

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7<sup>TH</sup> LEVEL, "C" WING, DELHI SECRETARIAT, NEW DELHI - 110002**

No.F.4/49/02/AR/ 7156 - 7275

Dated: 12-12-03

To

All Heads of Departments,  
Government of NCT of Delhi.

All Heads of Autonomous Bodies /  
Local Bodies under Govt. of NCT of Delhi.

**Sub.: Tender Information System: Website for Tender Notices.**

Sir/ Madam,

It has been observed that some of the users are uploading the tender notices by using common user-ID and password. This is creating problem in creating proper database for individual items/departments.

2. Further, some of the users do not cancel the earlier tenders before uploading the fresh tender due to change in scope of work etc. This results in duplication of tender notices.
3. In view of the above, it is reiterated that:-
  - (i) User-ID and Password should be kept secret.
  - (ii) All Departments should regularly change their passwords.
  - (iii) All the users have been given separate user-ID and password, they must use the same instead of using others user-ID
  - (iv) Before uploading the fresh tender due to change in scope of work etc., the tender uploaded earlier should be cancelled.
4. The officers responsible for uploading the information should ensure that the above guidelines may be scrupulously followed.

Yours faithfully,

  
(PRAKASH KUMAR)  
SECRETARY (AR)