

# **SURVEILLIANCE VIGILANCE**

## **Introduction**

Data in the following formats (Part I, Part II and Part III) has to be filled during the visit of CVO, NPCC .These formats cover the site inspection, financial aspects and general comments and is being circulated for the Unit/Zone so that they can be ready with the data accordingly as and when required.

Proforma designed to improve vigilance administration through increasing transparency in procurement/Sales needs to be filled and sent to the CVO in order to monitor the system of publicity of open tenders immediately after the publication of tender document and downloading in website.

S. No.	Particulars	Proforma	Page Nos.
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SITE INSPECTION FORMAT

GENERAL

1. Date of inspection
2. Name of the work in full
3. Client Order No. & Date
4. B & R Job Order No.
5. Location of the site
6. Client
7. Consultant of the Client
8. Scheduled date of commencement of work
9. Actual date of commencement of work
10. Expected date of completion of work
11. HOD of Work
12. Name and designation of Site in-charge
13. Contract Value
  - a) Original
  - b) Revised/Expected
14. Agreement with Client
  - a) for supply of cement
  - b) for supply of steel
15. Whether Sub-Contracting is allowed in this tender
16. LD Clause with the Client
17. Price Escalation Clause
18. Defect Liability Clause
19. Security Deposit Clause  
& Payment made to client
20. Retention money clause  
& Payment made to client
21. Mobilization Clause  
& Payment received by B&R

- 22. Security Advance Clause  
& Payment received by B & R
- 23. Income Tax Clause
- 24. W.C. Tax Clause
- 25. Water & Electricity Clause

Signatures by Site In-charge

## PART-II

### FINANCIAL

- I. Contract value of the work
- II. Actual Sales realized (the figure of actual sales to be given up to the month preceding the site inspection)  
  
Cumulative amount of bill paid -----  
Last date of payment \_\_\_\_\_  
Amount of bill submitted but not paid \_\_\_\_\_  
Date of submission \_\_\_\_\_  
Total Amount \_\_\_\_\_
- III. Site Contribution
- IV. Cost so far incurred (ii-iii)
- V. Site Overheads
- VI. Other cost (iv-v)

VII. Cost components

S. No.	Head of expenses	Firmed up cost as per agreement between the agency & the company	Amount so far paid to the agency (up to the month preceding visit)	Amount yet to be paid for work already performed	Expected future payment
	(a)	(b)	(c)	(d)	(e)
a)	Labour contract				
b)	Sub-contract				
c)	Purchase of Materials				
d)	Transportation				
e)	Dept. Labour				
f)	Consultancy fees				
g)	Drawing Office Charge				
h)	Others				

Signature by Site In-charge

## PART III

Please examine and offer comments on the following:-

1. Manner of investment/ remittance of surplus fund, if any
2. Custody of cheque books/signing of cheque
3. Reconciliation with banks
4. Verification of Bank Guarantees signature
5. Contribution vs. overhead
6. Writing of cash book & bank book

Signature  
Accounts Personnel

Signature  
Unit Officer

**Proforma for monitoring Open Tenders**

Name of the Unit /Zone:-

Web-Site:-

S. No.	Procurement proposed to be made	Proposed/ Estimated cost	Date of publication in News-paper/Trade journal	Date of publication in website	Whether complete/up to date document provided in the web site, if not, reasons thereof
1	2	3	4	5	6

Note: - Copies of the publications made in the newspapers/ websites may be attached with the proforma.

Signature of the Officer-in-charge

Name :

Designation: