



Deendayal Port Trust **TRANSPARENCY PLAN**



- 1) Transparency by placing all relevant information on website**
- 2) Transparent System aiming at Minimum Discretion**
- 3) Independent External Scrutiny**
- 4) Stakeholders Interaction**
- 5) Accessibility of Management to Public**
- 6) Transparency Acts/ Policies**
- 7) Transparency in Receipts & Payments**
- 8) Grievance/ Complaint Redressal & Feedback Mechanism**
- 9) Minimization of Discretion through Computerization**
- 10) Vigilance Action**
- 11) Changing Minds Programme**
- 12) Transparent Policies in HR**
- 13) Transparent Policy for Land Allotment & Management**
- 14) Employees' Grievances Redressal System**
- 15) Incentivization of Integrity**
- 16) Capacity Building**
- 17) Monitoring by the Senior Management**
- 18) Evolving Organisation**

1) Transparency by placing all relevant information on website:

Board Decisions, Citizen Charter, Regulations, Procedures, All Circulars, All Tenders are displayed on Deendayl Port's Website

2) Transparent System with Minimum Discretion:

- i) Systemic Improvements in Tender Processes for Transparency ([Annexure](#))
- ii) Tender Manuals
- iii) Vigilance Compendium
- iv) Responsibility Authority Matrix
- v) Site Inspection by Dy. Chairman (contracts above Rs.1crore)
- vi) Citizen's Charter
- vii) Internal Audit

3) Independent External Scrutiny:

- i) Integrity Pact
- ii) Integrity Index
- iii) CAG Audit
- iv) General Finance Rules
- v) Third Party Monitoring (above Rs. 5 crore for Civil and Rs. 50 Lakhs for Mechanical/ Electrical Works)
- vi) Variation Committee
- vii) External Performance Audit under ISO

4) Stakeholders Interaction:

- i) Transparency Workshops with Stakeholders
- ii) Grievance redressal meetings with Associations
- iii) Technical Issues Workshops with Stakeholders

5) Accessibility of Management to Public:

- i) Walk in grievance handling at fixed times
- ii) Interaction through Social Media (Twitter/Facebook)
- iii) Two Officers appointed for Pensioners' grievances

6) Transparency Acts/ Policies:

- i) Right to Information Act
- ii) Whistleblower Policy
- iii) Citizen Charter

7) Transparency in Receipts & Payments:

- i) E-Payments – NEFT/RTGS
- ii) E-Receipts

8) Grievance/ Complaint Redressal & Feedback Mechanism:

- i) Grievance Redressal App
- ii) Concurrent Feedback App
- iii) Trade Grievances
- iv) Citizens' Grievances

9) Minimization of Discretion through Computerization:

- i) Access Control System
- ii) GIS Mapping
- iii) E-Permits/ E-Licences
- iv) ERP
- v) PCS-2
- vi) E Platform for stakeholders
- vii) E-Tender
- viii) EMD Refunds
- ix) E- Office
- x) Digitization of Documents

10) Vigilance Action:

- i) Vigilance App/ Helplines/ Website
- ii) Preventive Vigilance
- iii) Punitive Vigilance
- iv) Surveillance and Detection
- v) Fraud Prevention Initiatives
- vi) Vigilance Inspections (onsite/ file/ tenders)
- vii) Surprise Inspections
- viii) Agreed List
- ix) Co-ordination with CBI/ACB
- x) Scrutiny of Annual Property Returns
- xi) Monitoring of Purchase of Immovable Property
- xii) System Studies for improvement
- xiii) Chief Technical Examiner (CTE) type Inspection of Major Projects

11) Changing Minds Programme:

- i) Motivational Speakers
- ii) Regular Meditation Classes
- iii) Vigilance Awareness Week
- iv) Skits against Corruption

12) Transparent Policies in HR:

- i) Transfers in Sensitive Posts
- ii) Public Grievance Cell
- iii) Periodic Meets with Unions
- iv) Transparent Recruitment Policy

13) Transparent Policy for Land Allotment & Management:

There shall be transparency in the policy dealing with the land allotment and management by the Port.

