

CONTROLLER GENERAL OF DEFENCE ACCOUNTS
Information Technology & Systems Wing
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E-Mail /WEBSITE

No. Mech/EDP/Computer/275/e-Procurement

Date: 27.09.2018


To,

The PCsDA/CsDA/IFAs

Sub: Implementation of e-procurement in Department.

With reference to the above subject, please find enclosed the User's instructions issued by this HQrs office for accessing the e-Procurement Portal (<http://defproc.gov.in>).

2. This may be accorded **Top Priority**.


(P.K Jain)
Sr. AO (IT&S)

Steps followed by the users for accessing the Defence eProcurement Portal:

1. This Defence eProcurement Portal site to be open in Internet Explorer 6 and above on internet enabled PC/Desktop.
2. URL is <https://defproc.gov.in>
3. Pre-installation of following files/software is required for proper functioning of portal in your PC/Desktop.
 - I. Token DSC utility software "token administration utility".
 - II. Java runing package :
 - a. JRE download (<http://java.sun.com/javase/downloads/index.jsp>).
 - b. JRE 8 Download
(<https://eprocure.gov.in/cppp/jre-windows-i586.exe>)
 - III. PDF Reader(<http://get.adobe.com/reader>)
 - IV. PDF Creator(<http://www.pdfforge.org/download>)

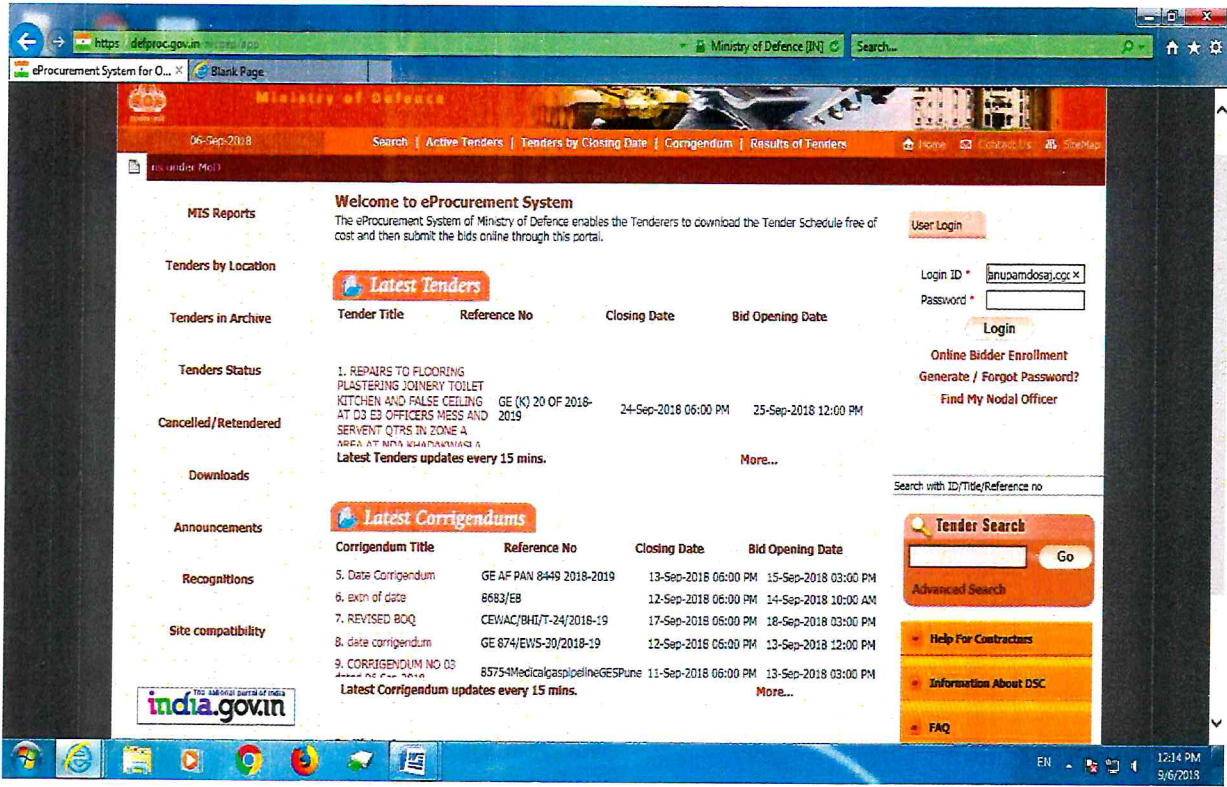
All the above files links are available on the left panel of the portal under the Downloads.

