

**CHECK-LIST FOR PROCUREMENT OF SERVICES**  
**CONSULTING SERVICES AND OUTSOURCING OF SERVICES**

(PLEASE REFER GENERAL FINANCIAL RULES, 2017)

**(A) CONSULTANCY SERVICES**

S. No.	Check-Points	GFR 2017	Compliance/ Remarks
1.	<p>Nature of Consultancy for which engagement of Consultant is being proposed:</p> <ul style="list-style-type: none"> <li>(i) Management Consultant</li> <li>(ii) Policy Consultant.</li> <li>(iii) Communication Consultant.</li> <li>(iv) Advisory &amp; Project related Consultant.</li> <li>(v) Taxation matters related Consultant.</li> <li>(vi) Finance &amp; Accounting Services Consultant.</li> <li>(vii) Training &amp; Development Consultant.</li> <li>(viii) Others: <i>(Please Specify)</i></li> </ul>		
2.	<p>Please certify that the required expertise of the professional/intellectual/ training/ advisory services, for which Consultant is proposed to be hired, is not available in-house in the Department/Ministries.</p> <p><i>(Note: The certificate should specifically make a reference that that the proposed scope of consultancy does not involve assignment of a routine nature related to day to day office matters.)</i></p>		
3.	<p>Whether the job requirement for which Consultant is proposed to be engaged is well defined and specified? If so, attach a brief of the job requirements with a certificate that the proposal for engagement of Consultant does not relate to job of a routine nature for disposal of day to day office assignments.</p> <p><i>(Note: The job requirement, its objective and scope of the assignment should be prepared in simple and concise language without any scope of any ambiguity and the pre-qualification criteria to be met by the consultants should also be clearly identified by the Department/Ministries. [Rule 181])</i></p>	Rule 178/181	
4.	<p>Whether a reasonable estimate of reasonable expenditure was worked out? If so, the amount may be indicated.</p>	Rule 182	

	<i>(Note: Documents in support to the methodology adopted to ascertain prevalent market conditions and consultation with other organizations carried out may be appended)</i>		
5.	<p>In case the cost estimate of the proposed consultant service is up to Rs. 25.00 Lakhs (Rs. Twenty Five Lakhs only) please append a long list of potential consultants.</p> <p><i>(Note: The list of potential consultant may be prepared on the basis of formal and informal enquiries from other Ministries/Departments or Organizations involved in similar activities, Chamber of Commerce &amp; Industry, Association of Consultancy firms etc. and documents in support of such exercise carried out may be appended)</i></p>	Rule 183 (i)	
6.	<p>In case the estimated cost of the consulting services is above Rupees 25.00 Lakhs (Rs. Twenty-five lakhs, in addition to (5) whether an enquiry for seeking 'Expression of Interest' from consultants was published on Central Public Procurement Portal (CPPP) at <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> and on GeM?</p> <p><i>(Note: An organization having its own website should also publish all its advertised tender enquiries on the website. Enquiry for seeking 'Expression of Interest' should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants)</i></p>	Rule 183 (ii)	
7.	<p>Whether shortlisting of prospective consultants based on the evaluation parameters/prequalification criteria indicated in the EoI been carried out? If so, the same may be appended with the proposal.</p> <p><i>(Note: The number of short-listed consultants must not be less than three. If the number of short-listed consultant is less than three the exercise may be carried out afresh)</i></p>	Rule 184	
8.	Whether the RFP containing the TOR was invited from the shortlisted Consultants in the "Two Bid-System"?	Rule 187	

	<i>(Note: The number of offers received within the specified date and time and those received after the specified date and time may be specifically mentioned)</i>		
9	<p>Whether the Technical bids was analyzed and evaluated by the Consultancy Evaluation Committee and the reason for acceptance or rejection of technical proposals analyzed and evaluated by it in detail recording the same in each case? If so, the report of the Consultancy Evaluation Committee (CEC) may be appended with the Check-List.</p> <p><i>(Note: The evaluation must be carried out by the CEC in accordance with any of the methods given in Rule 192 to 194 as appropriate in each cases and the reason for adopting a particular method in a particular case may also be specifically recorded by the CEC)</i></p>	Rule 189	
10.	Whether the offer received is within the reasonable cost estimate indicated at (4) above? If not, reasons for increased rate now being recommended may be commented upon?		
11.	Whether in principle approval of the Competent Authority for hiring Consultant was obtained prior to the process of tendering, based on the job requirement as indicated at (2) above? If so, relevant extracts of approval may be appended with the proposal.		
12.	Whether Budget availability was checked? If yes, the Budget available may be indicated please.		

