



## **Registration of prospective bidders of NHSRCL on CPP Portal for e-tendering**

Dear prospective bidders,

**National High-Speed Rail Corporation Limited (NHSRCL) has decided to go for e-tendering in near future. The date for migration to E-tendering will be intimated in due course.** In this regard, NHSRCL has been registered on Central Public Procurement Portal (CPPP) of the Government of India.

CPPP has been developed by the National Informatics Centre (NIC), Ministry of Electronics & Information Technology, in close association with the Procurement Policy Division, Ministry of Finance, to cater to the electronic procurement/ tendering requirements of the Central Government Departments and Central Public Sector Undertakings and other organizations.

The CPPP system is made available as a platform and can easily be adopted for all kinds of procurement such as Goods, Services & Works. It aims at transparency and non-discrimination amongst bidders, by allowing free access to tender documents, clarifications, secure on line bid submission and access to bid opening event to all, from any place on 24X7 basis, using the system through Internet, in a faster, and secure environment adopting industry standard open technologies.

Various salient points addressed by this portal include:

- Platform for publication of tender and bid award details by Central and State Government Ministries, Departments and Organizations, PSUs and PSBs
- Free Access to tender documents for all
- Facility to publish NIT through on-line form,
- Facility to publish tender documents, to add corrigendum with document
- Facility to publish bid award details along with contract document
- In public domain, no registration required for access/viewing by public
- Email / SMS alerts at various milestones.
- Toll Free Help Line facility for all.
- Categorised according to types of tenders, product categories, types of Organisations and Organisation name.
- Archived tenders are available in public domain
- Search facility available using parameters like keywords, location, value, organization name, organization type, tender type, and product categories.

e-Procurement requires the bidders to enrol on the 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.

Following are the special Instructions to the Contractors/Bidders for use of CPP Portal for e-submission of the bids:

1. Bidder should do Online Enrolment in this Portal using the option “Click Here to Enrol” available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not**

**Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**

15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (**as per Server System Clock**).

Please see a power point presentation giving steps to enrol on CPP Portal. For further query, CPPP Portal may be contacted at

<https://eprocure.gov.in/eprocure/app;jsessionid=8D8E0544A41734D184466CCCB49C71A4.eprocgep2?page=FrontEndContactUs&service=page>