

Check List For Documents

Documents to be submitted along with advance copy of the SO/Contract	P. No
(i) Ink signed copy of the Supply Order/Contract Agreement/ Accepted Tender (AT) Note .	
(ii) An ink-signed copy of sanction of the CFA indicating UO Number and date of IFA's concurrence, where applicable	
(iii) A copy of the techno-commercial evaluation and rejection details, if any, in case of two bid system	
(iv) A copy of the Comparative Statement of Tenders (CST) with price bids	
(v) A copy of TPC/PNC proceedings, if held	
(vi) PAC certificate/OEM's Certificate/ any other certificate that may be peculiar to the procurement	
(vii) Specimen signatures of sanctioning and countersigning authorities	
(viii) VAT/CST/Service Tax Registration No./PAN No.	
Documents to be submitted for payment along with the Bill	P. No
(i) An ink-signed copy of the Contingent Bill/Seller's Bill	
(ii) An ink-signed copy of the Commercial Invoice	
(iii) A copy of the Supply Order with UO No. and date of IFA's concurrence, where required under delegation of financial powers.	
(iv) CRVs in duplicate	
(v) Inspection note	
(vi) Relevant documents/proof of payment in support of the claim for statutory and other levies, such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ ESIC contribution with nominal roll of beneficiaries, etc., as applicable	
(vii) Exemption certificate for Excise duty/Customs duty, if applicable	
(viii) Bank Guarantee for advance, if any	
(ix) Guarantee/Warranty Certificate	
(x) Performance Bank Guarantee/indemnity bond, where applicable	
(xi) DP extension letter with CFA's sanction, UO No. and date of IFA's concurrence, where required, indicating whether extension is with or without LD	
(xii) Details for electronic payment as per mandate form given in Form DPM-11, if these details are not incorporated in the Supply Order/Contract or in case there is a change in these details	
(xiii) User acceptance	
(xiv) Any other document/certificate that may be provided for in the supply order/contract.	

Audit Analysis Sheet**A. GENERAL INFORMATION:**

Bill ID No [To be Filled by PCDA(NC)]:

Unit Name		Unit Code	
Bill No		Bill Date	
Bill amount		Schedule	
Code head		CFA Power	
SO No		SO Date	
CRV No		CRV Date	
Received On		Passed On	

B. PER-PROCUREMENT

Audit Points	Yes/No	P.No. /Remarks
1. Whether item has been procured as per PPP ?		
2. Whether Estimation of quantity was done ?Rule-237 FR Part-I Vol-1		
3. Whether LPP/MSR done to find out appropriate CFA ?		

C. SOURCING AND TENDERING PROCESS:

PAC Procurement:		
Audit Points	Yes/No	P.No./Remarks
1. Whether PAC was initiated at SOC level and indicated in RFP ?		
2. Is Financial implication of procurement is equal to or less than half of CFA Power ?		
3. Is PAC Certificate signed by officer not below the rank of Maj General found attached along with IFA Concurrence and has been obtained before TE/RFP ?		
Procurement under Rule 145 or Rule 146 of GFR 2005		
Audit Points	Yes/No	P.No./Remarks
1. Whether required Certificate signed by CFA (Rule 145) signed by BOO and accepted by CFA (Rule 146) attached ?		

