

DEENDAYAL PORT AUTHORITY



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STANDARD OPERATING PROCEDURE FOR WORKS

INDEX

| SR. NO. | CONTENT | Page No. |
|---------|--|----------|
| 1 | SOP for submission of proposal | 3-4 |
| 2 | Flow chart for approval of Estimate / DTPs and minimum time frame. | 5 |
| 3 | SOP for approval of Estimate / Proposal (Quotation upto Rs. 10 lakh) | 6 |
| 4 | SOP for Tendering process | 7-8 |
| 5 | Technical Bid Evaluation. | 9-11 |
| 6 | Price Bid Evaluation | 12-13 |
| 7. | Flow chart of the procedure for approval of technical qualification and acceptance of L1 offer and the time line. | 14-15 |
| 8. | SOP for execution of emergency/priority/ urgent work by calling quotation and short tender (estimated cost not exceeding Rs. 2.00 lakh). | 16 |
| 9. | SOP for formation of Tender Committee | 17-18 |
| 10. | SOP for submission of variation & extension in ongoing contracts. | 19 |
| 11. | Implementation of Integrity Pact in Deendayal Port Authority. | 20 |
| 12. | The essential ingredients of the Integrity Pact | 21-23 |
| 13. | Role and Duties of IEMs | 24 |
| 14. | Preferences / Benefits for Mirco and Small Enterprises (MSEs) | 25 |
| 15. | Performance Security in Sec-1 & Sec-3 | 26 |
| 16. | Sunset provision / Sunset Clause. | 27 |

1. SOP for submission of proposal

- For any work / scheme including procurement, provision required during the year shall be made available in the Budget Estimates as approved by the Govt. for the year in which the work / scheme is proposed to be sanctioned / executed.
- For the work / scheme including procurement not included in the sanctioned budget costing more than Rs. 10.00 lakhs, in principle approval is to be obtained from the competent authority through FA & CAO, as per the powers delegated .
- For the work / scheme including procurement costing Rs. 10.00 Cr. and above which requires approval of the Board, the investment decision shall be taken by the Standing Committee headed by the Chairman and constituting of Dy. Chairman, FA & CAO, concerned HOD and Divisional Officer of the Project.
- While submitting the proposal to the Standing Committee through Finance Department, it may be ensured that it complies with all the requirements as per Check list – ([Annexure-I - sample](#)) at Page Nos. 28 to 37.
- If Identified the works/ projects in the Capital / Revenue as approved by the Board/Ministry, no separate in-principle sanction/approval is required.
- For emergency and expertise works including Consultancy assignments, the work shall be given on nomination basis to Govt. / Semi-Govt./PSUs irrespective of amount, subject to adherence of CVC guidelines.

- Detailed estimates and DTPs may be prepared to get the approval of the competent authority.
- While submitting the estimates / DTPs to the competent authority through the Finance Department, it may be ensured that it complies with all the requirements as per the Check List (**to be placed on C/ side**) ([Annexure-II - Sample](#)) **at Page Nos. 38 to 42.**
- Proposal for approval of estimates / DTPs may be submitted as per the approved format (**Noting side**). ([Annexure-III - Sample](#)) **at Page No.43.**
- The Flow Chart of the proposal for approval of Estimate / DTPs and minimum time frame is given at [Annexure -IV.](#) **at Page Nos. 5 & 6.**

2. The Flow Chart for approval of Estimate / DTPs and minimum time frame:-

| Sr. no. | Description | | Duration in working days |
|---------|---|---|---|
| 01. | Preparation of Proposal/Estimate & DTP | JE, AEN/AXEN, DA and XEN/SE | <i>After receipt of approval, floating of EOI, prepare estimate & DTPs- Max. 21 days except Mega / Specialized works.</i> |
| 02. | Technical evaluation by DPA appointed PMU | PMU Team Leader | 3 days |
| 03 | Technical vetting & Observations | XEN/SE (Design) a) SDO b) JE | 5 days |
| 04. | Compliance of observations by Division. | a) JE b) XEN c) SE d) PMU Team Leader | 3 days |
| 05. | Submission of Proposal/Estimate & DTP for approval of Competent authority through Finance. | a) DA / SA b) XEN/ SE c) HOD | 3 days |
| 06. | Finance Observations if any & Concurrence | a) DA / SA b) AAO c) FA&CAO | 7 days |
| 07. | Finance observations complied by user Department (FA & CO to user department through HOD/Dy. HOD to XEN/SE or direct to XEN/SE for compliance). The same is complied and returned back to Finance. | a) JE b) AEN / AXEN c) DA / SA d) XEN / SE e) PMU Team Leader f) HOD | 5 days |
| 08. | Finance scrutinize the compliance and accord concurrence | a) DA / SA b) AAO c) FA&CAO | 3 days |
| 09. | Approval of proposal / estimate & DTP by competent authority | a) Dy. Chairman b) Chairman | -- |
| 10. | Proposal / Estimate & DTP approved by Competent Authority sent back to Deptt. for technical sanction for NIT. | DA /SA / PA / HoD | 1 day |
| 11. | Issue of NIT, after preparing / comparing Tender as approved. | XEN / SE & PMU Team Leader | 3 days |

3. SOP for approval of Estimate/ Proposal (Quotations upto Rs. 10 lakh)

| Sr. No. | Particulars | Approved by | Duration |
|---------|---|-------------------|----------|
| 1. | Preparation of proposal including DTPs (As per proposal format) (Prepared by JE /AE) | AEN/AXEN/SDO | - |
| 2. | Review / evaluation of proposal by DPA appointed PMU | Team leader | 2 days |
| 3. | Financial scrutiny | DA of Division | 5 days |
| 4. | Scrutiny of Proposal | XEN / SE/DO | 3 days |
| 5. | Technical vetting | SE/ XEN design | 5 days |
| 6. | Proposal vetting | HoD | 2 days |
| | | Finance | 2 days |
| | | HoD/ Dy. Chairman | --- |
| | | Chairman | --- |
| | | | ---- |

Note: In-Principle Approval

- HoD's in- principle approval is required for works / projects costing upto Rs. 10 lakh. Subsequently, above procedure to be followed.
- For emergency works, the time period of publishing the NIT shall be 3-7 days and offline quotation to be allowed.

4. SOP for Tendering process.

- Immediately on receipt of approval to Estimate/DTPs from the competent authority, the NIT will be floated through CPP Portal, DPA website and n-procure (E-tender). In case of any special / expertise type of work need print/ electronic media publication, specific approval has to be obtained from Chairperson (DPA).
- The time line for publicity of Tender will be as per [Para 2.7.3 of the DPA Works Manual](#) and amendment from time to time as per CVC Guidelines.at Page Nos. 44.
- All the participating bidders have to enter into "Integrity Pact Agreement" with DPA, which will be one of preliminary qualifications criteria and in case of a Joint venture, all the partners of the Joint Venture should also sign the said "Integrity Pact Agreement".
- The Technical Bids will be opened on the designated date & time by the Divisional Officer & Accountant of Division/Department in presence of Finance representative.
- Immediately on opening of the online Technical bids, evaluation and preparation of Technical Comparative Statement may be undertaken by the respective officials (JE/AEN/AXEN/DPA appointed PMU) of the division as per [Finance Circular](#). at Page Nos. 45 & 46.

- The documents submitted through online will be considered only for evaluation. If any shortfall is noticed in the online documents, the bid will be considered as non-responsive and rejected.

- Only clarification on any submitted document through online can be asked as an one time measure from the bidders within 7 days for which no approval of HOD/Tender Committee is required. In exceptional case, the time line for obtaining clarification from bidders shall increase with the approval of competent authority. No additional documents should be called for from the bidders.

- In case any misleading / forged documents are submitted by the bidder, such bidder shall be debarred for participation in future tender of DPA for a period of 3 years and the EMD submitted by the bidder will forfeited.

5. Technical Bids Evaluation.

- Finance Department issued Office Order No. FA/WA/2018/S.I.T/3266 dated 03/01/2023, in supersession to earlier Office Order dated 25/08/2018 and in order to streamline the existing procedure of tendering process, the Tender inviting Division/Department and concerned DA/SA shall ensure the following:-
1. Tender Scrutiny Report is correctly drawn with clear observations at respective Division level, without the help of SA/DA.
 2. Authenticity of the documents submitted by bidders, in support of qualifying criteria, should be verified and certified by the Tender Inviting Department.
 3. A comparative statement shall be prepared in respect of qualification criteria and eligibility of each of the bidder, as per existing practice. This shall be given to the Accountant posted in the Division. A Specimen of comparative statement is attached as **[Annexure-V \(Sample\)](#) at Page Nos. 47 to 49.**
 4. Pre-audit of the scrutiny report and the tender documents shall be done by the accountant posted in the Division.

5. *No shortfall documents shall be called from the bidders. However, the clarifications, if any, on the documents submitted by bidder, may be obtained from the bidder, if required.*
6. The accountant shall submit pre-audit report to Accountant posted in respective Department.
7. The Accountant posted in Department shall also pre-audit the same at his/her level and record findings and forward the case to Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP for scrutiny.
8. The PMU will examine in detail the pre-audit report with reference to the relevant clauses of Notice Inviting Tender, Instructions to Bidders for e-tendering, Eligible bidders and Eligibility Criteria, Pre-bid clarifications, if any.
9. In case any compliance or clarification is required, same be obtained from the respective Division/Department, by recording clear and precise observations, referring the relevant clauses of tender if any.

10. After receipt of clarification / compliance from the Division/ Department, Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP shall prepare clear and precise Final Scrutiny Report stating the name of bidders who qualify and the names of bidders who disqualify, with reasons and relevant clauses of tender and forward the same to the respective Division.
11. A detailed Note to the Tender Committee along with Pre-Audit Report of the Division and Final Scrutiny Report of Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP shall be submitted to the Tender Committee for evaluation and recommendation. Specimen of Note to Tender Committee is attached as **[Annexure-VI \(Sample\) at Page Nos. 50 to 52.](#)**
12. Tender Committee proceedings shall be drawn and approved by Committee Members on the day of meeting or on the next working day. **[Annexure-VII \(Sample\) at Page Nos. 53 to 55.](#)**
13. The Division will accordingly obtain approval of Competent Authority for qualification and disqualification of bidders through proper channel. Specimen of approved format is attached as **[Annexure - VIII \(Sample\) at Page Nos. 56 to 58.](#)**
14. The above procedure shall be applicable to all the divisions and departments of DPA.

6. Price Bid Evaluation.

- i) Immediately after opening of online Price-Bids, evaluation work may be undertaken by the respective Division.
- ii) Authenticity of the documents in support of claims in respect of L-1 should be got verified and certified by the tender inviting division, as per the existing practice.
- iii) In case, any clarification is required from the L1 Bidder, the same may be obtained by Divisional officer.
- iv) In case of abnormally low rates as compared to the estimated cost, an Undertaking is required to be taken from L1 bidder stating that they shall abide with the tender conditions and will carryout the work without compromising on the quality of work.
- v) A detailed Note to the Tender Committee alongwith statement of Price-bids, ALR / AHR statement shall be submitted to Tender Committee.
- vi) Tender Committee proceedings shall be drawn and approved by the Committee Members on the day of meeting itself.
- vii) Tender Committee Meeting (for Technical bids & Price Bids evaluation) should be held as and when required.

