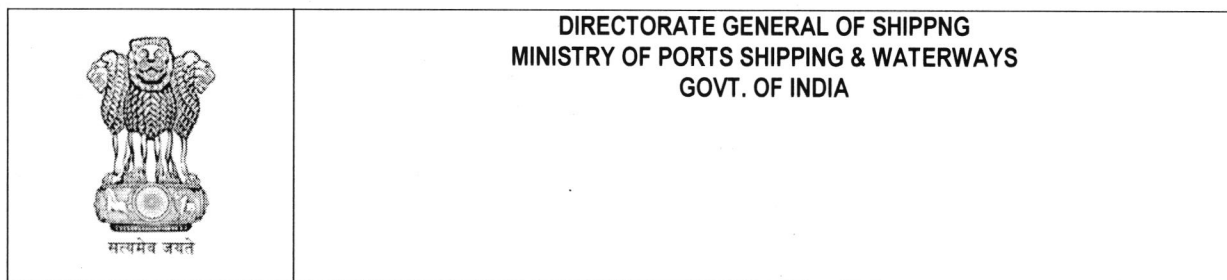


PROCUREMENT COMPLIANCE ORDER



File No.14-25011/10/2024-FA-DGS(Com.No.30647)

Date: 28.10.2024

OFFICE ORDER No.132/2024

In supersession of all existing orders viz., No. 18-38011/1/2020-Admin-DGS dated 3.10.2024, 13.11.2023, 22.02.2024 and 30.05.2024 the following consolidated instructions are hereby issued for compliance with immediate effect by all officials and the entire procurement system in DG Shipping

Since there is no specific Finance and Accounts vertical with a Joint Secretary/ Director rank official as the financial advisor and/ or Deputy Director General / Joint Director general of Shipping till the interim of creation of finance accounts vertical, the present ad-hoc mechanism is notified herewith as the Finance (Budget management) Account Audit and Public Procurement Division (F.A.A.P.P.) and shall address the following rule and responsibilities.

Finance (Budget Management), Accounts, Audit, and Public Procurement F.A.A.P.P. (Role)

(A) Finance (Budget Management)

Preparation of Budget estimates, Revised Estimates, proposal for SD (Supplementary Demands), Savings and surrender, re-appropriation, consideration for concurrence for Administrative approval, Financial Sanctions, submissions, compilation of monthly expenditure statements, review and oversight on budget management and utilization, maintenance of register of liabilities (financial) and all manner of budgetary fiscal parameters for effective management thereof for DG Shipping and for all subordinate office of D.G. Shipping including office of P.O. MMD, Support of all financial service like tax deduction at source by C.A., bill processing, interface with PAO, all matter related to settlement of dues/bills/ liabilities, record by utilization certificate in prescribed format retention thereof.

(B) Accounts

Preparation and recording of the accurate position in terms of bank A/C and other accounts invested as per specific decisions in a regular pre-prepared monthly format for: -

- (i) Maritime Training Trust
- (ii) Seafarer's Welfare Fund Society
- (iii) Seafarer's Provident Fund Organization
- (iv) Any other organization or any other matter specifically endorsed by the Director General of Shipping for assessment of accounts and record thereof to the Finance, Accounts, Audit and Public Procurement Division.

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(C) Audit

- Records interface for all audit inspection, audit paragraphs, collaborations, submission of replies and continuous engagement for statutory audit.
- Engagement of any third-party independent party for special audit / performance audit or oversight of any specific as mandated.

(D) Public Procurement

Monitoring and review/ oversight of all procurement by all division / wings and furnishing financial advice or

oversight / concurrence on all public procurement for the various stages of Public Procurement as per the GFR / CVC instructions and Manual of procurement of consulting and other services, Manual of procurement of goods, Manual of procurement of Works including the entire procurement cycle encompassing Contract management.

(E) I.T & E-Governance module on Finance (Budget management), Accounts, Audit, and Public Procurement module

All aspects of administrative interface and compliances for the functional requirement specification and the systemic requirement specifications.

Objective: Basic Public Procurement guidelines for Finance (Budget Management), Accounts, Audit and Public Procurement Division, Directorate General of Shipping, Ministry of Ports, Shipping and Waterways.

(This note applies only to Procurement of Goods and Procurement of Consulting and other services. It does not apply to procurement of works)

A mind map is created for mapping relevant rule vide paras for the specific aspects of procurement.

Commentary	Reference para of Manuals/ GFR
<p>The main objective is to achieve right balance between costs and requirement vis-à-vis 5 R's of procurement</p> <ol style="list-style-type: none"> 1. Right Quality 2. Right Quantity 3. Right Price 4. Right time and Place & 5. Right Source 	Manual of Procurement of goods (MPG) – Para 1.5 / Manual of Procurement of Consultancy & other services (MPCOS) – Para 1.5
Concept of Value for money – efficient, effective and economic use of resources, evaluation of relevant costs and benefits, assessment of risks, non-price attributes and life cycle costs.	MPG- Para 1.6
<p>Fundamental principles of public procurement – 5 fundamental principles</p> <ol style="list-style-type: none"> 1. Transparency principle 2. Professionalism principle 3. Broader obligations principles 4. Extrinsic legal principle, and 5. Public accountability principle 	MPG- Para 1.7 / MPCOS – Para 1.6
Standards (Canons) of Financial Propriety	MPCOS- Para 1.7/ MPG – Para 1.8 / GFR – Rule 21
BUDGET MANAGEMENT	
<p>Prior to entering into the procurement cycle concepts there is need to appreciate the concept of budget management and the concept of Administrative Approval and Financial Sanction.</p> <p>Administrative Approval is defined in Glossary of Budget Manual of Government of India as follow – “Administrative Approval of a scheme, proposal or work – is the formal acceptance thereof by the Competent authority for the purpose of incurring expenditure”</p> <p>For every administrative approval the concept is that for one continuous and complete proposal one administrative approval is accorded, however, the expenditure may be incurred in multiple financial years and for each financial year there is an expenditure sanction in the nature of a financial sanction mapped to the original administrative approval against which the financial expenditure is accorded (ideally the financial sanctions in total can never exceed the total amount of the administrative approval and in such a case, there is need for revision of the Administrative Approval)</p> <p>For financial sanction the following rule position may be referred (GFR)</p> <p>Rule 22- Expenditure from Public Funds</p> <p>Rule 23- Delegation of Financial Powers</p>	<p>GFR 139 (iii) mentioned Administrative Approval (although in context of Works)</p>

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Rule 25 (1) (2) (3) – Provision of funds for sanction
 Rule 26 -Responsibility of Controlling Officer in respect of Budget Allocation
 Rule 27 (1) -Date of effect of sanction
 Rule 29- Procedure for communication of sanctions
 Rule 30- Lapse of Sanctions

The concept of Administrative approval is - if a project costs anticipated Rs 100/- then you issue an order subject to availability of some funds in the said relevant Major head with detailed head in the budget, the funds need not be Rs 100/- it can be as low as Rs 1/- however AA is issued only when due budgetary provision exists in the said detailed head of account, no AA can be issued without any budgetary allocation. Secondly, once AA is given, meaning say for a project cost of Rs 100/- anticipated, the cost in first financial year (say 24-25) would be Rs 25/- then financial sanction for that year is for Rs 25/- with reference to the said AA, in next financial year (25-26) the financial sanction can be Rs 50/- and in the final year (26-27) the financial sanction shall be Rs 25/- (27-28). This way based on the original AA of Rs 100/- in three separate financial years three separate financial sanctions were issued. For a financial sanction, it may not be limited to only one in a year, multiple financial sanctions can be issued in any financial year, only they are with reference to the AA which has been issued for the whole estimated cost of the budget of the said project. The basic idea of Financial Sanction (FS) is that the FS is issued after proper contract management of the project by the contract management committee and approval of the competent authority, implying due diligence was done internally by the competent authority and the internal office procedures for expenditure by way of Financial Sanction from the exchequer. Technically, all FS for a single project issued are mapped to the AA and cannot cumulatively exceed the value of the AA and for each FS or total FS issued in a financial year a part Utilization certificate is issued in the said financial year and retained on file by the DDG, F & A. This would later be scrutinized by audit. Separately, all FS in one financial year and all FS in multiple FS mapped to one AA would total to the AA and on complete expenditure the full utilization certificate would be issued thereof and retained on record.

