

**V.O.CHIDAMBARANAR PORT TRUST**

**FINANCE DEPARTMENT**

No.FIN-OFFAO-CRT-MONT-V1-16

Date: 27.12.2016

**CIRCULAR No. 22 /2016**

**Sub: Tender Processing-reg.**

At present, in line with the Ministry of Shipping instructions as well as the instructions of CVO/VOCPT, Port is inviting tender through e-tender invariably in respect of tender value more than Rs.2.00 lakhs. While processing the e-tender certain issues are observed. The following are to be duly complied in order to ensure that processing of e-tender evaluation is proper. All the departments may ensure that the same are adhered and included in tender document appropriately.

1. The first page of tender, the contractors should give certificate as follows and should be uploaded by them.  
"Tender document submitted contains-pages from No. ...to No.... and all the documents have been chronologically uploaded with page nos. written on each page and tender clause should be clearly stipulated that if that certificate is not given by the bidder /tenderer or page nos etc are not stated in the documents by the tenderer, it will be treated as non adherence of the same, liable for disqualification as per the decision of the tender committee members.
2. Similarly in the Note to tender committee, the concerned department officers who is processing the tender, should along with note to committee, certify that all the tender documents that were uploaded have been downloaded and certify that the page nos stated by the contractor is available and placed.
3. Also the comparison statement being submitted to the tender committee along with Note to committee, The statement should contain the list of all documents both qualifying / non-qualifying submitted by the bidders i.e. forming part of the Minimum Qualification Criteria and other condition stipulated for technical

evaluation and state the deficiencies and not documents considered as qualified in the comparative statement only.

4. As quite inordinate delay is observed by CPT/Dy.CPT in finalization of tender opened, the following timeline is to be adhered to ensure committee report are submitted within time stipulated below to Dy.CPT/CPT for approval.

Sl No	Stage	Timeline
1	Note to tender committee with comparative statement	Within 5 days of opening of tender
2	Tender committee Report	Within 5 days of receipt of above
3	Approval to Competent Authority for opening of Price Bid	Within 3 days of tender committee report on technical evaluation
4	Price Bid evaluation and report	Within 3 days of opening of price bid
5	Approval for award of work to be submitted to Competent Authority	Within 3 days of tender committee report on award of work

5. If any of the committee member not available for evaluation, the next officer of the concerned department shall act as a committee member and complete the process, unless specifically Dy.CPT/ CPT directs to postpone the committee meeting for non availability of the members.

This issue with the approval of CPT.



Financial Adviser and  
Chief Accounts Officer

To

All Heads of Department/VOCPT

Copy to:

1. PS to CPT
2. PA to Dy.CPT
3. PS to CVO
4. All Officers of Finance Department