

OFFICE OF THE PROJECT DIRECTOR
ASSAM RURAL INFRASTRUCTURE AND AGRICULTURAL SERVICES PROJECT (ARIASP) SOCIETY :
GS ROAD : KHANAPARA: AGRICULTURE CAMPUS: GUWAHATI –781 022 : ASSAM (INDIA)
PROJECT COORDINATION UNIT (PCU) FOR AACP
TEL: 0361 – 2332125 ; FAX : 0361 – 2332564

No. ARIASP/PD/429/04-05/68

Dated Guwahati the December 14, 2004

From :- Dr. Ravi Kota, IAS

Project Director, ARIASP Society.

To :- 1. The Director, Agriculture , Khanapara, Guwahati-22.
2. The Principal Chief Conservator of Forest, Rehabari, Guwahati
3. The Director A.H. & Vetty., Chenikuthi, Guwahati-3
4. The Director, Dairy , Khanapara, Guwahati-22
5. The Director Fisheries, Meen Bhavan, Ulubari , Guwahati-7
6. The Chief Engineer, PWD(ARIASP) , Assam, Chandmari, Guwahati-3
7. The Director Research , Assam Agricultural University , Jorhat, Assam.
8. The Director, Sericulture , Khanapara, Guwahati-22.
9. The CEO, ALDA & Jnt. Dir Frozen Semen, Khanapara, Guwahati-22.

Sub. :- **Assam Agriculture Competitiveness Project (AACP):** Guidelines for procurement through National Shopping by Line Departments and AAU.

Sir ,

With reference to the above, I am to inform you that vide this office letter No. ARIASP/PD/429/04-05/33-34 dated 30/7/2004 we had decentralized procurement through NS for all Contracts Below Rs. 13.50 Lakhs. Mention may be made here that a procurement manual (PM) is under preparation for AACP, which will contain detailed guidelines, including for National Shopping. But since finalization of PM will take some more time and since the departments are to start procurement under retroactive financing of AACP, certain guidelines ahead of the PM is considered essential.

It may be stated here that the World Bank guidelines on National Shopping does not specify the manner in which the quotations are to be obtained. Interpretation of para 3.5 of the Guidelines requires the purchaser to obtain and compare at least three quotations to establish reasonableness of price. However, it is felt that transparency in public procurement is best achieved through: (a) effective advertising, (b) public bid opening, (c) objective bid evaluation criteria, (d) independent evaluation, (e) award to the lowest evaluated bidder without negotiations, (f) publication of award results, (g) fair and speedy protest handling process, (h) disclosure of signed contracts and prices. Procurement procedures other than open competitive bidding in case of shopping is therefore to be restricted and contained within appropriate limits.

It is therefore considered that in order to have a fully transparent and efficient procurement system, specially for procurement through National Shopping under AACP, there is a need to have certain uniform norms and accordingly a guideline is prepared and circulated for adherence by all concerned.

I would, therefore, request you to ensure adherence to the attached guidelines for all procurement under National Shopping under AACP . The guideline may be circulated to all concerned officials of your department.

Encl. Guideline for National Shopping

Yours faithfully,

(Dr. Ravi Kota, IAS)

Project Director, ARIASP Society.

Memo No. ARIASP/PD/429/04-05/68-A

Dated Guwahati the December 14 , 2004

Copy for favour of kind information & necessary action along with a copy of guideline to :

1. The Principal Secretary, Agriculture and APC to Govt. of Assam & Chairman, ARIASP Society, Dispur, Guwahati-6.
2. The Principal Secretary to the Govt. of Assam, Forest & Environment Department, Dispur Guwahati-6
3. The Commissioner & Secretary to the Govt. of Assam, Agriculture Department/ A.H. & Vetty. / Fisheries Department, / PWD / Sericulture, Dispur, Guwahati-6.
4. The Chief Engineer, Agriculture, Khanapara, Guwahati-22.
5. The Nodal Officers (ARIASP) PWD / Agriculture/ Fishery/ AH & Veterinary/ Dairy/ AAU/ Forest/ Sericulture.
6. The Eco (B)/ Eco (G) /Anthro/ PE/ AO/ Enviro/ FA/ SMU/ Asstt. PE/ Office Manager/ for info. & N/a.

