

GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(Finance Expenditure Section)

OFFICE MEMORANDUM

Imphal, the 14 July, 2025

No. FX- 3/63/2022-e-FD: In supersession of all previous orders issued in this regard, the Governor of Manipur is pleased to order modifications in the tender rules and procedures in compliance with the amendments of General Financial Rules (GFR) 2017 and CPWD Manual.

I. Mode of Tender to be adopted.

(1) Procurement for all Goods and Services available on GeM Portal.

The procurement of all Goods and Services by Departments will be mandatory for Goods and Services available on GeM. For all procurement made through GeM Portal, the procurement norms prescribed under Rule 149 of General Financial Rules, 2017 will be applicable which is as follows:

- (a) Up to ₹ 50,000 through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.

[Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit].

- (b) Above ₹ 50,000 and up to ₹ 10,00,000 through GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurement less than ₹ 10,00,000.

- (c) Above ₹ 10,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily opening bids, using online bidding or reverse auction tool provided on GeM.

- (d) However, for expenditure upto ₹ 10,00,000 for conduct of events and media related functions mandatory procurement from GeM Portal is exempted.

(2) Procurement for Goods and Services not done on GeM Portal.

- (a) It is mandatory to procure all Goods and Services from GeM that are available on GeM. For such Goods and Services that are not available on GeM, suitable certificate or proof of such unavailability shall be placed on record and approval of Administrative Secretary concerned shall be obtained before taking up the procurement under Para (b) and (c) below.

- (b) For such Goods and Services that are available on GeM, any deviation out of special consideration shall be placed before a Competent Authority above the Administrative Secretary for considering exemption from GeM.

(c) For procurements not done through GeM Portal, the following guidelines provided in the GFR, 2017 shall be strictly followed:

- (i) Up to ₹ 50,000 without inviting quotations or bids on the basis of a certificate to be recorded by the Competent Authority in the format as prescribed under Rule 154 of GFR, 2017.
- (ii) Above ₹ 50,000 and up to ₹ 5,00,000 through a duly constituted Local Purchase Committee. Certificate as per Rule 155 of GFR is to be recorded.
- (iii) Above ₹ 5,00,000 upto ₹ 50,00,000 through Limited Tender. From Rs.5 lakh to Rs. 10 lakh through Lower Tender Committee (LTC). From Rs.10 lakh to Rs.50 lakh through Departmental Tender Committee (DTC).
- (iv) Above ₹ 50,00,000 through e-tender i.e., all bids are to be received through e-procurement portal www.manipurtenders.gov.in.

[The above does not prevent departments for opting for open and/ or e-tenders even for procurements below ₹ 50 lakh].

(3) Procurement of works.

The following shall apply to all works to be executed by Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments:

- a) No works of any value shall be taken up departmentally. Tenders should be called for all works. However, in case the work is to be awarded expeditiously, the prescribed period of notice may be reduced by NIT approving authority, as specified in the succeeding Para IV.
- b) Limited Tenders may be called for works costing less than Rs ₹ 10 lakh.
- c) Open Tenders are to be called for works costing above Rs ₹ 10 lakh.
- d) For works costing above ₹ 1 crore, it is mandatory to invite bids through e-procurement portal, www.manipurtenders.gov.in. However, this does not prevent departments for opting for floating e-tenders even for works costing below ₹ 1 crore.

II. Tender Committee Composition.

- (a) Tenders/Bidding for the procurement of goods shall be required to be placed before Tender Committee for recommendation as per table below, in respect of Engineering Departments, Non-Engineering Departments, PSUs, Corporations, Agencies, Societies etc. under the State Government:



Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 5,00,000	Local Purchase Committee	Consisting of 3 (three) members of an appropriate level as decided by the Head of the Department. One member to be the senior most Finance officer of the IFD.	Head of Department
2.	Above ₹ 5,00,000 and up to ₹ 10,00,000	Lower Tender Committee (LTC)	(i) Concerned HoD as Chairman (ii) Deputy Secretary/Under Secretary of the concerned Department (iii) Deputy Secretary/Under Secretary of any other Department nominated by the Administrative Secretary (iv) Senior most Finance Officer of the IFD	Administrative Secretary
3.	Above ₹ 10,00,000 and up to ₹ 2 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary as Chairman (ii) Concerned HoD (iii) Special/Additional /Joint Secretary (Finance) (iv) Any officer not below the rank of Joint Secretary nominated by the Finance Department	Administrative Secretary (Finance)
4.	Above ₹ 2 Crore and up to ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned HoD (iv) Special/ Additional/Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 5 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman	Governor through Chief Secretary



Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			(ii) Administrative Secretary of the concerned Department (iii) Concerned HoD Special/ Additional/Joint Secretary (Finance)	

(b) For construction works in respect of Engineering Departments and works (including deposit works) taken up by the Implementing Agencies/Engineering Cells of various Departments, authority empowered to make recommendations and accept tenders is shown in the table below:

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
1.	Above ₹ 50,000 and up to ₹ 10 lakh	Lower Tender Committee (LTC)	(i) Concerned Executive/Supintendent Engineer as Chairman (ii) Under Secretary of the concerned Department (iii) Senior most Finance Officer of the IFD	HoD concerned/ Chief Engineer concerned
2.	Above ₹ 10 lakh and up to ₹ 3 crore	Intermediate Tender Committee (ITC)	(i) Concerned Chief Engineer as Chairman (ii) Deputy/Under Secretary of the concerned Department (iii) Deputy/Under of the any Department nominated by the Administrative Secretary concerned (iv) Senior most Finance Officer of the IFD	Administrative Secretary concerned
3.	Above ₹ 3 crore and up to ₹ 7 crore	Departmental Tender Committee (DTC)	(i) Administrative Secretary concerned as Chairman (ii) Chief Engineer concerned (iii) Special/Additional/Joint Secretary of Finance Department (iv) Any Officer not below the rank of Joint Secretary	Administrative Secretary (Finance)

Sl. No.	Value of Tender	Name of the Tender Committee	Composition of Tender Committee	Accepting Authority
			nominated by Finance Department	
4.	Above ₹ 7 crore upto ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer (iv) Special/Additional/Joint Secretary (Finance)	Chief Secretary
5.	Above ₹ 10 crore	Higher Tender Committee (HTC)	(i) Administrative Secretary (Finance) as Chairman (ii) Administrative Secretary of the concerned Department (iii) Concerned Chief Engineer Special/Additional/Joint Secretary (Finance)	Governor through Chief Secretary

III. Validity of tender recommendation:

The recommendations of a duly constituted Tender Committee which had considered tenders floated by prescribed procedures and rules shall be valid for a period of 1 (one) year from the date of recommendations. In case extension is inevitable, in view of unforeseen situations or any emergencies, Procuring Entity shall seek concurrence from the Finance Department after furnishing satisfactory certificate of the successful firm/agency and clearly laying down the justifications for such extensions.

IV. Time schedules for finalization of tender is given below:

(a) As per Rule 161 Clause (vi) of GFR - 2017, the minimum time to be allowed for submission of bids is **3 (three) weeks from the date of publication of the tender notice** or availability of the bidding document for sale, whichever is later. Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders. With regard to procurement of works, as prescribed under CPWD Works Manual, 2024, the following time limits between the date of publication of tender on website and the date of receipt of tenders are desirable:

- (i) 7 days in the case of works with estimated cost put to tender up to Rs. 5 crore.
- (ii) 14 days in the case of works with estimated cost put to tender more than Rs. 5 crore (for single bid system).

- (iii) 21 Days for tenders in two/three bid system subject to the condition that minimum 14 days should be given for submission of bid after the issue of clarifications/modifications consequent to the pre bid meeting.
- (iv) The time limits mentioned above are exclusive of date of publication but inclusive of last date of receipt of tender.

(b) The departments shall follow the following time schedule for finalising contracts (from the date of opening of tender) against various modes of Procurements of Goods, as far as possible.

Sl. No.	Mode of Procurement	Indigenous	Imported
1.	Open Tender/E-Tender	45 days	60 days
2.	Procurement through registered vendors/Limited Tender	30 days	45 days
3.	Proprietary basis/nomination basis	21 days	30 days

(c) In case of Procurement of Works and Services (both consultancy and non-consultancy), the time schedule for finalization of tender/contracts shall be **90 days** from the date of opening of tender.

