



CBSE/Audit/HQ/2017/286

Date: 31.08.2017

CIRCULAR

It is being observed that the files regarding procurement are routed through IAFA, Internal Audit for Pre-Audit many a times although it is not required. This delays procurement process. The files should come firstly for administrative approval then for financial sanction and finally for payments. Every file is being send for vetting of draft tender as well. Hence, common inputs on financial matters while tendering are also being issued for the convenience of units.

Hence, all the Regional Officers/ Units/ COEs are hereby requested to adhere to the following guidelines before finalising any Tender document.

1. As per GFR Rule no. 170:

- (a) The bid security is to be obtained from the bidders except Micro Small and Medium Enterprises (MSME) or those registered with Central Purchase Organisation (CPO).
- (b) The amount of bid security should range between 2%-5% of the estimated value of goods to be procured.
- (c) The bid security may be accepted in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any of the commercial banks or payment online in an acceptable form.
- (d) The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- (e) Bid security of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

2. As per GFR Rule no. 171:

- (a) To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the contract.
- (b) Performance security should be for an amount of 5%-10% of the value of contract as specified in the bid documents.
- (c) Performance security may be obtained in any of the form as permissible for Bid security under GFR Rule no. 170.
- (d) Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (e) Bid security should be refunded to the successful bidder on receipt of Performance security.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

3. Appropriate clause for imposing penalty should be incorporated.
4. Payment may be release only after satisfactory completion of work. No advance payment should be released except for situations as mentioned under GFR Rule no. 172.
5. E-publishing and wide publicity may be ensured as per GFR. Moreover, sufficient time as required under GFR may be allowed for submission of bids.
6. Tender may be published in compliance to GFR 2017.

All the concerned are also requested not to send draft tender for Audit vetting but to use above information while issuing tenders.

This is being issued with the approval of Competent Authority.

Bharti Zade

(Bharti Zade)

IAFA

Distribution:-

1. EO to Chairman, CBSE for Information - *31/8/17*
2. SPS to Secretary for information - *31/8/17*
3. SPS to Executive Director (JAB) - *31/8/17*
4. SPS to Director, IT - *31/8/17*
5. SPS to OSD, NEET - *31/8/17*
6. Additional Director (ART&I), Academic Unit
7. All ROs
8. All COEs