Project Director, ARIASP Society.

Guideline for National Shopping under AACP

1. **Definition of National Shopping (NS) :** As per Bank Procurement Guideline para 3.5 ... “Shopping is a procurement method based on comparing price quotations obtained from several suppliers (in the case of goods) or from several contractors (in the case of civil works), with a minimum of three, to assure competitive prices, and is an appropriate method for procuring readily available off-the-shelf goods or standard specification commodities of small value, or simple civil works of small value. Requests for quotations shall indicate the description and quantity of the goods or specifications of works, as well as desired delivery (or completion) time and place. Quotations may be submitted by letter, facsimile or by electronic means. The evaluation of quotations shall follow the same principles as of open bidding. The terms of the accepted offer shall be incorporated in a purchase order or brief contract.”
 - 1.1 Wherever, the word ‘purchaser’ is used in this guideline, it implies the authority that will issue supply order/ signed contract with the supplier/ contractor.
 - 1.2 Wherever, the word ‘bidder’ and ‘quotationer’ is used, it has the same meaning.
2. **Threshold:** As per the Draft Legal Agreement with the World Bank, the threshold for National Shopping under AACP is **\$ 30,000** or equivalent (Rs.13.50 Lakhs) per individual contract for Works and **\$ 50,000** or equivalent (Rs.22.50 lakhs) per individual contract for Goods.
3. **Decentralization:** As per decentralization norms adopted for AACP vide PIU /PCU’s letter No. ARIASP/PD/ 429/04-05/33-34 dated 30/7/2004 (**copy enclosed**), procurement decisions for contracts upto Rs. 13.50 lakhs shall be taken at HOD level.
4. **General Checklist: Key Points** The provisions cited here, are further elaborated in subsequent paras.
 - 4.1 **Sanction / AA:** Procurement process, i.e floating of bids/ quotations etc., shall not be initiated till Sanction/ AA to the schemes is issued by ARIASP Society.
 - 4.1.1 Initiation of procurement process before Sanction/ AA shall be only with prior in-principle concurrence by Project Coordination Unit (PCU).
 - 4.2 **Advertisement:** Short Notice Inviting Quotations (NIQ) shall be published in newspapers.
 - 4.2.1 *Obtaining quotation directly from manufacturer or their authorized dealers, shall be only with prior concurrence of the [earlier PIU] and*
 - 4.3 **Opening of Quotations/ Bids:** At the date indicated in the NIQ and in presence of the quotationers / bidders who choose to remain present.
 - 4.4 **Evaluation of Quotations/ Offers:** Strictly as per the technical specifications, terms & conditions laid down in the detailed NIQ/ Bidding Document. The quoted bid prices shall be compared, without taxes but inclusive of incidental & transportation costs quoted by the bidder.
 - 4.5 **Negotiations:** No negotiations with the quotationers / bidders.
 - 4.6 **Contract Award:** Only to the Lowest Evaluated Responsive Bidder (LERB) i.e to a bidder whose quotation is determined to be substantially responsive and who has offered the lowest evaluated quotation price. The quoted price of the LERB bidder shall be verified with prevailing market rates.
 - 4.6.1 *If LERB is not selected for award of contract, concurrence of the Project Coordination Unit (PCU) [earlier PIU] of the ARIASP Society shall be obtained with due justifications, supporting documents, before award of contract.*
 - 4.7 **Bid Validity:** Contract shall be awarded within the initial bid validity period indicated in the NIQ.
 - 4.7.1 *Extension of bid validity beyond 30 days of original bid validity shall be with prior concurrence of PCU with proper justification.*
 - 4.8 **Splitting of Quantity:** No Splitting of the Quantity stipulated in NIQ and no splitting of contracts.

