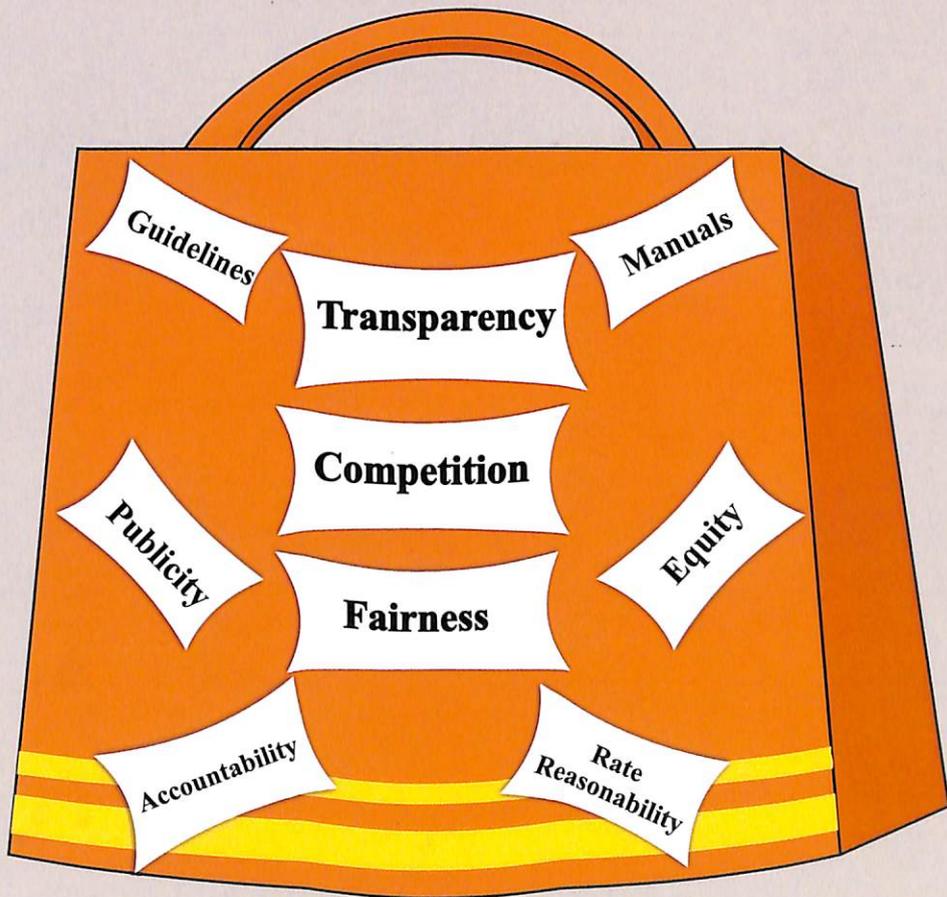




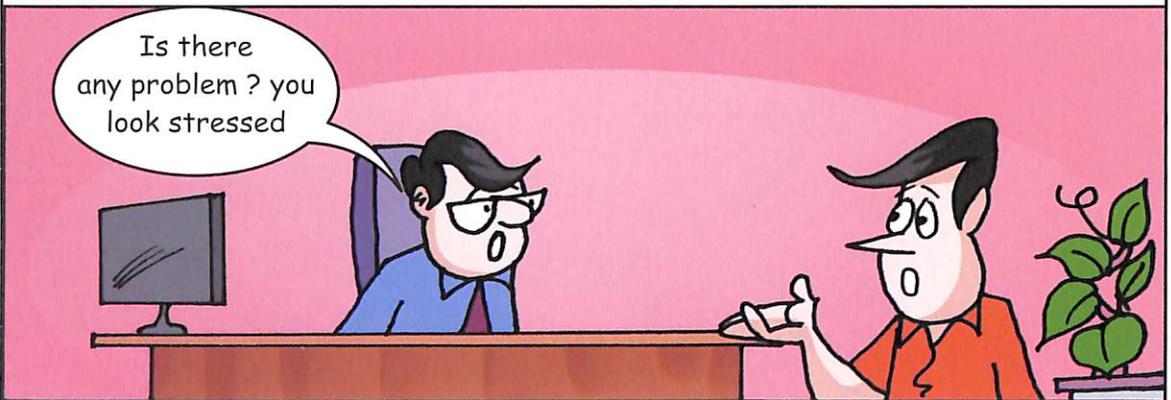
# Public Procurement

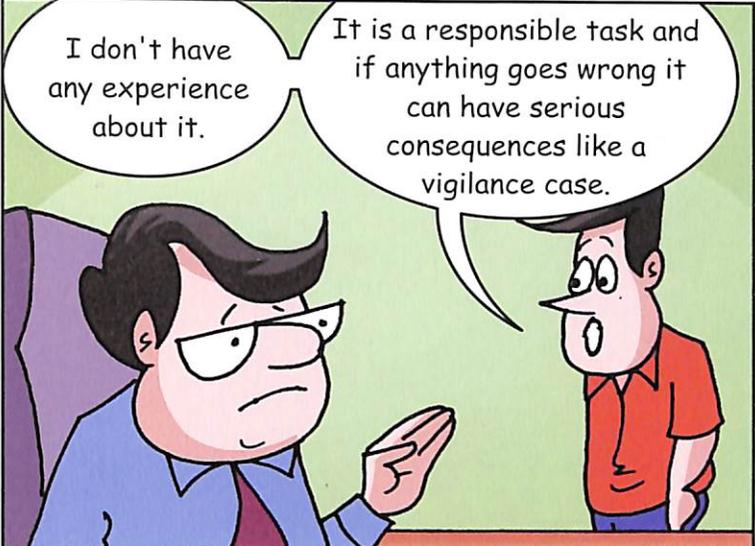


Corruption Free India for a Developed Nation  
