

**Delhi e-Tendering System**  
<https://govtprocurement.delhi.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/YY)
4	Login ID* say <a href="mailto:abc@gmail.com">abc@gmail.com</a> : <b>(Login ID should be individual's personal id not designation based id)</b>
5	Organization Name*:
6	Dept/Circle*:
7	Division*: _____ Designation*:
8	Address1*:
9	Address2:
10	District:
11	City*: _____ Pincode: _____
12	Correspondence Email ID*: <b>(Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)</b>
13	Phone: 91: _____ STD: _____ No: _____
14	Fax: 91: _____ STD: _____ No: _____
15	Mobile: <b>(All the SMS correspondence will be sent only to this Mobile number)</b>
16	User Roles: _____ Nodal officer/ Tender Creator/Publisher/Bid Opener/Evaluator (select one or more as applicable)

**Date:**

**Signature of Tender Inviting Authority**

**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 Delhi Government 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.