

# JAMMU MUNICIPAL CORPORATION,

TOWN HALL, JAMMU

## ORDER

In order to further streamline the e-tendering process and make it more transparent, it is hereby ordered that:

1. Joint Commissioner (Works) (JCW) shall be the Nodal Officer for all works tenders of Jammu Municipal Corporation, including that of Electrical section. All these tenders shall be issued and managed by JCW section, to ensure their timely processing and final allotment. He will use his own Digital Signature Certificate (DSC) for the same. No other DSC shall be used for these tenders.
2. Joint Commissioner (Admn) shall be Nodal Officer/Purchase Officer for all procurement/services/other tenders of JMC. He shall be assisted by Secretary, JMC and Asstt. Ex. Engineer (M), JMC. All these tenders shall be issued and managed by Nodal Officer to ensure their timely processing and final allotment. He will use his own Digital Signature Certificate for the same. No other DSC shall be used for these tenders.
3. For any tenders, requisite ground work shall be done by the concerned section, Requisite data alongwith prospective bidders' details shall be provided by the concerned sectional head. Thereafter Central Purchase committee (CPC) shall be convened to finalize the tender document.
4. In order to save on advertisement cost of publication of the tenders, Nodal Officers shall economize on the advertisement space and ensure that all tender documents of different sections are collected and issued once a week, that may be Monday.
5. Pre-bid meeting shall be attended by atleast 50% of the CPC members. Nodal Officers shall ensure issuance of Pre-bid meeting notice in writing to all CPC members with proper notice to ensure their presence.
6. Final opening of tender – both financial and technical bid shall be done in the presence of atleast 50% of the CPC members. Nodal Officers shall inform to all CPC members with proper notice to ensure their presence.
7. For any delay in processing of these tenders, Nodal Officers shall be held directly responsible and it will be part of their Annual Performance Reports.

Order is to be implemented with immediate effect. Present tenders already in pipeline shall also be handed over to the concerned Nodal Officers, to ensure their timely and effective completion.

Information of all the tenders in pipeline should reach me, through these Nodal Officers within 3 days positively.



(Mandeep Kaur), IAS  
**Commissioner,**  
Municipal Corporation,  
Jammu

No: MJ/Estt/S/1844-67

Dated: 27.7.16

**Copy to the:-**

01. Commissioner/Secretary to Govt. Housing & Urban Development Deptt., Civil Sectt., Srinagar, for information please.
02. Divisional Commissioner, Jammu, for information please.
03. Joint Commissioner (A), JMC, for information.
04. Chief Accounts Officer, JMC, for information & necessary action.
05. Secretary, JMC, for information.
06. Joint commissioner (W), JMC, for information & necessary action.
07. Asstt. Commissioner (R), JMC, for information.
08. Health Officer, JMC, for information.
09. Dy. Director (Planning), JMC, for information.
10. Sr. Town Planner, JMC, for information.
11. MVO, JMC, for information.
12. Ex. Engineers (C)/(T)/(E)/UEED, for information & necessary action.
13. Chief Enforcement Officers, zone-I, II & III, JMC, for information.
14. Law Officer, JMC, for information.
15. CTO, JMC, for information.
16. AEE (M), JMC, for information.
17. Media Officer, JMC for due publicity
18. Mr. Ankush Kapoor, Informatics Officer, JMC, for information and publication on website
19. Naib Tehsildar (E), JMC, for information.
20. Naib Tehsildar (R), JMC, for information