Separately, AA can be issued on an estimate of say Rs 100/- , however after bidding and price discovery for a particular project, the bid value may be Rs 90/- or Rs 110 /- , then prior to award of the contract at the price discovered, the said AA is revalidated and revised there by fixing the outer limit of expenditure on the said project which may span multiple financial years. Also for works projects sometimes like the construction of a bridge- it may take 3 to 4 years and mid-term due to material cost or some unforeseen issue like change in design or additional work, there would be escalation in cost in excess of the original AA, this also is explained on record and then AA is revised.

Accordingly, AA is hereby accorded and it has to be a specific format as the detailed head under which it is accorded and the estimated cost thereof has to be mentioned thereof.

For works project (not like consultancy assignments as in the instant case) - the concept of AA and expenditure sanction (essentially financial sanction) is mentioned in Rule 139 in the GFR and Utilization certificate concept is mentioned in format GFR 12- B (although more in context of loan, but generically used). Please revert, and AA in the instant case may be accorded.

For Control of Expenditure against Budget the following rules are to be referred (GFR)

Rule 57 (1) (2) (3) (4) (5) (6) (7) (8) – Responsibility for control of Expenditure
 Rule 58 – Maintenance of Liability register for effective proper control over expenditure
 Rule 59- Personal attention of the Head of Department/ Controlling Officer required to estimate savings or excesses
 Rule 60- Control of Expenditure against grant/ appropriation and ultimate responsibility of the authority administering it
 Rule 64 (1) and (2) – Additional Allotment for excess expenditure
 Rule 70- Duties and responsibilities of the Chief Accounting Authority

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Specific aspects of Capital Expenditure/ Revenue expenditure are listed out in the following rules Rule 84- Capital or Revenue Expenditure Rule 98- Capital Expenditure Rule 99- Principal of allocation of expenditure between Capital and Revenue Rule 100- Allocation between Capital and Revenue expenditure Other relevant aspects for budget management are listed herein under Rule 78- Classification of transactions in Government Accounts Rule 86- Public Financial Management System (PFMS) Rule 81 – Responsibility of Department officers	
Public procurement cycle in Directorate General of Shipping shall essentially follow a time bound seven step process (with timely/ periodic/ weekly meetings) which shall be as follows' Step 1. Procurement Note and Administrative approval Step 2. Transparent Procurement process – GeM / CPPP/ Local Purchase committee Step 3. Bid Process Management Step 4. Price discovery / Shortlisting vendor and award of contract Step 5. Contract Management Step 6. Payment, Financial Sanctions Step 7. Record of utilization certificates, satisfactory services / supply of vendors Step 8. Aberrations	
Public Procurement Cycle Services has a separate procurement cycle and Goods has a separate procurement cycle which is briefly referred herein and then mapped to the suggested 8 steps of public procurement as proposed for Directorate General of Shipping	MPCOS- Para 1.14/ MPG – Para 1.12
STEP 1 : PROCUREMENT NOTE AND ADMINISTRATIVE APPROVAL	
When is procurement of services justified	MPCOS Para 1.10
Procurement proposal (Concept Paper) for Consultancy and Other services	MPCOS Para 1.15 (Annexure 3: Format of Procurement Proposal)
In Principle Approval for initiating procurement of services	Para 1.15.3 MPCOS
Definition of Goods	GFR Rule 143
Authorities competent to purchase goods (Rule 145) / Procurement of goods required on mobilisation (Rule 146) / Powers for procurement of goods (Rule 147)	GFR Rule 145 – Rule 147
For Goods procurement – Chapter 2 – Need Assessment, Formulation of specifications and procurement planning	MPG- Chapter 2
Need Assessment	Para 2.1- MPG
Formulation of Technical Specifications	Para 2.2 MPG
Obtaining Technical, Administrative and Budgetary Sanctions and signing of indents	Para 2.3 MPG
Procurement Planning	Para 2.4 MPG
STEP 2: TRANSPARENT PROCUREMENT PROCESS – GeM/ CPPP/ Local Purchase Committee	
Supplier Relationship Management	Chapter 3- MPG
Supplier relationship management (Para 3.1) / Code of integrity for Public Procurement (Para 3.2) / Integrity Pact (Para 3.3)/ Development of new sources and registration of suppliers (Para 3.4)/ Debarment of Suppliers (Para 3.5) /	Chapter 3- MPG
Consulting Service	GFR Rule 177 / Rule 178 / Rule 179/ Rule 180
For Services – Consultants, service providers and Governance Issues	Chapter 2, MPCOS
Type of Consultants/ Service Providers (Para 2.1)/ Code of integrity for public procurement (CIPP) (Para 2.2)/ Integrity Pact (para 2.3) / Debarment of suppliers/ contractors/ consultants/ service providers (Para 2.4)	Chapter 2, MPCOS

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Type of contracts and system of selection of consultants / service providers	Chapter 3, MPCOS
Type of contracts (Para 3.1) – Lump Sum (Firm fixed price) contract (Para 3.2) / Time based (Retainer ship contract) (Para 3.3) / Percentage (Success/ contingency Fee) contract (Para 3.4 / Retainer and Success (Contingency) Fee Contract (Para 3.5) / Indefinite Delivery Contract (Price Agreement) (Para 3.6) / System of selection of service providers – (Para 3.7) – Price based system -Least cost selection (LCS) (Para 3.8) / Quality and Cost based selection (Para 3.9)/ Direct selection : Single source selection (SSS) (Para 3.10)/ Fixed budget – based selection (FBS) consultancy services –(Para 3.11)	Chapter 3, MPCOS
Fundamental principles of public buying (for all procurements including the procurement of works)	GFR Rule 144
Registration of suppliers	GFR Rule 150
Code of integrity	GFR Rule 175 (1) (2)
Debarment from bidding	GFR Rule 151
Efficiency, Economy and Accountability in Public Procurement System	GFR Rule 174
Purchase of goods without quotation (Up to max value of Rs 50,000/-)	GFR Rule 154
Purchase of goods by Purchase Committee (Above Rs 50,000/- to Rs 5,00,000/-)	GFR Rule 155
STEP 3: BID PROCESS MANAGEMENT	
The requirement for notified standard bidding templates have to be adopted as notified by the Ministry of Finance, Government of India for the procurement of goods on CPPP and for GeM the customized bid should be in the similar format of the Standard Bidding Template and for the procurement of consulting and non-consulting services the standard bidding template as notified for the same by the Ministry of Finance, Government of India to be adopted in the Directorate General of Shipping and separately, for the procurement of consulting services for IT and E Governance related aspects the circulars and inputs from Ministry of Electronics and Information Technology also to be factored.	
Purchase of goods by obtaining bids	GFR Rule 158
E- Publishing / E- Procurement	GFR Rule 159/ GFR 160
Transparency, competition, fairness and elimination of arbitrariness in the procurement process	GFR Rule 173
Advertised Tender Enquiry	GFR Rule 161
Limited Tender Enquiry	GFR Rule 162
Two bid systems (Simultaneous receipt of separate technical and financial bids)	GFR Rule 163
Two stage bidding	GFR Rule 164
Single Tender enquiry	GFR Rule 166
Electronic Reverse Auction	GFR Rule 167
Contents of Bidding Documents	GFR Rule 168
For services – Identification of likely sources	GFR Rule 183
Short listing of consultants	GFR Rule 184
Preparation of Terms of Reference (TOR)	GFR Rule 185
Preparation and Issue of Request for proposal (RFP)	GFR Rule 186
Receipt and opening of Proposals	GFR Rule 187
Late Bid	GFR Rule 188
Evaluation of technical bids	GFR Rule 189
Elevation of Financial Bids of the technically qualified bidders	GFR Rule 190
Methods of selection / Evaluation of Consultancy proposal (Rule 191) / Quality and Cost based selection QCBS – (Rule 192) / Least Cost system (Rule 193) Since Source selection/ Consultancy by nomination (Rule 194)	GFR Rule 191 / Rule 192/ Rule 193/ Rule 194
For outsourcing of services – "Non consulting Service"	GFR Rule 197
Procurement of Non consulting Service	GFR Rule 198
Identification of likely contractors (Rule 199) / Preparation of tender enquiry (Rule 200) / Invitation of Bids (Rule 201) / Late Bids (Rule 202) / Evaluation of bids received (Rule 203) / Procurement of non-consulting services by nomination (Rule 204)	GFR Rule 199/ Rule 200/ Rule 201/ Rule 202/ Rule 203/ Rule 204
Modes of Procurement and Bidding Systems (Procurement of Goods)	MPG, Chapter 4,

