

# INDUSTRIAL TRAINING DEPARTMENT (KERALA STATE)

E6/34213/13

Thycadu, Thiruvananthapuram-14

Date: 28.04.14

## Circular

Sub: Industrial Training Department - Procurement of Tools and Machinery, Equipments – processing of tenders - Instructions to Technical Evaluation Committee & Higher Evaluation Committee - Reg

The reports, furnished by both the technical evaluation committee and subsequently the higher evaluation committee, constituted for the processing of tenders, often lack clarity and seems to be ambiguous. This causes undue hardships and inordinate delay in finalizing the award of tenders which in turn creates unavoidable disputes. To tide over this problem and make the tender process much streamlined and transparent, the following instructions are hereby issued, with immediate effect.

1. The report should be completed, clear and without any ambiguities.
2. When the rates quoted by the firms are scrutinized, it should clearly come in the reports as to why they consider it reasonable/unreasonable.
3. The report should be self explanatory, along with a comprehensive analysis of rates, and a chart comparing the quoted rates with the last year's procurement price or the present market rates.
4. Care should be taken to ensure that the evaluation is done as per the instruction given in the Store Purchase Manual or Rule.

S/d

**Director of Training**

To,

The Principal of all ITI, BTC, AVTS  
and Training Officers of RICs

Copy to,

1. CA to DT, CA to ADT, CA to JD
2. Regional Joint Director, Deputy Directors
3. Technical Assistant
4. All Inspector of Training
5. J.S (E)
6. Department Web Site
7. Stock File

**JAA (C)**  
The document should be uploaded  
to the Department website

ADT

// forwarded by order //

**Joint Director of Training**