

**INDIAN COUNCIL OF MEDICAL RESEARCH**

**NEW DELHI**

No. Sr.ACO/Misc./2019-20

Date : 27<sup>th</sup> May, 2019

It has been observed that tender related to various essential works like hiring MTS, house keeping, vehicle etc. are submitted for extension only towards the end of the existing tender period. In Government set-up like ICMR, any open tender takes minimum of 2-3 months time for finalization. So, in all such cases where proposal is being submitted to management for taking a decision to decide extension or fresh tendering towards the end of the tender period, management has no other option but to allow extension to ensure continuity of essential services. It is a very unhealthy practice. As per guidelines on the subject, tender should not be extended without having compelling justification for the same.

In view of the facts mentioned above, all the concerned units related to processing of tendering for essential services within ICMR are hereby directed to submit proposals seeking decision on extension or fresh tender at least three months before the end of the running tender on the subject. Any file submitted only in the eleventh hour will be viewed seriously and will call for justification for such delayed submission.

It has been issued with the approval of DG, ICMR.



(Vinod Sharma)  
Sr. Accounts Officer

**ALL DIVISIONAL HEADS**

Copy to :

1. PS to DG
2. PS to Sr.FA
3. PS to Sr.DDG(A)
4. *Engineering Wing*