

OFFICE OF PCMM
CHITTARANJAN LOCOMOTIVE WORKS
CHITTARANJAN

No.CMM/CRJ/Tender Policy/2019

Dated: 19.06.2019

All Officers of Stores Department,
All Section in-Charges of Stores Department
CLW/Chittaranjan

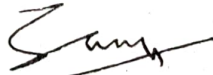
Sub: Handling of bulky tender files.

As per extant practice in CLW, a single file is opened for a tender case, which at times becomes unmanageable especially in high value purchases where individual offers of firm itself are bulky and multiple purchase orders are issued. It also results in delay in processing of post-contract issues of other firms when the file is in movement.

To smoothen the post contract processing of the cases above Rs.1.0 crores, it is decided that –

1. Main tender case file should not normally contain more than 300 pages. In case, pages are more than 300 pages, part case file can be opened. The offer of the firms can be kept in separate part files, if required.
2. Once the tender case is finalized, separate files may be opened purchase order holding firm-wise. These files should invariably contain tender schedule, tender committee proceedings including approval of TAA and original purchase order on the firm.
3. If, any case is to be put up for post contract activity, the relevant part file may be put up to the competent authority. For cases requiring finance concurrence, both part file firm-wise and original tender file should be sent together.
4. In case, it is felt that the reference to the tender file is required; the same should be referred invariably and non-availability of tender file will not be an excuse for wrong decision.
5. The difficulties, if any in implementation of above instructions may be brought to the notice of undersigned.

This is issued with the approval of the PCMM/CLW.


(A.K. Meshram)
Chief Materials Manager/CRJ

Copy to:

1. PFA – for kind information please.
2. FA&CAO(P) – for information please.
3. Dy. FA&CAO(S) – for information please.