INDIAN MARITIME UNIVERSITY
(A Central University)

CHECKLIST FOR
TENDERING/PROCUREMENT

2014

VIGILANCE DEPARTMENT
CHECKLIST LIST FOR AWARD OF CONTRACT /PROCUREMENT

PART – A

Pre Tender stage

(i) In case of works, ensure that the proposal is based on genuine requirement as per the discussions of Review Meetings/Inspection notes and a detailed justification is recorded in the file.

(ii) In case of purchases, whether Indent/requisition has been obtained from the user department with due justification. In case of stock items, minimum stock requirement, average consumption and lead time required for purchase are to be recorded in the file.

(iii) Decide the nature of tender i.e., whether open tender, single limited tender, global tender, proprietary, nomination, PPP, consultancy, service contract, work contract and annual maintenance contract. If it is procurement, whether it is annual, periodic, urgent / spot purchase, rate contract, repeat order etc., according to the requirement.

(iv) Completion period is to be prescribed properly depending on the requirement.

(v) Ensure clarity while drafting technical specification.

(vi) Whether the drawings / sketches are approved by competent authority wherever necessary and estimates are prepared as per approved drawings. Site inspections are to be carried out to ensure that the estimated quantity is as per the site requirement.

(vii) In the absence of schedule of rates for new items, budgetary offers are to be obtained. Ensure that budgetary quotations/offers are obtained from reputed/ genuine firms and budgetary quotations are comparable with the
market rates/CPWD rates. The Estimates are prepared in a realistic manner with proper justification for rates. In case of maintenance contract, previous estimate value should be compared with the present cost and reasons for variations and justification are to be recorded.

(viii) While sending proposal, indicate financial provisions in the BE/RE for that year budget for the said contract/work/procurement. If no provisions exist in that particular budget code, indicate the ways to meet the expenditure by means of savings anticipated in other heads/enhanced provisions to be made in the RE.

(ix) Administrative sanction/approval from the competent authority is to be obtained with the concurrence of Finance department for the proposal.

(x) ‘Notice inviting tender’ shall be as per CVC’s guidelines. Adequate and wide publicity is to be given. Ensure that advertisement is posted on the website and tender documents are available for downloading and also ensure that advertisement in the newspapers is issued as per the norms prescribed.

(xi) Whether third party inspection is required and if so, whether the procedure of appointment of third party/certification Agency is followed. In case of procurement, ‘supply of sample’ clause may be provided, if required.

(xii) Whether the terms and condition of the tender includes for services like electricity/water/materials etc., required for the site and their availability at site.

(xiii) Whether EMD prescribed is as per CPWD manual/CVC guidelines.

(xiv) Whether the terms and conditions such as Performance Security clause (with Specimen format for Bank Guarantee) and Security Deposit clause/Liquidated damages clause/ Escalation clause / Arbitration Clause/ Interest on mobilization of advances/ Insurance/ Hypothecation clauses/ Jurisdiction in case of disputes/ Applicability of service tax and other taxes and duties and Punitive clause for delay in completion of work/service are provided as per CVC guidelines in the tender document.
(xv) Whether the Performance Guarantee/Warrantee clause has been incorporated in the tender document for the contract/work/service/procurement.

(xvi) Whether the pre-qualification criteria is properly defined/notified as per CVC’s guidelines for the selection of the bidders with explanation on the word “Similar Works” is incorporated.

(xvii) If prequalification criteria is relaxed according to the nature of service/works and if so, it should be justified reasonably and specific approval for the deviation has to be obtained from the competent authority.

(xviii) Check the payment terms, if advance payment is prescribed, it should be made against Bank Guarantee (Specimen format to be enclosed).

(xix) Whether necessary tax components are specified in the tender document.

(xx) In case of Turn Key projects, check for the provision for Annual Maintenance Contract for maintaining the facility for a particular number of years, obtaining performance Bank Guarantee during AMC period.

(xx) Whether Integrity Pact Clause for contracts more than 5 crores is included in the tender document.

(xxii) In case of civil construction works and Housekeeping contract, check as to whether the clauses relating to Environment Laws/Labour Laws and furnishing of EPF/ESI registration Number etc are included.
PART – B
Tendering stage

(i) Whether adequate time limit is provided for submission of tenders in the advertisement as per the CVC norms.

(ii) Whether adequate number of tender documents is prepared before Tender sale-starting date and to ensure whether the tender is posted in the website/newspaper.

(iii) Ensure that Tender documents are not issued to the Black Listed contractors.

(iv) Whether any addendum/corrigendum is issued. If so, whether the same has been published in news papers/web site.

(v) Whether tender committee is nominated for opening and evaluating the technical and financial bid of the tender/quotation.

