SKILLS STRENGTHENING FOR INDUSTRIAL VALUE ENHANCEMENT [STRIVE]

FORMAT FOR REPORTING AND DISCLOSING PROCUREMENT-RELATED COMPLAINTS

Report Compiled By : Govt. Industrial Training Institute, Sector 28 C, Chandigarh/Directorate of Technical Education, UT, Chandigarh
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S. No.	Complaint Tracking Number	Name of Procuring Entity (SPIU/ ITI/ IC/ SMAC)	Category of Procurement	Method of Procurement	Tender ID/Procurement Package Number/Procurement File Number	Name of Complainant, including Name of Firm	Nature of Complaint	Complaint Received Date	Initial Response Date	Complaint Closing Date	Status of Complaint	Time Take for Resolution [Days]	Remarks [If Any]
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

STRIVE

SUGGESTED CATEGORIZATIONS OF PROCUREMENT RELATED COMPLAINTSAND RESOLUTION OF COMPLAINTS

AND

PROCUREMENT COMPLAINT TRACKING NOMENCLATURE

S. No.	Suggested Categorization of Nature of Procurement Related Complaints
1	Allegation of Fraud and Corruption
2	Transparency Issue
3	Shortlist [Consultancy Services]
4	Technical Specifications [Goods and Minor Civil Works]
5	Terms of Reference [TOR]
6	Quality of Bidding Document/RFQ/RFP
7	Conflict of Interest
8	Eligibility
9	Irregularities in issuing of bidding document/RFQ/RFP
10	Bid/Proposal submission/Opening/Minutes
11	Comparison of Quotations
11	Irregularities in bid/financial proposal evaluation
12	Bid Security
13	Application of Evaluation Criteria [Goods and Minor Civil Works]
14	Technical Evaluation [Consultancy Services]
15	Combined Financial and Technical Rating [Consultancy Services]
16	Contract Negotiations
17	Applicaton of Preferential Purchase Policies
18	Contract Award
19	Performance Security
20	Own Qualification Criteria
21	Disqualificaton of Bid/Proposal
22	Qualification of Other Firm
23	Contract Administration
24	Payment
25	Other [Explain]

S. No.	Status of Complaint
1	Complaint Validated
2	Complaint Invalidated
3	Complaint Settled Between Contracting Parties
4	Complaint Dropped
5	Other [Explain]

Procurement Complaint Tracking Number Nomenclature	
Level 1	Name of Scheme
Level 2	Name of State
Level 3	Type of Procuring Entity : SPIU/ITI/IC
Level 4	Name of Procuring Entity
Level 5	Category of Procurement : Goods/Consulting Services/
Level 6	Non Consulting Services/Minor Civil Works
Level 7	Month and Year of Complaint
Level 8	Numeric Number

S No.	Indicative Procurement Category
1	Goods
2	Services
3	Others (Please Specify in Remarks)

Notes :

1 Copies of complaints received to be kept by Procuring Entities
2 Dated copy of Initial Response to be kept by Procuring Entities
3 Dated copy of Complaint Resolution [internal approvals] to be kept by Procuring Entities
4 Dated copy of final resolution as conveyed to complainant to be kept by Procuring Entities
5 Date must be in "dd-mmm-yy" format only
6 It is utmost important to mention name of person and date of report who made the report in 5th and 6th row of the format