**CHECKLIST FOR e-PROCUREMENT FILES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Content** | **Page No.** | **Status** | **Remarks, if any** | **Signature with date** |
| 1 | File Initiated with TIF, GeMARPTS & Checklist; created with FTS. [by the Indenter] (Right side: TIF & GeMARPTS, Left Side: Checklist) | 01 - 02, CL | Yes / No / NA | FTS/ 0000 X |   |
| 2 | Vetting & Approval at all stages completed. NIT, BoQ & BID Document finalised. Uploaded in CPP Portal. Published Tender Report generated. Sent for Signature to the Indenter. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 3 | Signed on all pages with date. [by the Indenter] |   | Yes / No / NA |   |   |
| 4 | Corrigendum request raised with details, if any [by the Indenter] |   | Yes / No / NA |   |   |
| 5 | Corrigendum request approved at all stages, published. Corrigendum Published Report generated. Sent for Signature to the Indenter. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 6 | Tender auto extended to 21 days, Information email sent to Indenter with record in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 7 | Bidder Summary with Payment Reports recorded in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 8 | Tender opened; Report generated & recorded in the file. File sent to Indenter for Technical Evaluation. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 9 | Document Evaluation, Technical cum Financial Bid Evaluation Report prepared & signed by Indenter, DPC & Head of the Department / Unit / Office. File sent to SRICCE Office for Financial Bid Opening. [**by the Indenter for Single Cover Tender**]  |   | Yes / No / NA |   |   |
| 10 | Document Evaluation & Technical Evaluation Report prepared & signed by Indenter, DPC & Head of the Department / Unit / Office. File sent to SRICCE Office for Financial Bid Opening. **[by the Indenter for Two Cover Tender]** |   | Yes / No / NA |   |   |
| 11 | Technical Bid Evaluation updated in the portal and Report Generated. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 12 | Corrigendum for Financial BID opening proposed, approved & published with information to Indenter. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 13 | Financial Bid Evaluation Report prepared & signed by Indenter, DPC & Head of the Department / Unit / Office. File sent to SRICCE Office for Portal update of Financial Bid Evaluation Report with relevant Purchase Forms attached. **[by the Indenter for Two Cover Tender]** |   | Yes / No / NA |   |   |
| 14 | Financial Bid Evaluation updated in the portal and Report Generated. Purchase forms verified and sent to Internal Audit for vetting. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 15 | Internal Audit vetting completed. [Internal Audit Office] |   | Yes / No / NA |   |   |
| 16 | Internal Audit Observation sent to Indenter for compliance, if any. [Internal Audit Office] |   | Yes / No / NA |   |   |
| 17 | Internal Audit Observation complied. [by the Indenter] |   | Yes / No / NA |   |   |
| 18 | Compliance Noted & Accepted by Internal Audit, file duly vetted. [Internal Audit Office] |   | Yes / No / NA |   |   |
| 19 | Compliance Noted & NOT Accepted by Internal Audit, file resent for compliance. [Internal Audit Office] |   | Yes / No / NA |   |   |
| 20 | Fund booking completed sent for necessary approval. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 21 | Recommendation of Dean (SR) on fund booking completed. [Dean (SR)] |   | Yes / No / NA |   |   |
| 22 | Approval of Director accorded for file(s) with value < than INR 5,00,000/-. [Director] |   | Yes / No / NA |   |   |
| 23 | Recommendation of Director to FAC for vetting; file(s) with value > than INR 5,00,000/-. [Director] |   | Yes / No / NA |   |   |
| 24 | Vetting of FAC completed. [FAC] |   | Yes / No / NA |   |   |
| 25 | FAC Observation sent to Indenter / SRICCE Office for compliance, if any. [FAC] |   | Yes / No / NA |   |   |
| 26 | FAC Observation complied. [Indenter / SRICCE Office] |   | Yes / No / NA |   |   |
| 27 | Compliance Noted & Accepted by FAC, file duly vetted. [FAC] |   | Yes / No / NA |   |   |
| 28 | Compliance Noted & NOT Accepted by FAC, file resent for compliance. [FAC] |   | Yes / No / NA |   |   |
| 29 | Approval of Director upon the recommendation of FAC accorded for file(s) with value > than INR 5,00,000/-. [Director] |   | Yes / No / NA |   |   |
| 30 | PO, DSIRC, CDEC & LC documents prepared & put up for kind signature of Competent Authority. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 31 | PO, DSIRC & CDEC documents signed. [Registrar] |   | Yes / No / NA |   |   |
| 32 | LC request documents signed & dispatched to Bank / HEFA Board. [Dean (SR) & SRICCE Office] |   | Yes / No / NA |   |   |
| 33 | LC issued, recorded in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 34 | PO, DSIRC, CDEC & LC documents dispatched to Vendor & Indenter with record in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 35 | Amendment on PO / LC / DSIRC / CDEC document(s) received from Vendor with proper justification received; recommended by the Indenter to SRICCE Office. [by the Indenter] |   | Yes / No / NA |   |   |
| 36 | Necessary Approval on amendment of PO / LC / DSIRC / CDEC document(s) obtained from Competent Authority. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 37 | Amended PO, DSIRC, CDEC & LC documents prepared & put up for kind signature of Competent Authority. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 38 | Amended PO, DSIRC & CDEC documents signed. [Registrar] |   | Yes / No / NA |   |   |
| 39 | Amended LC request documents signed & dispatched to Bank / HEFA Board. [Dean (SR) & SRICCE Office] |   | Yes / No / NA |   |   |
| 40 | Amended LC issued, recorded in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 41 | Amended PO, DSIRC, CDEC & LC documents dispatched to Vendor & Indenter with record in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 42 | Proforma Invoice certified by Indenter, sent to SRICCE Office for Advance Payment cases. [by the Indenter] |   | Yes / No / NA |   |   |
| 43 | Advance Payment Processed upon verification with PO clauses. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 44 | Advance Payment Recommended. [Asst. Registrar & Dean (SR)] |   | Yes / No / NA |   |   |
| 45 | Advance Payment Approved. [Director] |   | Yes / No / NA |   |   |
| 46 | Bank schedule for the advance payment sent to bank / HEFA Board & UTR reference updated in the file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 47 | Request for BRO recommended by Indenter with relevant documents like Bill of Lading, Proforma Invoice etc., [by the Indenter] |   | Yes / No / NA |   |   |
| 48 | BRO request documents signed & dispatched to Bank / HEFA Board. [Dean (SR) & SRICCE Office] |   | Yes / No / NA |   |   |
| 49 | BRO issued, recorded in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 50 | BRO documents dispatched to Vendor & Indenter with record in file. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 51 | Final Invoice with delivery challan received; certified with copy of PO and sent to SRICCE Office for final payment. [by the Indenter] |   | Yes / No / NA |   |   |
| 52 | Final Payment Processed upon verification with PO clauses. [HEFA Team, SRICCE Office] |   | Yes / No / NA |   |   |
| 53 | Final Payment Recommended. [Asst. Registrar & Dean (SR)] |   | Yes / No / NA |   |   |
| 54 | Final Payment Approved. [Director] |   | Yes / No / NA |   |   |
| 55 | Bank schedule for the final payment sent to bank / HEFA Board & UTR reference updated in the file. [HEFA Team, SRICCE Office] **FILE CLOSED.** |   | Yes / No / NA |   |   |

**~END OF DOCUMENT~**