

CIRCULAR 08/2015-16

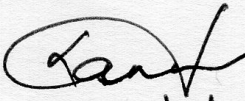
With a view to speed up the file process procedure, the duties and responsibilities of each department for the different activities involved in the process of proposing/evaluating/scrutinizing proposals are shown as noted below

**I. IN PRINCIPLE APPROVAL OF PROPOSAL**

Points/Issues to be Examined	Responsibility of the Department
1. Necessity / Justification for the work	1. Operating Department
2. Impact/ Incidence of the work on Manpower requirement	2. Operating Department
3. Impact/ incidence of the work on other projects/Work	3. Operating Department
4. The Benefit that shall accrue to the Port/Financial Viability	4. Operating Department after getting the views/ advise of Finance, if required
5. Whether the work is an Operational/ safety / Statutory requirement	5. Operating Department
6. Availability of Budget Provision and Decision as regards the authority to accord Administrative approval	6. Finance Department

**II. SANCTION OF ESTIMATE**

Points/Issues to be Examined	Responsibility of the Department
1. Finalization of Scope of the work	1. Operating Department
2. Finalization of Items and Quantity	2. Operating Department- Finance Department to scrutinize if required

  
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3. Application of rate for the Schedule Items	3. Operating Department
4. Finalization of Rate for the Non-Schedule items	4. Operating Department
5. Preparation of Estimate and its reasonableness	5. Operating Department
6. Decision as regards the authority to accord Administrative approval to the Estimate	6. Operating Department as per delegation of Power- Finance Department to check and confirm the same.
7. Arithmetical accuracy of the total Estimate	7. Finance Department
8. The charging Head and availability of the Budget Provision	8. Operating Department/Finance

### III FINALIZATION OF TENDER DOCUMENT

Points to be Examined	Responsibility of the Department
1. Preparation of Tender Document in full	1. Operating Department
2. Scrutiny of EMD clause	2. Finance Department
3. Scrutiny of Security Deposit Clause	3. Finance Department
4. Scrutiny of Performance Guarantee Clause	4. Finance Department
5. Scrutiny of Payment Terms Clause	5. Finance Department
6. Scrutiny of Taxes and Duties Clause	6. Finance Department
7. Scrutiny of escalation Clause	7. Operating Department/Finance
8. Scrutiny of Foreign Exchange Variation including Reckoning Date	8. Finance Department
9. Scrutiny of Liquidated damages/Penalty	9. Finance Department
10. Scrutiny of Evaluated Criteria	10. The Operating Department. after taking into Consideration the views of Finance Department with reference to Financial Criteria

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11. Scrutiny of all other clauses of the Tender Document	11. Operating Department
12. Decision to call Tender on Single Cover/ Double Cover System	12. Operating Department

#### IV. PREQUALIFICATION OF BIDDERS

Points to be Examined	Responsibility of the Department
1. Initial Evaluation	1. Operating Department
2. Scrutiny of Evaluation of Financial Clause	2. Finance Department
3. Scrutiny of Evaluation of Other Clauses	3. Operating Department
4. Decision on the Issues brought to the notice of Tender Committee by the Operating Department	4. Chairman of the Tender Committee shall take decision after recording the views of Tender Committee
5. Decision on the authority for Pre Qualification	5. Finance members may ensure the same in Tender committee meeting
6. Decision on Prequalification of the Bidders	6. Approving Authority after taking into consideration the views of Tender Committee

#### V. EVALUATION OF PRICE BIDS

Points to be Examined	Responsibility of the Department
1. Initial Evaluation	1. Operating Department
2. Preparation of Comparative Statement	2. Operating Department
3. Verification of Comparative Statement	3. Finance Department
4. Any Observation of Finance on Evaluation of Price Bid	4. Operating Department has to examine
5. Decision on the issues brought to the notice of Tender Committee by the Operating Department	5. Decision of the Chairman of the Tender Committee will be final after recording the views of Committee members
6. In respect of Abnormally High rate/Abnormally low rate items	6. The Decision of Operating Department is Final

  
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7. Reasonableness of the rate in case of total Price/Rate is higher than the estimate/Reserve Price

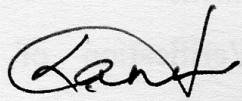
7. The Operating Department shall give justification and the decision of the Operating Department as regards the reasonableness of the Price/Rate is Final

Note: The Operating Department should state the S.No of DOP while accepting/award of Tender. Apart from the above with reference to the DOP dated 11.02.15 issued by Ministry, the following is proposed

1. Administrative Approval for Estimates in respect of Plan/Non-Plan works in case where no BE/RE exist	Chairman/Board
2. Administrative Approval for Estimates in respect of Plan/Non-Plan works in case of BE/RE exist	As per the financial limits delegated in DOP to Board/CPT/DYCPT/HOD/DYHOD
3. Execution of Contracts in the above cases of (1)&(2) ie, call of tender, evaluation of technical Bid and award of Tender	As per the financial limits delegated in DOP to Board/CPT/DYCPT/HOD/DYHOD
4. Power to Charge Expenditure to Capital works requiring sanction of Board	As per the financial limits delegated in DOP to Board/CPT/DYCPT/HOD/DYHOD

The Departments while taking decisions and evaluating/ attending / scrutinizing the proposals shall confirm to the Rules, Regulations, Guidelines, and Directives etc., issued by different authorities from time to time. Each department shall regulate their evaluation/contribution/scrutiny to the issues/ points identified to their department only as indicated above.

This issues as per the approval of Chairman

  
20/11/15  
Financial Adviser and  
Chief Accounts Officer

To

1. All Heads of Department
2. All Officers of Finance Department
3. Sr.DD/EDP

Copy to:

4. PS to CPT
5. PA to Dy.CPT
6. Guard File