National Informatics Centre

Conditions

Information contained in this guide is confidential in nature and is not to be disclosed or duplicated, in whole or in part, for any purpose whatsoever, without written consent of National Informatics Centre (NIC). Receipt of this guide is considered acceptance of these conditions.

Accuracy

All information in this guide is based on the latest product information available at the time of printing. NIC has carefully reviewed the accuracy of this guide, but cannot be held responsible for any omissions or errors that may appear.

NIC reserves the right to revise this publication and make changes in its content without notifying any person of such revision.

Trademarks

The mark National Informatics Centre, the National Informatics Centre logo, and all other National Informatics Centre marks, are trademarks or registered trademarks, owned by National Informatics Centre, India.

Support

The Help Desk will be your first point of contact at NIC.

Telephone: For any queries, please call 24 x 7 helpdesk No.: 0120-4200462, 0120-4001002

Email: Kindly send your Technical Queries to cppp-nic@nic.in

National Informatics Centre,
Department of Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110 003, India
© 2008 Tenders NIC, All rights reserved.
# Table of Contents

1 CREATE CORRIGENDUM ........................................................................................................ 4  
   1.1.1 Corrigendum for Date Change ......................................................................................... 7  
   1.1.2 Corrigendum for Fee ........................................................................................................ 12  
   1.1.3 Corrigendum for Cancellation of Tenders ................................................................. 16  
   1.1.6 Corrigendum for Retender ............................................................................................... 21  
   1.1.7 Corrigendum for Other Changes ......................................................................................... 26  

1.2 PUBLISHED CORRIGENDUM .......................................................................................... 30  
   1.2.1 View through the Latest Corrigendum section on Homepage ................................. 30  
   1.2.2 View through the Corrigendum tab on Homepage .................................................... 32  
   1.2.3 View by clicking the Corrigendum link on the tender details screen .......... 35  
   1.2.4 View by clicking the Corrigendum icon on the latest active tenders tab .... 37
1 Create Corrigendum

Corrigendum is the process of making changes in the published tenders. It is a combined process of Creating and Publishing of the corrigendum. Department Users with the Procurement Officer Admin role can only create the corrigendum.

To create corrigendum:

1. Launch the **Central Public Procurement Portal** site.

![Login screen](image)

**Figure 1: Login screen**

1. Enter the registered user **Login ID** and **Password** allotted to the creator.

2. Click the ‘**Login**’ button.

   System displays the **Dashboard** screen.
3. Select the ‘Create Corrigendum’ tab from the left menu on the dashboard screen. System displays the Create Corrigendum screen.

On the create corrigendum screen,

4. Enter the Tender ID.

5. Click the ‘Search’ button.

System displays the search result of tenders meeting the search criteria under Active Tenders table.
On the search result screen,

6. Click the 'Tender ID' to view the tender details.

7. Click the 'Add Corrigendum' link against the corrigendum type; you want to create a corrigendum.

Alternatively,

- Click the 'Search for Published Tenders' link to search the published tenders.

System navigates to Create Corrigendum screen. Follow the steps 5 and 6 to search published tender.

- Click the 'View' icon to view the tender details.
Corrigendum is published on different occasions as given below before the opening of the bids for a tender.

- **Date**: Use this corrigendum to make any changes in the critical dates.
- **Fee**: Use this corrigendum to make any changes in the Fee details to be submitted by the bidder.
- **Cancellation of Tender**: Use this corrigendum to cancel the tender.
- **Retender**: Use this corrigendum to retendering.
- **Others**: Use this option to make any other changes in the tender, which are not available in the list.

Detailed steps to create the various types of corrigendum are explained below.

### 1.1.1 Corrigendum for Date Change

Use this corrigendum, to make changes in the critical dates of a tender before the tender opening date.

To create a corrigendum for date change:

1. Click on “Add corrigendum” against the corrigendum type.
System will navigate to the “Document Upload” screen

1. Enter the corrigendum title
2. Enter the corrigendum type
3. Click to browse the document from your local computer

After completing all the three steps, click on save button

Figure 5: Corrigendum screen for Date Change

9. Enter the ‘**Corrigendum Title**’.
10. Enter the “**Description**”.
11. Browse the document from your local computer.
12. Click the ‘save’ button.

Alternatively,
- Click the ‘clear’ button to re-enter the details.