Procurement Through LTE/OTE (* are only for OTE)		
Audit Points	Yes/No	P.No./Remarks
1.* Whether tender notifications sent to the Director General of Commercial Intelligence and Statistics, Kolkata for publication in the Indian Trade Journal (ITJ) and to the DAVP, New Delhi for publication at least in one leading daily, which has a wide circulation ? Para 4.2.3		
2.* Whether the Notice Inviting Tender (NIT), was published in the journals/newspapers ? Para 4.2.4		
3. Whether published on Web site ? Paras 4.2.5 and 4.3.3		
4. Whether NIT was send to all the registered vendors ? Para 4.2.6		
Procurement Through STE		
Audit Points	Yes/No	P.No./Remarks
1. Whether reasons has been recorded by CFA in consultation with IFA for STE		
Resultant Single Vendor Situation		
Audit Points	Yes/No	P.No./Remarks
1. Whether all necessary requirements such as standard tender enquiry conditions, industry-friendly specifications, wide publicity, sufficient time for formulation of tenders had been taken care of while issuing the RFP?		
2. Whether the RFP had been properly dispatched and duly received by the prospective vendors to whom these were sent ?		
3. Whether the RFP had been properly dispatched and duly received by the prospective vendors to whom these were sent ?		
General Points		
Audit Points	Yes/No	P.No./Remarks
1. Whether Sufficient time was given for calling of Quotations and date and time of opening of quotations indicated ?		
2. Whether extension of Tender Opening Date after due date of opening was accepted by higher CFA in consultation of IFA ? Para 4.10.3		
3. Whether all the pages of bid documents was initialed by the BOO ?		
4. Whether TEC vetted and accepted by CFA before financial Bid Opening?		

D. EVALUATION OF FINANCIAL BID, REASONABILITY OF PRICE, CNC, NEGOTIATION WITH L1 AND

ACCEPTANCE BY CFA

CST		
Audit Points	Yes/No	P.No./Remarks

1. Whether all the QR complied Financial bids found attached ?		
2. Whether LPP / Professional Officers' Valuation POV / Rate of Intelgent Market Survey attached ?		
3. Whether CST has been Signed by purchase officer and vetted & countersigned by the IFA/IFA's representative ? Para 13.3.4		
4. Whether criterion for fixation of L1 was indicated in RFP ?		
5. Whether L1 identified by Financial bid opening board and finally accepted by CNC is correct ?		
6. % increase or decrease		
7. Whether L1 has been decided for entire items/Services and this is as per the RFP ?		
CNC		
Audit Points	Yes/No	P.No./Remarks
1. Whether the Chairman of the CNC is an officer one rank below that of the CFA if not what is the level of rank difference ? Para 4.13.5		
2. Whether CNC has identified the L1?		
3. Whether CNC established reasonableness of price ?		
4. Whether negotiation was conducted after the approval of CFA in consultation with IFA ? Para 13.3.6		
ACCEPTANCE BY CFA		
Audit Points	Yes/No	P.No./Remarks
1. Was the method of costing recorded while seeking CFA's Approval? Para 13.2.2		
2. IFA UO No		
3. If the increase in price is attributable to higher specification whether that was included in Tech Specification ?		
4. Appropriate CFA Sanction found attached?		
5. Was the method of costing recorded while seeking CFA's Approval? Para 13.2.2		
6. IFA UO No		

7.If the increase in price is attributable to higher specification whether that was included in Tech Specification ?		
8. Appropriate CFA Sanction found attached?		
9. Is there any variation between conditions of SO with RFP ?		
10. Is there is any change in Warranty Conditions with RFP ?		
11. Was the tender opening date extended twice without acceptance of higher CFA?		

E. DELIVERY OF STORES/SERVICES AND POST CONTRACT MANAGEMENT:

DELIVERY		
Audit Points	Yes/No	P.No./Remarks
1. Whether the store was inspected within the due date of delivery ?		
2. If (1) is No: <ul style="list-style-type: none"> • Whether the Delivery Date Extended. • Re fixed 		
3. Extension beyond double the DP		
5. Concurrence of IFA and sanction of CFA for extension of DP ?		
REPEAT ORDER		
Audit Points	Yes/No	P.No./Remarks
1. Whether the earlier requirement was urgent in nature ?		
2. Whether market trend has been analyzed ?		
3. Whether original and present proposal is within power if CFA ?		
4. Whether Repeat order is limited up to 50 % ?		
5. Whether repeat order by indicated in RFP ?		

Any Other Points :

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