

নং-আইএমইডি/সিপিটিইউ/পিপিআরপি-০২০৪বি/৮১৮৪

তারিখঃ ২৫ আশ্বিন ১৪১১ বাং  
১০ অক্টোবর ২০০৪ খ্রিঃ

## প্রজ্ঞাপন

বিষয় : " The Public Procurement Processing and Approval Procedures (PPPAP)"

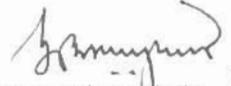
গণখাতে ক্রয়/সংগ্রহ কার্যক্রমে স্বচ্ছতা ও জবাবদিহিতা প্রতিষ্ঠা, ক্রয় কার্যক্রম পরিচালনায় অনুকূল পরিবেশ সৃষ্টি, সকল দরদাতার প্রতি সমআচরণ নিশ্চিত করা এবং ক্রয়/সংগ্রহ সংক্রান্ত প্রশাসনে গতিশীলতা আনয়ন ও দক্ষতা বৃদ্ধির লক্ষ্যে সরকার বিগত ৩০ সেপ্টেম্বর, ২০০৩ তারিখ The Public Procurement Regulations, 2003 জারি করিয়াছে। উক্ত Regulations এর প্রবিধান ৫৭(১) অনুসরণে সরকার এতদ্বারা The Public Procurement Processing and Approval Procedures (PPPAP) জারি করিল।

২। The Public Procurement Regulations, 2003, উহার ব্যাখ্যা/স্পষ্টিকরণ বিষয়ে জারিকৃত The Procedures for Implementation of the Public Procurement Regulations, 2003, এবং ক্রয় চুক্তি অনুমোদনের জন্য অর্পিত আর্থিক ক্ষমতা অনুযায়ী এই ক্রয়/সংগ্রহ প্রক্রিয়াকরণ ও অনুমোদন পদ্ধতি পরিচালিত হইবে।

৩। The Public Procurement Processing and Approval Procedures (PPPAP) জারির অব্যবহিত পূর্বে প্রচলিত/বলবৎ গণখাতের ক্রয়/সংগ্রহ প্রক্রিয়াকরণ এবং অনুমোদন পদ্ধতি (কেবলমাত্র কোম্পানীসমূহের চুক্তি অনুমোদন পদ্ধতি ব্যতিরেকে) সংক্রান্ত যাবতীয় প্রজ্ঞাপন, আদেশ ও নির্দেশ বাতিল বলিয়া গণ্য হইবে।

৪। The Public Procurement Processing and Approval Procedures অবিলম্বে কার্যকর হইবে।

রাষ্ট্রপতির আদেশক্রমে

  
মুহম্মদ আবুল কাশেম ২০/১০/০৪  
ভারপ্রাপ্ত সচিব



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF  
BANGLADESH**

**The Public Procurement Processing  
and Approval Procedures (PPPAP)**

**Central Procurement Technical Unit  
Implementation Monitoring and Evaluation Division  
Ministry of Planning**

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**October 2004**

**RP3**

## The Public Procurement Processing and Approval Procedures (PPPAP)

### 1 Background

1.1 As a part of implementation of public procurement reform the Government has decided to review and revise the current procurement processing and approval procedures for award of a procurement contract, in order to take procurement decisions efficiently and speedily. Since the existing procurement processing and approval procedures entail significant delays and puts procurement as well as project implementation in jeopardy, the Government has introduced this streamlined Public Procurement Processing and Approval Procedures for all public procurement covered under the Public Procurement Regulations, 2003(PPR).

1.2 Regulation 57 of the PPR states, “the Government shall notify the Procurement Processing and Approval Procedures leading up to the Notification of Award (NOA) for a procurement contract”.

1.3 Regulation 6 of the PPR states, “the central organ for policy formulation, coordination, monitoring and improvement of the public procurement process in Bangladesh is the IMED/CPTU”. This is also reflected in the Allocation of Business for IMED.

1.4 These procedures shall apply to all procurement in which public funds are utilised, whether they are from the development or the revenue budget, always providing that the procedures applicable to public procurement as laid down in the PPR and the “Procedures for Implementation of The Public Procurement Regulations 2003” are properly observed.

