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**V.O.CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT**

No: FIN-OFFAO-CRT-MONIT-V1-13(20005)/D

Date : 30.03.2016

CIRCULAR No.30/2015-16

With a view to ease the tender process, a revised statement indicating Committee Members from various Departments for opening, evaluation and negotiation of Tenders is enclosed. This shall come into force from 01.04.2016 (Friday) onwards.

This issues with the approval of the Chairman.

[Handwritten Signature]
20/3/16

**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

Encl: Annexure

To

1. All Heads of Department
2. Resident Senior Audit Officer
3. Senior Deputy Director, EDP Centre
4. All Officers of Finance Department

Copy to

- a. PS i/c to Chairman
- b. PA to Deputy Chairman

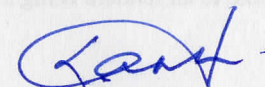
CONSTITUTION OF COMMITTEE MEMBERS FOR OPENING, EVALUATION AND NEGOTIATION OF TENDERS

Ref : CIRCULAR No.30/2015-16

Sl. No.	Opening of Tenders		Estimate value	Evaluation of technical bid & Opening of Price Bids on approval by the competent authority			Negotiation with L 1 bidder on approval by competent authority		
	Estimate value	Tender Committee Members		Department inviting tender	Finance side	User Dept.	Department side	Finance side	User Dept.
01	Up to Rs.2 crores	SE/EE or its equivalent rank along with one representative each from Finance and User Departments.	Up to Rs. 5 lakhs	Grade II Officer	AO Grade II	Refer Note No.1	Grade I Officer	AO Grade I	Refer Note No. 1
02			Above Rs. 5 lakhs to Rs. 10 lakhs	Grade I Officer	AO Grade I		Sr. ATM, EE or an equiv. rank	AO Grade I	
03	Above Rs.2 crores to Rs.5 crores	Deputy Chief Engineer or its equivalent rank along with one representative each from Finance and User Department.	Above Rs. 10 lakhs to Rs. 25 lakhs	Sr. ATM, EE or an equivalent rank	Senior AO		Superintending Engineer or an equivalent	Senior AO	
04			Above Rs. 25 lakhs to Rs. 50 lakhs	Superintending Engineer or an equivalent rank	DCAO		Deputy Chief Engineer or an equivalent	Deputy CAO	
05	Above Rs.5 crores	HoD of the respective Department along with FA & CAO and HoD of the User Department.	Above Rs. 50 lakhs to Rs. 1 crore	Deputy Chief Engineer or an equivalent rank	Sr. DCAO		Head of Department	Senior DCAO	
06			Above Rs. 1 crore.	Head of Department	FA & CAO		HoD & Deputy Chairman	FA & CAO	

Note

1. User Department - Officer of an equivalent rank should be deputed from the concerned Dept. which had requested for such a facility/will be using it.
2. The tenders will be opened in the Tender Cell which will be established exclusively for this purpose or in a place as directed by the Head of Department/Lead Member of the Tender Committee.
3. For issue of Work Order, Execution of Agreement etc.
 - a. Up to Rs.10 lakhs - Assistant Executive Engineer or its equivalent rank
 - b. From Rs.10 lakhs to Rs.25 lakhs - Executive Engineer or its equivalent rank.
 - c. From Rs.25 lakhs to Rs.50 lakhs - Superintending Engineer or an official of equivalent rank.
 - d. From Rs.50 lakhs to Rs.1 crore - Deputy Chief Engineer or an official of equivalent rank.
 - e. Above Rs.1 crore - HoD of concerned department.


 30/3/16

4. As per the Ministry's Letter No. 17011/1/2005-PG dated 11.02.2015 on Delegation of enhanced financial powers to Major Port Trusts AT Sl.NO.5,6 and 8, the following officers are nominated as spot Purchase Committee (SPC) Members;

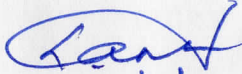
- a. Up to Rs.50,000/- - Assistant Secretary /Accounts Officers Grade-I/ATM Gr-I/Assistant Engineer/Assistant EE etc. or an officer of equivalent rank.
- b. Above Rs.50,000 to Rs.1 lakh - Senior Assistant Secretary/Senior AO/Senior ATM/Assistant EE/Executive Engineer etc. or an officer of equivalent rank.
- c. Above Rs.1 lakh to Rs.2 lakhs - Deputy Secretary/Dy.CAO/Dy.Taffic Manager/Executive Engineer/Superintending Engineer etc. or an officer of equivalent rank.
- d. Above Rs.2 lakhs and up to Rs.3 lakhs - Senior Deputy Secretary/Senior Deputy CAO/Senior DTM/Deputy CE/Deputy CME etc. or an officer of equivalent rank.
- e. Above Rs.3 lakhs - Specific approval of Chairman to be obtained.

5. In respect of PPP projects, Special Tender Committee shall be formed as per the approval of Chairman.

6. Estate related tenders:

Sl. No.	Opening of Tenders		Estimate value	Evaluation of technical bid & Opening of Price Bids on approval by the competent authority			Negotiation with L 1 bidder on approval by competent authority		
	Estimate value	Tender Committee Members		Civil /Estate Division	Dept. Finance side	Traffic Dept.	Civil Dept. /Estate Division	Finance side	Traffic Dept.
01	Up to Rs.2 crores	SE/EE or its equivalent rank along with one representative each from Finance and User Departments.	Up to Rs. 5 lakhs	AEE Estate	AO /Revenue-II	ATM	Grade I Officer	AO Grade I	ATM
03	Above Rs.2 crores to Rs.5 crores	Deputy Chief Engineer or its equivalent rank along with one representative each from Finance and User Department.	Above Rs. 5 lakhs to	EE Estate	AO /Revenue-II	Sr.ATM	EE or an equiv. rank Superintending Engineer or an equivalent	Senior AO	Sr. ATM
04			Rs. 25 lakhs						
05	Above Rs.5 crores	HoD of the respective Department along with FA & CAO and HoD of the User Department.	Above Rs. 25 lakhs to Rs. 50 lakhs	Superintending Engineer or an equivalent	DCAO	DTM	Deputy Chief Engineer or an equivalent	Deputy CAO	DTM
06			Above Rs. 50 lakhs to Rs. 1 crore	Deputy Chief Engineer or an equivalent	Sr. DCAO	Sr.DTM	Head of Department	Senior DCAO	Sr.DTM
			Above Rs. 1 crore.	Head of Department	FA & CAO	TM	HoD & Deputy Chairman	FA & CAO	TM

7. This shall be applicable to all tenders being invited by all Departments.


30/3/16