

**The State Trading Corporation of India Ltd.**

**Management Services Division**

September 15, 2015

**Subject: Implementation of e-Procurement System**

It has been decided that w.e.f. 30<sup>th</sup> September 2015, all the procurements above the threshold limit of Rs.5,00,000/- (Rupees Five Lakh only) which are made through tender shall be made by way of e-procurement using Central Public Procurement (CPP) Portal of NIC (<http://eprocure.gov.in/eprocure>).

For this purpose training / hands-on experience on demo portal of CPP has already been provided to officials nominated by Divisions at Corporate Office. Divisions may, if necessary, nominate additional officials to deal with the e-tendering process so that MSD could arrange Digital Signature Certificate (DSC) and impart training.

Branches may also nominate officials dealing with the tendering process, and, procure Class II DSC's with Signing & Encryption Certificate for such officials. Online training for e-Procurement will be provided by MSD to the nominated officials at Branches.

All officials nominated by Division or Branch for e-tendering process be advised to complete the form given in Annexure 'A' and submit to MSD.


Following requirements need to be kept in mind while inviting bids through e-Procurement System:

- Names of Tender Publisher and members of Bid-Opening Committee need to be decided before uploading the tender document.
- Tender Publisher and Bid Opening Committee members must have active e-mail accounts and Class-II DSC's with Signing and Encryption Certificates. The DSC's should be active at least one day prior to using the CPP Portal and should remain valid till the opening of Financial Bid.
- The Bid Document must, inter-alia, include the instructions related to e-Procurement System as given in Annexure 'B'.

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All concerned may please note for compliance. This issues with the approval of Competent Authority.

The undersigned (9810076583) or Ujjwal Srivastava, AM-IT (8800094564) may be contacted for any assistance required in the process of e-Procurement.

  
15/9/2015  
(Anand Parkash)  
DGM-IT

To,

All Divisional Heads/BMs

CC: All Directors

CMD

**Central Public Procurement Portal (eProcurement)**  
<http://eprocure.gov.in/eprocure/app>  
**Request Form for Tenders Administration Account**

**Personal Details:**

1	Title*: Mr/Mrs/Ms/Dr/Sri		
2	First Name*: Last Name*:		
3	Date of Birth*: (DD/MM/YY)		
4	Login ID* say abc@gmail.com: (Login ID should be individual's personal id not designation based id)		
5	Organization Name*:		
6	Dept/Circle*:		
7	Division*:	Designation*:	
8	Address1*:		
9	Address2*:		
10	District:		
11	City*:	Pincode:	
12	Correspondence Email ID*: (Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)		
13	Phone: 91:	STD:	No:
14	Fax: 91:	STD:	No:
15	Mobile*: (All the SMS correspondence will be sent only to this Mobile number)		
16	User Roles: Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)		

Date:

Signature of Official  
Employee No.:

(Divisional Head not below the rank of GM/BM)

**Note:** The requested tenders administration accounts details will be communicated by email on CPP Portal. The sole responsibility of the accuracy and validity of User information/ Contents in the Tender documents shall rest with the authorized user of the Account i.e. the concerned Tender Inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security.

## Annexure 'B'

### Instruction for Electronic Submission of Bids:

1. Bids against this tender shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in/eprocure](http://eprocure.gov.in/eprocure)). No bids shall be accepted in hard copy or in any other form.
  2. For submission of e-bids, bidders are required to get themselves registered with NIC's Central Public Procurement (CPP) Portal (<http://eprocure.gov.in/eprocure>) using Class-II /Class-III Digital Signature Certificate. All the details mentioned during registration / enrollment process should be correct / true. Bidders have to abide by all the terms & conditions mentioned during registration process.
  3. Any financial instruments such as, Tender Fees, Earnest Money Deposit (EMD) (wherever applicable) and which is required to be submitted in the desired form eg: Bank Guarantee / Banker's Cheque / Demand Draft (in the manner prescribed in the tender document), must reach STC before closure of the tender. The details of financial instruments entered during e-bid submission should tally with those submitted physically.
  4. The bidders are required to upload soft copies of all the relevant documents.
  5. Bidders are advised in their own interest to submit the online bids well before the bid submission end date & time (as per Server System Clock of CPP). STC will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to any technical or other problems.
  6. For any queries relating to the process of online bid submission or queries relating to CPP Portal ([eprocure.gov.in/eprocure](http://eprocure.gov.in/eprocure)), bidders may contact CPP Portal Helpdesk on Tel No's.: 1800-3070-232, 91-7872007972 and 91-7878007973010.
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