

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DELHI**

Sub : Verification of Performance Certificate by the issuing authority during technical evaluation of tenders/bids

The Council vide Item No. 15 in its meeting held on 28.09.2022 accorded approval to the Agendum placed by Nodal Cell, Finance Department in r/o subject matter.

2. The Council approved recommendations of Finance Department which are reproduced as under :

A. Before resorting to verification of Performance Certificate from the issuing authority, following procedure shall be adopted :-

(i) Execution of works by participating bidders may be established by additional means like relevant Letter of Award, SOQ (if applicable) and obtaining Statement in Form 26 AS of Income Tax as these can be provided by the agency. These may be listed as mandatory document in the respective NITs. The TEC/Tender Opening Authority/HOD may seek similar information depending on type of project to convince itself of veracity of documents furnished.

(ii) Verification of Performance Certificate of bidder from issuing authority is to be resorted to only in exceptional circumstances e.g. when authenticity of document remains doubtful despite of scrutiny of bid documents as enunciated at A (i) above. The verification shall be got done after recording specific reasons/ doubt with the prior approval of Head of Department (HoD).

(iii) Request for verification shall be sent to issuing authority seeking response within a week (in case the authority is located in Delhi/NCR) and ten days (in case the authority is located outside Delhi) with copy to respective bidder/agency. While sending request, all available modes of communication i.e. authorized e-mail, phone/mobile call/electronic mode, speed post shall be utilized.

(iv) All out efforts for speedy evaluation of offers received shall be made so as to retain competition in the bid. This shall be without prejudice to any bidder and personal efforts may be made for verification of document(s) from Issuing Authority.

(v) In case of no response or lack of satisfactory response, final opportunity may be extended to the Issuing Authority with a copy to the bidder to furnish requisite clarification/ document within five days failing which the offer shall be rejected.

B. The procuring/executing entity shall ensure that tender evaluation is done in fair, transparent and uniform manner.

C. In any case, onus for authenticity of documents shall vest with the bidder. NIT/RFP shall invariably provide that the bid is liable to be rejected in case of wrong tendering practices or use of other non-bonafide methods in order to acquire a contract, including other penal consequences as deemed fit.

D. Suitable amendments in the NITs may be introduced to this effect henceforth.

3. The above may be noted by all procuring/executing authorities for strict compliance while evaluating tenders/bids. All HoDs are requested to ensure that suitable amendments are incorporated in all NITs to be published henceforth.

4. This issues with the prior approval of Financial Advisor

Jt. Financial Advisor-II

All HoDs

All Accounts functionaries

Copy to :

1. Director Finance - for information
2. P.S. to F.A. - for information of Financial Advisor, NDMC
3. P.S. to Secretary - for information of Secretary, NDMC
4. P.S. to Chairperson - for information of Chairperson, NDMC
5. Copy in E 105889