

दूरभाष: 040-23438411 - 15

फैक्स-040-27895567

नवोदय विद्यालय समिति

हैदराबाद संभाग

मानव संसाधन विकास मंत्रालय का एक स्वायत्त संस्थान
(स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)

1-1-10/3, एस.पी. रोड, सिकन्दराबाद

पिन 500 003



Website: www.navodayahyd.gov.in

E-mail : navodayahyd@gmail.com

nvshydschadmn@gmail.com

**NAVODAYA VIDYALAYA SAMITI
(HYDERABAD REGION)**

An Autonomous Organization under Ministry of HRD
(Dept. of School Education & Literacy, Govt. of India)

1-1-10/3, S.P. Road, SECUNDERABAD

Pin- 500 003 (Telangana)

पत्रांक सं. 11-12/SA/NVS(HR)/2016-17/

Date: 07.04.2016

To
The Principal,
All Jawahar Navodaya Vidyalayas of
Hyderabad Region.

Sir/Madam,

Of late it has come to the notice of undersigned that the tender procedure is not being followed by few of the JNVs as per the GFR/NVS norms and low quality items purchased. To maintain transparency the following guidelines must be followed while procuring and purchasing the items for Vidyalaya.

1. Items required for procurement are to be listed along with the justification by obtaining requirement from each department of school.
2. All proposals are to be submitted before the purchase committee.
3. Notice inviting Tender document is to be released well in advance and minimum 21 days time should be given for submission of tender.
4. Tender Notice must be uploaded on the website of the JNV concerned apart from publishing in the local newspaper.
5. Late tenders should not be accepted.
6. Tender should be evaluated by a tender evaluation committee against the agreed evaluation criteria.
7. Original evaluation criteria should not be changed after the receipt of tenders. The evaluation criteria should be furnished to suppliers in the tender form as one of the terms of supply.
8. Upload the approved rate list on the website.
9. Consumer should not be a stock holder as such mess stock should not be handed over to Catering Assistant.
10. Items purchased should be verified with the supply order/approved items/brand/quality/quantity and certificate of verification must be endorsed by the employee verified the items under the endorsement of Principal/Vice Principal.

All the Principals are hereby directed to procure required items following GFR/NVS norms maintaining the quality. Any deviation from the above guidelines and norms of purchase procedure while procuring the materials will be viewed seriously.

Yours faithfully,


[A.Y. REDDY]

DEPUTY COMMISSIONER

Copy to:

The Asstt. Commissioner (SA), NVS Hqrs., Noida – for information.