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	MPCOS, Chapter 4
Modes of procurement	MPG, Para 4.1
Open tender Enquiry	MPG, Para 4.2
Global Tender Enquiry (GTE)	MPG, Para 4.3
Limited Tender Enquiry (LTE)	MPG, Para 4.4
Special Limited Tender Enquiry for procurements more than Rs 25 (Rupees twenty five) lakhs	MPG, Para 4.5
Proprietary Article Certificate	MPG, Para 4.6
Single tender enquiry without a PAC (STE)	MPG, Para 4.7
Drawals against Rate contract (RD) / Framework Contract (FC)	MPG, Para 4.8
Direct procurement without quotation	MPG, Para 4.9
Direct procurement by Purchase Committee	MPG, Para 4.10
Bidding Systems/ Single Stage Bidding	MPG, Para 4.12, 4.13
Two stage Bidding- Expression of Interest Tenders- Market Exploration	MPG Para 4.14
Electronic Procurement	MPG, Para 4.15
Electronic Reverse Auction	MPG, Para 4.16
One Stop Government E- Market Place (GeM)	MPG, Para 4.17
Preparing Bid Documents, publication, receipt and opening of bids	MPG, Chapter 5
Preparation of Bid document	MPG, Para 5.1
Receipt and Custody of tenders	MPG, Para 5.2
Procedures to be followed during bid opening	MPG, Para 5.3
Forms of securities, Payment Terms and Price variations	MPG, Chapter 6
Forms of security	MPG, Para 6.1
Payment clause	MPG, Para 6.2
Terms of payment for Domestic Goods	MPG, Para 6.3
Advance Payment	MPG, Para 6.5
E- Payment	MPG, Para 6.10
Deduction of Income Tax, Service Tax, and so on, at Source from Payments to Suppliers	MPG, Para 6.11
Recovery of Public Money from Supplier's Bill	MPG, Para 6.12
Refund from Supplier	MPG, Para 6.12
Payment against time barred claims	MPG, Para 6.14
Procurement of (Consulting) Services -	
Preparing for procurement of consultancy	MPCOS, Chapter 4
Preparation of terms of reference (ToR)	MPCOS, Para 4.1
Estimating costs, setting the budget, and seeking approval	MPCOS, Para 4.2
Finalizing and approval of the ToR	MPCOS, Para 4.3
Developing a Procurement Plan	MPCOS, Para 4.4
E- Procurement	MPCOS, Para 4.5
Shortlisting of qualified consultants- Expression of Interest (EoI)	MPCOS, Para 5.1
Shortlist of consultants	MPCOS, Para 5.2
Procurement (outsourcing) of Other (Non- consultancy) services	MPCOS, Chapter 9
Applicability of this Chapter to procurement (outsourcing) of other (Non- Consultancy) Services	MPCOS, Para 9.1
Authorities competent to procure consultancy and other services and their purchase powers	MPCOS, Para 9.2
When is Procurement/ Outsourcing of other (Non-Consultancy) Services Justified	MPCOS, Para 9.3
Principles of Public Procurement of Other (Non- Consultancy) services	MPCOS, Para 9.4
Types of contract in other (non-consultancy) services	MPCOS, Para 9.5
System of selection in Other (non- consultancy) services	MPCOS, Para 9.6
One Stop Government E- Marketplace (GeM)	MPCOS, Para 9.7
Procurement proposal (Concept Paper) for other (non- consultancy) services	MPCOS, Para 9.8
Obtaining Final Administrative and Budgetary Approvals	MPCOS, Para 9.9
Procedure for Single source Selection	MPCOS, Para 9.10
Procedure for Small Value and emergency Procurements of Other (Non Consultancy) Services	MPCOS, Para 9.11
Procedure for procurements below Rs 10 (Rupees ten lakhs)	MPCOS, Para 9.12
Procedure for higher value of procurements	MPCOS, Para 9.13
Preparation of the Request for proposals (RfP)	MPCOS, Para 9.14
Important provisions of ITB (instructions to bidders)	MPCOS, Para 9.15
Standard formats for Technical and Financial Proposals	MPCOS, Para 9.16
STEP 4: PRICE DISCOVERY/ SHORTLISTING VENDOR AND AWARD OF CONTRACT	

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Procurement of Goods	
Evaluation of Bids and Awards of Contract	MPG, Chapter 7
Tender Evaluation	MPG, Para 7.1
Preparation and Vetting of Comparative Statement	MPG, Para 7.2
Preliminary Examination	MPG, Para 7.3
Evaluation of Responsive Bids and decision on award of contract	MPG, Para 7.4
Deliberations by the Tender Committee for Award of Contract	MPG, Para 7.5
Reasonableness of Prices	MPG, Para 7.5.6
Consideration of Abnormally Low Bids	MPG, Para 7.5.7
Negotiations (Rule 173 (xiv) of GFR 2017	MPG, Para 7.5.9
Cancellation of Procurement Process/ Rejection of all Bids. Retender (Rule 173 (xix) of GFR 2017	MPG, Para 7.5.11
Handling Dissent among Tender Committee	MPG, Para 7.5.12
Tender Committee Recommendations (Report)	MPG, Para 7.5.14
Award of Contract	MPG, Para 7.6
Framing of contract	MPG, Para 7.6.6
Procurement Records	MPG, Para 7.6.7
Procurement of Consulting Services	
Selection of Consultants by Competitive Process	MPCOS, Chapter 6
The evaluation process	MPCOS, Para 6.1
Preparation and Issuance of the Request for Proposal (RfP)	MPCOS, Para 6.2
Pre- proposal meeting	MPCOS, Para 6.3
Receipt of Proposal	MPCOS, Para 6.4
Consultancy Evaluation Committee	MPCOS, Para 6.5
First stage of evaluation: Consideration of responsiveness	MPCOS, Para 6.6
Evaluation of the quality – technical proposals	MPCOS, Para 6.7
Evaluation of cost	MPCOS, Para 6.8
Selection of the winning consultant	MPCOS, Para 6.9
Negotiations and Award of Contract	MPCOS, Para 6.10
Rejection of all proposals and re-invitation	MPCOS, Para 6.11
Confidentiality	MPCOS, Para 6.12
Special types of engagements	MPCOS, Chapter 7
Single Source Selection (SSS)	MPCOS, Para 7.1
Selection of Individual Consultants/ Service providers	MPCOS, Para 7.2
Selection of specialized agencies/ Institutions	MPCOS, Para 7.3
Selection of Non-Governmental Organizations (NGOs)	MPCOS, Para 7.4
Procurement Agents	MPCOS, Para 7.5
Inspection Agents	MPCOS, Para 7.6
Financial Advisors	MPCOS, Para 7.7
Auditors	MPCOS, Para 7.8
Non consulting Services procurement	
Receipt of bids, evaluation and award of contract	MPCOS, Para 9.17
STEP 5: CONTRACT MANAGEMENT	
Contract Management	GFR, Chapter 8
General principles of Contract Management	GFR, Rule 225
Management of contracts	GFR, Rule 226
Procurement of Goods	
Rate contract and other procurements with special features	MPG, Chapter 8
Handling procurement in urgencies/ emergencies and disaster management	MPG, Para 8.2
Buy Back offer	MPG, Para 8.3
Capital Goods/ Equipment (Machinery and Plant- M & P)	MPG, Para 8.4
Turnkey contract	MPG, Para 8.5
Annual Maintenance Contract (AMC)	MPC, Para 8.6 / Rule 169 GFR

