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**Jammu and Kashmir
State Vigilance Commission**
Old Assembly Complex, Srinagar.
JKPCC Building, 5th Floor, Rail Head Complex, Jammu.

CIRCULAR NO. **06** -SVC of 2014
D A T E D:- **31** .12.2014

Subject:- Receipt and Opening of Tenders.

In exercise of powers conferred upon the J&K State Vigilance Commission under section 8(1)(h) of the Jammu and Kashmir State Vigilance Commission Act, 2011, the following Circular instructions are hereby, issued for strict compliance and implementation by all Government Departments and Public Sector Undertakings/Govt. Companies and Societies, involved in procurement.

The Commission has observed that there is a need to maintain transparency in respect of inviting receipt and opening of the tenders and suitable arrangements for receipt of sealed tenders on the scheduled date and time through conspicuously located tender boxes needs to be ensured.

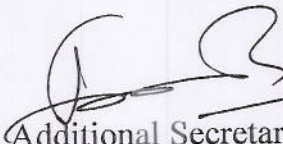
It has been found that due to the bulky size of tender documents the bid conditions envisage submission of tenders by hand to a designated officer. However, instances may arise when bidder(s) while trying to locate the exact place of submission of tenders may get delayed by few minutes resulting in non acceptance of tender which in turn may lead to filing of complaints or resorting to avoidable litigation.

In order to maintain transparency in the invitation, receipt and opening of tenders, it is impressed upon all the concerned that the receipt of tenders should be through tender boxes. However, in cases where the tenders are required to be submitted by hand, it may be ensured that the name, designation and their

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official/mobile numbers, of at least two officers are mentioned in the bid documents. The information about these officers should also be displayed at the entrance/reception of the office premises where tenders are to be deposited so as to ensure convenient approach for the bidders. The tenders after receipt should be opened on the stipulated date and time in presence of all the intending bidders.

Issued by Order of the Commission.


Additional Secretary 31.12.14
State Vigilance Commission
J&K, Jammu 031/12/14

No. SVC/119/2014

Dated: 31 .12.2014

Copy for information to:-

1. All Administrative Secretaries to Government.
2. Director, Vigilance Organization, J&K.
3. Divisional Commissioner, Kashmir, / Jammu.
4. All Heads of Departments.
5. All Deputy Commissioners.
6. Director, Information, J&K with the request to publish this Circular in the leading daily Newspapers of the State for three consecutive days.
7. PS to CVC.
8. PS to VC(J) & VC(G).
9. Office file/Notice Board.