



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
नौवहन महानिदेशालय, मुंबई

DIRECTORATE GENERAL OF SHIPPING, MUMBAI

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

Date: 12.12.2025

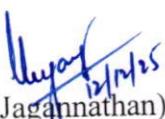
DGS Office Order No. 156 of 2025

PROCUREMENT COMPLIANCE ORDER

In supersession of all previous orders, namely File No. 18-38011/1/2020-Admin-DGS dated 13.11.2023, 22.02.2024, 30.05.2024, and file 14-25011/10/2024-FA-DGS(Com.No.30647) dated 28.10.2024 (Order 132/2024), and Office Order 104/2025 except as respects things done or omitted to be done under the said orders, the consolidated instructions are hereby issued for immediate compliance by all officials and throughout the procurement system of DG Shipping.

2. FAAPP branch shall ensure strict compliance with the procedures and directives within this order.

3. There shall be no exceptions to the above steps unless rules specifically providing for "Exception Handling" are invoked by the Competent Authority.


(Shyam Jagannathan)
Director General of Shipping

To,

1. All Officers and staff of Directorate & its allied/subordinate offices

Copy to IT & E-governance Branch with a request to upload on the official website of the Directorate

9वीं मंजिल, बीटा बिल्डिंग, आई थिंक टेक्नो कैम्पस, कांजुर गाँव रोड, कांजुरमार्ग (पूर्व) मुंबई- 400042

9th Floor, BETA Building, I-Think Techno Campus, Kanjur Village Road, Kanjurmarg (E), Mumbai-400042
फोन/Te | No.: +91-22-2575 2040/1/2/3 फैक्स/Fax.: +91-22-2575 2029/35 ई-मेल/Email: dgship-dgs@nic.in वेबसाइट/Website: www.dgshipping.gov.in

Contents

Chapter 1. Procurement Framework	4
Chapter 2: Standard Operating Procedure (SOP) for All Types of Procurements	8
Chapter 3: Mandatory Digital Procurement Modalities (CPPP and GeM)	22
Chapter 4: Constitution and Function of the Technical Evaluation Committee	23
Chapter 5: Constitution and Function of Contract Monitoring Committee (CMC)	27
Chapter 6. Role of F.A.A.P.P. Branch	30
Chapter 7: Guidelines for Local Purchase	32
Chapter 8: Single Source Selection / Consultancy by Nomination	33
Chapter 9: Roles and Responsibility Custodians	36
Chapter 10: Role and Responsibility of Procurement Consultants	37
Chapter 11: Timelines for Procurement through GeM and CPPP	40
Chapter 12: Mind Map of Relevant Procurement Rules	42
ANNEXURE 1: Procurement Note	52
ANNEXURE 1B: Single Source Selection (SSS) Justification Format	54
ANNEXURE 2: Recommendation for Award of Contract	55
ANNEXURE 3: Certificate by Contract Monitoring Committee	56
ANNEXURE 4: Financial Sanction	57
ANNEXURE 5: Certificate of Financial Propriety	58
CHECKLIST 1: Preparation of Procurement Note & AA	59
CHECKLIST 2: RFP Publishing	60
CHECKLIST 3: Award of Contract	62
CHECKLIST 4: Contract Management	64
CHECKLIST 5: Record of UC Checklist	65

Note on Terminology:

1. The terms “Bid” and “Tender” shall be considered synonymous with “Request for Proposal (RFP)” and “Request for Expression of Interest (REOI)”.
2. The term “Tender Evaluation Committee”, “Technical Evaluation Committee (TEC)” shall be considered synonymous with “Consultancy Evaluation Committee (CEC)”.
3. “Competent Authority” for any procurement of a specific value would mean the Officer having the delegation of financial & administrative powers as per the delegation of financial powers at the Directorate as per Office Order 120 of 2025 and its successors.
5. The term “Contract Management Committee” shall be considered synonymous with “Contract Monitoring Committee”.
6. The term “selected bidder” shall be considered synonymous with “successful bidder/vendor/service provider/contractor” etc.

Chapter 1. Procurement Framework

1) Purpose

The purpose of this SOP is to provide a clear and structured framework for procurement of Goods, Consultancy, and Non-Consultancy Services in compliance with:

- a) General Financial Rules (GFR) 2017 (updated 2025),
- b) Manual for Procurement of Goods (2024, revised),
- c) Manual for Procurement of Consultancy Services (2025, revised).
- d) Manual for Procurement of Non-Consultancy Services, (2025)

This ensures transparency, efficiency, fairness, competition, and value for money in all procurements.

2) Scope

This SOP applies to all procurement activities undertaken by all branches of Directorate General of Shipping using public funds, covering:

1. **Goods** – items, machinery, IT systems, consumables, vehicles, etc.
2. **Consultancy Services** – technical expertise, advisory, project management etc.
3. **Non-Consultancy Services** – manpower, facility management, IT support, security, etc.

The Procurement of Works is covered under a separate office order notified for the same •

3) Basic Aims of Procurement

In any procurement activity, the ultimate goal is to ensure that organizational needs are met efficiently and effectively not just by minimizing cost, but by delivering value through a strategic balance of cost, quality, timeliness, and reliability. This balance is achieved by adhering to the following 5 R's of procurement:

- a) **Right Quality** – Procuring goods or services that meet the required standards and are fit for purpose.
- b) **Right Quantity** – Ordering the exact amount needed to avoid shortages or excess inventory.
- c) **Right Price** – Securing the best value by balancing cost with quality, reliability, and total ownership.
- d) **Right Time and Place** – Ensuring timely delivery at the correct location to support seamless operations.
- e) **Right Source** – Selecting reliable, ethical, and capable suppliers for consistent and sustainable supply.

4) Fundamental Principles of Procurement

Rule 144 of the GFR, 2017 lays down the Fundamental Principles of Public Procurement. These principles, along with other obligations of procuring authorities, can be organized into five core principles of public procurement, which all procuring entities must adhere to and be held accountable for:

1. **Transparency** – All opportunities must be publicly available.
2. **Fair Competition** – Equal opportunity to all qualified bidders.
3. **Value for Money** – Best combination of cost, quality, and delivery.
4. **Accountability** – Proper records, approvals, and audits.
5. **E-Procurement** – Mandatory procurement through online systems like **GeM and CPPP**.

5) Procurement Methods & Thresholds

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 as above 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, notwithstanding anything stated to the contrary within this order or the GFR or the Manual of Procurement except in case of Exception Handling invoked by the Competent Authority in writing.

A. Procurement through Government e-Marketplace (GeM)

(Reference: GFR Rule 149, as amended up to July 2025)

Procurement of Goods, Services, and Non-Consultancy Services available on the GeM portal is mandatory. The applicable procurement method and threshold limits are as follows:

Procurement Value (Goods/Services on GeM)	Procurement Method	Note
Up to Rs.50,000/- (Rupees Fifty Thousand Only)	Direct Purchase	Through any of the available suppliers on GeM, meeting the requisite quality, specification, and delivery period. Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.
Above Rs.50,000/- and up to Rs.10,00,000/- (Rupees Ten Lakhs Only)	L1 Comparison	Through the GeM Seller having the Lowest Price (L1) amongst the available sellers of at least three different manufacturers/service providers, meeting the requisite quality, specification, and delivery period.
Above Rs. 10,00,000/- (Rupees Ten Lakhs Only)	Bidding / Reverse Auction	Mandatorily by obtaining bids using the Online Bidding or Reverse Auction tool provided on GeM. The L1 supplier meeting the requisite quality, specification, and delivery period shall be selected.

B. Procurement Methods and Thresholds (Outside GeM)

The Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in>) is the mandatory platform for publishing all tender enquiries for Advertised Tenders (Open Tenders) pertaining to the procurement of goods and services that are not available on the Government e-Marketplace (GeM). Procurement outside GeM is permitted only when the required goods, services, or non-consultancy services meeting the prescribed quality standards, specifications, or delivery timelines are not available on GeM. If the procurement necessitates publishing of REOI as per GFR Rule Number 183, the procurement may be carried out via CPPP as GeM does not have provisions for REOI. **Such exceptions must be duly certified by the Competent Authority using GeM assessment tools (e.g., GeMARPTS).**

Since procurement of Works is not carried out through GeM, all such tenders shall also be published on the CPPP.

1. Procurement of Goods /Non Consultancy Services (Reference: GFR Rules 154, 155, 158,168,201)

Procurement Value of Goods	Procurement Method	Note
Up to Rs.50,000/- (Rupees Fifty Thousand Only)	Direct Procurement (Without Quotation)	Purchase can be made without inviting quotations/bids. Competent Authority must record a certificate of personal satisfaction regarding requisite quality, specification, reliable supplier, and reasonable price (GFR Rule 154, as amended up to July 2025).
Above Rs.50,000/- and up to Rs 1,00,000/- (upto Rupees One Lakh Only)	Local Purchase Committee (LPC)	Purchase made on the recommendations of a duly constituted Local Purchase Committee (LPC) of at least three members. The LPC shall survey the market to ascertain the reasonableness of rate, quality, and specifications, and jointly record a certificate of satisfaction (GFR Rule 155, as amended up to July 2025).
Above ₹1,00,000/- (Rupees One Lakh Only)	Advertised Tender Enquiry (ATE) / Open Tender	Tender must be advertised on the Central Public Procurement Portal (CPPP) and/or GeM (wherever applicable) and organization website. (GFR Rule 161) If a Limited Tender is being used for procurements valued below ₹50 lakh, a proper and detailed justification must be recorded for adopting this method.

2. Procurement Methods for Consultancy Services (GFR Rule 183 & Manual of Procurement of Consultancy Services)

Estimated Assignment Value	Procurement Method	Note
Up to Rs.50,000/- (Rupees Fifty Thousand Only)	Direct Procurement (Without Quotation)	Purchase can be made without inviting quotations/bids. Competent Authority must record a certificate of personal satisfaction regarding requisite quality, specification, reliable supplier, and reasonable price (GFR Rule 154, as amended up to July 2025).
Above Rs.50,000/- and up to Rs 1,00,000/- (upto Rupees One Lakh Only)	Local Purchase Committee (LPC)	Purchase made on the recommendations of a duly constituted Local Purchase Committee (LPC) of at least three members. The LPC shall survey the market to ascertain the reasonableness of rate, quality, and specifications, and jointly record a certificate of satisfaction (GFR Rule 155, as amended up to July 2025).
Above 1 Lakh upto Rs. 50 lakh	Advertised Tender	Not Mandatory to publish REOI. Open/direct RFP can be published
Above Rs. 50 lakh	Two Stage Advertised Tender	Publish Request for Expression of Interest (REOI) to shortlist consultants and then RFP to the shortlisted consultant
No fix value	Single Source Selection /Nomination	Needs strong Justification and Permissible Only Under Exceptional Circumstances

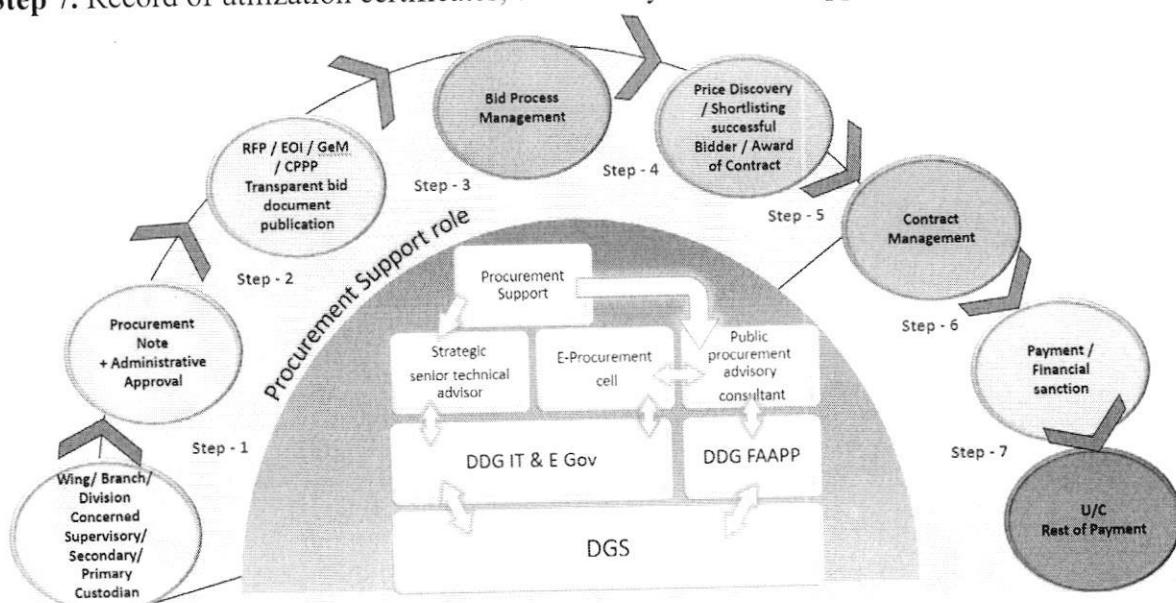
C. Publication of tenders:

- Publication of tender should be on the website & E-Publishing or CPPP/GeM platforms.
- Newspaper box advertisement for all tenders in CPPP of high value.