Vigilance Awareness Week 2022  
**Central Vigilance Commission**



# Public Procurement



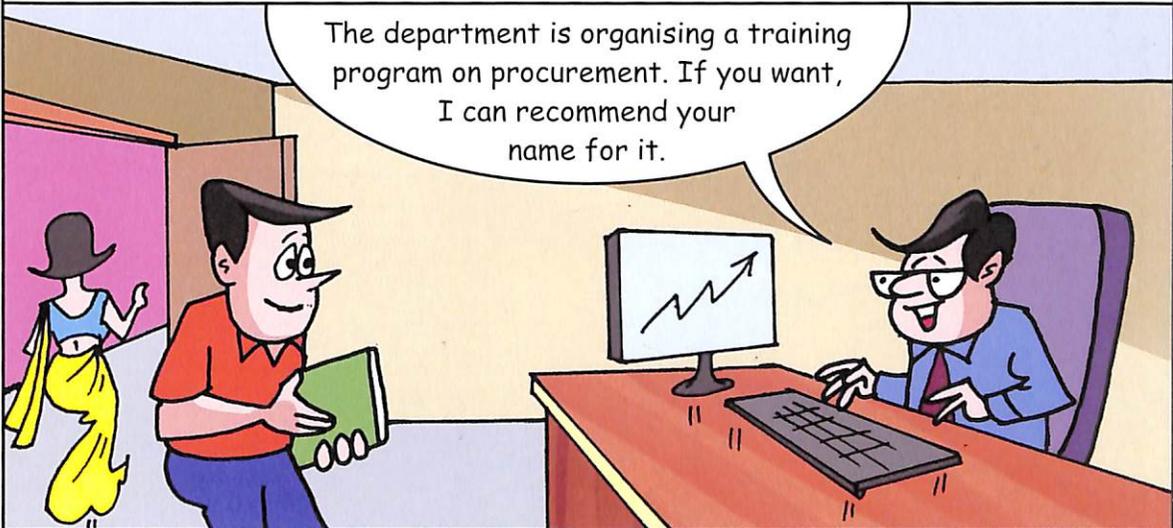


I don't have any experience about it.

