

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

03(1)11/E-Procurement/2020/Implementation/e-portal

Date: 25-04-2020

CIRCULAR

**Subject: Guidelines regarding the Use and Training of E-procurement portal-
[http:// prasarbharati\[dot\]eproc \[dot\]in](http://prasarbharati[dot]eproc [dot]in)**

These Guidelines are in continuation with the circular No. File No: 03(1)11-E Procurement /2012/D (P)/vol-III /dated 23/04/2020, regarding E-Tendering/ E-Auction - Portal for all the offices of Prasar Bharati including AIR and DD;

2. Necessary amendments are required to be incorporated, in the content of “Instruction to Bidders” in Tender Document. The details are annexed on a separate page below this. The Bidders/ Vendors shall be charged the Processing Fees in according with the Estimated Cost of respective Tenders. The following are the charges to be paid by the Bidders /Vendors on the e-procurement portal:

Estimated Value of the Tender	Processing Fees per Tender per Bidder
Less than or Equal to Rs. 10 Lakhs	Rs. 475.00 + 18 % GST
More than 10 Lakhs but Less than or equals to 50 Lakhs	Rs. 925.00 + 18 % GST
More than 50 Lakhs	Rs. 1150.00 + 18% GST
Annual Charges for Online Bidder/ Vendor for the Registration	Rs. 450.00 + 18% GST

3. If in case, for any particular Tender, Estimated Cost is unknown to ‘Tender Uploading Authority’, then it is recommended to mention Estimated Value as “0” (Numeric Zero) during Online Tender Creation at Prasar Bharati e-Proc portal ([https://prasarbharati\[dot\]eproc\[dot\]in](https://prasarbharati[dot]eproc[dot]in)) and in that case the Processing Fee would be Rs. 1150.00 + 18% GST;

4. No amount shall pay or receive by Prasar Bharati, on account of the service or Training / Support in uploading and processing of the Tender / Auction in the e-procurement portal of Prasar Bharati. But the Bidders/ Vendors shall be charged;

5. 'User Profile Creation Forms' for the Prasar Bharati Officials are also given below of this Circular. The duly filled and signed forms may be scanned and send to the Portal’s Help-desk email id [[prasarbharatisupport \[at\] ciindia\[dot\]com](mailto:prasarbharatisupport[at]ciindia[dot]com)]; so that they could create “Buyer” credentials at [https://prasarbharati\[dot\]eproc\[dot\]in](https://prasarbharati[dot]eproc[dot]in);

6. It may be noted that to complete a tender cycle, the following roles would be required: 1. Tender creator, 2. Tender Approver, 3.Tender Opener, 4.Tender Evaluator, and Final Evaluator. All the above-mentioned roles can be assigned to a single user or respective individual users; however, to float a tender, minimum two openers and two alternate openers

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(i.e. Total Four Openers) are required. Hence, the availability of minimum 4 Nos. of Class III DSCs (with Signing Certificate and Encryption Certificate) shall be required before the publishing of a Live Tender;

7. The online training shall be conducted in three phases through www[dot]Webex[dot]co[dot]in or similar other platforms may be used:

First Phase	DG DD and DG AIR, and other Delhi offices like NABM and ADG North Zone office
Second Phase	Regional NABMs, and State Capital Stations of AIR and DD
Third Phase	Other Remaining offices of AIR and DD.

8. Training schedule, the required link to join the training, and Password for the same, could be availed from C1 India Help-desk Email id [[prasarbharatisupport \[at\] ciindia\[dot\]com](mailto:prasarbharatisupport@ciindia.com)]; the requests can be sent from the office email ID (email ending with gov[dot]in) of the officials; the office details and contact numbers may also include in the mail while sending the request;

9. First Priority for the training shall be given for those, who have ready tenders for uploading;

10. The tender documents may be shared with the service team of C1 India, well in advance so that they could analyse, prepare, and verify, the online forms/ templates in according with the tender documents, before the use of it in the Live e-Procurement Portal of Prasar Bharati;

11. In case, if it needs any further clarity- the following persons from the IT Division of Prasar Bharati can be contacted on Email Id or Mobile Phone of :

Shri. A. K. Shrivasthava, DDG (IT)	akshrivastava@ prasarbharati[dot]gov[dot]in; 8750604242
Shri. Ravindran T. P , AE (IT)	ravindrntp@prasarbharati[dot]gov[dot]in; 9868314615

This issues with the approval of Competent Authority.

