

No.31-51/2003-NDM.I
Government of India
Ministry of Home Affairs

North Block, New Delhi
Dated the 26th September, 2003

To

The Chief Secretaries
(All States/UTs)

**Subject: Pre-Contract or Pre-Agreement by States/UTs with Suppliers/
Dealers/Service Providers.**

Sir,

It has been noted that when a disaster strikes, huge quantities/volume of various items required for relief and rescue operations such as dry food items, medicines, tents, polythene sheets etc need to be procured at short notice.

2. The procurement of such items at short notice is very difficult on account of various formalities. This problem could be overcome by entering into pre-contracts or pre-agreements with various suppliers, dealers or service providers in regard to the identified items. The procedure of pre-contract or pre-agreement will provide for standard schedule of rates for services and goods at competitive market rates and will also not entail any financial liability on the parties to the agreement or contract in case these are not required to be procured during the year.

3. In view of the above and with a view to enhance the emergency preparedness, the State Govts. are requested to kindly take necessary action of identifying the critical goods and services which may be required in case of a calamity and enter into pre-contract/pre-agreement in accordance with the codal provision of the State Govt. These agreements/contracts could be validated/revised on year to year basis or as the State Govt. may deem it fit.

4. It is also requested that the action taken in the matter may also kindly be intimated to this Ministry.



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Copy to:

- (1) The Relief Commissioners(All States/UTs)
- (2) The Resident Commissioners(All States/UTs), New Delhi

Copy also to: JS(NDM)/Dir(NDM.I)/Master Folder ✓
S. PPS to HS/PPS to Secy (BM)