

No. 18 -UTFII (10)-2018/ 2697  
CHANDIGARH ADMINISTRATION  
FINANCE DEPARTMENT

Chandigarh, dated the

To

16/3/18

All Administrative Secretaries/  
Head of Departments/ Boards/ Corporations,  
Chandigarh Administration.

**Subject: Regarding delay in the finalisation of tender/ contracts.**

Sir/Madam,

It has been observed that the tender process for selection of new contractor/ service provider is initiated at a very late stage and the fresh contract is not finalised before the expiry of the previous contract. Subsequently, requests are received for extending the existing contracts and in some cases the value of total contract exceeds the competency of the authority which has originally approved/ sanctioned the award of contract. In some cases it has been seen that selection of new contractor has taken a period of 1-2 years due to various administrative issues like the selected contractor has backed out etc. It has also been observed that the existing contracts are allowed to continue in anticipation of the approval of the competent authority which is not in order.

In order to avoid such situations, it has been decided that all departments will ensure that process for selection of new contractor through tendering process should start atleast 06 months before the previous contract comes to an end, so that agreement with the new contractor is finalised before previous contract ends. In case contract is not finalised due to unavoidable circumstances beyond the control of AD, the permission of competent authority should be sought without delay by bringing complete factual position on record. These instructions should be brought to the notice of all concerned for strict compliance and any lapse in this regard will be strictly viewed by the Administration.

*Hanish*  
Special Secretary Finance,  
For Advisor to the Administrator,  
Chandigarh Administration.