- viii) Division shall obtain approval for acceptance of price bid from the competent authority through HoD of respective Department and Finance Department, by submitting proposal in the approved format. ([Annexure – IX Sample](#)) at [Page Nos. 59 to 62](#).
- ix) After approval from the competent authority, Letter of Acceptance will be issued by HoD of respective Department.
- x) After issuance of LOA, concerned Executive Engineer will issue Work Order on receipt of Performance Guarantee, Agreement etc., as per the tender conditions.
- xi) Security Deposit in form of FDR / DD/ BG from Nationalized Bank or Scheduled Bank (other than Co-Operative Bank) will be accepted.
- xii) EMD of bidders except L1 bidder shall be refunded immediately after issuance of LOA.
- Flow Chart of the procedure for approval of technical qualification and acceptance of L1 offer and the time line ([Annexure-X](#)) at [Page Nos. 14 & 15](#)

7. Flow Chart of the procedure for approval of technical qualification and acceptance of L1 offer and the time line

| Sr. no. | Description | | Duration |
|---------|---|---|-----------------------------|
| 01. | Technical evaluation | | |
| a. | Comparative statement and seeking clarification, if any. | JE/AXEN/DA/XEN/SE | 10 days (15) |
| b. | Pre-audit report (including comparative statement) | a. PMU b. DA/SA of the Department | 3 days 3days |
| 02. | Tender Committee Note | XEN/SE | 1 day |
| 03. | Tender Committee Meeting for pre-qualifications of bidders | Tender Committee Members | <i>As and when required</i> |
| 04. | T.C. recommendation for approval of Competent Authority, through proper channel | XEN/SE/Dy. HoD / HoD | 7 days |
| 05. | Approval of competent authority for opening of price bid | a) HOD b) b) Dy. Chairman c) Chairman | 1 day |
| 06. | Price bid evaluation | DA & XEN / SE | 5 days |
| 07. | Tender Committee Note | XEN / SE | 2 days |
| 08. | Tender Committee Meeting | Tender Committee Members | <i>As and when required</i> |
| 09. | Tender Committee recommendation for approval of competent authority. | XEN / SE/SE/Dy. HoD / HoD | 3 days. |

| Sr. no. | Description | | Duration |
|---------|---|--|---|
| 10. | Finance concurrence | a) DA b) AAO c) Dy. CAO d) FA&CAO | 3 days |
| 11. | Finance observations complied by user Department | a) JE b) AEN / AXEN c) DA d) Dy. HOD f) HOD | 3 days |
| 12. | Finance scrutinizes the compliance | a) DA b) AAO c) Dy. CAO d) FA&CAO | 2 days |
| 13. | Approval of competent authority for opening of price bid | a) Dy. Chairman b) Chairman c) HOD | -- |
| 14. | After approval of L1 Officer, issue of LOA / Pre-Acceptance | HOD | 3 days |
| 15. | Issue of Work Order | XEN / SE | Immediately on submission of Performance Guarantee/ Agreement |

Note: The above procedure takes approximately 04 months from date of opening of Technical bid.

8. SOP for execution of emergency / priority / urgent work by calling quotations and short tender (estimated cost not exceeding Rs. 02 lakh).

| Sr. No. | Description | Duration |
|---------|-----------------------------------|----------|
| 1 | Preparation of estimate by XEN/SE | 02 days |
| 2 | Approval by Dy.HOD/HOD | 02 days |
| 3 | Finance concurrence | 02 days |
| 4 | Dy. Chairman/ Chairman | ---- |
| 5 | Award of work | 01 day |

Note:

- 1) Quotations to be called only in case of urgent need/emergency work. It should not be a regular practice.
- 2) No in principal approval will be required.
- 3) Attempt to be made to execute works by placing variation to the ongoing contracts, wherever similar items are available.
- 4) Estimate/Tenders for AMC contracts should include maximum items to be to avoid calling of quotations.
- 5) Annual ceiling of Rs. 2.00 Crore for quotation as approved by the Board.

9. SOP for Formation of Tender Committee

| Value of work | Tender Committee Members | Represented by (Rank / Level) | Technical sanction |
|---|--|-------------------------------|--------------------|
| Upto Rs. 10 lakhs | Representative of Tendering Department | DO and HoD | HoD |
| | Representative of User Department. | Dy. HoD / HoD | |
| | Representative of Finance Department. | AAO / AO | |
| Above Rs. 10.00 Lakh – upto Rs. 1.00 Crore | Representative of Tendering Department | DO and HoD | HoD |
| | Representative of User Department. | Dy. HoD / HoD | |
| | Representative of Finance Department. | AAO / AO | |
| Above Rs. 1.00 Crore – Upto Rs. 5.00 Crores | Representative of Tendering Department | DO and HoD | HoD |
| | Representative of User Department. | Dy. HoD / HoD | |
| | Representative of Finance Department. | Dy. CAO / FA & CAO | |
| Above Rs. 5.00 Crores – Upto Rs. 10.00 Crores | Representative of Tendering Department | DO and HoD | HoD |
| | Representative of User Department. | Dy. HOD / HoD | |
| | Representative of Finance Department. | FA & CAO | |
| Rs. 10.00 Crores & above | Representative of Tendering Department | DO and HoD | HoD |
| | Representative of User Department. | HOD | |
| | Representative of Finance Department. | FA & CAO | |

NOTE:

1. Negotiation Committee will be one grade higher than the rank / level proposed for Tender Committee above. For the works costing Rs. 10 crores & above, Dy. Chairman shall be additional Negotiation Committee Member.
2. BOT / PPP projects shall be taken up separately by the Tender Committee on case to case basis.

10. SOP for submission of variation & extension in ongoing contracts.

- (a) The Variation shall be got approved in-principle prior to the commencement of the additional work to the competent authority as per the Delegation of Powers, as per the Ministry's Circular. Thereafter, the proposal may be submitted for approval to the competent authority after the recommendation of the Variation Committee, as per the Transparency Plan for the variation more than 10%
- (b) Constitution of Variation Committee.
1. A Variation Committee shall be constituted for examining extra and excess works executed over and above the estimates cost and extension of time period.
 2. The Committee shall comprise an External Expert, FA & CAO, Head of the Tendering Division and Head of the User Department.
 3. The Variation Committee shall examine all cases of excess or extra execution of work, procurement and services where the amount of variation is exceeding 10% of the estimated cost of work.
 4. The Variation Committee shall meet as and when required to evaluate such proposals for appropriate recommendations.

11. Implementation of Integrity Pact in Deendayal Port Authority

- 1) In order to ensure transparency, equity and competitiveness in public procurement, the Central Vigilance Commission recommends adoption and implementation of the concept of Integrity Pact (IP) by Government organizations, Public Sector Enterprises, Public Sector Banks, Insurance Companies, other Financial Institutions and Autonomous Bodies.
- 2) DPA, vide Office Order No. FA/WA/Misc./348/100 dated 19/06/2018, has revised the Threshold Value to Rs. 50.00 lakh & above, to cover more works / supply orders under the Integrity Pact (IP).
- 3) Only those vendors / bidders, who commit themselves to IP with DPA, would be considered competent to participate in the bid process.
- 4) Integrity Pact, in respect of a particular contract shall cover all phases of the contract, from the stage of Notice inviting Tender (NIT) / pre-bid stage, till the conclusion of the contract, i.e. final payment or the warranty / guarantee period.
- 5) The Integrity Pact essentially envisages an agreement between the prospective vendors / bidders and the buyer committing the persons / officials of both sides, not to resort to any corrupt practices in any aspect / stage of the contract. Only those vendors / bidders, who commit themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification.

12. The essential ingredients of the Integrity Pact

- Promise on the part of the Principal not to seek or accept any benefit, which is not legally available;
- Promise on the part of bidders not to offer any benefit to the employees of the Principal not available legally;
- Principal to treat all bidders with equity and reasons;
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under Prevention of Corruption Act / Indian Penal Code / PC Act;
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign Principals or association;
- Bidder to disclose the payments to be made by them to agents / brokers or any other intermediary;

- Bidders to disclose any transgressions with any other public / government organization that may impinge on the anti corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is / are to be reported by the bidders shall be the last three years to be reckoned from date of bid submission. The transgression(s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.
- Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR 2017, PC Act, 1988 and other Financial Rules / Guidelines etc., as may be applicable to the organization concerned.

- IP would be implemented through a panel of Independent External Monitors (IEMs), appointed by the organization. The IEM would review independently and objectively, whether and to what extent parties have complied with their obligations under the Pact on receipt of any complaint by them from the bidder(s).
- Integrity Pact, in respect of a particular contract, shall be operative from the IP is signed by both the parties. The IEMs shall examine all the representations / grievances / complaints received by them from the bidders or their authorized representative related to any discrimination on account of lack of fair play in modes of procurement and bidding systems, tendering method, eligibility conditions, bid evaluation criteria, commercial terms & conditions, choice of technology / specifications, etc.
- For ensuring the desired transparency and objectivity in dealing with the complains arising out of the tendering process, the matter should be examined by the full panel of IEMs jointly, who would look into the records, conduct an examination and submit their joint recommendations to the Management. In case, the full panel is not available due to some unavoidable reasons, the available IEM(s) will conduct examination of the complaints. Consent of the IEMs(s), who may not be available, shall be taken on record.

- The role of IEM is advisory and the advice of IEM is non-binding on the Organization. However, as IEMs are invariably persons with rich experience who have retired as senior functionaries of the government, their advice would help in proper implementation of the IP.
- The role of the CVO of the organization shall remain unaffected by the presence of IEMs. A matter being examined by the IEMs can be separately investigated by the CVO in terms of the provisions of the CVC Act or Vigilance Manual, if a complaint is received by him / her or directed to him / her by the Commission. CVO and / or the officials of the vigilance wing should not be associated by IEMs during examination of the complaints in any manner.

Implementation procedure

- The provision for the Integrity Pact is to be included in all Requests for proposal / Tender documents issued in future in respect of the procurement that meet the criteria laid down by the Ministry / Department in terms of Department of Expenditure's OM dated 19/07/2011.
- In all tenders covered under the IP, particulars of all IEMs including their email IDs, should be mentioned, instead of mentioning details of a single IEM.
- The purchase / procurement wing of the organization would be the focal point for the implementation of IP.
- It has to be ensured, through an appropriate provision in the contract, that IP is deemed as part of the contract so that the parties concerned are bound by its provision.
- A clause should be included in the IP that a person signing IP shall not approach the Courts while representing the matters to IEMs and he / she will await their decision in the matter.

- In case of a joint venture, all the partners of the joint venture should sign the IP. In case of sub-contracting, the principal contractor shall take responsibility of the adoption of IP by the sub-contractor. It is to be ensure that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor and the sub-contractor.
- The Bidder has to execute the Integrity Pact Agreement with Deendayal Port Authority. Shri S K Sarkar, IAS (Retd.) and Shri Saurabh Chandra, IAS (Retd.) have been appointed as Independent External Monitors for Integrity Pact, whose address is as under :-
 - (1) Shri S K Sarkar, IAS (Retd.),
B-104, Nayantara Aptt.,
Plot 8 B, Sec 07, Dwarka,
New Delhi - 110 075.
Mobile No. 98111 49324
email: sksarkar1979@gmail.com
 - (2) Shri Saurabh Chandra, IAS (Retd.)
A-9, Sector -30,
Noida (UP) 201301.
Mobile No. 9871322133
email: saurabh7678@yahoo.co.in

The bidders have to sign & seal and submit the Integrity Pact form to DPA, alongwith the Technical Bid i.e., in Cover-II, as a token of acceptance. However, the Agreement is to be executed during the issuance of Pre-Acceptance Letter.

13. Role and Duties of IEMs.

- The IEMs would be provided access to all documents / records pertaining to the tender for which a complaint or issue is raised before them, as and when warranted.
- The Procurement wing of the organization shall hold quarterly meetings with IEMs. A summary of contracts awarded in the previous quarter, which are covered under the IP, shall be shared with the IEMs during the quarterly meeting. Such summary of contracts should include details like tender numbers, mode of tendering, period allowed for publicity, number of bids received, number of bidders considered eligible, and name and address of the successful bidder.
- The above summary of contracts is to help the IEMs in analyzing whether appropriate mode of tendering is being adopted by the organization i.e., limited tender mode or nomination mode are not unduly used, number of bidders are not too low, large number of bidders are not excluded while judging the eligibility or during technical bid evaluation stage, and whether particular firm or set of particular firms is repeatedly getting contracts etc. based on their analysis, the IEMs can suggest to the Management suitable systemic improvement(s) and measures to improve objectivity in decision making, capacity building etc.
- It would be desirable to have structured meetings of the IEMs with the Chief Executive of the Organization on a half yearly basis to discuss / review the information on tender awarded during the preceding six months' period. Additional such meetings, however, can be held as per requirement. All such meetings with the procurement wing or with Chief Executive of the organization should be minuted.

- IEM should examine the process integrity; they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging malafide on the part of any officer of the organization should be looked into by the CVO of the concerned Organization.
- In the event of any dispute between the management and the contractor relating to those contracts where IP is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for the purpose. However, not more than five meeting shall be held for a particular dispute resolution. The fees / expenses on dispute resolution shall be equally shared by both the parties.

In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per terms & conditions of the contract.

