



**DIVINE TOOLINGS**

UNIT II, S-49,M.I.D.C. BHOSARI, PUNE-26.

**CONTRACT REVIEW CHECKLIST**

REPRESENTED BY:		FORM NO:		
VENUE:		DATE:		
Item no	CONTRACT REVIEW CHECKLIST ITEM	RESPONSE	Responsibility	Due Date
1	SCOPE OF WORK	(Detail here exactly what products and/or services the customer is expecting, and what action you should take to comply with the tender. If Divine Tooling can not comply, note the non-compliances. If it is anticipated to submit a non-conforming tender the alternative tender qualifications should be identified. If it is a contract review and the contract requirements can not be met the actions to be taken must be noted)		
2	RELEVANT COMPLIANCE STANDARDS	(Note here the national or international standards to which the products and/or services must comply. If there is a conflict between required standards and ability to comply, the non-compliances must be noted for action.)		
3	DELIVERY REQUIREMENTS	(Note here when the products and/or services are required to be completed and any actions to be taken as a consequence).		
4	PRICING DETAILS	{Analyse the anticipated sales and the projected margins. For a tender these may only be estimates}.		
5	RESOURCE REQUIREMENTS	(Note here the requirements for resources under the proposed contract and whether MAUS Business Systems can satisfy the resource requirements. Document and action anything that has to be done to comply or otherwise).  Plant & Equipment Manning levels (available Vs. projected) Cash Flow Finance Bank Guarantees Design & technology; manufacturing drawings		
6	INSURANCE REQUIREMENTS	(Discuss here any project specific insurance needs that may be required and consequential actions)		
7	CONTRACT RISKS	(Complete a formal review of the contract terms, using legal advice if necessary, to determine the extent of the contract risk profile and the ability of Divine tooling to comply with the contract. Record actions during the review process.)		
8	Any other points			
PREPARED BY:		APPROVED BY:		