



NOTIFICATION

It is notified for information of all concerned that as per the recommendations of Tender Committee and subsequent approval of Hon'ble Vice Chancellor, GU the following general guidelines for issuing, processing and submission of tender documents to the Tender Committee are issued for Compliance with immediate effect.

1. Copies of the Notice Inviting Tender, the "Indicative" as well as "Detail", wherever applicable must be forwarded along with the tender papers.
2. Tender issuing authority will certify on record where and when the NIT has been published.
3. In case of Limited tender, a copy of the list of approved suppliers must be attached.
4. In case of Single tender necessary Certificate as per provision of the Rule 154 of the General Financial Rules, 2005 Govt. of India, must be enclosed.
5. There should be an approved tender opening Committee consisting of not less than 3(three) members and any three members from the approved list should open the tenders at appointed time and place under clear signature wherever necessary.
6. Tender envelopes should be numbered party wise say in case 5(five) offers are received the envelopes should be numbered 1/5, 2/5, 3/5, 4/5, 5/5 and signed before opening by all the members of the Tender Opening Committee.
7. After opening the tender all documents received, should be numbered serially and signed starting from the top to bottom with the last Sl. No. as by number such as 1/15,2/15,3/15....., 15/15.
8. All-important insertion by the tenderer in the bid documents should be encircled in red ink and signed by all the members, Where any unusual feature is noticed such as not signed by Competent Authority, rates not quoted in figures and words, Correction/Overwriting or Special/qualifying Clauses are inserted, should be specifically marked in red ink and signed by all the members.
9. The minimum time required for tender notice is three weeks as per Rule 150(v) of the GFR 2005. In case short tender is required to be invited in emergent situations, proper justification is to be recorded and administrative approval should be obtained and copy should be enclosed with the tender papers.

[Handwritten Signature]
28/11/17

10. Description of items tendered for should be clear and adequate to rule out any possibility for wide variation, ambiguity or supply of substandard unintended items.
11. Tender papers must be original and authentic. No supporting offer from a sole tenderer should be allowed to vitiate the entire tendering process.
12. A copy of the approval of the Central Purchase Committee for the proposed procurement must be enclosed, Where such approval is not necessary, the same should be certified quoting the relevant provisions. In case of Project and Departmental purchases, the proposal should be routed through DAC for approval of Tender Committee.
13. In case of limited tender, the lowest rate may not be accepted in all cases if found to be higher than prevailing market rate.

These recommendations of the meeting dated 13.10.2017 have the kind approval of Hon'ble Vice Chancellor for circulation and implementation with immediate effect.

All concerned are requested to follow the above guidelines so that rates can be approved by Tender Committee under the uniform Standard procedure framed in consonance with the General Financial Rules, 2005 of the Govt. of India.


 28.11.17
 Finance Officer
 Gauhati University

Memo No. GU/F&A/Tender/2017 6695-6744

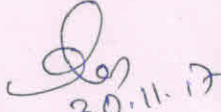
Date – 28.11.2017

Copy forwarded for information and necessary action to –

1. All Heads/Directors of Departments, G.U.
2. Secy. To V.C for kind information of Hon'ble V.C
3. The Registrar, GU for circulations amongst Administrative Departments
4. The Secy. To University Classes
5. The Director, D.S.W, G.U.
6. Concerned File.

System officer

P1. arrange to upload in
GU website


 30.11.17
F.O


 28.11.17
 Finance Officer
 Gauhati University