Certified that the above information are correct to the best of my knowledge and belief and the documents appended in support of the proposal has been checked and found in order.

Signature of the Purchasing Officer.  
A.A.O. /A.O. /Sr. A.O. /C.A.O. /DS (GAC)/US (GAC)

## (B) NON-CONSULTANCY SERVICES

S. No.	Check-Points	GFR 2017	Compliance/ Remarks
1.	<p>Nature of Non-Consultancy Services (Outsourcing of Services) being proposed:</p> <ul style="list-style-type: none"> <li>(ix) Maintenance Services (Civil/Electrical)</li> <li>(x) Hiring of Vehicle.</li> <li>(xi) Building Facilities.</li> <li>(xii) Security.</li> <li>(xiii) Photocopier Services.</li> <li>(xiv) Office errand Services.</li> <li>(xv) Janitor Services.</li> <li>(xvi) Others: <i>(Please Specify)</i></li> </ul>		
2.	<p>Whether the Ministry/Department has prepared a list of likely and potential contractors on the basis of formal or informal enquiries from other Ministries/Departments and Organizations involved in similar activities, scrutiny of 'Yellow pages', and trade journals, if available, web site etc? If so, the same may be appended with respect to the particular service indicated in the present proposal.</p>	Rule 199	
3.	<p>Whether bids were invited after preparation of tender document indicating the detail of work, mutual responsibilities of the Contractor and/or office, eligibility and qualification criteria and statutory and contractual obligation etc.?</p> <p><i>(Note: The Ministry/Department should scrutinize the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should be more than three.</i></p> <p><i>(ii) For estimated value of the non-consulting service above Rs.10 lakhs: The Ministry/Department should issue advertisement in such case should be given on Central Public Procurement Portal (CP P P) at <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> and on GeM. An organization having its own website should also publish all its advertised tender enquiries on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.</i></p>	Rule 200/201	

4.	Whether the bids received was evaluated, segregated, ranked and selected for selection of successful bidder? If so, the recommendation of the Evaluation Committee may be appended.	Rule 203	
5.	Whether in principle approval of the Competent Authority for hiring Non-Consultancy Services was obtained prior to the process of tendering? If so, relevant extracts of approval may be appended with the proposal.		
6.	Whether Budget availability was checked? If yes, the Budget available may be indicated please.		

Certified that the above information are correct to the best of my knowledge and belief and the documents appended in support of the proposal has been checked and found in order.

Signature of the Purchasing Officer,  
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## CHECK-LIST FOR PROCUREMENT OF GOODS

(PLEASE REFER GENERAL FINANCIAL RULES, 2017)

S. No.	Check-Points	GFR 2017	Compliance/ Remarks
1.	Whether the subject matter of procurement is objective, generic and measurable and specify technical, qualitative and performance characteristics?	Rule 144 (i) (a)	YES/NO.
2.	If answer to (1) is yes, it may be certified that requirement is not for a particular trade-mark, trade name or brand.  <i>(Note: In case of costly scientific equipment the generic nature of the specification may be vetted by an Expert Technical Committee consisting of Scientists/Experts drawing members both from neighboring ICAR institutes and otherwise)</i>	Rule 144 (i) (b)	
3.	Whether the specifications in terms of quality, type etc., as also quantity of goods to be procured, has been clearly spelt out keeping in view the specific needs of the procuring organizations? If so, the same may be specifically certified.  <i>(Note: The specifications so worked out should meet the basic needs of the organization without including superfluous and non-essential features, which may result in unwarranted expenditure.)</i>	Rule 144 (ii)	
4.	It may be certified that the demand of goods has not been divided into small quantities to avoid the necessity of obtaining the sanction of the higher authority with reference to the estimated value of the total demand.	Rule 157	
5.	In case of purchase on Rate Contract, it may be certified that the procedure for finalization of rates as per the total quantum of annual requirement was duly followed and that the indented goods was not available with CPO/DGS&D.	Rule 156	
6.	Whether the technical specifications are based the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, whether these are based on the relevant international standards.	Rule 144 (iii)	
7.	In case of deviation to (4) above, the reasons for adopting any other technical specification may recorded in writing. If need		

