

## Salient points about NIC CPP Portal/FAQ (For AAI Bid-Managers/Purchasers Ver. 1.6 Dated 02/01/2019)

1. Tender Inviting Authorities (TIA) & the bidders should enroll on CPP Portal <https://etenders.gov.in> to carry out the procurement activities.
  - a. Tender Inviting Authority (AAI Purchasers/bid managers) have to co-ordinate with their respective regional IT coordinators for the enrollment/user creation in NIC Portal. (User-id for NIC portal is different from the E-TAPS id).
  - b. Bidders have to enroll themselves to the portal by following the bidder's guide for enrollment to the portal.
2. Portal login will be through two factor authentication i.e. User id & password followed by the login through DSC.
3. Portal allows Multi- Cover Open & Limited Tender, Offline Payment (Tender fees, EMD), Online bid submission and other important clauses as necessary.
4. Provision of Quality Cum Cost Based Selection (QCBS) tender is also available, however only **Item Rate** BOQ can be used for QCBS type tenders. Basic details are as follows:
  - a. During creation of tender select Form of Contract as "QCBS"
  - b. Minimum 2 BOT is required for this type of tender
5. Provision for publishing a tender with Non-Disclosure Agreement (NDA) option is available on the present portal whereby TIA can allow the bidders for bidding after signing and uploading the NDA document. Basic details are as follows:
  - a. During creation of tender select the option "Should allow NDA" in work item details.
  - b. NDA process will be started from bid submission start date and time to pre-qualification approval date and time.
6. Basis details of Reverse and Forward Auction type tender:
  - a. During creation of tender select Form of Contract as "Tender cum Auction" (Must be done at tender creation stage. It is not possible to do it latter)
  - b. Minimum 2 BOT is required for this type of tender
  - c. RA/FA will be conducted on L1/H1 rate, which is quoted by the bidder in the Financial Bid. Only L1/H1 rate will be displayed at this stage.
  - d. RA/FA will be conducted in INR currency only.
  - e. TIA should chose appropriate BOQ as per the requirement
    - For auction on overall rate (i.e. award to single vendor) select "Item Rate BOQ Template"
    - For auction on each item separately (i.e. award to multiple vendors for separate items) select "Item wise BOQ Template"

### Zero Price Restriction

- *In case item wise BOQ Template is selected and zero is not desirable the bid manager can restrict by putting validation in BOQ Template which is available in excel format.*

- f. Evaluation committee should not disclose the name of bidders in technical evaluation summary report in Tender cum Auction type tender.
  - g. Corrigendum for Revocation is not available for Tender Cum Auction type tender
7. Cover descriptions are as follows:
- 4-BOT:** First cover is fees (Tender fees and EMD) cover, second cover is Pre-Qualification bid cover, Third cover is Technical bid cover and fourth cover is Financial Bid cover.
  - 3-BOT:** First cover is fees cover, Second-cover is Pre-Qualification and Technical bid cover and third cover is Financial Bid cover.
  - 2-BOT:** First cover (Fees, Pre-Qualification, Technical bid), second cover is Financial bid.
  - 1-BOT:** Fees, Pre-Qualification, Technical bid, financial bid in single cover.
8. At the time of tender-creation, bid-manager/TIA should have a committee ready- with them, consisting of four members, who have users created in the NIC portal and also have a valid DSC.
9. It is recommended that uploading of heavy files (Bigger size files i.e. 20 MB and above) by the bidders should be avoided. At the time of tender creation TIA should provide option to upload multiple files in cover details for uploading the documents.
- TIA should, if required give options to upload files of different types such as .PDF, .RAR, .JPG.
10. Last date and time of sale of tender and last date and time of submission of tender are same by default.
11. Only first-cover and financial -bid cover opening dates can be published. System-generated e-mail/SMS shall be sent to bidders only at the time of first-cover opening and financial-bid opening. However, accept/reject message to bidders at various stages goes by SMS/E-mail. Bidder is informed by mail/SMS about the result after every level of evaluation.
12. Seek clarification end date should be lesser than or equal to bid submission closing date, however TIA can reply to the queries till bid submission end date and time.
13. The date for receiving clarifications can be extended by giving corrigendum by type – “Date” till **bid submission end date and time.**
14. The bidders can see the status of any tenders and all stages summary under “tender status” bringing in transparency in the procurement process.
15. There is a provision of requesting Short-fall documents from the bidders.
- **The system allows to take the shortfall documents from any bidders only once after the technical bid opening.**
  - There is no provision of requesting shortfall documents from the bidder after PQQ scrutiny.
  - **Once shortfall documents are submitted (Freeze) by the bidder it cannot be modified or resubmitted.**

- **Once shortfall documents submission start date and time crossed, its Dates cannot be modified.**

However in **EOI with Single cover or One BOT Tender**, provision for Short-fall document is not available.

