

**GUIDELINE FOR VENDORS TO RESPOND**  
**E-TENDERS OF INDIAN COAST GUARD**

1. In accordance of Government of India mandate, Indian Coast Guard has commenced e-procurement from electronic platform for all procurement. In this regard National Informatics Centre has developed an e-Procurement application which is accessible through the Central Public Procurement Portal (CPPP) (URL <http://eprocure.gov.in>).
2. As a consequence of the above, all tenders of Indian Coast Guard including limited tenders above Rs. Two lakhs will be published on this portal and quotes will be required to be furnished in an electronics medium.
3. In order to participate in e-Procurement Process firms should enrollingthemselves on the website <http://eprocure.gov.in> using the option "**Click here to Enroll**". This enrollment is free at this point of time. Possession of a valid **Class II/III Digital Signature Certificate (DSC)** in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through this web site. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <http://eprocure.gov.in> under the link "**Information about DSC**". The web site also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference. Vendors can also attend the **training/familiarization programme** on the e-tendering system conducted periodically by the Government E-Procurement System in association with NIC.
4. The bidders will be able to see the status of the tenders for which they have submitted quotes in different stages and would also be informed of the status by E-Mail. For the bidders who have registeredthemselves on the website through the "**Stay Updated**" option, information of all the tenders for which they areinterested to participate will be sent by E-Mail
5. The firm should be aware of the various features and requirements of the e-procurement module such as those mentioned below. Detailed Procedure to be followed are available on CPP Portal i.e. [eprocure.gov.in](http://eprocure.gov.in) vide tabs as mentioned against each requirement: -

| <b>Sl.</b> | <b>Action Required</b>   | <b>Requisite Tab in CPP Portal</b>                 |
|------------|--|--|
| (a)        | Acquire Digital Signature Certificate from any authorized agency registered with certifying authority (CA) in India. | "Help for Contractor" and "Information about DSC". |
| (b)        | Process of registration on the e-Procurement Module (CPPP Portal of NIC).  | "Help for Contractor" and "Bidders Manual Kit"     |
| (c)        | Process of tracking tenders through the CPP Portal, raising pre bid queries, participating in pre-bid meeting etc.   |  |

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| (d) | Process of submission of online bids.  |  |
| (e) | Other processes such as online presence at the time of bid opening, availability of comparison charts etc. |  |

6. Firms are requested to refer these instructions and prepare to graduate to e-procurement at an early date to for continuing doingbusiness with the Indian Coast Guard.

7. Further data regarding CPPP login/user ID and confirmation of holding DSC may be intimated to respective departments of Indian Coast Guard for updating the records to enable participations on LTE basis.