General Procurement Guidelines

All procurement activities are conducted in a transparent, competitive, and fair manner, strictly adhering to the **General Financial Rules (GFR)** and procurement manuals issued by the Central Government.

- **E-Procurement Mandate:** Future tenders will be published electronically. Bidders will be required to submit their bids online through the designated e-procurement portal.
- **Vendor Registration:** Prospective bidders are encouraged to keep their digital signatures (Class III DSC) and registrations updated on the Central Public Procurement Portal (CPPP) and Government e-Marketplace (GeM) to ensure seamless participation in upcoming bids.
- **Compliance:** Evaluation of all bids will be strictly based on the criteria specified in the respective tender documents, ensuring objective evaluation and equal opportunity for all eligible participants.

Information for Bidders

To prepare for future opportunities, vendors should ensure they meet the standard statutory requirements generally required for public procurement:

1. Valid **Permanent Account Number (PAN)** and **GST Registration Certificate**.
2. **Income Tax Returns (ITR)** and audited balance sheets for the preceding three financial years (where applicable).
3. Valid registration certificates under **MSME / NSIC** (if claiming benefits/exemptions under the Public Procurement Policy for MSEs Order).
4. A valid **Digital Signature Certificate (DSC)** for online bid submission.
