

CENTRAL SILK BOARD
BANGALORE – 560 068

No.CSB-28[12]/06/Admn/Vol.III

Date: 16.04.2012

CIRCULAR

Sub:- Purchase procedure / guidelines – Reg.

-x-x-x-

1] Institutes are advised to invite open advertised tenders as far as possible for their purchases of Scientific equipments for 2012-13 as per Action Plan duly following GFR guidelines [GFR Rule 150] with a view to obtain competitive rates and to facilitate finalization of proposal by PSC in Central Office. The tender notice period, opening of bids, scrutiny and evaluation of offers etc., may follow GFR and CVC guidelines issued from time to time [www.cvc.nic.in].

2] Attention is also invited to GFR Rule 162 regarding buyback. In case new purchase is on replacement basis, the Institute may consider buyback of existing old item of any make while purchasing new one of any make under the open tender system for which purpose suitable clause may be provided in the bid documents duly following GFR guidelines on subject matter.

3] Tender notice must be published in at least one national newspaper having wide circulation [all India editions] and Indian Trade Journal.

4] Bidders may be advised to quote separately for each bid and submit offer along with requisite EMD for that item in separate sealed cover in case they are quoting more than one item in the open advertised tender. The newspaper advertisement may be made in an economical manner giving reference to websites from where details and tender forms can be down loaded. An example is enclosed as Annexure "A". Units may seek ratification of Central Office for cost of advertisement incurred by them **in case cost exceeds Rs.25,000/- per order**. It may please be ensured that invitation of open bids does not get delayed, since expenditure has to be incurred quarter-wise in current financial year, and cannot be delayed to the last quarter of the year [as unlike in previous years].

5] While recommending proposal to Central Office, basis on which reasonableness of rate for item being considered needs to be elaborated by the PRC of the Institute.

6] Parties may be asked to quote ~~basic~~ rate VAT or CST as applicable, P & F etc., separately. The VAT or CST, transportation cost etc., shall be reimbursed on actual basis only. Hence L-1 offer rate should be examined for basic cost as well as all inclusive cost so that there is no undue advantage to party at later date.

7] In order to avoid any claims and disputes, the tender documents should be personally satisfied with and approved by the Director of the Institute.

8] With effect from 01.04.2012, all tender notices and tender documents have to be hosted on www.e-procure.gov.in which may please be ensured without fail sample is given as Annexure "B". For any clarification, please contact Shri. V.Ganeshan, Deputy Director [Computers], Central Office.

9] All proposals for first six months of current year i.e. up to September 2012 should be sent to Central office by 30th June 2012 for Central Office approval.

10] Please acknowledge receipt.

11] This issue with the approval of Competent Authority.



[KAJAL GHOSH]

ASSISTANT DIRECTOR [A & A]

To:

- 1] The Director, CSR&TI, Mysore/Pampore/Berhampore
- 2] The Director, CSTRI, Bangalore
- 3] The Director, NSSO., Bangalore
- 4] The Director, SBRL, Bangalore
- 5] The Director, CSGRC, Hosur
- 6] The Director, CTR&TI, Ranchi
- 7] The Director, CMER&TI, Lahdoigarh
- 8] The Scientist-D, MSSO., Guwahati
- 9] The Scientist-D, BTSSO., Bilaspur
- 10] In-charge Officer, Regional Office, Delhi/Bombay/Kolkata /Chennai / Jammu Lucknow/Patna/Hydrabad/Bhubaneswar
- 11] Joint Director [Finance], Accounts/Bills/Audit Section, C.O. Bangalore.
- 12] Joint Secretary [Tech], Coordination/Maintenance/Protocol Section C:O. Bangalore
- ✓ 13] The Deputy Director [Computers] Central Office with a request to host the circular in CSB website [under RTI, Stores Section]
- 14] All the Member of Purchase Scrutiny Committee [PSC] in Central Office. Bangalore

Government e-Procurement System		ePublishing System, Government of India			
		Tender Details			
					Date : 12-Apr-2012 01:12 PM
Print					
Basic Details					
Organisation/Department/Division/SubDivision	Central Silk Board/Cent. Silk Board-Board Head Quarters Bangalore				
Tender Reference Number	CSB-9/11/Veh.hiring/11-12-PRO				
Tender Id	2012_CSB_4314_1				
Tender Type	Open	Form of contract	Supply	No. of Covers	1
Tender Category	Services	Payment Mode	Offline		
Payment Instruments			Cover Details, No. Of Covers - 1		
Offline	S.No	Instrument Type			
	1	RTGS / ECS / NEFT			
	2	Demand Draft			
Cover No	Cover	Document Type	Description		
1	Fee/PreQual/Technical/Finance .pdf		Hiring of passengers Jeep (2 numbers) for official use of Central Silk Board, Bangalore.		
EMD Fee Details					
EMD Amount (INR)	10,000	EMD Exemption Allowed	No		
EMD Fee Type	fixed	EMD Percentage	NA		
EMD Payable To	Member Secretary, Central Silk Board	EMD Payable At	Bangalore		
Work Details					
Title	Hiring of passenger Jeep (2 numbers)				
Work Description	Hiring of passenger Jeep (2 numbers) for official use of Central Silk Board, Bangalore				
Pre Qualification Details	Please refer Tender documents				
Tender Value	INR	Product Category	Miscellaneous Services	Sub category	Hiring of passenger Jeep
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	120
Location	Bangalore	Pincode	560068	Pre Bid Meeting Place	Bangalore
Pre Bid Meeting Address	Central Silk Board, CSB Complex, B TM Layout, Madivala, Bangalore - 560068.	Pre Bid Meeting Date	23-Apr-2012 11:00 AM	Bid Opening Place	Bangalore
Critical Dates					
Publication Date	05-Apr-2012 11:00 AM	Bid Opening Date	07-May-2012 03:30 PM		
Document Download / Sale Start Date	05-Apr-2012 11:00 AM	Document Download / Sale End Date	07-May-2012 11:00 AM		
Clarification Start Date	NA	Clarification End Date	NA		
Bid Submission Start Date	23-Apr-2012 11:00 AM	Bid Submission End Date	07-May-2012 03:00 PM		
Tender Documents					
NET Document	S.No	Document Name	Description	Document	

	1	20.120.507-JEEP.pdf	Hiring of passenger Jeep (2 numbers) for official use of Central Silk Board, Bangalore	Size (in-KB) 76.0
Work Item Documents				
	S.No	Document Name	Document Type	Description
		Document Size (in KB)		
	1	20.120.507-JEEP.pdf	Tender Documents	Hiring of passenger Jeep (2 numbers) for official use of Central Silk Board, Bangalore.
				76.0
Tender Inviting Authority				
Name	Member Secretary			
Address	Central Silk Board, CSB Complex, BT MLayout, Madivala, Bangalore - 560068.			