



KOLKATA PORT TRUST

VIGILANCE DEPARTMENT

4, Fairlie Place (3rd Floor)

Kolkata- 700 001

NO: Vig /38/A/ 134

Dated 31/01/2012

Circular

On scrutinisation of some of the tenders, it has been noticed that the over writing /correction/use of white ink in tender opening register have not been properly recorded by the tender opening officers. In this regard, as there is clear guideline available in the Civil Engineering Manual, which is detailed below, the same should be followed for all the tender opening process in all the departments:


Quote

All corrections, conditions, additions, alterations and overwriting including use of different inks in the B.C. Form of tender, schedule of materials to be issued and specifications etc are to be encircled in red ink by tender opening officers and shall be numbered serially in each page under initial with date. In case of a number of correction in any rate, either in words or in figures or both, the no. of corrections marked shall indicate the corrections serially i.e. in case of, say, 3(three) corrections in rates of any one item each of these corrections shall be allotted independent numbers serially and not one number to represent all 3(three) corrections. In case the corrections is not legible the officers opening the tender shall record the fact under their signature.

The total number of corrections/overwriting/omissions etc must be clearly mentioned at the bottom of the relevant page of the tender document and properly attested by the tender opening officer with date.

Unquote

This has been issued with due approval of the Chairman.


(S.K.Choudhary)
Chief Vigilance Officer