

V.O.CHIDAMBARANAR PORT TRUST

FINANCE DEPARTMENT  
MECHANICAL BILLS SECTION

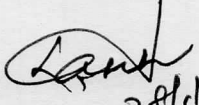
File No.FIN/OFFMT/CRC/CIRCU/VI/15/D.

dated 28.1.2016.

CIRCULAR No.18

While preparing the estimates for executing works, the estimates are prepared based on Port Schedule of rates or lowest rates of Budgetary offers received as applicable. Regarding budgetary offers, it is clarified that while arriving the estimated cost of Projects/Works, in the case of items not covered in the Standard Schedule of Rates, a minimum of 3 budgetary offers shall be obtained and average rate of three budgetary offers is to be considered instead of adopting lowest rates. This is in line with the procedure adopted in Chennai Port Trust based on Chief Vigilance Officer's instructions there at and is issued with the approval of Chairman/VOCPT in Note file No.MEE-SE2VH-MIS-RS001-VI-15, dated 30.10.2015.

To  
All Heads of Departments/VOCPT

  
28/1/16  
FINANCIAL ADVISER &  
CHIEF ACCOUNTS OFFICER

Copy to

- 1.PA to CPT
- 2.PA to Dy.CPT
- 3.All officers of Finance Department
- 4.Guard file