4. E-mail Use

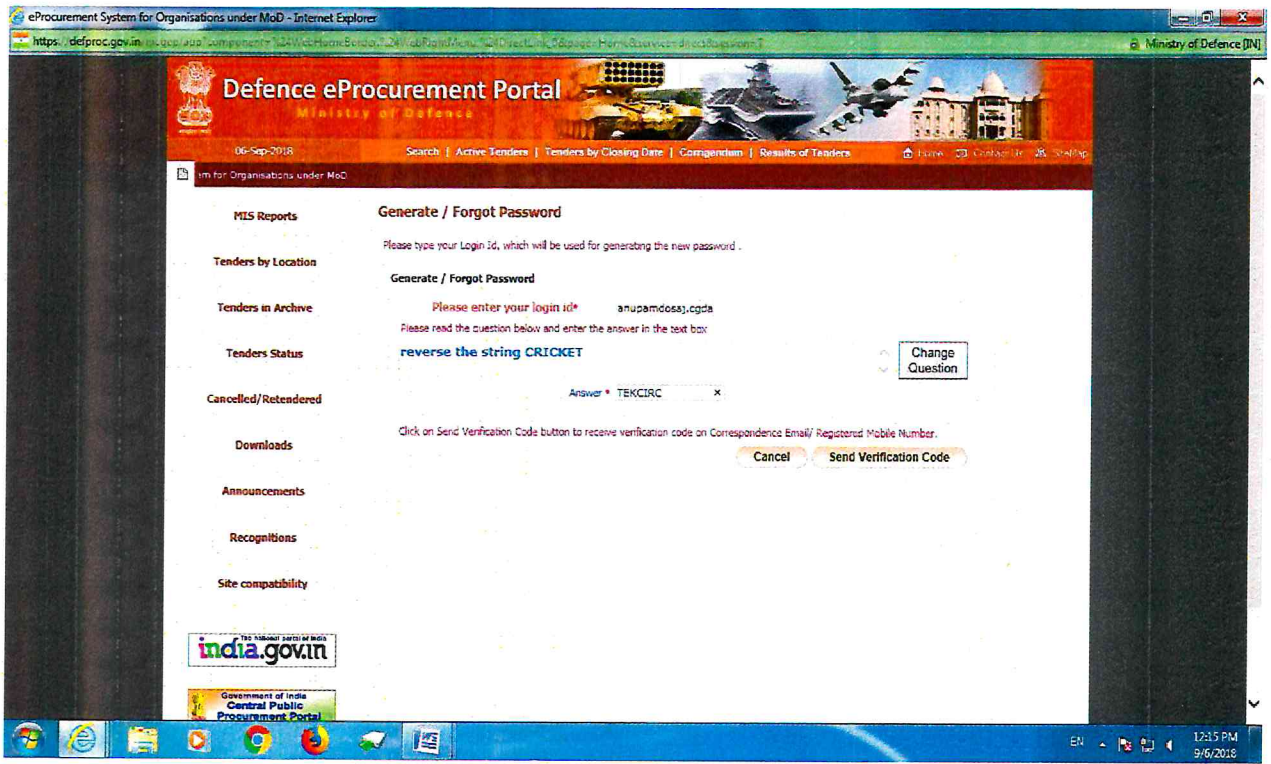
- a. Departmental E-mail (eprocurement.dad@hub.nic.in) account shall be used for official communication.
- b. E-mail password shall not be shared.
- c. Password for the account shall not be the same as for other accounts.

5. Password Security

- a. Password shall be a per the Password Management Guidelines, i.e. it should be of 8 characters, combination of uppercase and lowercase character with digits and special characters.
- b. Passwords are enabled on BIOS, System login and Screensaver levels.
- c. Auto-Logon feature is disabled.
- d. User account is locked after a prescribed number of failed login attempts.
- e. Password shall be changed at regular intervals.
- f. On suspicion of password disclosure, it should be immediately changed and a security incident shall be reported to the system administrator.