14) Employees' Grievances Redressal System:

- i) Regular Interaction with Unions
- ii) Safety Committee Meeting
- iii) Regular Meetings with SC/ST/OBC Association
- iv) Sexual Harassment Committee (Women Cell)
- v) Employee Grievance Redressal Committee with Appellate Mechanism

15) Incentivization of Integrity:

- i) Coffee with Chairman
- ii) New Ideas Rewards Scheme
- iii) Appreciation Certificates on Republic Day
- iv) Employee of the Month

16) Capacity Building :

- i) Transparency Training
- ii) On the Job Training
- iii) Participation in International Conferences/
Seminars/ Workshops
- iv) Visit to other National/ International Ports

17) Monitoring by the Senior Management :

Monitoring Tools

- i) Administration Report
- ii) Annual Accounts/Audit Report
- iii) ISO Audit Report
- iv) Action taken on Board's Decisions
- iv) Periodical Disclosures

18) Evolving Organisation:

Focus on Organization's Evolution through dynamism, Vision and Motivation



Thank You!

Systemic Improvements in Tender Processes for Transparency

All tenders for procurement of works, goods and services with an estimated value of Rs. 25 lakhs and above shall be invited through open tendering system by giving advertisement. Tenders with estimated value above Rs. 2 lakhs, but below Rs. 25 lakhs (Limited Tender) shall be invited from vendors registered with DPT through a transparent process. Procedure and threshold limits for registering the vendors shall be decided in the Board from time to time.

2. Procedure for Limited Tender for value between Rs. 2 lakh and 25 lakh

- (A) 1. (a) Limited tender will be resorted to, if the value of the goods and services to be procured is less than `25 lakhs.
- (b) Copies of the tender shall be sent to all registered vendors of the Port by e-mail and receipt of the same shall be ensured through appropriate means.
- (c) The minimum number of vendors in respect of limited tenders shall be 3.
- (d) Limited tender enquiries shall also be hoisted on the Port website to attract more competition.
- (e) In case of limited tenders, at least 7 days will be allowed to the vendors for submission of the bids.

2. Website address of the Port along with the address of e-procurement solution in which the tender is hoisted shall be given in the advertisements in newspapers and Indian Trade Journal. The tender inviting department shall ensure that the entire bidding document is available on the website of e-procurement solution and a link of the same is given on the official website of the Port.
3. All procurement of works, goods and services to be done through e-tendering with effect from 1st Oct, 2016.
4. Prospective bidders shall be allowed to download the tender documents from the website.
5. Tender document will contain specific clause giving instructions to the bidders to pay the cost of tender document along with bid submission, if downloaded from the website.
6. In case of global tenders, the Port shall ensure that copies of the tender notice shall be sent to Indian Embassies abroad and foreign Embassies in India.
7. The following minimum time shall be stipulated for submission of bids-
 - (1) Open tenders within the country - 3 weeks
 - (2) Global tenders - 4 weeks
8. Procurement of goods and services from a single source or vendor shall be resorted to only in extreme circumstances giving due justification as stipulated in Rule 154 of GFR.

9. All works costing Rs.50 crores and above shall have an expert in the Tender Committee, preferably from IIT or similar organizations of repute.

B. Preparation of Estimates

In supersession of the existing provisions, the following procedure shall be followed for preparation of estimates for procurement of Works, Goods and Services, strictly in alignment with the Manual for Procurement of Works (Second Edition, 2025) and Manual for Procurement of Goods (Second Edition, 2024):

Para 2.8 of the Manual for Procurement of Works (Second Edition, 2025)

For preparation of estimates and during execution of work following reference documents are used by PWOs. These may be separate for different regions, various types of works - Building, Electrical and Mechanical. Annexure 12 lists further resources regarding Procurement of Works.

1. Plinth Area Rates which provide a quick but fairly accurate method of estimation of cost of buildings (e.g. CPWD DPAR - Delhi Plinth Area Rates).
2. Schedule of Rates for each kind of work commonly executed to facilitate the preparation of estimates, as also to serve as a guide in settling rates in connection with contract agreements, maintained up-to-date (e.g. CPWD DSR Delhi Schedule of Rates). Endeavour may be made to enlarge the base of the 'Schedule of Rates' published by various organizations to bring a maximum number of items under its ambit. For non-scheduled items, rates may be finalized by a committee constituted by

- the organization concerned/consultants as the case may be.
3. Analysis of Rates by taking market rates of labour, materials, cartage etc and their quantities for each kind of work commonly executed (e.g. CPWD Analysis of Rates)
 4. Specifications describing inputs, processes, tests and mode of measurement for each kind of work commonly executed (e.g. CPWD Specifications)

