

## **Attention Vendors For Fresh Enrolment**

To participate in the E-tendering process of the Delhi Government, the Vendor/Bidder should have a valid Digital Signature Certificate and has to register with Delhi E-Governance Society

### **Terms & Conditions**

1. The Delhi E Governance Society charges **Rs 7,000/- + GST 18% (GSTIN - 07AAAD8365L1ZE )** from the vendors as Registration Fee.
2. There is only online registration available for e-Procurement platform.
3. The online registration is valid for one year.
4. Once registered, the vendor may apply for any number of tenders published on Delhi e-Procurement Portal for one year free of cost. It means that there will be no tender fee. However, EMD and other requirements will vary tender to tender.
5. Once registered, there will be no refund of fee in whatsoever circumstances.

The following steps are to be followed by the Bidder/vendor for Registration:

### **Steps to be followed for Registration: -**

1. Open from a Browser : <https://govtprocurement.delhi.gov.in> and Click "[Online Bidder Enrollment](#)" (just below the LOGIN Button).
2. Fill the login-id, password & 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 for mapping against your Login-id
5. Upload the scanned copy of the requisite application (**Kindly refer Annexure-I**) on the Company's Letter Head and PAN Card Copy in PDF Format.
6. The bidder registration fee will be accepted only through online (SBI payment gateway) and the vendor registration request would be approved on confirmation of payment.
7. For above assistance contact at :

### **e-Procurement Help Desk**

**6<sup>th</sup> Floor, C-Wing, Vikas Bhawan-II (Near Metcalfe House),  
Civil Lines , Delhi- 100054  
(Monday-Friday : 09.30 Am to 06.00 PM),  
Phone : 011- 23813523**

## **Annexure-I**

### **Format of Application On Company's Letter Head**

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

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

Sir,

This is to inform you \_\_\_\_\_ that our Enrolment on is [https://govtprocurement. Delhi.gov.in](https://govtprocurement.Delhi.gov.in) New/Renewal. My PAN No. is \_\_\_\_\_ . The following documents are being uploaded for our enrolment:

- a. Original application on company's Letter Head.
- b. Photocopy of applicant's PAN Card.

I, hereby certify that the details as provided as above are true and correct. .

Thanking you

Your's Faithfully

Name-

Contact No-

## **Renewal of Portal Enrolment**

- To renew the enrolment in Delhi Government e-Procurement site, the Vendor/Bidder has to register with Delhi E-Governance Society through online payment.
- An auto generated mail will go to Vendor/Bidder on their enrolled login id, 30 days before the expiry of portal enrolment validity date.
- Renewal of portal enrolment is to be done online by the Vendor/Bidder before the expiry of enrolment validity date.

### **Steps to be followed before submission of Payment: -**

❓ Go to website : <https://govtprocurement.delhi.gov.in>

- Login through your Login-id and password (created at the time of enrollment).
- Click on “ **Renewal Registration**” icon on bidder’s dashboard.
- Upload the scanned copy of the requisite application (**Kindly refer Annexure-I**) on the Company’s Letter Head and Pan Card copy in PDF Format .
- The bidder registration fee will be accepted only through online (SBI payment gateway) and the vendor registration request would be approved on confirmation of payment
- For above assistance contact at:

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## **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 to 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 process.
- Please upload the correct document (as referred above).

### **Special Instructions for Registered Bidders**

1. **Renewal of Digital Signature Certificate(DSC) before the expiry date of the registered DSC**
  - An auto generated mail will go to bidder's enrolled communication e-mail id, 15 days before the the expiry of the 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.

## **2. Loss of Digital Signature**

The bidders can deactivate their lost /corrupted Digital Signature Certificate by sending the scanned copy of the duly filled Format by email to [support-eproc@nic.in](mailto:support-eproc@nic.in) through the **Communication /Alternate e-mail ID of the bidder registered in the procurement portal**.

The prescribed format is available at <https://govtprocurement.delhi.gov.in> under the Downloads Section

Once the confirmation is received from eprocurement support, the Bidder would be able to register the new Digital Signature Certificate in the e-procurement portal. The existing validity of registration in such cases will remain same.

For any assistance, please contact

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