

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

No.F.4/49/02/AR/ 996

Dated: 7/4/2003

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.

Please refer to the correspondence rested with marginally noted references regarding display of tender information on the website of Delhi government (www.delhigovt.nic.in).

2. It has been observed that a large number of advertisements are being published in the newspaper without uploading them on the website. Departments like Transport, Food & Civil Supplies, D.C. Office, Sales Tax, MCD, NDMC, DJB etc. have not yet started uploading the same on Delhi Government's website with the result that the tenderee can not have complete information about the prospective tenders.

3. It has further been observed that the department which are uploading the information are leaving some fields blank or indicating "not applicable" in the fields where some specific information can be given i.e. PWD is not giving information like "duration".

4. In many of the uploaded tenders one can decipher as to what is the requirement of department. A brief description of departments' requirement needs to be given in the field "Other details". Other conditions may be specified under the field "Specific conditions" to make the information more meaningful.

5. In view of the above, it is reiterated that:-

- (i) All Departments should henceforth put all the tender notices on the website of Delhi Government without fail.
- (ii) The officers responsible for uploading the information should ensure that all the fields are properly filled up and ensure that the tender information provides the basic information about the tender document to reduce the number of queries.

6. It is requested that the above guidelines may please be scrupulously followed.

Yours faithfully,


(**PRAKASH KUMAR**)
SECRETARY (AR)

Copy for information to :

OSD to Chief Secretary.

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R/20691-
20865
dt.14.01.03

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R/281
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