

Office of the CGDA, West Block-V, R. K. Puram, New Delhi-66  
Pr. IFA Wing

INSTRUCTION NO. 8 OF 2009<sup>1</sup>

No. PIFA/SAG/Army

Dated: 27<sup>th</sup> May 09

To

All PCsDA/CsDA/IFAs(Dedicated and Nominated)/RTC

**Sub: Check List - Sports Activity Grant (SAG).**

Based on the feedback received from one of the IFAs, checklist for Sports Activity Grant for Army has been prepared and enclosed herewith for information and guidance of all concerned.

2. The points involved at various stages of procurement on SAG indicated in the check-list are illustrative and not exhaustive and IFAs may apply additional checks depending upon the proposal. A copy of such additional checks/suggestions may also please be sent to Pr.IFA Wing to enable us to review the checklist.


Pr.IFA has seen.

  
(B. Vikraman)  
Dy.IFA

Copy to:

1. JS & Addl. FA (A), MoD(Fin.) N. Delhi
2. JS & Addl. FA (S), MoD (Fin.) N. Delhi
4. Jt. CGDA (AT-I), 5. Jt. CGDA (AT-II),  
6. Jt. CGDA (AT-III), 7. Jt. CGDA (A & B)
8. Jt. CGDA (Trg.-I), 9. Jt. CGDA (Trg.-II)
10. ADG FP Army HQrs. General Staff Branch, New Delhi
11. ACAS (Fin-P) Dte. of Fin. Plg., Vayu Bhawan, New Delhi
12. ACNS (P&P) Navy, Naval HQrs., South Block, New Delhi
13. Coast Guard HQrs., New Delhi
14. Hindi Cell (Local)- for issuing Hindi version.
15. Sr. Dy. CGDA (EDPS)- with the request to place the circular on the website.

for kind information.

  
(B. Vikraman)  
Dy.IFA

<sup>1</sup> Instruction No.1 to 24 issued in 2008

**CHECK LIST FOR PROCESSING CASES FOR EXPDR OUT OF SAG AND ADVENTURE FUNDS**

Sl No.	Points	Yes	No	Remarks, if any
	<b>APPROVAL AT AON STAGE</b>			
1.	Has the proposal been formulated in accordance with DPM-2009?			
2.	<p><b>List of Enclosures :-</b> Have the following docus been encl in the case file :-</p> <p>a) Allotment letter of Budget Cell/PPP slno., (Note : for AON, allotment is not mandatory).</p> <p>b) S of C.</p> <p>c) List of Vendors.</p> <p>d) BOO for market Survey.</p> <p>e) Last proc. Price (if available) as para 13.5 of DPM 2009</p> <p>f) Draft Tender Enquiry.</p> <p>g) Recommendations of the appropriate CFAs (through Staff Channel)</p>			
3.	<p><b>Statement of Case :</b></p> <p>a) Does the S of C bring out that the reqmt is min inescapable ?</p> <p>b) Has justification for allotment/additional allotment been brought out in the S of C?</p> <p>c) Is the proposed project auth as per scale, if not, has it been justified in the S of C?</p> <p>d) Is the proposed project part of the approved PPP?</p> <p>e) Is necessary support infrastructure available for proper utilization of the proposed eqpt ?</p> <p>f) Does the proposed constr fall under the category of revenue/capital wks?</p> <p>g) Whether the proposal attracts the provisions of Scales of Accommodation, 1983?</p> <p>h) Is the item available through DGS&amp;D rate contract, if yes, then is the procedure being followed accordingly?</p> <p>i) Has the recommendations of CO/Comdt/Cdr/GoC included in the SOC?</p> <p>j) If item is imported, has the reason for non acceptance of indigenous items justified in the S of C and has the source of imported supply and their channels in India has been identified?</p> <p>k) Have the cost estimates been worked out realistically in terms of para 13.1 of DPM 2009?</p> <p>l) In respect of proposal containing AMC, has the necessity and reasonableness of AMC given in SOC and will the cost of AMC will be considered as project</p>			

