**Annexure 1 (a)**

**The Kerala Govt Tenders Information System**

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

**Request Form for Tenders Administrative Account**

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| **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: abc@gmail.com) | : |  |
| 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

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| **Annexure 1 (c)**  |
| **The Kerala Government Tenders Information System** |
| [https://etenders,kerala.gov.in](https://etenders,kerala.gov.in/) |
| **Request Form for User ID Transfer**  |
|  |  |  |
| **Personal Details**  |
| 1 | Title  | : Mr./Mrs./Ms./Dr./Sri. |
| 2 | First Name | :  |
| 3 | Last Name | : |
| 4 | Date of Birth (DD/MM/YYY)  | : |
| **Office details before transfer** |
| 1 | Present login ID |   |
| 2 | Organization Name | Local Self Government Department  |
| 3 | District |   |
| 4 | Name of Local body |   |
| 5 | Designation |   |
| 6 | User Roles | : Tender Creator/Publisher/Bid Opener/Evaluator (Select one more application)  |
| **Office details after transfer** |
| 1 | District |   |
| 2 | Name of Local body | : |
| 3 | Designation | : |
| 4 | Communication E-mail ID | : |
| 5 | Phone (Land line) | : 91: (STD) (No)  |
| 6 | Mobile | : 91:  |
| 7 | User Roles | : Tender Creator/Publisher/Bid Opener/Evaluator (Select one more application)  |
| All the details are mandatory certified that the details sumitted above are true and correct to the best of my knowledge and belief .  |
|
|  |  |  |
| Place : |  | Signature: |
| Date :  |  | Name: |