14. Preferences / benefits for Micro and Small Enterprises (MSEs)

1. The tender documents shall be issued free of cost to MSEs.
2. MSEs are exempted from payment of Earnest Money Deposit (EMD).
3. MSE clause in NIT with EMD Clause :

In case of Micro and Small Enterprise (MSEs) holding valid certificate issued by any agencies/organization under The Ministry of Micro, Small and Medium Enterprises indicating the list of activity related to the subject tender shall become eligible for exemption from payment of Tender fee/EMD. Such bidder shall upload in preliminary bid a scanned copy of valid certificate, as well as duly filled in and signed 'Bid Securing Declaration' as per format provided in the Tender documents, failing which the bid shall be disqualified.

4. Relaxation Norms for Startups Medium Enterprises in Public Procurement regarding Prior Experience, Prior Turnover criteria, etc. issued by the Department of Public Enterprises, Govt. of India, as well as further directions issued by DoPE, Gol from time to time shall be implemented.
5. In case any bidder fails to comply with the norms, the same should be taken up with MSME for deregistering the firm from MSME list)

Performance Security in Sec-1 & Sec-3.

- “Security Deposit” shall consist of Performance Guarantee to be submitted at award of work. Performance Guarantee should be 3% of contract price (this shall be subject to the circular issued by the Govt. from time to time) which should be submitted in form of Bank Guarantee or Demand Draft within 21 days in case of domestic bids and within 28 days in case of global bids on receipt of letter of Acceptance intent which will be refunded immediately not later than 14 days from completion of contract period.
- Failure of the successful Bidder to comply with the requirements of above shall constitute sufficient grounds for cancellation of the award of work, forfeiture of the Bid security and/or may be disqualified from bidding for any contract with DPA for a period of three years from the date of notification.
- The documentary evidence (copy of paid Challan in Govt. Treasury) of Welfare Cess @ 1% of work done or as amended by Statutory Authority from time to time, paid on final bill shall be submitted before releasing the Performance Guarantee.

15. Sunset Provision / Sunset Clause

- This SOP shall be reviewed periodically, atleast in every two years or depending on the situation.

Check list for submitting proposal to Standing Committee.

NOTE FOR STANDING COMMITTEE FOR THE WORK OF "DEVELOPMENT OF EXISTING 34 HECTARE AREA FOR STORAGE OF CARGO."

1. PURPOSE

The dry cargo traffic handling is increasing consistently every year at berth no-01 to 10. The dry cargo traffic handled during last four years are as below.

| Year | Traffic (in lakh tones) |
|---------|-------------------------|
| 2015-16 | 219.80 |
| 2016-17 | 230.18 |
| 2017-18 | 242.50 |
| 2018-19 | 253.68 |

From the above, it can be seen that Dry cargo traffic is in increasing trend and the same is expected during the current year and also increase in the same pattern for the next five years.

Total Traffic handled by Deendayal Port Trust is 115.40 MMT out of which handling of coal is about 13.93 MMT. Presently Coal is stored at various different places like 66 hectares, 40 hectares, Bunder area, plots & back up of berth no-8, 9 & 10.

Time and again it is raised in various forum regarding air dust pollution and contamination arising from coal. Chairman also directed during one of HOD meeting to take adequate measures and explore the possibilities to reduce the dust pollution arising from coal. Chairman also directed to re-organize the allocations of plots for storage of coal. Due to storage of coal in back up of Berth no-8-9-10 the atmospheric condition affected very badly and as per GPCB norms it is necessary to store Coal away from Berths. Traffic Manager vide his correspondence communicated that they are planning to shift the storage of coal from 66 hectares to 34 hectares.

The 34 hectares' open plot commissioned in year 2013 adjacent to West Gate No -III by providing GSB filling only and the area is allowed for storage of wooden logs. Heavy equipments are deployed for handling of wooden logs since last 5 years hence the plot has achieved the considerable settlement. The said area being used on Transit basis hence not yielding any revenue. Now the Traffic department intends to shift the timber yard area in back of 11th and 12th berth (Scheme under formulation) and demanded to develop the 34-hectare area for storage of Coal by providing Road Network, development of plots, Storm water drain and cable trench network, toilet blocks, rest shelter and watch tower.

In order to fetch/attract the more business prospects and to get the direct benefit by way of rented revenue and indirect benefit by way of various vessel related charges like wharfage charges, demurrage charges and to attract more business by way of creating more storage space it is very much necessary to improve the open storage capacity in port area. So for betterment of storage of coal and other bulk cargo, it is essential to improve the kutcha area by providing Road networking, development of plots, SWD and cable trench network, Toilet blocks, Rest shelter, watch towers etc. The additional revenue will be generated by way of developing such area. Keeping in view the present trend and projected traffic for next five years, it is proposed to Develop the existing 34 Hectare area for storage of dry cargo.

2. LOCATION

Existing Timber Yard located at 34-hectare area. As per drawings placed at Annexure-IV.

3. DETAILS OF PRESENT PROPOSAL FOR STAGE-I

- Development of Plot by providing Granular Sub-base for raising the height and levelling the undulation and proper camber for drain out the rain water. Providing Wet Mix Macadam. Providing a thin layer of Pre Mix Carpet of 25mm.
- Development of Road by providing Granular Sub-base for raising the height and levelling the undulation and proper camber for drain out the rain water. Providing Wet Mix Macadam. Providing a one layer of Dense Bituminous macadam of 100mm and a finishing layer of Bituminous Concrete of 40 mm for smooth movement of Traffic.
- Providing RCC storm water drain for drain out the rain water.
- Providing cable trench.
- Providing Toilet block, Rest shelter and Watch towers.

(4) ESTIMATED COST

A block estimate amounting to Rs.7442.93 lakhs (based on SOR-2018 & PMR) is prepared and placed at Annexure – III (Duly checked by S.E. (D) vide Note No.4 N/s. File No.HW/2434.

(5) PLAN PROVISION

There is a provision of Rs.5.00 lakhs in BE 2018-19, however necessary Budget provision enhanced in RBE 2019-20 & 2020-21.

(6) FUNDING

The entire expenditure on the proposed scheme is to be made by Kandla Port Trust from its own internal resources.

(7) RETURN


Rs.847.66 lakhs annual return as per the details given in Annexure –V.

(8) REQUIREMENT OF STAFF

No additional staff will be required for execution of this work and for maintenance work.


(9) PERIOD OF EXECUTION OF SCHEME

24 Months.


J.E.(GR-I)


S.D.O.(J)


D.A.(H)


Dy. C.E. (H)

DEENDAYAL PORT TRUST

CHECK LIST FOR CLEARANCE OF THE PROPOSAL THROUGH THE STANDING COMMITTEE:

| 1. | Silent feature of the project with the aim and objectives of the proposal. | : | "Development of Plots, Roads & SWD in 34 hectare area inside C J area." | | | | | | | | | | |
|---------|--|---|--|------|-------------------------|---------|--------|---------|--------|---------|--------|---------|--------|
| 2 | Capacity generated if any. | : | Infrastructure facilities. | | | | | | | | | | |
| 3 | Justification/purpose of the giving full details of the project including physical parameter as below. | : | <p>The dry cargo traffic handling is increasing consistently every year at berth no-01 to 10. The dry cargo traffic handled during last four years are as below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Traffic (in lakh tones)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2015-16</td> <td style="text-align: center;">219.80</td> </tr> <tr> <td style="text-align: center;">2016-17</td> <td style="text-align: center;">230.18</td> </tr> <tr> <td style="text-align: center;">2017-18</td> <td style="text-align: center;">242.50</td> </tr> <tr> <td style="text-align: center;">2018-19</td> <td style="text-align: center;">253.68</td> </tr> </tbody> </table> <p>From the above, it can be seen that Dry cargo traffic is in increasing trend and the same is expected during the current year and also increase in the same pattern for the next five years.</p> <p>Total Traffic handled by Deendayal Port Trust is 115.40 MMT out of which handling of coal is about 13.93 MMT. Presently Coal is stored at various different places like 66 hectares, 40 hectares, Bunder area, plots & back up of berth no-8, 9 & 10.</p> <p>Time and again it is raised in various forum regarding air dust pollution and contamination arising from coal. Chairman also directed during one of HOD meeting to take adequate measures and explore the possibilities to reduce the dust pollution arising from coal. Chairman also directed to re-organize the allocations of plots for storage of coal. Due to storage of coal in back up of Berth no-8-9-10 the atmospheric condition affected very badly and as per GPCB norms it is</p> | Year | Traffic (in lakh tones) | 2015-16 | 219.80 | 2016-17 | 230.18 | 2017-18 | 242.50 | 2018-19 | 253.68 |
| Year | Traffic (in lakh tones) | | | | | | | | | | | | |
| 2015-16 | 219.80 | | | | | | | | | | | | |
| 2016-17 | 230.18 | | | | | | | | | | | | |
| 2017-18 | 242.50 | | | | | | | | | | | | |
| 2018-19 | 253.68 | | | | | | | | | | | | |

necessary to store Coal away from Berths. Traffic Manager vide his correspondence communicated that they are planning to shift the storage of coal from 86 hectares to 34 hectares.

The 34 hectares' open plot commissioned in year 2013 adjacent to West Gate No -III by providing GSB filling only and the area is allowed for storage of wooden logs. Heavy equipments are deployed for handling of wooden logs since last 5 years hence the plot has achieved the considerable settlement. The said area being used on Transit basis hence not yielding any revenue. Now the Traffic department intends to shift the timber yard area in back of 11th and 12th berth (Scheme under formulation) and demanded to develop the 34-hectare area for storage of Coal by providing Road Network, development of plots, Storm water drain and cable trench network, toilet blocks, rest shelter and watch tower.

In order to fetch/attract the more business prospects and to get the direct benefit by way of rented revenue and indirect benefit by way of various vessel related charges like wharfage charges, demurrage charges and to attract more business by way of creating more storage space it is very much necessary to improve the open storage capacity in port area. So for betterment of storage of coal and other bulk cargo, it is essential to improve the kutcha area by providing Road networking, development of plots, SWD and cable trench network, Toilet blocks, Rest shelter, watch towers etc. The additional revenue will be generated by way of developing such area. Keeping in view the present trend and projected traffic for next five years, it is proposed to Develop the existing 34 Hectare area for storage of dry cargo.

| | | | |
|-------|--|---|--|
| i. | Projection of the future demand (like traffic) for which the project has been proposed. | : | Traffic for Dry & Bulk cargo is projected to increase at 5 % annually. |
| ii | Volume and composition of the projected demand. | : | As above |
| iii | Capacity of new facility proposed | : | Increase the open storage space for storage of bulk cargo about 302915.00 sq.m. |
| iv. | Whether capacity estimated in the demand analysis for the existing facility / assets proposed under the present proposal is optional | : | New Scheme |
| v. | Whether the proposal is conceived to improve the productivity of the existing asset. If so, whether possibilities have been explored to improve the same before making the proposal. | : | Yes, it will help in boosting the business and provide additional storage facilities for cargo and fetch additional rented income to port & it will help in boosting import / export of Dry Cargo. |
| vi | Analysis of the alternatives List of all technically / economically viable options with the basis. | : | N.A |
| vii. | Technical aspects Site investigation and results thereof; any adjustment elsewhere in the port to accommodate the change for the proposal. | : | Not necessary. |
| viii. | Linked projects : List of the linked project with cost, implementation schedule etc. | : | N.A |
| ix. | Cost estimate : Capital cost – Item wise break-up and year wise phasing O&M cost – Item wise break up, actual O&M | : | Capital Cost Rs.7442.93 Lakhs. Year wise breaking 2019-20 Rs.310.12 Lakhs, 2020-21 Rs.3721.47 Lakhs and 2021-22 Rs.3411.34 Lakhs. Annual maintenance cost of @ 1.00 % of Estimate Cost |
| 4. | Sources of Funding | : | N.A |
| | a) Possibility of private Sector participation with details thereof. | : | |
| | b) Whether the project is funded through internal resources, budgetary support, and foreign aid/ grants etc. | : | Internal resources |
| | c) Plan outlay available for the project both in Tenth Five Year Plan and Annual Plan | : | |
| | d) In case the plan fund available is not adequate, the method proposed to cover the gap. | : | N.A. |
| 5. | Schedule of project implementation. | : | 24 months after sanction of the scheme. |

| | | | |
|-----|---|---|---|
| 6. | Staff implication: Execution and operation phase separately. | : | NIL- Execution will be through existing staff. |
| 7. | Clearance of the project by Ministry of Environment & Forest. | : | N.A. |
| 8. | Benefits estimates. a) EIRR – should be more than 12% b) EIRR- types of benefits likely to accrue from project | : | EIRR @ 12.00 % FIRR @ 9.00 % |
| 9. | Submission of various analysis viz. each flow sensitivity analysis, ratio analysis calculation of NPV, FIRR, EIRR etc. in respect of the plan scheme. | : | NPV, EIRR & FIRR, details at Annexure VI, VII & VIII. |
| 10. | Filling up of ' capital expenditure sanction' format enclosed at Annexure I(A) | : | YES |
| 11. | Submission of the block estimate with proposal. | : | Block estimate amounting to Rs.7442.93 lakhs enclosed at Annexure-III Duly checked by S.E. (D) vide note no.4 N/S File No.HW/WK/2434 |

