



SURVEY OF INDIA

Department of Science & Technology, Government of India

www.surveyofindia.gov.in

Tender Upload Requisition Form cum Forwarding Letter

(All Fields are mandatory, Please tick or fill each point carefully then attach copy of sanction letter)

Sl. No.

(1) Requisition Letter No. _____ Dated : _____
(Dispatch No./date of GDC, no seprate forwarding letter is required.)

(2) Detailed Head : (A) Vacancies/Appointment
On Contract Basis
On Deputation Basis
On Permanent Basis

No. of vacancies : [] [] []

Name of the Posts : [] [] []

Place of posting : _____

Last date of application received at office : _____

(B) Procurement/Disposal of : _____

(C) Annual Maintenance Contract of _____

(D) Repairing of _____

(E) Hire of Vehicle/Building for _____

(F) Call for Interest (It means no article is being procured/disposed/hired.)

For Head (B) to (F) Last date for receiving tender at office : _____

(G) Corrigendum/Ammendment/Clarifications _____

For Head (G), mention related UTN/UJC issued earlier : _____

(3) Is the same also required to be published in the newspaper ? : [] YES [] NO
(Advertisement for publication will be sent through SGO)

(4) Obtain formal administrative approval from SGO for procurement/disposal/ appointment/hire/repairing?
[] YES [] NO

If 'YES' pl. mention
Sanction No. of SGO : Letter No. _____ Dated : _____
(Copy of sanction letter attached)

If 'NO' pl. state the reason behind : _____
Note : For Tender upload under Head (F) and (G), no prior administrative approval is required.

(5) Tender documents have been sent by e-mail : [] admn.soi@gov.in
[] sgo.technical.soi@gov.in
(with Digital Signature/Password, No CD-R or Pen Drive is required)

(6) My E-mail ID is : _____
(by which e-mail is sent)

(7) My mobile number is : _____

(8) Digital Signature/Password : _____

(9) Please also unload this tender on or after dated : _____ (Mandatory)

I certified that tender documents have been checked in detailed by me & found OK!
I do undertake the responsibility for its correctness, Please upload it on website.

Box for Official Rubber Stamp

Date : _____ []

Place : _____ Name : _____ (Sign. of Head of Office)

Desig. : _____ []

To

- (1) The Surveyor General of India, Dehra Dun for information & necessary action please.
(2) The Additional Surveyor General, _____ Zone for information please.
(3) Director, NGDC, Dehra Dun with request to upload the tender as per details given above.