

Roc. No. CMA/ITC/ 21066/2005

Dated: 30.06.2007

CIRCULAR

Sir,

Sub: E-governance- TNUDP III – Updation of ULB websites through online, uploading of tender notices and bid documents and tender monitoring application-Certain instructions- Issued.

Ref: 1.This office letter No.CMA/ITC/29135/2007,
Dated:27.06.2007.

2. G.O. Ms.No.177, Dated 22nd May 2007 Finance (Salaries) Department

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Your attention is invited to the instructions issued in this office letter cited.

2.Training has been provided to all the Programmers, System Administrators and Assistant Programmers working in the O/o. the RDMA's, Corporations and the Municipalities from 28.06.07 to 30.06.07 on updation of the ULB websites through online and uploading of tender notices with bid documents in the Tamil Nadu Government site (<http://tenders.tn.gov.in>), the site developed for CMA's office and the respective ULB websites (<http://municipality.tn.gov.in/tenders>). As a follow on to the above training the following instructions are issued.

- Online updation of the websites should be done on day to day basis regularly without fail.
- While updating the websites, photos have also to be added. Therefore scanner is required. The Commissioners of ULBs are therefore requested to take urgent action to provide scanner to the system available in their office by procuring the same through DGS & D rates. The specification of the scanner shall be "Scanner flat bed A4 and legal size with USB port with resolution 300 dpi ". Funds allotted under 12th Finance

Commission grants for creation of data base /or General Fund of Municipality may be utilized for this purpose.

- As per G.O. Ms. No. 177, Dated 22nd May'2007 of Finance(Salaries) Department, all the tender notices for work costing Rs. 10.00 Lakhs and above should be uploaded in the website of the Govt. of Tamil Nadu (<http://tenders.tn.gov.in>) and this work should start with effect from 1.7.2007. All the Commissioners and the Municipal Engineers of the ULBs are therefore requested to ensure that all the tender notices along with the bid documents mentioned above are uploaded in the site immediately on the day of floating. Tender documents shall be made available for downloading free of cost at the websites.
- A separate portal for online tender monitoring applications has been developed and hosted by the O/o the CMA for all the ULBs of Tamil Nadu (<http://municipality.tn.gov.in/tenders>). Therefore, all the Commissioners and Municipal Engineers of the ULBs are instructed to update and host all the tender notices with bid documents for the works costing more than Rs. 1.00 Lakh and above (including cases more than Rs. 10.00 Lakhs and above) in the websites of the Govt. i.e (<http://tenders.tn.gov.in>), CMA's office (<http://municipality.tn.gov.in/tenders>) and the ULBs from 1.07.2007.
- In addition to the tender notices and bid documents, the details of bid evaluation statement and the successful bidder should also to be uploaded in the sites. Apart from the above, the details of all the tenders floated from 1.04.2006 and the results of the tenders should also be uploaded in the web sites <http://municipality.tn.gov.in/tenders>.
- The Commissioners of the ULBs and the MEs/CEs should personally ensure that the tender documents are uploaded in

the systems by the Assistant Programmers/System Administrators on the day of floating the tender documents. If it is not done they along with the Assistant Programmers/System Administrators will be held responsible for the lapse and dealt severely.

- Generally, the Commissioner is the Tender Inviting Authority and he shall ensure that the tender documents are made available on the websites mentioned above.
- Training should be given to all the Municipal Engineers/Assistant Engineers/Junior Engineers by the Programmers/System Administrators / Assistant Programmers to monitor the uploading of tender documents.
- The Commissioners of the Corporations, RDMA's and the Commissioners of Municipalities are requested to ensure that all the Programmers, Assistant Programmers and System Administrators are provided with separate systems for website updation and uploading of tender notices. The system should be kept virus-free.
- If broad band connection is not available in the system meant for uploading tender documents, this facility should be obtained through Broad band service providers. The dial-up facility if available may be converted into broad band connection. Funds allotted under 12th Finance Commission grants for creation of data base or General Fund of Municipality may be utilized for this purpose.
- Before uploading the tender documents, the correctness of the documents should be verified by the Tender Inviting Authority. Usage of edit provision should be restricted.

- If there is any problem in uploading the tender documents in the site <http://tenders.tn.gov.in>, the contact help desk provided in the site may be utilized by the Programmer or the Assistant Programmer. Alternatively the O/o the CMA may be contacted over phone or through email for clarifications.
- To sort out any problem in updation of ULB websites through online and uploading of tender notices in the site <http://municipality.tn.gov.in/tenders>, the concerned Assistant Programmers may contact the Programmer of RDMA's Office or the O/o the CMA.

3.The above instructions should be scrupulously followed by all the Assistant Programmers of Municipalities and the System Administrators of the Corporations. They should ensure that the tender uploading work becomes operational with effect from 1.07.2007 in the special portal created for the purpose without fail. Failure in this regard will be viewed seriously and disciplinary action will be taken against the defaulters. The monitoring of online tender uploading should be done by the respective Commissioners of the ULBs on day to day basis.

Sd/- Hitesh Kumar Makwana
For Commissioner of Municipal Administration

To

All the Commissioners of Corporation
All the Regional Directors of Municipal Administration
All the Commissioners of Municipalities
All the Executive Officers Grade III Municipalities.
All the Regional Executive Engineers
All the officials of CMA office
All the EEs/AEEs/AEs/ Superintendent of the CMA office

/ Forwarded by order/


Superintendent


30/6/07