

UT Administration of Daman & Diu and Dadra & Nagar Haveli

Office of the Finance Secretary
Finance Department
Secretariat, Moti Daman.

No.4/38-FD/2015-16/699

Dated: July 02nd, 2015.

Sub: **e-Procurement-Bids not to be rejected due to non-submission of hard copy of scanned document.**

Ref: 1. This office Order No.4/34-FD/2011-12/216 dated 16.06.2011 for introduction of e-Procurement in UT of Daman & Diu and Dadra & Nagar Haveli.

2. This office Memorandum No.4/34-FD/2011-12/295 dated 14.07.2011 for introduction of e-Procurement in UT of Daman & Diu and Dadra & Nagar Haveli.

3. Corrigendum to Office Memorandum No.4/34-FD/2011-12/338 dated 28.07.2011.

4. This office Memorandum No.4/34-FD/2012/27 dated 13.04.2012.

5. This office Memorandum No.4/34-FD/2012/206 dated 09.07.2012.

OFFICE MEMORANDUM

Attention of all Procurement Officers is invited to para 4 of the Office Memorandum No. 4/34-FD/2012/206 dated 09.07.2012 dealing with procurement, which inter-alia provides as follows:

"No tender should be rejected or ignored for evaluation merely on the basis of non-receipt of original / hard copy. The original / hard copy of the documents should be asked before awarding contract by giving 7 days times."

2. In spite of the above unambiguous instructions, it has been reported that bids are being rejected by Procurement Officers on the ground of non-submission of original / hard copy of the scanned documents. While submission of original copy of EMD / Tender Fee etc. is mandatory before considering the bid, of any bidder rejection of bids on the ground that original / hard copy of other documents has not been submitted is clearly a violation of the instructions conveyed vide O.M. dated 09.07.2012 *ibid*.

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3. It is therefore, once again impressed upon all Procurement Agencies / Officers in the UT of Daman & Diu and Dadra & Nagar Haveli, and of autonomous bodies which are funded by the UT Administration and Govt. of India that the instructions / conditions already issued by the UT Administration as mentioned above on e-Procurement must be strictly adhered to in letter and spirit.

Non compliance of these instructions shall be viewed seriously.



(Kishore Bamania)
Joint Secretary (Fin.)

To,

1. All the Heads of Office in Daman & Diu and DNH.
2. The Chief Executive Officer, District Panchayat, Daman / Diu / DNH.
3. The Chief Officer, Municipal Council, Daman / Diu / Silvassa.
4. The Managing Director, OI DC Ltd., DD & DNH, Daman.
5. The Managing Director, DNH PDCL, Silvassa.
6. The General Manager, Daman & Diu and D&NH SC,ST Financial Development Corporation, D&NH, Silvassa.
7. The Manager, e-Procurement, 403-GNFC Infotower, Bodakdev, Ahmedabad – with a request to display this OM on website and update the software accordingly, if required.

Copy to:

1. All Secretaries / Directors in the UT Administration of Daman & Diu and Dadra & Nagar Haveli.
2. Joint Secretary (Finance), Finance Department, Silvassa – with a request to circulate to all Heads of Office in Dadra & Nagar Haveli, Silvassa.
- ✓ 3. The DIO, NIC, Daman – with a request to upload in the Govt. website.