	<p>cost and CFA has been determined accordingly.</p> <p>m) Whether existing holdings, Grant/Head of earlier procurement, year of procurement, name of supplier and rates on which procurement had been made earlier, have been indicated.</p> <p>n) For construction of synthetic surface, it should clearly be mentioned if it is relaying on existing surface or construction of new surface court, duly confirming compliance of relevant provisions of Pr.IFA Instr No. 24 dt. 22.12.2008 and Instr No. 3 of 2009 dt. 13.03.2009 as applicable pending issue of Army Instr on the subject.</p> <p>o) Have the tech specifications been vetted by competent technical authority?</p> <p>p) Are the specifications in conformity with the standards followed by the services for similar devp?</p> <p>q) Have national level sports bodies like Sports Auth of India been consulted for expert advice to ensure requisite quality/std and value for money?</p>			
4.	<p><b><u>List of Vendors</u></b></p> <p>a) Is the vendor list approved by ASCB/AAW/Comd/Fmn HQrs and is duly updated as per Para 3.2 of DPM-2009?</p> <p>b) Is the vendors list placed in the case file?</p> <p>c) Is the status of vendors i.e OEM or authorized distributors of OEM been mentioned in the vendor list?</p> <p>d) If vendor is an authorized dealer then a certificate from the OEM stating that the vendor is authorized, and the eqpt for which authorisation have been made needs to be placed in the case file. Has it been placed ?</p>			
5.	<p><b><u>BOO for Market Survey</u></b></p> <p>a) Is the bd proceeding att with the case file?</p> <p>b) Has a detailed survey of market including details available on the internet been carried out?</p> <p>c) Have other fmns/comds or various sports federations/Sports authority of India been consulted regarding QRs, sources of sup, rates achieved to ensure value for money?</p>			
6.	<p><b><u>Draft Tender Enquiry</u></b></p> <p>a) Mode of procurement and justification therof.</p> <p>b) Has the Fall Clause as per Para 8.7.2 &amp; 9 of DPM 2009 included in the TE ?</p> <p>c) Has the Option Clause as per Para 7.13 of DPM 2009 included, if applicable ?</p> <p>d) Has the Repeat Order clause as per Para 7.13 of DPM-2009 included, if applicable ?</p> <p>e) Has Performance clause included and in Performance Bank Guarantee, has the name of payee in whose favour Bank Guarantee to be given included as per</p>			

para 7.7.1 of DPM 2009

- f) Has the mode of payment clause included in DTE?
- g) Has the termination of contract clause included in DTE?
- h) Has the liquidated damages clause been included in the DTE ?
- i) Has warranty clause been included in the DTE?
- j) Brand/Make/Model of the items should not be mentioned in the DTE until and unless absolutely necessary/being a proprietary item. Has it been incl ?
- k) Brand/Make/Model of the item offered by the vendors should be sought in their technical bid. Has this been incl in the DTE?
- l) Has the 'Evaluation Criteria' for deciding L-1 vendor (whether it is item wise or on total value of the contract) been specifically mentioned in the DTE?
- m) Has EMD Clause as per Para 4.7.3 of DPM-2009 included in the DTE? Is the amount of EMD as prescribed in DPM i.e 2% to 5% been specified in TE?
- n) Have the tech bid and commercial bid been sought in separate sealed envelopes?
- o) Has the vendors been advised regarding e-payments as per Para 7.8.3 of DPM-2009?
- p) Has the place of delivery where stores are required to be supplied been clearly indicated?
- q) In case of AMC of eqpt is required, has the rate of AMC been sought in TE on a separate sheet on the basis of basic cost of items excluding taxes, freight charges etc?
- r) Has a structured format/matrix for Technical Bid covering all the required technical specifications duly vetted by competent technical authority been prepared in terms of Para 4.12 and form DPM 24 of DPM-2009 and enclosed with the draft TE to facilitate objective and meaningful technical evaluation of bids?
- s) Have the following technical details been incl in DTE :-
  - (i) Type of item/description of stores.
  - (ii) Quantity required.
  - (iii) Specifications/drawings as applicable.
  - (iv) Reqmt of installation/commissioning.
  - (v) Type of assistance after warranty.
  - (vi) Ultimate consignee and inspection.
- t) Have the prospective vendors been advised to submit a copy of orders secured from Govt Agencies/reputed organizations in the recent past alongwith their commercial bids?
- u) Commercial bids need to be prepared in standard format providing separate columns for various cost components viz. Basic cost, CST/VT, excise/custom