DEENDAYAL PORT TRUST

FORMAT FOR CAPITAL EXPENDITURE SANCTION

| | | | |
|------|---|---|---|
| 1. | Name of the scheme | : | "Development of Plots, Roads & SWD in 34 hectare area inside C J area." |
| 2. | Whether it is included in 10 th five-year plan and annual plan | : | Yes, Plan Scheme |
| 3. | Details of the scheme viz. | : | |
| i) | Its object, justifying that it can only be done through port expenditure | : | Infrastructure facilities shall be provided by Port Trust. |
| ii) | Cost | : | Rs.7442.93 Lakhs. |
| iii) | The period of completion from sanction | : | Eighteen months |
| iv) | Year wise phasing | : | Capital Cost Rs.7442.93 Lakhs. Year wise breaking 2019-20 Rs.310.12 Lakhs, 2020-21 Rs.3721.47 Lakhs 2021-22 Rs.3411.34 Lakhs. |
| v) | Preliminary investigation necessary, If done, their results. | : | Not required |
| 4. | Necessity for the work indicating in what Respect the existing arrangements is deficient. | : | Shortage of existing storage facilities for cargos. |
| 5. | Layout plan and drawing indicating broad technical features of the scheme. | : | Lay out Plan enclosed at Annexure-III. |
| 6. | Estimates & specification. | : | Block Estimate Enclosed at Annexure-IV |
| 7. | In case the scheme is not provided for in the annual budget how to expenditure is proposed to be met. | : | There is a provision of Rs.5.00 lakhs in BE 2018-19, however necessary Budget provision enhanced in RBE 2019-20, 2020-21 and 2021-22. |
| 8. | Whether commitments have been obtained from the likely users of the facility proposed. | : | There is demand from Port users |
| 9. | Economic justification showing | : | |
| a) | Capital cost | : | Capital Cost Rs.7442.93 Lakhs. |
| b) | Saving in the expenditure in the absence of the proposed facility. | : | |
| c) | Additional resources that are anticipated with the provision of the facility. | : | N.A |

| | | | |
|----|---|---|--|
| d) | Net gain | | Rs.847.66 Lakhs per annum (Annexure-V) |
| e) | Percentage of return after meeting the interest obligations | : | N.A |
| f) | How revenues are to be deposited i.e. whether this will require increase in port charges. | : | N.A |
| g) | Life of assets | : | Life of asset, is 25 Years as per Ministry Guidelines |
| h) | Annual depreciation | : | 5 % |
| 10 | Staff implications, if any, | : | No additional staff required |
| 11 | Operations cost/Maintenance cost | : | Operational cost NIL Maintenance cost @ 1.00 % of estimated cost. |

DEENDAYAL PORT TRUST
CHECK LIST FOR ESTIMATE

| | | | |
|----|---|---|---|
| 1 | Name of Division/Department | : | Harbour Division /Civil Engg. Dept. |
| 2 | Name of work | | "Development of Plots, Roads & SWD in 34 hectare area inside C J area." |
| 3 | Whether it is plan/non plan | | Plan work |
| 4 | Whether nomenclature of work is Tallying with the budget estimates | | Not in budget estimate |
| 5 | Whether a budget center and cost center have been shown cost center have been shown in the face sheet. | | Not Applicable |
| 6 | Whether published Accounts-head has been shown properly. | | Not Applicable |
| 7 | Whether Principal activity has been Shown properly in face sheet. | | Not Applicable |
| 8 | Amount provided in the budget provision | | There is a provision of Rs.5.00 lakhs in BE 2018-19, however necessary Budget provision enhanced in RBE 2019-20, 2020-21 and 2021-22. |
| 9 | Whether estimate has been prepared on the basis of provision made in budget estimate for various Sub/heads/types of expenses. | | do |
| 10 | Whether the reasons for necessity for processing the estimate have been brought out in the report of the estimate. | | Yes |
| 11 | In case estimate is for replacement as to whether Survey report is attached | | N.A. |
| 12 | Whether approval of the competent authority has been obtained in case of procurement of new/capital item. | | N.A. |
| 13 | Whether the estimate has been checked technically by the Design section. | | Yes |

| | | |
|----|---|----------------|
| 14 | Whether provision of contingencies is required If yes, whether the same has been taken in estimate or not. | Yes |
| 15 | Whether estimate is based on current M.R | Sor-2018 & PMR |
| 16 | Whether blue-print of the proposed work has been attached | Yes |
| 17 | Whether provision for establishment charges is necessary. If so, whether the same has been provided in the estimate and at what % rate. | 2 % |
| 18 | Any other special remarks. | Nil |
| 19 | Whether Annexure-I has been attached with the estimate and is in order. | Yes |

Submitted for concurrence please.

Divisional Accountant[P]/
Superintendent

Name of Division/Deptt.
PROJECT.

Subject to the remarks against serial
number _____
estimate may be concurred in for
Rs. _____

which will require the approval of

Dy. FA & CAO/A.O.[W/A]

Annexure-II (Sample)

DEENDAYAL PORT TRUST

:- CHECK LIST FOR DTPS :-

- 1 Name of Division :
- 2 Name of work :
- 3 Sanctioned Estimate No. & Amount :
- 4 Whether the D.T.P. have been checked with sanctioned estimate :
- 5 Whether the D.T.Ps are technically checked by the X.E.N. (D) :
- 6 Whether the N.I.T. & printed conditions have been signed by the Divisional officer :
- 7 Whether the period in which the work will be carried out has been indicated in N.I.T. :
- 8 Whether the estimate cost, Earnest money & Security Deposit shown in the N.I.T. are correctly given. :
- 9 Whether the calculations for the materials provided in Schedule-A have been attached with D.T.P. and found in order :
- 10 Whether the special conditions are attached with D.T.P.s and are in order :
- 11 Whose approval is required for D.T.Ps. :
- 12 Any special remarks :

Submitted for concurrence please.

Subject to remarks under item No. _____ the D.T.Ps may be concurred in, which will require the approval of _____

DA / (Accounts)
Name of Div./ Deptt.

FA & CAO

Dy. FA & CAO / AO (WIA)

DEENDAYAL PORT TRUST

CHECK LIST FOR ESTIMATE

- 1 Name of Division/Department:
- 2 Name of the work :
- 3 Whether it is plan/non-plan:
- 4 Whether nomenclature of work:
is tallying with the budget estimates
- 5 Whether the budget centre and:
cost centre have been shown in
the face sheet
- 6 Whether published Accounts:
head has been shown properly
- 7 Whether Principal activity has:
been shown properly in face
sheet
- 8 Amount provided in the budget:
estimates.
- 9 Whether the reasons for:
necessity for processing the
estimate have been brought out
in the report of the estimate.
- 10 Whether estimate has been:
prepared on the basis of
provision made in budget
estimate for various
sub-heads/type of expenses.
- 11 In case estimate is for :
replacement as to whether the
survey report has been
sanctioned by the competent
authority.
- 12 Whether approval of the
competent authority has been
obtained in case of procurement
of new/capital item.
- 13 Whether the estimate has been checked
technically by the Design Section.
- 14 Whether provision of :
contingencies is required. If yes,
whether the same has been
taken in estimate or not.
- 15 Whether estimate is bases on
current S.R. or market rate

- 16 Whether blue-print of the proposed work has been attached.
- 17 Whether provision for establishment charges is necessary. If so, whether the same has been provided in the estimate and at what % rate.
- 18 Any other special remarks:
- 19 Whether Annexure-1 has been attached with the estimate and is in order

Submitted for concurrence please.

Name of Divison/Deptt.
HARBOUR DIVISION

Subject to the remarks against serial No.

Estimate may be concured in for Rs.

Rs. Which will require the approval of

Dy.F.A.& C.A.O./A.O.(W/A)

DEENDAYAL PORT TRUST
BRIEF INFORMATION OF THE PROJECT

- 1 Name of the work :
- 2 Short history: Reasons and leading upto the proposal when necessary
- 3 Administrative approval: or reference to the component part of the sanctioned project estimate if any and a statement showing the progressive total of estimate for sub-component parts sanctioned made for the component part.
- 4 Rate : the rate on which the estimate has been based.
- 5 Type of contract : If any not whether being carried out departmentally
- 6 Construction plans: any special method
- 7 Time of starting and completion.
- 8 Availability of funds: If provision is not made, whether due to unforeseen emergency of under estimating if the expenditure is in capable, how it is proposed to meet it.
- 9 Financial implication: i.e. anticipated recurring expenditure in the case of new services only.
- 10 A certificate that the estimate particularly the allocation of expenditure has been checked by the Accountant concerned.

| | | | |
|-----|--|---|--|
| 1. | Name of work | : | |
| 2. | Whether Plan / Non Plan / Revenue / New Minor Works. | : | |
| 3. | Details of provision made under Annual Budget (item no. of Budget and amount) | : | |
| 4. | Whether provision under Annual Budget sufficient. If not, whether steps have been taken to make necessary additional provision. | : | |
| 5. | Whether administrative approval obtained. If yes, details to be furnished. | : | |
| 6. | Whether demolition & re-construction, modernization, addition or new. | : | |
| 7. | In case of demolition & re-construction, whether Survey Report has been Sanctioned by Competent Authority. | : | |
| 8. | Justification for the work. | : | |
| 9. | Time Schedule for completion of the work. | : | |
| 10. | Whether the work can be completed as per expected or planned period. If not, reasons for delay in taking up the work. | : | |
| 11. | Whether original estimate or revised estimate. | : | |
| 12. | If revised estimate, details of time and cost overrun with reasons may be furnished. | : | |
| 13. | Details of estimated cost (Please specify the C/F page reference) | : | |
| 14. | Estimate prepared as per SOR (specify year / month) | : | |
| 15. | If estimate not prepared as per SOR, whether rate analysis of estimate are in accordance with the prevailing market rate. | : | |
| 16. | Whether the Blue Print of the proposed work is attached (specify reference). | : | |
| 17. | Whether it is through press tender, If not reasons for not restoring to press tender. | : | |
| 18. | If it is Limited Tender, the reasons for the list of firms to be specified. | : | |
| 19. | Reference of draft tender document (DTP) (in C/F page nos.) | : | |
| 20. | Whether there are any deviations to DTPs, If yes, details and reasons to be furnished. | : | |
| 21. | Sanctioning authority (Please specify DOP) | : | |
| 22. | <p>It is certified that -</p> <p>a) The Estimates and DTPs are without any manual corrections / over writing and same is signed by _____</p> <p>b) All Noting side and correspondence side of the file are serially numbered in ink.</p> <p>c) The Estimates and DTPs are technically vetted by _____ Division.</p> <p>d) That all the specifications in these DTPs / Estimates of equipments, materials are generic in nature as per the prevailing market conditions.</p> <p>e) All the terms and conditions mentioned in the tender documents are in the line with the approved DTPs. All correction / addition / alteration / modification, as the case may be, as per requirement, have been made and included in the Special Conditions of Contract.</p> | | |

JE Gr.I AE AXEN XEN HOD

Annexure-III (Sample)

| CHECK LIST | | |
|---|--|--------------------|
| Sr. No. | Queries | Clarification |
| 1 | Salient features of DTPs | |
| 2 | The authority who decided technical specification | |
| 3 | Is there any alternatives available for the specification decided? | |
| 4 | If so, why they are not considered? | |
| 5 | The criteria for fixing eligibility may be stated. | |
| 6 | The basis of arriving the rates in estimate of various items may be stated. | |
| 7 | Is the Tender document strictly as per format approved by the Board? | |
| 8 | If not, please give the list of deviations, with justification and designation of competent authority to approve the same. | |
| 9 | Whether the tender clauses have been thoroughly checked and whether they are in order. | |
| 10 | In case appointment of Consultant, Please state whether CVC Instructions and GFR Provisions are duly taken care of. | |
| 11 | If not, the deviations and reasons thereof. | |
| 12 | If Market Rates are adopted, whether rate analysis has been done scientifically and they are found reasonable. | |
| 13 | Whether time allowed for submitting the bid is strictly followed. If not, give reasons. | |
| 14 | Please state whether NIT Newspaper's policy is proposed to be followed strictly. | |
| 15 | Tender Committee members proposed | Proposed inclusion |
| <p>Note: Please state if there is any other deviations from the prescribed norms of issue of Tender. If so, the reasons and justification thereof.</p> | | |

JE S.T.