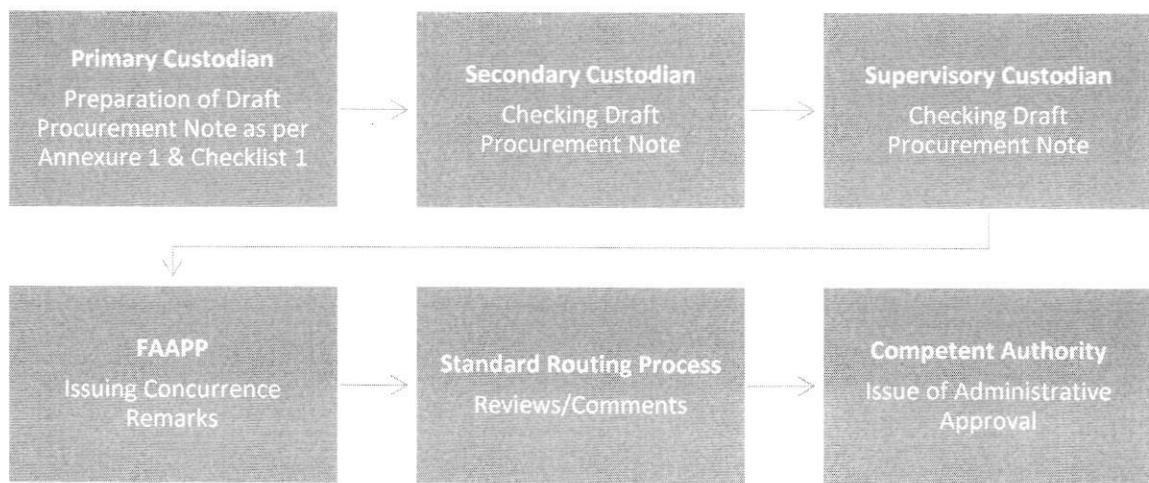
Chapter 2: Standard Operating Procedure (SOP) for All Types of Procurements

To ensure complete compliance with the General Financial Rules (GFR) and relevant guidelines, the Director General, DG Shipping, Mumbai, as the Competent Authority, hereby notifies the following Standard Operating Procedure (SOP). This SOP is mandatory and must be adopted and strictly complied with by the DG Shipping, Mumbai administrative office in the sequential manner enumerated below.

- 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 1: Procurement Note & Administrative Approval



1.1) Annual Procurement Plan & Financial Statement:

- Every branch under the Directorate General of Shipping is required to prepare and submit its Annual Procurement Plan, detailing the anticipated procurement of Works, Goods, and Services (both Consulting and Non-Consulting) for the upcoming financial year. This plan should include estimated costs, timelines, and the proposed mode of procurement for each item or service. The Annual Procurement Plan must be submitted to the Finance, Accounts, Administrative, and Public Procurement (F.A.A.P.P.) Branch of DG Shipping within the prescribed timeline, to ensure timely consolidation and planning of departmental expenditure.
- Upon receipt of the Annual Procurement Plans from all branches, the F.A.A.P.P. Branch undertakes the task of consolidating the submissions into a unified and comprehensive Annual Financial Statement (AFS). This consolidated document reflects the projected procurement-related expenditures for the entire Directorate for the financial year. The F.A.A.P.P. Branch ensures that this consolidation is carried out in strict adherence to the prescribed procedure, taking into account budget ceilings, fund availability, procurement priorities, and compliance with the General Financial Rules (GFR), 2017, and relevant procurement manuals.
- The Director General (DG), DG Shipping reviews the consolidated Annual Financial Statement to assess the financial and operational soundness of the proposed procurement plans across all branches. Based on this review, the DG provides the final Administrative Approval for the Annual Procurement Plan, thereby authorizing the planned expenditure for each branch for the financial year. This approval forms the basis for initiating individual procurement actions as per the approved plan, subject to availability of funds and compliance with applicable rules and procedures.
- The Annual Procurement Plan is revised along with the submission for Revised Estimates and revalidated for expenditure until that date.

1.2) Procurement Note:

- a) The designated nodal officer of the Indenting branch prepares the “Procurement Note” of specific procurement of Goods/Works/Services (Consulting/Non-consulting)), in line with the approved Annual Procurement Plan in the prescribed format (**Annexure 1) along with Checklist 1.**
- b) Indenting branch shall submit “Procurement Note” to the Finance & Accounts Branch for scrutiny and concurrence under the supervision of the Financial Adviser.
- c) This procurement note is essential to initiate the procurement process and must be submitted for obtaining Administrative Approval from the Competent Authority within the Directorate General of Shipping.
- d) The procurement note should clearly outline the justification for procurement, including its purpose, scope, technical evaluation committee, estimated cost, funding source, and alignment with departmental objectives or approved work plans. All relevant enclosures, such as technical specifications, cost estimates, must be attached.
- e) All Procurement Custodians must carry out thorough market analysis before giving a Baseline Estimated Project Cost in the Procurement Note. The Estimated Project Cost must be supported by either estimates received from the market or techno-commercial analysis aligning the TOR (for consultancy) or specifications (for goods) with known existing rates or have adequate justification. (*GFR- Chapter 2-Rule 57, Rule 61, Rule 63, Rule 64*)

1.3) Finance & Accounts Concurrence:

- a) Upon receiving the "Procurement Note" from the Indenting branch, the Finance & Accounts Branch undertakes a thorough examination of the proposal. This review focuses on verifying the financial viability, procurement methodology, budgetary availability, conformity to the procurement plan and appropriateness of the proposed procurement. In case the procurement was not considered in the original procurement plan, the budgetary allocation is to be checked by the FAAPP Branch. As part of this process, the Finance & Accounts Branch prepares and records its observations in the form of “Concurrence Remarks.”
- b) These remarks include:
 1. The specific Head of Expenditure under which the procurement is to be booked, along with Availability of funds/ Due Budgetary Provision:
 2. Any financial implications or constraints relevant to the proposal.
 3. Comments or recommendations regarding the procurement methodology (e.g., open tender, limited tender, nomination, etc.) and its alignment with applicable financial and procurement rules.
 4. Any specific observation by Finance & Accounts Division on Procurement method
- c) All observations are documented in a structured Concurrence Note written on file. This note serves as an essential input for the subsequent submission of the proposal for Administrative Approval.
- d) The Finance & Accounts Branch is required to complete its review within a maximum of two (2) working days from the date of receipt. In case the proposal is found satisfactory, the FAAPP Branch shall forward the proposal along with the Concurrence Note to the competent authority. In case the proposal is not satisfactory/there is no sufficient budgetary allocation the file may be returned to the Indenting branch for further rework with suggestions/remarks. Timely return ensures that the procurement process progresses without undue delays and remains aligned with the approved

timelines. [GFR Chapter 2- Rule 57, Rule 61, Rule 63, Rule 64, Chapter 4 on manner of accounting]

1.4) Administrative Approval:

- a) On receiving the Procurement Note routed via the FAAPP along with the Concurrence Remarks, the Competent Authority would review the documentation for Administrative Approval, which authorizes the department to proceed with the detailed procurement process as per the applicable rules and guidelines. Competent Authority may record an approval note stating that the approval is accorded. Any approval given by the Competent Authority would be based on/contingent on:
 - i. Availability of funds under the detailed Head of Account for the Financial Year mentioned must be duly provisioned.
 - ii. Necessary steps shall be taken to execute and complete the construction work or engage/procure services (Consulting/Non-Consulting) as per the approved terms and conditions, and within the stipulated timeline, to avoid escalation of the estimated expenditure.
 - iii. Applicable taxes shall be deducted and deposited into the Government Account through the appropriate procedure by the PAO.
 - iv. No work shall be undertaken until a detailed estimate is prepared and Technical Sanction to the estimate is accorded.
 - v. The work/services approved under this Administrative Approval shall not be duplicated under any other Administrative Approval or Financial Sanction. The implementing authority shall certify that no duplication exists.
 - vi. The Implementing Authority shall take prompt action to complete the project as per the approved plan and estimate, ensuring all required formalities are observed within the stipulated time schedule, to avoid cost overruns and loss to the Government exchequer.
 - vii. The validity of this Administrative Approval shall be for the period mentioned. All works/services (Consulting/Non-Consulting) must be completed within this period.
 - viii. Under no circumstances shall the amount sanctioned in this Administrative Approval be exceeded.
 - ix. This Administrative Approval shall be implemented only after Financial Sanction is accorded by the competent authority
- b) The Competent Authority thereafter forwards the file to the Indenting branch with the Administrative Approval or with the reasons for the rejection of the Administrative Approval.

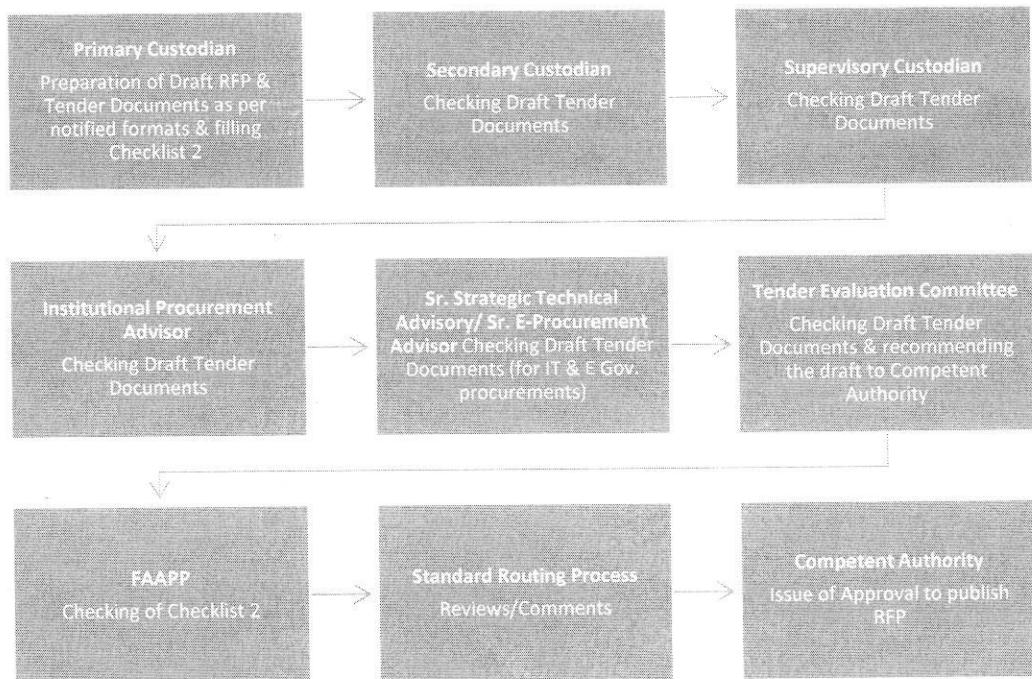
Note: Administrative Approval of a scheme, proposal, or work is the formal acceptance thereof by the competent authority for the purpose of incurring expenditure.

One Administrative Approval is issued for one complete and continuous proposal or project. Expenditure under an AA may be spread over multiple financial years. For each expenditure, separate Financial Sanctions (FS) are issued against the original AA. The aggregate of all FS issued for a project must not exceed the total value of the AA. If the total FS required exceeds the sanctioned AA, the AA must be revised accordingly.

