

KRA ACTIVITY DETAILS OF
Shubham R. Barai,
Junior Engineer CS DEPT.

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
1	GeM/CPPP/Spot/LTE	Preliminary works	Make Status Register entries and assign a unique number for approved Technical & Administrative Note sheets received in respect of Work Contracts/Purchases.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
2			Make corresponding entries in Google Sheet in respect of Work Contracts/Purchases said above at Sl. No. (1).	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
3			. If mode of tender is through bidding route in GeM portal with Cost Estimate value more than ₹25,000/- (OR) through LTE (Paper based) (OR) through CPP Portal, follow Step-21.			Sh RS Meena/ Sh Satheesh K	
4	GeM Direct Purchase	Placement of Award	Make entries in the L.O.A./Purchase Order register and assign an unique L.O.A./P.O. number.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
5			Make entries in Google Sheet in respect of L.O.A./P.O. placed.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
6	Single Tender	Placement of Award	Receipt of approval of Competent Authority for placement of Order in respect of service/purchase.	One Week	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
7			Prepare draft L.O.A./P.O. in respect of service/purchase said above at Sl. No. (6).	Half day	As and when required.	Sh RS Meena/ Sh Satheesh K	High
8			Forward Draft L.O.A./P.O. either through e-office or paper mode to Indenting dept. and F&A dept. for Vetting at their end.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
9			Receipt of Vetting said above at Sl. No. (8) and make final L.O.A./P.O. under the signature of CS dept. Section head.	Three days	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
10			Make entries in the L.O.A./Purchase Order register and assign unique L.O.A./P.O. number.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
11			Make entries in Google Sheet in respect of L.O.A./P.O. placed.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
12			Forward Order copy said above at Sl. No. (9) to Agency through e-mail/Courier/Post along with a copy to Indenting dept., Finance dept. and CS dept. Section head etc.	15 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
13	Spot Quotation	Market Survey	Enquiry with the prospective bidders over telephone and ascertain whether bidder can fulfil the service requirements/product supply.	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
14			Prepare a detailed Bill of Quantities of product to be purchased/service to be availed.	One hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
15	Spot Quotation	Placement of Award	Prepare draft L.O.A./P.O. in respect of service/purchase.	Half day	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
16			Forward Draft L.O.A./P.O. either through e-office or paper mode to Indenting dept. and F&A dept. for Vetting at their end.	30 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
17			Upon receipt of Vetting said above at Sl. No. (16), make final L.O.A./P.O. under the signature of CS dept. Section head.	One hour	As and when required.	Sh RS Meena/ Sh Satheesh K	High
18			Make entries in the L.O.A./Purchase Order register and assign an unique L.O.A./P.O. number.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
19			Make entries in Google Sheet in respect of L.O.A./P.O. placed.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
20			Forward Order copy said above at Sl. No. (17) to Agency through e-mail/Courier/Post along with a copy to Indenting dept., Finance dept. and CS dept. Section head etc.	15 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
21	E		Preparation of complete Bid Documents in respect of tender, covering detailed scope of works, bill of quantities, technical specifications, consignee details, general conditions of contract, terms & conditions, additional terms & conditions, forms & formats etc.	2 days	As and when required.	Sh RS Meena/ Sh Satheesh K	High
22			Prepare a List of prospective vendors, including their address, phone number, e-mail ID etc. based on available sources (Internet/previous orders) (Applicable only for Paper tenders).	One day	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
23	GeM Bidding / CPPP Bidding / LTE	Issuing N.I.T.	Preparation of Note Sheet for approval of tendering, List of Parties and Tender Evaluation Committee nomination, including facilitating orders above ₹5 Lakhs through e-Procurement mode (NIT Note).	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
24			Submission of NIT Note sheet, List of Parties and Bid documents through e-office for approval of those documents and for constitution of tender evaluation committee by Competent Authority.	30 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
25			Receipt of approval of Competent Authority for issuing NIT said above at Sl. No. (24).	One Week	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
26			Preparation of individual addressed NIT documents to those approved vendors under signature of CS dept. Section head.	Three hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
27			Issuing of NIT documents to Vendors through Post/Courier (Via e-mail in case of exigencies).	One hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
28		Pre-Bid meeting	Co-ordination for arranging Pre-bid meeting (Not applicable for LTE paper based bidding).	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
29	Bidding / CPPP Bidding / LTE	Corrigendums	Initiation of proposals for issuing Corrigendum, either due to requirement of extension of end date for bid submission warrants due to limited competition or on account of requirement of modifications/revision in bid documents arised on the outcome of pre-bid meeting, on case to case basis.	Half day	As and when required.	Sh RS Meena/ Sh Satheesh K	High
30			Receipt of approval by Competent Authority for issuing Corrigendum.	One Week	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
31			Prepare corrigendum letter/documents and uploading the same to portal (or) forwarding to bidders through Post/Courier/e-mail for the information of all prospective bidders.	Three hours	As and when required.	Sh RS Meena/ Sh Satheesh K	High
32		Follow ups	Follow ups with approved list of parties for timely submission of bid offers by them.	One day	As and when required.	Sh RS Meena/ Sh Satheesh K	Low

