

No.413977-UTFII(10)-2024/ 6387
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT

Chandigarh, dated the: 22.4.24

To,

All the Administrative Secretaries/
Head of Departments/Offices,
Chandigarh Administration.

Subject:- Regarding delay in the finalization of tender/contracts.

Sir/Madam,

I am directed to refer to the instructions issued by the Finance Department, Chandigarh Administration vide letter No.18-UTFII(10)-2018/3697, dated 16.03.2018 (copy enclosed) on the subject noted above whereby it was decided that all departments will ensure that the process for selection of new contractor through tendering process should start at least 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. However, it has been observed that the Finance Department is still receiving proposals from various departments of Chandigarh Administration wherein the tendering process for selection of new contractor through GeM Portal was not initiated well in time. The departments are continuing the existing contracts in anticipation of the approval of Competent Authority which is not in order and sometimes creates fait accompli situation to extend the contract to avoid hampering of essential services.

2. It is therefore again requested that the instructions issued by this department vide letter No.18-UTFII(10)-2018/3697, dated 16.03.2018 may be meticulously complied with and any lapse will be strictly viewed by this Administration.

19/4/24
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

Endst. No.413977-UTFII(10)-2024/ 6388

Chandigarh, dated the: 22.4.24

A copy is forwarded to the following for kind information:-

- i. PA to Finance Secretary, Chandigarh Administration.
- ii. PA to Special Secretary Finance, Chandigarh Administration.
- iii. ✓ Director, Information Technology, U.T., Chandigarh for uploading the same on the Chandigarh Administration website.

19/4/24
Finance & Planning Officer,
for Finance Secretary,
Chandigarh Administration.

5. (P)
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.

H. Singh
Special Secretary Finance,
For Advisor to the Administrator,
Chandigarh Administration.