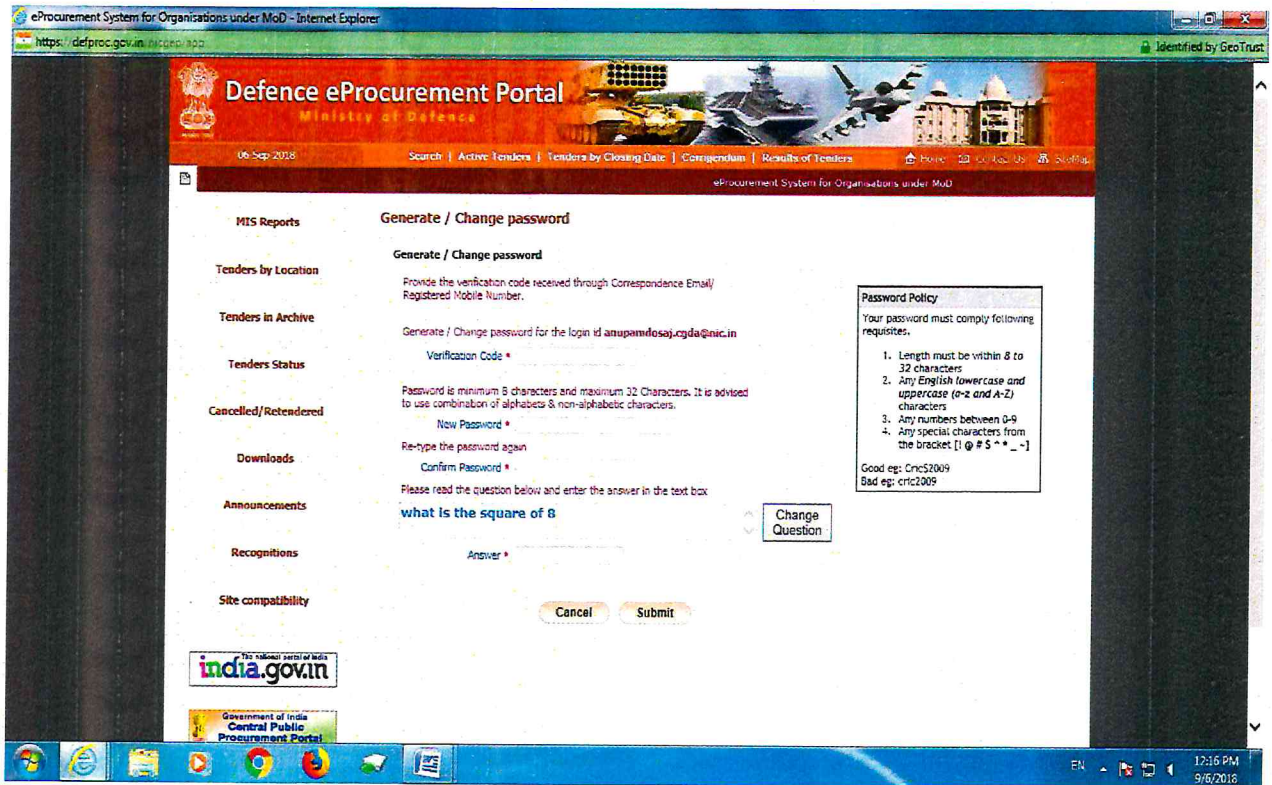
1. Type URL:- <https://defproc.gov.in>



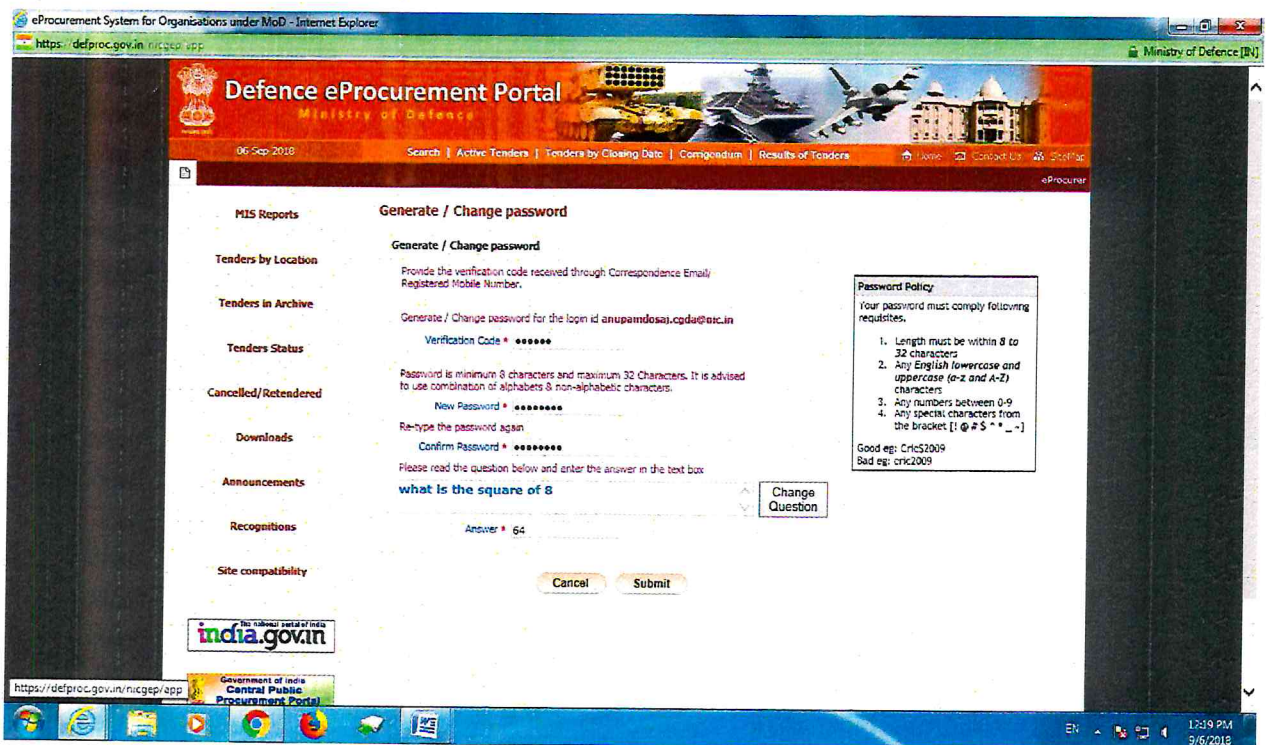
2. Generate password step- according to plicy

