

E-Publishing

Process of web uploading of Tenders and Newspaper Advertisement

A. Step-by step procedure of uploading a tender on IIT Delhi site :-

1. Go to <https://internal.iitd.ernet.in/etenders/> and login using your LDAP. (alternatively go to www.iitd.ac.in then click on **Intranet** and then **Internal Web** followed by clicking on e-Publishing of Tenders.)
2. Click on NIQ/Corrigendum thereafter select Upload NIQ Information.
3. Upload all the information of tender.
4. Save it.

Thereafter SPS uploads the tender info at IIT Delhi and NIC website.

B. Search process of the Tender ID on IIT Delhi site :-

1. Go to www.iitd.ac.in
2. Then click on active tenders
3. Then search your tender by title of tender or last date of tender.
4. Then note the correspondence Tender ID No.

C. Search process of Tender ID on National Informatics Center (NIC's) website.

1. Go to www.eprocure.gov.in
2. Click on link of epublishing.
3. Then enter the title of tender
4. Search it.
5. Then note the NIC Tender ID No.

D. For Newspaper Advertisement please contact any of the following registered advertising agency-

- i) M/s. Beautex Advertising Media, Mr. Lovlesh Tak, Mob.9899531644, 011-47761146, 47761151
E-mail: beautex.delhi@gmail.com
- ii) M/s. Masmov Advertising, Mr. Anil Malhotra, Mob.9868112639, 011-26435198
E-mail: masmove@gmail.com).

A small newspaper advertisement may look like as under-

<p style="text-align: center;">INDIAN INSTITUTE OF TECHNOLOGY DELHI HAUZ KHAS, NEW DELHI-110016</p> <p><i>IIT Delhi is in the process of purchasing <Items Name> for its <Department/Center/Section/Unit/Lab Name>. The details of the tender have been uploaded in the IIT Delhi site (www.iitd.ac.in/tenders) against Tender ID No. <IIT Delhi Tender ID No.> and also at NIC, Eprocurement site (www.eprocure.gov.in/epublish/app) against ID No. <NIC Tender ID No.>.</i></p> <p><i>Last date of bids submission is <Date>.</i></p>
--

E-Procurement

Process of web uploading of Tenders and Newspaper Advertisement

A. Search process of the Tender ID on IIT Delhi site :-

1. Go to www.iitd.ac.in
2. Then click on active tenders
3. Then search your tender by title of tender or last date of tender.
4. Then note the correspondence Tender ID No.

B. Search process of Tender ID on National Informatics Center (NIC's) website.

1. Go to www.eprocure.gov.in
2. Click on link of eprocurement.
3. Go under Tender Search
4. Type "IIT" Or "IIT Delhi".
5. All IIT Delhi Active tenders will be displayed.

C. For Newspaper Advertisement please contact any of the following registered advertising agency-

- i) M/s. Beautex Advertising Media, Mr. Lovlesh Tak, Mob.9899531644, 011-47761146, 47761151
E-mail: beautex.delhi@gmail.com
- ii) M/s. Masmov Advertising, Mr. Anil Malhotra, Mob.9868112639, 011-26435198
E-mail: masmov@gmail.com).

A small newspaper advertisement may look like as under-

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS, NEW DELHI-110016**

*IIT Delhi is in the process of purchasing **<Items Name>**
for its **<Department/Center/Section/Unit/Lab
Name>**. The details of the tender have been uploaded
in the IIT Delhi site (www.iitd.ac.in/tenders) against
Tender ID No. **<IIT Delhi Tender ID No.>** and also at
NIC, Eprocurement site
(www.eprocure.gov.in/eprocure/app) against ID
No. **<NIC Tender ID No.>**.*

*Last date of bids submission is **<Date>**.*