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Contract Management	MPG, Chapter 9
Amendment to the Contract	MPG, Para 9.2
Operation of Option Clause	MPG, Para 9.3
Safeguards for handing over Procuring Entity Materials/ Equipment to contractors	MPG, Para 9.4
Payments to the contractor and handling of securities	MPG, Para 9.5
Monitoring of supplier performance	MPG, Para 9.6
Delays in performance of contract	MPG, Para 9.7
Breach of contract, Remedies and termination	MPG, Para 9.8
Dispute resolution	MPG, Para 9.9
Closure of Contract	MPG, Para 9.10
Goods receiving	MPG, Para 9.11
Quality Assurance and Inspection	MPG, Para 9.12
Storage and issue of Inspection goods	MPG, Para 9.13
Accounting and Payment of received material	MPG, Para 9.14
Procurement of consulting Services	
Monitoring Consultancy/ Other services contract	MPCOS, Chapter 8
Monitoring of contract	MPCOS, Para 8.1
Contract Monitoring Committee – (CMC)	MPCOS, Para 8.2
Issuing notice of Proceed- Consultant/ service provider's mobilisation	MPCOS, Para 8.3
Consultancy Services- Review of Inception Phase	MPCOS, Para 8.4
Reporting of progress	MPCOS, Para 8.5
Monitoring a Time-Based contract	MPCOS, Para 8.6
Monitoring a lump sum contract	MPCOS, Para 8.7
Unsatisfactory performance	MPCOS, Para 8.8
Delays	MPCOS, Para 8.9
Issuing contract variations	MPCOS, Para 8.10
Substitution of named key personnel	MPCOS, Para 8.11
Billing and payments	MPCOS, Para 8.12
Disputes and Conflicts	MPCOS, Para 8.13
Force Majeure	MPCOS, Para 8.14
Terminating services prior to end of contract	MPCOS, Para 8.15
Concluding the assignment	MPCOS, Para 8.16
STEP 6: PAYMENT AND FINANCIAL SANCTION	
Financial Sanctions (all after effective contract management and certification of satisfactory performance / supply by contracted vendor – for goods/ services (consulting and non-consulting)	GFR, Rule 25 (1), Rule 29
STEP 7: RECORD OF UTILISATION CERTIFICATE & STATISFACTORY SERVICES/ SUPPLY BY VENDOR	
Utilization certificate	GFR Rule 238 (1)
STEP 8: ABERRATIONS & SPECIAL CIRCUMSTANCES	
Procurement of goods	
Disposal of Scrap Goods	MPG, Chapter 10
Scrap for disposal	MPG, Para 10.1
Inventory Management	Chapter 7, GFR

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In supersession of all existing orders viz., No. 18-38011/1/2020-Admin-DGS dated 3.10.2024, 13.11.2023, 22.02.2024 and 30.05.2024 the following consolidated instructions are hereby issued for compliance with immediate effect by all officials and the entire procurement system in DG Shipping.

Sr. No.	Description	Page No.
01	E-Procurement Threshold	09
02	Standard Operating Procedure for all Manner of Procurements in DG Shipping, Mumbai	09
03	Standard Operating Procedure for Finalization of Tenders / Procurement Frameworks for Consulting / Non-Consulting Goods and Services in DG Shipping, Mumbai	13
04	Procurement modalities on the CPPP and GeM	13
05	Timelines	14
06	Roles and Responsibility	16

(1) E-Procurement Threshold

- It is mandatory for Ministries/ Departments to receive all bids through e-procurement portals in respect of all procurements. following the Rule 160 of GFR 2017.
- The E-procurement threshold for DG Shipping is hereby notified at Rupees One Lakh. All procurements of goods, services works above the pecuniary worth of One Lakh Rupees (Rupees 1 Lakh only) shall be procured by E – Procurement only.

(2) STANDARD OPERATING PROCEDURE FOR ALL MANNER OF PROCUREMENTS IN DG SHIPPING, MUMBAI

With the aim to ensure complete compliance to the General Financial Rules and Central Vigilance Commission guidelines the following standard operating procedure is hereby notified by the Director General, DG Shipping, Mumbai, being competent authority, to be adopted and complied with by DG Shipping, Mumbai administrative office, in a sequential manner as enumerated, without fail.

Stage 1: Director General, DG Shipping Mumbai shall ensure that the DG Shipping F.A.A.P.P. branch shall make presentation of the Annual Financial Statement in conformity to procedure prescribed. The DG Shipping Authority shall approve the Annual Procurement Plan. (for every Division/ Branch/ Wing)

Stage 2: In pursuance of execution of procurement of works/ Goods/ Services (Consulting/ Non consulting) the DG Shipping nodal officer in the various divisions shall prepare "Statement of Intent of Procurement" as per prescribed format (**Annexure 1**) and submit for scrutiny and concurrence of Finance and Accounts Division under the supervision of the Financial Adviser. The procurement note is essentially a mirror reflection of the same as a specific procurement instance as a subset of the complete annual procurement plan.
(GFR- Chapter 2-Rule 57, Rule 61, Rule 63, Rule 64]

Stage 3: On receipt of "Statement of Intent of Procurement the Finance and Accounts Division shall scrutinize the statement details and accord "concurrence remarks" on the Statement of Intent of Procurement with specific details of detailed head of expenditure and the preliminary aspects related to procurement methodology and approach proposed by the Finance and Accounts Division of DG Shipping Administration in a detailed structured Concurrence Note as per approved format (**Annexure 2**) and revert the proposal to the proposing Administrative division within a span of 2 (two) working days.[GFR Chapter 2- Rule 57, Rule 61, Rule 63, Rule 64, Chapter 4 on manner of accounting]

Stage 4: The Proposing Division/ Wing/ Branch of DG Shipping Administration shall on receipt of "concurrence remarks" submit the proposal for approval in principal for according Administrative Approval as per approved format by the Director General, DG Shipping for "administrative consent" to procure works/ goods/ consulting/ non-consulting services for DG Shipping Administration as per approved format (**Annexure 3**).

[GFR- Chapter 3- Rule 70, Chapter 4 - Rule 84, Rule 98, Rule 99, Chapter 5 (Works) - Rule 131, Rule

136, Rule 137, Rule 138, Rule 139, Rule 140, Chapter - Rule 144, Rule 149, Rule 160, Rule 177(Consulting Services), Rule 178, Rule 197, Rule 198]

Stage 5: On Issuance of the Administrative Approval by the Director General, DG Shipping, the concerned Division/ Wing/ Branch shall undertake in consultation with the procurement cell of the F.A.A.P.P. Division the preparation of "the proposed procurement framework and time lines and submit the draft procurement framework for views/validation by procurement cell of the draft framework as being compliant with the General Financial Rules and Manuals of Procurement of Goods/ Works/ Consulting and Non-Consulting Services with a GFR/ Manual of Procurement compliance note as per approved format (**Annexure 4**).

[Screening of the proposed procurement framework and time lines against the GFR and Manual of Procurement of Works/ Goods/ Services as applicable)

Stage 6: After receiving the views/validation of the Internal Procurement cell of F.A.A.P.P. Division the concerned administrative, Division/ Wing/ Branch of DG Shipping administration shall submit the matter for consideration of Director General, DG Shipping for approval as competent authority for going ahead with the proposed procurement framework and time lines. The standard templates for procurement as notified shall be utilized for all procurement activity.

Stage 7: On approval of the DG Shipping the Committee entrusted for procurement shall go ahead with the procurement process, float bid document/ tender and evaluate received bids as per the provisions of the General Financial Rules and the Manual of Procurement of Goods/ Works and Services (Consulting/ Non Consulting) and recommend successful bidder for award of contract with specific comments of the **Bid Evaluation Committee** on record of certification of compliance to General Financial Rules and Manual of Procurement of Goods/ Services (consulting/ Non consulting)/ Works as per approved format (**Annexure 5**).

Stage 8: On receipt of the recommendations of the **Bid Evaluation Committee** the concerned administrative Division shall submit the proposal with a concise note on all stages as per the approved format (**Annexure 6**) for the approval of the Director General, DG Shipping for award of contract to the recommended bidder/ vendor/ service provider with the detailed contract framework.

Stage 9: On approval by the Director General, DG Shipping the award of contract shall be issued along with the work order and the Committee constituted for monitoring of the contract and contract management shall follow the due process of compliance of the contract management framework and certify all claims for payment by vendor/ contractor/ service provider with a certification of works/ goods/ service having been properly executed and satisfactorily completed as provisioned per the provisions of General Financial Rules. Such certification by the contract managing committee shall be in an approved format (**Annexure 7**).

[GFR- Chapter 8- Rule 224 to Rule 227]

Stage 10: On receipt of the certification by the **Contract Management Committee** or the committee that monitored the supply of goods/ works, the matter in record shall be submitted to the F.A.A.P.P. Division to examine and validate the compliance to the GFR and eve for claims received and shall cross validate the submission of the committee in a pre- approved format (**Annexure 8**) of the compliance to GFR and eve mandates and return the proposal to the division from where the need for such validation is requisitioned.

Stage 11: On submission of the certification of works/ goods/ services having been properly executed and satisfactorily completed as provisioned under the provisions of the General Financial Rules and receipt of claim of payment/ part bill thereof and the F.A.A.P.P. Division having validated the compliance of the claim to the provisions of the GFR and the eve guidelines, the concerned administrative division shall submit the proposal for grant of financial sanction to the Director General, DG Shipping who shall examine the matter and on satisfaction of all aspects grant the financial sanction as per approved format (**Annexure 9**).

