



**S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
OFFICE ORDER**

R1/Admn./Office Order/2013/396

5th November 2013

With immediate effect the following guidelines is to be adhered to regarding tendering process for procurement of goods:

A. Both Open Tender and Limited Tender Enquires for procurement of goods should be uploaded in the Centre's website as & when Tender is called for:

B. Open Tendering process:

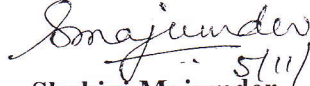
- i) If only one bid is received against Open Tender, then re-tendering will be done without opening the single Tender which has been received by the Centre. The already submitted Tender will remain valid and will be considered at the time of opening of the other bids received through re-tendering process (during 2nd attempt). It should also be mentioned in the advertisement for re-tendering that those who have applied before for the said Tender should not apply again. In case, even after re-tendering only one bid is received, it will be considered.
- ii) Price bid of only technically qualified bidders will be considered where the other bidders have not qualified technically, even if there is only one technically qualified bidder.

C. Limited Tendering process:

- i) For Tender amounts between Rs. 5 Lakhs to Rs.25 Lakhs, more than three agencies should technically qualify for opening of the price bid.
- ii) For Tender amounts between Rs.1 Lakh to less then Rs.5 lakhs, bids of three technically qualified agencies should be considered for further processing.
- iii) If the requirement for re-tendering arises for the reason of receiving less number of technically qualified bidder (s) then even less than the three technically qualified bidder(s) will be considered.

D. During evaluation of technical specifications, major and minor non compliances should be categorically mentioned by the Indentor. A technical compliance form is to be included in the Tender documents for both Limited & Open Tender.

This order has the approval of the Competent Authority.


5/11/13
Shohini Majumder
Registrar

Copy to:

1. Director
2. Deputy Registrar (Finance)
3. Administration
4. Assistant Registrar (Purchase)
5. All Concerned