

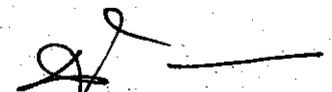
No.DB1/7942/2013/CE/LSGD

Dated : 05.06.2014

Circular

This office vide circular no. DB1/7942/2013/CE/LSGD, dated 10/10/2013 has directed all the officers connected with e-tendering to submit the application [Annexure 1(a) & 1(b)] for issuing user name in e-tendering website. Many of them has submitted the application carelessly not even writing the spelling of the e-mail ID clearly. This has created problems in accessing created login IDs. Hence all those applying for user ID may fill up the Annexure 1(a) & 1(b) forms in printed form (not to be hand written) and submit it to the Nodal Officer, Office of the Chief Engineer, LSGD, Thiruvananthapuram. It is advised that the login ID shall be the personal e-mail ID, instead of official ID. It is also mandatory to write the mobile no. and land phone no. (official or personal).

Annexure 1(a) & 1(b) in MS word format is available in Proforma section of home page [www.celsgd.com](http://www.celsgd.com).

  
Chief Engineer

Encl : Annexure 1(a) & 1(b)

## Annexure 1 (a)

### The Kerala Govt Tenders Information System

<https://etenders.kerala.gov.in>

#### Request Form for Tenders Administrative Account

Personal Details			
1.	Title*	:	Mr./Mrs./Ms./Dr./Sri.
2.	First Name*	:	
	Last Name*	:	
3.	Date of Birth* (DD/MM/YYYY)	:	
4.	Mother's Name	:	
5.	Login ID* (eg: <a href="mailto:abc@gmail.com">abc@gmail.com</a> )	:	
6.	Organization Name*	:	Local Self Government Department
7.	Department/ Circle* (District)	:	
8.	Division* (DP/BP/GP/Corp/Muni)	:	
9.	Designation*	:	
10.	Hint Question*	:	(Need not be filled up)
11.	Hint Answer*	:	(Need not be filled up)
12.	Address 1*	:	
13.	Address 2	:	
14.	District	:	
15.	City*	:	
16.	Alternate E-mail ID*	:	
17.	Phone*	:	91: (STD) (No)
18.	Fax	:	91: (STD) (No)
19.	Mobile*	:	
20.	User Roles*	:	Tender Creator/ Publisher/ Bid Opener/ Evaluator (Select one or more as applicable)

Date:

Signature of Tender Inviting Authority

Name:-----

Seal:

Note: The requested tenders administration accounts details will be communicated by e-mail.

Disclaimer: The account is meant for publishing and maintaining the tenders information on Government e-procurement System Tenders Portal. The sole responsibility of the accuracy and validity of User Information/ Contents in the Tender documents shall rest with the authorized user of the Account. i.e., the concerned Tender inviting Authority is responsible for Tender Administration. NIC shall be responsible only for ensuring the system performance and security.

## Annexure -1 (b)

(All the details are mandatory)

1. Name of Officer :
  2. PEN No. :
  3. Mobile Number :
  4. Correspondence E-mail ID :
  5. Address for Communication :
  
  6. Department : Local Self Government Department
  7. District :
  8. Local Self Government Institution
    - a. Corporation :
    - b. Municipality :
    - c. District Panchayat :
    - d. Block Panchayat :
    - e. Grama Panchayat :
- (Officers of Grama/ Block Panchayat must fill up the District, Block & Grama Panchayat names)
9. Official Address with Pincode :
  
  10. Office Phone Number :

Certified that the details furnished above are true

Place:

Date:

Signature

**Note:**

1. In Annexure 1 (a), Login ID shall be personal e-mail ID
2. Office land phone number is a must