[GFR Rule 29, Rule 30]

Stage 12: After obtaining the approval of the Director General, DG Shipping the Drawing and Disbursing

officer shall examine the proposal from the concerned division for release of payment and prior to release of payment to the vendor/ contractor/ service provider shall certify himself of all aspects and ensure placement on record of a certification that the works have been examined as satisfactorily completed and the expenditure to be incurred in payment of demand thereof is in conformity and compliance to the General Financial Rules in an approved format (**Annexure 10**),

Stage 13: After release of payment by way of account transfer/ Direct benefit transfer/ electronic fund transfer the F&A branch will record the disbursement thereof alongside the certification as at Stage 13 and resubmit the records thereof to the concerned administrative division that shall there after place the matter to the office of the Director General, DG Shipping to record a utilisation certificate as per provisions of the GFR.

[GFR-chapter 9- Rule 238 to Rule 242]

Stage 14: For all such proposals resulting in expenditure and record as indicated herein above, the Director General, DG Shipping shall ensure that all utilization certificates are collated and compliance of the provisions of the General Financial Rules and the CVC guidelines are apprised by way of formal submission to the DG Shipping authority for a particular financial year, specifically for the authority meeting assigned for the consideration of the annual financial statement of the succeeding year. This shall be duly recorded in the authority meetings and in compliance to the General Financial Rules.

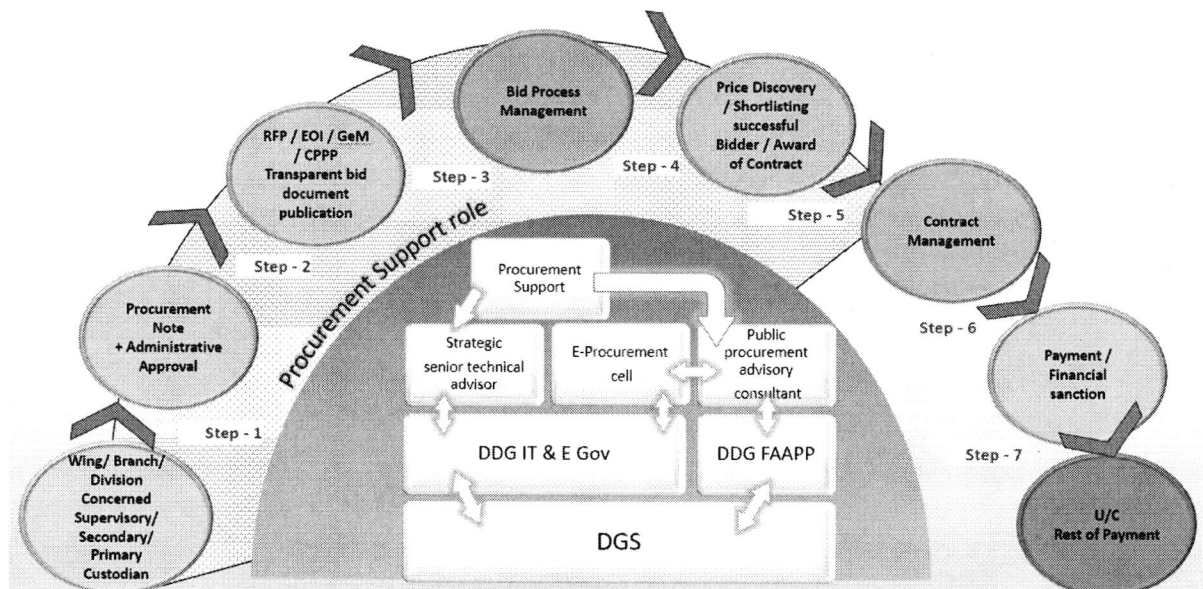
[GFR-Rule 242]

Stage 15: As a final consolidation of the manner of expenditure from the DG Shipping authority accounts the Director General, DG Shipping shall ensure the audit of all expenditures and records thereof by the Comptroller and Auditor General as per due process. All manner of observations of non compliance or audit scrutiny remarks shall be taken on record and replies thereof furnished to the Comptroller and Auditor General. The Comptroller and Auditor General's report shall be retained as mandated per rules.

[GFR- Rule 39, Rule 40, Rule 41 and Rule 242]

(3) **STANDARD OPERATING PROCEDURE FOR FINALISATION OF TENDERS/ PROCUREMENT FRAMEWORKS FOR CONSULTING/ NON- CONSULTING AND GOODS AND SERVICES IN DIRECTORATE GENERAL OF Shipping, MUMBAI.**

• **Procurement Work Flow Process**



Stage 1: Procurement framework for any existing service/ work has to be collated and a proposed draft framework for the tender formulation have to be submitted to the tender approval committee. The standard bidding template for the procurement of services/ works shall be utilized.

Stage 2: The Public Procurement consultant on the draft and the comments of each of the members of the tender evaluation should be taken on record if any and a presentation on the tender structure should be organized and approval to host tender should be taken. Publication of tender should be on the website, CPPP/ GeM with newspaper box advertisement for all tenders of value greater than Rs. 2 lakhs. The role of the Public Procurement consultant and the Financial Advisor on the procurement framework should be taken on record and then the tender document put up for publication as mentioned herein above. The presentation shall specifically be structured as follows:

- (a) Purpose of tender/ procurement activity
- (b) General conditions of contract/ Special conditions of contract
- (c) Scope of work
- (d) Terms of reference
- (e) Pre- qualification and technical parameters/ specifications
- (f) Details of earlier price bids and contract awarded and functional or discontinued or extended and
- (g) Clear reasons and justification for the present tender formulation exercise
- (h) Tender estimates, budget provisions and payment milestones etc.
- (i) Any other critical aspects that needs to be finalized prior to the publication of the tender proposed
- (j) Methodology of assessment QCBS/ L1/ Financial evaluation formats etc
- (k) Bidding format details
- (l) Date and time lines for the entire tender process.

Stage 3: Any corrigendum/ changes in tender document or extension should be published online and every member of the tender evaluation committee should be mailed.

Stage 4: On the date for opening of the tender and the technical evaluation, the **supervisory custodian** assisted by the **primary tender custodian** to hand over a detailed folder containing tender evaluation details to all tender evaluation committee members and mail to all the members of the evaluation committee for the online evaluation meeting which should be recorded.

Stage 5: In case of two envelope or QCBS the technical estimates should be uploaded and there after the financial bids opened and finalised. Two digital signatures for opening the tender can be utilised on the CPPP platform as admissible and assigned role of tender openers.

Stage 6: On selection of successful bidder a pre-contract meeting should be held wherein (a) contract and Service Level Agreement (SLA) based deliverables should be detailed and discussed (b) Payment milestones indicated (c) Office verification and contract compliance check mechanism should be elaborated (d) performance guarantee/ security amount and other relevant aspects should be finalised and a time bound execution of contract with all Service Level Agreements should be formalised and work orders issued thereof.

Stage 7: For every contract awarded as finalised in the contract management framework for a particular contract/ work awarded, the chairperson of the contract management committee which is duly notified shall take step to convene the work contract/ services/ consulting contract review ideally on a weekly basis and in any case not later than a regular monthly basis, and submit a 'pre-formatted' framework based compliance / non compliance report and clear recommendation for the periodic clearance of bill amount alongside a specific recommendation if any for penal deduction if applicable for non compliance/ shortfall in the SLA compliance. This shall be as per a standard check list for each contract specifically.

Stage 8: The DDG F.A.A.P.P. shall examine the contract management committee recommendations and process for payments after confirmation of the fund availability, contract validity, appropriate approval on record of the competent authority etc In case of any penal SLA based deductions the approval of all members of the contract evaluation / award committee shall be recorded on file thereof and shall be

mandatory.

Stage 9: For all Directorate General of Shipping expenditures a monthly statement of accounts and expenditures shall be tabled in the Senior Management Level meeting for record and also shall be retained for all audit purposes.

Stage 10: The sequential manner of tender formulation, award, contract management and Service Level Agreement compliance shall be followed by default and only in case of dire contingency shall an exception be made only by the formal approval of the Competent Authority. Such approval/ reason for deviation from the Standard Operating Procedure and sequence thereof shall be recorded in writing by competent authority with due reason and justification thereof.

Instruction regarding Iteration by the Tender Evaluation Committee. (Works)

For any tender (Works/Goods/Consulting Services/Non-Consulting Services) the Tender Evaluation Committee shall have the following Iterations,

1st Iteration: Details of Tender

The primary tender custodian has to present the Evaluation Criterion, Methodology of Tender, Budget Provision, Bid Data Sheet and Tender Document in front of the Technical Evaluation Committee for suggestions and thereafter make necessary changes in the Tender Document which should conform to the notified standard template.