It is a responsible task and if anything goes wrong it can have serious consequences like a vigilance case.



Well my friend you are in luck.



The department is organising a training program on procurement. If you want, I can recommend your name for it.



Yes sir. It will be very helpful.

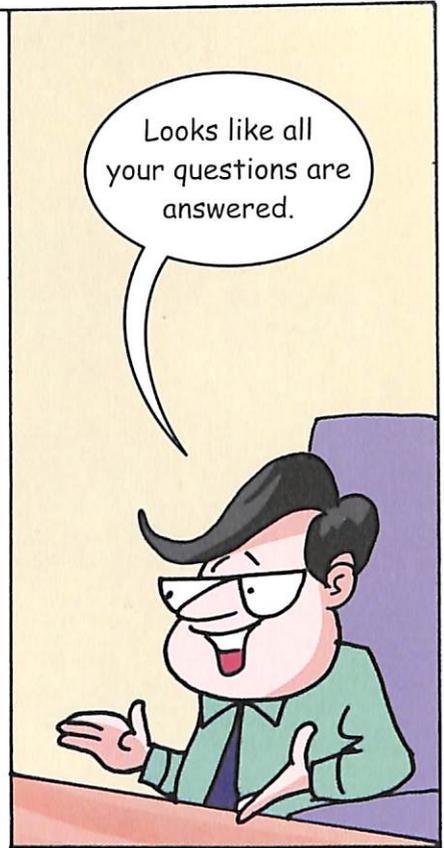


On return from training

Good Morning Ajay Sir



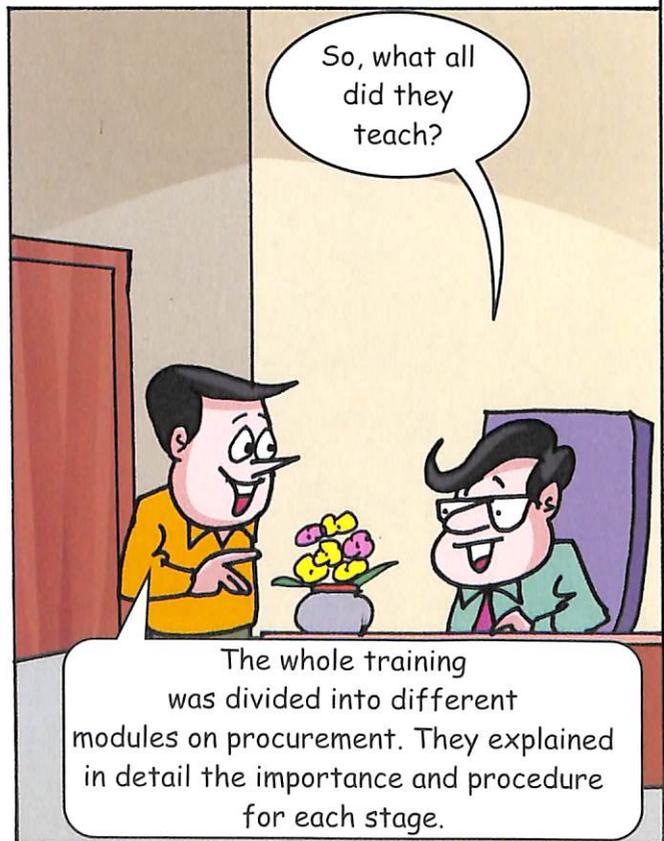
Very good Morning!



Looks like all your questions are answered.



Yes sir and thank you so much for recommending my name.



