

लक्षद्वीप संघ राज्य क्षेत्र  
**ADMINISTRATION OF THE  
UNION TERRITORY OF LAKSHADWEEP**  
(सूचना प्रौद्योगिकी विभाग)  
**(DEPARTMENT OF INFORMATION TECHNOLOGY)**  
(लक्षद्वीप सूचना प्रौद्योगिकी सेवाएं समाज)  
**(LAKSHADWEEP INFORMATION TECHNOLOGY SERVICES SOCIETY)**  
कवरत्ती - ६८२ ५५५  
**KAVARATTI - 682 555**

F.No.1/9/2006-IT

Dated: 18.11.2010

**OFFICE MEMORANDUM**

Sub: Adoption of eTendering / eProcurement system for UTL tenders

Ref.: LOA issued to KEONICS even number dated:31.08.2010

I am directed to inform you that Administration of the Union Territory of Lakshadweep (UTL) has decided to implement eTendering / eProcurement system for inviting tenders by various departments under the Administration.

1. The electronic tendering system has been introduced to replace the manual system to achieve greater efficiency and enhanced transparency in the tender process.
2. The new system shall be mandatory adopted in all departments under UTL with effect from 1<sup>st</sup> December 2010.
3. The Lakshadweep Public Works Department shall use eTendering for all works costing above Rs. 90 lakhs and all other departments shall use eTendering for tenders / purchase of value above Rs. 10 Lakhs.
4. The eTender portal has been enabled by M/s Karnataka State Electronics Development Corporation (KEONICS), Bangalore with URL address [www.tenderwizard.com/UTL](http://www.tenderwizard.com/UTL). The copy of the LoA issued to KEONICS is enclosed for your information. The tutorials and user guide have been hosted in the home page of the portal.
5. According to the terms of the agreement, KEONICS shall provide a common portal for all user departments to independently call eTenders and process the tenders in online mode.
6. KEONICS are to provide the needed implementation logistic support including supply of documentation covering 'User Manual' and Vendor Manual covering training/hand holding of each department and also all interested contractors. The contact details of KEONICS help desk is attached for ready reference.
7. The training shall be conducted in batch of 20 participants in Kochi and Kavaratti whenever requested for both officials and contractors.
8. A separate press notice is being issued in 'Lakshadweep Times' and other newspapers to inform the vendors / contractors to register with KEONICS and obtain the User id password.

9. It is, therefore enjoined upon all Heads of Departments to immediately take up the tasks in the following sequence :


- (a) Obtain user id and password from KEONICS along with Class III Digital Signature Certificate in eToken
- (b) Prepare the Tender Notice and tender documents as per the eTender guidelines. The participating vendors / contractors may be given training and guidance on the eTendering procedure.
- (c) The fees for Vendor registration, digital signature will be collected from contractors by the Department of Information Technology, UTL and the same shall be remitted to KEONICS.
- (d) Tendering officials must prepare the soft copies of tender document such as Tender Notice, Technical bids, Price bids, specifications, drawings, etc and any other annexure related to tender and upload it to the site as per dates specified in tender notification. KEONICS shall offer the necessary assistance for the uploading of the documents.

For any queries, the following officials may be contacted

<u>Kochi</u> Mr Lokesh L Mob : 080867-04802  Bangalore Mr Ambasa Ph : 080-40482000	<u>Nodal Officer</u> Mr Manohar MN KEONICS 29/1. Race Course Road, Bangalore- 560 001 Ph : 080-40482000 Fax : 080-4082114
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Payment terms: KEONICS shall raise the invoices on a monthly basis for the tenders hosted and submit to the concerned department.

The payment shall be released to KEONICS within 15 days from the date of submission of invoice.

  
(Dr.N.Vasanthakumar. IAS)  
Secretary (IT)

To,  
All the department heads.