

SUPPLIES & DISPOSALS DEPARTMENT, HARYANA
S.C.O. No. 09, 1st & 11th Floor, Sector-16, Panchkula-134109 (Haryana)
Ph.:- 0172-2570121, 123, 124. Fax No.:- 0172-2570122.
e-mail:- supplies@hry.nic.in , website:- dsndharyana.gov.in

From

The Director General,
Supplies & Disposal Department Haryana
S.C.O. No. 09, Sector-16, Panchkula, Haryana

To,

✓ The Director General
Industries and Commerce Department Haryana
Chandigarh

Memo. No. DS&D /Admin/State reform /2020-21/10713 Dated:- 31-01-2021

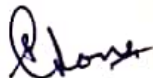
Subject:- Timelines followed by Supplies and Disposal Department at various stages of Procurement

Sir,

This is to kindly inform you that this office follows requisite timelines as per the Citizen Charter, mentioned at <http://dsndharyana.gov.in/en-us/E-Citizen/Citizen-Charter>. The timelines mentioned in the Citizen Charter areas follows -

S.No	Name of the Department	Name of Service	*Time limit for Normal tender & Urgent/short term tender (Maximum days)	Designated Officer	First Grievance Redressal Authority	Second Grievance Redressal Authority
1	Director General, Supplies and Disposal Department	Period from the date of Publication for Receipt of Tender(Normal Tender)	30 Days	Additional Admin) Supplies and Disposal Department Haryana	Director General. Supplies and Disposal, Haryana	Administrative Secretary Industries and Commerce Department Haryana
		Period from the Date of Publication for Receipt of Tender. (Urgent/Short term tender)	15 Days			
2		Scrutiny of Technical Bid after the opening to tender	20 Days			
3		Notice to Bidders about their status to be as per DNIT/not as per DNIT Under Grievances Redressal	5 Working Days			

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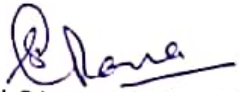


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	Mechanism			
4	Processing & Finalizing Bids, Establishment of rates reasonability and placing the Agenda not fore consideration and finalization of the procurement case before the component authority.	15 Days		
5	Opening of Financial Bids, Establishment of the rates reasonability and Placing the Agenda note for consideration and finalization of the procurement case before the competent authority	60 Days		
6	Approval of Proceedings/Minutes of the meetings	30 Days		
7	Issuance of acceptance letter	10 Days		
8	Issue of Supply Order/Rate Contract	5 Days		

**This is however subject to condition that the competent authority for procurement finalization is not bound in administrative or any other Govt. emergent engagements. This will also subject to the condition that there are no any legal issues involved in the procurement finalization.*

It is for your information and necessary action. A copy of citizen charter is attached in the annexure below for your kind reference.


 Additional Director (Admin)
 For Director General, Supplies & Disposals Haryana