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आज़ादी का  
अमृत महोत्सव



केन्द्रीय भण्डारण निगम

(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-MIS/19/2020-O/o HoD(MIS)

Dated: 19.01.2022

**CIRCULAR**

**Sub.:-** Publishing Tenders/ EOIs/ SNIQs/ Auction Notice etc on website of Corporation...reg.

**Ref.:-** Letter No. CWC/MIS-ePublishing/2012-13, Dated:- 03.09.2012 (Attached Herewith)

1. All the tender notices/ EOIs/ SNIQs/ Auction Notices etc., are being uploaded on website of Corporation for ensuring wider publicity. Further, the tender portal is integrated with Central Public Procurement(CPP) Portal of Govt of India, which additionally ensures the wider publicity.
2. It is also pertinent to mention here that for uploading the tenders on website & CPP portal few details are mandatory, which was shared through aforementioned reference. Based upon these details, MIS Division hosts the tenders on website & CPP portal.
3. However, it is observed in some cases that the ROs & Divisions at CO are not sharing the format along with the tenders/ SNIQs/ EOIs/ Auction Notices etc, besides, **the concerned officials of ROs/ Divisions are not verifying the details of the tenders hosted on website.**
4. As such, it has been decided that **MIS Division shall not host** any tender/ SNIQ/ EOI/ Auction Notices on website **in absence of the stipulated format.** Thus, the ROs/ Divisions desiring to host tenders/ SNIQs/ EOIs/ Auction Notices etc. on website should mandatory share the format **in docx format** along with the tender notice in pdf format on [warehouse@nic.in](mailto:warehouse@nic.in) & [lakshay.sharma@cewacor.nic.in](mailto:lakshay.sharma@cewacor.nic.in) .
5. The docx file of the format to be shared along with the tender notices/ SNIQs/ EOIs/ Auction Notices etc., can be downloaded from e-Office's Knowledge Management System (KMS). The user may click on KMS at the dashboard of e-Office & then may click on central documents. Thereafter, the user may type "Format for hosting tenders" in the search option available at the top for downloading the docx format. PDF format, however, is attached herewith for ready reference.

**Sr. Asstt. Manager (MIS)**

**For, Group General Manager (System)**

**Distribution to:-**

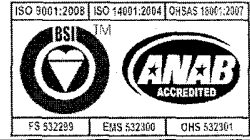
1. All HoDs & RMs with a request to issue necessary instructions to the concerned officials.

**Copy, for information, to:-**

1. PS to DIR (Fin), CO, CWC.
2. e-Office Knowledge Management System.



**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



No. CWC/MIS-ePublishing/2012-13

Dated: 03-09-2012

Sub.: Mandatory e-Publication of tender enquiries on Central Public Procurement Portal.

Ministry of Heavy Industries & Enterprises, Department of Public Enterprises vide its Office Memorandum dated 20-12-2011 has directed all Central Public Sector Enterprises to ensure e-Publishing of tender enquiries & corrigenda thereon, on Central Public Procurement (CPP) Portal i.e. at <http://eprocure.gov.in>, developed and maintained by NIC.

2. All the units of CWC that are hosting tender enquiries and corrigenda thereon on <http://www.cewacor.nic.in> and <http://www.tenderhome.com> websites, shall ensure that their tender enquiries and corrigenda thereon are also simultaneously published on CPP Portal and to ensure this, a form as per the requirements of CPP portal has been designed and enclosed.

3. Accordingly, all the units of CWC are requested to send the form duly filled along with tender document/corrigenda from 05.09.2012 for simultaneous e-publishing on CPP Portal. For any help in filling of form, may please contact MIS Division at telephone no. 011-26566107 extn. 309 or 251

4. This is issued with the approval of DIR(F).

Encl : As above

( A M Rao )  
General Manager(System)

**Distribution:**

1. All HODs at Corporate Office , New Delhi
2. All Regional Managers/ CC Heads.

**Copy to** : PS to MD/DIR(P)/DIR(MCP)/DIR(F) ,Corporate Office , New Delhi for information please.

**Sub.:- Format to be shared while requesting to host any tender/ SNIQ/ Call of Quotations/ Auction Notices etc., on the website of Corporation...reg.**

<b>Format Details</b>	
Tender Reference Number	Mandatory
Tender Type (Auction/EoI/Limited/Open/Single/Testing)	Mandatory
Form of Contract ( Piece-work/Lump-sum/Multi-stage/Supply/Fixed-rate/Turn- key/Buy/Sale/Item-rate/Rate contract)	Mandatory
Number of Covers (EMD money, Pre-qualifications, Technical offer & Financial offer) Enter : 1/2/3/4 as per information given below: 1. If all the four type of info in single cover 2. If EMD, Tech in one cover & financial in second cover 3. If EMD in one cover, Technical in second cover & Financial in third cover 4. If EMD in one cover, Pre-qualification in second cover, Technical in third cover & Financial in fourth cover	Mandatory
Tender category(Goods/Service/Works)	Mandatory
Account Type Head (State Govt. funded/Central Govt. funded/others)	Mandatory
Payment mode (online/offline) In offline – offline instruments (Direct Credit /Demand draft/FDR/Banker cheque/bank guarantee/AGC-67 receipts /As per Tender Document/RTGS /ECS/NEFT	Mandatory
State	Mandatory
Work /Item Title	Mandatory
Work /Item description	Mandatory
Give Location Detail (work / services /items)	Mandatory
Pincode	Mandatory
Bid validity details	Mandatory
Pre-qualification details	Optional
Product Category(Misc. Services)	Mandatory
Contract Type (Quotation/ Tender / Empanelment / Rate contract)	Mandatory
Bid Opening Place	Mandatory

Tender class ( As per tender / Quotation document /Not applicable)	Mandatory
Tender Value in Indian Rupees	Mandatory
Inviting Officer	Mandatory
Inviting Officer Address	Mandatory
Tender Fee	Mandatory
Tender Fee Payable to	Mandatory
Tender Fee Payable at	Mandatory
EMD details amount	Mandatory
EMD payable to	Mandatory
EMD payable at	Mandatory
Calendar completion/Delivery Period in days	Mandatory
Pre-Bid(Yes/No)	Mandatory
If yes, Pre-Bid meeting place	Mandatory, if yes
If yes, Pre-Bid meeting address	Mandatory, if yes
If yes, Pre-Bid meeting date and time	Mandatory, if yes
Publishing date	Mandatory
Document Download / Sale Start Date	Mandatory
Bid Submission Start Date	Mandatory
Bid Submission Closing Date	Mandatory
Bid Opening Date	Mandatory
Document (NIT, Quotation, Document, Corrigendum)	Mandatory
Remarks if any	Optional