



RIPANS

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रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एंड नर्सिंग साइंसेज REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)
(An Autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

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OFFICE ORDER

Dated Aizawl, the nd2 July, 2024

No.D.22012/1/2019-Accts-RIPANS/188 : As empowered under Rule 8.2 of the Bye Laws of the Institute for general supervision and control of administration and for proper and efficient management of the Institute, the undersigned is pleased to issue the following Standard Operating Procedure (SOP) for Limited Tender Enquiry of Works, which is to be implemented with immediate effect.

Sl.No.	Particulars	Reference
1.	Limited Tender Enquiry should be called for works costing less than ₹ 5 lakh only.	Rule 139 (v) of GFR
2.	Estimate should not be split or divided into smaller amount to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand or to avoid Open Tender.	Rule 157 of GFR
3.	Copies of the bidding documents should be sent free of cost (except in case of priced specifications/drawings) directly by speed post/courier/e-mail to all registered contractors on the same date.	3.5.5 (ii) (a) of Manual for Procurement of Works 2019
4.	Limited Tender Enquiry should also be published on Central Public Procurement Portal (CPPP) and the Institute's website.	
5.	The list of enlisted vendors needs to be reviewed periodically to ensure adequate number of qualified contractors.	3.5.6 of Manual for Procurement of Works 2019
6.	To ensure sufficient response, in addition to mails/ emails to selected vendors, web-based publicity should be given for limited tenders, with suitable clarifications that unsolicited bids shall not be considered.	
7.	A limited tender which results in only one effective offer shall be treated as a single tender enquiry situation, with relevant powers of approval etc.	
8.	Adequate time should be given for submission of bids, which should not be less than three weeks. A longer period (six weeks) could be given in case of import of the materials and, in complex cases, if justifications are given and allowed.	
9.	All past successful vendors/ bidders should invariably be invited. In case it is proposed to exclude any registered contractor from being shortlisted for inviting LTE, detailed reasons, such as failure in supply/work, should be duly recorded and approval of the Director be taken before exclusion.	
10.	The selection of bidders should be with due diligence, to ensure that bidders who do not meet eligibility criteria do not get shortlisted. At the evaluation stage, in LTE, passing over of a duly shortlisted bidder on grounds of poor past performance or eligibility may raise questions about transparency.	