AE

Asst. En

En

H.O.

Annexure-V (Sample)

ELECTRICAL DIVISION
COMPARATIVE STATEMENT - TECHNICAL AND COMMERCIAL BID
NAME OF WORK :- PROVIDING LIGHTING ARRANGEMENT THROUGH HIGH MAST TOWER IN THE NEWLY DEVELOPED 34 HECTOR AREA.
TECHNICAL BIDS OPENED ON 01/02/2017

PART-II (THREE BIDDERS)

Estimated cost : 4,33,72,315.00

| S. No. | CL No. | P. No. | SPECIFICATION | M/s. Ashy PUC Tools Delhi | Completed/Completed subject to remarks | M/s. Hajar Electric Works Surat | Completed/Completed subject to remarks | M/s. HEC Infra Projects Limited Ahmedabad | Completed/Completed subject to remarks |
|--------|----------|--------|---|---|--|--|--|--|--|
| | 4 | | Eligibility Criteria | | | | | | |
| 1 | 4.1(a) | 8 | Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be Rs. 130.12 Lakhs. Certified by chartered accountant. | Year 2013-14 - 489.98 Lakhs Year 2014-15 - 241.34 Lakhs Year 2015-16 - 578.70 Lakhs Average - 436.66 Lakhs. (Page No. 738) Copy of CA Certificate submitted. | Completed | Year 2013-14 - 486.11 Lakhs Year 2014-15 - 303.62 Lakhs Year 2015-16 - 450.83 Lakhs Average - 426.85 Lakhs. (Page No. 956) As per CA's certificate dated 27/12/2016. | Completed | Year 2013-14 - 11595.04 Lakhs Year 2014-15 - 12501.40 Lakhs Year 2015-16 - 6095.11 Lakhs Average - 10,047.52 Lakhs. (Page No. 1035) Copy of CA Certificate submitted. | Completed |
| 2 | 4.1(b) | 8 | Solvency certificate from Banker (Nationalized/Scheduled Bank except Co-operative Bank) for Rs.173.49 Lakhs not older than six months as on the date of opening of bid. | Solvency certificate dated 30/01/2017 amounting to Rs. 1000.00 Lakhs issued by Syndicate Bank, New Karsida (Page No. 739) | Completed | Solvency certificate dated 15/10/2016 amounting to Rs.600.00 Lakhs issued by State Bank of India, Analeshwar. (Page No. 953) | Completed | Solvency certificate dated 11/04/2017 amounting to Rs.2.00 Crore issued by Bank of India, Ahmedabad. (Page No. 1231)*SD | Completed |
| 3 | 4.1(c) | 8-9 | Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following - (i) Three similar completed works each costing not less than the amount equal to Rs. 173.49 Lakhs. or (ii) Two similar completed works each costing not less than the amount equal to Rs. 216.88 Lakhs. or (iii) One similar completed work costing not less than the amount equal to Rs. 346.98 Lakhs. Similar work : Experience in supply or erection, testing and commissioning or both of High Mast/Mini Mast tower lighting, cabling work etc. of Large Port complex/Dock Marshalling Yard/Air Port/Container Yard/Despot, Production/Storage complex of Big Industrial House, Government/Semi Government organisation/ Public Sector Undertaking Org. Public Utility places like stadium etc. | (1) Submitted copy of Completion Certificate dated in (Misc./N) EOE(E)F-114/PWD/13-14/81 dated 27/03/2014 issued by PWD (Govt. of India) for the work of "A) Const. of flyover & underpass with FCBs at Shyamal College on Grand Trunk Road, Delhi, And (B) Const. of underpass & four nos. cloveleaves with FCBs at ITO Chung Crossing, Delhi". Rs. 4,73,99,911/- (Page No. 736 to 737 & 1305 to 1334)*SD) The bidder has submitted copy of BOO in f/o name of M/s. Nervug Engineering Co. Ltd. As Main Contractor & M/s. Ajay M/C Tools as Electrical Contractor. Also, the bidder has not submitted copy of Work Order or Contract Agreement. They have submitted vide letter dated 12/07/2017 that work order is not traceable. However, KPT can confirm the same from PWD Department. (2) Submitted copy of Completion Certificate dated W (Misc./N) EOE(E)F-114/PWD/12-13/86 dated 09/04/2012 issued by PWD (Govt. of India) for the work of "A) Const. of flyover covering nagalgarh & Jani main intersection on NH-10 (Delhi-Kolkata Road) at Nanoli, Delhi and (B) Const. of underpass along outer ring road NO. 26 and two no's foot over bridges at the intersection of Jawala Heri Bhera Enclave Road, Delhi. Rs. 3,00,67,519/- (Page No. 735) (3) Submitted copy of Completion Certificate dated 23/2/OPED/02 dated 06/04/2016 issued by PWD (Govt. of Delhi) "Const. of fusion complex at Mandoli Delhi (Sh. Providing and installing High Mast lighting). Rs. 2,25,12,115/- (Page No. 734) However, the bidder has not submitted copy of Work Order towards above Completion Certificates. | TC may decide. | (Qualifying for One similar completed work) (1) Submitted copy of Completion Certificate dated 16/03/2015 alongwith Contract Agreement and Supplement Order No. 01 dated 03/05/2012, Supplement Order No. 02 dated 03/10/2012 to Co-Service dated 06/12/2010 and another Supplement Order No. 02 dated 03/10/2012 to Fomial Contract Agreement dated 06/12/2010 issued by SIEMENS Ltd. for for the work of "Supply and Installation, Testing, Commissioning of Electrical works for 1200 MW DGEN Mega Power Project, Torment Power, Dahi) SEZ. Rs. 6,74,81,650/- (Page No. 903 to 920 & 1385 to 1406)*SD) | Completed | (Qualifying for One similar completed work) (1) Submitted copy of Completion Certificate dated 12/10/2015 alongwith LDA No. 301/A/2015/ BRTS site/W O/12/12-10 dated 24/12/2010 issued by J. Kumar InfraProjects Ltd., Mumbai for the work of "Electrical works of arising out in our Contract for BRTS, Construction of Phase-II BRTS Corridors for the City of Ahmedabad Package-I, (Contract Pkg No./AMC/2010/Phase-II/Package-1.) Rs. 4,31,36,500/- (Page No. 1079 to 1092) | Completed |
| 3 | 4.1(e) | 9 | BD Capacity | Shown Bid capacity of Rs. 372.20 which actual works out to Rs. 565.17 Lakhs as per data given. (Page No. 1296 to 1297)*SD | Completed | Shown bid capacity of Rs. 866.83 Lakhs. (Page No. 960 to 961) | Completed | Shown bid capacity of Rs. 94.61 crore which actual works out to Rs. 137.11 crore as per data given. (Page No. 1229 to 1230)*SD | Completed |

JE (E)

AE (E)

DA (E)

XEN (E)1/C

| S. No. | Cl. No. | P. No. | SPECIFICATION | M/s. Ajay H/C Tools Delhi | Complied/ Complied subject to remarks | M/s. Mayur Electric Works Surat | Complied/ Complied subject to remarks | M/s. HEC Infra Projects Limited Ahmedabad | Complied/ Complied subject to remarks |
|--------|------------------------|--------|---|---|---------------------------------------|---|---------------------------------------|---|---------------------------------------|
| | | | Other Information | | | | | | |
| 1 | 4.2.a | 10 | Copies of original documents defining the constitution or legal status, place of registration and principal place of business. | Copy of Partnership deed submitted. (Page No. 685 to 689) | Complied | Copy of Registration of Firms & Partnership deed (Page No. 941 & 924 to 933) | Complied | Copy of certificate of incorporation, MOA & AOA submitted (Page No. 1044, 973 to 998) | Complied |
| 2 | 4.2.b | 10 | Total monetary value of similar works performed for each of the last seven years ending last day of month previous to the date in which applications are invited. | Details as per Clause No. 4.1.c above | TC may decide. | Details as per Clause No. 4.1.c above | Complied | Details as per Clause No. 4.1.c above | Complied |
| 3 | 4.2.c | 10 | Experience in works of a similar nature and size for each of the last seven years, and details of works underway or contractually committed and employers who may be contacted for further information on those contracts. | (i) Experience during last 7 years as per Sr. No. 2 above. (ii) Details of works underway submitted. (Page No. 1258)*SD | TC may decide. Complied | (i) Experience during last 7 years as per Sr. No. 2 above. (ii) Details of works underway submitted. (Page No. 967) | Complied Complied | (i) Experience during last 7 years as per Sr. No. 2 above. (ii) Details of works underway submitted. (Page No. 1069 & 1114) | Complied Complied |
| 4 | 4.2.d | 10 | Reports on the financial standing of the Bidder, such as profit and loss account and auditor's report for the past three years ending 31st March of the previous financial year. | Submitted (Page No. 690 to 712 & 1280 to 1295)*SD | Complied | Submitted (Page No. 800 to 901) | Complied | Submitted (Page No. 999 to 1034 & 1222 to 1228)*SD Balance Sheet & P/L Account for FY 2015-16 alongwith notes to A/cs submitted. However, Audit Report for FY 2015-16 not submitted. | TC may decide. |
| 5 | 4.2.f | 10 | Copy of PAN | Submitted (Page No. 1276)*SD | Complied | Submitted (Page No. 954) | Complied | Submitted (Page No. 1050) | Complied |
| 6 | 4.2.f | 10 | Copy of the Sales Tax / VAT No. | Submitted (Page No. 684 & 733) | Complied | Submitted (Page No. 948 to 950) | Complied | Submitted (Page No. 1040, 1065) | Complied |
| 7 | 4.2.f | 10 | Copy of valid Service Tax Registration Certificate | Submitted (Page No. 1256)*SD | Complied | Submitted (Page No. 952) | Complied | Submitted (Page No. 1042) | Complied |
| 8 | 4.2.f | 10 | Copy of Provident Fund Authority | Submitted (Page No. 681 to 682) | Complied | Submitted (Page No. 944 to 947) | Complied | Submitted (Page No. 1058 to 1062) | Complied |
| 9 | 4.2.g & 4.4 of Sec III | 15 | valid Electrical Contractor License issued by IIMP Department. Manufacturers/ Authorized Dealers are exempted to submit the same. However, they have to depute a person having valid electrical supervisory certificate while carrying out the electrical work. | Submitted (Page No. 677) | Complied | Submitted (Page No. 955 & 1414)*SD | Complied | Submitted (Page No. 1063) | Complied |
| 10 | 4.2.i | 10 | Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned and disputed amount. | Submitted (Page No. 1275)*SD | Complied | Nil. submitted (Page No. 966) | Complied | Nil. submitted (Page No. 1118 & 1113) | Complied |
| 11 | 4.2.k | 10 | A certificate by the bidder that they have not been banned/black listed by any Govt. Agency. | Submitted (Page No. 672) | Complied | Submitted (Page No. 968) | Complied | Submitted (Page No. 1221)*SD | Complied |
| 12 | 4.2.l | 10 | Power of Attorney (Suly accompanied by resolution of Board in case of company). | Authority for submission of bid Submitted (Page No. 1260 to 1261)*SD | Complied | Submitted (Page No. 934 to 939) | Complied | Submitted (Page No. 1219 to 1220)*SD | Complied |
| 13 | 4.2.m | 10 | Qualifications and experience of key site management and technical personnel proposed for the contract. | Submitted (Page No. 1273)*SD | Complied | Submitted (Page No. 957) | Complied | Submitted (Page No. 1052 to 1054) | Complied |

