**VOC PORT TRUST**

**CHECK LIST FOR AWARD OF TENDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of work | : | |  | | |
| 2(a) | Estimated Cost | : | |  | | |
| 2(b) | Value for which tender called for | : | |  | | |
| 3. | Administrative approval details |  | | File No.  Page No. | | |
| 4. | Technical Sanction No. | : | |  | | |
| 5. | Head of account to which the expenditure is debitable to | : | | Nature of expenditure  Plan/ Non Plan/ Revenue:  Est. No:  Head of Account: | | |
| 6 | Provision of funds under BE /RE (amount may have to be indicated) | : | | Plan/ Non Plan/ Revenue  Sl. No. reference in the Budget book | | |
| 7. | If no provision in the budget, indicate How the expenditure is to be met with | : | |  | | |
| 8. | a) Tender Notice No.  b)Sale of Tender from  c)Date of handing over to Fin. Dept. for sale  d)Last date of receipt | :  :  : | |  | | |
| 9. | Whether limited/ open tender | : | |  | | |
| 10 | If limited tender, whether Chairman's approval obtained (Indicate file No. and date) | : | |  | | |
| 11  (i)  (ii) | If limited tender  No. of Contractors to whom tenders were called for  No. of tenders received |  | |  | |  |
| 12. | Whether Advertisement issued as per norms. If open tender, names of newspapers in which NIT was issued and date of Issue |  | | Name of News  Paper  1.  2. | | Date of Issue |
| 13. | Whether the NIT was published in Websites with date and confirmation for NIT sent through e-mail to all Regd contractors (Prescribed Performa duly signed by an Officer of EDP to be enclosed.) | : | | Page No. ---------- | | |
| 14  (i)  (ii ) | If open tender:  Number of contractors to whom Tenders were sold  Number of contractors Black Listed-  Confirm that the tenders were not issued  To them | : | |  | | |
| 15 | Particulars of opening of Tenders: | |  | |  | | |
| a. | Date and time at which Tenders were due to be opened.  Two cover System/ Technical Bid (Cover I) | | : | |  | | |
| b. | Date and time at which Tenders were actually opened.  Two cover System/ Technical Bid (Cover I) | | : | |  | | |
| c. | Name and Designation of Officer who actually opened  Two cover System/ Technical Bid (Cover I) | | : | |  | | |
| d. | Name and designation of any other Officials present. (One from Finance Dept) | |  | | 1.  2. | | |
| e. | Name of Tenderers / their representatives present at the time of opening of Tenders. | |  | | 1.  2.  3. | | |
| f. | Whether all the Contractors, had deposited Earnest Money in proper form and cost of tender document | |  | | Cheque details of all Tenderers | | |
| g. | Date of remittance to Finance Dept in respect of (f) | |  | |  | | |
| h. | In respect of (f), whether BG received from all parties are in order | |  | |  | | |
| 16 | If any tender is without EMD, the details of the tenderer submitting the tender and the date of return of the tender | |  | |  | | |
| 17 | Date of meeting of the Tender Committee for Technical Evaluation | |  | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Name of the Contractor | | | | | Qualified or Not qualified | |
| 18 | Evaluation of Technical Bid: | | | | |  | |
| i |  | | | | |  | |
| ii |  | | | | |  | |
| iii |  | | | | |  | |
| iv |  | | | | |  | |
| 19. | Opening and evaluation of Price Bid | | | | |  | |
|  |  | |
| a). | Date of opening of Price Bid: | | | | |  | |
| b). | Details of Price Bid opened for the work in  respect of qualified tenderers as per  Sl.No.18 above | | | | |  | |
| Sl.  No | Name of Contractor | Tendered  Amount  Rs. | % above or Below  with ref. to  estimate | Net tendered amount and % after taking into consideration the financial effect of condition and reduction of rate if any/ during negotiation  Date of  negotiation % Amount(Rs.) | | | |
| 1. |  |  |  |  | |  |  |
| 2. |  |  |  |  | |  |  |
| 3. |  |  |  |  | |  |  |
| 20. | | a) Tender validity period and expiry date  b) BG for EMD validity date  c) Whether tender validity period and EMD  BG validity has been extended by  Tenderers.    If yes the date upto which Extended | | | | : |  | |
| 21. | | Is this the first call of tenders, if not, details of previous calls and their results may be indicated | | | | : |  | |
| 22 | | Name of the firm to whom work order is proposed to be placed along with the value of order | | | |  |  | |
| 23. | | Final recommendation is based on  a) Standing Tender Committee's Report  b) Evaluation by concerned Dept  c) Others, please specify | | | |  |  | |

**AE/AEE EE / OFFICER DY.HOD HOD**

**FINANCE DEPARTMENT**

|  |  |  |
| --- | --- | --- |
| 1 | Has the Finance Department checked the correctness of the information furnished at Sl.No.1 to 23 above with reference to documentary evidence |  |
| 2 | Administrative approval | Note Sheet Page Number |
| 3 (a) | Sl. No. of Plan Scheme (Budget book) |  |
| (b) | Sl. No. of Non-Plan Scheme (Budget book) |  |
|  | Specific Name of work should be available for (a) or (b) above |  |
| (c ) | In the absence of (a) and (b), specific direction/reference to take up the work is available as noted below:- |  |
|  | i) HOD meeting minutes | Date Sl..No. |
|  | ii) ISO – M.R. meeting minutes | Date Sl..No. |
|  | Specific approval of Chairman to execute the work is required for |  |
|  | iii) Port Users meeting minutes | Date Sl..No |
|  | iv) Safety Committee Meeting minutes | Date Sl..No |
|  | v) Productivity Committee meeting minutes | Date Sl..No |
|  | vi) Security Committee meeting minutes | Date Sl..No |
| 4. | Paper Advertisement as per norms | Yes/No |
| 5 | Confirmation from EDP department about Web publication of NIT and sending NIT through e-mail to the list of Contractors registered in the Port Website | Enclosed |
| 6 | Remarks/Observations/Recommendations |  |

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| --- | --- | --- |
| 7 | Competent Authority | Sl.No. of Delegation of powers  HOD Limit Rs.  Deputy Chairman Limit Rs.  Chairman Limit Rs.  Board Limit Rs. |
| 8 | Tender percentage above/ below estimate |  |
| 9 | Competent Authority to accept tender above |  |

Approval of ............................ is requested to award the work of………………………………………………………………………………………………in favour of ...........................…………………………………………at a total cost of Rs........................ as per Sl.No............... of Port Delegation of Powers./DOP under Section ……….. of MPT Act 1963.

**A.O.Gr.I/GrII/SR.AO DY.CAO/SR.DYCAO FA&CAO**