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कोलकाता पत्तन न्यास

KOLKATA PORT TRUST

सतर्कता विभाग/VIGILANCE DEPARTMENT

6, Fairlie Warehouse, (Ground Floor),

Strand Road, Kolkata -700001

No.Vig/70/7/A/III/1505

योजना विभाग/Planning Department
कोलकाता पत्तन न्यास
Kolkata Port Trust

CIRCULAR

(Purchase contract)

पंजीकृत
St. No. 4/SDPPA/15
दिनांक/Date 2/1/2015

During examination of a tender (related to purchase) by Vigilance Department, some glaring discrepancies have been noticed. They are given below –

- I. Request for validity extension was not placed in time.
- II. Unambiguous clarification was not taken prior to placement of order.
- III. Order was placed based on interpretation that the firm has agreed to supply some item at their quoted rate prior to validity extension as validity extension was given without referring the letter wherein price amendment was requested.
- IV. After cancellation of order, amount of Security Deposit was not changed and no communication in this regard was made with the firm.
- V. Reason of withholding the payment was not intimated.
- VI. Legality of imposition of risk purchase clause in the matter as stated before was not verified in time.

In view of the above, it is advised that :-

- a) Every effort should be given to place order within validity of the offer. If validity extension is required, the same has to be obtained well in advance to avoid any ambiguity / snag.
- b) Decision should be avoided on the basis of interpretation only. Unambiguous clarification / statement should be obtained prior to finalization of contract as well as communicating acceptance.
- c) Payment should be released in time otherwise reason for withholding payment should be communicated within reasonable time in clear terms.
- d) If felt necessary, Legal aspects pertaining to invoking /imposition of any clause of contract, may be explored in time to avoid any delay to comply with contractual terms and conditions.

This has been issued with due approval of Chairman.

(S.K. Choudhary)
Chief Vigilance Officer