- 4.9 **Post Review Audit:** National Shopping procurement will be audited by PCU staff / World Bank from procurement angle. Violation of norms shall lead to non-release of funds by PCU or declaration of mis-procurement by World Bank.
- 4.10 **Prior Concurrence of PCU:**
- 4.10.1 If quotations/ offers/ are to be obtained without newspaper advertisement.
 - 4.10.2 If the Lowest Evaluated Responsive Bidder is not selected for award for contract.
 - 4.10.3 For rejection of all bids and to go for fresh bidding process.
 - 4.10.4 All procurement under National Shopping by Dairy, Forest and Sericulture Department (being new departments under ARIASP Society) shall be with prior concurrence of the PCU till March 31, 2006.
5. **Sanction / AA:** No procurement process shall be initiated till Sanction/ AA to the related scheme is obtained from the ARIASP Society by the departments. Initiation of procurement process before Sanction/ AA shall be only with prior in-principle concurrence from PCU.
- 5.1 While moving for Sanction proposal the department shall indicate whether the item or similar item against the provision in the cost table has already been procured. If yes, details of such procurement shall be attached with the sanction proposal indicating (a) total cost table provision – Quantity already procured with cost ; (b) total AWP provision – Quantity already procured with cost.
 - 5.2 The following information/ documents to be submitted through the concerned Administrative Department while seeking the said in-principle concurrence for procurement process before Sanction/ AA
 - 5.2.1 A detailed note justifying the need & establishing that the requirement is urgent.
 - 5.2.2 Whether the item is included in the cost table of AACP and procurement Plan agreed with the Bank. If yes, total cost table provision – Quantity already procured with cost shall be indicated

If not, PCU may require no-objection of the World Bank.
 - 5.2.3 Whether the item is included in the Action Plan/ Annual Work Plan approved by the Governing Body of ARIASP Society . If yes, total AWP provision – Quantity already procured with costs shall be indicated

If not, the matter will be decided by the Project Director, ARIASP Society.
 - 5.2.4 Reasons for delay in submission of the Sanction/ AA proposal .
6. **Procedure for National Shopping:**
- 6.1 **Obtaining quotations:** Quotations shall be invited through publication of short Notice Inviting Quotations (NIQs) in newspapers and in the following manner
 - 6.1.1 In two most widely circulated local leading daily News Papers provided there are more than three potential sources of the goods or works within the State.
 - 6.1.2 In two local leading daily News Papers as well as in a widely circulated daily National News Paper, in case the sources are located outside the State.
 - 6.2 The Short NIQ shall be sent to the DIPR atleast 7 days ahead of the anticipated date of publication in the daily News Paper so that all prospective quotationer gets no less then 10/15 days time to submit offers.
 - 6.3 The NIQ shall *inter alia* specify the date & period during which the document containing Technical Specification/ BOQ and Detailed Terms & Conditions (DTC) will be issued, last date of submission of quotations and the date of opening of the quotations.
 - 6.4 The Bank's Format of Seeking Quotations (E-5) may be used (**copy enclosed**), with suitable modification as may be necessary for obtaining quotations.
 - 6.5 **Bidding time:** Minimum 10 days time for submission of quotations by the prospective suppliers/ contractors, from the date of publications of the NIQ in the News Paper in case of para 6.1.1 and 20 days in case of para 6.1.2.

6.6 Exception to the aforesaid norms for obtaining quotations, *i.e in case the department wishes to obtain quotation directly from manufacturer or their authorized dealers/ agents* , shall be only with prior concurrence of the PCU. In such event the following information/ documents to be **invariably** submitted while seeking the said concurrence –

6.6.1 Whether the related item is included in the cost table of AACP and procurement Plan agreed with the Bank and also in the Action Plan/ Annual Work Plan approved by the Governing Body of ARIASP Society.

If not, the matter relating to the requirement will be decided with opinion of the Chairman ARIASP Society considering all aspects.

