



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA
(विज्ञान एवं प्रौद्योगिकी मंत्रालय)
(MINISTRY OF SCIENCE & TECHNOLOGY)



टेलीफैक्स / : +91-135-2744064, 2743331
Telefax
वेबसाइट / : www.surveyofindia.gov.in
Website
ई-मेल / : sgo.regulation soi@gov.in
E-Mail



भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
हाथीबड़कला एस्टेट, डाक बॉक्स सं० 37
HATHIBARKALA ESTATE, P.B. No. 37
देहरादून—248001 (उत्तराखण्ड), भारत
Dehradun—248001 (Uttarakhand), INDIA

Departmental Order No. R-405/1442 dated 06-02-2025

Subject: Strict Adherence to Guidelines on Composition of Tender Committees for Procurement of Goods and Services.

It has come to the notice of the undersigned that several Additional SGs/Directors are nominating themselves as the Convener/Chairman of the Tender Committees for the procurement of Goods and Services under categories where they are designated as the Accepting Authority as per this office's Departmental Order No. R-4878/1442 dated 18-10-2024. This practice is leading to the forwarding of Tender Committee reports to the office of the Surveyor General of India for acceptance, which is increasing unnecessary workload at Headquarters and causing undue delays in the decision-making process.

This letter serves as a strict directive for compliance with the following clarifications:

1. The Accepting Authority is responsible for forming the Tender Committee by nominating officers of the appropriate level as per the composition outlined in the Schedule of Procurement Power (SoPP).
2. The Convener of the Tender Committee shall be from the GD/Wing executing the work or the official directly involved with the said procurement.
3. As per Note 9 of the SoPP issued under the aforementioned Departmental Order, the Accepting Authority shall never act as the Convener of the Tender Committee.

This practice of improper nomination is causing undue delays and administrative inefficiencies. Any deviation from these instructions will be viewed seriously. All concerned officers are expected to comply with the above directives without exception.

Signed by
Shoorvir Singh Chauhan
Date: 06-02-2025
(शरवीर सिंह चौहान)
निदेशक, प्रशासन एवं वित्त
भारत के महासर्वेक्षक
✉ : shoorvir.chauhan@gov.in
☎ : 0135-2742146

Distribution:

1. All Addl. SGs/Directors/DSGs for information and compliance.
2. Wing Incharge for information and compliance.
3. E&AO, A, B, C, E, DSO/ASO, OS, LAP/E-1/E-2/E-3/Tech./JCM/Budget/Regulation for information and compliance.
4. Sr. PS to SGI for information of the SGI.