

**NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI 600 100**

OFFICE MEMORANDUM

No. NIWE/PUR/1/81/23

Date: 20.07.2023

**Sub: Re-Constitution of Tender Opening Committee – Reg.
Ref: NIWE/PUR/1/81/23 Dated 13.07.2023**

Director General, NIWE has pleased to reconstitute the tender opening committee as follows:

Sl.No	Name & Designation	Designated as
1.	Smt. M.C.Lavanya, Dy. Director (T)	Member
2.	Shri. Bhukya Ramdas, Dy. Director (T)	Member
3.	Shri. Yelchuri Srinath, Assistant Director (T)	Member
4.	Shri. R.Sunderesan, Executive Assistant	Member
5.	Smt. K.Saranya, Junior Executive Assistant	Member

TERMS OF REFERENCE TO THE TENDER OPENING COMMITTEE (TOC)

1. Tenders shall be opened by the TOC by meeting only and not by circulation.
2. Quotations of only those suppliers addressed and suppliers quoting based on the reference of NIWE enquiry shall be entertained.
3. Minimum 3 out of 5 members shall open the offline Tender based on availability.
4. Minimum 2 out of 5 members shall open the bids in CPP Portal, based on availability for which Digital Signature Key will be provided.
5. TOC shall ensure prompt opening of Tenders as per the date and time mentioned in the NIWE Enquiry/NIT/Corrigendum.
6. All the pages of each quotation shall be initialed by all the three members of TOC including literature/pamphlets/list of customers/cover etc.
7. The TOC shall attest all the corrections / over writings in the tender documents.
8. The TOC members shall read out the details of quotations to the tenderers present and obtain their acknowledgement in the tender opening register.
9. The TOC shall ensure entries in the tender opening register and shall sign the register.

The above tender opening committee is for a period of two (2) years w.e.f 01.08.2023.

This issues with the approval of the Competent Authority.




Division Head (F&A)

Copy to:

1. All the Committee Members
2. ESO for kind information of DG
3. Office Memorandum File