

V.O.CHIDAMBARANAR PORT TRUST
OFFICE OF THE DEPUTY CHAIRMAN

No. Dy.CPT/Ins./2017

Dt: 22.09.2017

Sub: Abnormal delay in submitting files -
Completion of tender process -reg.

It is noticed that the files are submitted to the approval of the competent authorities after a period of 2½ months to 3 months on various occasions. It is viewed seriously by the management of the Port and it is here by directed that each HoD should ensure that the price bid should be opened within 7 working days from the date of submission of tender and the file put up to the approval of the competent authority within next 2 working days.

2. In this regard, one room is identified in the Civil Engineering Department with PC, Printer and furniture. All Tender Committee meetings of all departments should be conducted in that place and minutes of the Committee should be finalized immediately on the spot.

3. Whenever abnormal delays are noticed between the date of opening of the tender and date of submission of files to the competent authority (to the office of CPT/Dy.CPT/HoD as the case may be) the concerned officer responsible should be warned for the failure to complete the office work with due deligence.

This comes into force with immediate effect.


DEPUTY CHAIRMAN

To

All HoDs/VOCPT

Copy to: PA to CPT/VOCPT