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संख्या

No.

प्रेषक

From

To

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Dated : | | Dec, 2019

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

Directors/Heads of all CSIR National Laboratories/Institutes/Units

Subject: Common irregularities in Pre-stipulating Qualification Criteria in Tender Documents.

Madam/Sir,

While examining a matter related to procurement of services at a CSIR National Laboratory, it has been observed that Qualification Criteria (QC) has not been formulated carefully. This led to award of work at exorbitant price and also non-completion of work in its planned manner..

The purpose of having a (QC) is to ensure that only competent and qualified bidders get chance to participate in a tender. This is a mechanism to screen undesirable bidders from the genuine ones on the parameters of past experience/performance, capabilities with regard to personnel, equipment & manufacturing facilities and bidder's financial standing etc. Transparency, fairness and competition in a public procurement warrants that the QC is stipulated in a precise, unambiguous and judicious manner. Since QC holds the key to a successful procurement, any error of shortcoming in defining the QC is bound to vitiate the entire procurement cycle.

In other cases also, a number of irregularities have been observed during the examination of procurement cases by the CSIR Labs. Followings are some of the most common irregularities observed in stipulating Qualification Criteria (QC):

1. QC stipulated in the tender document are often found to be vague and lacking in precision. This results in confusion and use of discretion at the time of evaluation. It is, therefore, imperative that the QC is defined meticulously and as far as possible in quantitative terms.
2. QC are either kept very loose or very tight so as to facilitate or restrict entry of bidders as per convenience. This practice is detrimental to transparency and fair competition in as much as it results in either entry of undesirable bidders or exit of genuine bidders.
3. In stipulating past experience, a stock phrase "Similar supplies/Services/Works" is often found mentioned without mentioning the desired value of past supply order and the precise time period in which such orders should have been executed.

4. Often extraneous factors are included in the Qualification Criteria which have no relevance to the capability of the bidder to successfully perform the contract under consideration.
5. The documents that are required to establish conformity to the Qualification Criteria are not pre-stipulated in the tender document. This leads to post-tender disputes and complaints.

The above irregularities are only a few illustrative ones intended to give an idea of the common shortcomings and are by no means exhaustive. The tendering authorities would do well to leverage their own experience and common prudence to make the QC as precise and accurate as possible as to avoid any dispute in this regard.

Hindi version will follow.

Yours faithfully,

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(Lt. Col Rana Vikram Singh)
Chief Vigilance Officer

Encl. As above

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