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**(Note: - Instruction esa Point no. 5,15,18 dk fo’ks"k /;ku j[ksA)**

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|  |  |  |
| --- | --- | --- |
| Level | Discription | Validity |
| Class III | Encryption+ Signing in Token ( Organizational ) | 2 Years |

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 Hkksiky

 **MP e-Procurement System**

[**https://mptenders.gov.in**](https://mptenders.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@nic.in :(Personal Email ID to be used as Login ID) |
| 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\*: (Correspondence mail-id) |
| 16 | Phone \*: 91: STD: | No: |
| 17 | Fax: 91: STD: | No: |
| 18 | Mobile\* : |
| 19 | User Roles: | Procurement officer Admin (Creator) / Publisher/ Bid Opener / Evaluator / Sub-nodal officer |
| 20 | (Select one or more as applicable) |
| 21 |  |

**Date:**

 **Signature of the official**

 **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 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.

**Instructions to fill up the request form for Tenders Administration Account (World Bank)**

Form consist of 21 rows of personal details.

\*In row 1 Title.

\*In row 2 First name and Last name should be in bold.

\*In row 3 Your Date of Birth.

In row 4 Mothers Name.

\*In row 5 Your personal name based login ID **different from previously used login ID**. (Not necessary the login ID is working) for ex. **Your name is Ram Kishore Sharma, so login id would be rksharma@gmail.com**

\*In row 6 Organization name **MPRRDA**

\*In row 7 Department /Circle.**P&RD**

\*In row 8 Division**PIU name** Designation. **GM/AO**

In row 9 should keep blank.

In row 10 should keep blank.

\*In row 11 Your office address.

In row 12 rest of the address.

In row 13 district

\*In row 14 City and Pincode.

\*In row 15 **Alternate E-Mail ID. This ID must be working because all the codes and related information will be deliverd on this E-Mail id Address. (Previously provided)**

\*In row 16 Phone Number with STD codes.

In row 17 Fax Number with STD codes.

\*In row 18 Mobile Number. **This Mobile Number must be working because all the OTP and related information will be deliverd on this Mobile Number. (Previously provided)**

In row 19 User Roles Nil.

In row 20 Nil.

In row 21 Nil.

Signature / Name /Date/ Seal are must.

\*indicates Mandatory fields.