	<p>duty, freight, installation charges etc. Commercial bid format needs to be enclosed in TE (sample copy enclosed).</p> <p>v) Has the quantity required and its unit i.e Mtr, Nos, Kgs etc need to be clearly mentioned in the commercial bid. Has it been complied with ?</p> <p>w) Has all cost components e.g Basic cost, VAT, freight charges, installation charges etc alongwith item-wise total price and total cost of the project need to be called for separately. Item wise total cost and total cost of the project should be called for in figures as well as in words. Has it been complied with?</p> <p>x) Custom duty chargeable by the Govt needs to be mentioned separately by the vendor in his commercial bid. Has it been sought.</p> <p>y) If custom duties apply, the amount for which custom duty exemption is required should be mentioned by the vendor. Has it been sought.</p>		
	<b>FINAL APPROVAL OF CFA</b>		
1.	<p><b>List of Enclosures :</b></p> <p>Have the following documents been encl in the case file :</p> <p>a) The entire case file upto AON stage incl min sheets in original.</p> <p>b) BOO for TOB/TEC incl envelopes.</p> <p>c) BOO for Commercial Bids/PNC incl envelopes.</p> <p>d) Draft Supply Order.</p> <p>e) Acceptance letter by vendor.</p> <p>f) Response to IFA's advice at AON stage, duly addressing the issues raised.</p> <p>g) Recommendations of the appropriate CFA in the Command Staff Channel.</p> <p>h) Copy of the draft sanction of CFA.</p>		
2.	Was the sanction of the appropriate CFA obtained at the AON stage.		
3.	Were the tenders issued to the vendors mentioned in the vendor list?		
4.	Were the tenders sought from addl vendors also and if yes, whether the approval of IFA , CFA obtained?		
5.	In case of an amount upto Rs 25 Lakhs, was procedure for Limited Tendering followed?		
6.	In case of an amount over Rs 25 Lakhs, was open tendering procedure followed ?		
7.	Were separate BOO constituted for TOB/TEC and opening of Commercial bid/PNC ?		
8.	Has the EMD been deposited by the vendors ?		
9.	<p><b>TEC</b></p> <p>a) Copy of draft convening order for TEC and TPC, inter alia, indicating the mandate of TEC/TPC.</p> <p>b) Check for approval of TEC proceedings by the CFA</p> <p>c) Was the TEC constituted as per Para 4.12.3 of DPM-</p>		



	<p>2009?</p> <p>d) Was the tech rep from MES was included in the TEC in case project concerned to construction/laying/re-laying of synthetic surface?</p> <p>e) Have all the responding vendors furnished EMD alongwith their technical bids, in the prescribed instrument i.e DD/BG/Banker's cheque etc. (and not through cheque) in favour of PCDA/CDA concerned?</p> <p>f) Have the Brochure and related documents for technical specifications been enclosed by the vendors?</p> <p>g) Have the vendors enclosed OEM/authorized dealership certificate from OEM in r/o the brand/model/make of the item, they have offered in their technical bids?</p> <p>h) Is their any late receipt of bids?</p> <p>i) Has the details regarding the No. of vendors to whom TE was issued, No. of vendors who have responded to TE, No. of vendors rejected with reasons and No. of vendors recommended for opening of commercial bids incl in the BOO?</p> <p><b>Note : In case of Adventure Funds, TEC will be approved by CFA before opening of Commercial bids</b></p>			
10.	<p><b><u>Opening of Commercial Bids</u></b></p> <p>a) Check that the CST has been signed by all the members of the board</p> <p>b) Has only the commercial bid of vendors who have qualified in the TEC been considered for opening the commercial bid?</p> <p>c) Has the CST been prepared in terms of Para 13.3.4 of DPM-2009 to evaluate the quotes in fair and equitable manner by the TPC?</p>			
11.	<p><b><u>TPC/PNC</u></b></p> <p>a) Check the validity of quotes submitted by the vendors</p> <p>b) Is the validity of commercial quote of the vendor extended, whenever necessary and that is also with the approval of CFA/IFA?</p> <p>c) If the case was for an amt over Rs 5 Lakhs, was the TPC/PNC constituted in terms of Para 6 of GoI letter dt. 26.07.2006?</p> <p>d) Has the L-1 vendor been declared as per the terms given in Para 13.3.5 of DPM-2009?</p> <p>e) Has the L-1 vendor been decided/worked out on the basis of 'total landed cost' and excluding cost of AMC (wherever applicable) and as per para 13.3.1 of DPM - 2009?</p> <p>f) Has the final offer by L-1 vendor an acceptance letter of L-1 vendor attached alongwith the BOO.</p> <p>g) Has TPC confirmed reasonableness of rates of L-1 vendors recommended for sanction of the CFA in terms of DPM-2009? The basis of arriving at such reasonableness may also be confirmed?</p>			