1.5 The abbreviations used in the PPPAP, the Flow Chart and the Check List are as follows:

AO	Authorised Officer
CCGP	Cabinet Committee on Government Purchase
CPTU	Central Procurement Technical Unit
DOFP	Delegation of Financial Powers
HOPE	Head of a Procuring Entity
IMED	Implementation Monitoring and Evaluation Division
NOA	Notification of Award
NA	Not Applicable
PD	Project Director
PEC	Proposal Evaluation Committee
PM	Project Manager
PPPAP	The Public Procurement Processing and Approval Procedures
PPR	Public Procurement Regulations, 2003

TEC	Tender Evaluation Committee
TSC	Technical Sub Committee

## 2 A Procuring Entity

2.1 Regulation 2 of the PPR states that:

- (a) A **“Procuring Entity”** means Ministries, Divisions and Departments belonging to or attached to Government or other unit or subdivision thereof, and to the extent that they use public funds as defined in these Regulations, local government agencies and public Corporations or other public bodies created by Government.
- (b) The **Procedures for Implementation of the PPR** states that units and/or sub-divisions also include development projects and programmes. In a Procuring Entity an individual or group of individuals, assigned by the Head of a Procuring Entity undertakes the issue, receipt and evaluation of tenders and subsequent award of contract at the levels specified in the Delegations of Financial Powers.
- (c) A **“Head of a Procuring Entity”** means ‘the Secretary of a Ministry / Division, Head of a Government Department / Directorate; or a Chief Executive, by whatever designation called, of a Corporation, Autonomous or Semi-Autonomous Body.
- (d) The Procedures for Implementation of the PPR states that a Head of a Procuring Entity will also include a Head of the local government agency (i.e. City Corporations, Municipalities etc).

2.2 Regulation 5 of the PPR states, “subject to the Delegation of Financial Powers (DOFP), and subject also to such guidance and instructions regarding the implementation of these Regulations as may be given by the IMED/CPTU, a Head of a Procuring Entity (or authorised nominee), is ultimately responsible for decisions and actions taken by a Procuring Entity under these Regulations. Procurement decisions shall be taken in a manner which promotes transparency of the procurement process”.

2.3 Attention is drawn to the actions to be taken prior to the examination and evaluation of tenders, as described in The Procedures for Implementation of The Public Procurement Regulations 2003 [Regulation 29 (Submission and receipt of tenders) and Regulation 30 (Opening of tenders)].

## 3 Appointment and composition of the Tender Evaluation Committee

3.1 In both the Regulations and the Procedures the words “TEC”, “Tender” and “Tenderer” have been used throughout, and the same format has been adopted in these procedures. However, since TEC and PEC; Tender and Proposal and Tenderer and Consultant are synonymous the interpretation of the use of the words should be made accordingly.

3.2 Regulation 31(1) states that, in general, a Procuring Entity shall appoint only one TEC to examine, evaluate and prepare a report with recommendations for award of a contract, for submission directly to the approving authority.

The TEC should have been appointed by the time the tender document is issued, but certainly must be appointed before the tender submissions are received. However a Procuring Entity may form:

- (a) only one TEC to handle all the procurement of that Procuring Entity; or
- (b) more than one TEC if it finds that its procurement is such that many tenders are to be examined/evaluated monthly; or
- (c) a separate TEC to evaluate a specific large value or complex tender; or
- (d) a separate TEC, on an “as required basis” for all other cases where the approval of award is at a level of Minister or above.

Always providing however that **no procurement evaluation shall pass through more than one TEC** and no second review of the TEC’s report shall be carried on at any stage, by whatever name it may be called, before submission of the report directly to the contract approving authority determined in accordance with the Delegation of Financial Powers.

- 3.3 Regulation 31(2) states that a TEC shall consist of a minimum of five members, of whom two shall be from outside the Procuring Entity. The TEC shall be formed in such a way that the two outside members are not from within a different unit of the same Procuring Entity or the same Ministry/Division/Agency, and that they are truly independent from the Procuring Entity.