	be, a separate sheet may be attached with the check-list detailing the reason for deviation.		
8.	<p>For procurement of goods of a recurring nature, whether proper assessment for the quantum of purchase proposed has been carried out? If so, the following information may be attached with the proposal duly certified by the concerned keeper of records and the indenting officer:</p> <p>(i) Stock available in the inventory.</p> <p>(ii) The period for which the present indent has been proposed and is expected to last.</p> <p>(iii) That the requirement has not been split to avoid seeking approval of a higher authority.</p> <p>(iv) It is certified that the indented goods is not available on GeM. (GFR Rule 149)</p>	Rule 144 (iv)	
9.	<p>Whether offers have been invited following a fair, transparent and reasonable procedure? If so supporting documents may be attached please.</p> <p><i>(Note: Please attach documents related to completion of formalities related to procurement as envisaged under Rule 158 to Rule 164 of the GFR 2017, as the case may be.)</i></p>		
10.	<p>Whether other related formalities as enlisted under Rules have been complied with?</p> <p><i>[Note: May be affirmed with regard to various instructions as enumerated in rules viz enlistment of firms in case of Limited Tender Enquiry as per Rule 150, enlistment of India Agent for imported scientific equipment as per Rule 152, those related to content of bidding documents under Rule 168, bid-security (Rule 170)/ Performance Security (Rule 171) and other instructions on transparency, competitiveness fairness and elimination of arbitrariness in procurement process (Rule: 173)]</i></p>		
11.	<p>In cases where the bids were invited in "Two-Bid System", whether the Technical bids was analyzed and evaluated by the Purchase Advisory Committee (PAC)/ Expert Committee and the reason for acceptance or rejection of technical proposals analyzed and evaluated by it in detail recording the same in</p>		

	each case? If so, the report of the Expert Committee/Purchase Advisory Committee (PAC) may be appended with the Check-List. <i>(Note: The evaluation must be carried out by the PAC/EC in accordance with the methods given in Rule 163 and the reason for adopting a particular method in a particular case may also be specifically recorded by the PAC/EC)</i>		
12.	In cases of "Two Stage Bidding" whether the formalities as indicated in the rules have been complied with?	Rule 164	
13.	Whether the requirement as indicated under Rule 166 of GFR, 2017 has been met in case the procurement is proposed from a single source?  <i>(Note: Please also enclosed the Proprietary Article Certificate duly filled in)</i>	Rule 166	
14.	Whether the procuring authority is satisfied that the selected offer adequately meets the requirement in all respects?	Rule 144 (vi)	YES/NO
15.	Whether the procuring authority is satisfied that the price of the selected offer is reasonable and consistent with the quality required?	Rule 144 (vii)	YES/NO
16.	Whether the complete schedule of procurement cycle from the date of issuing the tender to the proposed date of issuing the contract, as indicated at the time of publication/issue of tender was followed? In case of any deviation the reason for such deviation may be commented upon.	Rule 144 (ix)	YES/NO
17.	Please indicate the reference point under which the proposed procurement was included in the Annual Procurement Plan /EFC along with the details of approved budget for the purpose and availability of funds?	Rule 144 (x)	
18.	Whether Budget availability was checked? If yes, the Budget available may be indicated please.		

Certified that the above information are correct to the best of my knowledge and belief and the documents appended in support of the proposal has been checked and found in order.

Signature of the Purchasing Officer.  
A.A.O. /A.O. /Sr. A.O. /C.A.O. /DS (GAC)/US (GAC)