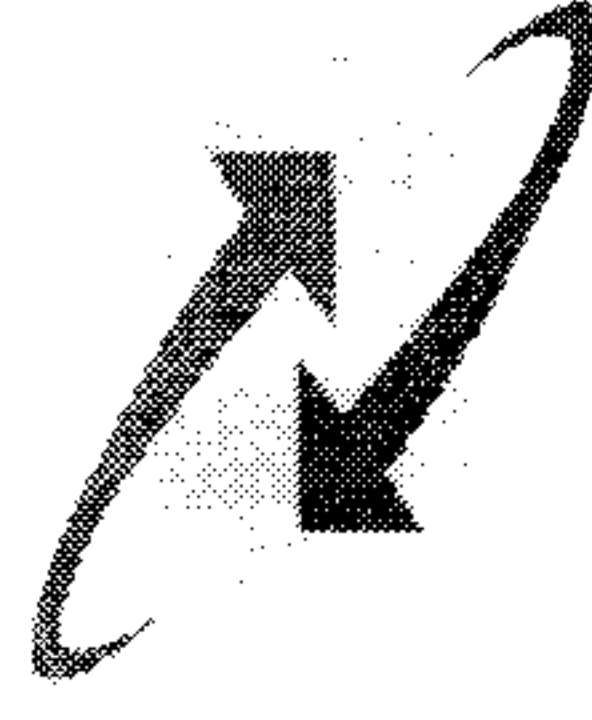


% PGM (BW )  
BSNL Corporate Office  
10<sup>th</sup> Floor , Chandra Lok Building  
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भारत संचार निगम लिमिटेड  
( भारत सरकार का उपक्रम )  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

No: - 5-23/2004-W(T)/ 452

Dated - 8.11.2010

To

All CGM,  
BSNL .

**Subject: System improvement for preparation and scrutiny of tender documents.**

During the extensive examination of a project by CVC following observations have been made:

- I. Minimum number of technical personnel for ensuring the work is carried out as per approved drawing and designs while appointing consultants was not specified in the in the tender document.
- II. In technical evaluation parameters marks assigned to various parameters were not disclosed to applicants in the tender document while appointing **consultants/contractors** making the process non transparent.
- III. Verification of credentials submitted by firms was not done during the process of prequalification bid.

In view of above it may be ensured that :

- I. Minimum number of technical personnel commensurate to the requirement of the work may be specified category wise in the tender document for future works.
- II. In order to maintain transparency of highest level pre-defined and pre-notified evaluation criteria may be adopted in the tender document for future works. Evaluation criteria should be unambiguous & transparent giving details of marks for component parts also.
- III. Verification of credentials submitted by firms must be done at the stage of prequalification of firms.

This may please be brought to the notice of all under your jurisdiction for necessary implementation and suitable incorporation in tender documents of all future works.

It is issued with the approval of competent authority.

*Raj Kumar*  
8/11/12  
DGM(C)

Copy to : PCE(C)/ CE(C)/ CE(C) EP, BSNL .

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**BHARAT SANCHAR NIGAM LIMITED**  
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No: - 5-23/2004-W(T)/ 451

Dated - 8.11.2010

To

All CGM,  
BSNL .

**Subject: System improvement for avoiding delay in sanctioning of projects.**

It has come to the notice during the extensive examination of a project by CTE that excessive time of approximately two years were taken between framing of estimate and sanctioning of the project estimate. It was found that the Schedule Of Accommodation (SOA) was revised considering fresh aspects and facilities related to building project.

It is therefore enjoined upon all the concerned that requirement of project vis-à-vis SOA etc. must be decided carefully considering all aspects/facilities related to the building project. Once SOA is approved, framing of estimate in complete shape and required administrative sanction may be followed in a time bound manner observing rules and procedures of BSNL.

It is issued with the approval of competent.

*Raj Kumar*  
8/11/10  
DGM(C)

Copy to : PCE(C)/ CE(C)/ CE(C) EP, CE(C)Arb-L&B, BSNL .