



# **KOLKATA PORT TRUST**

## **VIGILANCE DEPARTMENT**

**4, Fairlie Place (3<sup>rd</sup> Floor)**

**Kolkata- 700 001**

NO: Vig /38/A/ 1118


Dated 18/09/2012

### **Circular**

On scrutiny of some of the tenders prior to finalisation, it has been noticed that the replies against written requests made by the bidders have been given verbally in a few cases. This verbal communications, sometimes, may create a point of dispute at the stage of acceptance or even after that. It is always advisable, therefore to respond to such written requests, if made by bidders, through letter only instead of verbal communication.

During scrutiny of one of the spot purchase of an item, which needs to be procured as a stop gap arrangement since the original tender for procurement of the item is still under deliberation, it is seen that the lowest offer received through spot purchase is considerably higher than the lowest rate obtained through tender. It is felt therefore, in future when spot purchases are required to be made in a similar situation as stated, spot purchase committee should consider the lowest rate obtained through the open tender as the base rate. In case there is major variation in the lowest market rate obtained through spot purchase w.r.t base rate, the market search should be widened. However, if even by doing that, there exists major variation in rate, the same should be brought to the notice of the competent authority for necessary action.

This has been issued with due approval of the Chairman.

  
(S.K.Choudhary)  
Chief Vigilance Officer

### **Distribution:**

1. The Chairman for information please.
2. The Dy.Chairman(Haldia) for information please.
3. The Dy.Chairman(Kolkata) for information please.
4. All HODs(Kolkata)
5. Dy CVO,Haldia – to circulate to all divisions.
6. The Director (P&R) for information. He is requested to upload the circular under Vigilance Corner in KoPT website.