(d). **Briefing Note** (Stores Finance)

1. Whether approval for invitation of tender is as per powers laid down in SOPGEN?
2. Whether the Stores and Accounts officers have signed the Comparative statement?
3. Whether Vetted Indents for the tendered quantity with fund certification are available?

For procurement from RDSO approved firms, current RDSO panel of firms should be on file.

5. Updated LARs along with copies of Purchase Orders should be on file.
6. For 'E- Procurement' cases, System-generated Tabulation statement of offers should be on file. For tenders relating to P. Way material, vetted summary of offers should be on file.
7. Whether the Briefing note prepared by the Stores department indicates the following:-

i) Inter-se position of offers.

ii) Technical scrutiny of offers has been obtained from Technical member.

iii) Complete and latest information with regard to lowest contract rates for the same materials.

iv) Conditions of supply are in accordance with the Tender Schedule.

v) Credentials of the tenderers.

vi) Any other information worthy of consideration by the Tender Committee

vii) Offers discussed in the Briefing Note have been checked with respective offers.

viii) All financial implications and corrections have been circled and signed by Tender opening officer and SO (A/C).

ix) Total value of the Tender to be checked to determine Tender Committee panel as per SOPGEN.