

भारत सरकार  
अन्तरिक्ष विभाग  
**सतीश धवन अन्तरिक्ष केन्द्र**  
**शार**  
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Government of India  
Department of Space  
**Satish Dhawan Space Centre  
SHAR**

Sriharikota Range P.O. 524 121,  
Nellore Dist., A.P., India  
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Ref.HPS:A.63:E.Proc.:2012

June 07, 2012

To

Dear Sirs,

**Sub: Implementation of e.procurement system in SDSC SHAR, ISRO-Vendors  
Registration in ISRO Website-Requested-Reg.**

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Satish Dhawan Space Centre, SHAR Sriharikota, Sri Potti Sriramulu Nellore District, Andhra Pradesh, one of the ISRO Centres under Department of Space, Government of India, responsible for launching of National Satellites, is introducing e.procurement system from 1.7.2012 onwards. You, being our trusted vendor, we earnestly request you to get your name registered in our Internal Portal (<https://eprocure.isro.gov.in>) of our e-procurement application for participation in our future tendering processes.

The procedure to be followed for registration is enclosed for registering with us to get enquiries. You are also requested to furnish the full details of your range of products at the time of registration through item empanelment under Satish Dhawan Space Centre in the e-procurement portal.

Any further details required, you may please contact Sri N Sudheer Kumar, Dy. Head, PPEG through email [sudheer@shar.gov.in](mailto:sudheer@shar.gov.in)

Thanking you,

Yours faithfully,

A handwritten signature in blue ink, appearing to read "Mr. Sudheer Kumar".

Head, Purchase & Stores

Note: Please turn over for detailed instructions

# **DOS/ISRO E-Procurement portal**

## **Indian Vendor registration process**

DOS/ISRO has deployed its e-Procurement portal for carrying out procurement activities of the department. The site is operational and is accessible at URL <https://eprocure.isro.gov.in>

Indian Vendors are invited to register themselves on DOS/ISRO e-Procurement portal to View/Respond to tenders of the following Centers/Units. Authorised Indian Agents of the foreign vendors can also register themselves in this portal for representing foreign vendors for responding to DOS/ISRO tenders.

1. Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram
2. ISRO Satellite Centre (ISAC), Bangalore
3. Satish Dhawan Space Centre, SHAR, Sriharikota
4. Liquid Propulsion Systems Centre (LPSC), Valiamala
5. Space Applications Centre (SAC), Ahmedabad
6. ISRO Telemetry, Tracking and Command Network (ISTRAC), Bangalore
7. INSAT Master Control Facility (MCF), Hassan
8. National Remote Sensing Centre (NRSC), Hyderabad
9. Physical Research Laboratory (PRL), Ahmedabad
10. Semi Conductor Laboratory (SCL), Chandigarh
11. ISRO Headquarters, Bangalore
12. Antrix, NE-SAC and NARL

Vendor registration can be done by any authorised person of a company, who possesses the following:

1. Digital Signature Certificate (DC) issued by a Certifying Authority in India.
2. Company email id for communication.

Registration process consists of Vendor Registration and Item Empanelment. Registration is good enough for vendors to participate in Public tenders released by any Centre/Unit. Item empanelment is required for receiving invitation for participating in Single / Limited tenders. To obtain tender enquires from a Center/Unit, Vendors have to get empanelled against pre-defined Category of Items of the respective Centre/Unit on ISRO e-Procurement portal.

Digital Signature Certificate is essential to Login to ISRO e-Procurement portal and submit bids. Vendors may get registered with a valid DC. Those who have already registered on the portal may login to the portal periodically for viewing Tenders carrying on bidding process.

Detailed instructions, pre-requisites and illustrative tutorials are already available on the portal at <https://eprocure.isro.gov.in>. Help desk is also set-up to assist the vendors telephonically or through e-mail.

Sl/No	Digital Certificate Solution Provider	Contact Details
1.	(n)codesolutions	<p><b>Bangalore Sales Office</b>            No.3698, 9th Cross, Service Road, 13th "D" Main,            HAL II Stage Layout, Bangalore - 560 008, India  <b>Sales :</b> 09972247696  <b>Support</b> 9008511476  <b>Email :</b> <a href="mailto:southsales@ncode.in">southsales@ncode.in</a>  <b>Web:</b> <a href="https://www.ncodesolutions.com/">https://www.ncodesolutions.com/</a></p>
2.	Safescript (SIFY)	<p><b>Universal Access Numbers:</b>  <b>1-800-345-3330 / 1-901-425-3330</b>  <b>Chennai: 19014253330/22540868</b>  <b>Email:</b> <a href="mailto:mcacert@safescript.com">mcacert@safescript.com</a>  <b>Web:</b> <a href="http://mcacert.safescript.com/token.html#">http://mcacert.safescript.com/token.html#</a></p>
3.	TCS	<p>Shakambaree Traders Pvt. Ltd.            98, B. K. Paul Avenue, Kolkata - 700 005, India            Call Sales Now @ +91-33-25301072 / 8077  <b>Email:</b> <a href="mailto:sales@tcsdigitalsignature.com">sales@tcsdigitalsignature.com</a>  <b>For More Details Contact :</b>            Vinod - 9836384222 or Ashish - 9830084221  <b>Web:</b> <a href="http://tcsdigitalsignature.com/">http://tcsdigitalsignature.com/</a></p>
4.	MTNL Trust line	<p>Shakambaree Traders Pvt. Ltd.            98, B. K. Paul Avenue, Kolkata - 700 005, India            Call Sales Now @ +91-33-25301072 / 8077  <b>Email:</b> <a href="mailto:sales@tcsdigitalsignature.com">sales@tcsdigitalsignature.com</a>  <b>For More Details Contact :</b>            Vinod - 9836384222 or Ashish - 9830084221  <b>Web:</b> <a href="http://mtnldigitalsignature.com/">http://mtnldigitalsignature.com/</a></p>
5.	NIC	<p><b>NIC Karnataka State Unit - Bangalore, VI &amp; VII Floor, Mini Tower, Dr. Ambedkar Veedhi, Bangalore- 560 001.</b>  <b>080-22863218, 22865882</b>  <b>Fax: 22863382</b>  <b>Mr. S Lakshmeesha</b> <a href="mailto:rao-kar@nic.in">rao-kar@nic.in</a></p> <p><b>NIC Tamil Nadu State Centre - Chennai</b>  <b>NIC, E2A, Rajaji Bhavan,</b>  <b>First Floor, Besant Nagar,</b>  <b>Chennai-600090.</b>  <b>044-24466495/24917850/ 24902580</b>  <b>Fax:044-24902870</b>  <b>Mr. N.Sridhar (RA Administrator)</b>  <u><a href="mailto:n.sridhar@nic.in">n.sridhar@nic.in</a> ; <a href="mailto:rao-tn@nic.in">rao-tn@nic.in</a></u></p> <p><b>Web:</b> <a href="https://nicca.nic.in/">https://nicca.nic.in/</a></p>
6.	e-mudhra	<p><b>Ashoke Mishra : +91-9038260669   Deepak Agarwal : +91-9432644547</b>  <b>Email : dsc @ ishikatech.com</b></p>

		<b>All India Helpline: +91-33-40068960 / 40041848 / 23341090</b> <b>Web: <a href="http://www.digitalsignature.in/emudhra/">http://www.digitalsignature.in/emudhra/</a></b>
7.	IDRBT	IDRBT Certifying Authority, Castle Hills, Road #1, Masab Tank, Hyderabad - 500057, India Tele:+91 40 23534981-85 Ext:5217    Fax: +91 40 23536297    Email: <a href="mailto:cahelp@idrbt.ac.in">cahelp@idrbt.ac.in</a> Web: <a href="http://idrbtca.org.in/">http://idrbtca.org.in/</a>

## **DOS/ISRO E-Procurement portal**

### **Foreign Vendor registration process**

DOS/ISRO has deployed its e-procurement portal for carrying our procurement activities of the department. The site is operational and is accessible by the URL <https://eprocure.isro.gov.in>

Foreign vendors are invited to register themselves on DOS/ISRO e-procurement portal to view/respond to tenders of the following Centers/Units.

1. Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram
2. ISRO Satellite Centre (ISAC), Bangalore
3. Satish Dhawan Space Centre, SHAR, Sriharikota
4. Liquid Propulsion Systems Centre (LPSC), Valiamala
5. Space Applications Centre (SAC), Ahmedabad
6. ISRO Telemetry, Tracking and Command Network (ISTRAC), Bangalore
7. INSAT Master Control Facility (MCF), Hassan
8. National Remote Sensing Centre (NRSC), Hyderabad
9. Physical Research Laboratory (PRL), Ahmedabad
10. Semi Conductor Laboratory (SCL), Chandigarh
11. ISRO Headquarters, Bangalore
12. Antrix, NE-SAC and NARL

Vendor registration can be done only by authorized persons of the company. He should possess the following:-

1. Digital Certificate issued by a Certifying Authority (CA) in India
2. Company e-mail ID for communication

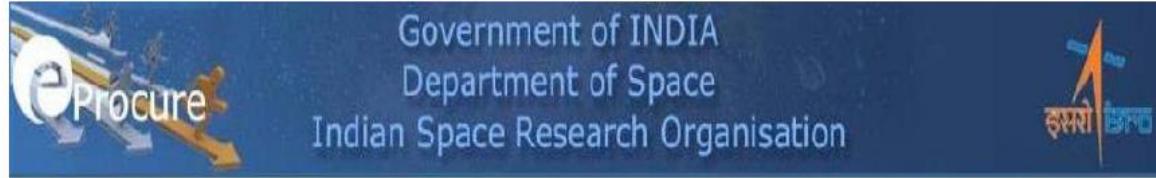
Registration process consists of vendor registration and item empanelment. Registration enables the vendor to participate in Public Tenders released by any of the above mentioned Centre/Unit. Item empanelment is needed for participating in Limited Tender (LT)/Single Tender (ST). To obtain enquires for LT/ST, foreign vendors has to get empanelled against the defined category of items of the respective Centre/Unit.

### **Instruction related to DC for foreign vendors**

1. Foreign vendors can register in our e-procurement portal with valid DC issued by Indian CA only. If the vendor already possesses a valid Indian DC, vendor registration can be done using the existing DC. Otherwise the vendor has to procure a new DC.

2. Foreign vendors shall obtain a Class III DC (Digital Certificate) from a licensed CA (Certifying Authority). At present following organizations are authorized CAs
  - **(n)Code Solutions CA(GNFC)**
  - **Safescript(SIFY)**
  - **TCS**
  - **MTNL**
  - **Customs and Central Excise**
  - **E-Mudhar**
  - **IDRBT**
3. Foreign Vendors are requested to visit web sites of the above mentioned organizations for details regarding list of authorized documents to be submitted and also other statutory requirements for obtaining a DC. It is a safe and proper method to get a DC on e-token, a password protected USB device.
4. If required, ISRO can provide an authorization letter to foreign vendors for obtaining a new DC from Indian CAs.

## ISRO e-Procurement System



### Pre-Requisites for Vendor Registration

Version No	4.0
Release Date	March 2012
Prepared By	Sagar Kumar
Reviewed By	Dr. Dominic Damien

## Pre-Requisites to work with ISRO E-Procurement System:

1. *Operating System: Windows XP (Service pack 3) and above*
2. *Internet Explorer version 7.0 and above with cipher strength 256 bit  
(This can be checked by clicking on Help -> About Internet Explorer)*
3. *Four components to be installed on the PC. Application will guide you at appropriate page to install the utilities.*  
*However, these components are also available on the home page through the '[E-procure installer](#)' link.  
The components are:*
  - a. Number to Word Conversion Utility
  - b. Password Utility
  - c. E-Token Utility
  - d. Encryption Utility
4. *Administrative rights are required to install the utilities on your Local computer.*
5. *Add the portal in Trusted site by clicking Tools ->Internet Options  
-> Security -> Trusted sites -> Sites. Application will prompt you with appropriate page  
[https://\\*.eprocure.isro.gov.in](https://*.eprocure.isro.gov.in)*
6. *Settings for ActiveX controls. Set the Security level to '[Low](#)'.*
7. *Settings for Vista Operating System  
(This can be done by clicking Start -> Control Panel -> User Accounts ->  
Turn User Account control on or off -> Uncheck the option  
'Use User Account Control (UAC) to help protect your computer' ->  
click on '[OK](#)' and restart your PC.*
8. *Class 3 Digital Certificate and an E-mail ID (Public E-mail ID like Gmail,  
Yahoo, etc. are not allowed) are mandatory for using ISRO e-procurement Application.*

*After completing the Pre-requisites you may refer the Illustrative Demos for understanding Registration process in detail which is available on the Home Page.*

*During registration, an Authentication Mail will be sent to the specified E-mail ID,  
which needs to be responded as indicated in the mail.*

*You may contact us on the Help Desk for any assistance required. The contact details  
are available on the home page under the '[Contact](#)' link.*

## ISRO e-Procurement System



### How To Register

Version No	2.0
Release Date	March 2012
Prepared By	Sagar Kumar
Reviewed By	Dr. Dominic Damien

## Vendor Registration process

Vendors have to register themselves on the ISRO e-Procurement portal to participate in any tender. The following section outlines the procedure for '[Vendor Registration](#)'.