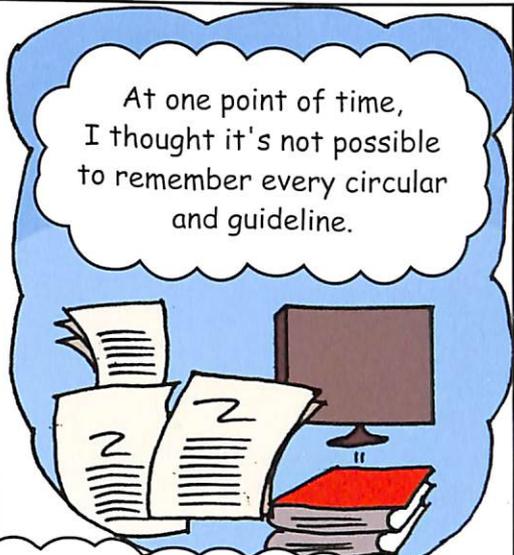
So, what all did they teach?

The whole training was divided into different modules on procurement. They explained in detail the importance and procedure for each stage.

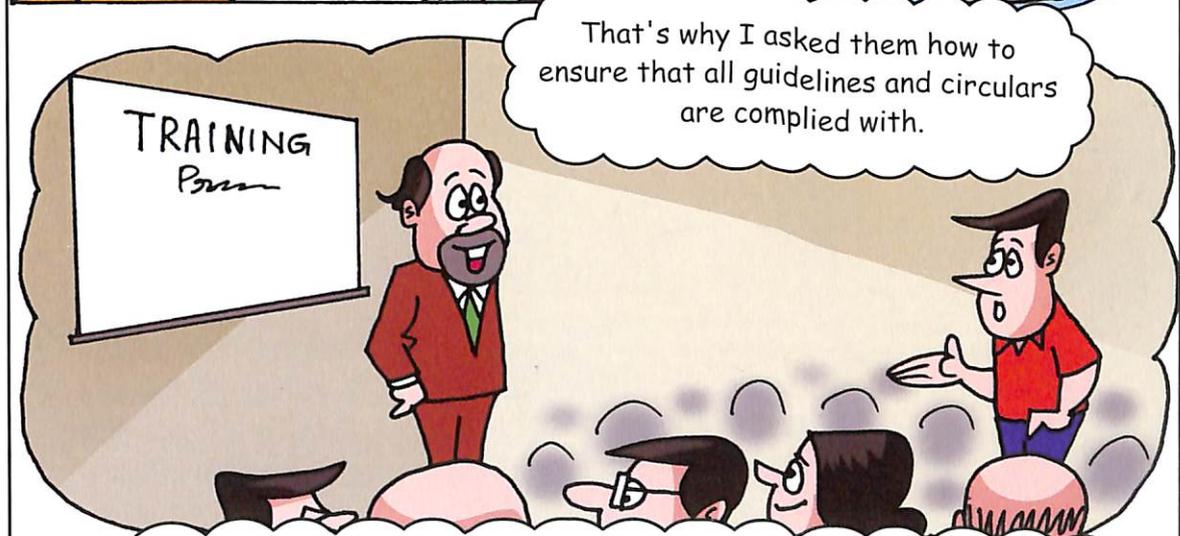


They even appreciated the question I asked.

Really, what did you ask?