2nd Reiteration: Pre-Publication Reiteration

The Technical Evaluation committee to peruse the Final Tender Document based on the changes suggested in the 1st Iteration and after consensus regarding validity of the Tender Terms, document is to be signed off by all Technical Evaluation Committee Members.\

After the tender document is approved by the Technical Evaluation Committee Members, it shall be uploaded on the GeM/ CPP Portal along with a advertisement for wide publicity of the tender to ensure participation.

3rd Reiteration: Evaluation Stage

Primary Tender Scrutiny Committee to conduct the primary scrutiny in Yes/No format for the Technical Evaluation Committee. Thereafter, Technical Evaluation Committee shall scrutinize the tender documents provided by the bidder and shortlist the Technically Qualified Bidders for opening Financial Bids.

4th Reiteration: Opening of Financial Bid

Financial bid to be opened for the tender and L1 bidder to be discovered. Post discovery the Pre-Award Communications to be completed which includes issue of Letter of Acceptance and receipt of Bank Guarantee for the Work from the Qualified LI Bidder.

5th Reiteration:

Acceptance of Award and Inception Meeting
Finalization of Contract Agreement and execution of Work

(4) Procurement modalities on the CPPP and for GeM

After multiple reiterations for the Procurement modalities on the CPPP and for GeM the following are elucidated for all officials for compliance.

- (1) Tender on the CPPP can be opened for Technical Scrutiny by any two digital signatures of officials notified for tender opening, subject to the officials owning the digital signature being present at the time of Tender opening.
- (2) Tender publication can be done with the digital signature of all officials who have been assigned the role of tender

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Procurement Compliance Order

publisher, with any one such digital signature being used for the publication.

- (3) The financial opening for any tender shall be mandatorily by any two officials whose digital signature are enrolled on the CPPP platform as "Tender Opener" however the following standard protocol shall be complied with for opening for the technical envelope opening & subsequently the financial envelop.

The DDG F.A.A.P.P. as supervising officer of Public Procurement Cell shall ensure compliance of this mandatory Standard Operating Procedure.

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(5) Timelines

Specified for GeM

Sr. No.	Procedure for Procurement	Timeline	Remarks
1 st Step	Intent of Procurement with approval of DG(S) shall be submitted to Administration Division.	To + 1 Day	
2 nd Step	GeM Platform rates and technical specification shall be share with the concerned Division by Finance & accounts Division	To + 2 Day	
3 rd Step	Concerned Administrative Division will certify the specification or the SLA in case of services to be procured in GeM	To + 3 Day	
4 th Step	Orders upto Rs.50,000/-	To + 4 Day	Product should be ordered on the 4 th day from the date of receiving of intent of procurement after approval of DG(S)
	Order by Comparison between 3 sellers of same specification Rs.50,000/- to Rs.10,00,000/-	To + 4 Day	Product should be ordered on the 4 th day from the date of receiving of intent of procurement after approval of DG(S)
	Bidding process above Rs.10,00,000/-	To + 10 Day	Product should be ordered on the 15 th day from the date of receiving of intent of procurement after approval of DG(S)
5 th Step	Follow up for supply of the procured material or services	15 days from the date of generating purchase order.	To + 19 Days for follow up and receiving of goods. To + 19 Days for follow up and receiving of goods. To + 10 Days for follow up and receiving of goods.
6 th Step	On satisfactory supply – Generate CRAC and process for payment	Payment shall be made within 10 days from the date of generation of CRAC.	
7 th Step	In case short supply of Goods/unsatisfactory product / Quality Raise Incident	Action to be taken in 245 hours.	

Specified for CPPP (Will also apply for works procurement in principle in terms of time lines only)

Sr. No.	Procedure for Procurement	Timeline
1 st Step	Request for PPR to be send to TDA after approval from the Competent Authority	To + 2 Day
2 nd Step	Finalization of PPR and request for DPR	To + 7 Day

3 rd Step	Acceptance of DPR and issuance of Administrative Approval	To + 10 Day
4 th Step	Drafting of Tender Document and BoQ	To + 15 Day
	Finalisation of tender Document by the Technical Evaluation Committee.	To + 17 Day
	Floating of Tender	To + 18 Day (=T1)
5 th Step	Prebid Meeting	T1 + 10 Day
	Minutes / Corrigendum based on the Pre bid Meeting	T1 + 13 Day
	Opening of Technical Bid	T1 + 21 Day
	Technical Evaluation of the Tender Document by the Technical Evaluation Committee	T1 + 25 Day
	Opening of Financial Bid	T1 + 26 Day
	Award of Contract	T1 + 30 Day
6 th Step	Execution of Work	Project Duration
7 th Step	Receipt of Bill / Invoice	Payment shall be made within 10 days from the date of receipt of Invoice
Is the day on which the scope of work is finalized and approval of taking up the work is provided by the Competent Authority.		

Primary, Secondary, Supervisory, Supra-supervisory Custodians - Roles and functions.

- **Primary Custodian :-** Shall

- Have full custody of procurement framework document (RFP, etc)
- Shall collate / receive all e-mail / phone call etc by the prospective bidders.
- Co-ordinate for the pre bid meeting and publication of tender document, corrigendum, evaluation report and award of contract as directed
- The primary custodian shall also ensure all timely process and updation of the public procurement module of the public procurement e-module on e-samudra.

- **Secondary Custodian:-** Shall

- Supervise all timelines
- Monitor and have oversight over the Primary Custodian
- Consult the public procurement advisory cell or the DDG F.A.A.P.P. for clarification, etc.

- **Supervisory Custodian:-** Shall

- Essentially be DDG or Asst. DG rank official who shall supervise all activity by Primary, Secondary Custodian.
- Shall ensure all compliance with GFR/ CVC guidelines and Manual of Procurement of Consultancy and other services, Manual of Procurement of Works, Manual of Procurement of Goods.

- **Supra-Supervisory Custodian :-** At level of Additional DG shipping to handle any slippages by the Supervisory Custodians or to handle aberration or exception handling.

(6) Roles and Responsibility:

(a) The following list of custodians from various branches of the Directorate for publishing bid on GeM/CPP portal is proposed:

Nautical Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
Engineering Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
Personnel Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
F&A Branch	Primary Custodian	Assistant / UDC / LDC / EO
	Secondary Custodian	Assistant / UDC / LDC / ADG
Crew Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
Training Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC / ADG
MSL Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
SD Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
MTO Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC
E-gov Branch	Primary Custodian	Assistant / UDC / LDC
	Secondary Custodian	Assistant / UDC / LDC

As per Chapter 8 of Manual for Procurement of Consultancy and other services **Contract Monitoring Committee (CMC)** is proposed with the following structure and shall be notified for each contract awarded.

- **Officers of the rank of Dy. DG(S) or above** --- **Chairman**
- **Officers of the rank of Dy. DG(S)** --- **Member**
- **Officers of the rank of Dy. DG(FAAPP)** --- **Member**
- **DDG (of concerned wing/ division/ branch for procurement** --- **Member Secretary.**

E- Procurement and GeM /CPPP- a set of officials nominated as tender publisher and opening of bid with DSC are as follow;

- i. Member Secretary as DDG of Concerned wing/ Division/ branch - {Opening of Bid}
- ii. DDG, IT and E Procurement - {Tender Publisher}
- iii. DDG Coordination + DDG FAAPP - {Opening of Bid}

The Primary / Secondary / Supervisory and Supra Supervisory Custodian shall interface with these set of officials thereof.

The E-procurement cell comprising the following officials shall be responsible for all procurement on GeM and on CPPP portal:

Sr. No.	Officials	Email ID
1	DDG IT & E-Governance	
2	ADG IT & E-Governance	
4	UDC / LDC IT & E-Governance	
5	Senior E-Procurement Consultant	
6	Junior E-Procurement Consultant	
7	IT & E Governance Procurement Consultant	

The e-procurement cell shall be supported by the **Primary Tender Custodian and Secondary Custodian for customized bids on GeM or alternatively on CPPP.**

- (a) Roles & Responsibilities of the tender custodians are defined below. Tender custodians are responsible for support for the following works:
1. Preparation of tender documents
 2. Hosting of the tender on CPPP portal/GeM portal
 3. Timelines follow-up
 4. Corrigendum to be issued
 5. Technical Scrutiny
 6. Financial Evaluation
 7. Award of contract to successful bidder
- (b) Role of public procurement support from Public Procurement Advisor, DG Shipping for all procurements.

