) Financial Evaluation

- a. The financial committee goes through the price bids & the comparative chart and based on the recommendations, the results are updated into the system
 - i. Selection of bidders

- ii. The member details
- iii. Report on the recommendations
- b. The concerned bidders get intimation by mail on their selection.
- c. There is no automatic financial evaluation built into the system and the decision of the committee is final and binding.
- d. The bidders can see the recommendations under tender status

12) Award of Contract

- a. Based on the recommendations of the financial evaluation committee, and after getting approval, order is prepared manually
- b. Order along with the contract details are updated into the system
- c. The bidder is informed by mail about the award of the contract.
- d. The bidders can also see the Award of the contract under tender status and also against results of the tender option in the tender site