6.6.2 A detailed note justifying the need for obtaining quotation directly from manufacturer or their authorized dealers.

6.6.3 Are there more than three potential firms for obtaining quotations who are likely to respond.

6.6.4 Name of the firms, **with complete address and telephone No.** from whom the department wishes to obtain quotation directly.

The HOD must exercises due diligence to satisfy itself that the firms recommended are reputable, well established, and are suppliers of the required goods or works being purchased as part of their normal business and they possess a valid dealership certificates of the respective manufacturers. If complete address is not furnished, PCU shall reject the proposal of the department seeking concurrence to obtain quotation directly from manufacturer or their authorized dealers.

It may be noted that , if the Dept. receives unsolicited quotations while following this procedure of obtaining quotation, these may be accepted after carrying out a similar due diligence exercise to verify the nature and reputation of the firms, in order to be fair to all prospective bidders.

6.7 Packaging: Packaging of items shall be done with proper application of mind. Rejection of bids due to improper packaging, citing reason that a bidder has not quoted all the items would not be acceptable.

For example, ‘Computer’ shall not be grouped with ‘Computer Table’ or ‘Curtain’ for evaluation as one group. This is in the light of the fact that a authorized ‘computer’ dealer of a reputed manufacturer normally does not deal in ‘computer furniture’ and in all probability he will not quote for the furniture though he will offer rates for the computer. .

6.8 Preparation of the document containing Detailed Terms & Conditions (DTC) etc.

6.8.1 The following key issues shall be clearly drafted in the DTC –(a) Description of the goods or works with technical specifications (b) Delivery period (*say 30 days*), location, consignee, (c) Payment terms and period within which payment will be made (*e.g. 100% upon delivery & installation or 90% against delivery & installation and balance 10% after the hand holding period of say 45 days*), (d) Warranty terms (*e.g. 12 months or preferably Standard Warranty terms of the Manufacture*), (e) Requirement of dealership certificate of the manufacturer or authorization for goods, (f) Bill of Quantities for works, (g) Whether ‘sample’ of the offered goods is to be submitted, if yes, when and how the samples are going to be tested, when they will be returned etc.(h) Validity of the quotation required, (i) How taxes will be dealt with as per prevailing norms of the Govt., (j) Requirement of Bid Security (BS) or Performance Security, (k) Any statutory GOA requirements in submission of quotations such as PAN, STCC, ITCC etc. ; In case of BS requirement, consequence due to absence of the same along with the quotation.

6.8.2 The Technical Specification shall be drafted in such a manner that quotations offering spurious goods get rejected.

6.8.3 The NIQ shall specify the date & period during which the DTC will be issued and the date of opening of the quotations.

- 6.8.4 *As per Bank guideline, no bid or performance securities is required, as this loads the quoted price. However, in order to avoid bogus bidders it is advised to solicit bid or performance securities on a case to case basis. For example, in case of simple off the shelf item, seeking quotations from manufacturers or their authorized dealers, the NIQ need not ask for bid or performance securities.*
- 6.8.5 Documents containing technical specifications and detailed terms & conditions of the products/ works specified in the NIQ may be issued to all prospective quotationer from the date of publication of NIQ in the Newspapers till the date ahead of the date fixed for opening of quotations.
- 6.8.6 **Validity of Quotations:** The bidder shall be asked to submit quotations with a validity of 30 days for acceptance & award of contract and the purchaser is to ensure that within the initial validity date of the quotation period the quotations shall be compared and contract awarded.
- 6.8.7 The Bank's Format of Seeking Quotations (E-5) may be used, with suitable modification.
- 6.8.8 *As per Bank guideline, there is no requirement for strict time and date for submission of quotations and for public opening. However, in order to maintain transparency, it is advised to indicate in the NIQ/ requests for quotes, the scheduled date of submission of quotes, within 10/15 days of the publication of NIQ in Newspapers or the initial request, as the case may be. Quotations shall be opened in public i.e. in the presence of bidders or representatives who choose to attend.*
- 6.8.9 A register shall be maintained to substantiate no. of DTC issued to prospective suppliers.
- 6.8.10 Clarifications to bidding documents should be in writing only.
- 6.8.11 Amendments to bidding documents (i.e DTC) during bid issue period may require proper extension of bidding time and should be advertised with the same procedure used for advertisement of bidding documents.