The primary and secondary tender custodians at every stage during the tender formulation, scrutiny or evolution support shall have one official from the branch of the F&A who shall provide tender support at the F&A level for all procurement aspects. These shall be independent of the consultation with the Public Procurement Consultant, DG Shipping. The three officials from the F&A who shall support public procurement are as follows:

Sr. No.	Designation
1	DDG FAAPP
2	ADG FAAPP
3	EO FAAPP

(c) Role of Public Procurement Consultant

The Public Procurement Consultant shall be consulted on all aspect for any tender for GFR and CVC mandate compliances and consultations shall be in electronic form by digital means of e-mail/webex based online consultations for purpose of record. Any official is free to consult the Public Procurement consult on any aspect of the procurement mechanism at any stage of Procurement.

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(d) Preliminary Tender Scrutiny Officials

For all electronic tenders where there is a technical envelope for evaluation with a set of documentation that should accompany a bid, the following officials shall individually and not as a committee, evaluate and scrutinize only the documentation submitted with the bid for the technical evaluation criterion and each of these officials shall only scrutinize in only Yes/No manner. The digital record of submission of document for consideration by Tender Evaluation Committee formally with specific indication of any shortfall in documents in committee report. At no stage shall any of the below mentioned officials attempt any manner of evaluation of the technical content of the bids, only a individual record of scrutiny shall be submitted to the Member Secretary of the Tender Evaluation Committee for further process.

(e) For QCBS (Quality and Cost Based Selection) Tender,

- i. A five member committee is prescribed for DG Shipping, Mumbai for **Consultancy Evaluation Committee (CEC)** as under Para 6.5 of the Manual of Procurement of Consultancy and Other Services which otherwise provides a three member committee which will not suit the organization balance for DG Shipping, Mumbai. The Consultancy Evaluation Committee shall be chaired by the **CS / NA/ CSS**, and the members shall be **DDG FAAPP, DDG Coordination, DDG Administration** from DG Shipping, Mumbai and Specified Officer. This five-member committee shall be notified as the Consultancy Evaluation Committee (CEC) for all procurements other than IT , E-Governance related consultancy assignments which shall be handled by the separately notified CEC.
- ii. Each member shall peruse the RFP for any specific procurement and be given a proper technical evaluation sheet as per the evaluation matrix by the tender custodian. This tender evaluation sheet shall be filled up and signed and submitted to the tender custodian once the evaluation discussions have been completed and the individual member shall enter his/ her evaluation marks and sign the tender evaluation sheet meant for the individual member of the consultancy evaluation committee and thereafter hand over the same to the tender custodian for safe keep.
- iii. The tender custodian shall add up all the specific marks in any specific evaluation criterion and prepare the final evaluation sheet after averaging out all the marks and this final evaluation sheet shall be signed by all the consultancy evaluation committee members. The final evaluation sheet shall be the sheet which is signed by all the members and then uploaded on the CPPP for the quality evaluation criterion and there after only the financial envelope opening shall be proceeded with.

The engagement of any government/outsourced official is subject to the incumbency of the official in the office.

(f) Tender/Bid Evaluation Committee

The Tender/ Bid Evaluation Committee shall be chaired by the Addi. DG Shipping, Mumbai and shall have the following members:

Sr. No.	Name	Email ID
1	CSS / CS/ NA	
2	DDG Coordination	
3	DDG FAAPP	
4	DDG Administration	

The above Tender Evaluation Committee shall also be the Competent Authority to evaluate & accept any specific bid and declare the same as successful bidder. Award of contract shall be with due compliance to procedure internally on record.

(g) Works Committee

As per Para 3.1.4 read with Para 3.1.2 and Para 3.1.3 of the Manual for Procurement of Works following members shall act as the standing committee overseeing the implementation, execution and completion of work along with other technical aspects of the projects being executed in DG Shipping or in SWFS.

Sr. No.	Name	
1	Additional DG Shipping	Chairperson
2	CS/ NA/ CSS	Member
3	DDG, Training	Member
4	DDG Crew	Member
5	All PO's	Member

(h) Local Purchase Committee

The Procurement of Works with an estimated value of less than Rs. 1,00, 000 / - (one Lakh Rupees) can be done by inviting three or more off-line quotations. The quotations invited shall be evaluated by the following committee,

Sr. No.	Name	
1	CS/ NA	Chairperson
2	DDG, Coordination	Member
3	DDG, Administration	Member
4	DDG FAAPP	Member
5	Any other Accepted Member	Member

Based on the recommendation of the committee the work shall be awarded to the L1 vendor

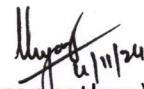
(f) Committee for procurement of goods and service for DG Shipping, Mumbai, through GeM or otherwise.reg

In supersession of all existing orders, it has been decided that for procurement of goods and services below Rs.2,00,000/- for DG Shipping through Gem Portal or otherwise, the following will be the members of Local Purchase Committee to examine all quotations/tenders thus received:

- | | |
|--|--------------|
| i. Deputy Director General of Shipping (IT & E-Governance) | -Chairperson |
| ii. Deputy Director General of Shipping (FAAPP) | -Member |
| iii. Deputy Director General of Shipping (Administartion) | -Member |
| iv. Asstt. Director General (IT & E-Governance) | -Member |

The said Committee shall examine all the aspect in terms of GFR 2017 and furnish their report for record. Presence of least 50% of the members including Chairperson will be required for quorum of Committee.

There shall be no exceptions to the above steps unless rules specifically providing for "Exception Handling" are invoked by the Competent Authority being the Director General of Shipping authority for all exception instances and the Tender Evaluation Committee being the Executive Implementation Forum.


(Shyam Jagannathan)
Director General of Shipping Mumbai

ANNEXURE 1

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

Statement of Intent of Procurement

1) Name & designation of official proposing the procurement(*a):-

2) What is the nature of procurement?

(a) Goods

(b)

Services (c)

Services-Non-Consulting

(d)

Works

3) What is the methodology of procurement:

(a) GeM

(b)

E-procurement

(c)

Offline tender

(d)

Purchase Committee

4) Total estimated cost on basis of market survey(*b)

5) If cost cannot be estimated approximately then statement of approximation and % valuation upwards or downwards as perceived possible:-

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6) Choose which is applicable:

(a) If 'works' to be done, description of work:-

(b) If 'goods' – brief description of goods and use thereof:-

(c) If 'consulting services' brief description of the services:-

(d) If "Non-Consulting services", brief description of the services:-

7)(a) Detailed Major Head of A/C in which funds provisioned for budget in the year _____:-

(b) Detailed Minor Head and sub-head and funds provisioned for budget in the year _____:-

8) Tentative time period within which the procurement, if approved is intended to be completed:-

Proposing Official

Name:

Designation:

Approval of Concerned Officer

Name:

Designation:

Director General (S)

Footnote:-

(*a) The proposing official shall be the Assistant / UDC i/c of a particular branch in DGS, Mumbai

(*b) The estimate provided is a tentative estimate only.


04/11/24

ANNEXURE 2

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

Concurrence Note

(1) Reference no. of Intent to Procurement Note & Date:-

(2) Proposal brief:-

(3) Budget Head details and provision/availability of funds:-

(4) Relevant aspect of Delegation of Financial Powers:-

(5) Any specific observation by Finance & Accounts Division on methodology of procurement:-

(6) If part procurement of a larger procurement activity whether the earlier work/ supply order has been successfully completed/certified as satisfactorily completed by the intending division for further procurement:-

(7) Concurrence Remarks by Finance and Accounts Division:-

Signature Examining
Official

Signature
ADG(F&A)

Signature FA

Signature DG(S)

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4/11/24

ANNEXURE 3

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

FORMAT FOR ADMINISTRATIVE CONSENT FOR ACCORDING TO ADMINISTRATIVE APPROVAL FOR
PROCUREMENT OF WORKS/CONSULTING/NON CONSULTING SERVICES AT DG Shipping, MUMBAI.

