

**CIRCULAR**

**Sub:-** Formation of E-tendering cell for implementation of E-tendering system in NIC's e-tender portal (<https://mahatenders.gov.in>) ..reg.

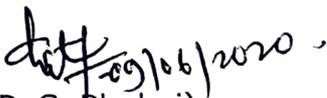
VC&MD has accorded approval to use NIC's e-tender portal <https://mahatenders.gov.in> and formation of E-tendering cell. Accordingly, E-tendering cell is formed in CIDCO. This E-tendering cell will be monitored by EE(NM). This cell would be responsible for all E tendering activities such as tender creation, publishing, interaction with bidders etc. One permanent employee in the cadre of C/T is also appointed in E-tendering cell for the above purpose.

Nodal officer of CIDCO has been created in the name of SE(HQ) on the portal. As per the provision, the undersigned has further created sub-users and assigned the roles to respective circle SEs and nodal EEs such as Procurement officer Admin/Creator, Procurement officer Publisher, Procurement officer Opener, Procurement officer Evaluator, Department reports etc. for implementation of E-tendering system for their nodal works. Necessary training has been given by NIC on MS teams to all sub-users i.e. nodal EEs/SEs for implementation of E-tendering system.

For implementation of E-tendering system, following four sub-users will be required Digital signature (DSC) keys i.e. respective nodal EE, concern SE, C/T of e-tendering Cell and representative of Accounts section.

All SEs & EEs are requested to note the above and start publishing tenders on the portal.

This is issued as approved by CE(NM).

  
(P. S. Phulari)  
**SE(HQ)/32897**

To,  
All SE's ( )

All EE's ( )

Copy to: EE(NM)..for necessary action.

Cc for information to: CE(NM)/CE(NMIA)/ CE(SP)/CAO/CT&CP/ ACE (I & Metro)/ ACE (II)/ ACE (III)/SM/M(P)

Cc for information to: P.S. to VC&MD/ P.S. to Jt. MD. (AM)/ / P.S. to Jt.MD(PN)/ / P.S. to Jt.MD(AS)/P.S. to CVO