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Ministry of Commerce and Industry  
Department of Commerce (Supply Division)  
Directorate General of Supplies and Disposals  
Jeevan Tara Building, 5, Sansad Marg,  
New Delhi - 110 001.

Circular No. 4

09/10/2012 October, 2012.

**Sub: Change of terms and conditions after issuance of tender enquiry but before tender opening.**

It has been observed that frequent changes/ modifications are being carried out by the QA Wing or Purchase Directorate concerned after issuance of the tender enquiries. Such changes/ modifications may be on consideration of representations received in the DGS&D and pertaining to issues not discussed in the Consultative Committee Meetings. This practice is against the spirit of the various instructions/ guidelines of the Government of India and Central Vigilance Commission on the subject. Such frequent amendments also lead to avoidable extension of the tender opening date. QA Wing as well as all Purchase Directorates are directed to finalize/ frame the specifications of an item and the terms & conditions of a tender enquiry with due diligence taking into account all relevant facts, thereby leaving no scope for any modification after its issuance.

2. Therefore, it has been decided that no changes shall be carried out between the period of issuance of a tender enquiry and opening of the same. However, in case of certain compelling circumstances, a comprehensive note, indicating such circumstances, the reason requiring changes, why the proposed changes could not be included earlier, etc., shall be put up to the DG(S&D), irrespective of the estimated draws or value of the stores, and changes/ modifications, if any, shall be carried out only after his/her approval.
3. This may please be noted for strict compliance with immediate effect.
4. This issues with the approval of DG(S&D).

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9/10/2012  
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Copy for information also to Shri Mangal Marndi, Under Secretary (Policy),  
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