

West Bengal Government E-Tendering System

<https://tenders.wb.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/YYYY)	
4	Designation*:	
5	Login ID* say abc@gmail.com : (Login ID should be individual's personal id not designation based id)	
6	Organization*:	
7	Dept/Circle*:	
8	Division*:	Sub Division*:
9	Section*:	Unit*:
10	Address1*:	
11	Address2:	
12	District*:	
13	City*:	Pincode*:
14	Correspondence Email ID*: (Correspondence Email ID can be same as Login ID. All the mail correspondence will be sent only to the Correspondence Email ID)	
15	Phone: 91:	Fax: 91:
16	Mobile*: (All the SMS correspondence will be sent only to this Mobile number)	
17	User Roles*: ☐ Nodal officer, ☐ Tender Creator, ☐ Tender Publisher, ☐ Bid Opener, ☐ Tender Evaluator, ☐ Tender Accepting Authority (select one or more as applicable)	

Signature of the Applicant

Recommended

Signature & Seal of Higher Authority

- **N.B.:-** i) Attach the forwarding letter with the form.
ii) Login ID should be individual's personal id not designation based id.

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 Government eProcurement 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.