STEP BY STEP
Guide On

Award of Contract
Welcome to Central Public Procurement Portal

Click here to view the Latest Active Tenders
Click here for ePublishing

The Central Public Procurement Portal of Government of India facilitates all the Central Government Organizations to publish their Tender Enquiries, Corrigendum and Award of Contract details. The system also enables the users to migrate to total electronic procurement mode.

The primary objective of this portal is to provide a single point access to the information on procurements made across various Central Government Organizations.

Training Schedule on Central Public Procurement Portal
List of registered Nodal Officers for ePublishing the tenders
List of Organisations using CPPP-eProcure
XML Upload steps - CPP Portal

GO TO HOME PAGE OF CPP PORTAL WITH URL - http://eprocure.gov.in

Click on eProcure
Welcome to eProcurement System
The eProcurement System of India enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this portal.

Enter login ID and Password.
Select the Checkbox

Click on Run
Physically Insert the DSC token into the system and Click on LOGIN. When prompted enter the DSC PIN also.
Enter Dsc Password

Click Ok
Role Based (Procurement Officer Admin(Creator)/Publisher/ Opener / Evaluator) Dashboard will appear.
Click on ‘AOC’ Tab
Click the 'View' icon corresponding to the tender.
Fill in the Contract Value
Fill in the Description

Click on the Browse Icon to Upload the document
Select the document and click on Open Button
Tender Reference Number: 2015/NIFM/51159/E3ES
Tender Title: Supply of Items to setting computer lab at NIFM
Tender Id: 2015_NIC_36669_1

Enter the total amount of BOQ

Contract Value: INR 3655000

Description:
AOC for Supply of Items to setting computer lab at NIFM

Upload the AOC details document. Only pdf files are permitted to upload.

AOC Details:
C:\Users\SACHIN\Desktop\AOC.pdf

Contract Date:

Work Completion Period (in days): 45

Bids List

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Number</th>
<th>Bidder Name</th>
<th>Bid Type</th>
<th>Document</th>
<th>Rank</th>
<th>Status</th>
<th>Awarded Currency</th>
<th>Awarded Value</th>
<th>AOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25249</td>
<td>xyz</td>
<td>Online View</td>
<td>L1</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25250</td>
<td>JAGANNATH Co.ltd.</td>
<td>Online View</td>
<td>L2</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on this Icon to digitally sign the document
Enter Dsc Password

Click Ok
Tender Reference Number: 2015/NIFM/51159/E3ES
Tender Title: Supply of Items to setting computer lab at NIFM
Tender Id: 2015_NIC_36669_1

Enter the total amount of BOQ

Contract Value: INR 3655000

File Signing

Message:
File signed successfully

Click on Ok Button

Bids List

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Number</th>
<th>Bidder Name</th>
<th>Bid Type</th>
<th>Document</th>
<th>Rank</th>
<th>Status</th>
<th>Awarded Currency</th>
<th>Awarded Value</th>
<th>AOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25249</td>
<td>xyz</td>
<td>Online View</td>
<td>L1</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25250</td>
<td>JAGANNATH Co.ltd.</td>
<td>Online View</td>
<td>L2</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select ‘Contract Date’
Tender Reference Number: 2015/NIFM/51159/E3ES
Tender Title: Supply of Items to setting computer lab at NIFM
Tender Id: 2015_NIC_36669_1

Enter the total amount of BOQ

Contract Value: INR 3655000

AOC for Supply of Items to setting computer lab at NIFM

Upload the AOC details document. Only pdf files are permitted to upload.

AOC Details: C:\Users\SACHIN\Desktop\AOC.pdf

Contract Date: 10/08/2015

Work Completion Period (in days): 45

Bids List

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Number</th>
<th>Bidder Name</th>
<th>Bid Type</th>
<th>Document</th>
<th>Rank</th>
<th>Status</th>
<th>Awarded Currency</th>
<th>Awarded Value</th>
<th>AOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25249</td>
<td>xyz</td>
<td>Online</td>
<td>View</td>
<td>L1</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25250</td>
<td>JAGANNATH Co.ltd.</td>
<td>Online</td>
<td>View</td>
<td>L2</td>
<td>Accepted</td>
<td>INR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Enter Awarded value

Click on the Check Box against the bidder who has been awarded the contract

Enter Awarded value
Tender Reference Number: 2015/NIFM/51159/E3ES
Tender Title: Supply of Items to setting computer lab at NIFM
Tender Id: 2015_NIC_36669_1

Enter the total amount of BOQ

Contract Value: INR 3655000

Description:

AOC for Supply of Items to setting computer lab at NIFM

Upload the AOC details document. Only pdf files are permitted to upload.

AOC Details: C:\Users\SACHIN\Desktop\AOC.pdf

Contract Date: 10/08/2015

Work Completion Period (in days): 45

Bids List

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Number</th>
<th>Bidder Name</th>
<th>Bid Type</th>
<th>Document</th>
<th>Rank</th>
<th>Status</th>
<th>Awarded Currency</th>
<th>Awarded Value</th>
<th>AOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25249</td>
<td>xyz</td>
<td>Online View</td>
<td>L1</td>
<td>Accepted</td>
<td>INR</td>
<td>2500000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25250</td>
<td>JAGANNATH Co.ltd.</td>
<td>Online View</td>
<td>L2</td>
<td>Accepted</td>
<td>INR</td>
<td>1155000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on Save Button
Award of Contract

Tender Reference Number: 2015/NIFM/51159/E3ES
Tender Title: Supply of Items to setting computer lab at NIFM
Tender Id: 2015_NIC_36669_1

Enter the total amount of BOQ

Contract Value: INR 3655000.00

Description:
AOC for Supply of Items to setting computer lab at NIFM

Upload the AOC details document. Only pdf files are permitted to upload.

Uploaded AOC document: AoC.pdf

Contract Date: 10/08/2015

Work Completion Period (in days): 45

Click on the Link to Print AOC
END OF AWARD OF CONTRACT

• Any further queries can be clarified through...
  ○ Mail – ccppp-nic@nic.in
  ○ Phone – Toll Free 24 x 7 Help Desk
    1800-3070-2232

    T H A N K    Y O U