

## Flowchart for e-Procurement using Central Public Procurement Portal

### For Single Bid Tenders

1. Indenter will constitute a Tender Evaluation Committee(TEC) as per estimated tender value.

2. Indenter will prepare list of required specifications and Specific Terms & Conditions for the tender (if any) and fill Tender Input Form provided on S&P web page.

3. Indenter will fill name of material and quantity required on Bill of Quantity (BOQ) proforma provided on S&P webpage (in excel sheet).

4. Indenter will submit duly filled in Tender Input Form, BOQ and Specifications prepared in Hard Copy duly signed by the indenter to S&P. Also, submit a soft copy of same on email id : [purchase@iitk.ac.in](mailto:purchase@iitk.ac.in)

5. e-Tender will be floated on CPP Portal by S&P.

6. On the date of opening of tender S&P will decrypt the e-bids received online on the portal. A print-outs of the bids received alongwith system generated comparison sheet will be taken out by S&P.

7. The Indenter will depute a person to collect these documents from S&P and get the signatures of the TEC (Tender Evaluation Committee) and submit to R&D/S&P with duly filled in Indent form for placing order.

**For Two Bid Tenders**



1. Indenter will constitute a Tender Evaluation Committee(TEC) as per estimated tender value.



2. Indenter will prepare list of required specifications and Specific Terms & Conditions for the tender (if any) and fill Tender Input Form provided on S&P web page.



3. Indenter will fill name of material and quantity required on Bill of Quantity (BOQ) proforma provided on S&P webpage (in excel sheet).



4. Indenter will submit duly filled in Tender Input Form, BOQ and Specifications prepared in Hard Copy duly signed by the indenter to S&P. Also, submit a soft copy of same on email id : purchase@iitk.ac.in



5. e-Tender will be floated on CPP Portal by S&P.



6. On the date of opening of tender S&P will decrypt the e-bids received online on the portal. A print-out of the bids received alongwith system generated comparison sheet will be taken out by S&P.



7. The Indenter will depute a person to collect these documents and get the signatures of the TEC (Tender Evaluation Committee) and re-submit the same to S&P.



8. S&P will decrypt the Financial Bids and take a print of the same alongwith system generated recommendation.



9. Indenter will again collect the file for signatures of TEC on Financial Bids and recommendation sheet, fill Indent form and submit to R&D/S&P for placing Purchase Order