6.9 Submission / Receipt of Quotations:

- 6.9.1 *As per Bank guideline, suppliers may be allowed to submit their quotations in writing, i.e., by fax, telex, letter, or electronic mailing/ messaging (copies to be kept for the records). However, in order to avoid bogus bidders, it is advised not to accept bids through fax, telex, letter, or electronic mailing/ messaging, accordingly this may be indicated in the NIQ and all bids received in original shall be kept in safe custody for the record for subsequent verification.*
- 6.9.2 Quotations shall be opened in the presence of bidders who choose to attend the Quotation opening time.
- 6.9.3 Late Bids should be rejected.
- 6.9.4 **Extension of bidding time:** If three quotations are not received within the time set, the purchaser may give a reasonable additional time (before opening of the already received bids), say seven more days, to get additional quotations and publish an extension notice in news papers accordingly. However, extension may not be required in case adequate publicity was there and there is an urgency to procure the item.

6.10 Opening of Quotations:

- 6.10.1 Quotations shall be opened at the time, date and place indicated in the NIQ and in presence of the quotationers / bidders who choose to remain present
- 6.10.2 Signature of all the bidders who attended the meeting along with officials present shall be obtained in the Minutes of the Bid/ Quotation Opening Meeting including in the sheet where announced bid/ quoted prices are recorded.

6.11 Preparation of Comparative Statement (CS): Evaluation of quotations

- 6.11.1 Evaluation of quotations/ bids shall be strictly as per the technical specifications, terms & conditions laid down in the detailed NIQ/ Bidding Document/ DTC . For the purpose

of preparation Comparative Statement, the quoted bid prices, without taxes but inclusive of incidental, transportation to final destination, insurance etc. costs quoted by the bidder, shall be compared.

- 6.11.2 During evaluation of quotations, the laid down technical specifications or terms & conditions as per the DTC shall not be relaxed. For example,

Quotations asking for 'Pen', should not be interpreted as 'Ink Pen' or Ball Pen' at the time of evaluation - a bidder may quote 'Ball Pen' with less price and another 'Ink Pen' with higher price. During evaluation, as long it is a 'pen', a bidder is deemed to have offered the required item. If the requirement is 'Ink Pen' it should be so indicated in the NIQ & DTC

Similarly, Quotations asking for 'Ink Pen', should not be interpreted as 'Ball Pen' or 'Pen' at the time of evaluation- a bidder may quote 'Ball Pen' with less price and another 'Ink Pen' with higher price. Just because the 'Ball Pen' offer is cheap, it should not be selected as it's technical specification does not meet requirements

- 6.11.3 The reasonability of the offered rates shall be compared with the prevailing market rates and a statement in the CS saying that “The rates of lowest evaluated responsive bidder is reasonable and as per prevailing market price”.
- 6.11.4 No quotations shall be rejected due to lack of documents which are ‘historical’ in nature, such as non-availability of ITCC/ STCC, PAN No., balance sheet, credential certificates etc. Similarly, Quotations shall not be rejected on hyper technical or procedural ground such as absence of product leaflet, Court Fee Stamp, non submission of quotations as per prescribed formats etc. In case, the same are not available in the offer, these may be obtained through a clarification giving a reasonable time for submission.
- 6.11.5 Comparison of two quotations may be justified only when there is evidence satisfactory to the PCU that there are only two reliable sources of supply (national or foreign as the case may be) or even after adequate newspaper publicity and extension of time only two quotations are received It is possible that not all the suppliers invited will respond to the request for quotations.
- 6.11.6 **Rejection of all bids:** Purchaser may reject all bids provided: (i) all bids are not responsive; (ii) the price offered by the lowest bidder is substantially higher than the confirmed logical estimate for the contract; (iii) the process was not competitive, i.e., only few bids (less than 3) were offered although several bidders could be interested in bidding. In such event PCU’s no-objection for re-bidding shall be obtained before floating fresh NIQs