Enclosure:

1. Instruction to Bidders.
2. User Profile Creation Form

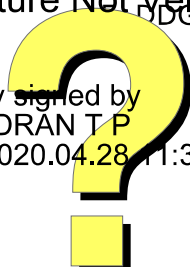
RAVINDRAN T.P
AE (IT &PP)

TO

1. DG:AIR (Kind attention: Shri V P Yadav, DDG(E-P) P&D Unit, Akashwani Bhawan,
2. DG: DD (Kind attention: Smt. Archana M. Gupta, DDG (E-P) Doordarshan Bhawan,
3. O/o ADG (E-NZ)/ ADG (E-SZ)/ ADG (E-EZ)/ ADG (E-WZ)/ ADG (E-NEZ), All Stations, All Kendras of AIR/ Doordarshan, O/o CE CCW/NABM/ R&D/ DD News Division/ AIR News Division through website.
4. M/s C1 India Pvt Ltd (for information and necessary action.)
DDG (Tech), Prasar Bharati, for uploading on the Website.

Signature Not Verified

Digitally signed by
RAVINDRAN T.P
Date: 2020.04.28 11:39:29 IST



INSTRUCTIONS TO BIDDER – ONLINE MODE

DEFINITIONS:

- **C1 India Pvt. Ltd.:** Service provider to provide the e-Tendering Software.
- **Prasar Bharati e-Procurement Portal:** An e-tendering portal of Prasar Bharati introduced for the process of e-tendering which can be accessed on <https://prasarbharati.eproc.in>.

I. ACCESSING / PURCHASING OF BID DOCUMENTS :

- It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of Prasar Bharati. Bidders can see the list of licensed CA's from the link www.cca.gov.in C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-8130606629 for DSC related queries or can email at vikas.kumar@c1india.com
- To participate in the e-bid, it is mandatory for the Applicants to get themselves registered with the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>) to have a user ID & Password which has to be obtained by submitting a non-refundable annual registration charges of Rs. 450/- plus 18% GST through **online** mode (net banking/debit card/credit card). Validity of Registration is 1 year.
- The amendments / clarifications to the tender, if any, will be posted on the Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
- To participate in bidding, bidders have to pay Tender Processing Fee of Rs.____ (PLEASE MENTIONE)plus 18% GST (Non-refundable) per Tender per Bid through online mode (net banking/debit card/credit card).
- The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- Both 'EMD' and 'Tender Document Fee', if any, are mentioned in individual tender documentpublished at Prasar Bharati e-Tendering Portal (<https://prasarbharati.eproc.in>).
- For helpdesk, please contact e-Tendering Cell and Help Desk Support MondaytoFriday Ph: **0124-4302033/36/37, prasarbharatisupport@c1india.com**.
- It is highly recommended that the bidders should not to wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither Prasar Bharati nor C1 India Pvt. Ltd will be responsible for such eventualities.

Format for Tender Officials to obtain the User ID & Password

Subject: Creation of User Profile and their associated roles for <https://prasarbharati.eproc.in>

Dear Sir/Madam,

With reference to the above subject, details required for User profile creation are mentioned below:

Description	Details
Officer's Name	
Designation	
Office Address	
Mobile No.	
E-Mail ID	
Landline & Fax No.	

For the purpose mapping of the user with Tender Issuing Department please provide following details:

Name of Tender Issuing Department (e.g. Prasar Bharati Secretariat)	Name of Tender Issuing Sections (e.g. Engineering, Programme, Administrative, IT etc.)

- For roles to be associated with the User Profile, please go through the Role Sheet document enclosed.

Signature of Applicant:

Signature and Designation of Approving Authority

Note: In case of User Profile of approving authority, the request form can be self-approved.

Role Sheet				
S. No	Description of Activity / Roles	Authority (Yes / No)	Privilege Detail	Remarks, if any
1	Tender Creator		Login in to the eTendering Portal, create Tender Notification, Tender Base Information, Add Tender Technical/ Financial forms	
2	Tender Approver		To verify the created Tender Details & Publish the Tender Online for Bidding	
3	Tender Opener		Verifying the required Tender Payments' receipt (like Application/RFP Fee, Tender Fee, EMD) received from the Bidder/ Contractor. Technical Bid Opening & Commercial Bid / Price Bid Opening	
4	Tender Evaluator		Evaluation of the bids, Recommendation of selection/ rejection of the Technical/Financial bids online.	
5	Tender Final Evaluator		Final Evaluation of the bids, Final decision on selection/ rejection of the Technical/Financial bids online.	

Note: Please Mark (✓) according to the Roles given above table.