

Sports Authority of India
(ES Division)

No:

Dt: 16.12.23

Circular

Weekly review and monitoring of procurement at RCs– Reg.

Procurement of Goods and Services is a vital and essential aspect to ensure efficient performance of the organization and in turn to enable the athletes of SAI to perform their best in National and International competitions. The procurement process is highly sensitive and time bound and it is essential that the procurement is done effectively and efficiently.

Accordingly, in order to ensure efficiency in the procurement process, it has been decided to have a review meeting with all the Regional Centers and Stadia on every Friday.

During VC, concerned officials and consultants from ES division and NCSSR will attend the meeting and provide all necessary assistance required for smooth procurement at regional centers.

Hence, Heads of all the regional centers are requested to direct the concerned officers overseeing procurement in the respective centers to attend the meeting. Also, to enable smooth conduct of the meeting, all the Regional Centers are requested to fill the details of the procurement being undertaken by them in the formats as annexed with this circular and forward the same to ES Division, SAI HO by end of Wednesday every week.

The VC Link for the meeting will be conveyed in the due course.

This is issued with the approval of Competent Authority


(K C Meena)
Dy. Director (ES)

Encl. - As above.

To,

Heads of all Regional Centers/Stadia.

Copy To,

- i. DD (Operations Division), SAI HO
- ii. DD to DG, SAI
- iii. Assistant Director, IT-For uploading in website
- iv. Assistant Director, Raj Bhasha- For Hindi Version
- v. Assistant Director to Secretary, SAI
- vi. Office Order Folder

Status after Work Order placed for Equipment

S.No	Details of Items/IFB No./Discipline/NoA No.	Head of Account	Category	Sub-Category	Agency Name	Contract Value	Date of issue of Order	Date of Delivery as per W.O.	Date of Delivery Estimated /Actual	Consignee Details	Pending Consignee	Payment Release Status/Remarks
1												
2												
3												
4												
5												
6												
7												
8												
Total						₹ 0						

Tenders yet to be floated

S.No	Details of Items	Category	Date of Inprinciple Approval/ Decision	Date of Finalisation of Specification and Estimated Price	Date of Finalisation of RFP	Date of legal and Financial Vetting	Estimated date of floating of tender	Estimated Value	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
Total									