

## KIRKEE CANTONMENT BOARD

### Frequently Asked Questions(FAQ) regarding eProcurement/eTendering of Kirkee Cantonment Board and steps for submission of Tender.

**1. What is the name of eprocurement portal ?**

Ans.: Central Public Procurement Portal (CPPP) is the name of eProcurement Portal.

**2. What is URL address of eprocurement portal ?**

Ans.: URL address of eprocurement portal is '<http://eprocure.gov.in>'.

**3. How to reach to this portal ?**

Ans.: Type URL address '<http://eprocure.gov.in>' in Address Bar of **Internet Explorer** and press enter it will open eprocurement portal.

**4. How to register on eprocurement portal ?**

Ans.: Once you open eprocurement portal select eprocure on right hand side and login window will appear, just below that '**Online Enrolment for Bidder**' link is given just click on that link you will get registration form, fill up required information, you will be able to enroll.

**5. Which Digital Signature Certificate (DSC Token) can be used on this portal ?**

Ans.: At present this website is allowing Class 2 / Class 3 type Digital Signature Certificates of any reputed company. For more details please access the above portal. Once you have received the digital token from the vendor, you will have to install its drivers, so that it can be used from your computer.

**6. How to register DSC token ?**

Ans.: Once you have obtained the DSC Token and registered your User-id & password. Then you have to register your DSC Token, for this you have to login again and you will be directed to DSC Token Registration page, in this page by selecting appropriate username from the table you will automatically register and message such as "DSC token is registered successfully" will be appear on the screen.

**7. How to login into the portal ?**

Ans.: Once your DSC token is registered you will be able to login into the system by using appropriate user id (use your email id) and password (by following password policy), which should contain min. one uppercase, min. lowercase, min. one digit and

min. one special character e.g. "Abcdef12345@"). Before login into the system please insert your DSC token and then start login process.

#### **8. How to search Tenders of Kirkee Cantonment Board in the said portal ?**

Ans.: Select "Active Tender", in this multiple choices are available for retrieving active tenders, for convenience follow the procedure:

- i. Select Organisation : "Dir. Gen. Defence Estates HQrs"
- ii. Select Department: "Principal Director, Southern Command"
- iii. Select Section: "Cantonment Board, Kirkee"

Here, you will get all the Active Tenders of Kirkee Cantonment Board .

#### **9. How to select the tender and save it in "my tenders" ?**

Ans.: By using above method once you find out your desired tender, you have select the check box in front of it, by this the same tender will be saved in to your "my tender" section and you will able to receive mails & sms from the system regarding the selected tenders only in the "my tender" section.

#### **10 How to fill up and submit the tender ?**

Ans.: Once your tender is saved in "My Tender", you can view the same tender and by adopting the following procedure you can upload the tender, before following this procedure your DD/FDR or other media of payment for Tender fees & EMD and all the documents related to the tenders must be kept ready in softcopies according to format specified in the e-Tender.

- i. Select the desire tender from active tender and save it by marking in check box.
- ii. Now go to "My Tenders" and select appropriate tender and then click on "View" button.
- iii. Now all the primary details of the tender will appear on your screen.
- iv. From this you have to download NIT, Tender Form, Financial Bid (BOQ) and additional documents(if any).
- v. Once you understand the Tender details you have to prepare all the documents physically and the same in softcopy (as per given/required format such as PDF/XLS/JPEG etc.)

- vi. Once your documents are ready you have to fill up the EMD & Tender Fee details as per tender, for this you have to be ready with your EMD & Tender Fee (DDs/FDR or other media as per tender, which may vary time to time or tender to tender).
- vii. After finishing uploading of tender fees/EMD details. In the next page you have to upload all technical bid details in which you have to upload the PDFs/JPEG/RAR etc files as per tender requirement. While preparing all these documents please scan your documents using 100 DPI and try to minimize the size of your document so that the same can be easily uploaded.
- viii. Once your Technical Bid is uploaded, prepare your Financial Bid in BOQ.xls file by entering appropriate values according to tender and enter your company name, save your BOQ.xls and upload it using DSC token.
- vix. Once both the bids are uploaded successfully, you can **freeze** your tender, which means that your tender is successfully submitted and take print out of the acknowledgement, which is proof that you have successfully submitted your tender. Once you freeze the tender you are unable to make any modification into the same tender.

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