

DELHI DEVELOPMENT AUTHORITY.
(EM's OFFICE)

NO. EM1(10)83/16306

DATED: 18.9.90

*STANDING INSTRUCTIONS No. 302 *

Sub: Tenders for supply of material-
Negotiation Procedure.

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It has been observed that the tenders received for supply of material for Stores/Works were not being processed promptly. They are sent to WAB after a lapse of considerable time. The main reason for the delay was observed to be the time consumed in conducting negotiations with the lowest firms. The WAB has decided that all tenders meant for supply of material for DDA stores should be processed with utmost speed and sent to Secy. WAB preferably within a period of about two weeks from the date of receipt of tenders with information as per procedure and in prescribed format. The WAB also decided that no officer would enter into negotiations of any kind with any supplier/contractor without its prior approval henceforth.

2. If tenders are very urgent, the time of fifteen days shall be further reduced

3. It was also decided that for the comparison of tendered rates with market rates, wherever necessary, the market rates must be assessed from the whole-salers/manufacturers and not from the retailers and if the whole-salers donot agree to supply material directly, through authorised reputed dealers/stockists.

This issues with the concurrence of Engineer Member.

S.K. Bajaj
(S.K. Bajaj) 17/9/90
E.O. II to E.M./Secy. (WAB).

All Chief Engineers i/c
Chief Engineer (Elect.).
Chief Engineer (QC).
Chief Account Officer.

Copy forwarded to:

1. PS TO VC ()
2. PS to EM () for the information of the latter.
3. PS to EM ()
4. Dir. (Works).
5. E.O. I, II & III.
6. File No. WAB. 1(76)Pt. XIII.
7. Secy, WAB with 5 spare copies

S.K. Bajaj
E.O. II to E.M./Secy. (WAB).
DDA