System saves the uploaded document
13. Click on verify link to verify the document you have uploaded

System displays the **Corrigendum Document verify** screen

Click on verify link to verify the document

System displays the screen where Action gets changed from "verify" to "verified"

Click this link to view the uploaded document

Click on check box

Click here to save

Click “Next” to proceed
System displays the **Critical Dates** screen.

![Critical Dates screen](image)

14. Change or modify the required **Date and Time**.

15. Click “Next” to proceed further.

System displays the details of corrigendum to be published:

![Publish corrigendum details screen 1](image)

Figure 6: Critical Dates screen

Figure 7: Publish corrigendum details screen 1

![Publish corrigendum details screen 2](image)

Figure 8: Publish corrigendum details screen 2
16. Click on “Publish Corrigendum” to publish the corrigendum.

**Figure 9: Publish Corrigendum screen**

- Click “Publish” link to publish the corrigendum.
- Change or modify the require date and time.
- Click “Publish corrigendum tab to publish the corrigendum.”
17. After clicking on “Publish Corrigendum” tab system will prompt a message that “You have published the corrigendum successfully”.

1.1.2 Corrigendum for Fee

Use this corrigendum to make any changes in the Fee details to be submitted by the bidder before the tender opening date

To create a corrigendum for Fee:

18. Click on “Add corrigendum” against the corrigendum type.
19. Enter the ‘**Corrigendum Title**’.

20. Enter the ‘**Corrigendum Description**’.

21. Browse the document from your local computer.

22. After completing the above steps click on save button to save the document uploaded.

23. Click the on verify link to verify the document you have uploaded.

   System displays “corrigendum document verify” screen:
24. Click on the link to view the document uploaded.

25. After viewing/verifying the document click on check box.

26. After that click on save button.

27. Modify the Tender fee detail or EMD details as per the requirement.
28. After modifying the required details click on Next

System displays the corrigendum details with changes done by the department.

29. After checking all the details click on publish corrigendum tab
30. Click on “Publish corrigendum” tab for final publishing of corrigendum.

1.1.3 Corrigendum for Cancellation of Tenders

Before the opening of the tender, at any point of time, a tender published earlier can be cancelled. If the TIA decides that the tender need not be executed, POA can cancel the tender. Use this corrigendum to cancel a tender before the tender opening date.

To create a corrigendum for cancellation of tenders:

31. Click on “Add corrigendum” link against the corrigendum type.
32. Enter the **Corrigendum Title**.

33. Enter the **Description** of the corrigendum.

34. Select the relevant reason for cancellation from the drop down.

35. Browse the document from your local system.

36. After completing the above steps click to save the details and document uploaded.

Alternatively,

- Click the **Clear** button to re-enter the details.
37. Click on verify link to verify the document.

38. Click on the document link to view and verify the document.

39. After verifying the document click on the check box.

40. After that click to save the document.

Alternatively,
- Click the ‘Back’ button to go back to the previous screen.
41. Action will get changed from ‘verify’ to ‘verified’.

42. After that click on ‘Next’ to proceed further.

System displays the publish corrigendum details page

Figure 15: Publish corrigendum details screen 1

Figure 16: Publish corrigendum details screen 2
43. Click on ‘Publish corrigendum’ link

44. Click on ‘Publish’ link to publish the corrigendum.

45. Click on ‘Publish corrigendum’ button for final publishing of the corrigendum.
46. After successful publishing of the corrigendum system gives as message that ‘You have published the corrigendum successfully’

1.1.4 Corrigendum for Retender:

To create a corrigendum for retender you can go for the retendering through corrigendum

To create a corrigendum for retender:

47. Click on “Add corrigendum” link against corrigendum type.
48. Enter the “Corrigendum Title”

49. Enter the “Description” of the corrigendum

50. Select the relevant reason from the drop down option.

51. Browse and upload the supporting document.

52. After completing all the above steps click to save the details and document uploaded.

53. Next step is to verify the document uploaded, Click on verify link.
54. Click on the document link to view and verify the document.

55. After verifying the document click on the check box.

56. After that click to save the document.

57. After verifying the document the action will get changed from ‘verify’ to ‘verified’

58. Click on ‘Next’ to proceed further.

System displays Publish corrigendum details page
59. Click on ‘Publish corrigendum’ link to publish the corrigendum.
60. Click on ‘Publish’ link to publish the corrigendum

61. Click on ‘Publish corrigendum’ button for final publishing of the corrigendum

System displays a successful message after publishing the corrigendum.
1.1.5 Corrigendum for Other Changes

To create a corrigendum for any reasons other than the corrigendum types listed in the drop down, user can use the other option.