Note: The time schedules indicated at Sub-Para (b) and (c) above, are only indicative, and the schedule shall be subject to change based on the nature of requirements, sourcing, sample evaluation, site visit/pre-bid meeting with prospective bidders and Government, guidelines, and so on.

V. **Advertisement on GeM as well as on e-Procurement portal should be used for invitation to tenders of tender value of (i) ₹ 50 lakh and above, in case of procurement of goods and (ii) ₹ 1 crore and above, in case of procurement of works.** Print-advertisements in Newspaper etc. is not mandatory for tenders floated on GeM and e-Procurement portal. However, for Open Manual Tender, Classified Advertisements will be issued in the following manner:

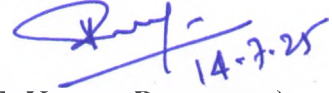
- (a) Tender for value worth ₹ 5,00,000 above and up to ₹ 1 crore will be issued to 1 (one) newspaper of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 2 (two) national dailies.
- (b) Tender for value worth ₹ 1 crore above and up to ₹ 3 crore will be issued in 2 (two) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 2 (two) national dailies.
- (c) Tender for value worth ₹ 3 crore above will be issued to 3 (three) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 3 (three) national dailies.

[Categorization of newspapers shall be as prescribed by the DIPR].

- VI. For Negotiation, the procedure laid down in the latest 'Manual for Procurement of Goods' (at present latest is 2024) issued by the Ministry of Finance, Government of India and the CPWD Manual and SOP (at present latest is 2024), is to be strictly followed by Departments.
- VII. On GeM Portal, there are certain features which are enabled for selection as options by the Buyers/Procuring Entity. However, any features which are contradictory to the provisions of GFR, the buyer/Procuring entity shall obtain prior approval from the Administrative Secretary concerned.
- VIII. The Administrative Department concerned shall refer the proposals which fall under the purview of Higher Tender Committee (HTC) to the Finance Department along with an HTC note, signed by the Administrative Secretary concerned, containing the following details:
- (a) Background of the Project;
 - (b) Scope/ details of the work to be undertaken;
 - (c) Estimated cost put to tender;
 - (d) Source of funding and availability of fund;
 - (e) Tender Details such as NIT date, NIT advertisement, Number of bidders participating the tender etc.;
 - (f) Details of Technical Evaluation Committee such as members of the Committee, date of Technical Bids Opening, Observations of Technical Evaluation Committee, number of technically qualified bidders, reasons for disqualification of bidders, if any (preferably in a tabular format) etc.;
 - (g) Details of Financial Bids such as members of Financial Opening Committee, date of opening of financial bids, comparative statement of the financial bids etc.;
 - (h) Reasonability of rates quoted by the lowest bidder;
 - (i) Negotiation done with L1, if any and its result;
 - (j) Payment terms/delivery terms etc.;
- Apart from a signed HTC note, Department shall also submit a copy of NIT containing all the Terms and Conditions of tender, Advertisement made in newspapers (only for manual tender), Proceedings of Technical Evaluation Committee meeting, Original financial bids submitted by the technically qualified bidders (BOQ) in case of e-tender.
- IX. This OM shall not apply to procurements of goods or items, produced by inmates of the Relief Camps, by the Nodal Agencies identified by the Government of Manipur, i.e., Manipur Handloom and Handicraft Corporation (MHHDC) and the Manipur State Rural Livelihood Mission (MSRLM) issued by FD vide OM No. FX-3/63/2022-e-FD dated the 25th May 2024.
- X. **Single Tenders:** The OM no. FX-3/63/2022-e-FD dated the 16th March 2023 (**Annexure**) issued by Finance Department on Single Tenders will continue to be in force.



- XI. This OM will come into force with immediate effect. However, it shall not apply to cases where bids have already been floated by the Department or Agencies based on the previous orders issued by Finance Department and at least technical evaluation has commenced.



