

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: FINANCE DEPARTMENT**  
( Finance Expenditure Section)

**OFFICE MEMORANDUM**

Imphal, the 1<sup>st</sup> March, 2023

**No. FX- 3/63/2022-e-FD:** In supersession of this Department's OM of even number dated 13<sup>th</sup> January, 2023 regarding tender guidelines, the Governor of Manipur is pleased to order modifications in the tender rules and procedures in compliance with the amendments of General Financial Rules (GFR) 2017 and CPWD Manual.

**I. Mode of Tender to be adopted.**

**(1) Procurement for all Goods and Services available on GeM Portal.**

For all procurement made through GeM Portal, the procurement norms prescribed under Rule 149 of General Financial Rules, 2017 will be applicable which is as follows:

- (a) Up to Rs 25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
- (b) Above Rs 25,000 and up to Rs 5,00,000 through GeM Seller having lowest price amongst the available sellers (excluding Automobiles where the limit of Rs 30 lakh will be applicable), of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurement less than Rs 5,00,000.
- (c) Above Rs 5,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily opening bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where the limit of Rs 30 lakh will be applicable).

**(2) Procurement for Goods and Services not done on GeM Portal.**

As specified in FD's OM No. FX-26/22/2022-e-FD dated 3<sup>rd</sup> June, 2022, GeM is mandatory for procurement of all Goods and Services that are available in GeM, except in certain specified cases. For procurements not done through GeM Portal, the following guidelines provided in the GFR, 2017 shall be strictly followed:

- (a) Up to Rs 25,000 without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the format as prescribed under Rule 154 of GFR, 2017.
- (b) Above Rs 25,000 and up to Rs 25,00,000 through Limited Tender.
- (c) Above Rs 25,00,000 through e-tender, i.e., all bids are to be received through e-procurement portal [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in).

**[The above does not prevent departments for opting for open tenders even for procurements below Rs 25 lakh].**

**(3) Procurement of works.**

- (a) Limited Tenders may be called for works costing less than Rs 5 lakh.
- (b) Open Tenders may be called for works costing Rs 5 lakh to Rs 1 crore.
- (c) For works costing above Rs 1 crore, bids are to be invited through e-procurement portal [www.manipurtenders.gov.in](http://www.manipurtenders.gov.in).

*Anur Paulbam*  
1/3/2023

*Suman*  
01/03/2023

**II. Tender Committee Composition.**

- (a) Tenders/Bidding which are made on GeM Portal shall also be required to be placed before Tender Committee for recommendation as per Sub-Para (b) below.
- (b) For works as well as supplies in respect of Non-Engineering Departments and tenders pertaining to supplies in respect of Engineering Departments, authorities empowered to make recommendations and accept tenders is shown in the table below:

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above Rs 25,000 and up to Rs 2,50,000	Local Purchase Committee	Consisting of 3 (three) members of an appropriate level as decided by the Head of the Department. One member to be the senior most Finance officer of the IFD.	Head of the Department
2.	Above Rs 2,50,000 and up to Rs 10,00,000	Lower Tender Committee (LTC)	(i) Concerned HoD as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Deputy/Under Secretary of any other Department nominated by the Administrative Secretary (iv) Senior most Finance Officer of the IFD	Administrative Secretary
3.	Above Rs 10,00,000 and up to Rs 2 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary as Chairman (ii) Concerned HoD (iii) Additional/Joint Secretary (Finance) (iv) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Minister-in-charge
4.	Above Rs 2 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned HoD (iv) Additional/Joint Secretary (Finance)	Minister-in-charge

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(c) For construction works in respect of Engineering Departments, authority empowered to make recommendations and accept tenders is shown in the table below:

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above Rs 25,000 and up to Rs 25 lakh	Lower Tender Committee (LTC)	(i) Concerned Executive Engineer as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Senior most Finance Officer of the IFD	Superintending Engineer concerned
2.	Above Rs 25 lakh and upto Rs 3 crore	Intermediate Tender Committee	(i) Concerned Superintending Engineer as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Deputy/Under Secretary of any other Department nominated by the Administrative Secretary (iv) Senior most Finance Officer of the IFD	Chief Engineer
3.	Above Rs 3 crore and up to Rs 7 crore	Departmental Tender Committee (DTC)	<b>Above Rs 3 crore and up to Rs 5 crore</b> (i) Chief Engineer as Chairman (ii) Additional/Joint Secretary (Finance) (iii) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Administrative Secretary
			<b>Above Rs 5 crore and up to Rs 7 crore</b> (i) Administrative Secretary as Chairman (ii) Chief Engineer (iii) Additional/Joint Secretary (Finance) (iv) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Minister-in-charge of the concerned Department
4.	Above Rs 7 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer (iv) Additional/Joint Secretary (Finance)	Minister-in-charge of the concerned Department