	<p>h) Has a signed copy regarding final negotiated offer, and any other changes in terms and condition of supply at TPC/PNC stage as agreed between TPC and the vendor has been obtained from the vendor and placed in the case file?</p> <p>i) Check for TPC/PNC minutes and approval of CFA</p>			
12.	<p><b><u>Draft Supply Order</u></b></p> <p>a) Has the Draft Supply Order been prepared as per terms and conditions of TE complying of DPM-2009?</p> <p>b) The L-1 vendor should be instructed to acknowledge receipt of supply order placed immediately, as it has a bearing on the matter for granting extension of delivery period. Has it been done.</p> <p>c) Check for Correctness of paying authority, head of account, CFA, schedule of powers, IFA's concurrence no., inspection authority, consignee, indenter and users as applicable and copy of supply order endorsed to all concerned.</p> <p>d) No extension of delivery period to firms without liquidated damages is to be encouraged except in genuine circumstances beyond the control of vendor. For deciding extension of DP, the purchase officer has to balance the time factor required for making repurchase and whether the supply can be arranged earlier than the period of extension sought for at cheaper rate from alternative source. Has it been complied?</p> <p>e) Has the bill of materials i.e qty, cost component etc. have been properly indicated in the supply order. Has the total landed cost been indicated in figures as well as in words also.</p> <p>f) Has the Brand/Make/Model of the item offered by L-1 vendor and accepted by TEC, been mentioned against the items to be procured in supply order?</p> <p>g) Has the copies of supply order and sanction letter ahs been correctly endorsed to all as per DPM 2009?</p>			
13.	<p><b><u>Draft Sanction Letter</u></b></p> <p>Have the following information included in the draft sanction letter :-</p> <p>a) Name &amp;Address of the formation/unit concerned.</p> <p>b) Project Name with brief particulars of the items and qty.</p> <p>c) The total amount for which sanction has been accorded.</p> <p>d) Grant and Code Head.</p> <p>e) The name and address of the vendor from whom the procurement is to be made.</p> <p>f) The competent financial authority.</p> <p>g) The schedule and serial number of delegation of financial powers under which sanction is accorded.</p> <p>h) UO No. of IFA</p>			

	i) Sanction letter should be conveyed by the officer to whom such power is delegated by the CFA
14.	Has a copy of CFA sanction and that of supply order issued to the L-1 vendor been forwarded to the paying CDA/PCDA and concerned IFA along with inspection agency,?



**COMMERCIAL BID**

**DETAILS OF EQUIPMENT REQUIRED TO BE PURCHASED FOR**

Note : Provide details of prices of all items. Failure to provide details will render Bid invalid

<u>Sl No.</u>	<u>Nomenclature</u>	<u>A/U</u>	<u>Qty</u>	<u>Basic Cost</u>	<u>Custom /Excise</u>	<u>CST /VAT</u>	<u>Inst Charges</u>	<u>Misc Charges</u>	<u>Rate per Unit</u>	<u>Total Price (in fig)</u>	<u>Total price (in words)</u>
	<b><u>GRAND TOTAL</u></b>										

**Cost of AMC per Year**

For the 1<sup>st</sup> year - in %age of cost - in amount

For the 2<sup>nd</sup> year -

For the 3<sup>rd</sup> year -

Company Seal

Place

(authorized Signatory of Company)

Date