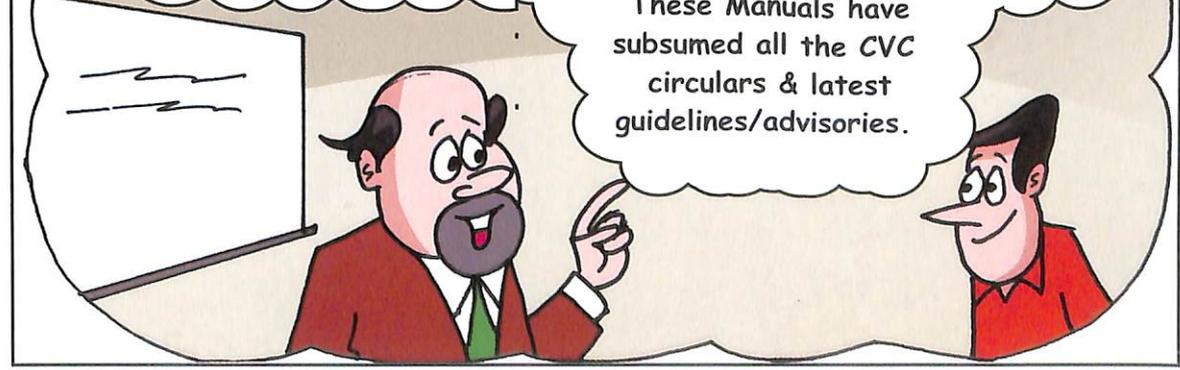


At one point of time, I thought it's not possible to remember every circular and guideline.



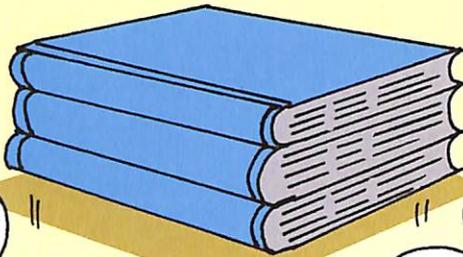
That's why I asked them how to ensure that all guidelines and circulars are complied with.

It is the most common and repeated concern of all departments. To resolve this, recently, Department of Expenditure in association with Central Vigilance Commission has come up with three Procurement Manuals on Works, Goods and Consultancy and Other Services.

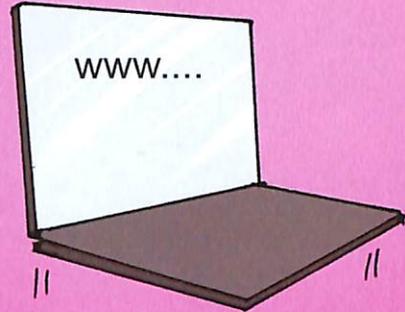


These Manuals have subsumed all the CVC circulars & latest guidelines/advisories.

The Manuals shall now act as a common reference for all the procurements covered under Government of India.



These manuals are also available on the websites of Central Vigilance Commission and Department of Expenditure for easy accessibility.



Both of them discussed other aspects of the tender process.



The feasibility study has to be done before formulating the project. One has to ensure necessary budget provision for the project.



Besides, one needs to ensure that the administrative and financial approvals have been accorded by the competent authority as per delegation of powers.

There should not be any excess expenditure over sanctioned amount.

HOD



In case of any excess expenditure or change in scope of work in an unavoidable situation, approval has to be taken from competent authority.

Also, evaluation of the bids is to be done as per the notified qualifying criteria.



It sounds interesting to know that all these are considered in framing an effective tender document. I am really keen to know more.

Sure. I would love to elaborate.



They continue to discuss further.

Detailed analysis of rate supported with proper documents is to be done while preparing the cost estimates.



Complete tender documents containing general / special conditions of contract, specifications, bill of quantities etc. are to be approved by the competent authority.

HOD



Relevant guidelines of government/organisation have to be made a part of the tender document.



Relevant modality to deal with any ambiguity in the bid shall be provided in the tender document. Also, proper place of receipt of tender must be notified in the Notice Inviting Tender that is NIT.