*Juna Panigrahi*  
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- (d) Tenders floated for deposit works by the Implementing Agencies shall not come under the purview of the Tender Committees indicated at Sub-Para (b) and (c) above. However, they shall follow the other guidelines prescribed at Para I, III, IV and V of this OM and other extant guidelines prescribed in the GFR 2017, CPWD Manual, Manual for Procurement of Goods, Works, Consultancy and Services as amended from time to time by the Ministry of Finance, Government of India.
- (e) Tenders floated by the PSUs, Corporations, Agencies, Societies etc. under the State Government for their own procurement/works (not deposit works) shall be required to be placed before the Tender Committee as indicated at Sub-Para (b) and (c) above and shall follow all the procedures and guidelines as prescribed in this OM.

**III. Validity of tender recommendation.**

The recommendations of a duly constituted Tender Committee which had considered tenders floated by prescribed procedures and rules shall be valid for a period of 1 (one) year from the date of recommendations.

**IV. Time schedules for finalization of tender is given below:**

As per Rule 161 Clause (5) of GFR - 2017, the minimum time to be allowed for submission of bids is **3 (three) weeks from the date of publication of the tender notice** or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. The departments shall also adhere to the following timelines for finalization of tender, as far as possible.

(a) Tender Evaluation (Preparation of comparative statement)	D+5
(b) Meeting of Tender Committee and recommendations thereof	D+15
(c) Acceptance by the Tender Accepting Authority	D+20
(d) Placing order	D+25,

Where D is the Date of Opening of Tender.

**V. Advertisement should be used for invitation to tenders of tender value of ₹ 25 lakh and above.** Classified Advertisements will be issued in the following manners:

- (a) Tender for value worth Rs 25 lakh to Rs 1 crore will be issued to 1 (one) newspaper of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 2 (two) national dailies.
- (b) Tender for value worth Rs 1 crore above and up to Rs 3 crore will be issued in 2 (two) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 2 (two) national dailies.
- (c) Tender for value worth Rs 3 crore above will be issued to 3 (three) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 3 (three) national dailies.

[Categorization of newspapers shall be as prescribed by the DIPR].

- VI.** The Administrative Department concerned shall refer the proposals which fall under the purview of Higher Tender Committee (HTC) to the Finance Department along with an HTC note, signed by the Administrative Secretary concerned, containing the following details:

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11/3/2023

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- (a) Background of the Project;
- (b) Scope/ details of the work to be undertaken;
- (c) Estimated cost put to tender
- (d) Source of funding and availability of fund;
- (e) Tender Details such as NIT date, NIT advertisement, Number of bidders participating the tender etc.;
- (f) Details of Technical Evaluation Committee such as members of the Committee, date of Technical Bids Opening, Observations of Technical Evaluation Committee, number of technically qualified bidders, reasons for disqualification of bidders, if any (preferably in a tabular format) etc.;
- (g) Details of Financial Bids such as members of Financial Opening Committee, date of opening of financial bids, comparative statement of the financial bids etc.;
- (h) Reasonability of rates quoted by the lowest bidder;
- (i) Negotiation done with L1, if any and its result;
- (j) Payment terms/delivery terms etc.;

Apart from a signed HTC note, Department shall also submit a copy of NIT containing all the Terms and Conditions of tender, Advertisement made in newspapers, Proceedings of Technical Evaluation Committee meeting, Original financial bids submitted by the technically qualified bidders (BOQ) in case of e-tender.

  
01/03/2023

**(Dr Rajesh Kumar)**  
Chief Secretary(Finance)  
Government of Manipur

**Memo No. FX- 3/63/2022-e-FD**

**Imphal, the 1<sup>st</sup> March, 2023**

Copy to:

1. Secretary to Governor of Manipur, Raj Bhawan, Imphal.
2. Secretary to Hon'ble Chief Minister, Manipur.
3. PPS/PSs to Hon'ble Ministers, Manipur.
4. Staff Officer to Chief Secretary, Government of Manipur.
6. Director General of Police, Manipur.
7. All Administrative Secretaries, Government of Manipur.
8. Principal Accountant General, Manipur.
9. All Deputy Commissioners, Manipur.
10. All Heads of Departments, Manipur.
11. Secretary, MPSC/ Manipur Legislative Assembly. Imphal.
12. Resident Commissioner, Manipur Bhawan, New Delhi.
13. Deputy Resident Commissioner, Manipur Bhawan, Kolkata/Guwahati.
14. All Managing Directors/Executive Heads of all Autonomous Bodies, PSUs, Government Societies and other Organizations aided by the Government.
15. All Treasuries Officers/Sub-Treasury Officers, Manipur.
16. Website Manager, Department of Information Technology, Manipur.
17. Guard File.

  
.. 1/3/2023

**(Anna Arambam)**  
Joint Secretary (Finance)  
Government of Manipur