Administrative Approval can be issued only when due budgetary provision exists in the relevant Major Head and Detailed Head of Account. The budget allocation at the time of AA need not cover the full project cost; however, some provision must exist. No AA shall be issued without any budgetary allocation.

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]

Step 2: Transparent Procurement process



2.1) Drafting of Bid document by Indenting branch

- After receiving Administrative Approval, the Indenting branch prepares the draft bid document using the standard bidding template.
- Drafting is carried out in consultation with the Technical Evaluation Committee (TEC) to ensure technical soundness, financial propriety, and alignment with procurement objectives. [please refer process outlined in chapter 4.]
- 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. The presentation shall be made to the TEC with the following structure, post which the TEC will sign off on the Procurement documents:
 - Purpose of tender/ procurement activity
 - General conditions of contract/ Special conditions of contract
 - Scope of work
 - Terms of reference
 - Pre- qualification and technical parameters/ specifications
 - 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.

d) All Request for Proposals must include the Estimated Project Cost so that the prospective bidders are able to align their understanding of the project with the expected financial implications.

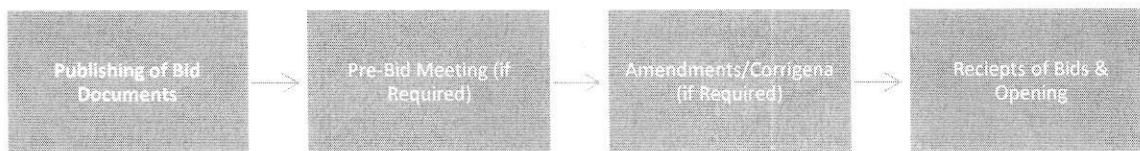
2.2) Validation by Procurement Cell

- a) The finalised draft bid documents is submitted to the F.A.A.P.P. branch for validation along with **duly filled Checklist 2**.
- b) The FAAPP Branch including public procurement consultant reviews the document to confirm its conformity with the GFR 2017 and the applicable Procurement Manuals.
- c)) In case major changes are suggested to the bid documents, the FAAPP branch may return the draft document with comments/suggestions for review and revision, wherever acceptable. The Technical Evaluation Committee shall then examine these suggestions/comments and, if found acceptable, incorporate the necessary changes in the Bid Document and provide its sign-off.
- d) Upon completion of the review, the FAAPP Branch certifies adherence to all financial and procurement rules and forwards the file to the competent authority.

2.3) Approval & Publishing

After the receipt of the proposed bid documents from FAAPP, the Competent Authority reviews the documents and approves them for publishing

Step 3: Bid Process Management



3.1) Publication of Bid Documents

Upon receiving approval from the Competent Authority, the Indenting Branch shall publish the approved bid documents on the designated platforms (CPPP/ GeM) as applicable and mandatorily on DG shipping website

3.2) Pre-Bid Meeting (if required)

1. A Pre-Bid Meeting may be conducted to address queries from prospective bidders.
2. All questions and responses are documented in the Minutes of the Pre-Bid Meeting (MoPBM).
3. MoPBM is submitted to the Competent Authority for approval before circulation to all prospective bidders.

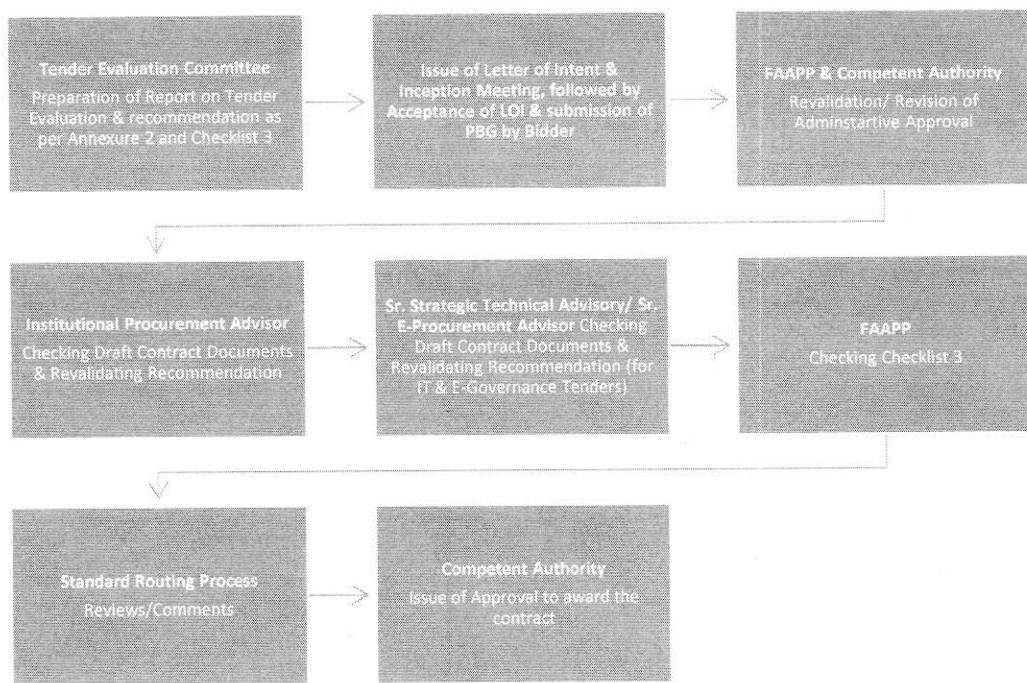
3.3) Amendments / Corrigendum

1. Any changes, corrections, or extensions to the bid documents must be issued as an official corrigendum.
2. Any corrigendum substantially altering the conditions laid down in the bid documents must be approved by the competent authority.
3. Corrigenda are simultaneously published on online platforms and communicated via email to all members of the Tender Evaluation Committee (TEC).

3.4) Receipt of Bids and Conditional Opening

1. Bids are opened after the bid submission deadline, in accordance with the prescribed procedures.
2. 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. In case of two envelope or QCBS the technical scores 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.
3. A minimum of three bids must be received to ensure adequate competition. If fewer than three bids are received at the initial closing date, the bid submission deadline shall be extended with the prior approval of the Competent Authority, and a corrigendum shall be published on the online platform.
4. If, even after the extension, fewer than three bids are received, the bids may be opened in accordance with Rule 173 (xx) of the GFR 2017, subject to the prior approval of the Competent Authority along with a written justification for proceeding with fewer bids.

Step 4. Price discovery / Shortlisting vendor and award of contract



4.1) Technical Evaluation

- Technical bids are opened as per the prescribed procedures and checked for basic compliance with eligibility and submission requirements by the Indenting branch.
- For the EOI Evaluation and RFP Evaluation, the Member Secretary shall conduct a detailed technical assessment based on the criteria specified in the Bid document and prepares the Final Technical Evaluation Report with recommendations for opening financial bids, with support from the PMUs or the Consultants as required. Based on this evaluation, the Tender Evaluation Committee (TEC) [please refer chapter 4] will review and recommend variations if required, following which the proposals are to be finalize and uploaded.
- The Indenting Branch submits the technical evaluation report, along with recommendations for opening the financial bids of technically qualified bidders, to the Competent Authority for formal approval.

4.2) Financial Bid Opening

- After receipt of approval from the Competent Authority on the Technical Evaluation Report and for the opening of the financial proposals, the Indenting Branch shall publish the Technical Evaluation Report along with technical scores (in case of two envelope bidding) and date & time for opening of the financial bids on the online portal. The financial bids are opened online, as per the prescribed procedure, by the designated Bid Openers.
- If only one bidder is found technically qualified and, consequently, only that bidder's financial bid is opened, a detailed justification establishing the reasonableness of the quoted cost must be recorded. Subject to such justification, the award of contract to the sole qualified bidder may be recommended.
- A 30% upward or downward variation from the estimated project cost received in financial bids from the bidders may be considered.

- d) Where the quoted price falls within the range of $\pm 15\%$ to $\pm 30\%$ of the estimated cost, the Tender Evaluation Committee shall seek a cost justification/analysis from the lowest bidder and evaluate the same against the departmental estimate. The bid may be accepted if the justification is found reasonable.
- e) Bids with a downward or upward deviation of over 30% from the estimated project cost may not be considered and the tender may be freshly floated with revised Estimated Project Cost and revalidated Administrative Approval. Exceptions to the same must be supported by due justification.
- f) In the case of a Government entity being onboarded, a higher variation may be considered by the Competent Authority with due written justification, based on technical rightsizing, experience of the Government entity or other valid reasons.
- g) In case of procurement via single-source selection the final contract price finalized after the techno-commercial negotiations must be within 30% of the originally estimated project cost

4.3) Submission for Contract Award Approval

After the opening of the financial proposals, the Technical Evaluation Committee shall evaluate the technical and financial aspects, wherever applicable, and make its recommendations (**Annexure 2**).

Upon receipt of these recommendations, the Indenting Branch shall forward the Technical Evaluation Committee recommendation along with **Checklist 3** to the Competent Authority for approval of the contract award to the recommended bidder, consultant, or service provider.

The Indenting Branch shall propose the constitution of a Contract Monitoring Committee to oversee the execution of the contract at this stage along with submission of Annexure 2 if required. If no proposal is made, the Technical Evaluation Committee will de-facto become the Contract Monitoring Committee.

4.4) Issuance of Work Order/LOA and Contract

Upon receipt of approval from the Competent Authority, and prior to the formal award of the contract, a letter of intent (LOI) may be issued to the selected bidder, and a pre-contract meeting with the selected bidder may be conducted, if required, to finalize key aspects such as scope of work/service, deliverables, timelines, payment schedule, taxes and other terms. Thereafter, the contract shall be formally issued, accompanied by the Work Order specifying all relevant terms and conditions necessary for execution.

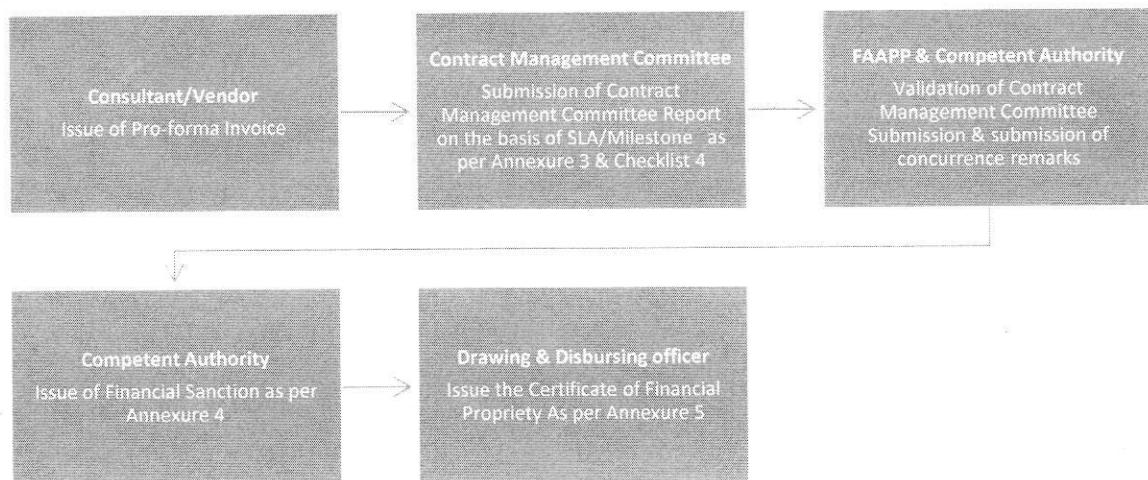
Step 5. Contract Management

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.

The Contract Monitoring Committee, constituted to oversee the execution of the contract, shall ensure that all project deliverables are met in accordance with the agreed terms. *[please refer chapter 6 for constitution and role & responsibility of committee].*

The Committee's certification shall serve as formal confirmation that the works, goods, or services have been duly delivered, executed, and satisfactorily completed in accordance with the contract and the provisions of the GFR. This certification must be properly documented and submitted in the prescribed format (Annexure 3) and will form the basis for initiating any payment to the vendor or contractor.

