

**Check –list for 30 % option clause**

1. Details of Purchase Order
  - a) No. & Date
  - b) Value
  - c) DOC
  - d) Level of TC
2. Details of any pervious operation (IF any) of 30% Clause.
3. Whether the TCR is available in file
4. Certificate that after operation of subject option clause there will be no breach in TC level
- 5.a) Details of Requisition, on the bears of while the instant 30% option Clause proposed.
  - b) Fund for current finical year.
  - c) Compliance of check-note of associate finance.
  - d) Sanction of C.A
  - e) "No Procurement/process for procurement" against the proposed requisition.
  - f) Copy of estimate, if item pertains to estimate.
6. Past performance of the firm against the supply order.
7. Status of the firm under current & valid approved list of duly indicating source i.e. Part-I & Part II
8. Certificate with this effect that no other tender-contract with lower rate for the said item is available.
9. Certificate regarding supply and stock position showing covered and uncovered dues of said item.
10. Urgency regarding operation of option clause.
11. Position Regarding Security deposit, (if deposited with validity.