

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM -33

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No.DB1/7942/2010/CE/LSGD

Dated:23/08/2018

CIRCULAR

Sub:- LSGD – Engineering Wing - Mapping of Bank Account details to e-tender portal -
Reg.

Ref:- 1) This office circular of even No. dated:18.4.2018,17.8.2017 and 7.11.2017.
2) E-mail message received form Kerala State IT Mission dtd 28.7.2018.

Detailed guide lines were issued vide circular cited 1st, for the mapping of separate bank account for each LSGIs for e-tendering in the e-tender portal. But several LSGIs have not submitted the bank account details to the IT Mission in the prescribed Proforma for mapping. State Bank of India and IT Mission have completed mapping of bank accounts submitted by various LSGIs till now in the specified Proforma. IT Mission have already communicated the conformation of the mapping to the respective officers by return e-mail.

Now Kerala State IT Mission (KSITM) has informed vide reference cited 2nd that State Bank of India (SBI) has notified fresh guidelines for account mapping and all the new applications shall comply that instructions. All further requests shall be submitted in the prescribed proforma named as “**e-tendering Participation Request form**” enclosed along with this. The request should also include

- (1) Cancelled cheque leaf
- (2) Statement of accounts

In case of none of the above two documents are available the Tender Inviting Authority (TIA) may submit the duly filled-in and signed copy of “Bank Account conformation letter” enclosed along with this. The details against the Serial Nos.3, 4, 5, 7, 8, 9 & 10 in the request form should be mandatorily filled.

(The TIAs are also to inform the TIA structure as present in the E-procurement system, and shall be noted in the e-mail body. For example: Local Self Government Department||Alappuzha||Block Panchayath.Sub Division Office ALP||O/O Asst. Exec Engg Chengannur Block Panchayath OR Local Self Government Department||Idukki||Grama Panchayath Section Office IDK||Office of the AE Munnar Grama Panchayath.)

The request form should be duly signed and sealed. The request form without sign and Seal would not be considered for processing. The filled-in and signed copy of the e-tendering Participation Request form and supporting documents with covering letter should be send mandatorily to the following address in hard copy.

To

The Director,
Kerala State IT Mission
e-procurement pmu office(Ground Floor)
Old pension treasury Building T.C.No.82/3 & 13
Uppalam road, Statue, Thiruvananthapuram. -695001

Scanned copy of the all the above documents should be send to the following email ids

- 1) devi.ksitm@kerala.gov.in
- 2) sreeekumarms.ksitm@kerala.gov.in

In the light of the fresh guidelines above by SBI, all LSGIs (**especially Grama Panchayaths and Block Panchayaths**) whose accounts are not mapped to e-tender portal till now are directed to follow above directions scrupulously. It is also clarified that the Bank account is mapped in the name of LSGIs. So if more than one implementing officer (Tender Inviting Authority) is there in an LSGI Engineering Wing Office, there is no need for mapping accounts for each implementing officer of that office separately to the E-tender portal.

- Encl:-
- 1) E-tendering participation Request Form
 - 2) Bank Account Conformation Letter Form

Yours Faithfully,


Chief Engineer

Copy to: All the Head of the LSGI Engineering Wing offices

Sha/



GOVERNMENT OF KERALA

e-Tendering Participation Request Form (To be submitted in duplicate)

No.	Particulars	Details																				
1	Name of Participating Dept. (no special characters or numbers; max 100 characters including spaces)																					
2	Type of TIA																					
3	Address of Department																					
4	Executive Head/ Designated Officer of the Department																					
5	Phone Number of Executive Head/ Designated Officer																					
If settlement to Treasury, provide the details below																						
6	If Govt. account, share the codes for Dept, Treasury, DDO and Office	<table border="1"><thead><tr><th>Dept Code</th><th>Treasury Code</th><th>DDO Code</th><th>Office Code</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Dept Code	Treasury Code	DDO Code	Office Code																
Dept Code	Treasury Code	DDO Code	Office Code																			
If settlement to bank account, provide the details below																						
7	TIA Account Name																					
8	TIA Account Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
9	Bank Branch Name																					
10	Branch IFSC	<table border="1"><tr><td>S</td><td>B</td><td>I</td><td>N</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	B	I	N																
S	B	I	N																			

Please attach the following 2 documents along with this form for verification by Bank

- 1) Cancelled cheque leaf / Bank account confirmation letter from the branch
- 2) Statement of account

Authorised Signatory
(Participating Department)
(Signature and Seal)

Authorised Signatory
Kerala State IT Mission
(Signature and Seal)

-----Office Use Only-----

State Bank of India, Local Head Office, Poojappura, Thiruvananthapuram - 695012

Maker

Checker

Assistant General Manager,
State Bank of India,
Government Business Unit,
Local Head Office,
Poojappura,
Thiruvananthapuram – 695012

Date: _____

Madam/Dear Sir,

BANK ACCOUNT CONFIRMATION LETTER

We confirm that the following account number _____ (account no.)

is in the name of _____

_____ (Dept. Name) maintained

at our _____ branch.

This letter is being furnished as per customer's request.

Regards,

(Signature and Branch Seal)

Branch Name: _____

Branch IFSC Code: _____

Designation: AGM / CM / Branch Manager