Step 6. Financial Sanctions & Payments



6.1) Recommendations for Payments

- a) The vendor/consultant/contractor/service provider may issue a Proforma Invoice at the completion of relevant payment milestone as per the payment schedule in the contract.
- b) The Contract Monitoring Committee may hold a meeting to verify the completion of the milestones and validate the amount raised in the proforma invoice.
- c) Upon satisfactory review, the Contract Monitoring Committee shall issue a certification in the format of **Annexure 3 along with Checklist 4** confirming that the deliverables have been completed in accordance with the contract terms and required standards. This certification may be forwarded to the FAAPP Branch for review by the indenting branch.
- d) The *F.A.A.P.P. Branch* reviews the submission to ensure that all aspects of the procurement and contract execution are in compliance with the GFR and other relevant mandates. This includes verifying the legitimacy of any claims for payment, ensuring that they correspond to properly executed and completed works, goods, or services.
- e) The *F.A.A.P.P. Branch* cross-validates the findings and certifications provided by the Contract Management Committee, ensuring consistency and adherence to the approved procedures.
- f) The validation and compliance checks are recorded on file. After completing the review, the validated proposal is forwarded to the competent authority for financial sanction.

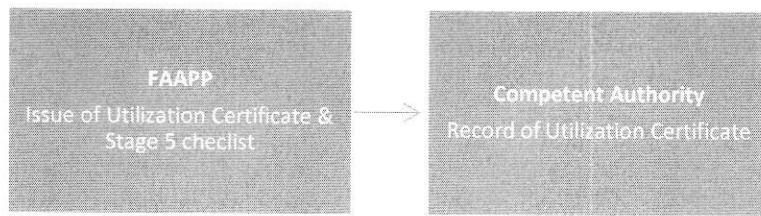
6.2) Grant of Financial Sanction

- a) The Competent Authority reviews the proposal and, upon being satisfied with the documentation and compliance, grants financial sanction in the approved format (Annexure 4). **[GFR Rule 29, Rule 30]**

6.3) Payment Authorization and Certification

- a) After obtaining approval from the Competent Authority, the Drawing and Disbursing Officer reviews the proposal submitted by the concerned branch for the release of payment.
- b) Before releasing payment to the vendor, contractor, or service provider, the officer certifies that all aspects of the work, goods, or services have been satisfactorily completed.
- c) The officer ensures that a record of this certification is maintained, confirming that the expenditure complies with the General Financial Rules (GFR).
- d) The certification is documented in the approved format (Annexure 5).

Step 7: Record of Utilization Certificate



- a) After the release of payment through account transfer, Direct Benefit Transfer (DBT), or electronic fund transfer, the Finance & Accounts (F&A) Branch records the disbursement along with the certification received at Stage 12.
- b) The FAAPP Branch then forwards the recorded documents to the concerned branch, which subsequently submits the matter to the office of the Director General, DG Shipping for issuance of the utilisation certificate in accordance with the provisions of the General Financial Rules (GFR). *[GFR-chapter 9- Rule 238 to Rule 242]*

7.1) Collation of Utilisation Certificates and Compliance Reporting

- a) For all proposals resulting in expenditure as described in the preceding stages, the competent authority shall ensure that all utilisation certificates are collated.
- b) Compliance with the GFR and CVC guidelines shall be formally reported to the DG Shipping Authority for the relevant financial year, specifically during the authority meeting assigned for consideration of the annual financial statement of the succeeding year.
- c) All submissions and reports shall be duly recorded in the authority meetings to ensure full compliance with the General Financial Rules. *[GFR-Rule 242]*

7.2) Audit and Final Consolidation

- a) As the final step in consolidating expenditure from DG Shipping accounts, the Director General, DG Shipping shall ensure that all expenditures and related records are audited by the Comptroller and Auditor General (CAG) in accordance with the prescribed procedures.
- b) Any observations of non-compliance or audit remarks shall be formally recorded, and responses shall be submitted to the CAG as required.
- c) The CAG's report shall be retained and preserved in accordance with the applicable rules and regulations to ensure accountability and transparency.

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

Submission of Checklists:

1. The Checklists to be used are as follows:
 - a. **Checklist 1: Preparation of Procurement Note & AA** To obtain Procurement Note Approval & Administrative Approval from the Competent Authority.
 - b. **Checklist 2: RFP Publishing** To obtain Approval on RFP for Publication from the Competent Authority.
 - c. **Checklist 3: Award of Contract** To obtain approval on Award of Contract from the Competent Authority.

- d. **Checklist 4: Contract Management** To obtain Financial Sanctions from the Competent Authority.
- e. **Checklist 5: Record of UC Checklist** To submit Utilization Certificate to the Competent Authority.

2. The filled and signed checklists along with the requisite annexures and documents as mentioned in the checklists are to be mandatorily presented to the competent authority for approval at various stages in the procurement process as mentioned above.
3. These checklists are to be put in the noting as tables on E-Office.
4. The responsibility for the processing of the checklists on file is incumbent on the Supervisory Custodian and the timelines to be followed for procurements are to be adhered to by the Primary Custodian and the Secondary Custodian.
5. The responsibility should in no manner be devolved to the resources onboard as consulting support services as an interim arrangement. The emphasis is to create institutional strength in public procurement by following a structured and lucid procurement process compliant to the rule framework and the edificial principles of the GFR and the Manual of Procurement for Goods/ Consulting and Other Services / Works. The check list shall apply ubiquitously to all categories of procurement as these are generic and applicable to goods/ services or works procurement and the deeper scrutiny shall be supplemented with specific instructions separately on tender evaluation and specific procurement considerations on works/ goods and services.

Chapter 3: Mandatory Digital Procurement Modalities (CPPP and GeM)

The e-procurement threshold for DG Shipping is hereby fixed at **Rupees One Lakh**. All procurements of goods, services, or works with a pecuniary value exceeding Rupees 1 Lakh shall be conducted exclusively through e-procurement. These protocols define the mandatory security and transparency requirements for all officials handling tenders on the Central Public Procurement Portal (CPPP) and Government e-Marketplace (GeM).

1. Tender Publication Protocol

Tender publication may be performed by any official assigned the role of Tender Publisher. Only one valid digital signature from an authorized publisher is required to complete the publication.

2. Technical Bid Opening Protocol (Mandatory Dual Control)

A tender on the CPPP shall be opened for technical scrutiny by any two authorized officials, each using their own registered digital signature, provided both officials are present at the time of opening.

3. Financial Bid Opening Protocol (Mandatory Dual Control)

The financial bid shall be opened only after the technical evaluation is completed and formally recorded. The financial bid for any tender shall be opened by two officials whose digital signatures are registered on the CPPP platform as 'Tender Opener'.

Compliance Oversight

The DDG *F.A.A.P.P.*, as the supervising officer of the Public Procurement Cell, is responsible for ensuring strict and mandatory compliance with this entire Standard Operating Procedure.

Chapter 4: Constitution and Function of the Technical Evaluation Committee

(Common for Goods, Works, Non-Consultancy, and Consultancy Procurements)

1) Objective

To ensure a uniform, transparent, and accountable mechanism for evaluating all categories of procurements (goods, works, non-consultancy services, and consultancy services) in accordance with GFR 2017 and the Procurement Manual for each category.

2) Applicability

This framework applies to all procurement processes requiring evaluation of technical and/or financial bids, covering both pre-publication and pre-award stages.

3) Constitution of the Evaluation Committee

- a) Each branch shall constitute the Evaluation Committee at the time of preparation of the procurement note. This ensures that the committee is formally established before the REOI/RFP/Bid document is finalized and published, allowing for technical validation of the document and confirmation that the evaluation criteria are appropriate and compliant with applicable rules.
- b) The constitution of the committee may be approved by the competent authority along with concurrence from FAAPP Branch, to ensure independent oversight, accountability, and adherence to delegation of financial and procurement powers. The committee shall normally consist of three or five members, as follows:

Role	Details
Chairperson	Sr. DDG or DDG from a branch other than the Indenting branch (or an officer of equivalent seniority). The chairperson shall be the senior most member of the committee.
Member-Secretary	Officer from the Indenting of the rank of DDG or Sr. DDG Usually, the Supervisory Custodian.
Member(s)	Domain/Technical Expert(s) - At least one, internal or external, as required by the nature of the procurement. In case of internal member, preferably from FAAPP or Admin or IT e-Gov.

4) Independence of Committee Members (TEC/CEC)

- a) The Competent Authority approving the Technical Evaluation Report shall be a senior officer as far as possible higher in rank than the Committee Chairperson, thereby ensuring independent oversight of the evaluation process and the approval of its recommendations.
- b) If the procurement falls within the financial powers of the Head of the branch, the Chairperson of the Evaluation Committee shall be an officer of equivalent or one rank below the Head of the branch.

- c) In accordance with GFR Rule 173(xxii), no member of the Evaluation Committee shall be in a direct reporting relationship to another member
- d) It is to be noted that any or all members of the Evaluation Committee may be reporting directly to the Competent authority.
- e) In case there are not enough officials in the particular branch to form the committee, officials from other branches with relevant expertise may be asked to be a part of the committee.
- f) For all IT related procurements the DDG, IT & E-Governance shall be a part of the Evaluation Committee.
- g) In case of any uncertainty regarding the selection of committee members, the Supervisory Custodian may take a decision in consultation with the DDG, FAAPP.

5) Roles and Responsibilities

Role	Responsibility
Member-Secretary	<ul style="list-style-type: none"> 1) Circulates REOI/RFP/bid documents to all committee members in a timely manner. 2) Coordinates committee meetings and ensures members understand the assignment, evaluation criteria, and procedures. 3) Participates actively in the evaluation of technical and financial bids alongside other members. 4) Maintains comprehensive records of deliberations, scoring sheets, and recommendations. 5) Collects, collates, and secures all evaluation sheets and documentation for audit and record-keeping purposes..
Committee Members	<ul style="list-style-type: none"> 1) Evaluate technical and financial proposals strictly in accordance with the applicable manuals, tender/RFP criteria, and agreed evaluation methodology. 2) Document observations, justifications, and individual scores clearly on the evaluation sheets. 3) Contribute to the final evaluation report and provide input on any clarifications or discrepancies. 4) Ensure impartiality, objectivity, and compliance with GFR, CVC guidelines, and organizational procedures.
Chairperson	<ul style="list-style-type: none"> 1) Provides overall leadership, direction, and supervision of the evaluation process. 2) Ensures fairness, transparency, and adherence to GFR, procurement manuals, and organizational policies. 3) Guides committee discussions to reach consensus on technical and financial evaluations. 4) Reviews and approves the final evaluation report before submission to the Accepting Authority. 5) Acts as the primary liaison between the Evaluation Committee and the Competent Authority, addressing queries and providing clarifications as required. 6) Ensures that all committee members follow proper procedures and that evaluation documentation is complete, signed, and retained for audit purposes.

6) Evaluation Procedure (Stages)

Stage 1: Tender Document Review, Modification and approval:

The Primary Tender Custodian prepares the bid document in accordance with the applicable Standard Bid Document and organizes an internal discussion/presentation with the TEC and the Financial Adviser (if required) for review. The discussion should cover

- a) Purpose and justification of procurement
- b) General and Special Conditions of Contract
- c) Scope of Work & Terms of Reference
- d) Pre-qualification / technical parameters
- e) Tender estimates, budget provisions, and payment milestones
- f) Methodology of assessment (QCBS, L1, etc.)
- g) Bidding format and proposed timelines
- h) Any other critical issues requiring finalization.

1. During the review, the TEC provides its suggestions, and the Primary Custodian incorporates the necessary changes to ensure alignment with the standard template. The TEC may also consult the Strategic Advisor, wherever required, to further refine the document.
2. After revisions, the TEC reviews the finalized Tender Document, confirms that all suggested changes have been appropriately incorporated, and provides its approval recommendation before submission to the Competent Authority.

Stage 2: Technical Evaluation of bids and Shortlisting

1. The Primary Custodian performs initial compliance checks for the TEC.
2. Each TEC member reviews the documents submitted by bidders/consultants:
 - **For Goods:** Conduct a pass/fail evaluation as per the criteria specified in the bid document.
 - **For Services:** Conduct an initial pass/fail assessment based on the minimum qualification criteria specified in the RFP. Only consultants who pass this stage proceed to a detailed technical evaluation, where members independently enter their Technical evaluation score as per the scoring pattern mentioned in the RFP document. The Member-Secretary aggregates the scores, calculates averages, and prepares the Final Evaluation Sheet.
3. Members sign the evaluation sheets and submit them to the Member-Secretary.
4. The Final Evaluation Sheet lists all Consultants, indicating those who are qualified or not qualified for the opening of the financial bid. It is signed by all TEC members and submitted to the Member-Secretary for further processing.