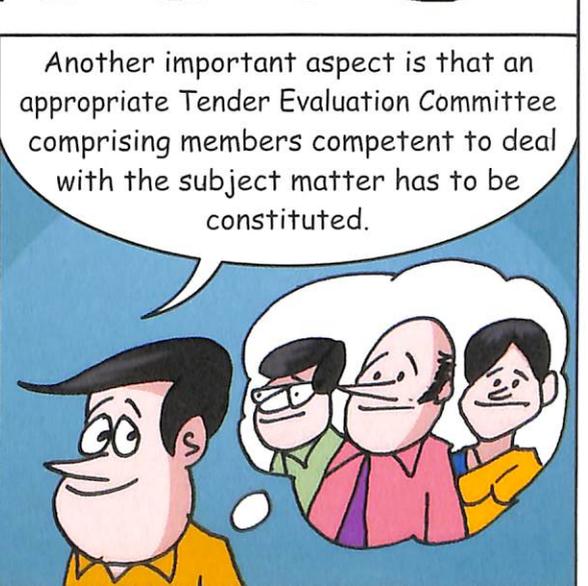
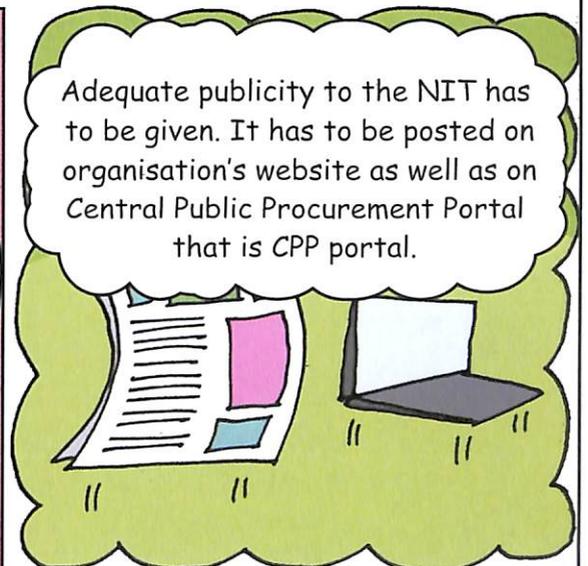
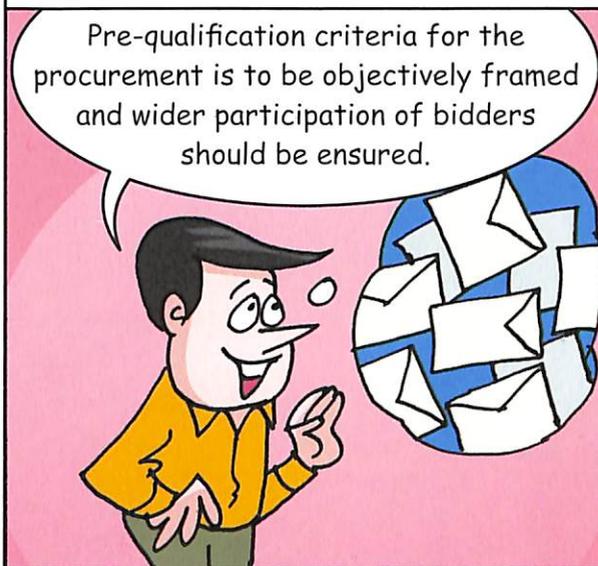
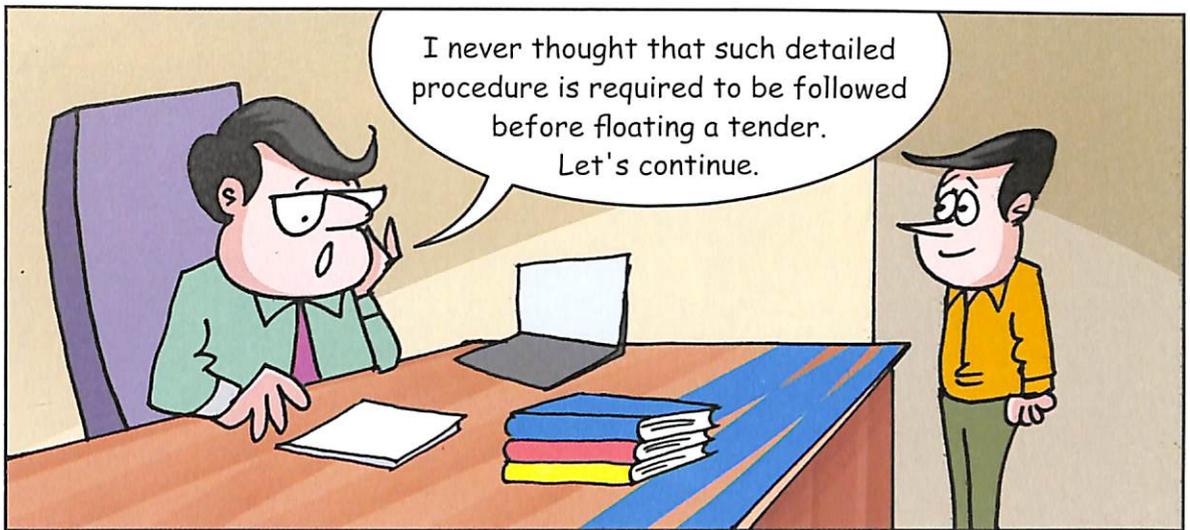
ok.

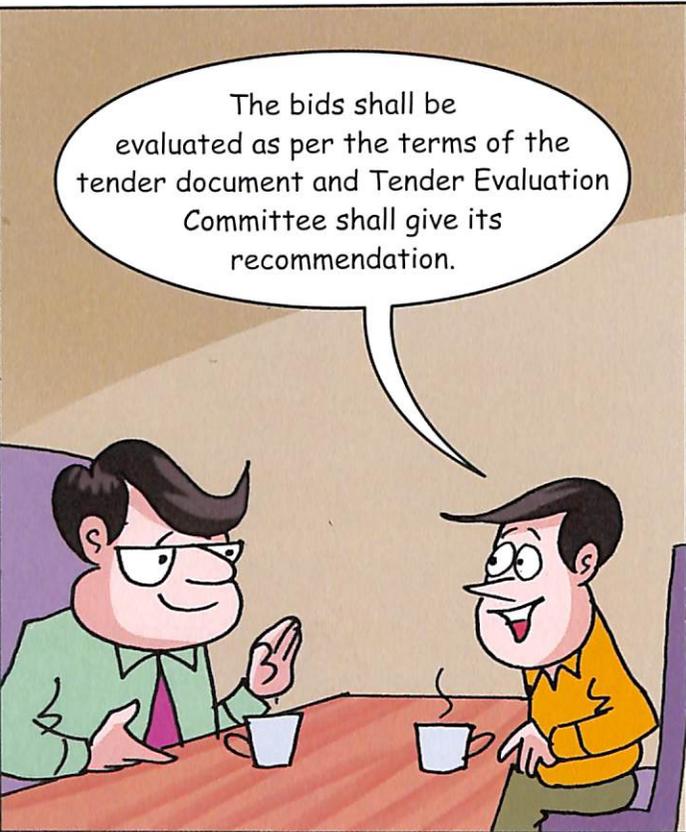


Bank guarantee from any of the commercial banks only should be accepted.

बैंक  
BANK







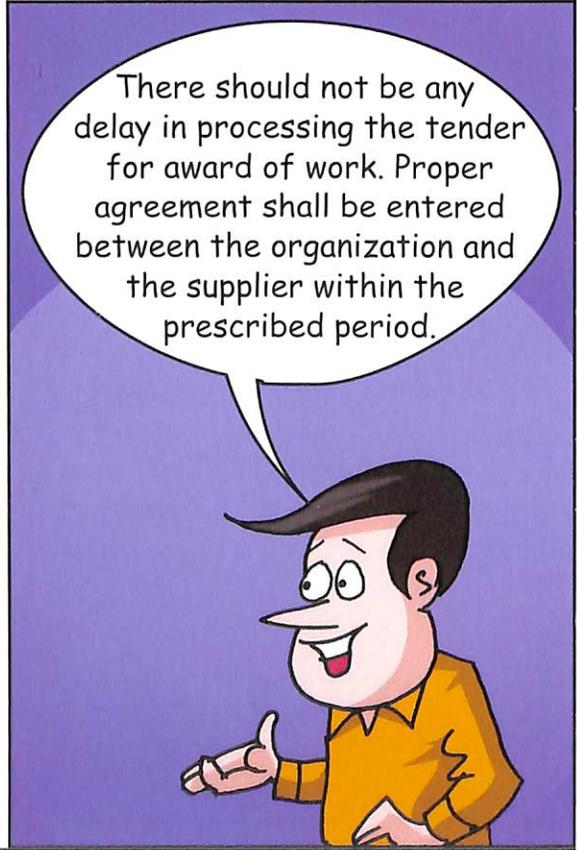
The bids shall be evaluated as per the terms of the tender document and Tender Evaluation Committee shall give its recommendation.



