

Contract Review Checklist

**Version History**

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| --- | --- | --- | --- | --- | --- |
| Ver. No | Date | Comments | Author | Review By | Approved By |
| 1.0 | 23rd April, 2008 | Initial Draft and Release | Abhishek Rautela | SEPG | Mr. Sudhir Saxena |
| 1.1 | 29th July, 2013 | Formatting and spelling correction | Rahul Raj | Ajay Kr. Zalpuri | Ajay Kr. Zalpuri |
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Contract Review Checklist

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| --- | --- | --- | --- | --- | --- | --- |
| Project Code | |  | | | | |
| Project Name | |  | | | | |
| Project Manager Name | |  | | | | |
| Reference Documents | |  | | | | |
| Sl. No | Description | | Tick | | | Remarks |
|  |  | | Yes | No | NA |  |
| 1. | Order/Requirements in line with proposal? | |  |  |  |  |
| 2. | Customer Contacts have been defined? | |  |  |  |  |
| 3. | Is the procedure defined to address amendments in the contract? | |  |  |  |  |
| 4. | Have customer requirements been identified and clearly stated? | |  |  |  |  |
| 5. | Has the clause for additional requirements after scope of work finalization been incorporated? | |  |  |  |  |
| 6. | Are the deliverables Technically feasible? | |  |  |  |  |
| 7. | Is the Geographical spread defined & covered by the Team? | |  |  |  |  |
| 8. | Is the Partner Engagement Clearly defined and role/ responsibility clearly stated? | |  |  |  |  |
| 9. | Does contract deal with supply of any hardware also apart from the software? If yes, are the details properly defined? | |  |  |  |  |
| 10. | Risks have been identified and methodology to tackle the risks documented? | |  |  |  |  |
| 11. | Have penalty clauses been reviewed? | |  |  |  |  |
| 12. | Is product acceptance criteria defined in the contract? | |  |  |  |  |
| 13. | Are Time Lines acceptable? | |  |  |  |  |
| 14 | Are Payment Terms and conditions acceptable? | |  |  |  |  |
| 15. | Special Remarks on Order, (If Any): <Any special instance impacting the current span of this customer order checklist or project needs to be recorded here > | |  | | | |

Prepared By:

Date: