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# Defence eProcurement Portal

Ministry of Defence



30-Apr-2025

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eProcurement System for Organisations under MoD

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## Special Instructions to the Contractors/Bidders for the e-submission of the bids online

1. Bidder should do Online Enrolment in this Portal using the option [Click Here to Enroll](#) available in the portal. The enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details, etc. as selected as per tender requirements and then attached along with bid documents during bid submission.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and accept the document, otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded as per the template liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or the Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule in the prescribed formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered to the portal within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bid.
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time for the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided by the Network bandwidth available at the client side at that point of time. In order to reduce the file size, the bidder should use the compressed format.

### MIS Reports

### Tenders by Location

### Tenders in Archive

### Tenders Status

### Cancelled/Retendered

### Downloads

### Announcements

### Recognitions

### Debarment List

### Site compatibility



75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in faster upload and download speeds.

14. It is important to note that, **the bidder has to Click on the Freeze Bid Button, to ensure the Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation.**

15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted and the EMD amount furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected.

16. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the default in the bidders due to local issues.

17. The bidder may submit the bid documents online mode only, through this portal. Offline documents are not accepted.

18. At the time of freezing the bid, the eProcurement system will give a successful bid updation message. After that, then a bid summary will be shown with the bid no, date & time of submission of the bid with all other details. The bidders will be digitally signed using the e-token of the bidder and then submitted.

19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as it will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the tender.

20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and the system will ensure correctness.

21. The bidder should see that the bid documents submitted should be free from virus and if the documents are infected on opening, the bid is liable to be rejected.

22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all transactions in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) and not the local time during bid submission.

23. All the data being entered by the bidders would be encrypted at the client end, and the software will ensure the data. The data entered will not be viewable by unauthorized persons during bid submission and after the bid submission. Overall, the submitted bid documents become readable only after the tender opening by the authorized person.

24. During transmission of bid document, the confidentiality of the bids is maintained since the data is encrypted using bit encryption technology. Data encryption of sensitive fields is also done.

25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the deadline (**Server System Clock**).

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[Portal policies](#)