

Dated, the 24th December, 2018

MEMORANDUM

Subject: SAB/ WAB Meetings: Consideration of Proposals from Departments


Based on experience of holding SAB/ WAB meetings during last few months, it is considered necessary to issue the following instructions:

- a) Proposals are often brought before SAB/ WAB at the last moment and then, SAB/ WAB is pressurized to recommend the proposals immediately, even in cases where the proposals are not really good enough for being recommended, on the ground that otherwise, there will be dislocation in implementation of Schemes/ Programmes/ Projects. This is not acceptable. The Departments should initiate tender process at least 6 months in advance, so that even if re-tender is required, there will still be enough time available. There is no harm in finalizing tenders a little ahead of time. The work orders can be issued a little later as per requirement. SAB/ WAB shall, under no circumstances, recommend proposals unless the same are clear from all angles. The Departments themselves will be responsible for the consequences of delay, if any.
- b) All the tenders must invariably be published on the State Government Procurement Portal, namely, www.tripuratenders.gov.in, as required under Rule-22(16)(i) of DFPRT-2017. PWD may take special note of this requirement, as different wings of PWD have been violating this provision. Any tender called henceforth, violating this provision, shall be summarily rejected.
- c) Although minimum requirement for keeping a Tender open is 21 days, but Departments may preferably allow 30 days, since publishing of Tender in newspapers through ICA Department often takes a few days.
- d) Provisions of Rule-22(3) of DFPRT-2017 may please be noted, i.e., when tender includes invitation of rates for more than one item and such items are clearly divisible and distinguishable, the total amount to decide the competence of the Committee shall be determined on the basis price of each item and not for all items in that tender clubbed together.
- e) The underlying objective of the tender process is to get maximum possible response from bidders, so that proper price discovery takes place to the advantage of the Government. Hence, the Departments should not impose unreasonable conditions that restrict participation in a tender process or

which create a situation where only a particular bidder becomes eligible to participate. Moreover, tenders should not be rejected on flimsy grounds during preliminary/ technical scrutiny. In this connection, provisions of Para-7.3.4 of the Manual for Procurement of Goods-2018 may be referred. In cases of minor infirmity/ irregularity/ non-conformity etc., the bidders may be allowed a reasonable time of, say, upto 10 days, to rectify the defects. If they still fail, the tenders may be rejected.

- f) The method proposed to be followed for evaluation of the tenders should be specified in the tender document upfront, so that there is no dispute later, in this regard.
- g) In case of single tender, normally there should be second call of tender to secure broad-based participation. Before second call, there reasons for inadequate respond in first call may be analysed and corrective steps taken. If any restrictive conditions are preventing participation, the same may be reviewed. It should be ensured that there is adequate publicity during the second call of tenders.

2. The Departments may kindly take note of these instructions for strict compliance.


(L. K. Gupta) 29/12/18
Chief Secretary

To

- 1. The Secretaries-in-charge and HoDs of all Departments.
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- 2. The DGP, Tripura / PCCF, Tripura.

Copy to

PPS to the Dy. Chief Minister.

Encl.: as above.