

GOVERNMENT OF ODISHA
WORKS DEPARTMENT

No. 07761800022025 20404 /W., Bhubaneswar, Dated 18/10/25

From

Er Lakshmi Kanta Padhi,
EIC-cum-Special Secretary to Government.

To

The Engineer-In-Chief (Civil-cum-Roads), Odisha, Bhubaneswar.

Sub: Procurement of non-consultancy services for arrangements for venue set-up, logistics and other allied activities associated with State-Level functions attended by VIPs & VVIPs across the state.

Ref: 1. OGFR, 2023 read with FD OM No. 16832/F dated 04.06.2025
2. Amendment of Delegation of Financial Power Rules, 1978 vide FD OM No. 7460/F dated 04.03.2025 & FD Letter No. 21619/F dated 23.07.2025

Sir,

With reference to the subject cited above, I am directed to say that in order to streamline the process of the procurement of non-consultancy services for arrangements for venue set-up, logistics and other allied activities associated with State-Level functions attended by VVIPs & VIPs across the state & to ensure transparency, competition, fairness and elimination of arbitrariness in the procurement process and to enable the prospective bidders to formulate and send their competitive bids with confidence as envisaged in **Rule 204 of OGFR, 2023**, all Heads of Department (Chief Construction Engineers of Field circles) under Works Department may be instructed to adopt the procedures prescribed under OGFR, 2023 issued vide FDOM No. 16832/F Dated 04.06.2025 read with Amendment of Delegation of Financial Power Rules, 1978 vide FD OM No. 7460/F dated 04.03.2025 & FD Letter No. 21619/F dated 23.07.2025. The relevant provisions of OGFR, 2023 issued vide FD OM No. 16832/F Dated 04.06.2025 are stated here for ready reference.

Rule 261 A. Procurement through Local Purchase Committee:

(i) *Procurement of Non-Consulting Services, up to ₹25,00,000/-, on each case may be made on the recommendation of a duly constituted Local Purchase Committee consisting of 03 members of appropriate level as decided by the competent authority.*



Note: The committee referred to in the aforesaid rule of OGFR may be constituted as per the Amendment of Delegation of Financial Power Rules, 1978 issued vide FD OM No. 7460/F dated 04.03.2025.

Rule 262. Invitation of Bids :

(i) For Procurement of Non-Consulting Services above ₹25,00,000/- and up to ₹50,00,000/-, the competent authority shall scrutinize the preliminary list of likely service providers as identified as per the provisions of Rule-258, decide the prima facie eligible and capable service providers and issue RFP as per Model Bidding Document to those shortlisted firms on a limited tender enquiry basis asking for their offers by a specified date and time as per standard practice. The number of the service providers so identified for issuing a limited tender enquiry shall not be less than three.

(ii) For the Procurement of Non-Consulting Services above ₹50,00,000/-, the competent authority shall issue advertised single-stage tender enquiry asking for the offers by a specified date and time. Advertisement in such a case shall be published in two largely circulated Newspapers (One English Daily and One Odia Daily) and in the website of the concerned Administrative Department. An organisation having its own website shall also publish all its advertised tender enquiry on its website.

In this context, as per **Rule 257 of the OGFR, 2023**, the Administrative Departments and Heads of Departments may approve outsourcing of services and sanction expenditure thereon, subject to the power delegated under the Delegation of Financial Power Rules, 1978, as amended from time to time. However, sanction of expenditure in this account shall be subject to availability of budget provision.

As per **Rule 264 (ii) of OGFR, 2023**, "Bidders qualified in the technical evaluation stage will be considered for opening of the financial bids. The financial bids shall be evaluated on the basis of Least Cost Selection Method "

Further, it is to intimate that the Government has been pleased to assign the responsibility of this Department for arrangements of venue set-up of State-Level functions, limited to the construction of infrastructures only and not other activities of the programme

It is also impressed upon that the process of the procurement of non-consultancy services shall be suitably modified in line with the amendments issued in the OGFR & DFPR by the Finance Department from time to time.

Yours faithfully,

[Handwritten signature]
18.10.25

EIC-cum-Special Secretary to Government

Memo No. 20405 Date: 18/10/25

Copy forwarded to P.S. to the Hon'ble Minister, Law, Works & Excise, Odisha for kind information of the Hon'ble Minister.

24.10.25
EIC-cum-Special Secretary to Government

Memo No. 20406 Date: 18/10/25

Copy forwarded to OSD to Chief Secretary, Odisha/ Sr P.S to DC-cum-ACS, Odisha for the kind information of the Chief Secretary /DC-cum-ACS, Odisha.

24.10.25
EIC-cum-Special Secretary to Government

Memo No. 20407 Date: 18/10/25

Copy forwarded to Sr. P.S. to the Principal Secretary to Govt., Works Department, for kind information of the Principal Secretary

24.10.25
EIC-cum-Special Secretary to Government

Memo No. 20408 Date: 18/10/25

Copy forwarded to FA-cum-Special Secretary to Govt., Works Department, for information & necessary action.

24.10.25
EIC-cum-Special Secretary to Government

Memo No. 20409 Date: 18/10/25

Copy forwarded to all EICs /CEs /CCEs /SEs/EEs of the Works Department for information & necessary action.

24.10.25
EIC-cum-Special Secretary to Government