1. Load the homepage of the portal by accessing the following Uniform Resource Locator (URL) / Website Address: '<https://eprocure.isro.gov.in>'
2. Click on the link '[Click Here to REGISTER](#)' on the home page to initiate the registration process.
3. Steps for vendor registration process are as follow:-
  - Step 1: Sign and Verify Digital Certificate
  - Step 2: Accept Terms and Conditions
  - Step 3: Create user credentials
  - Step 4: Login using created user credentials
  - Step 5: Fill registration form
  - Step 6: Validate email
4. On the same page, please read Terms & Conditions. If Terms & Conditions are not acceptable please exit the registration process.
5. Please click on '[Digital Signature](#)' to sign & verify your certificate.
6. In case, e-procure utilities are not installed in your system, Application will guide for the installation of utilities. Click on '[Digital Signature](#)' once again.
7. Click on '[Accept](#)' to accept terms and conditions set by ISRO.
8. You will get a form to fill up basic user information. Following information are to be provided at this stage.

Company Name  
Name of the User  
User Id  
Password\*  
E-mail Address

\*Note: Please preserve the password for future. The password will be required at the time of replacing the Expired '[Digital Signature](#)' certificate with a new one.

9. Click on '[Submit](#)' after filling the above details.

**Note:**

- a) If User ID is not available, you can either select the User ID from the suggested list of User IDs or provide new user ID.
- b) If your company is already registered with ISRO, system will display the list of companies. You can Select your company name. However, your registration is subject to the approval by the primary user of the company selected.

10. Click on '[Proceed](#)' button.
11. Click on '[Select Certificate](#)' to enable the login with appropriate Digital Certificate.
12. Click on '[Login](#)' and login with your User ID and Digital certificate.
13. Click on '[Fill Registration Info](#)' to fill up registration form.
14. Fill up the following information by entering valid information and selecting most appropriate Option, where applicable.

Incorporation Type  
Company Incorporation Number  
Date of Company Inception/Formations  
Type of Business  
Address  
Country  
State  
City  
PIN/ZIP number  
Contact person  
Designation  
Work Phone No.1  
Work Phone No.2  
Mobile No.  
Fax No.  
Web Address  
VAT/TIN No.  
Service Tax No.  
Permanent Account No.

15. Click on '[Save](#)' to go to next form of registration
16. List of various required documents to be uploaded at this stage. (Optional)
  - a) Annual Turnover For Past 3 Years
  - b) Income Tax Certificate For Past 3 Years
  - c) Balance sheet For Past 3 Years

- d) Registered with any other Govt. Dept
- e) Infrastructure Capabilities
- f) Please List Machinery Details and Daily Manufacturing Details
- g) Other Documents

17. Click on '[Done](#)' to submit your information
18. An email will be sent to the email ID provided by you during registration.
19. Please login to your email and click on '[Validate Login](#)' to complete your registration process.
20. Registration of the vendor will be approved automatically by the system and the vendor will receive a mail indicating the successful registration of the vendor.

### **Item Empanelment Process**

1. You have to click on '[CENTRES/UNITS](#)' to select a centre for Empanelment.
2. Select the Centre for which, you wish to get empanelled.
3. Click on '[Item Empanelment](#)'.
4. Select a main item for empanelment.
5. Select a sub item of the main item for empanelment.
6. Enter the name of contact person and Email ID, if it is different from the primary contact.  
(Optional)
7. Click on '[Save](#)' and '[Done](#)' to complete the Empanelment process.
8. Repeat this empanelment process for all the centre where you want to get empanelled.

ISRO authority of the respective centre will assess the Empanelment request of each vendor. You will be able to participate in the tendering activities for Limited Tenders only after the approval of empanelment.

For participating Public Tender Item empanelment not required.