

Instructions for preparing Tender in e-tender site

Kerala Govt has decided to send tender advertisement report from Eprocurement system to PRD on weekly basis.

The following five information has been finalised by the Govt. for each tender in the PRD report

1. Tender Title - Maximum length is 165
 2. Tender Id
 3. Closing date
 4. Total Value
 5. Tender Inviting authority. - Maximum length is 65.
- [Sample format is attached].

Please limit the Tender Title to 135 characters and Tender Inviting Authority Address to 65 characters at the time of tender creation.

Publishing tenders in ENGLISH news paper is a request of Tender Inviting Authority [TIA].

For English paper publication, we have decided to collect the details using reference number at the time of tender creation.

So it is requested that departments should strictly follow the strategies given below at the time of tender creation :

1. Length of Work Item Title is within 165 characters.
2. Length of Tender Inviting Authority address is within 65 characters.
3. While creating tender Reference number , the following pattern should be used.
 - a) Reference number : Actual number - Means advertisement in malayalam only.
 - b) Reference Number : Actual Number is appended with "/N" means Malayalam and English National circulation.
 - c) Reference Number : Actual Number is appended with "/S" for Malayalam and English State circulation.
 - d) Reference Number : Actual Number is appended with "/SN" for Malayalam, English State Circulation and English National circulation.

Ex:

if your reference number is **PSQ No. 08/2013-14 (20)** then,

- a) **PSQ No. 08/2013-14 (20) ==> only for malayalam.**

b) PSQ No. 08/2013-14 (20)/S ==> Both Malayalam and English (State Circulation).

c) PSQ No. 08/2013-14 (20)/N ==> Both Malayalam and English (National Circulation).

d) PSQ No. 08/2013-14 (20)/SN ==> Both Malayalam and English (National Circulation & State Circulation).

TIA should follow the above said procedure today onwards.

For any further any clarification , please contact Mr. Anzariyaz , Mobile No: 9809459565. , 0471-2488001.or E-Procurement Help Desk.