

**Government of India**  
**Department of Telecomm**  
**IT Cell**

File No. 1-2/2010-11/ADG/IT/II

FTS No.: 6832

Dated: 27.09.2010

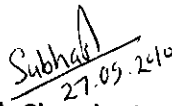
**Circular**

**Sub: Publishing of Tenders on Tender Portal of Government of India**

As per Rule 150 titled Advertised Tender Enquiry of GFR, 2005 "An organization having it's own website should also publish all it's advertised tender enquiries on the departmental website and provide a link with NIC website <http://tenders.gov.in>".

IT Cell, DOT has made necessary arrangement for administration of tenders floated by DOT HQ and it's field units on NIC website <http://tenders.gov.in>". All concerned are hereby informed that any tender to be published on DOT website <http://dot.gov.in> shall also be simultaneously published on Tender Portal of Government of India.

It is therefore requested all tenders, henceforth, to be published on DOT website must be accompanied by duly filled (soft copy only) Tender Administration form (proforma attached herewith) for better administration of tenders on NIC website <http://tenders.gov.in>.

  
Subhash Chandra Kesarwani  
ADG (IT-II)  
Tel: 011-23036158

Encl: (1) Performa of Tender Administrator Form

Copy to:

- (1) The Director (IT), for information please
- (2) The DDG (C&A), for information please
- (3) The AS (T), for information please
- (4) The Director (OL) with a request to provide soft coy of Hindi Translation of above Circular at [dotwebadmin@gmail.com](mailto:dotwebadmin@gmail.com)/ [webadmin-dot@nic.in](mailto:webadmin-dot@nic.in)
- (5) Office copy

## Tender Administration Form

### (Part-I)

Name of Section/Cell/Field Unit:

#### Tender's Pre-Bid Details:

- (1) Title of Tender:
  
- (2) Tender Reference No.
- (3) Tender Value:
- (4) EMD:
- (5) Document Cost:
- (6) Tender Type (Buy/Auction/ Work Contract/ Service Contract):
- (7) Type of Bidding (Single/Two/Three/Four):
- (8) Location:
- (9) Date of floating Tender:
- (10) Last Date and time of document collection:
- (11) Last date and time of bid submission:
- (12) Tender opening date and time:
- (13) Work description:
- (14) Prequalification:
  
- (15) Date and time of Pre Bid Meet:
- (16) **Contact Person:**
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  
  - (d) Phone:
  - (e) Mobile:
  - (f) Fax:
  
- (17) **Hindi Translation of Tender document:**  
Attached herewith for simultaneous uploading (Yes/No)-  
OR  
Document sent for Hindi Translation (Yes/No)-

**Part-II**  
**(for the use of IT Cell, DOT)**

**Tender ID:**

**Date of publishing on Tender Portal:**

Please send the duly filled Tender Administration Form may be mailed at:

[webadmin-dot@nic.in](mailto:webadmin-dot@nic.in) / [dotwebadmin@gmail.com](mailto:dotwebadmin@gmail.com) /

## **Tender Administration Form**

### **(Part-III)**

#### **(To be sent after the award of Tender)**

**Name of Section/Cell/Field Unit:**

**Tender's Post Bid Details:**

- (1) Title of Tender:
  
- (2) Tender Reference No.
- (3) Tender Type(Buy/Auction/ Work Contract/ Service Contract):
- (4) Type of Bidding(Single/Two/Three/Four):
- (5) Location:
- (6) Last date and time of bid submission:
- (7) Tender opening date and time:
- (8) Mode of Tender Enquiry:
- (9) Date of Publication of NIT:
- (10) No. of bids received:
- (11) Name(s) of Parties qualified:
  
- (12) Name(s) of Parties not qualified:
  
- (13) Whether contract awarded to the lowest tenderer / Evaluated L1:
- (14) Contract No. & Date:
- (15) Contract valid upto:
- (16) Name of Contractor:
  
- (17) Actual value of contract:
- (18) Scheduled date of completion of supplies:
- (19) Bid award document: to be sent at [webadmin-dot@nic.in](mailto:webadmin-dot@nic.in)  
[/dotwebadmin@gmail.com](mailto:dotwebadmin@gmail.com)

Please send the duly filled Tender Administration Form at:

[webadmin-dot@nic.in](mailto:webadmin-dot@nic.in) / [dotwebadmin@gmail.com](mailto:dotwebadmin@gmail.com) /