



राष्ट्रीय पवन ऊर्जा संस्थान
NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI 600 100

OFFICE MEMORANDUM

No. NIWE/PUR/1/81/17

24.04.2018

Sub: Reconstitute of Tender Opening Committee –Reg.
Ref: OM No. NIWE/PUR/1/81/17 dated 31.10.2017.

In continuation of OM No. NIWE/PUR/1/81/17 dated 31.10.2017 Director General, NIWE has approved following members for tender opening committee:

Sl. No.	Name	Designation
1.	Shri.P.Kanagavel, Additional Director, ITCS	Chairman
2.	Shri.K.Bhoopathi, Additional Director, WRA&O	Alternative Chairman
3.	Shri N. Rajkumar, Dy. Director (T), S&C	Member
4.	Shri. M. Saravanan, Dy. Director (T), T&F or Shri. Stephen Jeremias, AE, R&D, IT & ITCS or Shri. B.Krishnan, Assistant Director (Tech) WRA	Member
5.	Smt. K. Tamilselvi, AO (S&P) Or Officer Stores & Purchase	Member

Purchase section shall call for tenders with due date of Tender Opening at 3.30 p.m. on working Wednesdays, in the presence of tenderers if any.

DURATION OF THE COMMITTEE: 2 Years from 01.05.2018

RESPONSIBILITIES OF THE TENDER OPENING COMMITTEE (TOC)

- Tenders are to be opened by the TOC by meeting only and not by circulation.
- TOC shall ensure prompt opening of Tenders on the said date and hour.
- Quotations of only those suppliers addressed and suppliers quoting based on the reference of NIWE website shall be entertained.
- Quotations by authorized agents with proper cross mandating shall be verified and accepted.
- All the pages of each quotation shall be initialed by all the three members of TOC including literature/pamphlets/list of customers/cover etc.
- Attest all the corrections / over writings.
- Read out the details of quotations to the tenderers present and obtain their acknowledgement.
- Ensure that Earnest Money Deposit / Security Deposit are made in the form asked for or ensure the availability of exemption certificates. Quotations without EMD/Bid Security/Exemption Certificate shall not be entertained.
- Sequence of Opening of Technical Bids intimation to short listed bidders and opening of Commercial bids of selected technical bids followed in case of two bid system.
- Any other related function that may be assigned by Director General/DDG (F&A).


DEPUTY DIRECTOR GENERAL (F&A)

Copy to

- All concerned
- All Group Heads
- Notice Boards
- ESO to DG – For information.

