



**Municipal Administration &
Water Supply [MA-3]
Department, Secretariat,
Chennai – 600 009.**

Letter No. 2920/MA3/2026, Dated 25.05.2026

From

Gagandeep Singh Bedi, I.A.S.
Additional Chief Secretary to Government

To

The Director of Municipal Administration,
MRC Nagar, Raja Annamalaipuram,
Chennai – 600 028.

The Commissioner,
Greater Chennai Corporation,
Ripon Building, Chennai – 600 003.

The Director of Town Panchayats,
MRC Nagar, Raja Annamalaipuram,
Chennai – 600 028

Sir,

Sub: Tender Transparency and Building Plan Approvals – Certain instructions to be followed – Regarding .

In order to ensure that there is transparency in the bidding process and healthy completion of all the civic works that are being undertaken in the ULBs, **all ULBs concerned should be instructed to strictly ensure the following steps:**

- 1) To ensure transparency, fairness and economy in the procurement process, all Tender Inviting Authorities at various level are hereby directed to strictly adhere to the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tenders Rules, 2000 while inviting tenders.
- 2) **The practise of insistence of obtainment of Site certificate, Machinery Availability Certificate or similar certificates** from the Engineers of the Tender inviting organisation / authority / ULB as a **qualifying criteria may**

lead to misuse since it reveals the bidders to the authorities before the bidding stage itself, which **should be strictly avoided**. Hence, it is instructed that there should be **no insistence for obtainment of Certificate of possession of Plant and Machinery** etc., from ULB Officials / Engineers for pre-qualification of bids. If required, Self-certification for site visit and Machineries available may be mandated from bidders.

- 3) EMD, Security Deposit, Bank Guarantee and other deposits if any, while submitting bids shall be mandatorily obtained online only. This step will further ensure that the Tendering process remains transparent.
- 4) The Commissioner, Greater Chennai Corporation, Director of Municipal Administration and Director of Town Panchayat should also issue instructions giving **time-bound guidelines for Building Plan approval** process in order to ensure that
 - a) The Plan approval is done within stipulated timeline
 - b) The Fee is paid on-line and
 - c) The Applicants or their Architects / Engineers are not made to appear in person for any query and every interaction is online and transparent.

The Commissioner, Greater Chennai Corporation is directed to ensure that these instructions are scrupulously followed for all tenders and processes. Further, Director of Municipal Administration and Director of Town Panchayats are directed to ensure that all Corporations, Municipalities and Town Panchayats follow these instructions scrupulously in addition to ensuring the above for the tenders floated by the Directorate of Municipal Administration and Directorate of Town Panchayats.

Yours faithfully,

M. S. S. 25/5/26
For Additional Chief Secretary to Government

S. S. S.

Copy to:

All other HODs of Municipal Administration and
Water Supply Department