Stage 3: Financial Evaluation and Recommendation

1. For Goods:

- a) TEC examines quoted prices, performs arithmetic checks, identifies conditional deviations, and verifies compliance with bid conditions.

- b) A Financial Evaluation Report (FER) is prepared, summarizing bid comparisons and identifying the lowest responsive (L1) bidder.
- c) TEC prepares a Consolidated Evaluation Report (CER) recommending the L1 bidder with justification.
- d) FER and CER are signed by all TEC members and submitted to the member secretary or further process.

2. For Consultancy/Services:

- a) After Technical Evaluation Report (TER) approval, financial bids of technically qualified consultants are opened online by authorized officers on the scheduled date.
- b) TEC examines quoted prices, performs arithmetic checks, identifies conditional deviations, and verifies compliance with RFP conditions.
- c) A Financial Evaluation Report (FER) is prepared, listing all qualified consultants and their financial scores.
- d) Technical and financial scores are then combined as per the QCBS formula in the RFP.
- e) TEC prepares a Consolidated Evaluation Report (CER) recommending the consultant with the highest combined score, with justification.
- f) FER and CER are signed by all TEC members and submitted to the Member secretary for further process.

7) Record-Keeping

- a) Document all deliberations, clarifications, scoring sheets, evaluation reports, FER, CER, and supporting documents.
- b) Ensure decisions, deviations, and justifications are clearly recorded.
- c) All documents signed by TEC members; retained for audit, inspection, or internal review

Chapter 5: Constitution and Function of Contract Monitoring Committee (CMC)

1. Objective

To ensure that all contracts awarded by the Directorate General of Shipping are executed effectively, transparently, and in compliance with the approved terms, and that project deliverables, timelines, and quality standards are continuously monitored. Primarily responsible for the post-award (execution/implementation) stage.

2. Applicability

Applicable to all contracts awarded for Goods, Non-Consultancy Services, and Consultancy Services.

3. Constitution of the Committee

The Contract Monitoring Committee (CMC) shall be constituted concurrently with the contract award approval note, prior to the commencement of formal execution. The constitution of the CMC shall require the approval of the Competent Authority, and the committee shall normally consist of following 3 to 5 members, depending on the size and complexity of the contract.

As per the Manuals of Procurement, any or all members of the Technical Evaluation Committee may be a part of the Contract Monitoring Committee.

Unless otherwise requested and granted approval by the Competent Authority, the Technical Evaluation Committee will function as the Contract Monitoring Committee post the award of work.

Role	Details	Responsibilities
Chairperson	<p>Sr. DDG or DDG from a branch other than the Indenting branch (or an officer of equivalent seniority).</p> <p>The chairperson shall be the senior most member of the committee.</p>	<ol style="list-style-type: none">Provides overall leadership and oversight of contract execution.Ensures that monitoring is conducted in line with contract terms, GFR, and applicable procurement manuals.Approves monitoring reports and certifications of deliverables before submission for payment.
Member-Secretary	<p>Officer from the Indenting of the rank of DDG or Sr. DDG. Usually, the Supervisory Custodian.</p>	<ol style="list-style-type: none">Coordinates committee meetings and site visits (if applicable).Maintains detailed records of discussions, compliance checks, and evaluations.Collects reports from members and prepares consolidated documentation for submission.

Role	Details	Responsibilities
		to Finance and Competent Authority.
Member	Domain/Technical Expert(s) - At least one, internal or external, as required by the nature of the procurement. In case of internal member, preferably from FAAPP or Admin or IT e-Gov.	<ol style="list-style-type: none"> 1) Monitors technical compliance of deliverables against the scope of work and specifications. 2) Assesses quality standards, timelines, and adherence to milestones. 3) Advises the committee on any corrective actions required.

Note: The Chairperson of the Contract Monitoring Committee shall not be the Competent Authority responsible for approving the committee's recommendations, in order to maintain independence and oversight.

4. Independence of CMC

- a) The Competent Authority shall be a senior officer as far as possible higher in rank than the Committee Chairperson, thereby ensuring independent oversight of the evaluation process and the approval of its recommendations.
- b) If the procurement falls within the financial powers of the Head of the branch, the Chairperson of the Committee shall be an officer of equivalent or one rank below the Head of the branch.
- c) In accordance with GFR Rule 173(xxii), no member of the Committee shall be in a direct reporting relationship to another member
- d) It is to be noted that any or all members of the Committee may be reporting directly to the Competent authority.
- e) In case there are not enough officials in the particular branch to form the committee, officials from other branches with relevant expertise may be asked to be a part of the committee.
- f) For all IT related procurements the DDG, IT & E-Governance shall be a part of the Committee.
- g) In case of any uncertainty regarding the selection of committee members, the Supervisory Custodian may take a decision in consultation with the DDG, FAAPP.

5. Committee Activities

- a) **Kick-off / Inception Meeting:**
 - 1) Conducted at the start of contract execution.
 - 2) Confirms understanding of scope, timelines, milestones, payment schedules, and SLAs.
- b) **Periodic Monitoring:**
 - 1) Conduct monthly or quarterly review meetings (frequency depends on contract complexity).
 - 2) Monitor adherence to timelines, quality, safety standards, and SLAs.
 - 3) Track performance of vendor/contractor/consultant and document observations.
- c) **Certification of Deliverables / Milestones:**

- 1) Review and certify completion of milestones or deliverables as per the contract.
- 2) Prepare certification notes in the prescribed format to support payment processing.

d) **Payment Verification:**

- 1) Scrutinize contractor/consultant/vendor claims for payment.
- 2) Ensure compliance with milestones, deliverables, and **GFR payment provisions**.
- 3) Recommend release of payments to Competent Authority/Finance branch.

e) **Corrective Action and Escalation:**

- 1) Identify shortfalls, delays, or quality issues during execution.
- 2) Recommend corrective measures, levy of penalties, or contractual remedies as per terms.
- 3) Escalate unresolved issues to the Competent Authority.

f) **Documentation and Record-Keeping:**

- 1) Maintain minutes of meetings, monitoring reports, certification notes, and correspondence.
- 2) Ensure records are complete and auditable, in line with GFR and audit requirements.

g) **Contract Closure / Final Review:**

- 1) At completion, verify that all deliverables, obligations, and services are satisfactorily executed.
- 2) Certify closure of the contract and recommend final payment/release of performance security.
- 3) Submit final monitoring report to Competent Authority for record.

Chapter 6. Role of F.A.A.P.P. Branch

Finance (Budget Management), Accounts, Audit, and Public Procurement Branch

The Finance (Budget management) Account Audit and Public Procurement Division (F.A.A.P.P.) and shall address the following role and responsibilities:

(A) Finance (Budget Management)

- 1) Preparation of Budget Estimates, Revised Estimates, Supplementary Demands (SD) proposals, savings and surrender, and re-appropriation.
- 2) Examination and concurrence for Administrative Approvals and Financial Sanctions.
- 3) Submission and compilation of monthly expenditure statements, along with periodic review and oversight on budget utilization and management.
- 4) Maintenance of the Register of Financial Liabilities and all related budgetary/fiscal parameters for effective financial governance across:
 - a) Directorate General of Shipping
 - b) All subordinate offices, including the Principal Officer, Mercantile Marine Department (P.O. MMD).
- 5) Facilitation of financial services such as:
 - a) Tax deduction at source (TDS) through the Chartered Accountant,
 - b) Bill processing, coordination with Pay and Accounts Office (PAO),
 - c) Settlement of dues/bills/liabilities, and
 - d) Maintenance and retention of Utilization Certificates in the prescribed format.

(B) Accounts

Accurate preparation and recording of account statements, including bank accounts and invested funds, in a standardized monthly format for:

- a) Maritime Training Trust
- b) Seafarer's Welfare Fund Society
- c) Seafarer's Provident Fund Organization
- d) Any other organization or matter specifically endorsed by the Director General of Shipping for financial assessment and record-keeping by F.A.A.P.P.

(C) Audit

- 1) Coordination and interface with audit authorities for:
 - a) Audit inspections,
 - b) Resolution of audit paras,
 - c) Submission of replies, and
 - d) Ongoing engagement during statutory audits.
- 2) Engagement of independent third-party agencies for special audits, performance audits, or other forms of oversight, as mandated.

(D) Public Procurement

- 1) Monitoring, review, and oversight of all public procurement activities across branches of the Directorate.
- 2) Providing financial advice, vetting, or concurrence at various stages of procurement.
- 3) Ensuring compliance with:
 - a) General Financial Rules (GFR-2017 updated in 2024),
 - b) CVC guidelines, and
 - c) Relevant procurement manuals:
 1. Manual for Procurement of Goods (2022)
 2. Manual for Procurement of Consultancy and Other Services, (2025)
 3. Manual for Procurement of Non-Consultancy Services (2025)
- 4) Oversight of the entire procurement lifecycle, including contract management.

(E) IT & E-Governance Module – F.A.A.P.P.

Oversight of all administrative and compliance aspects related to the functional requirement specifications (FRS) and system requirement specifications (SRS) for digital modules concerning:

- a) Finance (Budget Management),
- b) Accounts,
- c) Audit, and
- d) Public Procurement.

Chapter 7: Guidelines for Local Purchase
under GFR Rule 155

1. Applicability

- a) These guidelines shall apply where the required goods or services are not available on the GeM portal.
- b) They cover local purchases costing up to Rs. 1,00,000 on each occasion. Splitting of demand to keep the value within this limit for the purpose of purchase through Local Purchase Committee (LPC) is strictly prohibited

2. Constitution of Local Purchase Committee (LPC).

- a) A LPC for each branch shall be constituted with approval of the Competent Authority
- b) The committee shall consist of three members of appropriate level, as decided by the competent authority
- c) Recommended composition:
 - 1) Chairperson – Senior officer (not the approving authority).
 - 2) 2 Members from the Indenting Branch – To assess technical suitability and end-user requirements.

3. Procedure

- a) **Market Survey:** Committee conducts an actual market survey to ascertain:
 - 1. Reasonableness of rates.
 - 2. Compliance with quality & specifications.
 - 3. Availability and suitability of suppliers.
- b) **Assessment and Recommendation:** After the survey, the LPC shall assess available options and select the supplier offering:
 - 1. Goods or services of requisite specification and quality.
 - 2. Price matching the prevailing market rate.
 - 3. Reliability and competence to supply.
 - 4. No record of being debarred by the Department of Expenditure or concerned Ministry/Department
- c) **Certification by Committee:** Before recommending placement of the purchase order, all members of the LPC shall jointly record a certificate as follows:

“Certified that we, members of the Purchase Committee, are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate, and the supplier recommended is reliable and competent to supply the goods in question, and is not debarred by any Government Department /concerned.”

4. Approval and Placement of Order

- The LPC's recommendation, along with the certificate, shall be placed before the Competent Authority for approval.
- Upon approval, the purchase order shall be issued to the selected supplier.

Chapter 8: Single Source Selection / Consultancy by Nomination

Rule 194 allows direct negotiation or nomination of a firm or consultant (similar to Single Tender procurement for goods) only under exceptional circumstances. Branches should understand and apply each sub-clause carefully.

Rule 194(i) – Continuation of Previous Work - Tasks that represent a natural continuation of previous work carried out by the firm.”

1. Applicability:

- a) This clause applies when a consultant or firm has already undertaken a related assignment, and the current or upcoming task builds directly on that previous work.
- b) It ensures that the knowledge, methodology, and work done earlier are effectively utilized in the subsequent assignment.

2. Purpose:

- a) Continuity of Work: Selecting the same consultant maintains consistency in approach, methodology, and documentation.
- b) Efficiency: Avoids the need for a new consultant to familiarize with prior work, which can be time-consuming and costly.
- c) Quality Assurance: Preserves technical accuracy and institutional knowledge, reducing risks of errors or misinterpretation of earlier work.
- d) Regulatory / Legal Compliance: For assignments involving statutory deadlines or complex legal frameworks, continuity ensures seamless compliance and alignment with previous recommendations.

3. Key Considerations:

- a) Assess whether the previous consultant's performance was satisfactory. Continuity is justified only if past work met quality and timeliness expectations.
- b) The new assignment should logically follow the earlier assignment, e.g., preparing the next phase of a report, drafting subsequent rules, or completing follow-up studies.
- c) Ensure that the scope, deliverables, and timelines for the continuation assignment are clearly defined in the Terms of Reference (ToR).

