

# DEENDAYAL PORT TRUST

## VIGILANCE DEPARTMENT

NO: KPC/4049-Vig/75

Date 16/03/2020

### CIRCULAR NO. 41

#### ***Sub : Systematic Improvement .***

During the vigilance scrutiny and examination of a case, certain irregularities/lapses were noticed in the procedures following by the departments relating to framing the tender conditions, evaluation of tenders, award of tender as well as execution of tender/post tender activities. Such lapses are prone to lodge a complaint by private persons and ultimately become a matter of inquiry. Therefore, to avoid such allegations and to make the tendering process more effective, the following points needs attention by all the departments specially while dealing the tenders related to hiring the contract agencies for various purposes:


- The pre-qualification (PQ) criteria for all tenders should be framed meticulously to avoid any ambiguity at later stage. Further, the PQ conditions should be exhaustive yet specific and the department should take ample time before finalizing the pre-qualification criteria and no changes/ modifications should be encouraged once the NIT is issued. The concerned department should assign this particular responsibility to a Class-I Officer who may certify the PQ.
- The conditions for requisite qualification, experience and license issuing authority etc. should be definite and specific and in clear terms.
- It has been noticed in the past that certain tenders processed and finalized by one department was transferred to a section of another department which was not conversant with the tendering norms and all practical aspects required in the tender. On examining such cases the procedural lapses have been noticed. Therefore, to avoid such issues, it is strongly suggested that the tender work once assigned and dealt by a particular department/division should not be transferred to any other department at later stage especially after award of the tender or during execution.

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- In few cases, It was noticed that the departments were not taking exemplary penal action against the defaulters like debarring the party from participation in the DPT, levy of the requisite penalty as well as recovery of any loss suffered by organization due to failure of the contractor/bidders to fulfill their obligations as per the awarded tender contract. Therefore, all the departments should take effective and visible action against such defaulters to set an example and to create a sense of responsibility amongst the bidders.

All HOD's are advised to take a serious note of the above and ensure that the necessary measures are followed in all the future as well as on-going tenders.

  
1513121  
Chief Vigilance Officer  
O/C

Secretary/T.M/D.C/FA & CAO/C.M.E/ C.E/ C.M.O/C.O.M

- Copy to : 1. Sr. PS to Chairman for information of Chairman  
2. PS to Dy. Chairman for information of Dy. Chairman