

Instruction for Nodal Officers

Nodal officer has the provision to create and manage sub users and assign roles such as tender publisher, bid opener etc. While creating users, proper Organisation and Department should be selected from the drop down list. If desired Dept cannot be found in the list, NIC should be contacted to add the Department.

You are requested to regularly change the password and keep it safely, and not share it with anyone like Support manpower etc.

You may create further users and assign roles such as publisher, bid opener etc. to start publishing tenders on the portal. The user creation activity should not be delegated to any support manpower. In case user creation is to be done by any person other than the Nodal officer, the activity should be done under the strict supervision of Nodal officer.

NIC is not responsible if login credentials are shared by users to anyone such as Support manpower.

After first login, Nodal officer and other users need to register their Class II signing and encryption DSC in the correct order: FIRST signing and then encryption.

Your office should also form eProcurement cell with the Nodal officer and at least 2 members. The cell would be responsible for all eProcurement activities such as tender creation, publishing, interaction with bidders, financial and legal matters etc.

For training, support and any other query, NIC may please be contacted.