| S. No. | Cl. No. | P. No. | SPECIFICATION | M/s. Ajay M/C Tools, Delhi | Completed/Completed subject to remarks | M/s. Mayer Electric Works, Surat | Completed/Completed subject to remarks | M/s. H.C. Infra Projects Limited, Ahmedabad | Completed/Completed subject to remarks |
|---------------------------|---------------|--------|--|---|--|---|--|---|--|
| 14 | 4.2.n | 10 | The proposed methodology and program of work, backed with equipment planning and deployment, duly supported with broad calculations and quality control procedures proposed to be adopted, justifying their capability of execution and completion of the work as per technical specifications within the stipulated period of completion as per milestones. | Submitted (Page No. 1254 to 1255)*50 | Completed | Submitted (Page No. 962) | Completed | Submitted (Page No. 1216 to 1218)*50 | Completed |
| 15 | 4.2.o | 11 | In case the similar work has been executed for any private body, the bidder will be required to produce the tax deducted at source (TDS) certificate indicating the income tax deducted by the client for that work, which will form the basis for assessing the value of completed work. | The bidder has submitted that they have done the work for PWD, Delhi (undertaking CPWD) which is government of India, hence, TDS in this case not required. As per the Completion Certificate of PWD, there is mention of a tripartite agreement between PWD, M/s. Ajay M/C Tools and M/s. Navjage Engineering Company. (Page No. 1253)*50 | Completed | Submitted (Page No. 1339 to 1304)*50 | Completed | Submitted (Page No. 1071 to 1078) | Completed |
| 16 | 4.2.r | 11 | An undertaking letter duly stating that the documents submitted by them in support of their credentials are genuine and IPT is at liberty to take any action against the bidder if the said documents are found to be non-genuine. | Submitted (Page No. 673) | Completed | Submitted (Page No. 964) | Completed | Submitted (Page No. 1109) | Completed |
| 17 | 4.2.s | 11 | An undertaking that they will comply to the specification of the work including terms and conditions in total without any deviation. | Submitted (Page No. 674) | Completed | Submitted (Page No. 963) | Completed | Submitted (Page No. 1118) | Completed |
| 18 | 8 of Sec.-III | 45 | The Contractor shall furnish the copies of bill invoice of the manufactures/suppliers towards supply of materials in this Contract | The bidder has submitted that they have done the work alongwith installation, testing and commissioning thus they do not require to submit the invoice copies. (Page No. 1252)*50 | TC may decide. | The bidder has submitted that the said project work was consisting SITC electrical work for 1200MW DGEN Mega power Project. Hence, they have submitted RA Bills for SITC work and they do not have any separate bill invoice for supply of material. They have submitted TDS Certificates for the said project which may be considered. (Page No. 1415)*50 | TC may decide. | The bidder has submitted that the Purchase Order submitted by them is SITC work, so they have not any separate Supply & Labour Invoice. (Page No. 1216)*50 | TC may decide. |
| (B) COMMERCIAL BID | | | | | | | | | |
| 1 | 16.1 | 14 | Earnest money deposit Rs. 4,31,723/- | DD No. 583228 dated 27/01/2017 of Synocare Bank, Delhi. (Deposited) | Completed | DD No. 411662 dated 03/12/2016 of State Bank of India, Surat. (Rs. 4,35,000/-) (Deposited) | Completed | DD No. 005830 dated 01/02/2017 of Bank of India, Ahmedabad (Deposited) | Completed |
| | NET | 5 | Tender fee - Rs. 10,000/- | DD No. 583229 dated 27/01/2017 of Synocare Bank, Delhi. (Deposited) | Completed | DD No. 417679 dated 03/12/2016 of State Bank of India, Surat. (Deposited) | Completed | DD No. 005021 dated 13/01/2017 of Bank of India, Ahmedabad (Deposited) | Completed |
| 2 | 2D | 16 | Whether the original/bested hard copies submitted subsequently within 7 days of opening of online Tenders | Submitted (Page No. 554 to 739 & 1237 to 1337)*50 | Completed | Submitted (Page No. 740 to 970 & 1338 to 1418)*50 | Completed | Submitted (Page No. 971 to 1187 & 1208 to 1236)*50 | Completed |
| FORMS | | | | | | | | | |
| 1 | Form-1 | 60 | Form of Application | Submitted (Page No. 676) | Completed | Submitted (Page No. 978) | Completed | Submitted (Page No. 1115 to 1118) | Completed |
| 2 | Form-2 | 62 | Pre-qualification of bidders | Submitted (Page No. 1257 to 1259) | Completed | Submitted (Page No. 966 to 967) | Completed | Submitted (Page No. 1113 to 1114) | Completed |
| 3 | Form-3 | 64 | Form of Declaration | Submitted (Page No. 675) | Completed | Submitted (Page No. 969) | Completed | Submitted (Page No. 1112) | Completed |
| 4 | Form-4 | 65 | Authority for submission of Bid | Submitted (Page No. 1260 to 1261)*50 | Completed | POA Submitted (Page No. 934 to 939) | Completed | Submitted (Page No. 1183 to 1184) | Completed |
| 5 | Form-5 | 66 | Exceptions and Deviations | N/L submitted (Page No. 1248 to 1249)*50 | Completed | N/L submitted (Page No. 963) | Completed | N/L submitted (Page No. 1111) | Completed |
| 6 | Sec-VIII | 111 | Integrity Pact | Submitted (Page No. 1258 to 1247)*50 | Completed | Submitted (Page No. 1407 to 1413)*50 | Completed | Submitted (Page No. 1209 to 1215)*50 | Completed |

ELECTRICAL DIVISION

NOTE TO TENDER COMMITTEE

Sub: Providing Lighting arrangement through High Mast Tower in the Newly Developed 34 Hector area.

Technical bids of the subject tender were opened on last date of submission of bid i.e. 01/02/2017. The following six bidders submitted their bids through e-tendering process:

- (1) M/s. Powergain Engineers, Ahmedabad
- (2) M/s. Transrail Lighting Limited, Mumbai
- (3) M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham
- (4) M/s. Ajay M/C Tools, Delhi
- (5) M/s. Mayur Electric Works, Surat
- (6) M/s. HEC Infra Projects Limited, Ahmedabad

The technical bids of all the above bidders were scrutinized and Comparative Statement was prepared. After the evaluation of Technical Bids, it was observed that none of the above bidders has submitted some of the required documents as shown in Comparative Statement. Hence, five bidders, vide letter No. EL/AC/1758/470 dated 07/07/2017, were asked to submit the required shortfall documents, except M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham as per the recommendations of the Tender Committee dated 01/07/2017.

The required shortfall documents called from the bidders, have been received and accordingly, a fresh Comparative Statement has been prepared and enclosed at **ANNEXURE-A (Part-I & Part-II)** for kind perusal and deliberation. After going through the documents, following observations have been noticed:-

M/s. Powergain Engineers, Ahmedabad

- (1) The bidder has not submitted P/L Account for FY 2013-14 and Audit Reports for last 3 years.
- (2) The bidder has submitted Solvency certificate dated 09/06/2016 amounting to Rs. 75.00 Lakhs issued by Canara Bank, Ahmedabad. However, the same is older than six months as on date of opening of technical bid.
- (3) The bidder has submitted (i) copy of Completion Certificate dated NIL issued by Skaps Industries India Pvt. Ltd., Ahmedabad for the work of "Electrification Work (SETC)" (ii) copy of Completion Certificate dated 01/07/2016 issued by Colorobbia Chemicals India Pvt. Ltd., Ahmedabad for "Plant Electrification Work" (iii) copy of Completion Certificate dated NIL issued by Gamesa Renewable Pvt. Ltd. Ahmedabad for "Plant Electrification Work" and (iv) copy of Completion Certificate dated 02/02/2016 issued by Edelweiss Metals Pvt. Ltd., Ahmedabad for "Plant Electrification Work".

However, the bidder has not submitted copy of Work Orders towards above Completion Certificates.

- (4) The bidder has not submitted calculation of Bid Capacity.
- (5) The bidder has not submitted documents towards Clause No. 4.2.j, 4.2.k, 4.2.n, 4.2.q, 4.2.r, 4.2.s, Complete Form-2, Form-4, Form-5, Integrity Pact, duly signed copy of Pre-bid Clarifications and copies of bill invoice of the manufacturer/supplier towards supply of materials.

The bidder was asked to submit shortfall documents, however, the bidder neither submitted any documents nor responded.

M/s. Transrail Lighting Limited, Mumbai

- (1) The bidder has submitted auditor's report for three periods viz. 09 months ended on 31/12/2013, 09 months ended on 30/09/2014 and 18 months ended on 31/03/2016 Year which is not as per tender requirement of 12 months ended on March for each previous financial year. Though, the avg. turnover for last three previous financial year seems to be

more than 130.12 lakhs. Further, the bidder has defaulted in payment of statutory dues as well as loan & interest repayment as per the reports, ended on 31/03/2016 Year, which is not as per reports.

- (2) The bidder has submitted copy of Certificate No. SE/CC/Works/9158 dated 07/12/2015 alongwith W.O. No. CMD/WZ/06/PUR/33KV Monopole Line/TS-563/Ord-1297/12884 dated 25/04/2012 & Order No. MD/WZ/06/PUR/21844 dated 18/12/2014 issued by MP Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore for the work of "Design, Manufacture, Fabrication, Galvanization, Pre-dispatch, Inspection, Testing & Supply of 33 KV Double Circuit (DC) Line on Monopoles using AAA Panther Conductor along the Agra-Bombay By-Pass Road at Indore City for providing electric supply to the colonies/townships being developed in the vicinity, alongwith comprehensive guarantee on materials & outage free service of the line for 3 years on turn-key basis".

However, the bidder has not submitted copy of BOQ to verify the similar work.

The bidder has submitted copy of Certificate dated 01/09/12 alongwith P.O. No. KNRCL/HO/PO/TLL/2011/380 dated 24/08/2011 issued by KNR Constructions Limited, Hyderabad for the work of "Four Laning & strengthening of Existing Two Lane Carriageway of National Highway No. 13 in he State of Karnataka on design, build, finance, operate and transfer (DBOFT) basis from km 102.00 to km 202.00" & W.O. No. KNRCL/HO/WO/TLL/2011/381 dated 24/08/2011 for execution of the above work".

However, the bidder has not submitted copy of Work Order alongwith BOQ towards above Certificate.

- (3) The bidder has not submitted calculation of Bid Capacity.
- (4) The bidder has not submitted documents towards Clause No. 4.2.n, 4.2.q, copy of Board Resolution and duly signed copy of Pre-bid Clarifications.

M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham

- (1) The bidder has submitted copy of Solvency certificate dated 08/04/2016 amounting to Rs. 1000.00 Lakhs issued by Punjab National Bank, Kandla. However, the same is older than six months as on date of opening of bid.
- (2) The bidder has not submitted documents towards Clause No. 4.2.n, Copy of Memorandum & Articles of Associations and complete Integrity Pact.

As the Hon'ble High Court of Gujarat has dismissed the stay order on KPT's banning of contract of the said bidder related to AMC of 66 KC Substation contract, hence, the bidder was not asked to submit the necessary shortfall documents.

M/s. Ajay M/C Tools, Delhi

- (1) The bidder has submitted copy of Completion Certificate No. W-(Misc)/(N) EE(E)/F-114/PWD/13-14/81 dated 07/03/2014 issued by PWD (Govt. of India) for the work of "(a) Const. of flyover & underpass with FOB's at Shyamal College on Grand Trunk Road, Delhi and (b) Const. of Underpass & four nos. cloverleaves with FOB's at ITO Chungi Crossing, Delhi".

The bidder has submitted copy of BOQ in name of M/s. Navyug Engineering Co. Ltd. as Main Contractor & M/s. Ajay M/C Tools as Electrical Contractor. Also, the bidder has not submitted copy of Work Order or Contract Agreement. They have submitted vide letter dated 12/07/2017 that work order is not traceable. However, KPT can confirm the same from PWD Department.