The TEC members may be selected from:

- (a) officers of the concerned unit of a Procuring Entity, e.g. selected from the commercial, technical and financial units; or
- (b) officers from the concerned Ministry/Division or other Agencies under the concerned Ministry/Division; or
- (c) officers from the end-user beneficiary entity; or
- (d) technical, commercial, financial and legal experts from other Ministries or Agencies and/or universities and/or reputable professional bodies in the case of the two outside members.

However, the two outside members must be experienced in procurement, have professional knowledge in the field for which they are to be appointed and may be appointed at the discretion of the Head of a Procuring Entity, or an officer authorised by him/her.

- 3.4 In cases where the tender value does not exceed that stated in PPR (Appendix A) for:

- (a) Restricted Tendering Method under Regulation 17(2);
- (b) Request for Quotation Method under Regulation 20(1) and 20(2);

then the two outside persons may be appointed by a Head of a Procuring Entity, or an officer authorised by him/her, from other Procuring Entities established under the same Ministry/Division/Agency.

- 3.5 The members of the TEC shall be those who can devote the time needed for tender evaluation and finalisation of the tender evaluation report, within the time periods specified in Annex A.
- 3.6 In all cases the Head of a Procuring Entity, or an officer authorised by him/her, or an approving authority shall approve the composition of each TEC. However, when the approving authority is at the level of a Board of Directors, a Minister or the CCGP, the TEC shall be appointed with the concurrence of the Chairperson of the Board or the Secretary as the case may be.
- 3.7 The Head of a Procuring Entity, or an officer authorised by him/her, or an approving authority may also appoint a Technical Sub-Committee (TSC) and or other experts if it is felt that a particular Tender requires such assistance.

**For a Ministry, Division, Department or Directorate:**

- 3.8 **Where the approving authority is at the level of a Project Director, Project Manager, or an authorised officer as per DoFP** at regional, sub-regional, district or upazilla level, the TEC shall be chaired by an officer below the rank of the approving authority. However, at upazilla level where there may be no officer below the approving authority, then that approving authority may chair the TEC as well as act as the approving authority provided that he/she is acting within his/her delegated authority
- 3.9 **Where the approving authority is at the level of a Head of a Procuring Entity, or an officer authorised by him/her**, the TEC shall be chaired by a senior officer below the rank of a Head of a Procuring Entity.
- 3.10 **Where the approving authority is at the level of a Minister or the CCGP**, the TEC shall be chaired by a Head of a Procuring Entity. However, if a Head of a Procuring Entity is unable to chair a particular TEC, a senior officer next below him/her shall chair that particular TEC, always providing the evaluation process is not compromised
- 3.11 In the case of a Ministry's own procurement, **where the Secretary is, in effect a Head of a Procuring Entity**, the TEC shall be chaired by a senior officer below the rank of a Secretary.

**For a Corporation, Autonomous Body or Semi-Autonomous Body**

- 3.12 **Where the approving authority is at the level of a Project Director, Project Manager, or an authorised officer as per DoFP** at regional, sub-regional, district or upazilla level, the TEC shall be chaired by an officer below the rank of the approving authority. However, at upazilla level where there may be no officer below the approving authority, then that approving authority may chair the TEC as well as act as the approving authority provided that he/she is acting within his/her delegated authority.
- 3.13 **Where the approving authority is at the level of a Head of a Procuring Entity (or a Chief Executive) or an officer authorised by him/her**, the TEC shall be chaired by a senior officer below the rank of a Head of a Procuring Entity (or a Chief Executive).

- 3.14 **Where the approving authority is at the level of a Board of Directors, or of a Minister, or of the CCGP**, the TEC shall be chaired by a Head of a Procuring Entity (or a Chief Executive). However, if a Head of a Procuring Entity (or a Chief Executive) is unable to chair a particular TEC, a senior officer next below him/her shall chair that particular TEC, always providing the evaluation process is not compromised.

**Companies registered under the Companies Act**

- 3.15 For Companies registered under the Companies Act, using public funds received through government budget (revenue or development), they shall use the Public Procurement Regulations 2003, the Procedures for Implementation and the procurement processing procedures described in this document.
- 3.16 However, the Company shall follow its own administrative and financial delegations as applicable to them under the Act, leading up to the approval of the award of contract.

