

Government of Jammu and Kashmir
Finance Department,
Civil Secretariat Srinagar/Jammu

Subject: Standardisation of Tender Documents.

CIRCULAR

It has been observed that the executing agencies, while uploading tender documents on the "jktenders" e-portal, are not following uniform standard terms and conditions and some of the terms and conditions are vague which may lead to unnecessary litigations. The fund positions in certain cases have been shown as "**Demanded**" which is not in consonance with the General Financial Rules, as no work can be initiated without budgetary provision, Administrative Approval and Technical Sanction.

2. It is accordingly impressed upon all the executing agencies to strictly follow norms while inviting tenders and vague terms and conditions shall not be included in the tender documents in future. The tender documents should be in conformity with the provisions of the General financial Rules (GFR) and procurement guidelines of Ministry of Finance, Department of Expenditure, Government of India.
3. All the stakeholders may note that tenders where provision of funds has been mentioned as "**Demanded**", bills pertaining to these works shall not be accepted by 'JKPaySys'.
4. It is also enjoined upon all the tender document should be accessible throughout the relevant period. If there is any unnecessary difficulty in downloading the documents it should be brought to the notice of the department concerned.
5. All the Controlling Officers shall ensure that no tenders are invited unless Administrative Approval and Technical Sanction have been accorded and funds are available in the budget. Any violation of these principles of



financial propriety shall be construed as irregularity and action as warranted under rules shall be initiated against the delinquent officer(s), including concerned DDOs.

6. All the Administrative Secretaries shall periodically review the status of tendering procedures followed by the executing agencies and whether the same is as provided in the General Financial Rules (GFR). Director Finance (s)/FA& CAO (s) in respective administrative departments shall have the added responsibility to oversee whether the tendering procedure is followed as provided in General Financial Rules. Any deviation in this regard shall be reported to the Finance Department.

Sd/-

(Dr. Arun Kumar Mehta), IAS
Financial Commissioner,
Finance Department.

No: FD/VII-Bgt/2020

Dated: 08-07-2020

Copy to:

1. Ld. Advocate General J&K High Court Srinagar/Jammu.
2. All Financial Commissioners.
3. Principal Accountant General, J&K Srinagar/Jammu.
4. All Principal Secretaries to Government.
5. Principal Secretary to Hon'ble Lieutenant Governor
6. Principal Resident Commissioner, 5 Prithvi Raj Road, New Delhi.
7. Chief Electoral Officer, J&K.
8. Joint Secretary (J&K) Ministry of Home Affairs, Govt. of India.
9. All Commissioner/Secretaries to Government.
10. Divisional Commissioner Kashmir/Jammu.
11. Director Anti Corruption Bureau.
12. Registrar General, J&K High Court Srinagar/Jammu
13. Director General Audit & Inspection, J&K
14. Director General Budget, J&K.
15. Director General Accounts & Treasuries, J&K.
16. Director General Funds Organization, J&K.
17. Director General Local Audit, Fund & Pension.



18. Director Information, J&K.
19. All Head of Departments /Managing Directors/Chief Executive of State PSU's/ Autonomous Bodies.
20. Secretary J&K Public Service Commission.
21. All District Development Commissioners.
22. Secretary J&K Legislative Assembly.
23. Director Finance/Principal Northern Zonal Accountancy Training Institute Jammu.
24. Director Accounts & Treasuries Srinagar/Jammu.
25. All Director Finance/Financial Advisors & CAO's.
26. All Directors (Planning)/ Joint Director (Planning).
27. Joint Director Funds Organization Srinagar/Jammu.
28. Principal Accountancy Training school Srinagar.
29. All Treasury Officers.
30. General Manager, Government Press for publication in Government Gazette.
31. Pvt. Secretary to Advisor (S/F/B/BK) to Lieutenant Governor.
32. Pvt. Secretary to Chief Secretary.
33. Pvt. Secretary to Financial Commissioner, Finance Department.
34. I/c Website, FD. (www.iakfinance.nic.in).
35. I/c Website, GAD (www.jkgad.nic.in).
36. Govt. Order File (w. 2. s. c).
37. Stock File.



(Shafaat Yehya),
Deputy Director Budget,
Finance Department.