

AIRPORTS AUTHORITY OF INDIA
O/of MEMBER(PLANNING)

No. AAI/M(Plg.)/Tech-Inst/2008

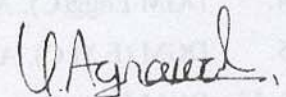
3 September , 2008

TECHNICAL INSTRUCTION NO. 21

Vigilance Deptt. during the investigation has observed that the procurement of spares and payment has been processed in very casual approach.

Hence, it is enjoined upon all concerned that very meticulous and careful attention is required to be paid with regard to followings :-

- (a) Justification of cost of each spare part should be ascertained while processing procurement.
- (b) Part Number, description, quantity and cost of each item indicated in the invoice / certificate of inspection should be carefully verified with respect to contract document / supply order. Discrepancy, if any, should immediately be brought to the notice of Finance Deptt and the supplier.
- (c) The supplied material should be tested properly in respect of compatibility with the existing system and functioning.
- (d) A suitable clause should be incorporated in the LC to stop release of payment in the event of any discrepancy. Under such circumstances, the demurrage charge should be borne by supplier.
- (e) Provision shall be made in tender document to support the system during its expected life time. The bidder shall be under obligation to inform the purchaser to purchase life time spares including third party spares in case the product is going out of production.



(V. P. Agrawal)
Member (Planning)

Distribution

As per attached list.