Para 2.1, sub-para 2(f) of the Manual Procurement of Goods (Second Edition, 2024)

f) Estimation of Cost: The estimated cost in the indent is a vital element in various procurement processes, approvals, and the establishment of reasonable prices at the time of evaluation of the bids. Therefore, it should be worked out realistically and objectively. Following are some of the suggested methods of cost estimates. These are neither mandatory nor comprehensive nor in any order of preference. These methods are not mutually exclusive, and triangulation from different methods would give a more accurate estimate of cost:

- i) **Where historical cost data is available** - Last purchase price (or estimated rate in past indents) of this or similar or nearly equivalent requirements, after due updation as per sub-para iv) below;
- ii) **Where no historical cost data is available** - Costing Analysis: Where no historical cost data is available, costing analysis through the internal or external expert costing agencies

provides a reliable estimate of cost;

iii) Where no historical cost data is available, and Costing Analysis is not feasible: In such situations, a rough assessment of cost can be arrived at but should be used with caution for evaluation of the reasonableness of bids:

- 1) Rough assessment from the price of the assembly/ machine of which the item is a part or vice versa;
- 2) Published catalogues/ Maximum Retail Price (MRP) printed on the item is the main source for establishing the estimated cost of items. It may be noted that MRPs usually include significant margins for distributors, wholesalers, and retailers;
- 3) As a last resort, a rough assessment of the opportunity cost of not using this item at all;
- 4) Market Survey: For commercially available goods, a formal market survey online (GeM portal or other commercial market apps) or a physical survey of the market can provide a reasonable estimate of cost.
- 5) Budgetary Quotes: For equipment/ craft that are custom-built to the buyer's specifications, the best way to get a rough assessment of costs is by obtaining budgetary

quotes from potential parties. Ideally, there should be three quotes. However, there is a need to have a time schedule for receipt of quotes to ensure some timeframe for this activity. Thus, an attempt should be made to obtain as many budgetary quotes as possible from reputed/potential firms, and a time (if feasible, ten to twenty-one days) should be indicated. In the event of receipt of less than three budgetary quotes, two extensions (if feasible, of five to days each) may be considered. In the event of the non-availability of three quotes within the above extended period, the estimates should be prepared based on the number of budgetary quote(s) received, which may even be one, and where more than one budgetary quote is received, the estimate should be framed on an average of the quotes which will reduce variations and fluctuations. It may be noted that budgetary quotes are not exact estimates, as the bidder who expects to be short-listed may quote high rates, and the bidder who does not expect to be shortlisted may quote abnormally low prices to queer the pitch for others.

- iv) Updation of Historical Data: Historical cost data can be supplemented with escalations to cater for inflation, price increases of raw materials, labour, energy, statutory changes, price indices, and so on, to make them usable in conditions prevailing currently. In the case of foreign currencies, the rate should be reduced to a common denomination of Indian Rupees. Price indices can be obtained from the following websites. Some may require prior free registration, and some have paid subscriptions:

- 1) For price indices of indigenous items: <http://www.eaindustry.nic.in/home.asp.in>
(Ministry of Industry);
- 2) For metals and other minerals:
<http://www.mmronline.com/><http://www.metalprices.com/index.asp> or
<http://www.asianmetal.com/>; or
- 3) For price trends of nonferrous details, London Metal Exchange <https://www.lme.com/>
gives price trends of nonferrous details, which often show volatile trends;
- 4) <http://www.tradeintelligence.com/> and <http://www.cmie.com/>. (Centre for Monitoring Indian Economy);
- 5) For price trends of different countries:
<http://www.imf.org/external/pubs/ft/weo/2015/01/> (International Monetary Fund)
- 6) For organisations/chambers of commerce such as the (Indian Electrical and Electronics Manufacturer's Association): www.ieema.org;
- 7) Commodity Prices: Multi Commodity Exchange of India Limited (MCX):
<https://www.mcxindia.com/home>

8) Cross-commodity price reporting agency (PRA) – Fastmarkets
<https://www.fastmarkets.com/>

Para 3.4, sub-para (b) of the Manual for Procurement of Works (Second Edition, 2025)

Two Stage Bidding Expression of Interest Tenders - Market Exploration/ Short-listing (Rule 164 of GFR 2017)

Para 4.16, sub-para 4.16.2 (e) of the Manual Procurement of Goods (Second Edition, 2024)

Qualification criteria: The invitation to EoI should clearly lay down the qualification criteria that should be applied for shortlisting. The required supporting documents need to be clearly mentioned. An example of EoI qualification criteria is shown in Table 1. However, appropriate qualification criteria must be designed, keeping in mind the specific objectives of the EoI.

