

No.DB1/7942/10/CE/LSGD

Dated: 03.06.2015

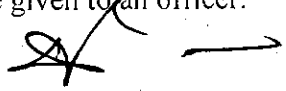
Circular

Government have made e-tendering compulsory for all tendering works for all departments. The following guidelines for e-tendering is already in force in LSGD.

- 1) The Engineer (Implementing Officer) of each Local Self Government Institution should have a separate user ID and Digital Signature certificate (DSC) for doing the e-tendering.
- 2) If an Assistant Engineer/ Assistant Executive Engineer having the charge of 2 Grama / Block Panchayths Section/ Sub Division office and if the Engineer gets, full additional charge of another Grama/ Block Panchayaths due to absence of an Assistant Engineer/ Assistant Executive Engineer in that Grama/ Block Panchayth, the Engineer has to obtain 3 (2+1) user IDs and 3 DSCs for e-tendering.

Many complains have received in this regard that getting a new DSC for additional charge office is time consuming and results in delay in e-tendering. Hence the following directions are issued in this regard.

- 1) The Engineer (Implementing officer) originally having charge of 2 LSGIs (GP or BP) as per the regrouping order should compulsorily procure two DSCs and 2 user IDs for the 2 LSGIs.
- 2) If an Engineer gets an additional charge of another LSGI, then the officer should inform the difficulty of procuring another DSC and user ID and gets a resolution/approval from the LSGI (additional charge) for publishing the tenders of that local body through the Head Quarter, Grama/Block Panchayaths user IDs. The Newspaper advertisements, (window advertisement) shall be given specifying the name of the LSGI from which the tender has been invited and the details from where the tenders can be accessed.
- 3) The above procedure is initiated to avoid procuring a new digital signature certificate (DSC) for temporary full additional charge given to an officer.


Chief Engineer