

**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:** .....

Tick as appropriate

1. Is the Procurement within the purview of the CPB with regard to the estimated cost?

YES	NO

Specify estimated cost ..... (Exclusive of VAT)

Funding: Government or Foreign Funded.....

Specify: .....

**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?

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Reference of SBD 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?

YES	NO

4. Procurement method proposed is **(Tick as appropriate)**

(a) Open Advertised Bidding Method

(i) Open National Bidding

(ii) Open Advertised Bidding Method

(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 (*Applicable for Works*)

(ii) Following an Expression of Interest (*Applicable for Consultancy*)

*(should be either (i) or (ii))*

(d) Procurement under Framework Agreement

(e) Competitive Negotiation

5. Are bids to be submitted

(a) In a single envelope? 

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

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**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 should be included in the technical proposal.*

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

YES	NO

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

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- **Note: In case of framework agreement, the Public Body should ensure that the document has been customized and/or approved by PPO.**

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?

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

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(b) Has the Bill of Quantities (BOQ) been appropriately formatted and completed/filled in for this procurement including provisional sum and contingency sum as appropriate.

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(c) Has the appropriate Templates and BOQ completed /filled and uploaded on the EPS for this procurement as per the requirements of Bidding Document including provisional sum and contingency sum as appropriate.

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9. Has the completion period/delivery schedule/activity schedule and any other performance schedules been properly included in hard copy of the BD and concurrently uploaded on the EPS?

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

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11. Is a Bid Submission Form (BSF)( incorporating the "Total Price" enclosed where and as appropriate for use at the Public Opening of Bids?

YES	NO

12. (a) Are Bidders required to subscribe to Bid Securing Declaration? 

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**Note:**

- *If yes, ensure that the Bid Submission Form contains the appropriate clause*
- *The bidder commits himself by signing the BSF*

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

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(ii) Is amount of Bid Security reasonable? 

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Specify amount: .....

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

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**Note:** *It should be either (a) or (b), but not both*

(i) *Bid Security shall be required in procurement where estimated value exceeds Rs 200 million (Regulation 28)*

(ii) *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)*

(iii) *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)*

(iv) *Validity date of Bid Security to be indicated in bidding documents by public body prior to issue*

13. Is Performance Security required? 

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**Note:** (i) *10% is used under normal circumstances*

(ii) *Shall be valid for a period of 28 days after completion date (FIDIC 21 days)*

(iii) *Shall be in the form of a Bank Guarantee - format to be - used as per SBD*

14. (a) Is advance payment allowed? 

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

YES	NO

15. Is Retention money provided for?

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If yes, Specify: ..... %

**Note: Refer to the appropriate provision in bidding documents**

16. (a) Is a Maintenance Contract required?

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(b) If yes, is a Model of Maintenance Contract included?

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17. (a) Is the Evaluation Methodology clearly spelled out?

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(b) Are the eligibility criteria clearly stated?

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(c) Are the qualification and experience criteria clearly stated?

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(d) Are the technical criteria clearly stated?

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**Note:**

- *To spell out essential requirements only*
- *Requirements to be clear and unambiguous*
- *To avoid over specification of requirements, especially in relation to:*

- (i) Financial capability*
- (ii) Turnover and profit*
- (iii) Experience*
- (iv) Equipment*
- (v) Personnel*

**Note:**

- *Evaluation criteria in bidding documents should be on a general basis and mutually exclusive*
- *Detailed evaluation criteria should 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 fair & reasonable to attract maximum competition**

• **Criteria should be relevant and should not be too restrictive or stringent to discourage bidders**

18. Is Margin of Preference Applicable for this Procurement?

• **Note: Refer to Directive 58 (MOP for Goods contract) and Directive 67 for Works contract**

YES	NO

19. 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**

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20. Is VAT element excluded throughout the documents, - except where the project is VAT-exempt?

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21. Is the Incoterm specified the most appropriate one 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**

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22. 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"**

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23. Are Standards spelled out, internationally recognized 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**

YES	NO

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

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**Note:**

- **Public Body to insert realistic completion/delivery periods and fair penalties/liquidated damages**

- **Regulation 66 provides for**

- (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 of contract amount 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)**

Are all the required Attachments to the Bidding Document included in the hard copy and uploaded on the EPS e.g. Drawings, Forms etc.?

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25. Is splitting of award of contract allowed?

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(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 Bid Security requirements*

*Check incidence on Qualification Requirements*

26. **Bidding Period**

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

YES	NO

**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 made by electronic means; or in relation to simple projects not exceeding 100 million rupees. -*

**27. Pre-bid Meeting**

Is a pre-bid Meeting required?

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*If yes.*

- *Have provisions been made in the bidding documents*

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**Note:** *To be held sometime mid-way during the bidding period*

**28. Clarifications**

Are appropriate provisions contained in bidding documents?

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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 (Already spell out in the ITB )*

**29. Validity of Bid**

Have statutory provisions of the Act been complied with?

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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?

YES	NO

(b) If yes, has the mode of assessment been specified?

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(c) Has the following been specified?

(i) Place of Submission  
(Address of CPB to be included in document)

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(ii) Returnable

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(iii) Non-returnable

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(iv) Whether to be submitted along with the bid (For  
EPS it should be deposited at the CPB)

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**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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**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)?

YES	NO

**Note:**

- *If yes, bidding documents to specify:*
  - (i) *Whether demonstration will be required by selected bidder only*
  - (ii) *In case any weightage is to be given, whether demonstration will be required from shortlisted bidders*
  - (iii) *Whether demonstration to be carried out in the presence of Bid Evaluation Committee.*
  - (iv) *Modalities of demonstration (for e.g. mock system)*
  - (v) *Whether at cost of bidder*

33. **Payment Terms**

Have payment terms been specified?

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**Note:**

Refer to Directive 48 for payment deadlines  
*Payment terms to be fair to avoid cash-flow problems*

34. **Invitation Notice**

Has an invitation notice been submitted?

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*(State appropriate Section of the Act*

*e.g. Authorized Under Section.....)*

**Note:**

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

- a. *Subject of procurement*
- b. *Place of collection of documents*
- c. *Place of deposit/submission of bids*
- d. *Closing & Opening date of bids*
- e. *Contact details*
- f. *Date & Place Pre-bid Meeting/Site visit*

35. **Other Documents**

The following should be submitted for vetting:

- (a) Draft Bidding Document in hard and soft copy (in word version)
- (b) Detailed estimated cost (hard & soft copy in Excel format)
- (c) Procurement Plan
- (d) Documentary evidence to demonstrate land acquisition/wayleaves/availability of funds
- (e) Procurement Notice (A Model is attached).

<b>Prepared by:</b> .....	<b>Verified by:</b> .....
<b>Name:</b> .....	<b>Name:</b> .....
<b>Designation:</b> .....	<b>Designation:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....
<b>Contact details:</b> .....	<b>Contact details:</b> .....
<b>Date:</b> .....	<b>Date:</b> .....

***For Official Use by CPB***

I, the undersigned, have perused the filled-up checklist and found it to be correct.

Other Observations (*If Applicable*): .....

***Verified by (CPB):***

***Counter-verified by (CPB):***

<b>Name:</b> .....	<b>Name:</b> .....
<b>Designation:</b> .....	<b>Designation:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....