



SRI KARAN NARENDRA AGRICULTURE UNIVERSITY
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Dr. D. R. Shivran
Comptroller

No.F.03()/SKNAU/Comp/NIB/2017-18/ 1008

Dated: 07.06.2017

Office Order

A situation may often arises in the procurement process(s) in the university that after evaluation of the bids, the bid evaluation committee may often end-up with one responsive bid only. In such situation, the bid evaluation committee should check/ensure the following :

1. While floating Notice inviting Bids (NIBs) all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of bids etc.
2. The bid process shall be considered valid even if there is one responsive bid, provided that :
 - (a) The bid is technically qualified;
 - (b) The bid is unconditional and complete in all respects;
 - (c) There are no obvious indicators of cartelization amongst bidders;
 - (d) The bidder is qualified as per the provision of section 7 of the Rajasthan Transparency in Public Procurement Act, 2012; and
 - (e) The price quoted by the bidder is assessed to be reasonable which could be ascertained by strict compliance of the following :
 - (i). Market rate provided by technical committee/P.I. based on the personal knowledge of procurement of same or similar item(s)/product(s).
 - (ii). Rate contract/approved Rate of same or similar item(s)/ product(s) at SKN Agriculture University, Jobner, Jaipur during previous years.
 - (iii). Rate contract/Rate of same or similar item(s)/ product(s) at DGS&D/GeM.
 - (iv). Rate contract/approved Rate of same or similar item(s)/ product(s) in other agricultural universities, ICAR institutes, Agriculture Department, Government of Rajasthan etc.

- (v). The supply/purchase order from the firm in question should be sought for the same item (s)/product(s).
- (vi). Variation in rates due to changes in specifications like additional guarantee, inclusion of additional features/accessories.

Further, the bid evaluation committee shall prepare a justification note for approval **by the next higher authority of the procuring entity**, in which the concurrence of the accounts member shall be necessary.

All the procuring entities are hereby directed to strictly comply the provisions of Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules, 2013 *in toto*. Further, the compliance of the directions as above especially in procurements where the bid evaluation committee may end -up with one responsive bid only has to be made on priority.

It bears approval of the Hon'ble Vice-Chancellor.


COMPTROLLER

Copy forwarded to the following for information and necessary action:-

1. P.S. to Hon'ble V.C., SKN Agriculture University, Jobner, Jaipur
2. All Deans/Directors/ADR(Seeds)/ZDRs/OIs/PCs/E.O./University Librarian/Controller of Examination/_____
3. T.O., SKN Agriculture University, Jobner, Jaipur
4. Incharge, CIMCA, SKN Agriculture University, Jobner, Jaipur to upload on the website of the university.
5. All AAO-I, Comptroller Office, SKN Agriculture University, Jobner, Jaipur
6. Guard file


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