The bidder has submitted (i) copy of Completion Certificate dated W-(Misc)/(N) EE(E)/F-114/PWD/12-13/86 dated 09/04/2012 issued by PWD (Govt. of India) for the work of "(a) Const. of flyover covering najafgarh & kirari mor intersection on NH-10 (Delhi-Rohtak Road) at Nangloi, Delhi and (b) Const. of underpass along outer ring road NO. 26 and two no's foot over bridges at the intersection of Jawala Heri-Bhera Enclave Road, Delhi" and (ii) copy of Completion Certificate dated 23(2)/OPED/02 dated 06/04/2016 issued by PWD (Govt. of

Delhi) "Const. of Prison complex at Mandoli Delhi (Sh. Providing and installing High Mast lighting)".

However, the bidder has not submitted copy of Work Order towards above Completion Certificates.

- (2) The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that they have done the work alongwith installation, testing and commissioning thus they do not require to submit the invoice copies.

M/s. Mayur Electric Works, Surat

The bidder has submitted all required documents towards technical and financial qualification.

The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that the said project work was consisting SITC if electrical work for 1200MW DGEN Mega Power Project. Hence, they have submitted RA Bills for SITC work and they do not have any separate bill invoice for supply of material and requested to consider the TDS Certificates submitted by them for the said project.

M/s. HEC Infra Projects Limited, Ahmedabad

The bidder has submitted all required documents towards technical and financial qualification except Audit Reports for FY 2015-16.

The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that the Purchase Order submitted by them is SITC work, so they have not any separate Supply & Labour Invoice.

In view of the above, Tender Committee is requested to scrutinize and deliberate with regard to Technical bids submitted by the bidders for necessary recommendations.

All the Tender Committee members are requested to make it convenient to attend the Tender Committee meeting scheduled to be held on ___/08/2017 at 15:00 hrs. in the Chamber of Chief Mechanical Engineer at A. O. Building, Gandhidham.

**Executive Engineer (E)(State)
Kandla Port Trust**

CME / FA & CAO / Dy. CME / XEN (E)(State)

No. EL/AC/1758/

Date : 17/08/2017

| KANDLA PORT TRUST | | | | | |
|---|---|--------------------------|---------|---|-------------|
| MECHANICAL ENGINEERING DEPARTMENT | | | | | |
| MINUTES OF TENDER COMMITTEE MEETING | | | | | |
| File No:- EL/AC/1758 | | Date:- 21/08/2017 | | Venue:- In the Chamber of CME at A.O. Building | |
| | | Time:- 15.00 Hrs | | | |
| Name of work | :- Providing Lighting arrangement through High Mast Tower in the Newly Developed 34 Hector area. | | | | |
| Estimate Cost | :- Rs. 4,33,72,315/- | | | | |
| Tender published in | :- KPT Website, n-procure Website, CPP Portal and Aaj Kal, Hindustan (Delhi), Sandesh, Times of India | | | | |
| Pre-Bid Meeting | :- 09/11/2016 | | | | |
| Date of publication of NIT | :- 27/10/2016 | | | | |
| Date of opening of Technical bid | :- 01/02/2017 | | | | |
| Bid valid upto | :- 31/08/2017 | | | | |
| MEMBERS OF THE COMMITTEE | | | | | |
| Sr. No. | Name | Designation | Sr. No. | Name | Designation |
| 1 | Shri Saroj K. Das | CME | 2 | Shri D. N. Sondhi | FA & CAO |
| 3 | Shri A. Ramasamy | Dy. CME | 4 | Shri A. K. Sharma | XEN (E)I/c |
| <p>DELIBERATION: - Tender Committee examined the Note to Tender Committee submitted by Electrical Division alongwith Comparative Statement. The following six bidders have submitted their bids through e-tendering process.</p> <ol style="list-style-type: none"> (1) M/s. Powergain Engineers, Ahmedabad (2) M/s. Transrail Lighting Limited, Mumbai (3) M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham (4) M/s. Ajay M/C Tools, Delhi (5) M/s. Mayur Electric Works, Surat (6) M/s. HEC Infra Projects Limited, Ahmedabad <p style="text-align: center;">The Tender Committee deliberated on the following:-</p> <p><u>M/s. Powergain Engineers, Ahmedabad</u></p> <ol style="list-style-type: none"> (1) The bidder has not submitted P/L Account for FY 2013-14 and Audit Reports for last 3 years. (2) The bidder has submitted Solvency certificate dated 09/06/2016 amounting to Rs. 75.00 Lakhs issued by Canara Bank, Ahmedabad. However, the same is older than six months as on date of opening of technical bid. (3) The bidder has submitted (i) copy of Completion Certificate dated NIL issued by Skaps Industries India Pvt. Ltd., Ahmedabad for the work of "Electrification Work (SETC)" (ii) copy of Completion Certificate dated 01/07/2016 issued by Colorobbia Chemicals India Pvt. Ltd., Ahmedabad for "Plant Electrification Work" (iii) copy of Completion Certificate dated NIL issued by Gamesa Renewable Pvt. Ltd. Ahmedabad for "Plant Electrification Work" and (iv) copy of Completion Certificate dated 02/02/2016 issued by Edelweiss Metals Pvt. Ltd., Ahmedabad for "Plant Electrification Work". <p>However, the bidder has not submitted copy of Work Orders towards above Completion Certificates.</p> <ol style="list-style-type: none"> (4) The bidder has not submitted calculation of Bid Capacity. (5) The bidder has not submitted documents towards Clause No. 4.2.j, 4.2.k, 4.2.n, 4.2.q, 4.2.r, 4.2.s, Complete Form-2, Form-4, Form-5, Integrity Pact, duly signed copy of Pre-bid Clarifications and copies of bill invoice of the manufacturer/supplier towards supply of materials. <p style="text-align: center;">The bidder was asked to submit shortfall documents and extend the bid validity, however,</p> | | | | | |

the bidder neither submitted any documents nor responded. Since, the said bidder has not submitted the shortfall documents, their bid is non-responsive.

M/s. Transrail Lighting Limited, Mumbai

- (1) The bidder has submitted auditor's report for three periods viz. 09 months ended on 31/12/2013, 09 months ended on 30/09/2014 and 18 months ended on 31/03/2016 Year which is not as per tender requirement of 12 months ended on March for each previous financial year. Though, the avg. turnover for last three previous financial year seems to be more than 130.12 lakhs. Further, the bidder has defaulted in payment of statutory dues as well as loan & interest repayment as per the reports, ended on 31/03/2016 Year, which is not as per reports.
- (2) The bidder has submitted copy of Certificate No. SE/CC/Works/9158 dated 07/12/2015 alongwith W.O. No. CMD/WZ/06/PUR/33KV Monopole Line/TS-563/Ord-1297/12884 dated 25/04/2012 & Order No. MD/WZ/06/PUR/21844 dated 18/12/2014 issued by MP Paschim Kshetra Vidyut Vitaran Co. Ltd., Indore for the work of "Design, Manufacture, Fabrication, Galvanization, Pre-dispatch, Inspection, Testing & Supply of 33 KV Double Circuit (DC) Line on Monopoles using AAA Panther Conductor along the Agra-Bombay By-Pass Road at Indore City for providing electric supply to the colonies/townships being developed in the vicinity, alongwith comprehensive guarantee on materials & outage free service of the line for 3 years on turn-key basis".

However, the bidder has not submitted copy of BOQ to verify the similar work.

The bidder has submitted copy of Certificate dated 01/09/12 alongwith P.O. No. KNRCL/HO/PO/TLL/2011/380 dated 24/08/2011 issued by KNR Constructions Limited, Hyderabad for the work of "Four Lining & strengthening of Existing Two Lane Carriageway of National Highway No. 13 in the State of Karnataka on design, build, finance, operate and transfer (DBOFT) basis from km 102.00 to km 202.00" & W.O. No. KNRCL/HO/WO/TLL/2011/381 dated 24/08/2011 for execution of the above work".

However, the bidder has not submitted copy of Work Order alongwith BOQ towards above Certificate.

- (3) The bidder has not submitted calculation of Bid Capacity.
- (4) The bidder has not submitted documents towards Clause No. 4.2.n, 4.2.q, copy of Board Resolution and duly signed copy of Pre-bid Clarifications.

Since, the bidder has not fulfilled the pre-qualification criteria, their bid is non-responsive.

M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham

- (1) The bidder has submitted copy of Solvency certificate dated 08/04/2016 amounting to Rs. 1000.00 Lakhs issued by Punjab National Bank, Kandla. However, the same is older than six months as on date of opening of bid.
- (2) The bidder has not submitted documents towards Clause No. 4.2.n, Copy of Memorandum & Articles of Associations and complete Integrity Pact.

As the Hon'ble High Court of Gujarat has dismissed the stay order on KPT's banning of contract of the said bidder related to AMC of 66 KC Substation contract, hence, the bidder was not asked to submit the necessary shortfall documents.

M/s. Ajay M/C Tools, Delhi

- (1) The bidder has submitted copy of Completion Certificate No. W-(Misc)/(N) EE(E)/F-114/PWD/13-14/81 dated 07/03/2014 issued by PWD (Govt. of India) for the work of "(a) Const. of flyover & underpass with FOB's at Shyamal College on Grand Trunk Road, Delhi and (b) Const. of Underpass & four nos. cloverleaves with FOB's at ITO Chungi Crossing, Delhi".

The bidder has submitted copy of BOQ in name of M/s. Navyug Engineering Co. Ltd. as Main Contractor & M/s. Ajay M/C Tools as Electrical Contractor. Also, the bidder has not submitted copy of Work Order or Contract Agreement. They have submitted vide letter dated 12/07/2017 that work order is not traceable. However, KPT can confirm the same from PWD Department.

The bidder has submitted (i) copy of Completion Certificate dated W-(Misc)/(N) EE(E)/F-114/PWD/12-13/86 dated 09/04/2012 issued by PWD (Govt.of India) for the work of "(a) Const. of flyover covering najafgarh & kirari mor intersection on NH-10 (Delhi-Rohtak Road) at Nangloi, Delhi and (b) Const. of underpass along outer ring road NO. 26 and two no's foot over bridges at the intersection of Jawala Heri-Bhera Enclave Road, Delhi" and (ii) copy of Completion Certificate dated 23(2)/OPED/02 dated 06/04/2016 issued by PWD (Govt. of Delhi) "Const. of Prison complex at Mandoli Delhi (Sh. Providing and installing High Mast lighting)".

However, the bidder has not submitted copy of Work Order towards above Completion Certificates. The completion certificate refers the agreement number and contains all the details. Hence, the same may be considered subject to verification of genuineness of the completion certificate issued by PWD, Delhi.

- (2) The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that they have done the work alongwith installation, testing and commissioning thus they do not require to submit the invoice copies.

Since, the bidder has fulfilled the pre-qualification criteria, their bid is responsive.

M/s. Mayur Electric Works, Surat

The bidder has submitted all required documents towards technical and financial qualification.

The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that the said project work was consisting SITC if electrical work for 1200MW DGEN Mega Power Project. Hence, they have submitted RA Bills for SITC work and they do not have any separate bill invoice for supply of material and requested to consider the TDS Certificates submitted by them for the said project.

Since, the bidder has fulfilled the pre-qualification criteria, their bid is responsive.

M/s. HEC Infra Projects Limited, Ahmedabad

The bidder has submitted all required documents towards technical and financial qualification except Audit Reports for FY 2015-16.

The bidder is required to submit copy of bill invoice of manufacturer/supplier towards supply of materials. The bidder has submitted that the Purchase Order submitted by them is SITC work, so they have not any separate Supply & Labour Invoice.

Since, the bidder has fulfilled the pre-qualification criteria, their bid is responsive.

RECOMMENDATION: - After detailed deliberations, the Tender Committee recommended to **technically qualify and open** the Price bids of three bidders i.e. (1) M/s. Ajay M/C Tools, Delhi (2) M/s. HEC Infra Projects Limited, Ahmedabad, subject to submission of Audit Report for FY 2015-16 and (3) M/s. Mayur Electric Works, Surat as they are fulfilling the pre-qualification criteria; whereas to **technically disqualify** remaining three bidders i.e. (1) M/s. Powergain Engineers, Ahmedabad (2) M/s. Transrail Lighting Limited, Mumbai as the said bidders are not fulfilling the pre-qualification criteria as mentioned in Comparative Statement and (3) M/s. Rajdeep Electricals Pvt. Ltd., Gandhidham as the said bidder has been banned to participate in KPT tender for three years.