16. System allows publishing of corrigendum at various stages of the tender and intimating bidders through email/SMS.
17. As per the system, bid opening date should be at least 24 hours after the last date of submission of tender. Any extension of tender, if required, should be compulsorily done before the bid opening date and time. If bid opening date and time is crossed, tender cannot be extended. **The only option is to retender, however in retender process Basic Details, Cover Information and NIT cannot be changed.**
18. In global tender, Currency cannot be modified through BOQ Corrigendum or Re-tender Corrigendum because the basic information cannot be modified after publishing of the tender.
19. System provides Comparative statement of the price bids – item-wise and overall statement for the evaluation by the committee.
20. Bidders can resubmit the bid any number of times before last date and time of submission. Bidder can also withdraw the bid. Once withdraw the bid, bidders cannot participate for the same bid again.
21. Four to five days difference between bid submission start date/time and bid publishing date/time is recommended for e-tenders because corrigendum on change of BOQ (Fresh BOQ), change in tender/EMD Fees, change in Bid opener details etc. is not possible after the bid submission start date/time. However reduction in “EMD /Tender Fees” and “Fee Exemption Criteria” are possible to change after bid submission start date and time.
22. BOQ Template selection should be properly done as per the tender requirement. BOQ Template can be selected on the basis of following points:
  - (i) **Item Rate BOQ Template-**
    - a. This BOQ may be used, where department is carrying out overall value based Evaluation as well as bind the vendor to quote each and every item.
    - b. From contractor/ bidder side, this BOQ receives only Bidder Name and Basic/ Unit rate (“Inclusive of all Taxes” or “Exclusive of all Taxes”) in M Column only. Same formula has to be applied on BA and BB Column. Price comparative chart shall be calculated based on BA Column and BOQ Summary shall be calculated based on BB Column.
    - c. Using this sheet, system generates comparative chart indicating L1, L2..., and L (n) against each item as well as on overall value.
  - (ii) **Item Wise BOQ Template-**
    - a. Item wise BOQ may be used where department is carrying out Item Wise Evaluation.
    - b. Always get Basic /Unit rate in M column only.
    - c. Always get Total Amount without Tax in BA Column only. i.e. Qty. X Basic Price



- d. Always get Total Amount with Tax in BB Column only.
- e. Using this sheet, system gives comparative chart on L1 (With Tax and Without Tax both) based on item wise as well as overall value.

(iii) For Commercial Tender BOQ, please do the following changes in BOQ Templates in order to get the **H1 Price** in Comparative Chart:

- Go to Excel 'File' Option -> 'Properties' -> 'Advanced Properties' -> 'Custom'
- Select 'CSType' from 'Properties' List
- If CSType = 'L' change the 'Value' as 'H' for getting H1 Price in comparative chart.

(iv) **Item with Buy-Back Case:** All **buyback items** must be reflected with negative sign in BA and BB Columns in BOQ otherwise system will generate incorrect comparative chart after opening of the tender.

(v) The details regarding other BOQ Templates (i.e. Percentage BOQ, Item Wise BOQ open for L1/H1, Item Wise Form Based BOQ, BOQ Mixed Template, BOQ Multicurrency Template) is available at <ftp://ftp.aai.aero/eProcurement%20Manuals%20CPPP/>

(vi) Before floating any tender, tender inviting authority (Bid Manager) should test BOQ with dummy values and send it to e-tender helpdesk on email id [eprochelp@aai.aero](mailto:eprochelp@aai.aero) for the verification.

- 23. It is mandatory to complete the Financial Evaluation Stage and Award of Contract (AOC) stage after opening of the financial bid. AOC can be viewed under “Results of the tender” in the portal.
- 24. After Technical opening, participated bidders can see documents of each other in **Tender status Tab** but in **Tender Cum Auction** type tender participating bidders can see documents of each other only after completion of Reverse/Forward Auction.
- 25. Web-learning session on CPPP and the monthly calendar of web-learning session is available at <https://eprocure.gov.in/cppp/trainingdisp>
- 26. Utmost care needs to be taken while DSC mapping in CPPP. User's -id should be mapped with his/her own DSC. In case, somebody's DSC is mapped with some other user-id, it cannot be reverted back. Bid manager must ensure that the DSC of all openers are valid for the period in which tender is likely to be finished.
- 27. It is recommended to upload the drawings in .dwf format. Auto Cad DWF Viewer is an Open Source software available on <http://usa.autodesk.com/design-review>.
- 28. Revised Circular and guidelines on reverse/forward auction are available at <ftp://ftp.aai.aero/eProcurement%20Manuals%20CPPP/Reverse%20Auction%20Guidelines/>
- 29. For any other queries refer to FAQ  
<https://etenders.gov.in/eprocure/app;jsessionid=8A3ED198A88B9B9373FF273CFBC8AE80.cpsugep1?page=FAQFrontEnd&service=page>



30. During bid submission by the bidders, if bidders select the option for exemption of Tender Fee and EMD Fee as Yes/No. Once confirmed, the option cannot be modified again.
31. In case of any technical issues or malfunctioning happened in the portal the date and time lie within the issue period shall be auto extended by next 24 hrs. with “**Admin corrigendum date extend**”. At the same time details can be seen in Announcement section on the portal home page.
32. Only technical queries related to operation of CPP portal shall be entertained by helpdesk. Tender related queries may be addressed to the respective bid manager.
33. Reference made to the “**TI No. AAI/Member (Plg.)/Tech-Inst./2017, Dated 09/06/2017**” i.e. Technical Instruction no-116, It is mandatory to publish the contact details (i.e. Name, Telephone No, Extension, email ID and Fax) of the bid manager in the tender for the tender cost more than 5 Crores.

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