

221/C9/B  
29/11/13



GOVERNMENT OF KERALA

Stores Purchase (B) Department

CIRCULAR

No.2508/B2/2013/SPD Dated, Thiruvananthapuram, 28.10.2013.

Sub:- Stores Purchase Department- Acceptance of single bid -  
guidelines issued - reg.

Many instances have come to the notice of the Government as to whether the purchasing authority can accept a single bid ie, when , one and only one bid is received at the closing time & date of open tender. In such a situation the following guidelines are to be observed by all purchasing officers, in the best interest of public procurement.

- i. In general, single bid or tenders are not acceptable in the first instance.
- ii. If there is only one bid even after re-tendering, there is need for detailed justification to accept the single tender or single bid with the approval from the competent authority.
- iii. There should be no negotiation with the bidder at all. However, in cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the



entire requirement would delay the availability of the items, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L1 bidder(s)/single bidder for the supply of a bare minimum quantity. The balance quantity should however be procured expeditiously through a re-tender, following the normal tendering process.

In view of the guidelines of Central Vigilance Commission and various rulings of the Hon'ble Supreme Court and all State High Courts, all purchasing officers are directed that single bid /single tender shall be accepted only after re-tendering and subject to a detailed justification in support of acceptance.

Subhash John Mathew,  
Additional Secretary.  
Stores Purchase Department.

Forwarded/By Order

Rohini .cv

Section Officer

To

The Additional Chief Secretaries/Principal Secretaries/Secretaries/  
Special Secretaries.

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram  
(with C/L)

All Heads of Departments/Offices/Public Sector Undertakings/  
Autonomous bodies/Local Self Government Institutions/Universities etc.

The Registrar, High Court, Ernakulam(with C/L)

The Advocate General, Ernakulam(with C/L)



The Registrar, Kerala Administrative Tribunal(with C/L)  
All Enquiry Commissioners and Special Judges Court, EC & SJ Courts.  
The Vigilance Tribunal, Kozhikode, Ernakulam, Thiruvananthapuram &  
Kottayam.

The Director of Printing, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A & E) Kerala, Thiruvananthapuram.

Information & Public Relations Department (for publishing in the Print  
Media)

Information & Public Relations Department- Web & New Media (for  
hosting in the Stores Purchase Department Website, [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in))

All Departments in the Secretariat including Law and Finance.

The Stores Purchase (B, IW-I & IW-II)Departments.

The C-DIT, GORKY BHAVAN,

Van Ross Jn., Thiruvananthapuram.(for hosting in the web site  
[www.spd.kerala.gov.in](http://www.spd.kerala.gov.in))

Stock File/Office Copy

Copy to: 1) PA to Additional Chief Secretary, Finance & Stores Purchase  
Department.

2) CA to Additional Secretary, Stores Purchase Department.