

**PRE-REQUISITES FOR BIDDERS FOR PARTICIPATING IN ONLINE TENDERS PROCESSED
THROUGH E-PROCUREMENT SYSTEM, GOVERNMENT OF CHHATTISGARH ON
<http://cgeprocurement.gov.in>**

**VERY IMPORTANT: READ AND TAKE NECESSARY ACTION BEFORE PROCEEDING
AHEAD**

A: Installation of Software, Utilities and Fonts:

List of Software (in the order as mentioned below) must be installed on the Computer System that you intend to use for operating on the e-Procurement System prior to attempting to proceed for enrollment on the e-Procurement System.

- i. Windows 2000, XP and Vista Operating System Users:
 1. Windows Installer Service for Windows 2000 and XP (only for Bidders using MS Office 97 or below)
 2. Encryption Utility for Windows 2000 and XP (compatible with Windows Vista)
 3. Hindi Font – Jaipur
 4. Hindi Font – KrutiDev
 5. Number To Word Conversion Utility (Indian Currency)
 6. Number To Word Conversion Utility (Foreign Currency)
 7. Password Validation Utility
 8. Etoken Utility
 9. Adobe Reader (<http://www.adobe.com/products/acrobat/readstep2.html>)

- ii. Windows 98 SE Operating System Users:
 1. Window Installer Service for Windows 98 (only for Bidders using MS Office 97 or below)
 2. Encryption Utility for Windows 98
 3. Hindi Font – Jaipur
 4. Hindi Font – KrutiDev
 5. Number To Word Conversion Utility (Indian Currency)
 6. Number To Word Conversion Utility (Foreign Currency)
 7. Password Validation Utility
 8. Etoken Utility
 9. Adobe Reader (<http://www.adobe.com/products/acrobat/readstep2.html>)

Once all the Software, Utilities and Fonts as mentioned above have been installed, please restart your Computer System. Now, click on the **REGISTER** link on the Home Page of <http://cgeprocurement.gov.in> to commence and complete the enrollment process.

B. Enrollment on the e-Procurement System:

The enrollment on the e-Procurement System is mandatory for all those business entities currently registered / intending to register with any of the Departments / Agencies / Boards / State Government Undertakings / Corporations of the State of Chhattisgarh as well as those intending to pursue business via tendering with them.

The enrollment as a contractor / supplier / vendor / consultant (bidder) shall be valid for the duration of 1 (one) Year from the date of approval of the enrollment by Wipro – NexTenders and shall have to be renewed at the end of every 1 (one) Year.

C. Empanelment on Sub – Portals:

As per the rules for Registration / Empanelment followed by the respective Departments / Agencies of Government of Chhattisgarh using the e-Procurement System for processing their Tenders which may be restricted to Vendors empanelled in a particular Class / Category / for Item(s), the Vendors, in such cases, to be able to participate in such restricted Tenders are required to get themselves empanelled in the respective Class / Category / for Item(s) on the respective Sub - Portal of the respective Departments / Agencies.

D. Acceptance of Terms of Use:

It is essential that one reads and agrees to the **Terms of Use** before proceeding with any operation on the e-Procurement System. By clicking the '**Accept**' button whilst enrolling on the e-Procurement System and continuing to use the e-Procurement System, you are stating that you have read and agreed to the Usage Agreement and Privacy and Confidentiality Policy of the Service Provider of the e-Procurement System. If you choose to click on '**Decline**', you will be unable to use the e-Procurement System.

On agreeing to the **Terms of Use**, you will gain access to the online Enrollment Form. You need to fill in all the mandatory fields in the Enrollment Form. Fill in the details as required for enrolling on the e-Procurement System.

E: Digital Signature Certificate:

The Bidders are required to encrypt and sign their Bid Data on the e-Procurement System using Digital Signature Certificate. The Bidders are required to obtain Digital Signature Certificate at the earliest.

Important Note: Bid for a particular tender can be submitted only using the same Digital Signature Certificate, which was used to encrypt and sign the data during the Bid Preparation and Hash Submission stage of the online tendering process. In case, during the process of a particular tender, the Bidder loses his Digital Signature Certificate (i.e. virus attack, hardware failure, problem in the operating system of the machine), he may not be able to submit the Bid online. Hence, the Users are advised to back up their Digital Signature Certificates and keep the copies at safe places under proper security to be used in case of emergencies.

All templates must be completed with required information or else the registration will be marked as incomplete / inaccurate and no further action will be taken.

Please ensure that prior to commencing enrollment process, you possess a VALID OPERATIONAL and ACCESSIBLE email address, as all communication during the enrollment, including those related to issue of your Digital Signature Certificate, as well as information relating to the advertised tenders and bidding interaction with the concerned departments / agencies will be processed through email communication over a period.

You may use your existing email address or alternatively, a free email address may be procured from any one of these service providers: YAHOO (www.yahoo.co.in), HOTMAIL (www.hotmail.com), REDIFFMAIL (www.rediffmail.com), GMAIL (www.gmail.com) and others. Once enrollment process is in progress, this email address cannot be changed.

During the registration process, you shall also have to enter your Mobile Number. This Mobile Number may be used to provide you with free regular updates, by Short Message Service (SMS), on the status of your enrollment as an intending Bidder on the e-Procurement System of Government of Chhattisgarh. In the future, you may be offered a paid tender notification service by SMS for those categories of tenders relevant to you.

F: Enabling an Electronic Payment Account:

For purchasing the tender documents online, the Bidders are required to pay the Bid Submission fees online using the Electronic Payments Gateway Service integrated along with the e-Procurement System.

For the list of available options for making online payments, please visit the link **List of Payments accepted Online** on the Home Page of the e-Procurement System of Government of Chhattisgarh on <http://cgeprocurement.gov.in>.