C. Pre-qualification criteria

In all cases of specialized nature of work, where inhouse expertise is not available, an outside expert to be associated in formulation of pre-qualification criteria.

D. Refund of Earnest Money Deposit

Refund of EMD shall be done in time bound manner as stated in Finance Circular No. FA/AWC- T-34(58) XII A/1562 dated 07 JAN 2016.

E. Evidence of Work Experience

1. In order to cross verify the work experience claimed by the bidders, TDS certificate from their previous employers shall be insisted as a general condition by all tender inviting departments.
2. In case of difficulty on submission of TDS by bidders, Form 26 AS of IT Department shall be insisted as evidence for establishing work experience.

F. Fraudulent documentation by bidders

1. Submission of fraudulent documents shall be treated as major violation of the tender procedure and in such cases the Port shall resort to forfeiture of EMD/SD/BG of the bidder, apart from blacklisting the firm for the next 3 years.
2. All tender inviting departments shall include this clause in their GCC (General Conditions of Contract) immediately.

3. List of blacklisted bidders should be published on port's website.

G. Third Party monitoring of works/projects

Third party supervision shall be resorted to in respect of the contracts with following threshold limits – Civil works – Rs.5 crores and above Mechanical/Electrical works – Rs. 50 lakhs and above.

Provision of third party supervision of works to be made for all the tenders where the inhouse expertise is not available.

Third party empanelment to be done by the IPA/DPT through a transparent mechanism.

H. Conducting of Tender Committee Meetings

Tender inviting department shall ensure the following:

1. Tender Scrutiny Report is correctly drawn with clear observations.
2. Authenticity of the documents in support of claims by the bidders should be verified and certified by the tender inviting department.
3. A comparative statement shall be prepared in respect of the qualification criteria

and the eligibility of each of the bidder. This will be submitted to the Finance Department along with the papers for audit.

4. Pre-audit of the Scrutiny Report and tender documents shall be completed prior to convening of Tender Committee Meeting.
5. Points raised by Finance Department during pre-audit shall be properly examined and tender inviting department shall furnish replies against each point.
6. A detailed note to the Tender Committee shall be circulated in advance clearly mentioning the venue, date and time of the Meeting of the Tender Committee.
7. The standard format of check-list shall be filled up and submitted to the Tender Committee in its meeting. (Copy enclosed as Annexure 1A)
8. Tender Committee proceedings shall be drawn and approved by the Committee Members on the day of meeting or on the next working day.

I. Maintenance of Records relating to Tender

1. Head of Department inviting the tender shall nominate one officer as Officer-in-Charge of the tender. Designation, Address, telephone, cell number and email id of the nominated officer shall be mentioned in the tender document.

2. Officer-in-Charge of the tender shall ensure that all registers/documents/records as per CVC guidelines are maintained by him.

I. Constitution of Variation Committee

1. A Variation Committee shall be constituted for examining extra and excess works executed over and above the estimated cost and extension of time period.
2. The Committee shall comprise an External Expert, FA & CAO, Head of the Tendering Department 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 once in a calendar month to evaluate such proposals for appropriate recommendations.

K. Tracking of files, documents and bills related to contracts

All movements of files and documents and bills related to all tenders shall be monitored through the Letter Tracking System and/or Tender Management System developed by EDP.

L. Responsibility Matrix

An Authority Responsibility Matrix of all officials dealing with tender work from the stage of estimate to final execution of contract and payment of bills to be formulated by all the departments and incorporated in the departmental manual. (within 15 days).

M. Tender Management System

Port to procure immediately a Tender Management System for Civil Engineering works, which can be, with minor modifications, used for Mechanical & Electrical Engineering works with compatibility to ERP.

N. E-tender

All procurements to be done through e-tendering and all tenders to be processed electronically with immediate effect.

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