6.12 Award of contract/ Issue of Supply or work Order

- 6.12.1 The lowest priced quotations/ offer shall be selected for award of contract, provided .
- 6.12.2 Only the Lowest Evaluated Responsive Bidder (LERB) i.e a bidder whose quotation is determined to be substantially responsive i.e conforms to the laid down technical specifications and other terms & conditions stipulated in the NIQ/ DTC and who has offered the lowest evaluated price, shall be selected for Award of contract/ Issue of Supply or work Order. The price offered by the LERB shall be cross verified for reasonableness with prevailing market rates . Award should be made to the lowest evaluated responsive bidder without any negotiations.
- 6.12.3 If the purchaser/ *Bid Evaluation Committee* selects a quotation/ bid/ offer that is not the LERB (as indicated at para 6.12.2) for whatsoever reason, PCU’s prior no-objection shall be obtained before award of contract/ issuance of supply order. In such event, PCU shall be moved with the following documents through the Administrative department atleast 10 days ahead of expiration of initial bid validity period
- Detailed note justifying the recommendation and full supporting documents
 - Abstract of the CS (as per format at [page 7](#)) and

c) Certified copy of the minutes of the BEC (Bid Evaluation Committee).

6.12.4 **Confidentiality:** After bid opening and until contract award, all information about bids and their evaluation should be confidential. For transparency reasons, the evaluation report and all non-proprietary information could be made available to the public after an award recommendation has been published

6.13 No Splitting of contracts or the required quantity –

6.13.1 Splitting of the Quantity stipulated in NIQ at the time of award or splitting of contracts shall not be done.

6.13.2 Contract shall be awarded only to the lowest evaluated responsive bidder at his own quoted cost and not to any other bidder at the rate quoted by the lowest evaluated responsive bidder

6.13.3 Once the quantity for which NIQ is published, the quantity shall not be subsequently split/ segregated into two or more, with the intention of award contract to other bidders at the rate of the lowest evaluated responsive bidder.

7. **Concurrence of the PCU:** No ‘Specific Concurrence’ proposal need to be submitted to the PIU as was done in ARIASP. However, for the following events prior concurrence of the PCU shall be obtained -

7.1.1 If the department desires to obtain quotations/ offers/ bids for national shopping without newspaper advertisement following procedure as stated in [para 6.6](#) above.

7.1.2 If the Lowest Evaluated Responsive Bidder is not selected for award for contract or in case the decision of the bid evaluation committee is to award contract to a bidder who is not lowest evaluated responsive bidder following procedure as stated in [para 6.12.3](#) above

7.1.3 By Dairy, Forest and Sericulture Department for all procurement under National Shopping till March 31, 2006 being new department under ARIASP Society.

8. **Documents to be submitted along with Fund Release proposals:**

8.1 While forwarding the Fund Release proposal under national shopping procurement, the following documents shall be invariably enclosed for PCU’s scrutiny & record, if not forwarded earlier in the light of [para 6.12.3](#)

8.1.1 Abstract of the CS (*as per format at [page 8](#)*)

8.1.2 Copy of the minutes of the Bid Evaluation Committee.

8.1.3 Copy of Supply order, contract agreement.

8.2 In case funds have already been drawn/ released, the documents at Sl. [8.1](#) shall be forwarded within seven days of award of contract for PIU’s record.

9. **Complaints:** Complaints should be accepted at any time. Those received before bids should be addressed before bid opening. All others should be taken into account but the response may be announced only after award is recommended.

9.1.1 Copies of complaints/ protests received should be forwarded to the PCU. Complaints/ protests should not be reviewed by the tender / Bid Evaluation committees but by an independent protest mechanism within the department or by the PCU.