Password Security

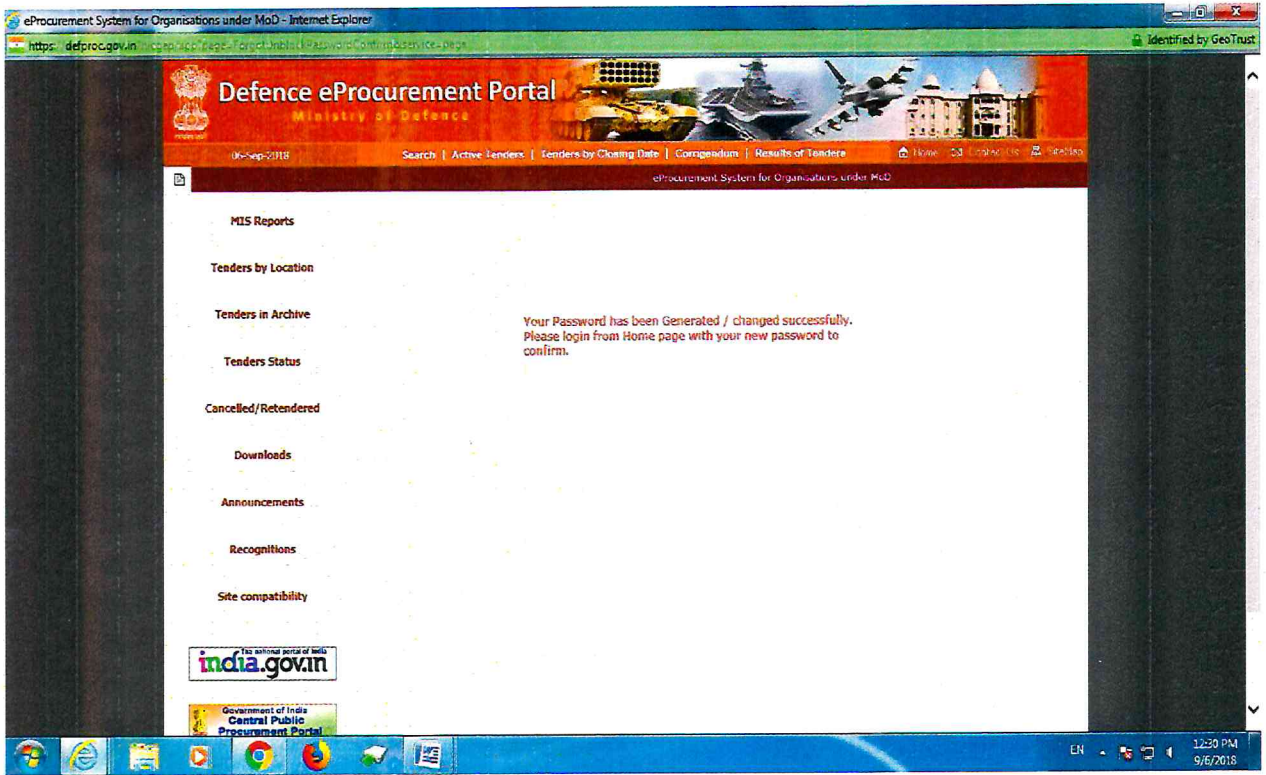
- a. Password shall be a per the Password Management Guidelines, i.e. it should be of 8 characters, combination of uppercase and lowercase character with digits and special characters.
- b. Passwords are enabled on BIOS, System login and Screensaver levels.
- c. Auto-Logon feature is disabled.
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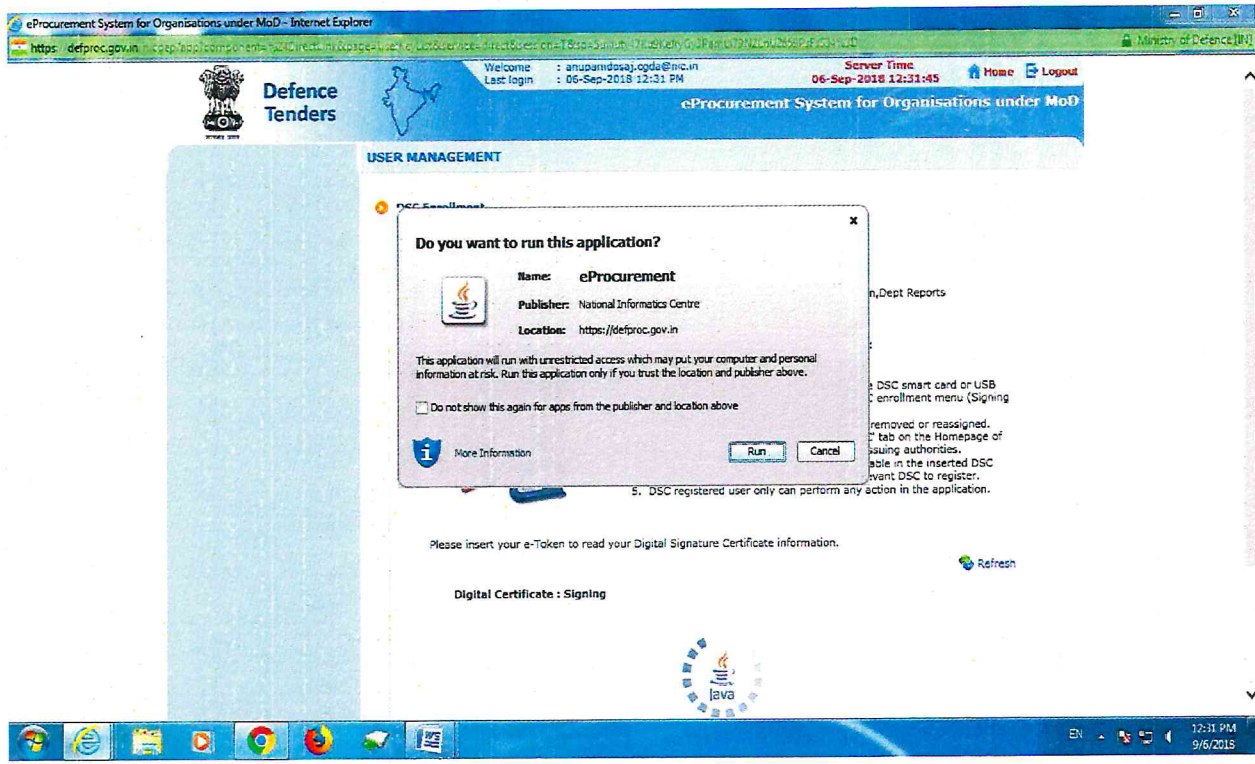
Generate password step-2: for password generation