4. Justification Required:

- a) Clearly document why the same consultant/firm is necessary, including:
 - Previous involvement and familiarity with the assignment
 - Expected benefits of continuity in terms of efficiency, quality, or timeliness
 - Risks associated with engaging a new consultant
- b) Include this justification in the file for competent authority approval, as it forms the basis for audit and compliance.

Rule 194(ii) – Emergency / Time-Bound Assignment-In case of an emergency situation, situations arising after natural disasters, situations where timely completion of the assignment is of utmost importance.

1. Applicability:

- a) Urgent assignments where **normal competitive bidding is not feasible**.
- b) Examples include **emergencies, natural disasters, or statutory deadlines**.

2. Purpose :

- a) Enables **timely completion** of critical assignments.
- b) Minimizes **operational, legal, or statutory risks**.
- c) Provides **flexibility to engage consultants directly** while maintaining accountability.

3. Key Considerations:

- a) Clearly demonstrate **urgency and impact of delay**.
- b) Define **scope, deliverables, milestones, duration, and remuneration** in ToR.
- c) Ensure **fair pricing and market consistency**.

4. Justification Required:

- a) Document why assignment is urgent.
- b) Explain why SSS is necessary to meet timelines.
- c) Include supporting evidence (deadlines, disaster reports, operational requirements).

Rule 194(iii) – Proprietary / Unique Expertise-Situations where execution of the assignment may involve use of proprietary techniques or only one consultant has requisite expertise

1. Applicability:

- a) When a task requires **specialized knowledge, proprietary methods, or unique expertise**.
- b) Only a **limited number of consultants** are capable of performing the assignment effectively.

2. Purpose / Rationale:

- a) Ensures **quality, technical accuracy, and efficiency**.
- b) Avoids delays that would occur if a new consultant must **learn specialized methods or tools**.

3. Key Considerations:

- a) Verify the consultant/firm's **unique skills or proprietary capabilities**.
- b) Clearly define assignment **scope, deliverables, duration, and fee** in the ToR.
- c) Ensure selection is **justified, documented, and approved**.

4. Justification Required:

- a) Explain why no other consultant/firm can perform the assignment.
- b) Highlight the **unique skills, experience, or proprietary knowledge** required.

Rule 194(iv) – Special Circumstances / Overall Interest-Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the Ministry or Department

1. Applicability:

- a) Covers **exceptional situations** not explicitly mentioned in (i)–(iii).
- b) Focused on the **strategic or overall interest of the department/Ministry**.

2. Purpose / Rationale:

- a) Ensures critical assignments are performed by the most suitable consultant for **overall departmental objectives**.
- b) Maintains **efficiency, coordination, and continuity across multiple related tasks**.

3. Key Considerations:

- a) Full written **justification is mandatory**.
- b) Approval from **competent authority is required before engagement**.
- c) Clearly define **scope, deliverables, milestones, and remuneration**.

4. Justification Required:

- a) Explain why engagement of this consultant/firm is in **overall interest** of the department.
- b) Highlight **strategic, operational, or technical reasons**.

Rule 194(v) – Fairness, Reasonable Pricing, and No Splitting- It shall ensure fairness and equity, and shall have a procedure in place to ensure that the prices are reasonable and consistent with market rates for tasks of a similar nature; and the required consultancy services are not split into smaller sized procurement."

Rule 194(v) is not an exceptional case or an exemption for SSS. It ensures that all SSS procurements are fair, transparent, and cost-effective, regardless of which exceptional clause (i-iv) is invoked. Rather, it serves as a mandatory safeguard, requiring that before proposing Single Source Selection:

- a) Selection is **fair and equitable**.
- b) Fees or remuneration are **reasonable and consistent with market rates**.
- c) The assignment is **not artificially split** to avoid competition.

Compliance with Rule 194(v) **must be documented and approved by the competent authority** before proceeding with SSS.

The concerned branch should submit detailed information for the selection of the consultant on a Single Source basis, using the duly filled attached format, for approval of the competent authority.

Chapter 9: Roles and Responsibility Custodians

Responsibility:

Role	Responsibility
Primary Custodian	<ol style="list-style-type: none"> 1. Maintain and safeguard all procurement-related documents (RFP, tender documents, evaluation reports, etc.). 2. Draft tender documents, host them on CPPP/GeM portals, and ensure corrigenda are issued where required. 3. Collate/receive all queries (emails, calls, etc.) from prospective bidders and coordinate pre-bid meetings. 4. Ensure strict adherence to procurement timelines and update progress on the Public Procurement e-Module of <i>e-Samudra</i>. 5. Facilitate technical scrutiny and financial evaluation of bids in consultation with the Tender Evaluation Committee (TEC). 6. Coordinate the preparation/publication of tender documents, corrigenda, evaluation reports, and recommendations for award of contract. 7. Support the process leading to the award of the contract to the successful bidder.
Secondary Custodian	<ol style="list-style-type: none"> 1. Supervise all timelines 2. Monitor and have oversight over the Primary Custodian 3. Consult the public procurement advisory cell or the DDG F.A.A.P.P. for clarification, etc.
Supervisory Custodian	<ol style="list-style-type: none"> 1. Essentially be DDG or Asst. DG rank official who shall supervise all activity by Primary, Secondary Custodian. 2. 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.

Chapter 10: Role and Responsibility of Procurement Consultants

1. Role of Procurement Cell in public procurement

The Primary and Secondary Tender Custodians shall be supported at every stage of tender formulation, scrutiny, and evaluation by the DDG FAAPP, ADG FAAPP, EO FAAPP. They provide assistance on all procurement-related aspects at the FAAPP level.

2. Role of Public Procurement Consultant (ASCI)

The Public Procurement Consultant shall be consulted on all aspects of any tender, particularly to ensure compliance with GFR provisions and the Manuals for Procurement of Goods, Works, Consultancy Services, and Non-Consultancy Services issued by the Department of Expenditure (DoE), Ministry of Finance (MoF), Government of India. All consultations with the Public Procurement Consultant shall be conducted through electronic means in conformance with the orders issued regarding the same

It is clarified that the Public Procurement Consultant does not provide technical inputs regarding the proposed procurement, as this is specialized work to be carried out only by the concerned technical expert in that field. The consultant's role is limited to advising on procurement procedures, compliance, and best practices.

Any official involved in the procurement process can consult the Public Procurement Consultant through FAAPP branch on any aspect of the procurement mechanism at any stage planning, tendering, evaluation, or contract execution. This ensures transparency, adherence to applicable rules, and expert guidance throughout the procurement process.

3. Role of Strategic Advisor in the Procurement Process

- a) Provide strategic advice on E-Governance, Information Communication Technology (ICT) and related issues, and lead the coordination of programme initiatives on E-Governance and IT.
- b) Provide backstopping support to the Information Technology and E-Governance team to develop the necessary monitoring system for quality reporting.
- c) Guide to development and roll-out of computer software.
- d) Technical inputs: Advising on the preparation and implementation of project documents and activities.
- e) Project development: Supporting the project analyst and governance and responsive institutions team leader.
- f) Project management frameworks: Assisting in preparing project management frameworks and templates.
- g) Training: Providing assistance and expertise for E-Governance related training.
- h) Provide administrative support to the DGS in IT procurement management and contract administration, disbursement and contract closure.
- i) Preparation of IT Procurement plan as per funding agency's Procurement Guidelines and guidance in drafting and issuance of various documents required at different stages of procurement cycle: EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision-making.

- j) Identify risks in different procurement activities and suggest appropriate mitigating measures.
- k) Guide in preparing Short-list, Technical and Financial/Bid evaluation reports and related contract agreements.
- l) Guide in preparing the necessary bid evaluation packages (bid documents, proposals, evaluation sheets, etc.) for distribution to evaluation panel members for smooth organization of the bid evaluation meetings.
- m) Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid conference, and issue amendment/s to the procurement documents.
- n) Resolve E-procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues.
- o) Draft communication/replies to contractors/Govt. officials/funding agency related to contract management.
- p) Participate during contract negotiation meetings with consultancy firms with relevant data/information.
- q) Review and handle technical, commercial and legal aspects of procurement activities.

4. Role of E-Procurement Consultant in Procurement Process

- a. Responsible for overall Contract management and procurement matters of DGS.
- b. Manage procurements of DGS through the e-procurement system of the state.
- c. Provide administrative support to the DGS in procurement management and contract administration, disbursement, and contract closure.
- d. Preparation of Procurement plan as per funding agency's Procurement Guidelines and guidance in drafting and issuance of various documents required at different stages of the procurement cycle: EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision-making.
- e. Identify risks in different procurement activities and suggest appropriate mitigating measures.
- f. Guide in preparing Short-list, Technical and Financial/Bid evaluation reports and related contract agreements.
- g. Guide in preparing the necessary bid evaluation packages (bid documents, proposals, evaluation sheets, etc.) for distribution to evaluation panel members for smooth organization of the bid evaluation meetings.
- h. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid conference, and issue amendment/s to the procurement documents.
- i. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues.
- j. Draft communication/replies to contractors/Govt. officials/funding agency related to contract management.
- k. Participate during contract negotiation meetings with consultancy firms with relevant data/information.
- l. Review and handle technical, commercial, and legal aspects of procurement activities.
- m. Monitor the progress of procurement activities.
- n. Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures, and planned timetable.
- o. Liaison with funding agency for key procurement-related issues.

- p. Maintain systematically all the procurement-related records and documentation for audit by AG/CA and review by funding agency.
- q. Prepare procurement-related reports/updates, contract details to funding agency as and when required.
- r. Any other duties as signed by the DGS.

5. Role of Jr. E-Procurement Consultant in Procurement Process

- a. Assist in the inclusion of new procurement methods like Reverse Auction etc and e-procurement portal.
- b. Drive with Procurement rules and frameworks governed by Government of India Acts and Rules.
- c. Study current procurement and payment procedures in various departments and assist the officials in migrating to electronic platforms.
- d. Convene stakeholder meetings periodically understand the bottlenecks & practical difficulties in using the electronic platforms.
- e. Design and customize - bidding formats for various departments to suit their specific requirements.
- f. Provide troubleshooting support to departments in preparation of procurement plans.
- g. Assist in on boarding a consulting partner for e-procurement Training Needs Assessment and Content Development.
- h. Preparation of Analytical reports at regular intervals, based on Key Performance Indicators.
- i. Implementation of one sustainable e-procurement system with intense capacity-building programs and easy-to-get support
- j. Responsible for New implementation and Integration on the e-procurement portal if needed
- k. Any other duties as signed by the DGS

Chapter 11: Timelines for Procurement through GeM and CPPP

To ensure transparency, efficiency, and timely completion of procurement activities, indicative timelines have been fixed for each stage of procurement relating to Goods, Works, Consultancy, and Non-Consultancy Services. Separate timelines have been outlined for procurement through GeM and CPPP. These timelines may be adhered to by all concerned for effective monitoring and smooth execution of procurement processes.

1) Timeline for procurement through GeM portal:

Stage	Procedure for Procurement	Timeline	Remarks
1 st Step	The Indentingbranch shall submit the intent of procurement with the approval of the Competent Authority.	T0 + 1 Day	
2 nd Step	The IT & E-Governance branch shall share GeM platform rates and technical specifications with the concerned Division.	T0 + 2 Day	
3 rd Step	The Indentingbranch shall certify the specifications, or the Service Level Agreement (SLA) in the case of services to be procured through GeM.	T0 + 3 Day	
4 th Step	Orders upto Rs.50,000/-	T0 + 4 Day	The product/Service should be ordered latest by 4th day from the date of receipt of approval to the procurement intent from the Competent Authority
	Order by Comparison between 3 sellers of same specification Rs.50,000/- to Rs.10,00,000/-	T0 + 4 Day	The product/Service should be ordered latest by 4th day from the date of receipt of approval to the procurement intent from the Competent Authority
	Bidding process above Rs.10,00,000/-	T0 + 10 Day	The product/Service should be ordered latest by 15 th day from the date of receipt of approval to the procurement intent from the Competent Authority
5 th Step	Follow up for supply of the procured material or services	15 days from the date of generating purchase	To + 19 Days for follow up and receiving of goods. To + 19 Days for follow

Stage	Procedure for Procurement	Timeline	Remarks
		order.	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	Within 10 days	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.