**4 Tender evaluation report**

- 4.1 A member (or members) of a TEC shall sit on the Tender Opening Committee, but as a general principle, the TEC shall be convened promptly after the Tender Opening and complete its task(s) within the time periods indicated in Annex A.
- 4.2 The members of the TEC are required, in the evaluation report to:
- (a) certify collectively, by jointly signing that “in compliance with Regulations 31(3) of the Public Procurement Regulations 2003, the Tender Evaluation Committee certifies that the examination and evaluation has followed the requirements of the Regulations, the Procedures and tender document, that all facts and information have been correctly reflected in the Evaluation Report, and that no substantial or important information has been omitted”; and
  - (b) certify singularly, by individually making a declaration of impartiality in the following manner, “I, *[name of the TEC member and designation]*, do hereby declare and confirm that I have no business or other links to any of the competing Tenderers”.
- 4.3 The Tender Evaluation Committee should observe the guidance notes for Regulation 31(4) through 31(17) set down on the Procedures, but it is important to note that the completed tender evaluation report shall be submitted **directly** to the **approving authority** without passing through any intermediary level, for further verification, review or endorsement, except for those where the approving authority is at the level of a Minister or the CCGP, when the documents shall be routed through the Secretary.
- 4.4 In all cases, attached to the Tender Evaluation Report shall be a check list showing the time taken at each stage, which will be completed by the TEC and the person(s) through whom the Tender Evaluation Report passes during its approval process. The sample check lists are attached (Annex B – For

Goods and Works, Annex C – for Services (Firms) and Annex D – for Services (Individual).

## 5 Procurement approval procedure

### For a Ministry, Division, Department or Directorate

- 5.1 **Where the approving authority is at the level of a Project Director, Project Manager, or an authorised officer as per DOFP**, the Tender Evaluation Report, the tender comparison sheet and the recommendation for award of procurement contract (but not the tender documents submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to the Project Director, Project Manager, or the authorised officer, without any intermediate stop. After approval the PD, PM or AO will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.2 **Where the approving authority is at the level of the Head of a Procuring Entity** the Tender Evaluation Report, the tender comparison sheet and the recommendation for award of procurement contract (but not the tender documents submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to the Head of a Procuring Entity, without any intermediate stop. A similar procedure shall be followed by a Procuring Entity at regional, sub-regional, district or upazilla level, whereby the TEC shall submit the Tender Evaluation Report and recommendation directly to the approving authority. After approval the Head of a Procuring Entity will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.3 **Where the approving authority is at the level of a Minister** the TEC shall prepare a concise summary called the 'purchase proposal' and submit it along with the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of contract (but not the tender documents submitted by the tenderers) in a sealed envelope, **directly** to the Head of a Procuring Entity who will subsequently forward it to the Secretary of the concerned Ministry. If the Head of a Procuring Entity is the Chairperson of the TEC he/she will send the proposal directly to the Secretary of the concerned Ministry. The Secretary shall add his/her comments to the purchase proposal and submit relevant documents stated above **directly** to the Minister. After approval the Minister will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.4 **Where the approving authority is at the level of the CCGP** the process described in 5.3 shall first be followed. The Minister shall review the purchase proposal, add his/her own comments/concurrence and return the documents to the Secretary. The Secretary will then prepare another self-contained summary and pass all the documents to the Cabinet Division for placing the same before the CCGP. After approval the CCGP will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.5 In the case of a Ministry's own procurement, **where the Secretary is the approving authority (in effect a Head of a Procuring Entity)**, the Tender Evaluation Report, the tender comparison sheet and the recommendation for award of procurement contract (but not the tender documents submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to

the Secretary, without any intermediate stop. After approval the Secretary will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.

