

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

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No.DB1-7942/2013/CE/LSGD

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CIRCULAR

Government vide GO (MS) No. 318/2013/LSGD dated 28.09.2013, has implemented e-tendering in LSGD for works costing 5 Lakhs and above. A zero balance account may be opened in the nearest State Bank of Travancore (SBT) Branch, by the officers authorized by the above Government Order. The account number may be intimated to the Chief Engineer, LSGD with an attested copy of the front page of the Pass Book. This will be transferred to Kerala State IT Mission for incorporating the bank account to the respective local bodies. This is essential for e-tendering process. Executive Engineer of District Panchayaths may also list the names of offices (Grama/Block/District Panchayath) whose tenders are operated through his account as per the Government Order mentioned above the Kerala State IT Mission which is the nodal agency for implementation of e-tendering may require some time for incorporation of Bank Accounts for the respective local bodies. Hence the bank accounts will be mapped in the respective local bodies on first come first serve basis.

Digital Signature Certificate (DSC) Class II type is a must for all the departmental officers for executing the e-tendering. The contractors who wish to participate in the e-tender must have DSC. They should procure it from authorized agencies like e-mundra, TCS etc. NIC will not supply it to contractors. The cost for one DSC supplied by National Informatics Centre (NIC) is @ Rs. 555/- and is valid for 2 years. Normally, NIC is issuing DSC for the departmental officers. But due to large number of applications, the Kerala State IT Mission is in the process of empanelling some private agencies for supplying DSCs to departmental officers. The cost and name of the agencies will be intimated in due course. The application for DSC may be directly submitted to NIC by the respective officers. The details for procurement of DSC from NIC is available with www.nicca.nic.in.

(..contd.2..)

(.. 2...)

All the Engineers who heads the Engineering Wing of a Local Self Government Institution must procure separate DSC for each institution. If an officer pocessing DSC for a particular local body is transferred, he should intimate the transfer to the NIC and get his DSC validated to the new office. He should also inform the same to the Nodal officer, Office of the Chief Engineer, LSGD, Thiruvananthapuram.

Geethakrishnan K.I, Assistant Executive Engineer, Office of the chief Engineer, LSGD is the nodal officer (email: nodalofficerlsgd@gmail.com) for e-tendering in LSGD. For obtaining user name for e-tendering, the duly filled proforma – 1 attached with this circular shall be submitted in hard copy to the nodal officer.

As per NIC guidelines 3 authorized users shall be fixed for e-tendering of which minimum 2 are required to open the tenders. The authorized 3 users in LSGD for the various Local bodies shall be as follows.

- i) **Grama Panchayath** – Assistant Executive Engineers of Block Panchayath, Assistant Engineer of Block Panchayath & Assistant Engineer of respective Grama Panchayath
- ii) **Block Panchayath** - Assistant Executive Engineer of Block Panchayath, Assistant Engineer of Block Panchayath & Assistant Engineer of the respective Grama Panchayath where the particular work is proposed.
- iii) **District Panchayath** – Executive Engineer of District Panchayath, Assistant Executive Engineer of District Panchayath & Divisional Accountant of District Panchayath.
- iv) **Municipal Corporation** – Corporation Engineer, Executive Engineer of the Corporation & Assistant Executive Engineer of the respective section.

(..contd..3)

(...3....)

v) **Municipalities**

(a) **Municipalities where Executive Engineer is the head of the Engineering Wing**

Head of the Engineering Wing (Executive Engineer), Assistant/Assistant Executive Engineers of the Municipality & (if not available) One 1st Grade Overseer of the Municipality.

(b) **Municipalities where Assistant Executive Engineer is the Head of the Engineering Wing**

Head of the Engineering Wing (Assistant Executive Engineer), Two Assistant Engineers of the Municipality or One Assistant Engineer and one First Grade/Senior most Second Grade Overseer of the Municipality.

(c) **Municipalities where Assistant Engineer is the head of the Engineering Wing**

Head of the Engineering Wing (Assistant Engineer), Assistant Executive Engineer of the Municipality or Block Panchayath who check measures the works and one First Grade/Senior Most Second Grade Overseer of the Municipality.



Chief Engineer

n.p/-

The Kerala Govt Tenders Information System

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

Request Form for Tenders Administration Account

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 * say abc@gmail.com : |
| 6 | Organisation Name*: |

| | | |
|----|--|---------------|
| 7 | Dept/Circle*: | |
| 8 | Division*: | Designation*: |
| 9 | Hint Question *: need not be filled up | |
| 10 | Hint Answer *: need not be filled up | |
| 11 | Address 1*: | |
| 12 | Address 2 : | |
| 13 | District: | |
| 14 | City *: | Pincode : |
| 15 | Alternate email id*: | |
| 16 | Phone: 91: STD: No: | |
| 17 | Fax: 91: STD: No: | |
| 18 | Mobile: | |
| 19 | User Roles: Tender Creator / Publisher/ Bid Opener / Evaluator | |
| 20 | (Select one or more as applicable) | |
| 21 | | |

Date:
Signature of Tender Inviting Authority
Name : _____

Seal:

Note: The requested tenders administration accounts details will be communicated by email

Disclaimer: This 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 **Mobile Number** :
- 3 **E-mail ID** :
- 4 **Address for Communication** :
- 5 **Department** : Local Self Government Department
- 6 **District** :

| | | | |
|---|--|----------------------------|---|
| 7 | Local Self Government Institution working (Officers of Grama/Block Panchayath must fill up District/Block/Grama Panchayath where working) | Corporation | : |
| | | Municipality | : |
| | | District Panchayath | : |
| | | Block Panchayth | : |
| | | Grama Panchayath | : |

- 8 **Name of Institution working** :

- 9 **Official address with Pincode** :

Certified that the details furnished above are true.

Place:

Date:

Signature