

## **Annexure - 2**

**INDIAN STATISTICAL INSTITUTE  
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KOLKATA 700 108**

Dated: - 02-03-09

It has been brought to my notice that in many cases of purchase proposals, the specification of required goods and services are not being properly communicated to the prospective bidders/vendors from whom quotations are invited. As a result the specification/ description of good and services quoted by the vendors or tenderers in their price bids/quotation are often not commensurate with the required specification. This poses difficulty in selecting the vendor (generally, the lowest bidder) in line with the provision of Rule 160 of GFR (General Financial Rule Govt. of India) which, inter alia states that all purchases would be made in a transparent, competitive manner to secure best value for money. Practice in conformity to the rule 160(GFR) will also enable the prospective bidders to formulate and send their competitive bids in confidence. In view of the foregoing to all indenting officers/ Department/ Units are requested to ensure that the specification of items/service to be procured are properly communicated to the prospective bidders (preferably through a notice inviting tender (NIT), as per enclosed format), thus enabling them to offer bids strictly in conformity to the required specification.

S. K. Majumdar  
Chairman, Purchase Committee.

To (1) All Heads of Division/Unit/Department