



**bhel**  
NEW FRONTIERS. NEW DREAMS

## **TRANSPARENCY IN PUBLIC PROCUREMENTS**

TO PROCURE WORK, MATERIAL, SERVICES  
OF THE SPECIFIED QUALITY WITHIN THE  
SPECIFIED TIME AT THE MOST COMPETITIVE  
PRICES IN A FAIR, JUST & TRANSPARENT  
MANNER

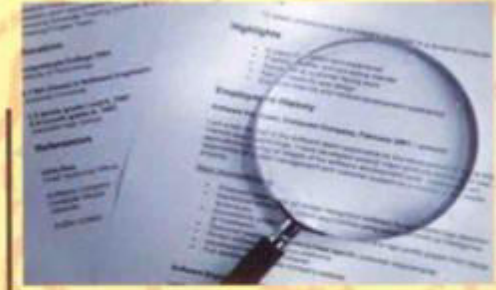


### **Some Focal Points**

**CTEO, Central Vigilance Commission**  
"Satarkata Bhawan", GPO Complex, Block-A, INA, New Delhi - 110023

## 1. Identification of Need

- Need inescapable
- Factors to be taken into account:
  - ⇒ Obsolescence
  - ⇒ Shelf Life
  - ⇒ Life cycle period
  - ⇒ Availability of existing stocks
  - ⇒ Availability of substitutes which can be used in lieu
  - ⇒ Availability of funds
  - ⇒ Approval of Competent Authority



## 2. Technical Specifications

Do/ Ensure	Don't / Avoid
• Generic	• Restrictive
• Product available in market	• Over specify-Best always not the Best
• Meets Requirements	• Superfluous and non-essential features

## 3. Estimation of Costs

Do/ Ensure	Don't / Avoid
• Should be based on Standard Schedule of Rates as far as possible	• Inflated due to unjustified reasons
• Based on market survey	• Hypothetical budgetary quotes

## 4. Qualification Requirement

- ⇒ Neither too stringent nor too lax
- ⇒ Non restrictive
- ⇒ Unambiguous/Objective
- ⇒ Able to generate fair competition and attract established players

## 5. Preparation of Tender Document

Do/ Ensure	Don't / Avoid
<ul style="list-style-type: none"> <li>Order of precedence of tender documents clearly spelt out</li> </ul>	<ul style="list-style-type: none"> <li>Conditions conflicting with the existing rules/ regulations/ guidelines</li> </ul>
<ul style="list-style-type: none"> <li>Right Procedure for arithmetic corrections, difference in rates in figures and words etc.</li> </ul>	<ul style="list-style-type: none"> <li>Ambiguous price format or tax liabilities on either party to the contract</li> </ul>
<ul style="list-style-type: none"> <li>Complete and Unambiguous Evaluation criteria - take care of all foreseeable eventualities</li> </ul>	<ul style="list-style-type: none"> <li>Conditions difficult to implement at execution stage</li> </ul>
<ul style="list-style-type: none"> <li>Well defined Inspection Methodology.</li> </ul>	<ul style="list-style-type: none"> <li>Instructions to Bidders ambiguous</li> </ul>
<ul style="list-style-type: none"> <li>Scope of work - Well defined</li> </ul>	
<ul style="list-style-type: none"> <li>Condition to prevent substantial post contract deviations/ substitutions</li> </ul>	

- Type and Conditions of Contract, if contract concluded

## 6. Pre-bid Conference :

- Representations critically examined - Ensure level playing field
- Amendments required notified to all bidders who purchased bid document and in subsequent copies to prospective bidders —Substantial amendments to be notified in press
- Decisions taken to be deliberated in evaluation report

## 7. Bids Opening

- e-Tendering
- Sound methodology to prevent bid tampering, authenticate of corrections/ overwriting, if bids received physically

## 8. Evaluation

- Transparent and time bound
- As per terms of tender document
- Well deliberated
- Reasonableness of rates ensured
- Time of delivery/Milestones/Quality aspects etc.