**For a Corporation, Autonomous Body or Semi-Autonomous Body**

- 5.6 **Where the approving authority is at the level of a Project Director, Project Manager, or an authorised officer as per DOFP**, the Tender Evaluation Report, the tender comparison sheet and the recommendation for award of procurement contract (but not the tender documents submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to the Project Director, Project Manager, or the authorised officer, without any intermediate stop. After approval the PD, PM or AO will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.7 **Where the approving authority is at the level of the Head of a Procuring Entity (or a Chief Executive)** the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of procurement contract (but not the tenders submitted by the tenderers) shall be submitted by the TEC in a sealed envelope **directly** to the Head of a Procuring Entity, without any intermediate stop. After approval Head of a Procuring Entity (or a Chief Executive) will return the signed Tender Evaluation Report to the Procuring Entity for necessary further action.
- 5.8 **Where the approving authority is at the level of a Board of Directors** the TEC shall prepare a concise summary called the 'purchase proposal' and submit it along with the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of procurement contract (but not the tender documents submitted by the tenderers), in a sealed envelope, **directly** to the Head of a Procuring Entity (or a Chief Executive) who will subsequently forward it to the Board of Directors. If the Head of a Procuring Entity (or a Chief Executive) is the Chairperson of the TEC he/she will send the proposal with relevant document stated above directly to the Board of Directors.
- 5.9 **Where the approving authority is at the level of a Minister** the TEC shall prepare a concise summary called the 'purchase proposal' and submit it along with the Tender Evaluation Report, the tender comparison sheet and the recommendations for award of procurement contract, (but not the tender documents submitted by the tenderers), in a sealed envelope, **directly** to the Head of a Procuring Entity who will subsequently forward it to the Secretary of the concerned Ministry. If the Head of a Procuring Entity (or Chief Executive) is the Chairperson of the TEC he/she will send the proposal with relevant document stated above directly to the Secretary of the concerned Ministry. **In all such cases the Board of Directors shall be kept informed.** The Secretary shall add his/her comments to the purchase proposal and submit all the documents **directly** to the Minister.
- 5.10 **Where the approving authority is at the level of the CCGP** the process described in 6.11 shall first be followed. The Minister shall review the purchase proposal, add his/her own comments/concurrence and return the documents to the Secretary. The Secretary will then prepare another self-contained summary and pass all the documents to the Cabinet Division for placing the same before the CCGP. After approval the CCGP will return the

signed Tender Evaluation Report to the Procuring Entity for necessary further action.

## **6 Approval of the Tender Evaluation Report, Recommendations and the Purchase Proposal**

6.1 In all cases the '**approving authority**' shall consider the Tender Evaluation Report summary or purchase proposal and the recommendations for award of procurement contract as submitted by the TEC and shall either;

- (a) approve the recommendations; or
- (b) seek any clarification from the concerned authority; or
- (c) reject the recommendations, stating the reasons, and request a re-evaluation; or
- (d) reject the recommendations and issue instructions to reprocess the procurement in accordance with the Public Procurement Regulations, 2003.

6.2 The decision of the approving authority shall be communicated to the Procuring Entity through the same route in which the request for approval was initially submitted.

6.3 After the **approval** has been received by the Procuring Entity, the NOA for the procurement contract shall be issued within one week provided that no complaint or appeal is pending under the PPR against the tender/ proposal.

6.4 In processing procurement cases for approval confidentiality must be ensured by all officers and staff dealing with the procurement case, either directly or indirectly, as per Regulations 32 and requirements of the implementation procedures.

6.5 All Procuring Entities shall submit quarterly reports, for procurement(s) of Tk. 1 crore and above in the case of Goods/Works procurement and Tk 50 Lakh and above in the case of Services procurement, to the IMED/CPTU, indicating the time taken at each stage of the procurement process stating the reasons for delays beyond the norms shown in Annex A. This information shall be used by the IMED/CPTU to benchmark and track the progress of implementation of public procurement.

## **7 Procurement Approval Timetable / Flowchart**

7.1 The time periods shown in the Flow chart (Annex A) from the time of Tender Opening up to the time of the issue of the Notification of Award for the procurement contract shall be strictly adhered to by all the Procuring Entities, evaluation committees and approving authorities.

