Circular

Sub: Guidelines on Limited Tender Inquiry (LTI)

IIT Delhi is following GFR-2017 as approved by BOG in its meeting held on 04/08/2017. It was directed by the Director to issue comprehensive guidelines to be followed while making purchases adopting Limited Tender Inquiry (LTI). Rule 162 contains detailed guidelines in respect of LTI which are as following-

1. Copies of the bidding document should be sent directly by speed post/post/registered post/courier/email to registered suppliers/firms. Further, Procurement Authority/Purchaser/P.I./SPS publish its LTI on CPPP as per GFR Rule 159,160. Apart from CPPP, it should also publish the tender enquiries on IIT Delhi website.

2. Sufficient time should be allowed for submission of bids in LTI cases. Time allowed for LTI should be minimum 14 days.

3. The minimum number of registered bidders to whom LTI should be sent is more than three. In case less than three approved registered vendors/contractors/firms are available, LTI may be sent to the available approved registered vendors/contractors/firms with approval of the CA, duly recording the reasons.

4. Maximum ceiling for LTI would be Rs. 25 lakhs in each case. In case procurements exceeding Rs. 25 lakhs to be done through LTI, Rule 162 of GFR {Special Limited Tender Enquiry for Procurements More than Rs. 25 lakhs} may be referred for detailed guidelines (copy enclosed at Annexure-I).

5. When a limited tender results in only one effective offer, it shall be treated as a single tender contract.” It requires approval of the Director.

6. Any amendment in the LTI in GFR would accordingly be applied in the Institute for LTI purchases.

7. Instructions as contained in circular no. IITD/SPS/2018/12540 dt. 05/09/2018 issued by Stor.e Purchase Section shall also prevail.

All Heads of Deptt./Centres/Sections/Units/Cells are requested to kindly ensure the above contents while processing such cases.

This is issued with the approval of the competent authority.

(M.K. Gulati)
Joint Registrar (Audit)

All faculty/staff members-through email
Dy. Directors/Deans/All Heads of Departments/Centres/Schools/Sections/Units/Cell

Copy to:
1. P.S. to Director
2. P.S. to Registrar
3. DR/AR[A/cs, IRD[A/c]/S&P Sections]
4. All Executive Engineers/AEE
Special limited Tender enquiry for Procurements more than Rs. 25 (rupees twenty-five) lakhs

LTE mode, even for values higher than Rs. 25 lakhs (Rupees Twenty-Five lakh) (Rule 162 of GFR 2017), where normally OTE should have been done, is permissible in certain special circumstances as follows. Powers to sanction procurement on LTE basis in such special cases may be laid down in SoPP based on a certificate of urgency signed by the indenter. This mode has the merit of being quicker but VfM obtained may be less than in case of OTE; hence it should be restricted to rare situations:

i) The competent authority in the Ministry/Department certifies that there is an existing or prospective urgency for operational or technical requirements and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry/Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated earlier;

ii) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry;

iii) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote;

iv) Nature of items to be procured is such that pre-verification of competence of firm is essential, hence requires registration of firms; and

v) Government policy designates procurement from specific agencies.

Terms and conditions

i) The tendering process would be same as in the case of a normal LTE described above. However, the bidding documents are more detailed as in the case of OTE; and

ii) The indenter should certify that there is an existing or prospective urgency for operational or technical requirements and any additional expenditure involved by not procuring through an advertised tender enquiry is justified in view of urgency. The indenter should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.