

# JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.



(Public Sector Undertaking of Govt of Jammu & Kashmir)  
Corporate Head Office: 1<sup>ST</sup> Floor, Drug Store Building, Govt. Medical College, Bakshi Nagar, Jammu  
Temporary shifted to Satyam Road, Plot No. 58 Friends colony Trikuta Nagar Jammu  
Corporate Office Kashmir: Opposite State Motor Garage Deptt. Baramulla National Highway, Bemina (190018) Srinagar  
Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu)

## C I R C U L A R

**Subject: Streamlining of the process of finalization of tenders and issues thereof.**

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In order to ensure timely finalization of various Rate Contracts, and to streamline the process of finalization of tenders, all the firms/prospective bidders to adhere to the following:

**1. Proper numbering of tender documents along with annexures-**

It has been noticed by JKMSCL that many documents are being received in the technical bid without proper numbering which again delays the whole evaluation process their by hampering the whole procurement process .

All firms /prospective bidders are requested to do numbering and page marking in a clear way so that the time period taken by the evaluating team is reduced.

**2. Lengthy exercise of seeking minor infirmities -**

Since the exercise of minor infirmities is meant for just seeking clarifications and minor documents, examining and issuing notice for multitude of documents that are short, wastes time as well as energy of evaluating teams at JKMSCL.

Bidders should ensure that all the documents are uploaded in the first instance only, thus saving time and facilitating work of JKMSCL.

**3. Furnishing of timely agreements-**

As per SPP and NIT clauses, L1 bidder has to furnish agreement(s) within 15 days of the issuance of an LOI , failing which EMD shall be forfeited and award shall be cancelled. Inordinate delays in the same hampers the process of the signing of Rate Contract which eventually delays the whole procurement exercise.

Accordingly, all the bidders are requested to expedite the process of furnishing the agreement so that such delays are avoided in the future.

BY ORDER

*[Handwritten signature]* 26/07

*[Handwritten mark]* General Manager (Adm)  
J&K Medical Supplies Corporation Ltd.

No: JKMSCL/GM/Adm/Circular/ 6760-63

Dated: 26-07-2022

Copy for information to the:-

1. Financial Advisor/CAO, JKMSCL
2. General Manager (P&S), JKMSCL.
3. P.A to Managing Director, JKMSCL
4. Assistant Programmer(M), JKMSCL I/c Website to upload the circular on website
5. Office file.