**Procurement Processing and Approval Timetable / Flow chart**

Approval Procedure Approving Authority	Technical Sub-committee (TSC) [If required]	Tender Evaluation Committee (TEC)/ Proposal Evaluation Committee (PEC)	Project Director/Project Manager/Authorized Officer/ Head of Procuring Entity (HOPE)	Board of Directors	Ministry Minister/ Secretary	Cabinet Committee on Government Purchase (CCGP)	Total Period when Technical sub-Committee is	
							Not Required	Required
Project Director (PD), or Project Manager (PM), or Authorized Officer (AO)	2 weeks	2 weeks	1 week Approval ↓ & 1 week issue of NOA	NA	NA	NA	4 weeks	6 weeks
Head of Procuring Entity (HOPE)	2 weeks	2 weeks	2 week Approval ↓ & 1 week issue of NOA	NA	NA	NA	5 weeks	7 weeks
Board of Directors	2 weeks	2 weeks	2 weeks CE Scrutiny & observation ↓ 1 week issue of NOA	2 weeks Approval by Board	NA	NA	7 weeks	9 weeks
Ministry/Minister	2 weeks	2 weeks	2 weeks HOPE/ Scrutiny & observation ↓ 1 week issue of NOA		1 week Secretary Recommendation ↑↓ 1 week Minister Approval	NA	7 weeks	9 weeks
Cabinet Committee on Government Purchase (CCGP) A. Normal Cases B. Complicated case	2 weeks	2 weeks	2 week HOPE/ Scrutiny & observation ↓ 1 week issue of NOA		2 weeks Secretary Scrutiny & observation ↓ 1 week Minister Recommendation	As required for expeditious decision before expiry of tender validity period	Weeks 8 +	weeks 10 +
	3 weeks	2 weeks	2 week HOPE/ Scrutiny & observation ↓ 1 week issue of NOA		2 weeks Secretary Scrutiny & observation ↓ 1 week Minister Recommendation	As required for expeditious decision before expiry of tender validity period	Weeks 8 +	weeks 11 +

**Note :** 1. For aided project/programme where prior review of a development partner is required at any stage of procurement processing and approval the time required for such review shall be added to the above time table.

2. For all cases of evaluation of consultancy proposals one week's time in addition to above time table shall be allowed to the PEC for evaluation/negotiation etc.

## CHECK-LIST FOR PROCUREMENT PROCESSING AND APPROVAL PROCEDURE FOR GOODS OR WORKS

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT						
Ministry / Division						
Agency						
Procuring Entity						
Name of the Project (if applicable)						
Source of Funds (tick relevant boxes)	Government	<input type="checkbox"/>	Development	<input type="checkbox"/>	Revenue	<input type="checkbox"/>
	Project Aid	<input type="checkbox"/>				
	Own Funds	<input type="checkbox"/>				
Brief Description of Goods or Works						
<b>PROCUREMENT METHOD</b>						
<b>SCHEDULE OF ACTIVITIES</b>						
Sl No	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of days		
<b>A</b>	<b>PREQUALIFICATION</b>					
A1	Date of Advertisement of Invitation for Prequalification					
A2	Date of Submission of Recommended Prequalification List					
A3	Date of Approval of Recommended Prequalification List					
<b>B</b>	<b>TENDER FOR GOODS OR WORKS</b>					
B1	Date of Advertisement of Invitation for Tenders					
B2	Date of Issue of Tender Document (if different to B1 above)					

B3	Date of Receipt of Tenders			
B4	Date of Opening of Tenders			
B5	Date of Submission of Technical Sub-Committee (TSC) Report			
B6	Date of Submission of Evaluation report			
B7	Date of Approval for Award of Contract			

**SCHEDULE OF ACTIVITIES IN PPPAP PROCESS**

	Date of submission of Tender Evaluation Report to the approving authority				
			Planned Date (as per flow chart)	Actual Date	Delay (in days)
Project Director Project Manager Authorised Officer	Submitted				
	Forwarded				
	Approved				
Head of Department / Directorate Head / Chief Executive of a - Corporation - Autonomous Body - Semi-Autonomous Body	Submitted				
	Forwarded				
	Approved				
Board of Directors	Submitted				
	Forwarded				
	Approved				
Ministry / Division	Submitted				
	Forwarded				
	Approved				
CCGP	Submitted				
	Forwarded				
	Approved				
Date of Issue of the Notification of Award (NOA) for Goods or Works					
Signature of Chairperson of Evaluation Committee					
Name and Designation of Chairperson of Evaluation Committee					

