

DELHI JAL BOARD
ELECTRONIC DATA PROCESSING CELL
6TH FLOOR, VARUNALAYA PHASE-II
KAROL BAGH NEW DELHI-110005

No.DJB/EDP/ 79750

Dated: 27.07.2012

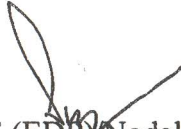
CIRCULAR

30 JUL 2012

**Subject -: Guideline for departments for floating tenders in the e-procurement site
<https://govtprocurement.delhi.gov.in>**

For having e-procurement system, some of the divisions are still facing problem to upload bulky document or required documents from bidders side. In this regard guidelines have been issued by NIC. All Concern are requested to follow the same .Copy of Guideline along with Annexure-I NSD Document is attached

For any other details you may contact Sh. Sanjay Kr. Vishwakarma (Mobile No-9911020187), EDP Cell.


EE (EDP) Nodal Officer
E-procurement System
Room No 307.

All DDOs,

Guidelines for Departments for floating tenders in the e-Procurement site
<https://govtprocurement.delhi.gov.in>

1. The eProcurement system has a provision of maximum Four(4) Cover/Packet to float the tender.
2. The Departments which have a requirement of Pre-Qualification stage in their tender may opt for separate Cover/Packet for Pre-Qualification documents other than the Technical Cover/Packet.

Non-Sensitive Documents (NSD) Option:

3. Each vendor has been given a space “ **My Space**” in his Menu through which he can upload **Non-Sensitive Documents (NSD)** and attach it to the tender when required. This space has a limit of 10 MB.
4. A list of the Non-Sensitive Documents (NSD) which have been defined in the E-Procurement system are enclosed. They can further be increased based on the feedback received from the departments. (Pls refer Annexure-I)
5. Some of the Documents asked from the Vendor in the Pre-Qual/Technical Packet can be taken as NSD from the vendor and the same has to be **defined in the Tender Document**. This would reduce the size of the Pre-Qual/ Technical Cover/Packet. For example
 - Certificates like Service Tax, VAT Registration, PAN Card certificate
 - Company Profile, ROC certificate
 - Experience Certificate of Last 3 Years
 - Last 2 Years Income Tax return
 - Last 3 Financial Year Balance Sheet
 - Any other NSD as decided by the the Department
6. In the Pre-Qual/ Technical Packet, **only the Sensitive Documents** may be defined which need to be encrypted. This will result in lower network transmission.
7. The Non-Sensitive Documents (NSD) uploaded by the bidder can be viewed at the time of Bid Opening by the department in the system under the Bid documents as a link: Non-Sensitive Document.
8. The Vendors may be advised to **scan the documents in low resolution – (75 to 100 DPI)** instead of 200 DPI . The documents may be scanned for further lower resolution (if possible). This would reduce the size of the Cover and would be uploaded faster.
9. (i) The Department officials may upload Drawing files in “. dwf ” format so that the size of document is less. This is a generic format and all software supports this format.
(ii) At the time of cover content creation, the Deptt would have to define the document type as “.rar” format
(iii) The Vendors should be asked to zip all the .dwf files to a .rar file and upload it.
(iv) The Deptt may view these uploaded Drawings using DWF viewer . The link for obtaining this tool is given in the **DOWNLAODS** section of the e- Procurement site. This DWF viewer is a free viewer. No license is required for using this software



eTendering System Government of NCT of Delhi

Bidder Document Sub Category Master

Date : 23-Dec-2011 09:34 PM

Sl.No	Category Type	Category Name	SubCategory Name	SubCategory Description	Format/File name
A	NSD	Experience Certificate of Last 3 Years			
			A1. Certificate 1	Certificate 1	
			A2. Certificate 2	Certificate 2	
			A3. Certificate 3	Certificate 3	
B	NSD	Last 2 Year Income Tax Return			
			B1. ITR 1	ITR 1	
			B2. ITR 2	ITR 2	
C	NSD	Last 3 Financial Year Balance Sheet			
			C1. Balance Sheet 1	Balance sheet 1	
			C2. Balance Sheet 2	Balance sheet 2	
			C3. Balance Sheet 3	Balance sheet 3	
D	NSD	Other Document			
			D1. Document 1	Document 1	
E	NSD	Primary Certificates			
			E1. Company Profile	Company Profile	
			E2. Company ROC Certificate	Company ROC Certificate	
			E3. Enlistment Document	Enlistment Document	
			E4. PAN Card	PAN Card	
			E5. Sales Tax Registration Certificate	Sales Tax Registration Certificate	
			E6. Service Tax Registration Certificate	Service Tax Registration Certificate	
			E7. TIN Number Document	TIN Number Document	
			E8. Valid ESI Certificate	Valid ESI Certificate	
			E9. Valid ISO Certificate	Valid ISO Certificate	
			E10. Valid VAT Certificate	Valid VAT Certificate	
F	REGD	Vendor Registration			
			F1. Registration Certificate For Existing Vendors/ Request letter in the Company Letter Head for New Vendors	Registration Certificate For Existing Vendors / Request letter in the Company Letter Head for New Vendors	

