

Stores Department

DO's

- Ensure that approval of competent authority has been taken for quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Finalize the tender within the period of validity of offers to guard against the possibility of increases in prices and consequently incurrence of extra expenditure by the Govt.
- Do properly assess and evaluate bids particularly special conditions offered by the tenderer.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded so that the reason for such rejection would be available on file.
- Even when the level of the Tender Committee is decided based on the lowest acceptable offer as per technical note, it would be incumbent on that tender committee to examine individually all the offers lower than the lowest technically acceptable offer and make appropriate recommendation in each case for consideration of the accepting authority.
- Ensure that security deposit and earnest money deposits are collected from registered/unregistered suppliers as per extant rules and when exempted, proper reasons are recoded and competent authority's sanction taken for the same.
- In case of purchase from RDSO approved sources, ensure to check the current status of RDSO approved list at the time of TC meeting and current list should be available on record.
- Competent authority's approval should be obtained to condemn and sending the material to scrap deposits.
- Indicate the estimated or last purchase rate in figures as well as words.
- Ensure Indent vetting wherever required before submission to Stores department.
- On receipt of material check the delivery challan immediately on receipt of material & compare with purchase order for correctness of the material in quality/quantity.
- Avoid alterations/over writings/scorings on DS-8s while returning of scrap to stores.
- Common use Goods and Services which are available on GeM are only to be procure through GeM as mandate under Rule 149 of General Financial Rules 2017 (GFR 2017).

DON'Ts

- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favour the bidder(s) who are previous suppliers.
- Do not accept an unsolicited offer and award the contract without proper justification and without approval of the competent authority.
- Do not entertain modification of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not fail to attest corrections in quantity, last purchase rates, estimated rates, and description of an indent.