

FORMAT FOR MONTHLY REPORT TO BE SUBMITTED BY THE NODAL OFFICER

For the Month.....

Area/Deptt.....

1	2	3	4	5	6	7	8	9	10	11
Sl.No.	Tender/NIT No. & Data	Brief description as per NIT	Tendering Authority	Estimated value of Contract/Work (Rs.Lakhs)	Last Date of sale of tender document	Due date of Tender opening	Date of receipt of NIT/Tender document by the Nodal Officer	Date on which sent to the System Deptt. HQ for publication on Website.	Date on which website was checked and published tender was found in order.	Remark

Certified that:

1. This summary contains details of all the tenders, covered under the relevant guidelines, pertaining to all the tendering authorities within the jurisdiction of GM/CGM/HOD _____.
2. All the tenders/all the tenders except those as per enclosed list*, which were required to be published in newspapers or were required to be circulated to all Areas of CCL have been sent to Corporate Nodal Officer of CCL for publication on Website of the company.
3. There were no cases which required intervention of Nodal Officer or any other authority with regard to publication of tender on website of the company / Details of cases which required intervention of Nodal Officer or any other authority with regard to publication of tender on website of company in given as per enclosure*.

Date:

Place:

Officer:

Signature:

Name of Nodal

Designation of

Nodal Officer:(* strike out whichever is not applicable)

 (To be furnished to Corporate Nodal Officer on or before Seventh working day of succeeding month)