

Guidelines for Departments for floating tenders in the e-Procurement site
<https://govtprocurement.delhi.gov.in>

1. The eProcurement system has a provision of maximum Four(4) Cover/Packet to float the tender.
2. The Departments which have a requirement of Pre-Qualification stage in their tender may opt for separate Cover/Packet for Pre-Qualification documents other than the Technical Cover/Packet.

Non-Sensitive Documents (NSD) Option:

3. Each vendor has been given a space “ **My Space**” in his Menu through which he can upload **Non-Sensitive Documents (NSD)** and attach it to the tender when required. This space has a limit of 10 MB.
4. A list of the Non-Sensitive Documents (NSD) which have been defined in the E-Procurement system are enclosed. They can further be increased based on the feedback received from the departments. (Pls refer Annexure-I)
5. Some of the Documents asked from the Vendor in the Pre-Qual/Technical Packet can be taken as NSD from the vendor and the same has to be **defined in the Tender Document**. This would reduce the size of the Pre-Qual/ Technical Cover/Packet. For example
 - Certificates like Service Tax, VAT Registration, PAN Card certificate
 - Company Profile, ROC certificate
 - Experience Certificate of Last 3 Years
 - Last 2 Years Income Tax return
 - Last 3 Financial Year Balance Sheet
 - Any other NSD as decided by the the Department
6. In the Pre-Qual/ Technical Packet, **only the Sensitive Documents** may be defined which need to be encrypted. This will result in lower network transmission.
7. The Non-Sensitive Documents (NSD) uploaded by the bidder can be viewed at the time of Bid Opening by the department in the system under the Bid documents as a link: Non-Sensitive Document.
8. The Vendors may be advised to **scan the documents in low resolution – (75 to 100 DPI)** instead of 200 DPI . The documents may be scanned for further lower resolution (if possible). This would reduce the size of the Cover and would be uploaded faster.
9. (i) The Department officials may upload Drawing files in “ **. dwf** ” format so that the size of document is less. This is a generic format and all software supports this format.
(ii) At the time of cover content creation, the Deptt would have to define the document type as “ **.rar**” format
(iii) The Vendors should be asked to zip all the .dwf files to a .rar file and upload it.
(iv) The Deptt may view these uploaded Drawings using DWF viewer . The link for obtaining this tool is given in the **DOWNLAODS** section of the e- Procurement site. This DWF viewer is a free viewer. No license is required for using this software