

AIRPORTS AUTHORITY OF INDIA  
O/o MEMBER(PLANNING)

No. AAI/M(Plg.)/Tech Instruction/2007/2339

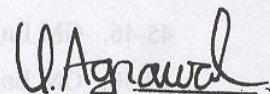
December 12, 2007

**TECHNICAL INSTRUCTION NO. 10**

It has been observed in the tender processing, the tenders are being tempered after opening with the connivance of tender opening officials. In order to avoid any manipulation / tempering of the tender documents after opening, the following procedures to be followed in all future tender processing cases:-

- 1. After opening of tenders all tender documents will be kept in custody of Senior Manager / Officer In-charge of the Tender Opening Committee who shall be the Custodian of the documents. The documents will be made available for verification by Custodian Officer to Finance Directorate, whenever asked for during processing of case for Financial Concurrence for award of work.**
- 2. Tenderer shall be asked to place cellophane tape on the quoted rates wherein correction / insertion / overwriting made, discount offered by tenderer and total amount before submission of tender documents. In case tenderer fails to place cellophane tape, the officer in-charge of tender opening committee shall place cellophane tape before opening of the next tender.**

The necessary instruction may be incorporated in the tender document.



**( V. P. Agrawal )  
Member (Planning)**

**Distribution as per attached list.**