



## वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001

### COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स्पीड पोस्ट/दस्ती

12.01.2009

संख्या  
No. 15-6(83)/98-ओ एंड एम -IV

प्रेषक  
From

मुख्य सतर्कता अधिकारी  
Chief Vigilance Officer

To

सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान  
The Directors/Heads of all National Labs./Instts. of CSIR

**Sub: Time bound processing of procurement**

महोदय,

मैं आपकी सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु उपरोक्त विषय पर भारत सरकार, केंद्रीय सतर्कता आयोग द्वारा प्रेषित दिनांक 06 नवम्बर, 2008 के परिपत्र सं. 31/11/08 (008/VGL/083/26406) को अग्रेषित कर रही हूँ। कृपया इसकी प्रति सभी सम्बन्धित अधिकारियों को प्रदान की जाए।

I am to forward herewith copies of the Circular No. 31/11/08 (008/VGL/083/26406) dated 06.11.2008 of the Central Vigilance Commission, Govt. of India, on the subject cited above for your information, guidance and necessary action, with a request that the copies of the same may kindly be provided to all concerned.

भवदीय,

02/12/09  
(अंजलि तिवारी)

मुख्य सतर्कता अधिकारी

संलग्न : यथोपरि

प्रतिलिपि :

1. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशा. नियंत्रक /प्रशा. नियंत्रक/प्रशा. अधिकारी
2. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के भण्डार एवं क्रय अधिकारी
3. महा निदेशक कार्यालय
4. संयुक्त सचिव (प्रशासन) कार्यालय
5. अवर सचिव (के. कार्यालय)
6. उप सचिव (प्र. प्रशासन)

7. उप सचिव, सीएसआईआर कॉम्प्लैक्स

8. श्री ए. वाहिद, वैज्ञानिक, सूचना प्रौ. प्रभाग, को इस अनुषंग के साथ कि कृपया इस परिपत्र को वेबसाइट पर दर्शाएं
9. कार्यालय प्रति

in please

15/1/09

Mr. Dilip Choudhary

No.008/VGL/083 / 26406  
Government of India  
Central Vigilance Commission  
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 6<sup>th</sup> November 2008

**Circular No.31/11/08**

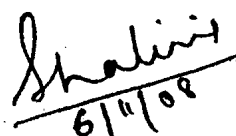
**Subject: Time bound processing of procurement.**

The Commission has observed that at times the processing of tenders is inordinately delayed which may result in time and cost overruns and also invite criticism from the Trade Sector. It is, therefore, essential that tenders are finalized and contracts are awarded in a time bound manner within original validity of the tender, without seeking further extension of validity. While a short validity period calls for prompt finalization by observing specific time-line for processing, a longer validity period has the disadvantage of vendors loading their offers in anticipation of likely increase in costs during the period. Hence, it is important to fix the period of validity with utmost care.

2. The Commission would, therefore, advise the organizations concerned to fix a reasonable time for the bids to remain valid while issuing tender enquiries, keeping in view the complexity of the tender, time required for processing the tender and seeking the approval of the Competent Authority, etc., and to ensure the finalization of tender within the stipulated original validity. Any delay, which is not due to unforeseen circumstances, should be viewed seriously and prompt action should be initiated against those found responsible for non-performance.

3. Cases requiring extension of validity should be rare. And in the exceptional situations where the validity period is sought to be extended, it should be imperative to bring on record in real time, **valid and logical grounds**, justifying extension of the said validity.

4. These instructions may please be noted for immediate compliance.

  
(Shalini Darbari)  
Director

All Chief Vigilance Officers