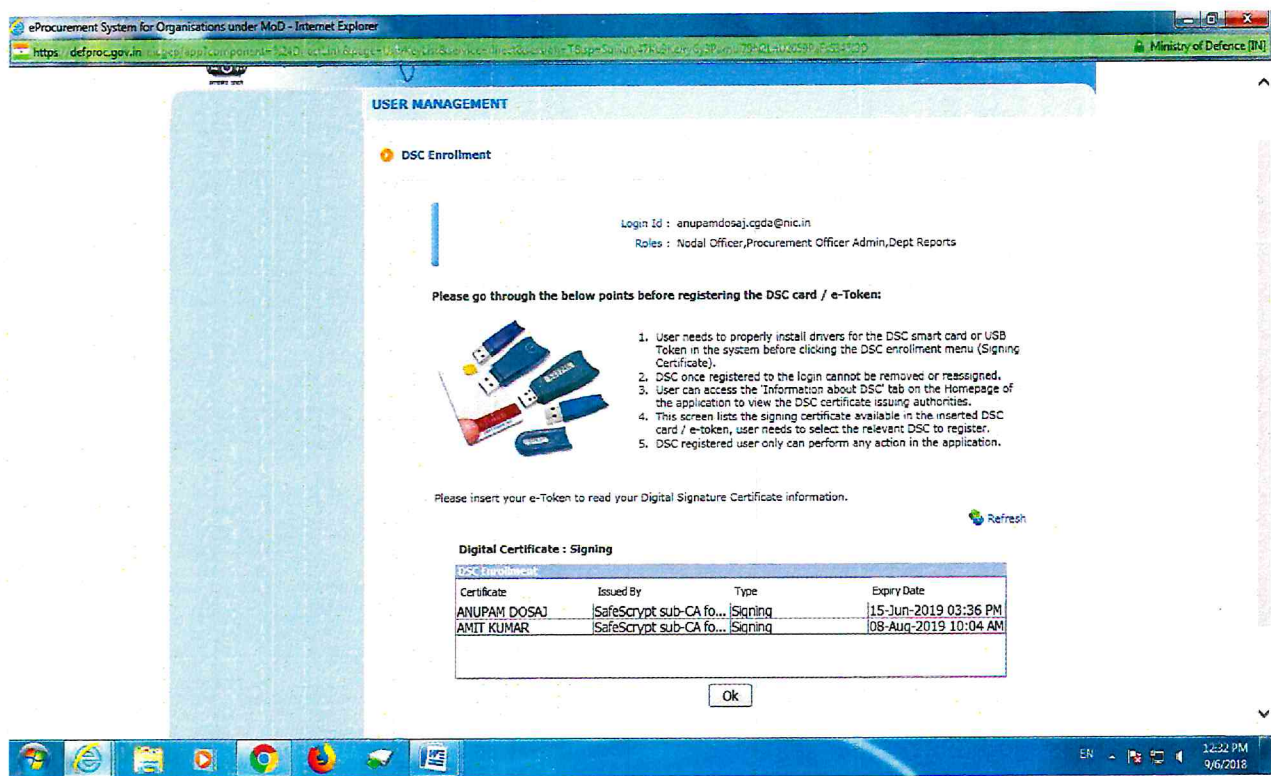
Generate password step-3: for password generation



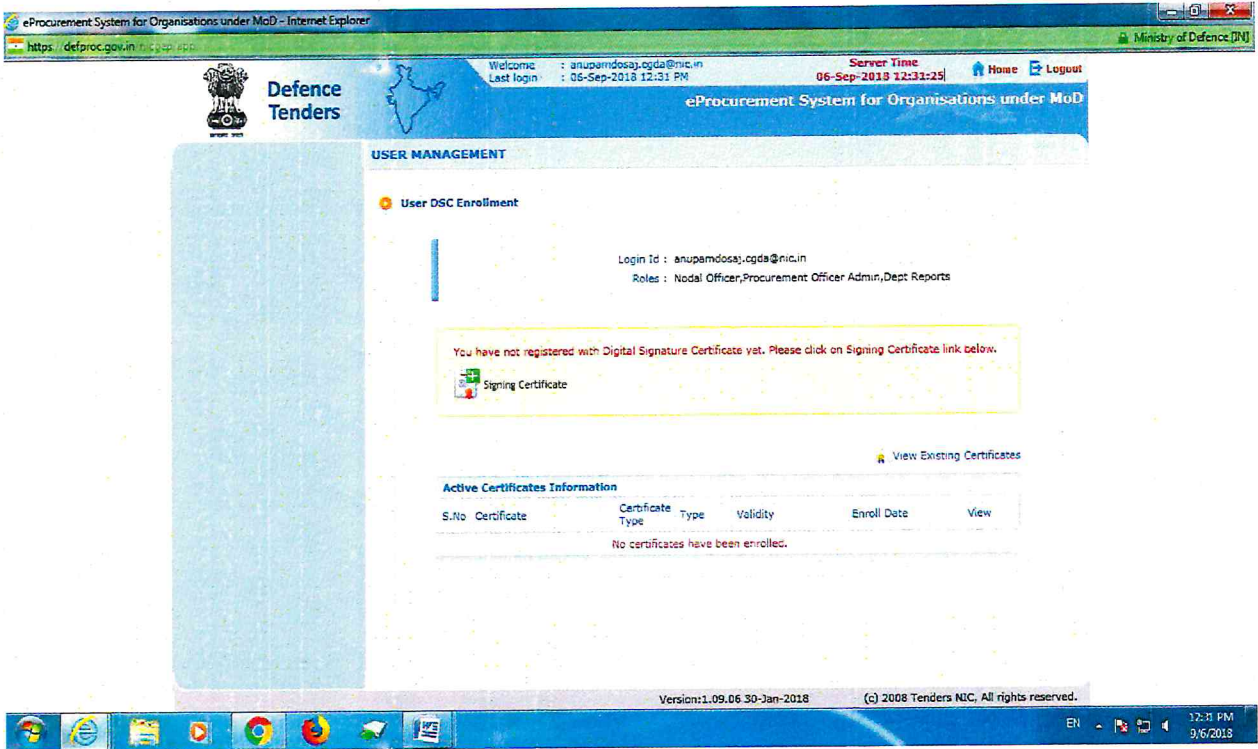
screen after password generation: Process for generation of password completed