9.1.2 When protests are submitted before award tender / Bid Evaluation committees may revisit the decisions for fairness.

10. **Post Award Audit:** All National Shopping procurement will be audited by PCU staff / World Bank officials.

10.1 **Record of Award :**

10.1.1 Full Documentation relating to a procurement shall be retained safely for Post Award Audit/ review by PCU or the World Bank. The purchaser shall ensure that all the original quotations/ bids and other documents leading to the award decision and its rationale is kept for review and audit by the PCU/Bank, as and when needed. The record shall also contain the list of firms invited/ evidence of publication of

NIQ, the list of the quotations received with bid value, original bids received, minutes of the Bid Evaluation Committee, and any other documents that clearly states the award is based on sound economic criteria.

10.1.2 A contract register exclusively for procurement through National Shopping shall be maintained as per the following format

ASSAM AGRICULTURAL COMPETITIVENESS PROJECT													
Name of the Implementing Department/ Agency													
REGISTER OF CONTRACTS FOR PROCUREMENT THROUGH NATIONAL SHOPPING													
Sl.	of PAD Cost Table Refer.	Component	Name of item with Quantity	Contract Type :Work/ Goods	Method of Obtaining Quotation (Newspaper Advt. or collection)	Date of Floating of NIQ	Date of Opening of Quotations	Date of Finalization of CS	PCU Approval Date & No., if any	Contract No. / Supply order with Date	Name of Contract or/ Supplier	Date Contract Price	Date of release of final payment

10.2 **Violation of these guidelines:** For of any exception to the above guidelines, for whatsoever reason, PCU’s prior concurrence / no-objection shall be obtained. In case it is detected in Post Award Audit that any procurement under National Shopping was done violating the norms laid down in these guidelines, apart from declaration of the procurement as mis-procurement by World Bank, the following actions shall apply –

10.2.1 No funds shall be released by PCU for the procurement and the department shall be responsible for all the consequences.

10.2.2 Matter will be forwarded to the appropriate authority of the Govt. for necessary disciplinary action against officers/ staff responsible for the vilation.

FORMAT FOR PREPARING THE ABSTRACT OF COMPARATIVE STATEMENT UNDER NATIONAL SHOPPING FOR SUBMISSION TO PCU				
1. Name of the Department:..... Name of Item/ work:.....				
2. Reference of AA No. / Sanction No. or PCU’s in principle concurrence for procurement ahead of Sanction / AA in case of urgency : No. Dated				
3. NIQ No.dated..... (enclose copy of NIQ & DTC)				
4. Name of daily Newspapers in which NIQ is published: 1)..... Dated				
2)..... Dated				
3)..... Dated				
5. In case quotations were obtained directly from manufacturer or their authorized dealers/ agents, reference of PCU’s concurrence : No. Dated				
5. Reference of the minutes of the evaluation committee: Date: (enclose copy of the minutes)				
6. No. of quotations Sold: No. of quotations received:				
7. Name of the Quotationer/ Bidder Selected for Award with addresses:				
Sl.	Name of Quotationer / Bidder	Total quoted price (Rs.) without taxes	Ranking	Remarks - Reasons for Rejection . Also indicate the accepted offer & rate
1				
2				
...				
...				
Signature (Head of the Department): & Seal ;				

Note:-

- 1) The Abstract of CS shall be prepared individually for each item. Breakup of the sub-items need not be indicated if bids are required to be evaluated for the ‘item’ as a whole. e.g. For procurement of Utensils, the price for the individual items like Bucket, Mug etc. included under ‘Utensils’ need not be indicated separately, if as per terms & conditions of the NIQ the bids are required to be evaluated for the item ‘Utensil’ as a whole.
- 2) **PCU shall not process any specific concurrence or fund release proposal, if the above Format for Preparing the Abstract of the Comparative Statement is incomplete or not duly signed. In case of multiple pages each page shall be signed.**
