

भारत सरकार

संचार एवं सूचना प्रौद्योगिकी मंत्रालय

सूचना प्रौद्योगिकी विभाग

राष्ट्रीय सूचना – विज्ञान केन्द्र

अण्डमान – निकोबार संघशासित क्षेत्र एकांश

सचिवालय परिसर

पोर्ट ब्लेयर – 744101



सत्यमेव जयते

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NIC/ANUTC/022007/40

26th Feb 2007

Dear Sir,

Ref : Circular on Tender Information System issued by Secretary (IT) dated 9th Feb 2007 (Copy enclosed as Annexure – A)

This has reference to implementation of "Tender Information System (TIS) Ver 2.0" in all the departments of the A & N administration. The Training programme on TIS has been conducted at NIC, Secretariat on 15th Feb 07 for the departments. As planned, it is proposed to implement TIS in the departments from 1st March 2007. TIS will facilitate the department to upload the tender document from the department itself, along with key parameters like estimated cost of tender, last date for sale of tender, tender closing date etc., which are useful for searching purposes. After the tender is uploaded successfully in the TIS, the system will generate a Unique Number for the tender which has to be physically noted down in the hard copy tender document. This Unique Number has to be provided whenever there is a need to refer to the tender in TIS.

The TIS can be accessed at this website address from 1st March 2007 :

"www.and.nic.in/tendersonline"

The issues that need to be addressed while using TIS is given in Annexure – B, enclosed along with this letter. The default user id and password assigned to *your* department for using TIS is given in Annexure – C (Confidential), also enclosed. You are requested to advise the concerned officials in your department to upload the tenders of your department, in the TIS system from 1st March 2007. You may please contact Mrs Anitha, Programmer, NIC, Secretariat, Port Blair, on any operational issues by phone : 232733 or e-mail : tenders@and.nic.in.

With warm regards,

Yours sincerely,

(K. Narayanan)

State Informatics Officer

To : All HOD's of A & N Administration – For necessary action pl.

Copy to : Secretary (Revenue, LSG) and Secretary (IT) – For kind info.

Annexure - B

Issues to be taken care while uploading tenders in TIS :

1. Logging into TIS comprises of two parts (a) user id and (b) password. The default user id and password assigned specifically for your department is given in Annexure – C. Always keep the user id and password details confidential to prevent misuse by others.
2. After logging into TIS for the first time, you will be forced to change the default password. Provide a new password that is at least 5 characters long and use this password whenever you login again to TIS.
3. It is suggested that you change your password periodically. You will be asked to provide another "Confirmation password" for this purpose. The confirmation password for your department is given in Annexure – C.
4. In the first phase, TIS will be implemented at department level only and one login id is assigned for each department. This is planned as the internet and connectivity issues at the other locations in the UT need to be resolved at these places.
5. You may instruct the Sub offices / Division / Regional offices within your department to send the printed copy of the Tender to your office, from where the tender can be uploaded into the TIS using your login id.
6. Do not reveal your login id details and the confirmation password to other departments as well as the sub offices.
7. Once the system is stabilized at the department level, TIS will be extended to the office level and each individual office will be assigned a separate login id to upload their own tender. The details will be intimated in due course.
8. For any reason, if you are not able to upload the tenders from the department, the tender document can be brought in soft copy to NIC and can be uploaded into TIS in a dedicated computer system that is being provided at NIC for this purpose.
9. It is advisable to upload the tenders in "PDF format" (portable document format). The tender document can also optionally be in "doc (Word)" format, though not advisable.
10. Ensure that the soft copy of the tender document to be uploaded does not have any Virus, by checking with a reliable Anti virus vaccine. While uploading, TIS software will do an automatic check for virus in the tender document. If any virus is found, the system will give a warning message and will not allow the tender document to be up loaded. This is required to prevent virus from entering into the Server which can destroy the entire system.
11. Once the tender document is uploaded into the TIS after confirmation, it will be immediately visible to the public in Internet. Therefore, ensure that duplicate, draft tenders and other such tenders are not uploaded into TIS.
12. After uploading the tenders successfully in TIS, you may verify the correctness of the details by accessing the website of the Administration at www.and.nic.in and clicking in the Tenders option in the home page.

13. The uploaded tender documents will be available in TIS normally till the tender date closes. You can take a print out of the uploaded tender document and cross check for correctness and completeness.
14. After the closing date of the tender expires, the tenders can be accessed from the Archives, by providing the Unique No for the tender. The archives module will be released in the next version of TIS.
15. Facilities for activities like cancellation of tenders, off line back up of tenders etc., will be enabled in due course of time, with transaction log and audit trail.
16. Facility will be built in TIS to archive the tender documents in the NIC server, with a parallel Disaster Recovery mechanism. However, you are requested to keep a soft copy of the tender document in your own office for your record and safe keeping. The file name of the soft copy can be the Unique Number for the tender generated by TIS.
17. The tenders will be uploaded in TIS and also published in the newspapers. To synchronize the tender closing date for both these activities, the following is initially proposed :
 - ❖ While uploading the tenders in TIS, you need to mention the Closing date for tenders, which will be the tentative date as will be mentioned in the newspapers.
 - ❖ If for any reason, the closing date as mentioned in the newspapers is different from that given in the TIS, you may make the necessary changes in TIS later. However, a complete log of all such changes made by you will be maintained in the TIS database for monitoring.
18. Provision will be built in TIS to generate various reports like Month wise list of tenders uploaded by each department etc., These will help to ensure that tender details in both TIS and newspapers are co related and uniform, to pinpoint deviations.
19. Periodical changes will be made in the TIS software based on the feedback given by the departments and the usage. These changes will be posted in the TIS website for your reference and follow up action. You are requested to provide us the e-mail id of your department, so that we can intimate you of these changes by e-mail.