2) Timeline for procurement through CPP portal:

Stage	Procedure for Procurement	Timeline
1 st Step	Request for PPR to be sent to TDA after approval from the Competent Authority	T0+ 2 Day
2 nd Step	Finalization of PPR and request for DPR	T0 + 7 Day
3 rd Step	Acceptance of DPR and issuance of Administrative Approval	T0 + 10 Day
4 th Step	Drafting of Tender Document and BoQ	T0 + 15 Day
	Finalisation of tender Document by the Technical Evaluation Committee.	T0 + 17 Day
	Floating of Tender	T0 + 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 time period mentioned in the contract /supply order from the date of receipt of Invoice
T0 is the day on which the scope of work is finalized and approval of taking up the work is provided by the Competent Authority.		

Chapter 12: Mind Map of Relevant Procurement Rules

Commentary	Reference para of Manuals/ GFR
The main objective is to achieve right balance between costs and requirement vis-à-vis 5 R's of procurement 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 1.6
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
Fundamental principles of public procurement – 5 fundamental principles 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 1.8
Standards (Canons) of Financial Propriety	MPCOS- Para 3.3.1/ MPG – Para 1.8 / GFR – Rule 21
BUDGET MANAGEMENT	
Administrative Approval	GFR 139 (iii) mentioned Administrative Approval (although in context of Works)
For financial sanction the following rule position may be referred (GFR)	Rule 22- Expenditure from Public Funds Rule 23- Delegation of Financial Powers 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
Administrative Approval	
<p>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</p>	

Commentary	Reference para of Manuals/ GFR
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>For Control of Expenditure against Budget the following rules are to be referred (GFR)</p>	<p>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</p>
Specific aspects of Capital Expenditure/	Rule 84- Capital or Revenue Expenditure

Commentary	Reference para of Manuals/ GFR
Revenue expenditure are listed out in the following rules	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 Services has a separate procurement cycle and Goods have 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 1.15/ MPG – Para 1.12
STEP 1 : PROCUREMENT NOTE AND ADMINISTRATIVE APPROVAL	
When is procurement of services justified	MPCOS Para 1.11
Procurement proposal (Concept Paper) for Consultancy and Other services	MPCOS Para 2,2
In Principle Approval for initiating procurement of services	Para 2.2.2MPCOS
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	Chapter 3- MPG

Commentary	Reference para of Manuals/ GFR
of suppliers (Para 3.4)/ Debarment of Suppliers (Para 3.5) /	
Consulting Service	GFR Rule 177 / Rule 178 / Rule 179/ Rule 180
For Services – Consultants, service providers and Governance Issues	Chapter 3, 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 3, MPCOS
Type of contracts and system of selection of consultants / service providers	Chapter 4, 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 4, 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	

Commentary	Reference para of Manuals/ GFR
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	GFR Rule 199/ Rule 200/ Rule 201/ Rule 202/ Rule 203/ Rule 204

Commentary	Reference para of Manuals/ GFR
by nomination (Rule 204)	
Modes of Procurement and Bidding Systems (Procurement of Goods)	MPG, 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 2
Preparation of terms of reference (ToR)	MPCOS, Para 2.3
Estimating costs, setting the budget, and seeking approval	MPCOS, Para 2.4
Finalizing and approval of the ToR	MPCOS, Para 2.5
Developing a Procurement Plan	MPCOS, Para 2.7
E- Procurement	MPCOS, Para 4.5.1

Commentary	Reference para of Manuals/ GFR
Shortlisting of qualified consultants- Expression of Interest (EoI)	MPCOS, Chapter 7
Shortlist of consultants	MPCOS, Para 7.3.5
Procurement (outsourcing) of Other (Non-consultancy) services	MPNCS, Para 8.9
Applicability of this Chapter to procurement (outsourcing) of other (Non- Consultancy) Services	MPCOS, Para
Authorities competent to procure consultancy and other services and their purchase powers	MPNCS, Para 1.5
When is Procurement/ Outsourcing of other (Non-Consultancy) Services Justified	MPNCS, Para 1.11
Principles of Public Procurement of Other (Non- Consultancy) services	MPNCS, Para 1.12
Types of contract in other (non-consultancy) services	MPNCS, Para 4.2
System of selection in Other (non-consultancy) services	MPNCS, Para 4.3
One Stop Government E- Marketplace (GeM)	MPNCS, Para 4.6.3
Procurement proposal (Concept Paper) for other (non- consultancy) services	MPNCS, Para 2.2
Obtaining Final Administrative and Budgetary Approvals	MPNCS, Para 2.3.3
Procedure for Single source Selection	MPCOS, Para 9.1
Procedure for Small Value and emergency Procurements of Other (Non Consultancy) Services	MPNCS , Para 4.4.(7)
Procedure for procurements below Rs 50 (Rupees Fifty lakhs)	MPNCS , Para 4.4.(6)
Procedure for higher value of procurements	MPNCS, Para 4.4.(5)
Preparation of the Request for proposals (RfP)	MPCOS, Para 5.3
Important provisions of ITB (instructions to bidders)	MPNCS, Para 5.1.5
Standard formats for Technical and Financial Proposals	MPCOS, Para 5.3.3

STEP 4: PRICE DISCOVERY/ SHORTLISTING VENDOR AND AWARD OF CONTRACT

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

Commentary	Reference para of Manuals/ GFR
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 5
The evaluation process	MPCOS, Para 8.1
Preparation and Issuance of the Request for Proposal (RfP)	MPCOS, Para 5.3
Pre- proposal meeting	MPCOS, Para 5.3.3
Receipt of Proposal	MPCOS, Para
Consultancy Evaluation Committee	MPCOS, Para 8.2
First stage of evaluation: Consideration of responsiveness	MPCOS, Para 8.3
Evaluation of the quality – technical proposals	MPCOS, Para 8.4
Evaluation of cost	MPCOS, Para 8.5
Selection of the winning consultant	MPCOS, Para 8.5
Negotiations and Award of Contract	MPCOS, Para 8.6
Rejection of all proposals and re-invitation	MPCOS, Para 8.5.9
Special types of engagements	MPCOS, Chapter 9
Single Source Selection (SSS)	MPCOS, Para 9.1
Selection of Individual Consultants/ Service providers	MPCOS, Para 9.2
Selection of specialized agencies/ Institutions	MPCOS, Para 9.3
Procurement Agents	MPCOS, Para 9.5
Financial Advisors	MPCOS, Para 9.6
Auditors	MPCOS, Para 9.7
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

Commentary	Reference para of Manuals/ GFR
Annual Maintenance Contract (AMC)	MPC, Para 8.6 / Rule 169 GFR
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 10
Monitoring of contract	MPCOS, Para 10.9
Contract Monitoring Committee – (CMC)	MPCOS, Para 10.1.2.
Issuing notice of Proceed- Consultant/ service provider's mobilisation	MPCOS, Para 10.2.1
Consultancy Services- Review of Inception Phase	MPCOS, Para 1.2.2.
Reporting of progress	MPCOS, Para 10.2.3
Monitoring a Time-Based contract	MPCOS, Para 10.2.3.(5)
Monitoring a lump sum contract	MPCOS, Para 10.2.3(6)
Unsatisfactory performance	MPCOS, Para 1.2.5(3)
Delays	MPCOS, Para 10.4.1
Issuing contract variations	MPCOS, Para 10.2.4
Substitution of named key personnel	MPCOS, Para 1.2.5 (2)
Billing and payments	MPCOS, Para 10.5
Disputes and Conflicts	MPCOS, Para 10.7
Force Majeure	MPCOS, Para 10.4.9
Terminating services prior to end of contract	MPCOS, Para 10.8.2
Concluding the assignment	MPCOS, Para 10.6
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	

Commentary	Reference para of Manuals/ GFR
Procurement of goods	
Disposal of Scrap Goods	MPG, Chapter 10
Scrap for disposal	MPG, Para 10.1
Inventory Management	Chapter 7, GFR

ANNEXURE 1: Procurement Note

Submitted by Indenting Branch to FAAPP as attachment on File with Checklist 1

File No.: _____

Date _____

(A) Procurement Brief

Particulars	Details
1) Title of Proposed Procurement:	
2) Indenting Branch:	
3) Primary Custodian:	
4) Secondary Custodian:	
5) Supervisory Custodian:	
6) Competent Authority as per delegation of Powers:	
7) Whether the procurement has been approved in Annual Procurement Plan:	Yes /No
8) Nature of Procurement:	Goods/Works/ Consulting Services/Non Consulting Services
9) Total Estimated Cost (<i>tentative</i>) based on market survey	
10) Detailed Major Head of A/C:	
11) Detailed Minor Head and sub-head:	
12) Mode of Procurement:	GeM/CPPP/Local Purchase Committee/ Single Sourcing/ Other
13) Tentative Timeline for Completion of Procurement:	
14) Tentative Period of Engagement/Assignment	

(B) Details of Procurement

- 1) Description of Goods/Service:
- 2) Background & Description of the Project:
- 3) Highlight how the Procurement will help:
- 4) Scope of Work & Deliverables:

5) **Expected Time Frame of procurement:**

Stage	Description	Proposed Timeline	Estimated Days
Stage 1	Procurement Note and Administrative Approval		
Stage 2	Transparent Procurement Process (GeM)		
Stage 3	Bid Process Management		
Stage 4	Price Discovery, Shortlisting, and Award of Contract		
Stage 5	Contract Management	(Include period of Contract here)	
Stage 6	Payment and Financial Sanction		
Stage 7	Record of Utilization Certificate and Feedback		

6) **Detailed Breakdown of Cost Estimate:**

7) **Detailed Description of Methodology of Procurement & Justification, with evaluation criteria for bidders:** (please refer Annexure 1 B for justification format for Single Sourcing)

(C) Proposed Tender Evaluation Committee:

Chairman:

Member-Secretary:

Member(s):

Submitted for FAAPP Concurrence & subsequent administrative approval please,

Sd/-

[Proposing Official's name, designation]

ANNEXURE 1B: Single Source Selection (SSS) Justification Format
(To be included in Procurement Note at Point (B) 7)

Justification for Single Source Selection		
<i>Provide information about applicable sub rule & cross out the subrules which are not applicable. Response for minimum one of the justifications for Rule 194(i) to 194(iv) must be filled. Justification for Cost Reasonableness (Rule 194(v)) is mandatory for all.</i>		
1.	Firm/Vendor/Consultant being proposed for Single-Sourcing	
2.	Brief description of the expertise & work done by the firm/vendor/consultant	
Rule 194(i)	Natural Continuation of Previous Work a) Description of previous work carried out by the same firm. Including contract period and contract amount	
	b) Explanation of why continuity is essential.	
Rule 194(ii)	Emergency / Urgent Situations a) Description of the emergency situation (e.g., natural disaster, operational urgency).	
	b) Explanation of why timely completion is critical.	
Rule 194(iii)	Proprietary Techniques / Unique Expertise a) Description of proprietary techniques or specialized expertise required.	
	b) Explanation why only this consultant/vendor is suitable.	
Rule 194(iv)	Special Circumstances in the Overall Interest of the Ministry / Department a) Description of special circumstances justifying single-source selection.	
	b) Explanation of how selection serves the overall interest of the Ministry/Department.	
Rule 194(v)	Cost Reasonableness Explanation of how cost is assessed as fair and reasonable.	

