CENTRAL PROCUREMENT BOARD

CHECK LIST FOR VETTING OF BIDDING DOCUMENTS

Note: 
(i) This checklist is being provided as guideline to public bodies in the preparation of bidding documents and bid notices.
(ii) Moreover, lessons learnt from previous exercises for similar procurement should also be taken into consideration by public bodies, when preparing bidding documents.

Procurement Title: ................................................................................................................

Public Body: ...........................................................................................................................

1. Is the Procurement within the purview of the CPB with regard to the estimated cost?
   
   Tick as appropriate
   YES              NO

   Specify estimated cost ......................................( with/without VAT)

   Note: (i) Refer to Schedule of the Act
           (ii) The prescribed amount referred to in the Schedule is exclusive of VAT

2. Has the appropriate and latest edition of the Standard Bidding Documents been used?

   Note: To check on website of Procurement Policy Office: http://ppo.govmu.org

3. Does the procurement title match the scope of the procurement?

4. Procurement method proposed is
   (a) Open Advertised Bidding Method
       (Tick as appropriate)
       (i) Open National Bidding
       (ii) Open Advertised Bidding
       (iii) Open International Bidding
       (should be either (i),(ii) or (iii))

   (b) Restricted bidding

   (c) From pre-qualified / short list
       (i) Following a pre-qualification exercise
       (ii) Following an Expression of Interest
       (should be either (i) or (ii))
5. Are bids to be submitted:

(a) In a single envelope?

(b) In two separate envelopes containing technical and price proposals separately?

Note:
- *It should be either (a) or (b)*
- *Ensure appropriate provisions are contained in the Instructions to Bidders/Bid Data Sheet*
- *If bid security is required, this is to be included in the technical proposal*

6. (a) Has the Bidding Document been fully customized for this procurement?

(b) Have all inserts been filled in/all deletions as and where required been done?

7. Have all items in the Bid Data Sheet as well as the Special Conditions of Contract been cross checked with Instructions to Bidders and General Conditions of Contract respectively for avoidance of any contradictions and/or ambiguity and/or redundancy?

8. Has the Price Schedule or BOQ and Delivery Schedule been appropriately formatted and completed/filled in for this procurement in line with requirements?

9. Has the completion period/delivery schedule/activity schedule and any other performance schedules been properly formatted?

10. Is the completion period/delivery schedule/activity schedule realistic?

11. Is a Bid Summary Form incorporating the “Total Price” enclosed where and as appropriate for use at the Public Opening of Bids?
12. (a) Are Bidders required to subscribe to Bid Securing Declaration?

Note:
*If yes, ensure that the Bid Submission Form contains the appropriate clause*

(b) (i) Is a Bid Security required?

(ii) Is amount of Bid Security reasonable?

Specify amount: ........................................

(iii) Is validity period of bid security 30 days beyond bid validity?

Note:
(i) It should be either (a) or (b), but not both
(ii) Bid Security shall be required in procurement where estimated value exceeds Rs 200 million (Regulation 28)
(iii) Bid Security may as well be required for procurement of an estimated value which is less than Rs 200 million in accordance with instructions issued by Procurement Policy Office (Regulation 28)
(iv) Value of Bid Security should be a fixed amount representing between 0.75 to 1% of the estimated cost rounded to nearest thousand rupees or to nearest hundred of the currency of bid (PPO Circular No. 21 of 2008)
(v) Validity date of Bid Security to be indicated in bidding documents by public body prior to issue

13. Is Performance Security required?

Note:  
(i) 10% is used under normal circumstances  
(ii) Shall be valid for a period of 28 days after completion date  
(iii) Shall be in the form of a Bank Guarantee – format to be enclosed

14. (a) Is advance payment allowed?

(b) Is an appropriate advance payment guarantee provided for?

15. Is Retention money provided for?

Specify: ........................................

Note:  
*Refer to appropriate provision in bidding documents*
16. (a) Is a Maintenance Contract required? 
   
   (b) If yes, is a Model of Maintenance Contract included? 

17. (a) Is the Evaluation Methodology clearly spelled out? 
   
   (b) Are the eligibility and qualification criteria clearly stated? 

   Note: 
   - Evaluation criteria in bidding documents should be on a general basis and mutually exclusive 
   - Detailed evaluation criteria should not form part of the bidding documents. However these should be cleared with the Board prior to closing date for submission of bids to be used for evaluation only 
   - Qualification criteria should be reasonable to induce adequate competition 
   - Criteria should be relevant and should not be too restrictive or stringent 

18. Have Mandatory requirements, if any, been clearly spelled out as mandatory? 

   Note: 
   - These should be kept to a minimum 
   - Non compliance therewith will result in rejection of the bid 

19. Is VAT element consistent throughout the documents, i.e. inclusive of VAT all the way through, except where the project is VAT-exempt? 

20. Is the Incoterm specified the most appropriate for the procurement? 

   Note: 
   Ensure that bidding documents spell out clearly the methodology for adjustment of CIP/CIF prices for comparison with DDP prices, where applicable
21. Are the Technical Specifications realistic, unambiguous, achievable, and not specific to a particular brand/make/supplier?

Note:
As far as possible allow a tolerance or specify a range, where applicable
Where the situation warrants reference to a particular brand or make it should be mentioned “or equivalent”

22. Are Standards spelled out internationally recognised or equivalent?

Note:
Loose specification like “FDA Approval” must be opened up by adding “or any other acceptable international standard”. All international standards must be specified along with the relevant codes, e.g DIN 123456

23. Are sufficient clauses built-in for penalties for late delivery and/or non-performance (for example, liquidated damages)?

