



PMC Cell – MM

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Circular No. 31/2017

No: MAT/PMC/13(208)/2017

Dated: 06.07.2017

Sub: Adherence of time norms for processing of tenders, stipulating firm requirement in tenders and induction of New Generation of equipments.

In one of the cases for hiring of services, following observations have been made:

- (i) Time norms for processing of tenders prescribed in the MM Manual were not followed.
- (ii) Firm requirement of items was not indicated in the tender conditions.
- (iii) Rationale behind inducting latest technology items vis-a-vis old type of equipment were not clearly deliberated.

In view of the above, to avoid such observations, all concerned are advised to strictly adhere to the prescribed time norms for processing of tender as per Integrated MM Manual and in accordance with para no. 5.1.7 of Integrated MM Manual. Due care should be taken while working out the quantum of work so as to stipulate the same in the tender in a realistic manner. Further, while proposing induction of latest technology equipment, rationale behind the same should be clearly deliberated.

Above guidelines should be meticulously followed by all concerned.

Ashwini Nagia
6/7/17

(Ashwini Nagia)
ED-Chief MM Services

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