

(p.) The Tender Board may disqualify from tendering, for any period it may consider desirable or necessary, any person, firm, or company found to have been guilty of any default in carrying out a previous contract, or who may be for any other reason considered ineligible.

(q.) The Board shall advertise in the *New Zealand Gazette* the particulars of all accepted tenders.

(r.) The records of the proceedings of the Board shall be kept in a minute-book by the Secretary to the Board, and the minutes of each meeting shall be confirmed at the next subsequent meeting of the Board.

SECRETARY TO THE TENDER BOARD.

5. There shall be an officer of the Public Service appointed as Secretary to the Tender Board, who shall keep the minutes of the proceedings of the Board and perform such other duties as he may be from time to time directed to do by order of the Tender Board.

6. The Secretary shall receive all preliminary deposits and securities in connection with tenders and contracts, and shall deal with them as the Public Revenues Act directs.

7. The Secretary shall keep the following books, viz.: (1) The minute-book of the Tender Board; (2) the advertisement-book; (3) register of tenders; (4) preliminary deposit cash-book; (5) register of securities; (6) expenditure register showing cost of administration of Tender Board; (7) such other books or information as the Board may direct.

DUTIES OF TENDER BOARD.

8. The duties of the Tender Board shall be to secure uniformity as far as practicable in the conditions and specifications of all contracts, and that the conditions imposed meet the requirements of the Departments concerned. The following conditions shall be included in all contracts:—

- (a.) That all stores shall be delivered as may be directed by the officer ordering the supply.
- (b.) That stores shall only be delivered by contractors upon the receipt of a proper written order directing the supply, signed by a duly authorized officer of a Department.
- (c.) That the acceptance of stores shall be subject to the approval of the officer authorized to take delivery, or such other officer as shall be named in the conditions.
- (d.) That if, after delivery has been taken of any stores, a deficiency or defect is discovered such stores may be returned to the contractor at his expense.
- (e.) That, in the case of the rejection or return of any stores, the contractor shall bear the whole cost of replacing the supplies rejected or returned.

9. The permanent heads of Departments shall prepare for the Tender Board, at such times and in such form as may be prescribed, classified schedules of all stores likely to be required. It shall be the duty of the Tender Board to determine whether the said stores should be procured by contract or otherwise and to advise generally thereon, but no liability shall be created in respect thereto unless proper authorization is given.

10. The Tender Board shall take action as soon as a decision is arrived at, by advertising for tenders or otherwise. The list of stores required for the service shall be classified and divided into as many schedules as may appear to be necessary to admit of fair competition among manufacturers, merchants, and others in a position to supply, and separate tenders shall be invited for the stores described in each and every such schedule.

All advertisements calling for supplies shall contain the particulars of the supply, the period for and within which it is to be furnished, the amount of security required, with all other necessary information; and due notice shall be given of the day and hour on or before which tenders will be received.

All tenders for stores under these regulations shall be opened and examined by the Tender Board in accordance with the rules hereinbefore mentioned, and after consideration of the tenders the Tender Board shall accept the most suitable.

When a tender for stores has been accepted, the Chairman of the Tender Board, on behalf of the Government, shall enter into a contract with the tenderer for the supply.

Should the rates named in the tenders be excessive, or should no tenders be received, the Board shall advise the Department requiring the stores of the best course to be taken to obtain the supplies.