Note:
- Public Body to insert realistic completion/delivery periods and fair penalties/liquidated damages
- Regulation 66
  (i) agreed sum to be paid per unit time of delay
  (ii) the maximum amount due under the liquidated damages clause
  (iii) that the contractor is not relieved of its liability for (poor?) performance of procurement contract by virtue of payment under the liquidated damages clause
- Usually set between 0.05 to 0.10 percent per day and the total amount not to exceed between 5 percent to 10 percent of the contract price..... (GCC 46.1 of SBD for Works)
- Around 1% of the contract price per week and maximum amount to be between 4 to 10% (GCC 27.1 of SBD for Goods)

24. Are all the required Attachments to the Bidding Document included e.g. Drawings, Forms etc.?
25. Is splitting of award of contract allowed?

If yes, tick as appropriate

☐ Ensure adequate provisions are contained in bidding documents

☐ Check limitations, for e.g. maximum number of zones, quantities etc to be awarded to a bidder

☐ Check incidence on Summary Sheet to require bidder to fill in data for announcement at bid opening

☐ Check incidence on Bid Security requirements

☐ Check incidence on Qualification Requirements

26. **Bidding Period**

Are statutory provisions of the Act complied with regarding bidding period?

Note:

- *Bidding period to be reasonable to enable bidders to submit comprehensive and informed bids*

**Regulation 26**

- Shall not be less than 30 days from date of issuance of invitation to Bid through advertised bidding method except in the case of submission of bids solely by facsimile, e-mail or by any other electronic means

27. **Pre-bid Meeting**

Is a pre-bid Meeting required?

*If yes.*

- *Have provisions been made in bidding documents*

**Note**

- *To be held sometime mid-way during the bidding period*
28. **Clarifications**

Are appropriate provisions contained in bidding documents?

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<th>YES</th>
<th>NO</th>
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**Note:**

*Ensure clear indications of:*

(i) To whom query/request for clarification should be addressed

(ii) Deadline for queries by prospective bidders

(iii) Deadline for replies by public body

29. **Validity of Bid**

Have statutory provisions of the Act been complied with?

Specify Period: ........................................ (days)

**Note:**

*Public Procurement Act, Section 34*

*Every bid shall remain valid for a period of time indicated in the bidding documents which should not be more than 180 days*

*Regulation 30*

- Local bidding - not exceeding 90 days
- International bidding - not exceeding 120 days
- Complex major contracts - not exceeding 180 days

30. **Samples**

(a) Are samples required?

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<tr>
<th>YES</th>
<th>NO</th>
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(b) If yes, has the mode of assessment been specified?

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<tr>
<th>YES</th>
<th>NO</th>
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(c) Has the following been specified?

(i) Place of Submission

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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(ii) Returnable

<table>
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<th>YES</th>
<th>NO</th>
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(iii) Non-returnable

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<tr>
<th>YES</th>
<th>NO</th>
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(iv) Whether to be submitted along with the bid, or whether samples may be submitted ........... days after closing date at latest.

**Note:**

- *Ensure that samples are requested only if absolutely necessary. Public Body to justify the need*
- *If sample is returnable, indicate in bidding document at whose cost.*
31. **Catalogues**
Are catalogues and technical data sheets required?

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<th>Tick as appropriate</th>
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<tr>
<td>YES</td>
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*Note:*
- Clear indications to submit, if absolutely required
- Non-submission should not constitute ground for rejection of bid

32. **Demonstration**
Whether demonstration/presentation may be required (e.g. in the case of IT System)?

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<th>Tick as appropriate</th>
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<td>YES</td>
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*Note:*
- If yes, bidding documents to specify:
  1. Whether demonstration will be required by selected bidder only
  2. In case any weightage is to be given, whether demonstration will be required from shortlisted bidders
  3. Whether demonstration to be carried out in the presence of Bid Evaluation Committee and representative(s) of public body
  4. Modalities of demonstration (for e.g. mock system)
  5. Whether at cost of bidder

33. **Qualification requirements**
Have qualification requirements been specified?

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<th>Tick as appropriate</th>
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<td>YES</td>
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*Note:*
- To spell out essential requirements only
- Requirements to be clear and unambiguous
- To avoid overspecification of requirements, especially in relation to:
  1. Financial capability
  2. Turnover and profit
  3. Experience
  4. Equipment
  5. Personnel

34. **Payment Terms**
Have payment terms been specified?

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<th>Tick as appropriate</th>
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<td>YES</td>
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*Note:*
Payment terms to be fair to avoid cash-flow problems
35. **Invitation Notice**

Has an invitation notice been submitted?

**Note:**
An invitation notice has to be submitted and should be consistent with the bidding document. It should contain the following basic elements:

(i) Subject of procurement  
(ii) Place of collection of documents  
(iii) Place of deposit/submission of bids  
(iv) Closing date  
(v) Opening of bids  
(vi) Contact details

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Prepared by: ...........................................  
Name: .....................................................  
Designation: ..........................................  
Signature: .............................................  
Date: ....................................................

Verified by: ...........................................
Name: .....................................................  
Designation: ..........................................  
Signature: .............................................  
Date: ....................................................