(vi) Whether tender receiving/opening time and address of the tender receiving officials/ tender box are properly notified.

(vii) Whether the tender box has been kept in the prescribed place for submission of tender/quotation with locking arrangements. Also check whether proper arrangement has been made to receive tender/quotation by post/courier.

(viii) Whether all the tenders/quotations received through courier/post and from tender box are entered in the tender opening register.

(ix) Whether on the date and time of tender, the designated officers are present.

(x) Whether any late/delayed tender/quotation is received. If so, the same should be recorded and rejected.
(xi) Ensure tenders/ bids are opened in the presence of bidders who are willing to participate and in case of authorized representative(s), the authorization from the tenderer need to be obtained before permitting them to participate.

(xii) Whether the tenderers have deposited the EMD in proper form and also the cost of tender documents if the tender documents are downloaded from the website.

(xiii) Whether Bank Guarantee, if any, submitted towards EMD is in order.

(xiv) Ensure accurate verification of all the enclosures in the tender document including sample material/test certificate if any has been submitted.

(xv) If the tender are under two cover, ensure that the technical bid (cover-I) and price bid (cover-II) are submitted under two covers and sealed and the price bid (cover II) of tenderers are kept under sealed cover in the presence of authorized representatives.

(xvi) Whether competent authority approval is obtained for opening of technical bid (cover-I)/price bid (cover-II).

(xvii) Ensure price bid opening in the presence of tenderers or their representatives and record it in the tender opening register.

(xviii) Corrections/omissions/additions etc., in price bid are properly numbered and attested and accounted page-wise.

(xix) Ensure that conditions having financial implications are not altered after opening of the price bids.

(xx) Whether the commercial/technical comparative statement has been prepared.

(xxii) Ensure that the tenderers are fulfilling the prequalification criteria/ there is no deviation from notified eligibility criteria during evaluation and record the reason for disqualification of the tender, if any, in the file.
(xxii) Whether price comparative statement is prepared properly and signed by the officials nominated for the purpose.

(xxiii) Whether the members of the tender committee have given the undertaking that none of them have any personal interest in the companies/agencies that are participating in the said tender.

(xxiv) Ensure that the evaluation of price bids by the tender committee is recorded in the minutes of the tender committee meeting.

(xxv) Make sure that the negotiations, if any, on basic price of L1 firm are held with the approval of competent authority and recorded in the minutes of the tender committee meeting.

(xxvi) Whether Finance Department concurrence is obtained for the final recommendation of the tender committee for award of contract.

(xxvii) Ensure that all relevant clauses such as insurance/security/penalty/liquidated damage/guarantee/warrantee/completion period/payment terms etc., as per the tender document have been incorporated in the contract/work/purchase order.

(xxviii) Whether approval from the competent authority has been obtained before issue of the work order/purchase order.

(xxix) Whether the work order/purchase /contract has been communicated to the successful tenderer.

(XXX) Whether the EMD for unsuccessful tenderers are released.

(XXXI) Ensure that all the originals of the correspondence relating to the tender are kept in the main file and all the pages are properly numbered.
PART – C
Post Tendering stage

(i) Whether the Performance Guarantee is submitted in time and as per the format given in the tender documents and the same is accepted by the competent authority.

(ii) Whether the genuineness of the Bank Guarantee is verified from the issuing Bank.

(iii) Whether the agreement is entered into with the contractor/ supplier in time and it is complete in all respects, page numbered, signed and sealed properly.

(iv) Whether the Insurance policies, labour license, performance guarantee, sample material are taken as per contract/work order/purchase order.

(v) Ensure timely handing over of the site for the work to commence.

(vi) Whether the Technical personnel are deployed as per contract.

(vii) Whether the Plant and equipment are deployed as per contract.

(viii) Check whether the Site Registers/ Records for the above are maintained and the same are maintained and monitored.

(ix) Monitor the progress of the work through periodical site inspections and reports.

(x) Ensure proper system of recording the instructions issued and compliance of the same are maintained at site.

(xi) Whether workmen are deployed as per the contractual terms and their antecedence are verified.
(xii) Check whether Retention Money/ Security Deposit is deducted as per contract.

(xiii) Check whether Recovery of Mobilization & Equipment advance is made as per the provisions in the contract.

(xiv) Check whether Recovery of Works Contract tax and other taxes are made as per the provisions in the contract.

(xv) Whether Proper record of hindrances is maintained for the purpose of timely removal of the hindrance and for imposing liquidated damages in case of delay/ default.

(xvi) Ensure mandatory tests are carried out as per the frequency prescribed in the Agreement.

(xvii) Whether completion certificate is issued after completion of the work/supply wherever necessary.

(xviii) Ensure timely payment to the contractors/ suppliers as per the terms of contract.

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