SIGNATURE OF THE MEMBERS PRESENT

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| 1 | | 2 | |
| 3 | | | |

Annexure-VIII (Sample)

Sub. : .

The proposal for approval of technical bids and opening of price bids is submitted hereunder :

| | |
|--|--|
| 1. Name of work (i) Name of the Main head of work, if any (ii) Name of the work for which tenders have been invited | |
| 2. Ref. to Adm. Approval and Expenditure Sanction (i) Authority (ii) No. & Date (iii) Amount | |
| 3. Ref. to Tech. Sanction (i) Scope of work (ii) Authority (iii) No. & Date (iv) Amount | |
| 4. Ref. to preparation of tender documents (a) Whether tender is based Model Tender Document? (b) Whether any deviation with regard to Model Tender Document has been Approved by the Board, if yes, the B.R. No. and date. | |
| 5. Ref. to approval of NIT (i) Authority (ii) No. & Date (iii) Est. amount put to tender | |
| 6. Ref. to publicity (i) Date on which NIT Placed in KPT as well as (n)procure & eprocure (CPP Portal) website. | |

| | |
|---|--|
| (ii) Name of Newspapers (with date) in which Notice inviting Tenders was actually advertised. | |
| 7. Ref. to submission of tenders (i) The date and time at which tenders were to be submitted online (ii) Postponed date and time, if any (iii) Reasons for postponement (iv) Reference to publicity in regard to postponement of Tenders | |
| 8. Ref to down loading of tender (i) The date from which tenders were available for download | |

(ii) Particulars of contractors who download Tenders :

| Sr. No. | Name of Contractor | Class in which Registered | Date of download of tenders | Remarks |
|---|--------------------|---------------------------|-----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 9. Opening of tenders (i) Date and time at which technical cover were due to be opened online (ii) Date and time at which tenders were actually opened (iii) Have all the contractors, if not exempted, deposited EMD in proper form? | | • | | |

10. List of the contractors who submitted tender on-line.

| Sr. No. | Name of Contractor |
|---------|--------------------|
| 1 | 2 |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

11. Ref. to submission of tender in physical form
(i) Date on which the documents

| | |
|--|--|
| required in technical cover were received in physical forms | |
| (ii) Whether all bidders have submitted tender in physical form? | |
| 12. Date on which shortfall documents have been called for, if any, from the respective bidders, no. of such bidders and last date of submission of short fall documents | |
| 13. Date of Tender Committee Meeting (for Pre-bid Clarification) | |
| 14A. Date of First Tender Committee Meeting (for Shortfall documents) | |
| 14B. Date of Second Tender Committee Meeting (for Technical Qualification) | |

15. Name of the contractor who have been recommended by the Tender Committee for technical qualification.

| Sr. No. | Name of Contractor |
|--------------------------------|--------------------|
| 1 | 2 |
| 1. | |
| 2. | |
| 3. | |
| 16. Recommendations of the HOD | |
| 17. Delegation of Powers | |

Vigilance Department, vide Circular No. KVP/03-A/03-15/36 dated 16/01/2016 advised that the authenticity of the work/experience certificate should be ensured before awarding of the contract to the bidder. In order to avoid delay in finalization of tender and ensure compliance of the said circular, letter will be sent to the party simultaneously for confirmation of issuance/genuineness of completion certificate & work order considered for eligibility criteria of similar nature of work in respect of L-1 bidder immediately after opening of price bid.

It is requested to kindly approve the proposal to technically qualify and open the Price bids of ___ bidders for the work of "___+___"

XEN

Dy. HOD

HOD

Annexure-IX (Sample)

Sub. : .

The proposal for approval of L-1 offer for the subject work is as under :

| | |
|--|--|
| 1. Name of work (i) Name of the Main head of work, if any (ii) Name of the work for which tenders have been invited | |
| 2. Ref. to Adm. Approval and Expenditure Sanction (i) Authority (ii) No. & Date (iii) Amount | |
| 3. Ref. to Tech. Sanction (i) Scope of work (ii) Authority (iii) No. & Date (iv) Amount | |
| 4. Ref. to preparation of tender documents (a) Whether tender is based Model Tender Document? (b) Whether any deviation with regard to Model Tender Document has been Approved by the Board, if yes, the B.R. No. and date. | |
| 5. Ref. to approval of NIT (i) Authority (ii) No. & Date (iii) Est. amount put to tender | |
| 6. Ref. to publicity (i) Date on which NIT Placed in KPT as well as (n)procure & eprocure (CPP Portal) website. | |

| | |
|---|--|
| (ii) Name of Newspapers (with date) in which Notice inviting Tenders was actually advertised. | |
| 7. Ref. to submission of tenders (i) The date and time at which tenders were to be submitted online (ii) Postponed date and time, if any (iii) Reasons for postponement (iv) Reference to publicity in regard to postponement of Tenders | |
| 8. Ref to down loading of tender (i) The date from which tenders were available for download | |

(ii) Particulars of contractors who download Tenders :

| Sr. No. | Name of Contractor | Class in which Registered | Date of download of tenders | Remarks |
|---------|--------------------|---------------------------|-----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

| | |
|---|--|
| 9. Opening of tenders (i) Date and time at which technical cover were due to be opened online (ii) Date and time at which tenders were actually opened (iii) Have all the contractors, if not exempted, deposited EMD in proper form? | |
|---|--|

10. List of the contractors who submitted tender on-line.

| Sr. No. | Name of Contractor |
|---------|--------------------|
| 1 | 2 |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |

| | |
|---|--|
| 11. Ref. to submission of tender in physical form (i) Date on which the documents required in technical cover were received in physical forms (ii) Whether all bidders have submitted tender in physical form? | |
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| | |
|--|---|
| 12. Date on which shortfall documents have been called for, if any, from the respective bidders, no. of such bidders and last date of submission of short fall documents | • |
| 13. Date of Tender Committee Meeting (for Pre-bid Clarification) | |
| 14A. Date of First Tender Committee Meeting (for Shortfall documents) | |
| 14B. Date of Second Tender Committee Meeting (for Technical Qualification) | |

15. Name of the contractor who have been recommended by the Tender Committee for technical qualification.

| Sr. No. | Name of Contractor |
|---------|--------------------|
| 1 | 2 |
| 1. | |
| 2. | |
| 3. | |

| | |
|--|--|
| 16. Date of approval of the competent authority of accepting recommendation of the tender committee. | |
| 17. Date of opening of the price bid | |

18. List of bidders who tendered for the job, with their Tenders amount.

| Sr. No. | Name of contractor | Estimated cost put to tender | Amount quoted by the contractor | Net tendered amount after Negotiations, if any |
|---------|--------------------|------------------------------|---------------------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2 | | | | |
| 3 | | | | |

| | |
|--|--|
| 19. Justified percentage as worked out by concerned deptt. | |
| 20. Date on which validity/ extended validity of tenders of lowest expires | |
| 21. No. of AHR/ALR rates in the tender | |
| 22. The details of recommendation with regard to AHR/ALR items | |
| 23. Recommendation of the Tender Committee | |

24. Time taken in the whole process

| | | | | | |
|------|------|------|------|---------------|------------|
| Days | Days | Days | Days | Days consumed | Total days |
|------|------|------|------|---------------|------------|

| consumed for preparation of Estimate and DTP including design check | consumed for technical sanction | consumed for expenditure sanction | consumed for admin. approval | from issuance of NIT to submitting proposal of accepting/ rejecting lowest offer | |
|---|---------------------------------|-----------------------------------|------------------------------|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

| | |
|--|--|
| <p>25. Important information</p> <p>(i) Availability of site</p> <p>(ii) Availability of stipulated materials</p> <p>(iii) Approval of layout plan</p> <p>(iv) Comments on the capabilities of lowest tendered including financial and technical resources</p> <p>(v) List of works in hand with lowest tendered indicating the name of works tendered amount date of start stipulated period, progress made and remarks</p> <p>(vi) Is this the first call of tenders? If not, details of previous calls and results</p> <p>(vii) Availability of funds</p> <p>(viii) Any other information</p> | |
| 26. References to forwarding of tenders by the Executive Engineer to the HOD (No. & Date) | |
| 27. Recommendations of the HOD | |
| 28. Delegation of Powers | |

FA & CAO is requested to kindly concur-in the above proposal.

It is requested to kindly approve the proposal for acceptance of the lowest offer of M/s. _____ or the work of " _____ "

XEN

Dy.HOD

HOD

Dy. Chairman

Chairman

Clause 2.7.3 of DPA Works Manual

2.7.3 Time limit for Publicity of Tenders

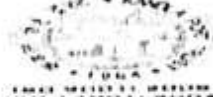
- (1) The following time limits between the date of publication of tender on web site or Press, whichever is earlier and the date of receipt of the tenders are desirable:
 - (a) 14 days in the case of works with estimated cost put to tender upto Rs. 50 Lakhs
 - (b) 21 days in the case of works with estimated cost put to tender between Rs. 50 Lakhs to Rs 1.00 Crore
 - (c) 30 days in the case of works with estimated cost put to tender more than Rs. 1.00 Crore

(The above shall be amended from time to time as per CVC Guidelines.)
- (2) The above time limits and the number of newspaper may be varied at the discretion of the NIT approving authority keeping in view the exigencies of work.

DEENDAYAL PORT AUTHORITY

(Erstwhile Deendayal Port Trust)

ISO 9001-2008 & 14001:2004 Certified



Office of the F.A. & C.A.O.
Administrative Office Building
Post Box No. 50
Gandhinagar, Kutchchh
www.deendayalport.gov.in

No. FA/WA/2018/S.I.T./3266

dated : 03/01/2023

OFFICE ORDER

Sub : Systemic improvement in tender process for transparency.
Conduction of tender committee meeting.

Ref : FA/WA/2018/S.I.T./373 dated 25.08.2018

In supersession to above Office Order and in order to streamline the existing procedure of tendering process, the Tender inviting division/department and concerned DA/SA shall ensure the following:

1. Tender Scrutiny Report is correctly drawn with clear observations at respective division level, without the help of SA/DA.
2. Authenticity of the documents submitted by bidders, in support of qualifying criteria, should be verified and certified by the tender inviting department.
3. A comparative statement shall be prepared in respect of qualification criteria and eligibility of each of the bidder, as per existing practice. This shall be given to the Accountant posted in the division, as per specimen conveyed vide above referred office order.
4. Pre-audit of the scrutiny report and the tender documents shall be done by the accountant posted in the division.
5. *No shortfall documents shall be called from the bidders. However, the clarifications, if any, on the documents submitted by bidder, may be obtained from the bidder, if required.*
6. The accountant shall submit pre-audit report to Accountant posted in respective department.
7. The accountant posted in department shall also pre-audit the same at his/her level and record findings and forward the case to Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP for scrutiny.

2.

8. The PMU will examine in detail the pre-audit report with reference to the relevant clauses of Notice Inviting Tender, Instructions to Bidders for e-tendering, Eligible bidders and Eligibility Criteria, Pre-bid clarifications, if any.
9. In case any compliance or clarification is required, same be obtained from the respective division/department, by recording clear and precise observations, referring the relevant clauses of tender if any.
10. After receipt of clarification/compliance from the division/ department, Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP shall prepare clear and precise Final Scrutiny Report stating the name of bidders who qualify and the names of bidders who disqualify, with reasons and relevant clauses of tender and forward the same to the respective division.
11. A detailed note to the Tender Committee along with pre-audit report of the division and Final Scrutiny Report of Project Monitoring Unit i.e. M/s. Grant Thornton Bharat LLP shall be submitted to the Tender Committee for evaluation and recommendation.
12. Tender committee proceedings shall be drawn and approved by Committee members on the day of meeting or on the next working day.
13. The Division will accordingly obtain approval of competent authority for qualification and disqualification of bidders through proper channel.
14. The above procedure shall be applicable to all the divisions and departments of DPA.

This has the approval of Chairman, DPT.


F.A. & C.A.O.

D.C. / C.M.E. / C.E.

Copy to : 1. P.S. to Chairman - for kind information of Chairman.

2. P.A. to Dy. Chairman - for kind information of Dy. Chairman

Copy to : All Divisions/Departments/Accounts Officers/D.A.'s/S.A.'s