

From

Director, Urban Local Bodies, Haryana,
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To

1. All the Commissioners, Municipal Corporation in the State of Haryana
2. All the Deputy Commissioners in Haryana State.
3. All the Executive Officers/ Secretaries/ Municipal Council/ Committee in the State of Haryana.

Memo No. TA /DULB/2013/ 42823-920
Dated: 15-10-13

Subject: Implementation of Internet based electronic tendering system in various Municipal Corporations/ Councils/ Committees .

On the subject noted above.

It is to inform you that Internet based electronic tendering system is being implemented in various Municipal Corporations/ Councils/ Committees so as to implement the E-Procurement, it is mandatory to acquire the digital signatures. The schedule for training programme for the E-Tendering will be intimated shortly.

The performa for obtaining digital signatures is attached herewith and the digital signatures are to be obtained while following the below said procedure.

"The form has to be filled in single copy & sent to **Mr Gurpreet Lehal NIC 9th floor Haryana Civil Sectt Chandigarh. Ph : 2741141, Mobile : 9417248589.** Please ensure that all the columns are filled correctly especially email-id. This should be individual id of official & not common id of office. Also 1 Photocopy of ID-Proof given in column 6 has to be attached. The form should be signed by official at 2 places & by HOD at 2 places 1 Copy of form should be retained for record at your end. A draft of Rs 755/ per DSC has to be attached alongwith in favour of "National Informatics Centre Chandigarh" payable at Chandigarh. For example if 10 forms are sent then 1 draft of Rs 5550/ has to be sent alongwith."