## V.O.CHIDAMBARANAR PORT TRUST FINANCE DEPARTMENT

No: FIN-OFFAO-CRT-MONIT-VI-21

Date: 20.12.2021

## CIRCULAR No.04/2021-22

With a view to ease the tender process, a revised statement indicating Committee Members from various departments for opening, evaluation and negotiation of Tenders amendment is enclosed, which is in supersession of earlier Circular No.01/2017-18 dated 3.5.2017.

This issues with the approval of Chairman.

Encl:Annexure -

FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

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:

- 1. PA to Chairman
- 2. PA to Deputy Chairman

# V.O.CHIDAMBARANAR PORT TRUST CONSTITUTION OF COMMITTEE MEMBERS FOR OPENING, EVALUATON AND NEGOTIATION OF TENDERS

	CIRCULAR No. /2021-22											
	SI. No	,	Opening of Tenders	Estimate Opening of Price Bids on appropriate by the competent authority			Negotiation with L 1 bidder on approval by competent authority				Accepting Authority	
		, Estimate value	Tender Committee Members		Department inviting tender	Finance side	User Dept.	Department side	Finance side	User Dept.	J.	
0		Up to Rs.2	SE/EE or its equivalent rank along with one	Up to Rs. 5 lakhs	Grade II Officer	AO Grade II		Grade I Officer	AO Grade I		ent	
0	)2	crores	Finance and User la	Above Rs. 5 lakhs to Rs. 10 lakhs	Grade I Officer	AO Grade I		Sr. ATM, EE or an equiv. rank	AO Grade I		Depārtment	
0	)3	Above Rs.2 crores to	Deputy Chief Engineer or its equivalent rank along with one representative each from	Above Rs. 10 lakhs to Rs. 25 lakhs	Sr. ATM, EE or an equivalent rank	Senior AO		Superintending Engineer or an equivalent	Senior AO	_	of NIT I	
0	4	Rs.5 crores	Finance and User Department.	Above Rs . 25 lakhs to Rs. 50 lakhs	Superintending Engineer or an equivalent rank	DCAO	Note No.1	Deputy Chief Engineer or an equivalent	Deputy CAO	Refer Note No.	HOD (	
0	5	Above Rs.5 crores	HoD of the respective Department along with FA & CAO and HoD of the User	Above Rs . 50 lakhs to Rs . 1 crore	Deputy Chief Engineer or an equivalent rank	Sr. DCAO	Refer	Head of Department HoD	Senior DCAO FA&CAO			
		*	Department.	Above Rs.1 cr	HOD	FA&CAO		Heads of Department & Dy.CPT	FA&CAO	-	(1)Dy.CPT-Rs.1 crore to 5 crore (2) CPT- upto Rs.10.00 Crore Board - Above	

### Note

1. In absence of any HOD, HOD(St) for that department be the Member of that Tender Committee for all purposes including signing and HOD (i/c) will present to assist the Tender Committee.

Rs.10.00 Crore

- 2. 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. If user Department & NIT department are same, then any other HoD/ or equivalent level officer may also to be included as committee member.
- 3. 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.
- 4. For issue of Work Order, Execution of Agreement etc.

a.	Up	to	Rs.	0	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.

5, 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.TM/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.

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

#### 7. Estate related tenders:

SI. No.	(	Opening of Tenders	Estimate value	Evaluation of te Price Bids on ap authority			Negotiation with L1 bidder on approval by competent authority		
	Estimate value	Tender Committee Members	4	Civil Dept. /Estate Division	Finance side	Traffic Dept.	Civil Dept./ Estate Division	Finance Dept.	Traffic Dept.
01	Upto 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 .
02	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 Rs. 25 lakhs	EE Estate	AO/Revenue-II	Sr .ATM	EE or an equiv. rank Superintending Engineer or an equivalent	Senior AO	Sr .ATM
04	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 anequivalent	Deputy CAO	DTM
05			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	ТМ	HoD & Deputy Chairman	FA&CAO/	TM

Note: the notes mentioned 1 to 3 will apply for the estate related tenders also.

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