To create a corrigendum for other changes:

62. Click on “Add corrigendum” link against corrigendum type.

63. Enter the ‘Corrigendum Title’.

64. Enter the ‘Description’ of the corrigendum.

65. Browse the document from your local computer.

66. After completing the above steps click to save the uploaded document.

Alternatively,

- Click the ‘clear’ button to re-enter the details.
67. Click on the document link to view and verify the document.

68. After verifying the document click on the check box.

69. After clicking on check box click to save the document.

Alternatively, click the ‘Back’ button to go to the previous screen.
70. The action will get changed from ‘verify’ to ‘verified’

System displays the **Publish Corrigendum details** screen.

![Image of Publish Corrigendum details screen 1]

**Figure 206: Publish Corrigendum details screen 1**

71. Click on “Publish corrigendum” tab to publish the corrigendum

![Image of Publish Corrigendum details screen 2]

**Figure 21: Publish Corrigendum details screen 2**
72. Click on "Publish" link to push the corrigendum

73. Click on "Publish corrigendum" button for final publishing of the corrigendum.
After successful publishing system displays a message that “You have published the corrigendum successfully”

74. After successful publishing of the corrigendum system gives a message that “You have published the corrigendum successfully”.

### 1.2 Published Corrigendum

User can view the published corrigendum in the following ways:

- Through the Latest Corrigendum section on Homepage
- Through Corrigendum tab on the Homepage
- Clicking the Corrigendum link on the tender details screen
- Clicking the Corrigendum icon on the Latest Active Tenders screen

#### 1.2.5 View through the Latest Corrigendum section on Homepage

The published corrigendum starts to scroll on the Homepage under Latest Corrigendum section. User can click the corrigendum name to view the corrigendum details.
To view the corrigendum details:

75. Click the ‘Corrigendum Title’ link.

System displays the corrigendum details screen.

Figure 22: Homepage with Published/Latest Corrigendum
76. Click the ‘Back’ button.

System navigates to the Homepage.

### 1.2.6 View through the Corrigendum tab on Homepage

User can view the published corrigendum using the Corrigendum tab on the Homepage.
To view the corrigendum:

77. Launch the **CPPP** site.

System displays the Homepage.

![Figure 25 Corrigendum tab on the Homepage](image)

78. Click the ‘**Corrigendum**’ tab on the Homepage header.

System displays the Latest Active Corrigendum screen.
79. Click this 📝 to view corrigendums against this particular tender.

80. System displays the List of corrigendums against this particular tender screen.

**Figure 26: Latest Active Corrigendum screen**

Click this icon to view corrigendums

Click this link to view corrigendum details
81. Click the ‘Back’ button.

System navigates to the Homepage.

1.2.7 View by clicking the Corrigendum link on the tender details screen

Tender details screen has a link displaying the number of corrigendum (if any) for the particular tender. User can view the corrigendum details by clicking this link.

To view the corrigendum:

82. Navigate to the Tender Details screen.

This screen may have the corrigendum link if any as shown in the below figure.
83. Click the ‘This work item has <number> Corrigendum’ link.

System displays the Corrigendum List (Tender Title: <Tender name>) screen.

84. Click the ‘Corrigendum Title’ link.

System displays the Corrigendum details screen.
85. Click the ‘Back’ button.

System navigates to the Homepage.

1.2.8 View by clicking the Corrigendum icon on the latest active tenders tab

User can view the published corrigendum using the latest active tenders tab on the Homepage.

To view the corrigendum:
86. Launch the CPPP site.

System displays the Homepage.

87. Click the 'Latest Active Tenders' tab on the Homepage header.

System displays the Latest Active Tenders screen.

88. Click the 'Corrigendum' icon as shown in the above figure.
System displays the Corrigendum List (Tender Title: <Tender name>) screen.

89. Click the **Corrigendum Title** link.

System displays the Corrigendum details screen.

![Figure 35: Corrigendum List screen](image)

![Figure 8: Published Corrigendum details screen - 1](image)
90. Click the ‘Back’ button.

System navigates to the Homepage.

***This concludes the Corrigendum creation and publishing user guide***