



Ref. no. AAI/CHQ/ITD/CIRCULAR/2022/07

Date: 09.02.2022

CIRCULAR NO. 01/2022

**SUBJECT: Systematic Improvement in tender related to procurement of IT assets.**

1. During CTE Type Inspection, it has been observed by vigilance department that in one of the works, Demo of the IT asset was done by all the bidders during the technical evaluation of the bid even though it was not mentioned in the tender documents.
2. As per CVC circular OM No. 2EE-1-CTE-3 dated 15.10.2003 which stipulates that "Government Dept. / organizations should consider procurement of items on the basis of detail specifications. If required, provision for submission of an advance sample by bidder may be stipulated for indeterminable parameters such as shade/ tone, size, make-up, feel, finish and workmanship before giving clearance for bulk production of the supply. Such a system would not only avoid objectivity at the tender decision stage but would also ensure healthy competition among bidders and thus take care of quality aspect as well as reasonableness of prices."
3. In future procurements CVC circular OM No. 2EE-1-CTE-3 dated 15.10.2003 as mentioned in point 2 must be followed. In case technical demonstration is essential during technical evaluation stage, the requirement need to be added upfront in the tender document.

Therefore, the above instruction may be brought to the notice of all the concerned for strict compliance.

*Roshan Popli*  
... 9/2/2022  
(Roshan Popli)  
Chief Information Officer (IT)

**Distribution list**

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