ANNEXURE 2: Recommendation for Award of Contract
(To be submitted by Indenting branch to FAAPP along with Checklists 3 attached)

- 1) Which Procurement Platform is used for proposed procurement: GeM/ CPPP/Offline
- 2) Actual Procurement timelines:
 - a) Bid publication date _____
 - b) Last date for submission of bid _____
 - c) Technical bid evaluation date _____
 - d) Financial bid opening date _____
 - e) Technical Evaluation Committee meeting dates _____
- 3) Whether Tender Evaluation report attached? Yes /No
- 4) Technical Bid Details
 - a) Total No. of Bids Received: _____
 - b) No. of Bids Technically Qualified: _____
 - c) No. of Bids Technically Disqualified: _____
- 5) Financial Bid Details
 - a) Total No. of Bids Opened: _____
 - b) Details of Amount quoted by each bidder:
 1. Name of bidder: _____ Amount quoted: _____
 2. Name of bidder: _____ Amount quoted: _____
 3. Name of bidder: _____ Amount quoted: _____
 - c) Amount quoted by successful bidder: _____
- 6) Recommendation
 - a) Recommended Successful Bidder: _____
 - b) Final Recommended Contract Value (Rs): _____
- 7) Confirmation of GFR/Procurement Rules Compliance: Yes / No
 - If No: Justification _____
- 8) Suggested CMC to be same as TEC: Yes / No
 - If No: Proposed CMC _____

Signatures of Tender Evaluation Committee Members

ANNEXURE 3: Certificate by Contract Monitoring Committee
*(To be submitted by Indenting Branch with Signatures of CMC along with Checklist 4
for FAAPP Concurrence & subsequent Financial Sanction)*

File/Proposal/Ref. No.: _____

Date _____

- 1) Title of Procurement:
- 2) Contract/ Work Order Number & Date:
- 3) Name of Supplier /Consultant/Service Provider
- 4) Contract Value (Rs): _____
- 5) Bill No. & date _____
- 6) Amount of Bill _____
- 7) Period of Services for which payment claim made
- 8) Details of Payment Milestone specified in: Contract Document:
- 9) Details of Contract Performance Monitoring:

Milestone / Deliverable	Scheduled Completion Date	Actual Completion Date	Remarks

- 10) Whether the Contract Performance was properly monitored and proper record retained in the concerned Division: Yes / No

Certification

Approval of the Contract Management Committee for certification of the works / supply of goods / services done under the contract:

Chairman, CMC

Members

ANNEXURE 4: Financial Sanction
(To be issued by the Competent Authority)

File/Proposal/Ref. No.: _____

Date _____

- 1) Title of Procurement:
- 2) Contract/ Work Order Number & Date:
- 3) Name of Supplier /Consultant/Service Provider
- 4) Contract Value (Rs): _____
- 5) Bill No. & date _____
- 6) Amount of Bill _____
- 7) Details of Payment Milestone specified in: Contract Document:
- 8) Details of Contract Performance Monitoring:
- 9) Period of Services for which payment claim made
- 10) Admissible Amount as per Approved claim:
- 11) Tax Component on payment claim Submitted:
- 12) Discrepancy / Difference between Claimed Amount and Tendered Rate Awarded (if any): _____
- 13) Admissible Amount & Payment Clearance: _____
- 14) Relevant Head of Account & Budget Provision:

Sanction Statement:

In pursuance of the information provided above, Financial Sanction for an amount of Rs. _____ (in words: _____) is hereby accorded, debitible to the detailed Head of Account as provisioned in the approved financial statement (Budget) for FY _____.

It is certified that the said amount has been sanctioned post verification of the claim and admissibility, in consonance with the GFR 2017.

Sd/-
[Competent Authority name & designation]

ANNEXURE 5: Certificate of Financial Propriety
(To be submitted by FAAPP Branch)

File/Proposal/Ref. No.: _____ Date _____

1) Title of Procurement:

2) **Details of Payment:**

- a) Amount: Rs. _____ (in words:) _____
- b) Head of Account: _____
- c) Purpose of Payment: _____

3) **Checklist for Documentation:**

- a) Annexures 1 to 4 have been properly documented.
- b) Amount payable is certified as admissible based on supply of goods/works or provision of services (Consulting/Non-Consulting).

4) **Verification & Certification:**

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).

Certified by:

DDG(F&A): _____ Date: _____
Competent Authority: _____ Date: _____

CHECKLIST 1: Preparation of Procurement Note & AA

To obtain **Procurement Note Approval & Administrative Approval** from the Competent Authority.

Sr No	Item	Details (To be filled by Proposing Branch/ Wing/ Division)	FAAPP Remarks
1. Procurement Note			
1.	Is the Procurement Note prepared as per Annex. 1?		(Yes/No)
2.	What is the Mode and Methodology of Procurement?	GeM/ CPPP/ Local Purchase Committee/ Single Source	(Yes/No)
3.	What is the Nature of Procurement?	Goods/Works/Consultancy Services/Other Services	(Yes/No)
4.	Is the Estimated Cost Included?		(Yes/No)
5.	Branch/Wing/Division:		(Yes/No)
6.	Primary Custodian:		(Yes/No)
7.	Secondary Custodian:		(Yes/No)
8.	Supervisory Custodian:		(Yes/No)
9.	Is due Justification for the Procurement and Mode of Procurement given?		(Yes/No)
10.	Major Head of Account		(Yes/No)
11.	Minor Head of Account		(Yes/No)
12.	Is the tentative Timeline for Procurement indicated?		(Yes/No)
13.	Is the tentative tenure of the Project once the contract is awarded mentioned?		(Yes/No)
2. Concurrence Remarks			
Sr No	Item	FAAPP Remarks	
14.	Is the procurement included in the Annual Procurement Plan /If not, has the Competent Authority approved the procurement?	(Yes/No)	
15.	Is there Availability/ Provision of funds in the relevant head?	(Yes/No)	
16.	Is the Concurrence Remark accorded by DDG FAAPP?	(Yes/No)	

CHECKLIST 2: RFP Publishing

To obtain Approval on RFP for Publication from the Competent Authority.

Sr No	Item	Details (To be filled by Proposing Branch/ Wing/ Division)	FAAPP Remarks (Yes/No)
1.	Is the Administrative Approval Accorded?		
A: Publishing of EOI if value of Tender is above Rs 50 Lakhs			
2.	Has the EOI Prepared & Submitted?		
3.	Has the EOI been Opened?		
4.	Has the EOI Evaluation completed?		
B: Preliminary Check by Tender Custodians			
5.	Has the RFP been made (as per Standard Bidding Document Format)?		
6.	Has the RFP been checked by Institutional Procurement Advisor ASCI (for all procurements)?		
7.	Has the RFP been checked by Sr. Strategic Technical Advisor (for IT related procurements)?		
8.	Has the RFP been checked Sr. E-Procurement Advisor (for IT related procurements)?		
9.	Has the RFP been approved by Tender Evaluation Committee?		
C: Checking RFP by TEC			
Sr No.	Item	To be filled by Member Secretary	FAAPP Remarks (Yes/No)
1.	Is the timeline for the process, including Pre-bid, Closing date, opening date mentioned clearly?		
2.	Is the Eligibility Criteria clearly mentioned and appropriate for the given tender?		
3.	Is the Evaluation Process mentioned and explained?		
4.	Is the Scope and the Assignment clearly defined without any ambiguity?		
5.	Are the Terms of Reference mentioned exhaustive, clear and without ambiguity?		
6.	Are the Key Deliverables & Milestones/ Key Resources mentioned clearly & without ambiguity?		
7.	Are the Bidding Templates attached as per the standard formats?		
8.	Has the Financial Proposal format been attached as per format and been checked for correctness?		
9.	Are the General Conditions of Contract mentioned clearly and as per standard template?		
10.	Are the Special Conditions of Contract mentioned		

	clearly and as per standard template?		
11.	Is the Draft Contract included clearly and as per standard format?		
12.	Does the Draft Contract clearly indicate Milestones/ SLA's and other required frameworks for Contract Management?		

D: Risk Mitigation Checklist

No	Item	Concern	Included in Draft RFP/ Contract
1.	Is a proper contract management process, with tangible outcomes and deliverables mentioned in the RFP?	Contract Management Process	
2.	Are there Penalty deductions for failure to meet output specifications/ failure to perform/ failure to deploy?	Penalty Clauses	
3.	Is a proper milestone based timeline included? Are there penalty deductions for delays?	Timely Completion	
4.	Are there clear deliverables/SLAs mentioned?	Clear Out Specifications	
5.	Is the contract price fixed? Are there provisions for scope creep? Are the inclusions, exclusion clearly mentioned?	Cost over-run	
6.	In case the vendor will charge a user fee, is a revenue sharing model clearly detailed out in the document?	Revenue Sharing (if applicable)	
7.	Is subcontracting allowed? Is a clear criteria set for subcontracting, ensuring expertise, experience, and contractual responsibility for performance obligations.	Sub-contractor risk	
8.	Is a procedure for replacement of resources clearly mentioned? Is there a penalty for more than reasonable number of replacements?	Replacement of Resources (Consulting assignments)	
9.	Is the penalty for non-deployment of resources clearly outlined? Is there a leave policy for the resources?	Non-Deployment of resources	
10.	Is there a proper O&M responsibility on the vendor, with defined timelines and deliverables?	Maintenance risk	
11.	Is there a force majeure clause in the draft contract?	Force Majeure (act of God) risks	
12.	Is there a clause regarding political events in the draft contract?	Political risk	

CHECKLIST 3: Award of Contract

To obtain **approval on Award of Contract** from the Competent Authority.

Sr No	Item	Details (To be filled by Proposing Branch/ Wing/ Division)	FAAPP Remarks (Yes/No)
Bid Management Process Checklist			
1.	Was the RFP Published on CPPP/GeM?		
2.	Was the Newspaper Box Ad. Published?		
3.	Was the NIT published on DGS website?		
4.	Was the Prebid Meeting carried out (compulsory for CPPP)?		
5.	Were the Responses to Prebid & Corrigenda (if any) checked by Tender Evaluation Committee?		
6.	Were the responses to Prebid & Corrigenda (if any) checked by the Competent Authority?		
7.	Were the Responses to Prebid published (as per Standard Bidding Document Format)?		
8.	Were the Corrigenda Published (if needed, as per Standard Bidding Document Format)?		
9.	Has the Technical Bid Opening completed?		
10.	Has the Online Technical Evaluation Meeting recorded?		
11.	Has the Preliminary Yes/No Scrutiny published (if applicable)?		
Award of Contract Checklist			
1	Is the Recommendation note by the Tender Evaluation Committee with a summary of all stages for the Competent Authority approval (as per Annex. 2) submitted?		
2	Has the Revalidation/ revision of Administrative Approval been done as per the price discovery?		
4	Has the Letter of Intent been issued?		
5	Has the bidder submitted Acceptance of the Letter of Intent?		
6	Has the bidder Submitted the Performance Security Deposit (if applicable)?		
7	Has the Earnest Money Deposit (EMD) of unsuccessful bidders been returned?		
8	Has the Draft Contract & Work Order been prepared?		
9	Has the Draft Contract been checked Institutional Procurement Advisor?		
10	Has the Draft Contract been checked by Sr. Strategic Technical Advisor (for IT related procurements)		

11	Has the Draft Contract been Sr. E-Procurement Advisor (for IT related procurements?)		
12	Has the Draft Contract been approved by Tender Evaluation Committee?		
13	Has the Competent Authority accorded approval for Award of Contract?		

CHECKLIST 4: Contract Management

To obtain **Financial Sanctions** from the Competent Authority.

Sr No	Item	Details (To be filled by Proposing Branch/ Wing/ Division)	FAAPP Remarks (Yes/No)
1	Has the Contract Management Committee formed and duly been notified?		
2	Has the committee carried out Milestone-wise /SLA-wise monitoring and issued approval?		
Payment & Financial Sanction #1			
1	Has the Contract Management Committee issued a report to FAPPP? (Annex 3)		
2	Has the FAAPP validated the submission of the Contract Management Committee?		
3	Has the Financial Sanction been issued by the Competent Authority (DG(S) or the officer having delegation of financial powers)? (Annex 4)		
4	Has the Drawing & Disbursing officer issued the Certificate of Financial Propriety? (Annex 5)		
5	Has the Release of Payment happened?		
Payment & Financial Sanction #2 (to be repeated as many times as required)			
1	Has the Contract Management Committee issued a report to FAPPP? (Annex 3)		
2	Has the FAAPP validated the submission of the Contract Management Committee?		
3	Has the Financial Sanction been issued by the Competent Authority (DG(S) or the officer having delegation of financial powers)? (Annex 4)		
4	Has the Drawing & Disbursing officer issued the Certificate of Financial Propriety? (Annex 5)		
5	Has the Release of Payment happened?		

CHECKLIST 5: Record of UC Checklist

To submit **Utilization Certificate** to the Competent Authority.

Sr No	Item	Status	Date
1	Has the Performance Bank Guarantee been released?		
2	Has the Contract been closed?		
3	Has the FAAPP recorded the Utilization Certificate?		
4	Has the FAAPP submitted the Utilization Certificate submitted to the Competent Authority?		