

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI**

No. F.4/49/02/AR/ 698 - 897

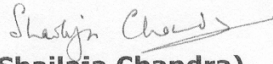
Dated: 11-02-2004

**OFFICE ORDER**

In pursuance of orders issued by the Central Vigilance Commission vide their letter No.98/ORD/1 dated 18<sup>th</sup> December, 2003 and in order to bring about greater transparency and curb malpractices, the following instructions are issued for compliance by all government departments/local bodies/undertakings/autonomous bodies and other institutions of Government of NCT of Delhi:-

- ❖ In addition to the existing rules and practices regarding giving publicity to the issue of tenders through newspapers, trade journals and providing tender documents manually and through post etc. the complete bid documents alongwith the application form shall be published on the website of the organization. It shall be ensured by the concerned organization that the parties making use of this facility through the website are not asked to again obtain some other related documents from the department manually, for the purpose of participating in the tender process. All documents downloaded from the website and filled should be legally valid for participation in the tender process and treated on equal footing with documents obtained from the department through manual process.
- ❖ The complete application form should be available on the web site for purposes of downloading and application made on such a form shall be considered valid for participating in the tender process. This should be kept in portable document format (pdf) so that no change can be made after downloading the forms.
- ❖ The concerned organization must give the website address in all the advertisement/NIT published in the newspaper and indicate that all forms and details are available there.
- ❖ If the concerned organization wishes to charge for the application form downloaded from the computer they may ask the bidding party to pay the amount by draft/cheque etc. at the time of submission of the application form and bid documents.

2. All departments are directed to comply with the above orders with immediate effect. No excuse shall be accepted or forwarded by the Head of Department for delaying the adoption of this practice. Confirmation on action taken may be given to Administrative Reforms Department as the name of organizations who have/have not introduced the measure, is being reported monthly to the CVC. These instructions shall take effect from 1<sup>st</sup> March, 2004 for all such organizations whose web-sites are already functional. All other organizations must ensure that this facility is provided before 1<sup>st</sup> April, 2004.

  
**(Shailaja Chandra)**  
Chief Secretary, Delhi

All Heads of Departments/  
Local & Autonomous Bodies/  
Undertakings & Other Institutions  
of Government of NCT of Delhi.