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
33	GeM Bidding	Bid opening	Make entries in Tender Opening Register (In case of paper tenders only).	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
34		EMD forwarding	Verify whether bidders submitted EMD/EMD exemption documents/Bid Security declaration format.	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
35			Make entries of EMDs in EMD Register.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
36			Preparation of IOM and forwarding the EMDs to Finance department.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
37	GeM Bidding / CPPP Bidding / LTE		Prepare draft L.O.A./P.O. in respect of service/purchase	Three days	As and when required.	Sh RS Meena/ Sh Satheesh K	High
38			Forward Draft L.O.A./P.O. either through e-office or paper mode to Indenting dept. and F&A dept. for Vetting at their end.	15 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
39			Receipt of Vetting said above at Sl. No. (38), make final L.O.A./P.O. under the signature of CS dept. Section head.	Three days	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
40			Make entries in the L.O.A./Purchase Order register and assign an unique L.O.A./P.O. number.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
41			Make entries in Google Sheet in respect of L.O.A./P.O. placed.	10 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
42			Forward Order copy said above at Sl. No. 39 to Agency through e-mail/Courier/Post along with a copy to Indenting dept., Finance dept. and CS dept. Section head etc.	15 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Low
43	CPPP Bidding / LTE	Annulment	Issue IOM to Indenting dept. with a copy to F&A dept. that the said tendering process has been annulled along with a request to initiate a suitable fresh proposal.	30 minutes	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
44		EMD Releasing	Releasing of EMDs of unsuccessful bidders.	Half day	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
45	GeM Bidding / C	Conversion of EMD to Initial SD	Convert EMD of successful bidder as Security Deposit if they did not submit CPG.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
46		EMD Releasing	Release EMD of successful bidder if CPG BG is confirmed by Bank as informed by F&A dept.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
47	Post award		Processing of amendment proposals arised on account of quantity variation / incorporation of new or substitute item(s)/shortfalls in scope of works/extension of period of contracts/Variable Dearness Allowance revisions (for manpower supply contracts only) etc.	One day	As and when required.	Sh RS Meena/ Sh Satheesh K	High
48			Issuing of Amendment letters to agencies on account of post award issues encountered as detailed above at Sl. No. (47).	Half day	As and when required.	Sh RS Meena/ Sh Satheesh K	High
49	PP Policy Compliance		Compliance of Public Procurement Policy for Micro and Small Enterprises issued by Ministry of Micro, Small and Medium Enterprises.	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
50	MIS		Submit Weekly reports to CC by updating DPE sheets (Google sheet).	One hour	Weekly	Sh RS Meena/ Sh Satheesh K	Medium
51			Submit MSME report to CC by updating Google sheet.	One Hour	Weekly	Sh RS Meena/ Sh Satheesh K	Medium
52			Submit L.O.A./P.O. report to CC by updating Google sheet.	One Hour	Weekly	Sh RS Meena/ Sh Satheesh K	Medium
53			Preparation of Quarterly reports of L.O.A.s/P.O.s and Single tenders placed and forward the same to Corporate Vigilance dept.	Two hours	Quarterly	Sh RS Meena/ Sh Satheesh K	Medium
54	Closure		Verify contractual files and issue CCP forms No. 1 & 6 of contracts which are under the zone of consideration for closure.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
55			Receive CCP forms 1 to 13 from Indenting dept. and initiation of proposal for contract closing.	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium

Activity Details of Shubham R Barai, Junior Engineer, CS

Sl. No.	Mode of Tender	Major Activity	Activity / Details of Operation	Time Required considering one operation	Frequency	Substitute 1	Importance Level
					- Daily / Weekly / Monthly / As and When required		Critical / High / Medium / Low
56	Contract		Prepare contract closure letter to be issued to agency.	Two hours	As and when required.	Sh RS Meena/ Sh Satheesh K	Medium
57			Forward contract closure letter to Vendors with a copy to Indenting department and F&A dept.	One Hour	As and when required.	Sh RS Meena/ Sh Satheesh K	Low