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NOTIFICATION

No.B.16011/6/2013-SWD/Pt, the 17th June, 2013. The Governor of Mizoram is please to constitute 'Procurement Committee on Nutrition' in the Directorate of Social Welfare Department to streamline and improve the procurement system in the Department.

The Committee will comprise of the following members :-

- | | | | |
|----|-------------------------------------|---|----------|
| 1) | Director, Social Welfare Department | - | Chairman |
| 2) | Programme Officer (State) | - | Member |
| 3) | Deputy Director (A) | - | Member |
| 4) | Deputy Director (T) | - | Member |
| 5) | Deputy Director (E) | - | Member |
| 6) | Superintendent (ICDS) | - | Member |
| 7) | Superintendent (E) | - | Member |

Terms of reference :

1) The Committee will prepare a computerized data-base of all the items required indicating the name of the item, tentative quantity required per year, estimated cost per year, description of the item, quality specification, mode of verifying the quality, supplier certification requirement (if any), designation of experts (if any), at what level procurement is to be done (Directorate or CDPO or Anganwadi Centre) and market price.

2) The Committee will encourage decentralized purchase wherever feasible and prepare calendar for tender so as to avoid the practice of floating tenders at the fag end of the year.

3) The Committee will prepare a model "Notice Inviting Tender" so as to enable the Department to buy the desired quality at the most competitive price by creating a level playing field and specifying all N.I.T. requirements in a tabular form for each purchase item.

4) The Committee will prepare a model Comparative Statement and also standardize the procedure for opening and examination of bids including reading out the rates of in the presence of the bidders and by obtaining signatures of the members present the time of opening of tenders in attendance sheet. The Director/Officer-in-charge will countersign the comparative statements.

5 The Committee will prepare a model Agenda Note for the SPAB/DPAB as well as Model Minutes of the SPAB/DPAB so that the SPAB/DPAB decision are articulated in a speaking manner.

6 Regarding micro-nutrients and medicinal items, the Committee will prepare a specific clause for the NIT indicating tolerable limits of deviation from the stipulated standards, in consultation with Health Department.

7 The Committee will insert a clause in the NIT regarding disclosure by all related/sister firms participating in the tender and the consequence of withdrawal of tender after opening.

Ranbir Singh,
Commissioner/Secretary to the Govt. of Mizoram,
Social Welfare Department.