



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F-43-324/2025/NIOS/Admn/Pur/

Dated 06.1.2026

07.1.2026

NOTIFICATION

A Standing Committee for Technical and Financial evaluation of bids for the procurement of Consumable and Non Consumable items has been constituted by the Competent Authority vide file no. 43-324/2025/NIOS/Admn/Pur dt.23.12.2025.

The constitution of the Standing Committee is as here under:

Sl.No.	Name of the Officers	Designation	Role
1	Dr. Alok Kumar Gupta	Deputy Director (Legal)	Chair
2	Sh. Shiv Kumar Panda	Deputy Director (Accounts)	Member
3	Sh. Ravinder Kumar	Assistant Director (Maintenance)	Member
4	Dr Monika Kadiyan	Assistant Director (Purchase)	Convenor

2. Scope of the committee:

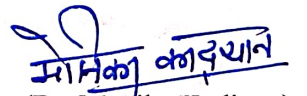
1. Technical & Financial evaluation of the all the bids for procurement of consumable and non-consumable items on GeM portal as detailed in Annexure 1 of this notification.

3. Frequency of Meeting

1. This committee shall meet as and when required for evaluation to ensure procurement in a time bound manner.
2. Proceedings of each meetings shall be properly minuted and recorded.

4. Tenure of the committee: The tenure of committee shall be from 01.01.2026 upto 31.12.2026.

This issues with the approval of the Competent Authority



(Dr. Monika Kadiyan)
Assistant Director (Purchase)

Copy to:

1. Committee members
2. SA/P with the request to upload the notification on official website.
3. P.A. to Chairperson for kind information of Chairperson, NIOS.
4. Concerned file

Scope of the Standing Committee

Annexure 1

A. Technical Evaluation

Technical Evaluation by the committee is to ensure that only responsive and qualified bids proceed to financial bidding in adherence of GFR 2017 Rule 173, Manual for procurement of Goods 2024 and predefined bid evaluation criteria. The evaluation comprises of following steps:-

Step I - Bid opening and preliminary scrutiny

- Download technical bids from GeM dashboard
- Check completeness : EMD validity, Bid validity, Basic eligibility (eg. Registration/turnover certificates)
- Reject incomplete/Non-substantive bids at this steps.

Step II - Technical Evaluation

- Verify minimum Eligibility criteria
- Assess mandatory qualifiers
- Comparative Technical Evaluation sheet.

Step III - Specification compliance

- Check and verify product specification offered, by the Bid documents, brochures, etc.
- Flag deviation, seek clarification if minor
- Update GeM portal accept/ reject per bidder with comments.

Step IV Finalizing Technical Evaluation

- Prepare Evaluation summary and minutes
- Compile comparative statement
- Confirm Technical Evaluation on GeM after approval of the competent Authority.

Step V- Review Technical Evaluation.

- Review the Technical Evaluation of the bidder who raised representation against Technical Evaluation and modify the status of TE on GeM portal.

Step VI- Record Keeping

- Minutes of the meeting detailing steps, decisions, justification.
- Proceed to open financial bid for qualifier bidders after approval of the competent Authority

B. Financial Evaluation

After updation of qualified bidders status on GeM dashboard, GeM automatically unlocks financial bids of only technically responsive bidders. The steps to be followed during financial evaluation are given below:-

Step 1: Confirm Technical Qualifiers and Unlock Financial Bids

- Verify list matches committee records before proceeding.

Step 2: Open and Preliminary Scrutiny of Financial Bids

- Download/view financial bids from GeM
- Check completeness : quoted prices inclusive of taxes/duties,
- Check bid validity, EMD/BG validity, no conditions/deviations
- Reject arithmetically incorrect or conditional bids.

Step 3: Normalize and Compare Prices

- Prepare comparative statement: list total evaluated prices
- Identify L1 as lowest complete, responsive price;
- Consider life-cycle costs if specified in bid document.

Step 4: Check Reasonableness and Abnormalities

- Validate L1 against bid value estimate, market rates, GST rates.
- Scrutinize abnormally low bids
- Seek bidder clarification on cost breakdown (no negotiation); reject if unsustainable with documented reasons.

Step 5: Final Recommendation

- Resolve ties (e.g., shorter delivery for same price);
- Recommend award to L1;
- Obtain competent authority approval;
- Update GeM with evaluation outcome.

Step 6: Document Minutes and Award

- Record full process in signed minutes : prices, L1 details, justifications.
- Upload on GeM for contract issuance;
- Archive for audit trail per CVC