

**Request Form for Tenders Administration Account**

**Organisation Details**

1	Name of the Organisation	
2	<ul style="list-style-type: none"> <li>● Name of the Ministry</li> <li>● Name of the Department</li> </ul>	
3	Type of the Organisation (Tick the appropriate one)	<input type="checkbox"/> Central Govt. Ministry/Dept. <input type="checkbox"/> State/UT Govt <input type="checkbox"/> Central Govt. PSU <input type="checkbox"/> State Govt. PSU <input type="checkbox"/> Public Sector Bank <input type="checkbox"/> Organisation other than PSU/Bank
4	Location State/UT	

**Contact Details of the Nodal Officer**

5	Name	
6	Designation	
7	Email	
8	Address	
9	Telephone	

**About the CVO**

10	Name	
11	Email	
12	Address	
13	Telephone	

Date:

**Signature of CVO**  
**Seal**

**Disclaimer:** This account is meant for providing a secure mechanism for Administration of Tenders on the Government Tenders Portal. NIC shall be responsible only for ensuring the system performance and security. 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 nodal officer responsible for Tender Administration. The account details will be sent by email.