



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific and Industrial Research
अनुसंधान भवन, 2-राफी मार्ग नई दिल्ली 110001
Anusandhan Bhawan, 2-Rafi Marg, New Delhi-110001

No. 14-5(1)/2003/SV

Dated : 16th August, 2012

From:
Joint Secretary (Admn)

To
The Directors of all National Labs./Instts.

Sub: Guidelines regarding Non-responsive bidders.

Dear Sir,

The CSIR Purchase Manual of Best Practices 2008 provides detailed procedure for evaluation of tenders under Chapter-8. In order to ensure that terms and conditions (GCC/SCC) of CSIR tenders are in consonance to be basic principles enshrined in the CSIR Purchase Manual of Best Practices; Joint Secretary (Admn.) has approved issue of following guidelines:-

1. The Tender Documents, whether Limited, Open or Global, must be so harmonized as to be in consonance with the basic/fundamental principles enshrined in CSIR Purchase Rules and the Manual of Best Practices.
2. The criteria or grounds for Summary Rejection (also known as *Ab initio* or *prima facie* rejection) at the stage of Preliminary Examination/Scrutiny must be clearly stipulated in the tender. It must be abundantly made clear in the tender itself that in such cases, there is no scope whatsoever for rectification of any deficiencies or non-compliances through clarification.
3. In addition to the grounds warranting Summary Rejection at the Preliminary Examination stage as explained at 2 above, the tender terms & conditions must also clearly stipulate what other circumstances shall constitute a material deviation warranting disqualification/declaration as non-responsive at the stage of intensive Technical Evaluation without affording the bidder any opportunity for clarification.
4. The tender must also clearly stipulate the circumstance under which clarification may be sought by the Lab./Institute, if at all.

Kindly instruct the concerned Officers to ensure compliance to these guidelines at the stage of preliminary scrutiny of bids in cases of Limited, Open or Global Tender.

Thanking you,

Yours truly,


(Thomas T. Kuriakose)
Controller of Stores & Purchase, CSIR
Tele Fax: 23715188
e-Mail: thomas_tk@csir.res.in