Run the following file : digital signature certificate

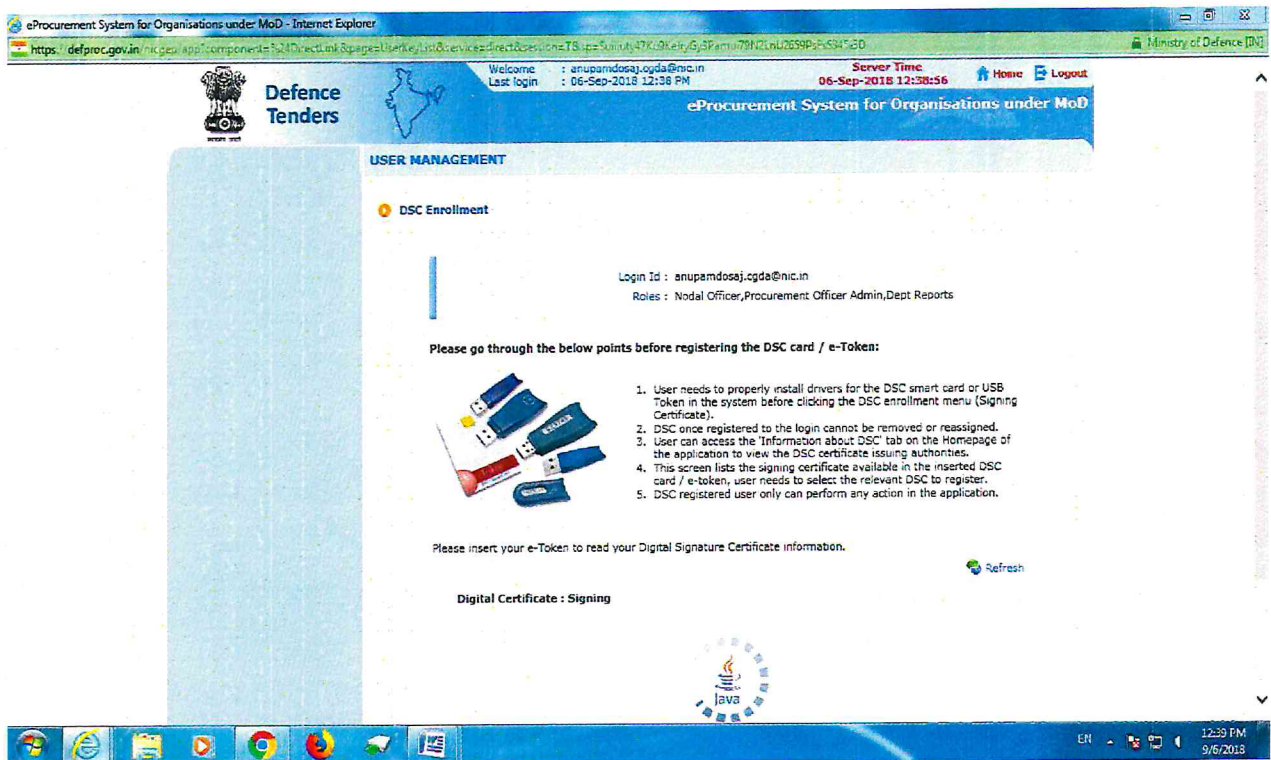


Click on OK. Process completed.



User management

1. Check digital signature certificate.



2. Follow the procedure for digital signature certificate



eProcurement System for Organisations under MoD - Internet Explorer
https://defproc.gov.in/... Ministry of Defence [IN]

USER MANAGEMENT

DSC Enrollment

Login Id : anupamdosaj.cgda@nic.in
Roles : Nodal Officer,Procurement Officer Admin,Dept Reports

Please go through the below points before registering the DSC card / e-Token:

1. User needs to properly install drivers for the DSC smart card or USB Token in the system before clicking the DSC enrollment menu (Signing Certificate).
2. DSC once registered to the login cannot be removed or reassigned.
3. User can access the 'Information about DSC' tab on the Homepage of the application to view the DSC certificate issuing authorities.
4. This screen lists the signing certificate available in the inserted DSC card / e-token, user needs to select the relevant DSC to register.
5. DSC registered user only can perform any action in the application.

Please insert your e-Token to read your Digital Signature Certificate information.

Refresh

Certificate	Issued By	Type	Expiry Date
ANUPAM DOSAJ	SalesCrypt.sub-CA fo...	Signing	15-Jun-2019 03:36 PM
AMIT KUMAR	SalesCrypt.sub-CA fo...	Signing	08-Aug-2019 10:04 AM

OK

12:35 PM 9/6/2018

DSC screen will display after plugin the token.

eProcurement System for Organisations under MoD - Internet Explorer
https://defproc.gov.in/... Ministry of Defence [IN]

Token Administration Utility

Digital IDs Token Integration Help

Reader or Token Name	Token Status
ANUPAM DOSAJ	operational

Login Id : anupamdosaj.cgda@nic.in
Roles : Nodal Officer,Procurement Officer Admin,Dept Reports

Please go through the below points before registering the DSC card / e-Token:

1. User needs to properly install drivers for the DSC smart card or USB Token in the system before clicking the DSC enrollment menu (Signing Certificate).
2. DSC once registered to the login cannot be removed or reassigned.
3. User can access the 'Information about DSC' tab on the Homepage of the application to view the DSC certificate issuing authorities.
4. This screen lists the signing certificate available in the inserted DSC card / e-token, user needs to select the relevant DSC to register.
5. DSC registered user only can perform any action in the application.