(Vivek Kumar Dewangan)

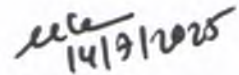
Additional Chief Secretary (Finance)
Government of Manipur

Memo No. FX- 3/63/2022-e-FD

Imphal, the 14 July, 2025

Copy to:

1. Secretary to Governor of Manipur, Raj Bhawan, Imphal.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. Director General of Police, Manipur.
4. All Administrative Secretaries, Government of Manipur.
5. Principal Accountant General, Manipur.
6. All Deputy Commissioners, Manipur.
7. All Heads of Departments, Manipur.
8. Secretary, MPSC, Manipur, Imphal.
9. Secretary, Manipur Legislative Assembly, Imphal.
10. Resident Commissioner, Govt. of Manipur. Manipur Raj Bhawan, New Delhi.
11. Resident Commissioner. Govt. of Manipur. Manipur Raj Bhawan, Kolkata.
12. All Managing Directors/Executive Heads of all Autonomous Bodies, PSUs, Government Societies and other Organizations aided by the Government.
13. All Treasuries Officers/Sub-Treasury Officers, Manipur.
14. Website Manager, Department of Information Technology, Manipur.



(Neilenthang Telien)

Special Secretary (Finance)
Government of Manipur

OM No. FX-3/63/2022-e-FD dated 16th March, 2023

GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(Finance Expenditure Section)

OFFICE MEMORANDUM
Imphal, the 16th March, 2023

SUBJECT: SINGLE TENDERS - Regarding

No. FX- 3/63/2022-e-FD: Reference is invited to the General Instructions on Procurement and Project Management of the Department of Expenditure, Ministry of Finance, Government of India issued vide No. F/1/2021-PPD dated 29th October, 2021 after obtaining views of the CVC, CAG and various other Ministries/Departments (copy enclosed).

2. In view of the queries received regarding single tenders and their acceptance, attention is especially invited to para 11.8 of the above guidelines, which is reproduced below:

Rejection of Single Bid: It has become a practice among some procuring entities to routinely assume that open tenders which result in single bids are not acceptable and go for re-tender as a 'safe' course of action. This is not correct. Re-bidding has costs: firstly the actual costs of re-tendering; secondly the delay in execution of the work with consequent delay in the attainment of the purpose for which the procurement is being done; and thirdly the possibility that the re-bid may result in a higher bid.

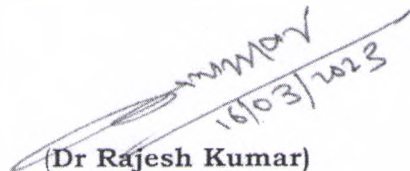
Lack of competition shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process should be considered valid provided following conditions are satisfied:

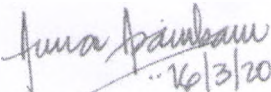
- (i) the procurement was satisfactorily advertised and sufficient time was given for submission of bids;
- (ii) the qualification criteria were not unduly restrictive; and
- (iii) prices are reasonable in comparison to market values.

3. The above provisions are also made in Rule 173 (xix) to (xxi) of GFR, 2017.

4. In view of the above, all Government Departments, Agencies, PSUs, etc. under the State Government shall examine tenders resulting in single bids vis-à-vis the said provisions, and record its findings/justifications in writing and submit the same before the appropriate Tender Committee while seeking its recommendations.

Enclosed: As above


(Dr Rajesh Kumar)
Chief Secretary (Finance)
Government of Manipur

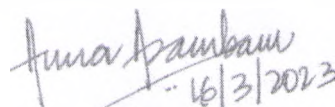

16/3/2023

Memo No. FX- 3/63/2022-e-FD

Imphal, the 16th March, 2023

Copy to:

1. Secretary to Governor of Manipur, Raj Bhawan, Imphal.
2. Secretary to Hon'ble Chief Minister, Manipur.
3. PPS/PSs to all Hon'ble Ministers, Manipur.
4. Staff Officer to Chief Secretary, Government of Manipur.
5. Director General of Police, Manipur.
6. All Administrative Secretaries, Government of Manipur.
7. Principal Accountant General, Manipur.
8. Director General of State Academy of Training, Manipur.
9. All Deputy Commissioners, Manipur.
10. All Heads of Departments, Manipur.
11. Secretary, MPSC, Manipur, Imphal.
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16. All Treasuries Officers/Sub-Treasury Officers, Manipur.
17. Website Manager, Department of Information Technology, Manipur.
18. Guard File.


16/3/2023

(Anna Arambam)

Joint Secretary (Finance)
Government of Manipur