

**Government e-Procurement System
CPP Portal Admin NIC**

Request Form for Tender Administration Account for e-Procure Option on CPP Portal

1. Title: Mr ☐ /Mrs ☐ /Ms ☐ /Dr ☐ /Shri ☐
2. Name:
3. Date of Birth:
4. Mother's Name:
5. Login Id: @mea.gov.in (name based)
6. Organisation Name: Ministry of External Affairs
7. Division:
8. Section :
9. Designation:
10. Office Address:
11. Alternate e-mail id: @mea.gov.in (designation based)
12. Telephone: 011 -
13. Fax: 011 -
14. Mobile: +91 -
15. User Role: Tender Creator ☐ /Publisher ☐ /Bid Opener ☐ /Bid Evaluator ☐
16. Requirement of Digital Signature Certificate : Yes ☐ /No ☐

Date:

Signature with Stamp

Countersigned by Head of Division

Signature of Nodal Officer

Disclaimer: This account is meant for publishing and maintaining the tender information on e-Procurement system tender portal. The sole responsibility of the accuracy and validity of user information/contents in the tender document 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.

Note: Ink-signed original copy shall be sent to US(Computer), Nodal Officer for e-Procurement in Ministry of External Affairs in Room No. 1084 B-Wing, Jawaharlal Nehru Bhawan, 23-D Janpath, New Delhi-110011, Tel: 011-23085305, Email: uscomp@mea.gov.in