



## **CIRCULAR**

Sub: e- Tendering of works under SDRF (State Disaster Response Fund) – Mapping Sub-division Users-  
Instructions issued-reg:-

Ref:- GO(Ms) No. 432/2018/Fin dated 16/11/2018

Vide reference , the delegation of financial powers of Technical Sanction to Sub Divisional Officers (Assistant Executive Engineers) has been enhanced to Rs 15.00 Lakhs for **reconstruction works related to recent floods 2018**. Vide G.O. (Ms)No. 13/2015/ITD dated 12/05/2015 Government had made it mandatory for all Government Departments/ PSUs/ Autonomous Bodies to adopt e-Procurement (e-Tender)for all tenders above Rs. 5 lakhs.

Procedures to extend, e- Tendering to Sub division offices will consume time and as reconstruction works need to be addressed in a mission mode manner, it is decided to map the Sub division officers in e -Tendering system under their Division offices concerned.

### **FOR IMMEDIATE ACTION OF SUB DIVISIONAL OFFICERS:**

1. DSC (Digital Signature Certificate) of II Class registration to be acquired by the below users.
  - a. Assistant Executive Engineer- **Tender Publisher**
  - b. Head Quarters AE/DB Staff/Head Clerk- **Tender Opener/Evaluator etc.**
2. DSC (Digital Signature Certificate) can be acquired from any of the authorised agency or through Irrigation IT Cell. For guidelines, please go through the instructions published in department website ([www.irrigation.kerala.gov.in](http://www.irrigation.kerala.gov.in)). The officers, who have DSCs may inform Irrigation IT Cell following the guidelines.
3. **The DSCs of sub division officers will be mapped under the division offices concerned.**
4. Sub division users may login e -Tendering system using their login credentials and e- Tender the SDRF works under Division offices.

5. The sub division officers will be solely responsible for the works e -Tendered by them, and the Tender publisher (AEE) should take care that while e- Tendering all the correspondences (Tender Openers/Place of opening/Address/Clarifications etc.) must be of the sub division.
6. The names of works so publishing must follow the format "SDRF-Name of sub Division-Name of work".

Eg:- 1.SDRF\_IrrgSub\_Nenmara-Name of work

2. SDRF\_AddlSub\_Tcr-Name of work

**FOR IMMEDIATE ACTION OF DIVISIONAL OFFICERS(EE):**

In order to extend e -Tendering in sub division offices, the Divisional officers are requested to collect and consolidate the below details of sub division offices and forward to Irrigation IT Cell (in excel format) within two days.

Department	Division	SubDivision	Branch	Department Code	Treasury Code	DDO Code	Office Code

Sample-How to fill up:

Chief Engineer Cauvery Cell Kozhikode	Superintending Engineer Siruvani Project Circle Palakkad	Irrigation Division Malampuzha	Irrigation Subdivision Nenmara	59D	1406	013	013
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**Chief Engineer  
Irrigation & Administration**

