# Lecture 14

Comparative Statement



**Once all the tenders are opened, the comparative statement of the**

**received tenders is made in the following manner.**

# ****Preparing Officer****

**Dealing assistant/senior clerk prepares the comparative statement. He sign it and writes his name and designation in capital letters below his signatures.**

**The comparative statement is completed in every respect, containing all the essential features of the offers which may have bearing on the question of price, terms of delivery, specifications etc.**

Comparative Statement Should Include

# All Received Tenders

The purchase officer ensures that all received tenders are included in the comparative statement.

If any tenderer has given alternative offer, it is entered in the comparative statement

If the offers are based on samples, reference to this effect is also mentioned.

# Estimated Value of the Store

**The estimated value of the store given by the contractor and the last purchase price with contracted date if available, is also shown in the comparative statement.**

# Different Currencies

If the tenderer quote rates in different currencies and different delivery places, then the concerned purchase officer converts these into uniform currency and delivery place.

The converted rate is indicated on the comparative statement in red ink immediately below the quoted rates.

# Grading of Offer

The concern purchase officer gives grade, to the offers included in the

comparative statement and marks them as l\*,2"d,3R' and so on lowest

offers are marked in roman digits i.e I, II, III using red pencil.

# Ignored Offers

An offer is not graded if it is ignored for some reason, while preparing the comparative statement.

# Registered Tenderers

Comparative statement indicates whether the tenderer is registered or not for the store he is offering.

Technical Advice on Tenders

Once the comparative statement is made, all the offers are referred to the senior technical officer for advice.

# Technical Inspection of Offer

Technical officer can reject the offer by mentioning in the report or giving detailed scientific report that the offered store does not conform the technical specification given in the tender inquiry.

If lower technically acceptable offer for any reason, ignored or by­passed the case is submitted to the chief purchase officer.

If there is any disagreement between the senior purchase officer and the senior technical officer regarding the technical specification of any offer or the acceptability of a lower offer, the chief purchase officer settles the dispute.

Reasons for not accepting the lower tender is recorded confidentially in the tender register.

# Passing over of Lower Offers

If the indenting/purchase officer does not allow reasonable time for supply and higher price are to be paid for quick delivery, this fact is brought to the notice of the chief purchase officer.

It is not allowed to pass over the lowest offer of one tenderer and place order, at the same rate, to the other tenderer. It is against the law/rules.

# Purchase in Excess

Order can be placed in excess of the estimated total cost. But excess cost/amount should not be more then 10% of estimated total cost or Rs.20,000/- whichever is less.

# Formation of Purchase Proposal

The concerned purchase officer makes purchase proposal considering the technical report. Dealing assistance is not allowed to give any comments on the offer . It is the sole responsibility of the purchase officer.

# Acceptance of Tender

The concerned purchase officer records the decision in appropriate column of the comparative statement and in the file. The purchase officer then prepares the purchase order.

# Purchase order

The purchase order is checked by the person other than the one who has prepared it.

Purchase order/contract is not issued unless it is approved by the concerned and competent purchase officer, who can recheck the particulars of the contract before approving it.

The office copy in the file clearly indicates the name of the officer who typed and compared it. Corrections are avoided as far as possible but if there is any correction, it is properly attested by the officer who signs the contract.

Safeguard against Very High Rates

# Certificate of Reasonable Price

In order to safeguard against high rates in the following offers:

A: Related to proprietary nature. B: Spare parts.

C: Where response against the tender enquiry is poor. D: A single offer is received or rate received are very high.

A certificate is demanded from the tenderer to ensure that the quoted prices are reasonable.

# F.O.B Quotations

The firm has to certify that prices quoted are not more than the prices charged from any other purchase organization in Pakistan. In case of any discrepancy the tenderer is bound to refund the extra amount charged by him.

# C&F Quotations

The firm has to certify that quoted prices are not in excess as compared to printed price list of the manufacturer in the country. In case of any discrepancy, the tenderer is liable for any loss to the purchaser.

# Negotiations

Negotiation procedure is very rare. In following circumstances it may be adopted.

# High Rates

If the chief purchase officer thinks that the rate of the lowest tenderer is also high.

# Not Clear Offers

If most of the offers received from the tenderers are not clear. **To Sub-let**

Contract

If the quantity of order is very large, and for timely delivery it is necessary to sub let the contract into well-known manufacturers.

# Safety of Earnest Money

The earnest money is kept in an iron safe/bank locker for the safe custody. A senior officer maintains a register periodically. The following points are mentioned in the register.

* Name of the firm.
* Stores.
* Tender enquiry number along with its opening date.
* Period of validity.
* Call deposit number and name of issuing bank.

# Remarks, if any.

After the tender is awarded to a successful tenderer it is usually followed by signing a formal contract between the two parties.

The terms & conditions of a contract are discussed in detail in the next chapter.