

CPP Portal
(Implementation of E-Tendering activities of RITES)

1. Users – Roles and responsibilities

List of personnel required for a tender to be processed through CPP Portal. All users should possess Class III DSC with Signing and Encryption Certificates.

- a- Tender Creator- One
- b- Tender Publisher -one
- c- Tender Opener- Four
- d- Tender Committee member/Tender Evaluator- One

Tender Creator and Tender Publisher can be same person.

2. Website Detail :- <https://etenders.gov.in/eprocure/app>

3. Minimum Configuration of PCs and Laptops

- a. OS: Windows 2000 professional
- b. RAM: 4GB or more
- c. Java: JRE 32 bit version 1.8. Java run can be installed with the link given below:
<https://eprocure.gov.in/cppp/jre-windows-i586.exe>
- d. Browser: Internet Explorer 9 and above or Firefox 3.5 and up to version 49 or Chrome 18 and upto 42.

4. Tender Requirements

Preparation of E-Compliant Tender documents: .pdf

Notice Inviting Tenders: .pdf

Price Bid (BOQ): Format of CPPP and all BOQ Templates as per user requirement are available on Download Section of CPPP. Commonly used BOQ templates are Item Rate Template, Item wise template, percentage template, multicurrency template. Default password of all BOQ templates is 'testing'.

Online DSC Registration Process

RITES is procuring Class III DSCs for its employees through its approved Certifying Authority M/s Gujarat Narmada Valley Fertilizers & Chemicals Limited. From 1st January, 2021 onwards, based upon CCA Guidelines IVG 2.0, DSCs are prepared online using Paperless process.

For preparation of new DSCs, employees have to send their request approved by SBU Head having the following details:

Emp No

Name

Designation

Email-ID

Department

Mob. No

Upon receipt of their request, employees are provided with RITES DSC Nodal Officer's Authorization letter (in PDF) and Authorised Signatory ID Card (in PDF).

The DSC registration process involves online submission of e-KYC information, uploading of documents and video by employees through a link given by M/s /s Gujarat Narmada Valley Fertilizers & Chemicals Limited.

The registration is a two-step process –

1. Filling of E-KYC details by employees and uploading of documents along with verification of codes received through OTP on their mobile and Email
2. Recording and uploading of Video by the employees showing documents and narrating a three-digit code provided by M/s Ncode (also shown on Video Script).

The following documents to be kept ready by the employees for uploading at the time of online Registration.

1. Applicant Photo (in JPG)
2. PAN Card - Applicant (in pdf)
3. Authorization letter (in PDF) provide by IT Division
4. Authorised Signatory ID Card (in PDF) provide by IT Division

The documents to be shown during the time of preparation and uploading of Video are:

1. PAN Card - Applicant (in Original)
2. RITES ID Card- official (applicant) (in Original)
3. Authorization letter (provided by IT Division)
4. Authorised Signatory ID Card (provided by IT Division)

During Video preparation. each employee is also required to narrate a three digit code (shown on

Video Script).

IT SBU will be providing the following assistance to employees for paperless DSC preparation:

1. Upon receipt of request from an employee, individual DSC online link will be sent to him in his official Email Id alongwith DSC Nodal Officer's Authorization letter (in PDF) and Authorised Signatory ID Card (in PDF).
2. Assistance through Anydesk and phone will be provided during the entire process by RITES Officials
3. After verifying the employee and other details, M/s Gujarat Narmada Valley Fertilizers & Chemicals Limited will send the DSCs to IT SBU, which will be issued to respective employees
4. In urgent cases, upon SBU Head's approval, an Authorization Letter will be issued by IT SBU to the department for collecting DSCs on their own from the following address:

M/s Gujarat Narmada Valley Fertilizers & Chemicals Limited, GNFC House, E-223, East of Kailash, New Delhi – 110065.

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