**CHECK-LIST FOR PROCUREMENT PROCESSING  
AND APPROVAL PROCEDURE  
FOR SERVICES (Firms)**

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT							
Ministry / Division							
Agency							
Procuring Entity							
Name of the Project (if applicable)							
Source of Funds (tick relevant boxes)		Government	<input type="checkbox"/>	Development	<input type="checkbox"/>	Revenue	<input type="checkbox"/>
		Project Aid	<input type="checkbox"/>				
		Own Funds	<input type="checkbox"/>				
Brief Description of Services							
<b>PROCUREMENT METHOD</b>							
SCHEDULE OF ACTIVITIES							
Sl No	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of days			
<b>C</b>	<b>EXPRESSION OF INTEREST (FIRMS)</b>						
C1	Date of Advertisement of Expression of Interest						
C2	Date of Receipt of Expressions of Interest						
C3	Date of Submission of Recommended Short-listed Firms						
C4	Date of Approval of Recommended Short-listed Firms						
C5	Date of Issue of Request for Proposals (RFP)						
C6	Date of Submission of Request for Proposals						
C7	Date of Submission of Evaluation of Technical Proposals						
C8	Date of Approval of						

	Evaluation of Technical Proposals			
C9	Date of Opening of Financial Proposals			
C10	Date of Completion of Combined Evaluation			
C11	Date of Submission of Evaluation Report			
C12	Date of Approval for Award of Contract			

**SCHEDULE OF ACTIVITIES IN PPPAP PROCESS**

Date of submission of Tender / Proposal Evaluation Report to the approving authority					
			Planned Date (as per flow chart)	Actual Date	Delay (in days)
Project Director Project Manager Authorised Officer	Submitted				
	Forwarded				
	Approved				
Head of Department / Directorate Head / Chief Executive of a - Corporation - Autonomous Body - Semi-Autonomous Body	Submitted				
	Forwarded				
	Approved				
Board of Directors	Submitted				
	Forwarded				
	Approved				
Ministry / Division	Submitted				
	Forwarded				
	Approved				
CCGP	Submitted				
	Forwarded				
	Approved				
Date of Issue of the Notification of Award (NOA) for Goods or Works					
Signature of Chairperson of Evaluation Committee					
Name and Designation of Chairperson of Evaluation Committee					

**CHECK-LIST FOR PROCUREMENT PROCESSING  
AND APPROVAL PROCEDURE  
FOR SERVICES (Individuals)**

PROCURING ENTITY AND DESCRIPTION OF PROCUREMENT							
Ministry / Division							
Agency							
Procuring Entity							
Name of the Project (if applicable)							
Source of Funds (tick relevant boxes)		Government	<input type="checkbox"/>	Development	<input type="checkbox"/>	Revenue	<input type="checkbox"/>
		Project Aid	<input type="checkbox"/>				
		Own Funds	<input type="checkbox"/>				
Brief Description of Services							
<b>PROCUREMENT METHOD</b>							
SCHEDULE OF ACTIVITIES							
Sl No	Activity (if not applicable indicate N/A)	Planned Date (as per flow chart)	Actual Date	If any Delay Indicate No. of days			
<b>D</b>	<b>EXPRESSION OF INTEREST (INDIVIDUAL)</b>						
D1	Date of Advertisement of Expression of Interest						
D2	Date of Receipt of Expressions of Interest						
D3	Date of Evaluation of Expression of Interest						
D4	Date of Interview with Selected Individuals						
D5	Date of Evaluation of Final Selection List						
D6	Date of Submission of Evaluation Report						
D7	Date of Approval of Award of Contract						

SCHEDULE OF ACTIVITIES IN PPPAP PROCESS					
	Date of submission of Tender / Proposal Evaluation Report to the approving authority				
			Planned Date (as per flow chart)	Actual Date	Delay (in days)
Project Director Project Manager Authorised Officer	Submitted				
	Forwarded				
	Approved				
Head of Department / Directorate Head / Chief Executive of a - Corporation - Autonomous Body - Semi-Autonomous Body	Submitted				
	Forwarded				
	Approved				
Board of Directors	Submitted				
	Forwarded				
	Approved				
Ministry / Division	Submitted				
	Forwarded				
	Approved				
CCGP	Submitted				
	Forwarded				
	Approved				
Date of Issue of the Notification of Award (NOA) for Goods or Works					
Signature of Chairperson of Evaluation Committee					
Name and Designation of Chairperson of Evaluation Committee					