

**V.O. CHIDAMBARANAR PORT TRUST
FINANCE DEPARTMENT**

No: FIN-OFFSD-CNF-TIPIS-V1-18(23674)

Dt.21.08.2019


CIRCULAR NO.09/2019-20

Sub: Verification/confirmation of the credentials of the documents submitted by the prospective bidders from the concerned issuing authority and other important points to be verified by the Officers/ Officials during pre/post tender award stages in execution of contracts (Works/ Purchases/ Services) in the Port -Regarding.

In the CTE examination of the work of "integrated Port Information System", the CTE wing of Central Vigilance Commission emphasized the need for close scrutiny by the tenders especially the verification/confirmation of the credentials of the documents submitted by the prospective bidders from the concerned issuing authority. Hence, all the Departments are instructed to ensure that verification/ confirmation of the credentials of the documents submitted by the bidders are made and the Departments should ensure that the work orders are issued only on receipt of confirmation of the credentials of the successful bidder. Also the Departments should ensure following issues in pre/post award stages in execution of contracts (Works/ Purchases/ Services) in the Port.

A .Pre-Award Stage

1. Financial and Technical sanction of competent authority is available in the tender file.
2. Adequate and wide publicity is given for the tender. Ensure Advertisement is posted on Port website on the due date and tender documents are available on the date of publication for downloading.
3. Convenient tender receiving/opening time and address of the tender receiving officials are properly notified.
4. In the case of limited tenders, it should be ensured that the prospective bidders panel is prepared in a transparent manner clearly publishing the eligibility criteria. The panel is to be updated regularly.
5. Pre-qualification criteria and "similar works" definition are properly defined/ notified.


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6. It should be ensured that short listed firms/consultants are fulfilling the eligibility criteria. There is no deviation from notified eligibility criteria during evaluation.
7. Experience certificates submitted have been duly verified/confirmed from the issuing authorities.
8. Ensure that Tenders/bids are opened in the presence of bidders.
9. Corrections/omissions/additions etc., in the price bid are properly numbered and attested and accounted page -wise. Tender summary note/ Tender opening register is scrupulously maintained with proper authentication
10. Ensure that conditions having financial implications are not altered after opening of the price bids.
11. In case of consultancy contracts it should be ensured that
 - (a) Upper ceiling limit is fixed for consultancy fee and
 - (b) Separate rates for repetitive works are not fixed.

B. Post-award stage

(a) General

1. Agreement is complete with all relevant papers such as pre-bid conference minutes, etc.
2. Agreement is page-numbered, signed and sealed properly.
3. Bank Guarantee are verified from the issuing bank.
4. Insurance policies, labour licence, performance guarantee are taken as per contract.
5. Technical personnel are deployed as per contract.
6. Plant and equipment are deployed as per contract.
7. Action for levy of liquidated damages is taken in case of delay/default.

(b) Payments to contractors

1. Price escalation is paid only as per contract.
2. Retention Money/Security Deposit etc is deducted as per contract.


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3. Recovery of Mobilisation & Equipment advance is made as per the provisions in the contract.
4. Recovery of I.Tax & GST etc tax arte made as per provisions in the contract.
5. Glaring deviations are supported with adequate justification and are not to be made advantageous to the contractor.

(c) **Site Records**

1. Proper system of recording and compliance of the instructions issued to the contractors is maintained.
2. Proper record of hindrances is maintained for the purpose of timely removal of the hindrance and action for levy of liquidated damages.
3. Mandatory tests are carried out as per the frequency prescribed in the Agreement and all other site records for materials/invoices and test certificates of materials used in the work etc are to be maintained.

This issues with the approval of Competent Authority.


21/8/19
**Financial Adviser and
Chief Accounts Officer**

To

All Heads of Departments

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