

Stores Instruction No.65

Sub. Witnessing of Limited tender opening at divisional stores offices/Stores Depots.

Ref. (i) GM/Vigilance/ECR letter no. ECR/Vig/System Improvement/50 dt. 10.10.13

(ii) GM/Vigilance/ECR letter no. ECR/Vig/System Improvement/50 dt. 30.11.12

Opening of limited tenders was witnessed by store's officer and SSO/SO of Accounts department. This procedure is still being followed in all divisions, depots and headquarters except Sr. DMM/MGS in view of their local office order which was issued by Sr. DMM/MGS vide their letter no. Sr.DMM/MGS/Staff/office order/10-11/02 dated 03.11.10, advising witnessing of limited tender opening by subordinate officials from stores department instead of an officer as was done earlier at MGS, which has been pointed out by Dy.CVO/S/ECR vide above referred letter.

As per finance code para 607- "tender should be opened at the specified time, date and place by the officer nominated for the purpose".

As per Engineering code para 1248 also- "tender should be opened at specified time, date and place by the officer nominated for the purpose".

As per para 2.7.3 of rule of entering into supply contract issued by stores director, "opening of tender (BT/LT) at the prescribed time should be done in the presence of Accounts and Stores representative.

Therefore, It is decided that a uniform policy guideline for witnessing limited tender opening by stores officers and SSO/SO of accounts is must be followed to all divisional stores officers and stores depots. It is also instructed to not change the instructions locally.

This issue with the approval of competent authority.

D.K. Sinha
SMM/G

/Controller of Stores
Dtd. /01/14

NO. SMM/ECR/Stores Instruction

Copy to:-

1. Secy. to COS- For Kind information of COS please
2. All CMM/ECR:- for information please
3. All Depots of ECR:- For inf. and n/action please
4. All Divisional Stores Office of ECR:- for inf. and n/action please.
5. All Divisional Accounts Officer of ECR: for information please.
6. In charge, e-tender/manual tender section:- For information and n/action please.