

**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	:	<u>Nature of expenditure</u> 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	<u>If limited tender</u>			
(i)	No. of Contractors to whom tenders were called for			
(ii)	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	<u>If open tender:</u>	:		
(i)	Number of contractors to whom Tenders were sold			
(ii)	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 SI.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	

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..... Capital Plan Schemes/ Capital Non-Plan Schemes / Revenue works in favour of .....at a total cost of Rs.....as per Sl.No..... of DOP under Section ..... of MPT Act 1963

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**A.O.Gr.I/GrII/SR.AO**

**DY.CAO/SR.DYCAO**

**FA&CAO**

**VOC PORT TRUST  
FINANCE DEPARTMENT**

No:A/3/8/2009-WKS

Dated :12.1.2015

Sub: Check List for award of work-Revision-Regarding

In partial modification of Finance Department circular of even no. dated 28.11.2014 &12.12.2014, a revised checklist to cover the tender process from administrative approval to award of work is sent herewith

2. It is requested that the while submitting the files seeking approval for award of works to Chairman/Deputy Chairman the revised Checklist may kindly be used.

3. While scrutinizing the proposals seeking award of works to Chairman/ Dy.Chairman, the Officers of Finance Department shall ensure correctness of the information furnished in the checklist with reference to the documentary evidence submitted.

FINANCIAL ADVISER AND  
CHIEF ACCOUNTS OFFICER.

Encl:As above

To

All Head of Departments - Form can be downloaded from the Port intranet.

Copy to

- (i) All Officers of Finance Department
- (ii) Sr.DD(EDP) with a request to upload the revised checklist in the Port intranet.
- (iii) Guard File.