

Attention Vendors For Fresh Enrolment

Steps to be followed before submission of Demand Draft: -

1. Enrollment of vendor by accessing below mentioned website

<https://govtprocurement.delhi.gov.in>

& By clicking “Click here to Enroll” (just below the LOGIN Button).

2. Fill personal information detail, verify and confirm the details.
3. Login through your E-mail/User-ID and newly created password (created at the time of enrollment).
4. Use your DSC (Signing Certificate)/E-token when asked for.
5. Upload the scanned copy of the requisite application on the Company’s Letter Head in PDF Format.
6. Bring the copy of the printout of the page showing the status as “ Yet to be approved” corresponding to the uploaded document.
7. Following documents need to be brought while coming to E-procurement Help Desk for Enrolment: -
 - a. Original application on company’s Letter Head.
 - b. Demand Draft of Rs. 7,865/- in favour of Delhi E-Governance Society (w.e.f. 01/04/2012)
 - c. Photocopy of applicant’s PAN Card

FOR ANY CLARIFICATION KINDLY REFER BIDDERS MANNUAL KIT

Attention Delhi Govt. Vendors Already Enrolled with C1 Portal

Steps to be followed before coming to E-Procurement Help Desk Counter: -

1. Enrollment of vendor by accessing below mentioned website

<https://govtprocurement.delhi.gov.in>

& By clicking “Click here to Enroll” (just below the LOGIN Button).

2. Fill personal information detail, verify and confirm the details.
3. Login through your E-mail/User-ID and newly created password (created at the time of enrollment).
4. Use your DSC (Signing Certificate)/E-token when asked for.
5. Upload the copy of the printout of C1 portal home page in PDF format depicting Certificate activation & expiry date, portal charges activation & expiry date.
6. Bring the copy of the printout of the page showing the status as “ Yet to be approved” corresponding to the uploaded document.
7. Following documents need to be submitted while coming to E-procurement Help Desk counter:-
 - a) Photocopy of applicant’s PAN card
 - b) Formal request letter on company’s letter head for shifting from C1 portal to NIC portal.
 - c) Copy of the printout of C1 portal home page depicting Certificate activation & expiry date, portal charges activation & expiry date.

FOR ANY CLARIFICATION KINDLY REFER BIDDERS MANNUAL KIT

Format of Application On Company's Letter Head

To,
E- Procurement Cell,
GNCTD,
Delhi Government.

Sub- Request for Portal Enrolment (New/Renewal) on Govt. Of NCT of Delhi e-Procurement system (<https://govtprocurement.delhi.gov.in>)

Sir,

This is to inform you that our Enrolment on [https://govtprocurement. Delhi.gov.in](https://govtprocurement.Delhi.gov.in) is New/Renewal. The following documents are being submitted for our enrolment:

Kindly Mention the list of enclosed Documents

We kindly request you to approve our New/Renewal enrolment request on website <https://govtprocurement.delhi.gov.in> at the earliest.

Thanking you

Your's Faithfully

Name-

Email id-

Contact No-

Guidelines for Bidders

Website: [**https://govtprocurement.delhi.gov.in**](https://govtprocurement.delhi.gov.in)

Minimum Requirement

- Computer system installed with Windows XP or higher operating system with latest service pack.
- Antivirus s/w
- Internet explorer 7.0 or higher
- Mozilla Firefox 3.0 or higher
- Java Runtime Environment(JRE) version 1.6 or above
- PDF Reader & PDF Creator
- Legally valid Digital Signature Certificate (DSC)
- DSC Driver
- Dedicated broad band Internet connection with minimum 256kbps or above
- Scanner, Printer & UPS
- Set the system resolution to 1024 x 768 pixels for best view

Guidelines for Bidder Enrolment

- To participate in the E-tendering process of the Delhi Govt. the Bidder has to enrol with the portal (<https://govtprocurement.delhi.gov.in>)
- Valid and working Email id should be used for creating login id.
- Once the details are filled and submitted, Email id used for login id can't be changed in any circumstances.
- Extreme precaution be taken while registering your DSC with your login id. Once DSC is mapped with one E-mail id/Login id, it can't be mapped with any other E-mail id/login id.
- Kindly refer **Registration of Bidders** section of **Bidders Manual Kit** for clear understanding of Bidder Registration and Renewal process.
- Please upload the correct document (as referred above).

Special Instructions for Registered Bidders with NIC Portal

Renewal of DSC before the expiry date of the registered DSC

- An auto generated mail will go to bidder's enrolled Email id/ login id as well as alternate E-mail id before 15 days of the expiry of their DSC.
- **Bidder must inactivate/remove the registered DSC, before the expiry date of the DSC.**
- **For removal of DSC, please login to the above mentioned site and then click on Digital Signature Certificate icon on bidder's dashboard and then click on Remove button and then press Submit button.**
- **Login again with the already enrolled Email id/Login id to register the renewed DSC.**
- The activation of newly registered DSC may take 24 hrs or more. Hence Bidders who are obtaining new DSC should register well in advance before the submission of Bid.

Renewal of Portal Enrolment

- An auto generated mail will go to bidder on their enrolled e-mail id/login id before 30 days of the expiry of portal enrolment validity date.
- Renewal of portal enrolment is to be done online before the expiry of enrolment validity date.
- For renewal of Portal Enrolment, please login through your login id and then click on **Renewal registration icon** on bidder's dashboard. Upload the scanned copy of requisite request application on company's letter head in PDF format
- Following Documents need to be submitted to E-procurement Help Desk for renewal of Portal Enrolment approval:-
 1. Original application on Company's Letter Head.
 2. Demand Draft of Rs. 7,865/- in favour of Delhi E-Governance Society (w.e.f. 01/04/2012)
 3. Photocopy of applicants PAN card.

Switch User Facility

1. Existing Individual Vendors can switch their Registration from Individual to Corporate through the Switch User option provided in the Vendor's Dashboard .
2. Click on Switch User and fill the relevant details click on "Send for Approval " button.
3. The Request for Switching of the Vendor Enrolment Type will be sent to the Application Administrator for approval.
4. Following Documents need to be submitted to E-procurement Help Desk for approval by the Application Administrator:-
 - Original application on Company's Letter Head which should include : E-procurement Login ID, PAN No., Phone Nos.
 - Photocopy of applicants PAN card along with the originals.