Please insert your e-Token to read your Digital Signature Certificate information.

Refresh

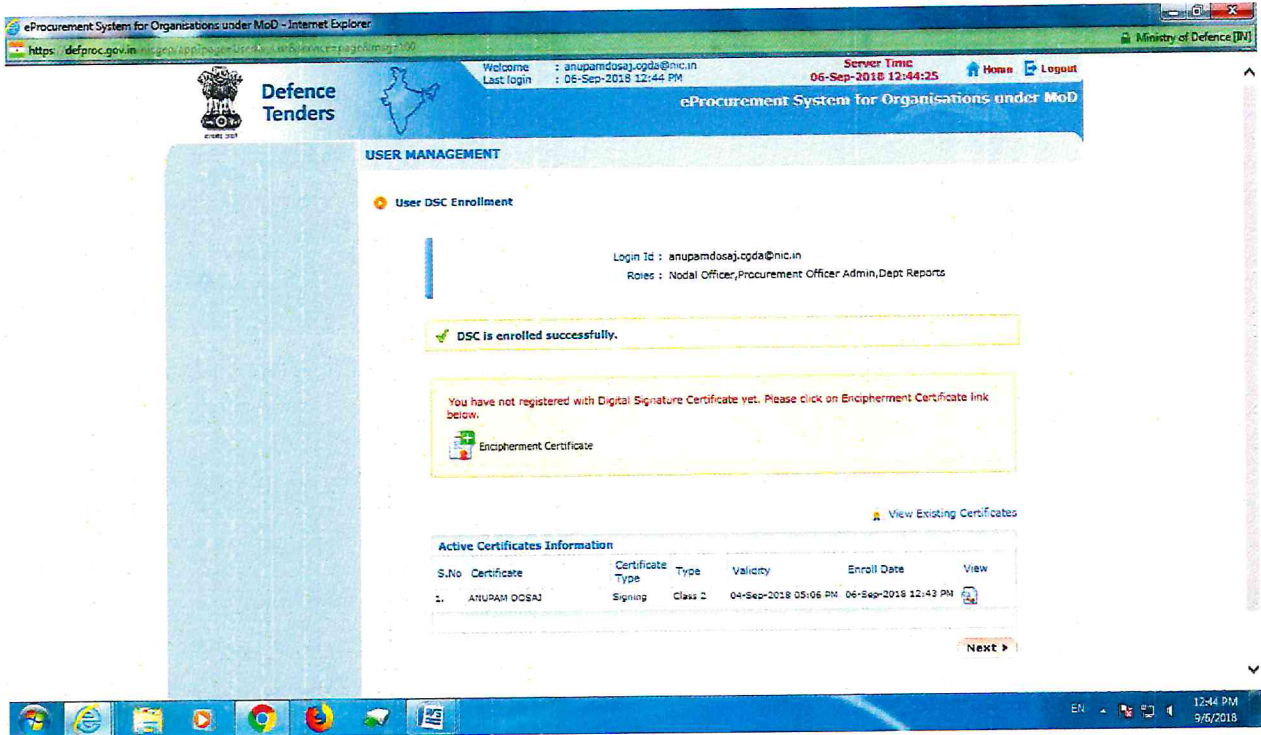
Certificate	Message	Expiry Date
ANUPAM DOSAJ	DSC is enrolled successfully.	15-Jun-2019 03:36 PM
AMIT KUMAR		08-Aug-2019 10:04 AM

