To

All Principal Chief Commissioners/Directors General and Heads of Department under the Central Board of Excise and Customs.

New Delhi dated 12th September, 2016

Subject: Guidelines for outsourcing of services – reg.

Sir/Madam,

I am directed to invite reference to Board’s letter of even number dated 20th May, 2016 (copies enclosed), whereby guidelines were issued on finalization of tender on single tender basis. However, in a number of cases, it has been observed that the tenders are still being finalized on single tender basis. It is also noticed that in several cases the tenders finalized for the previous year were extended for the next year which is not as per GFR, 2005. In GFR, 2005, there is no specific provision for extension of providing these services. Hence it is necessary that tender enquiry is floated well in time and the case processed well in advance for obtaining the approval of the Board.

2. While approving the proposals of finalization of tender on single tender basis, Revenue Secretary has taken a serious view of the issue and directed that no single tender cases would be entertained, henceforth.

3. In view of the directions of Revenue Secretary, it is brought to the notice of all Heads of Department under CBEC that proposal on finalization of tender on ‘single tender’ basis would not be entertained in any case, by the Board. It may also be ensure that the relevant provisions in the General Financial Rules, 2005 and the instructions of CVC on tendering process and selection of service provider are strictly adhered to in all proposals, including the contract for outsourcing of services etc.

4. This issues with the approval of Chairman, CBEC.

Yours faithfully,

(B. Gokhlan Mang)
Under Secretary to the Govt. of India
Tel: 2615 2673

Encl. As above

Copy to Directorate General of Systems and Data Management for uploading the communication on the CBEC’s website.
To

All Chief Commissioners/Directors General and Heads of Department under the Central Board of Excise and Customs.

New Delhi dated 20th May, 2016

Subject: Guidelines for outsourcing of services – reg.

I am directed to invite reference to the Board’s letters F.No. C-30013/255/2008-Ad.IV-A dated 27th July, 2011, 13th April, 2012, 13th May, 2013 & 28th November, 2013 (copies enclosed), whereby general guidelines were issued for processing cases of outsourcing of services, etc.

2. In pursuance of the guidelines in the said letters, proposals received from the field formations for approval of the Board are examined in consultation with the IFU. It has been observed that in many cases, the provisions in the General Financial Rules and the guidelines of CVC in the matter of tenders are not being complied with.

3. Specifically, it has been observed that in several cases, the tenders are finalized on single tender basis, which should be avoided. It is brought to your notice that, if consequent to invitation of tenders/bids, only one bid/tender is received or consequent to technical evaluation if only one bid/tender is found eligible, such bid/tender shall be termed as single tender. If in the first invitation/call, single bid is received, the tender/bid shall not be opened and bids shall be re-invited.

4. It is also noticed that in several cases the tenders finalized for the previous year were extended for the next year which is not as per GFR, 2005. In GFR, 2005, there is no specific provision for extension for providing these services. Hence it is necessary that tender enquiry is floated well in time and the case processed well in advance for obtaining the approval of the Board.

5. The above provisions are brought to the notice of all Heads of Department to ensure that the provisions in the General Financial Rules and the instructions of CVC on tendering process and selection of service providers are strictly adhered to in all proposals, including the contracts for outsourcing of services etc. A confirmation on such compliance should invariably be incorporated in the proposals, submitted to the Board for financial concurrence to outsourcing of services. Any deviation, should be brought to notice along with the reasons/justification before recommending proposals for approval of the Board.

Yours faithfully,

(B. Gokulram Mang)
Under Secretary to the Govt. of India
Tel: 2516 2673

End. As above

Copy to Directorate General of Systems and Data Management for uploading the communication on the CBEC’s website.