I was not aware that it takes so much effort in order to reach the final stage of tender.



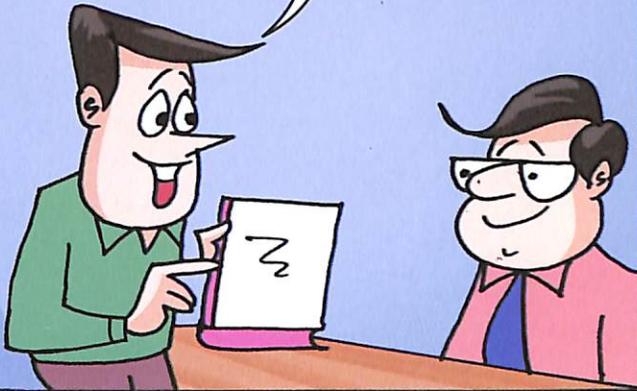
Yes, there are other aspects as well.



There should not be any delay in processing the tender for award of work. Proper agreement shall be entered between the organization and the supplier within the prescribed period.

Next Day

Lastly, the provision of Integrity Pact, wherever applicable, as approved by the management has to be incorporated in the tender document/contracts.



It was indeed a great learning process.



After 10 days

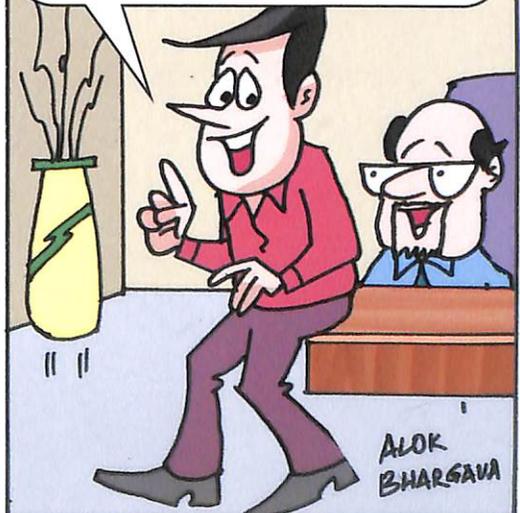
Sir, this is the draft tender document.



This is wonderful Pankaj. You have done a great job.



Thank you sir. It was made possible only because of the insights I gained during the training programme. Also with the help of Procurement Manuals on Works, Goods and Consultancy and Other Services, I could ensure that all required points are duly covered.



## PUBLIC PROCUREMENT

- Government bodies spend a sizeable amount of their budget on procurement of goods, works and services.
- These procurements are made by following transparent, uniform, systematic and cost-effective procedures of tendering.
- These procedures are in the form of instructions and guidelines of the Government on public procurement.
- Comprehensive Rules and Regulations in this regard are available in the General Financial Rules (GFR), 2017.
- Also, Department of Expenditure, Government of India has prepared a set of three Manuals on policies and procedures for Procurement of Goods, Works and Consultancy and other Services.
- All procurement related instructions issued by Central Vigilance Commission have been subsumed into these Manuals.
- The Manuals are available on websites of Department of Expenditure and Central Vigilance Commission at <https://doe.gov.in> and <https://cvc.gov.in> respectively.
- The Ministries/Departments are advised to align their Procurement Manuals in line with the DOE's Manuals.
- Regular training sessions are being organized by the government bodies to impart training/update the officials on Public Procurement.



## **CENTRAL VIGILANCE COMMISSION**

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[www.cvc.gov.in](http://www.cvc.gov.in)

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