

As you are aware that e-Procurement/e-Tendering has been made mandatory for the all government departments/PSUs/Authorities/Local bodies. GoUP is using portal <https://etender.up.nic.in> developed by NIC Chennai.

#### **A. E-Tendeing stages**

1. Tender Creation or Administration
2. Tender Publishing
3. Bid Submission (by Contractor)
4. Technical Bid Opening and Evaluation
5. Financial Bid Opening and Evaluation
6. Award of Contract.
7. Corrigendum
8. Cancellation/Retender of Tenders.

Presently mode of payment of Tender Fee/Earnest Money Deposit (EMD) is offline i.e. Bidder will submit scan copy of Fee and EMD during Bid Submission.

Government of Uttar Pradesh has designated U.P. Electronics Corporation Ltd (UPLC), Lucknow for hand holding support to the department officers and bidders through government orders (copy attached). In this order DGS&D, the Application Service Provider, has been replaced by NIC in a meeting of Principal Secretary to then Hon'ble CM in 2008.

#### **B. Role of UP Electronics Corporation Limited , Lucknow**

1. UP Electronic Corporation Ltd. Lucknow (UPLC) designated as nodal agency for e-Procurement implementation in U.P. state. (<http://www.uplc.in>)
2. Any department which wants to take part in e-Tendering has to approach/ write letter to Managing Director, UPLC to fulfill modalities.
3. UPLC will impart training, hands on training, mock tender submission to end users free of cost.
4. UPLC will also assist department officers and Bidders in procurement of DSCs through various CAs.
5. UPLC will help/guide department, officials/bidders regarding complete e-tendering process.
6. The user may get DSCs from any agency empanelled in CERT-in like MTNL, e-Mudra, TCS, nCode, etc.
7. All documents/PPTs, Manuals for department officials and Bidders, Drivers, GO related with e-Tendering are available on UPLC's website (<http://www.uplc.in>) under 'E-Procurement' Option at Home Page.
8. HR Support in form of FMP/FMS will be provided by UPLC.
9. It is Departmental responsibility to provide required infrastructure support such as System, Internet Connectivity (at least 2Mbps), Anti-virus software etc. for etender process.

## Postal Address of UPLC.

U.P. Electronics Corporation Limited (UPLC)

10-Ashok Marg

Lucknow-226001

Telephone Numbers: 0522 - 2286809, 2286812, 4130303 , Fax-0522-2288583

E-MAIL: [md@uplc.in](mailto:md@uplc.in), [uplclko@gmail.com](mailto:uplclko@gmail.com), [mduplc@rediffmail.com](mailto:mduplc@rediffmail.com)

### C. Contact details of UPLC officials (may be suggested to department officials to contact UPLC)

|   | Name                                       | Phone/Mobile                      | E-mail ID  |
|---|--|-----------------------------------|--|
| 1 | Mr. Surendra Vikram, MD, UPLC              | 0522- 2286808                     | <a href="mailto:md@uplc.in">md@uplc.in</a>   |
| 2 | Mr. Praveen Kumar, In-Charge e-Procurement | 0522-2286809,<br>09235567201      | <a href="mailto:uplclko@gmail.com">uplclko@gmail.com</a> ,<br><a href="mailto:praveenuplc@gmail.com">praveenuplc@gmail.com</a> |
| 3 | Mr. Rajiv Karnataka, Asst. Manager         | 0522-4130301 Ext-318, 09721451220 | <a href="mailto:rajivkarnatak@gmail.com">rajivkarnatak@gmail.com</a>   |
| 4 | Ms. Valsala Rishi, Asst. Manager           | 9721455722                        |  |
| 5 | Mr. Hitendra Varshney                      | 8874814209                        | <a href="mailto:eprocureuplc@gmail.com">eprocureuplc@gmail.com</a>   |
| 6 | Mr. Rohit Pandey, Engineer                 | 9670973366                        | <a href="mailto:uplcetenders@gmail.com">uplcetenders@gmail.com</a>   |
| 7 | Mr. Sanjay Srivastava                      | 9838777840                        |  |
| 8 | Mr. Amit Srivastava, Engineer              | 9532020394                        | <a href="mailto:uplcdsc@gmail.com">uplcdsc@gmail.com</a>   |
| 9 | Mr. Sumit Garg, Operator                   | 9670973355                        |  |

### D. Role of NIC

1. NIC will provide only support and maintenance on Application Software i.e. website.
2. NIC will maintain servers at Data Centre.
3. NIC will maintain disaster recovery (DR) site.
4. NIC will ensure 24X7 availability of portal i.e. <https://etender.up.nic.in>.
5. NIC will cater any malfunctioning in the application of software.

### E. Role of DIO/ADIO at NIC District Centre

1. NIC District Officials will provide technical support to only department officials.
2. NIC District Officials will not be part of eTender committee.
3. NIC District Officials will not participate in any process required for eTender such as tender document creation, publishing, opening and evaluating of eTenders.
4. NIC District Office premises will not be used for any process of etender such as publishing, bid submission bid opening, etc.
5. NIC District Officials will not entertain bidders or contractors in any case.
6. Any technical matter/queries may be forwarded to NIC UPSU

E- Tender helpdesk email id for google drive created and ppt uploaded.

Email:- [etender.upsu@gmail.com](mailto:etender.upsu@gmail.com)

Password:- Etender123\$

**F. Software Requirement for E-Tendering**

- 1. Mozilla Firefox Ver. 43 or IE 10/11.**
- 2. JRE Ver 1.7\_71**
- 3. PDF Reader & Creator**
- 4. E-token Software**
- 5. Other software detail are mentioned in 'download Section' of eTender Portal.**