

The enclosed proforma dully filled up shall be furnished along with the proposals of tender acceptances in future.

Proforma for Acceptance of Tender Excess

1.	Name of work in full	
2	Brief description of work	
3	Name of Local Self Government Institution	
4	Name of Agreement Authority	
5	Details of Administrative Sanction	
	a) A.S No & Date	
	b) Amount of Estimate	
	c) Issuing authority	
6	Whether aided scheme/Centrally sponsored/Electrification work/Roads Quarters/Public Buildings etc.	
7	Details of Technical Sanction	
	a) No. & date	
	b) Amount of estimate	
	c) Issuing Authority(Committee)	
8	Details of source of fund	
	a) (Source and amount)	
	b) do	
	c) do	
	d)Amount required for land and other prior commitments	
9	Whether land required for the work is already acquired	
10	If tendered earlier details thereof	
11	No. of quotation/Tender form sold	
12	Nos. of Quotation/Tenders received	

13	<i>Estimate P.A.C</i>		
14	<i>Value of departmental materials</i>		
15	<i>Details of Tenders / quotation received</i>		
	<i>Name of Contractor</i>	<i>Class of registration</i>	<i>percentage excess quoted less cost of materials</i>
			<i>Amount less cost of departmental materials</i>
16	<i>Whether sufficient E.M.D has been furnished by all tenders</i>		
17	<i>Details of contractor whose tender is recommended for acceptance</i>		
18	<i>a) Name & Address</i>		
	<i>b) Class of Registration</i>		
	<i>c) Whether he is qualified to execute the work</i>		
19	<i>If current schedule of rates is not followed, state reasons thereof.</i>		
20	<i>Whether sufficient publicity and time given for submitting the tender</i>		
21	<i>Details of publication in details with date of insertion</i>		
22	<i>Last date fixed for receipt of tender</i>		
23	<i>Date of expiry of the firm period</i>		
24	<i>Date of receipt of tender in LSG Institution</i>		
25	<i>Whether any attempt has been made to get the quoted rates reduced. If so, the results of each attempt at each level</i>		

26	<i>Specific reason for recommending a high rate</i>	
27	<i>Whether retender is advisable if not, the reasons thereof</i>	
28	<i>If a balance work, furnish the following</i>	
	<i>a) Physical percentage of work already complete</i>	
	<i>b) Reason for rearrangement</i>	
	<i>c) Details of revised estimate sanctioned, if any, with amount sanction No. and percentage excess</i>	
	<i>d) Year of schedule of rates based on which arranged</i>	
	<i>e) Whether work is arranged at risk and cost</i>	
	<i>f) If not, state reasons thereof</i>	
29	<i>In case of Negotiated quotations furnish the following details</i>	
	<i>a) Whether tenders were invited originally and if so, details of each call and response there of</i>	
	<i>b) If it is a case of waiving of a tender call reason thereof</i>	
30	<i>Time of completion of the work</i>	
31	<i>Recommendations of DLTC</i>	
32	<i>Other Remarks</i>	