



CE.

**REHOUSING CORPORATION
OF INDIA UNDERTAKING)****FAX / SPEED POST**

CWC-CD/IX-H&T/Vashi/14-15/ 86

15th March, 2016.**CIRCULAR -177**

Of late, it has been noticed that evaluation of tenders which are in competency of CO, are taking relatively more time due to delay in submission of tender document, required information / clarification, necessitating unnecessary extension of validity of tender.

In view of the above, with the approval of the competent authority, it has been decided to invite the H & T tender for handling and transportation of food grain / fertilizer by giving 90 days validity period in the tender with provision for further extension of validity upto 30 days in one or more spell at the sole discretion of the Corporation. Tender inquiry, in this regard, may hence forth be invited specifying validity of tender along with extention provision accordingly.

Further, in order to expedite and complete the whole process on time, the time schedule for various stages of tender process has been prepared as under, for information, guidance and necessary compliance at RO / CO level:-

i)	Preliminary evaluation at RO level and submission of Comparative Statement Table (CST) with observations of RM to C.O	10 days
ii)	Transit time to C.O	7 days
iii)	Financial vetting	(can be done away)
iv)	Preparation of agenda for TEC by Commercial Division	7 days
v)	Completion of tender process Evaluation by TEC	7 days
vi)	Financial concurrence of TEC recommendation & approval by C.A.	5 days



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vii)	Convey approval to RO by Com. Div. and for opening of price bid	2 days
viii)	Opening of price bid by RO and send Comparative Statement Table (CST) to CO with RM observations	7 days
ix)	Transit time from RO to CO	4 days
X)	Preparation of agenda for financial evaluation by TEC	2 days
xi)	Recommendation to be made by TEC	3 days
xii)	Financial concurrence	3 days
xiii)	Approval by C.A. of financial bid	5 days
xiv)	Conveying approval to RM.	3days

With the approval of competent authority it is advised that the above time line should be strictly adhered to and if in case of non-adherence to the schedule prescribed detailed reasons should be furnished for the same. Reasons of such officials as on tour, leave etc shall not be acceptable and RM has to realize the urgency and organize accordingly to ensure timely completion.

It is reiterated that the process for appointing regular H&T contractor shall invariably be initiated well on time so that the evaluation and award of regular contract is ensured on time before expiry of existing regular contract arrangement.


(Mritunjoy Kr. Verma)
Dy. Genl. Manager (Com.)

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1. All RMs, CWC RO _____
2. All HODs, CWC, CO, New Delhi
3. Master File