(1) Details of work/consulting services/non-consulting services:-

(2) Reference of proposal No.:

(3) Tentative amount for proposal:

(4) Budget Head details for provision of funds:

Major Head:

Minor Head:

Sub Head:

Fund:

(5) Reference of Concurrence of Finance & Accounts Division:

Submitted by DOG concerned

CS

DG(S)


4/11/24

Administrative Approval

Ref. No.: _____

Date: _____

- (1) Administrative Approval is hereby accorded for implementation / procurement of following works/services under head of A/C _____ in the Financial Year _____
- (2) The amount of _____ is debitible under detailed head of A/C _____ for _____ F Y _____ and account for the expenditure may be maintained as per guidelines under GFR.
- (3) The Administrative Approval hereby accorded is subject to the following conditions:
- (i) Availability of fund under relevant Head of Account during F.Y. _____ is duly provisioned.
- (ii) To take steps to execute and complete the construction work/engagement or procurement of services (Consulting/Non-Consulting) as per due approved terms and conditions and within stipulated time schedule to avoid further escalation of the estimated expenditure.
- (iii) Tax incidence as admissible shall be deducted and deposited into Govt. A/C through relevant procedure by PAO.
- (iv) No work shall be undertaken for execution till a detailed estimate is prepared and technical sanction to the estimate is accorded.
- (v) That the instant work as approved by this administrative approval shall not be taken up under any other administrative approval or Financial Sanction and implementing authority shall certify that there is no duplication of the works/services.
- (vi) Implementing Authority shall take prompt action to complete the project as per plan and estimate and after observing all required formalities within time schedule to avoid loss of Govt. exchequer due to cost overrun.
- (vii) Validity of this A.A shall be for a period of _____ and all works/services (Consulting/Non- Consulting) as intended should be completed within this time period.
- (viii) Under no circumstances shall the amount sanctioned in the Administrative approval be sanctioned.
- (ix) The AA shall be implemented only after Technical Sanction by the implementing authority after counter signature thereof by DG(S).

ANNEXURE 4

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

Part I

Proposed Procurement Framework and Timelines

- (1) Detailed Annexure 1: Whether enclosed Yes/No
of SOP No. dt.
- (2) Detailed Annexure 2: Whether enclosed Yes/No
of SOP No. dt.
- (3) Detailed Annexure 3: Whether enclosed Yes/No
of SOP No. dt.
- (4) Whether the procurement is for (works/goods/services (consulting/Non-Consulting)):
- (5) If goods, (a) Whether on GeM/outside GeM
(b) Whether e-procurement?
(c) Whether purchase Committee?
- (6) If Services (Consulting) - Give details or annex the procurement document (draft tender/RFP/EOI etc.)
- (7) If Services (Non - Consulting), (a) Give details of whether can be procured on GeM.
(b) Whether e-Procurement?
(c) Whether offline procurement?
- (b) Whether the procurement methodology complies to GFR/CVC guidelines or please justify any exception/deviation.
- (9) Procurement timelines:

Date of	Pre Bid	Bid evaluation	Bid award	Contract signing
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Admn Branch incharge

CS

Part II (Remarks by Finance & Accounts Division only)**1. View of Finance & Accounts Division.**

[Handwritten signature]
4/11/24

27

2. Whether the procurement methodology and time lines need any modification. Please furnish detailed comments.

ADG
Finance & A/C

DDG
Finance & A/C


11/11/24

ANNEXURE 6

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

APPROVAL FOR AWARD OF CONTRACT /WORK ORDER.

- 1) Details of Annexure 1 reference: (Procurement Intent) Date of Approval:- Date of Approval:-
- 2) Details of Annexure 2 reference: (Concurrence Note) Date of Approval:-
- 3) Details of Annexure 3 reference: (Administrative Approval)
- 4) Details of Annexure 4 reference: (Proposed Procurement Framework) Date of Approval:-
- 5) Details of Annexure 5 reference: (Recommendation of Successful Bid/contract award) Date of Approval:-
- 6) Recommendation for award of bid/contract details:-
- 7) Details of Budget provision /Head of Accounts:-
- 8) Brief note on the procurement and record of recommendation by division concerned:-

I/C Assistant(Admn)

I/C ADG(Admn)

9) Remarks if any by DOG

10) Remark if any by Addl.DG

11) Acceptance of successful bid /approval for award of contract:- Yes /No

Director General (S)



ANNEXURE 5

Notification Ref. NO.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

FORMAT FOR RECOMMENDATION OF SUCCESSFUL BID AND AWARD OF CONTRACT / WORK ORDER.

- 1) Detailed Annexure 1 reference: (Procurement Intent) Date of Approval:- Date of Approval :- Date of
- 2) Detailed Annexure 2 reference: (Concurrence Note) Approval :-
- 3) Detailed Annexure 3 reference: (Administrative Approval)
- 4) Detailed Annexure 4 reference: (Proposed Procurement Framework) Date of Approval
- 5) Recommendation for Procurement of works/goods/services:- (Consulting/ Non Consulting)
(Details of successful Bidder)
- 6) Budget provision and details of HOA:-
- 7) Minutes/ decision of the Tender Evaluation Committee reorder or not?: Yes /No
- 8) Whether all aspects of compliance to GFR had been addressed or not?: Yes /No
- 9) Details of Successful Bidder & Bid
amount as recommended by Tender Evaluation Committee
- 10) Any Explanatory Note/ Specific remark for record in the nature of deviation from GFR and justification proposed. :-

Signature of Members of Bid Evaluation Committee


22/11/24

ANNEXURE 7

Notification Ref. No.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

CERTIFICATION BY CONTRACT MONITORING COMMITTEE.

(1) Details of Annexure 6: (Approval for award of Contract/ Work order)

Date of Approval.

(2) Details of Payment milestone specified in:
Tender document.

(3) Details of Payment milestone specified in:
Contract document.

(4) Details of the Contract Performance Monitoring:

(5) Whether the Contract Performance was
properly monitored and proper record of
monitoring has been retained in Estate
Division

Certification A

(6) Approval of the Contract management Committee
for the certification of the works / supply of goods / services done under the contract:-

Chairman, CMC

(7) (a) Details of Claim submitted for payment
and admissibly thereof

(b) Budget provision and availability of funds:

(8) Certification by the I/CFinance & Account Division/
PAO on claim made and admissibly vis-a-vis GFR.

Approved by: _____ DG(S)

[Handwritten signature]
24/11/24

ANNEXURE 8

Notification Ref. No.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

CROSS-VALIDATION OF G.F.R COMPLIANCE FOR PAYMENT COMMITMENT TO SERVICE PROVIDER / VENDOR.

(1) Whether details from Annexure '1' to Annexure '8'
have on record compliance to GFR

(2) Whether present proposed is admissible for
Payment based on input in Annexure 7

(3) Cross validation of the admissibility **vis-a-vis**
GFR and eveguidelines for the said claim

Yes/ No

(4) Any Specific remarks:

DA(F&A)
F & A Division

EO 1/C

ADG(F&A)
Division

FA

[Signature]
4/11/24

ANNEXURE 9

Notification Ref. No.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

FINANCIAL SANCTION

- (1) Work reference order & date :
- (2) (a) Bill No. & date of Tender :
(b) Amount of Bill :
- (3) Detailed description of services :
- (4) Period of Services for which payment claim made :
- (5) The rate at which tender/ contract/ Supply order was awarded :
- (6) The amount as per approved rate at (5) above which is admissible for payment :
- (7) Tax Component on payment claim Submitted :
- (8) Whether any discrepancy or difference between claimed amount and tendered rate awarded :
- (9) Admissible amount and whether payment :
can be cleared
- (10) Relevant Head of Account and budget Provision

In pursuance of record of the information here above Financial Sanction for an amount of _____ (in words) is hereby accorded debitable to detailed Head of Account__ as provisioned in the approved financial statement (Budget) for F.Y.

_____. It is certified that the said amount is sanctioned post verification of claim and admissibility in consonance of GFR.

ODO_____
DDG(FA)_____
DG


ANNEXURE 10

Notification Ref. No.: Standard SOP No.

File/Proposal/Ref. No.

Dated : Standard SOP Date

Date of Note:

CERTIFICATE OF FINANCIAL PROPRIETY

(1) Checklist for payment for Amount _____

HOA _____

Purpose of payment _____

(c) Whether Annexure 1 to 9 have been
documented properly(d) Whether the amount payable has been
certified as admissible based on Supply of goods/works/
Provision of Services (Consulting/Non-consulting):

(2) It is hereby certified that all necessary documents and records have been examined and the admissibility of an amount of Rs. _____ (words) towards supply of/ works/provision of services (Consulting/ Non Consulting) under Head of Account _____ in the budget for Financial year _____ has been properly done and is satisfactory.

Based on the matter an record certificate of Financial propriety for payment release is hereby accorded and payment made to vendor _____ for an amount of Rs. _____ {words}.

DDG(F&A) _____

CS _____

DG(S) _____