

135/AC/10/12  
16/11/12

Pr. Secretary  
Distt. No. 317  
Date 30/11/12

Government of NCT of Delhi  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat,  
I.P. Estate, New Delhi-110002.

No: F6(29)/IT/2011/Tech/ 229-232

Dated: 11/11/12

**CIRCULAR**

313/AC/10/12

e-Procurement system of NIC has been implemented in various Departments and Corporations of Government of NCT of Delhi from April, 2011 onwards.

2. Various guidelines have been issued in this regard.
3. **Additional guidelines** comprising 7 pages for Department / Vendors are also enclosed herewith for necessary action.
4. Departments are requested to contact the following officers of National Informatics Centre (NIC) and Department of IT, GNCTD in case of any technical and operational issues:-

**National Informatics Centre (NIC)**

- |       |  |   |            |
|-------|--|---|------------|
| (i)   | Sh. Kunal Goel, Project Manager<br>kunalgoel_04@yahoo.com    | - | 9873961370 |
| (ii)  | Sh. Khemraj Sharma, Sr. System Analyst<br>sharma_kraj@nic.in | - | 9899076357 |
| (iii) | Sh. N. Srinivas, Pr. System Analyst<br>nsrini@nic.in         | - | 9868982882 |
| (iv)  | Sh. Sanjay Kapoor, SIO<br>skapoor@nic.in                     | - | 9868203477 |

**Department of IT, GNCTD**

- |       |                                  |   |            |
|-------|----------------------------------|---|------------|
| (i)   | Sh. Vivek Mittal, DS (IT)        | - | 9868208508 |
| (ii)  | Sh. Deepak Virmani, AS (IT) - II | - | 9910016285 |
| (iii) | Sh. Vishva Mohan, AS (IT) - I    | - | 9718190001 |

5. Departments are also requested to issue the Work Order / LOI through e-procurement Platform **also** so that the status of the tender is available in MIS.
6. This is issued with the prior approval of Secretary (IT), GNCTD.

(Vishva Mohan)  
Additional Secretary (IT)

To,

**All Pr. Secretaries / Secretaries / Heads of the Department of Government of NCT of Delhi / Local Bodies / Autonomous Bodies.**

No: F6(29)/IT/2011/Tech/

Dated:

Copy for information to:

1. PS to Pr. Secretary to Hon'ble Chief Minister
2. OSD to Chief Secretary, Delhi, GNCTD.
3. PS to Secretary (IT), GNCTD

(Vishva Mohan)  
Additional Secretary (IT)

135/CB/H/P  
2/2/12

ACC Comp

10/11/12

Dates

31/11

SA (Comp)

31/2/12

MS Ashok  
MS Tripathi  
MS Kalyan  
MS Manoj } APS

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-1)
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



## Guidelines for Bidders

Website: <https://govtprocurement.delhi.gov.in>

### Minimum Requirement

- Computer system installed with Windows XP or higher operating system with latest service pack.
- Antivirus s/w
- Internet explorer 7.0 or higher
- Mozilla Firefox 3.0 or higher
- Java Runtime Environment(JRE) version 1.6 or above
- PDF Reader & PDF Creator
- Legally valid Digital Signature Certificate (DSC)
- DSC Driver
- Dedicated broad band Internet connection with minimum 256kbps or above
- Scanner, Printer & UPS
- Set the system resolution to 1024 x 768 pixels for best view

### Guidelines for Bidder Registration

- To participate in the E-tendering process of the Delhi Govt. the Bidder has to register with the NIC portal i.e <https://govtprocurement.delhi.gov.in>
- Valid and working Email id should be used for creating login id.

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334/L

- Once the details are filled and submitted, Email id used for login id can't be changed in any circumstances.
- Extreme precaution be taken while registering your DSC with your login id. Once DSC is mapped with one E-mail id/login id, it can't be mapped with any other E-mail id/login id.
- Kindly refer **Notice to Bidders** section of **Bidders Manual Kit** for detail Guidelines for Bidder Registration.
- **Bidder Enrolment** section of **Bidders Manual kit** may please be seen for clear understanding of the Bidder registration process.
- Please upload the correct document (as referred in **Notice to bidders** section of (**Bidders Manual kit**).

#### Special Instructions for Registered Bidders with NIC Portal

##### Renewal of DSC

- An auto generated mail will go to bidder's registered Email id/ login id as well as alternate E-mail id before 15 days of the expiry of their DSC.
- Bidder must inactivate/remove the DSC going to be expired from its account before the expiry date of the DSC.
- For removal of DSC, please login to the above mentioned site and then click on **Digital Signature Certificate** icon on your dashboard and then click on remove and submit button.
- Login again with the already registered Email id/login id to register the renewed DSC.
- The activation of newly registered DSC may take 24 hrs or more. Hence Bidders who are obtaining new DSC should register well in advance before the submission of Bid.
- **Don't create new User ID(Login id) for registering the renewed DSC.**





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### Renewal of Portal Registration

- An auto generated mail will go to bidder on their registered Email id/login id before 30 days of the expiry of portal registration.
- Renewal of portal registration is to be done online before the expiry of registration date.
- For renewal of registration, please login through your login id and then click on **Renewal registration icon** on your dashboard. Upload the scanned copy of requisite request application on company's letter head in PDF format
- Following Documents need to be submitted to E-procurement Help Desk for renewal of registration approval:-
  1. Original application on Company's Letter Head.
  2. Demand Draft of Rs. 6,618/- in favour of Delhi E-Governance Society.
  3. Photocopy of applicants PAN card.

### Switch User Facility

1. Vendors can switch their Registration from Individual to Corporate and vice-versa through the Switch User option provided in the Vendor's Dashboard .
2. Click on Switch User and fill the relevant details click on "Send for Approval " button.
3. The Request for Switching of the Vendor Registration Type will be sent to the Application Administrator for approval.
4. Following Documents need to be submitted to E-procurement Help Desk for approval by the Application Administrator:-
  - Original application on Company's Letter Head which should include : E-procurement Login ID, PAN No., Phone Nos.
  - Photocopy of applicants PAN card along with the originals.



334/6

## Guidelines for Bidders for fresh registration

### Steps to be followed before submission of Demand Draft: -

1. Enrollment of vendor by accessing below mentioned website  
<https://govtprocurement.delhi.gov.in>  
& By clicking "Click here to Enroll" (just below the LOGIN Button).
2. Vendor can enroll as Individual or Corporate User. In case of Registration by the bidder as Individual, the name of the Bidder is shown. In case of Registration as a Company, the name of the Company is shown.
3. Fill personal information detail, verify and confirm the details.
4. Login through your E-mail/User-ID and newly created password (created at the time of enrollment).
5. Use your DSC (Signing Certificate)/E-token when asked for.
6. Upload the scanned copy of the requisite application on the Company's Letter Head in PDF Format.
7. Bring the copy of the printout of the page showing the status as " Yet to be approved" corresponding to the uploaded document.
8. Following documents need to be brought while coming to E-procurement Help Desk for registration: -
  - a. Original application on company's Letter Head. *(Format Enclosed)*.
  - b. Demand Draft of Rs. 6,618/- in favour of Delhi E-Governance Society
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FOR ANY CLARIFICATION KINDLY REFER BIDDERS MANNUAL KIT

334/6

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