OK

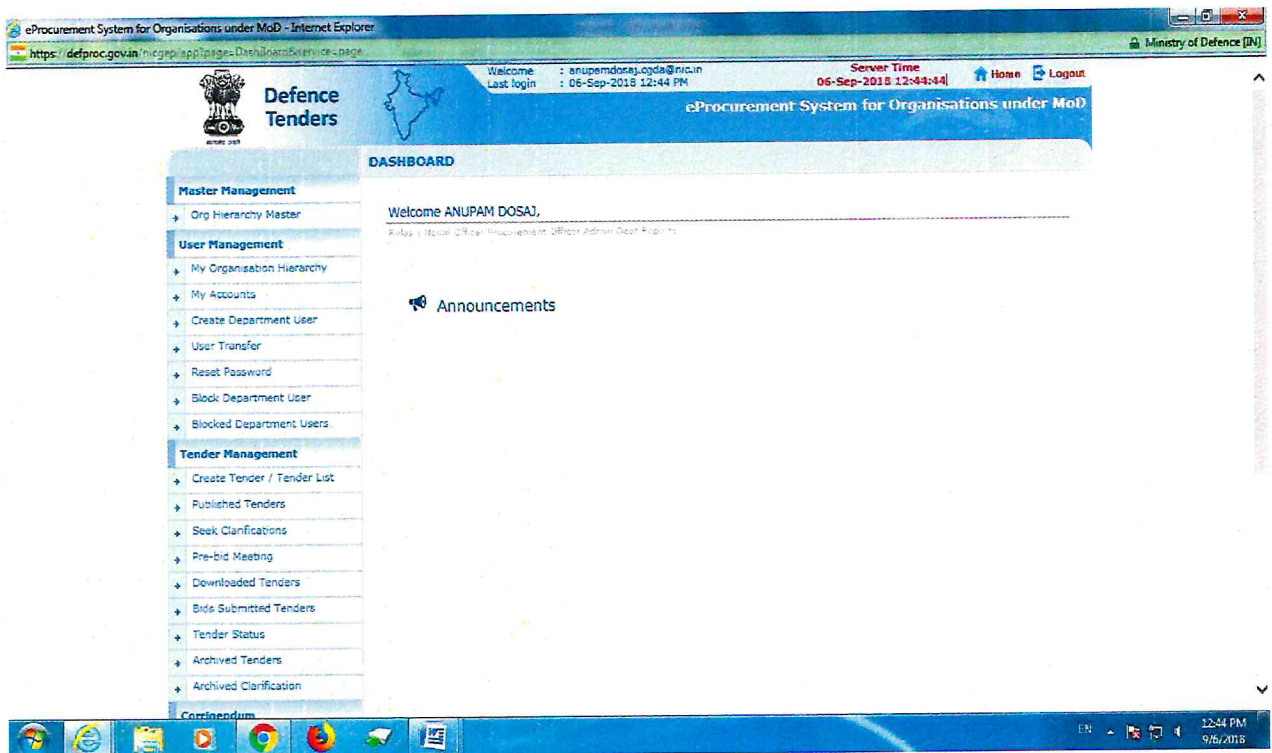
Back

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12:43 PM 9/6/2018



Click on next button.



Create department user screen. Follow the steps and create department users.

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Defence Tenders
eProcurement System for Organisations under MoD

Welcome : akumar.dad@gov.in
Last login : 31-Aug-2018 12:51 PM
Server Time : 31-Aug-2018 15:23:35
Home Logout

USER MANAGEMENT

Department Users List

Search

Login Id:
User Name:
User Status:

New User

S.No	Login Id	User Name	Organisation Chain	View
No users found.				

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3:23 PM 8/31/2018

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Defence Tenders
eProcurement System for Organisations under MoD

Welcome : akumar.dad@gov.in
Last login : 31-Aug-2018 12:51 PM
Server Time : 31-Aug-2018 15:23:53
Name Logout

USER MANAGEMENT

Master Management

- Org Hierarchy Master

User Management

- My Organisation Hierarchy
- My Accounts
- Create Department User
- User Transfer
- Reset Password
- Block Department User
- Blocked Department Users

Department Users

Select User Level

Organisation: Controller General of Defence Accounts

Department: -Select-

Division: -Select-

Sub Division: -Select-

Branch: -Select-

Block: -Select-

Back Next

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3:23 PM 8/31/2018

https://defproc.gov.in/ncsp/... Ministry of Defence [IN] Search...

Defence Tenders eProcurement System for Organisations under MoD

Welcome : skumar.dad@gov.in Server Time : 31-Aug-2018 15:24:54 Home Logout
Last login : 31-Aug-2018 12:51 PM

USER MANAGEMENT

- Master Management
 - Org Hierarchy Master
- User Management
 - My Organisation Hierarchy
 - My Accounts
 - Create Department User
 - User Transfer
 - Reset Password
 - Block Department User
 - Blocked Department Users

Department Users

Select User Level

Organisation: Controller General of Defence Accounts
 Department: Pr. CDA Bangalore (Main Office) - O
 Division: -Select-
 Sub Division: -Select-
 Branch: -Select-
 Block: -Select-

Back Next

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https://defproc.gov.in/ncsp/... Ministry of Defence [IN] Search...

Defence Tenders eProcurement System for Organisations under MoD

Welcome : skumar.dad@gov.in Server Time : 31-Aug-2018 15:24:54 Home Logout
Last login : 31-Aug-2018 12:51 PM

USER MANAGEMENT

- Master Management
 - Org Hierarchy Master
- User Management
 - My Organisation Hierarchy
 - My Accounts
 - Create Department User
 - User Transfer
 - Reset Password
 - Block Department User
 - Blocked Department Users

Department Users

Select User Level

Department: Pr. CDA Bangalore (Main Office) - CGDA
 Division:
 Sub Division:
 Branch:
 Block:

Cancel

You have selected Department User

Personal Details

Title * Mr
 First Name * ghanshyam
 Last Name * kumar
 DOB (Date Of Birth)* 12/07/1989
 Enter email address for login id. e.g: prakash_chandru@gov.in
 Login Id * shyamghn@yahoo.com
 Designation* ACGDA

Contact Details

You have entered 38 of 250 Characters.
 Contact Address * Pr. CDA Bangalore (Main Office) - CGDA
 Correspondence Email * ghanshyam123@nic.in
 (Correspondence Email ID can be same as Login ID. All the mail correspondence will be send only to the correspondence Email ID.)
 Phone Details e.g: +91 044 22272445
 Phone * 91 080 25545101

eProcurement System for Organisations under MoD - Internet Explorer
https://defproc.gov.in/index.php Ministry of Defence [IN]

Contact Details

Published Corrigendum
Auction Management
Tender cum Auction
Published Auction
Create Auction Corrigendum
Published Auction Corrigendum
View Live Auction
View Auction History
Bid Management
Bid History

You have entered 0 of 250 Characters.

Contact Address *

Correspondence Email *
(Correspondence Email ID can be same as Login ID. All the mail correspondence will be send only to the correspondence Email ID.)

Phone Details eg: +91 044 22272449
Phone * 91
Fax Details eg: +91 044 22272449
Fax * 91
Mobile *

User Roles
Please select Role(s) for the user

- Nodal Officer
- Procurement Officer Admin
- Procurement Officer Opener
- Procurement Officer Evaluator
- Procurement Officer Publisher

Please read the question below and enter the answer in the text box
In the following list what appears first: 73, 92, 45

Change Question

Answer *

Cancel Submit

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