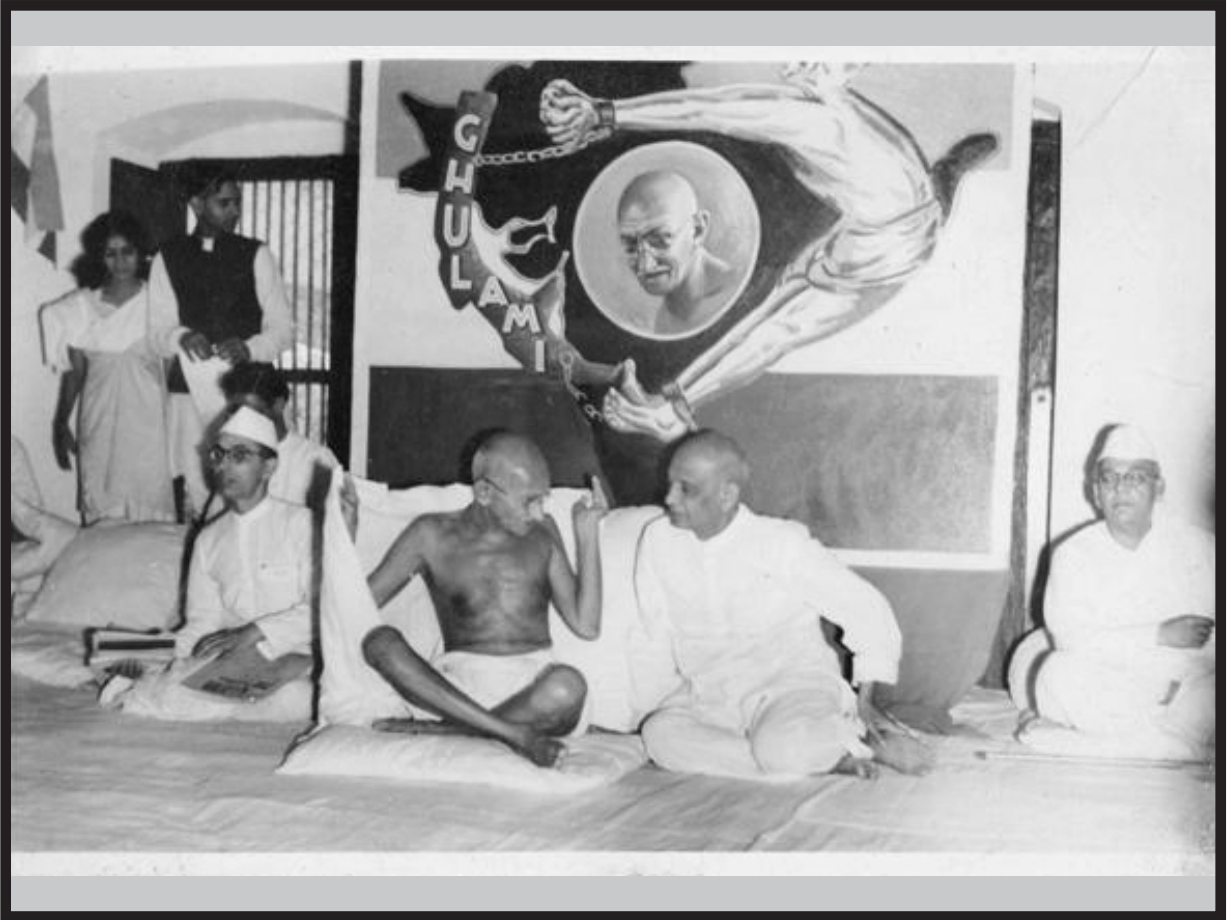




# दयतना आहवाण



2018

## “NOT TO FORGET TIPS FOR TENDERS”

By:

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New Delhi

### A. For Notice Inviting Tender (NIT): WHETHER

1. Description of work, scope, essentiality ascertained.
2. A.A., Technical Sanction taken.
3. Funds available ?
4. Site of work inspected and surveyed..
5. Work site clear for starting the work.
6. Whether plans/ drawings approved.
7. Whether detailed estimate based on LARs with cost analysis & input of all departments.
8. Financial criteria and similar work criteria well defined by Competent Authority.

### B. FOR TENDER NOTICE: WHETHER

1. Tender notice bilingual & ready for upload as e-tender or not?
2. Is tendered cost of work within sanctioned estimate ?
3. Is dates of opening & closing prescribed?
4. Is earnest money (it's value and form) mentioned correctly?
5. Minimum eligibility criteria including similar work properly defined for technical and financial eligibility?

6. There any special eligibility criteria & price variation clause?

**C. FOR TENDER DOCUMENT: WHETHER**

1. Tender document approved, GCC has latest corrections, GST provisions, special conditions, drawings, technical specifications and explanatory paras included? Whether legal and financial advice taken?

**D. FOR ADVERTISEMENT OF TENDER: WHETHER**

1. Downloading of on line uploaded tender ensured? Token of confirmation in form of internet downloaded record kept or not? Upload certificate given?

**E. FOR TENDER OPENING: WHETHER**

1. T.O.C. formed and well informed?

2. Tender Register properly filled or not with details/ signatures.

3. In all e-tenders now-a-days, only technical bid to be opened firstly, in case of two packet system of bidding and all corresponding documents submitted by bidder should be downloaded/ printed accordingly. Financial bid of eligible tenderers only be opened further. In case of single packet system financial bids and other submitted documents should be opened.

4. Tenderers participated in joint venture mode got checked and vetted suitably?

5. Briefing note have all the salient features of bidders, with information and documents related to work experiences and eligibility criteria and special conditions submitted by bidders, if any.

**F. FOR TENDER FINALIZATION: WHETHER**

1. News papers cuttings (as applicable) available on tender file?

2. Briefing note duly checked/ vetted, available on file or not?

3. Detailed estimate vetted by associated account and valid?

4. Whether comparative statement prepared and previous LARs and corresponding reference available in file?

5. Whether EMD & other fees submission details prepared and checked by T.O.C./ Accounts?
6. In case of partnership or joint venture firm, whether they have fulfilled the techno-legal criteria's of tender or not? Is any legal vetting required?
7. Summary bidders/ tenderers received with proper EMD, in order of L-1, L-2, L-3 etc.?
8. Any condition of EMD exemption?
9. Authenticity of documents ascertained from issuing authorities?
10. Agencies/ bidders formed partnership firm after the date of N.I.T.?
11. Whether rate reasonability ensured vis-à-vis (a) location, geography, importance of work, technical requirements as per items, inflation/ tax regime changes and stipulated date of completion? (b) P.V.C. clause exists or not (c) Time of finalization (monsoon, pre/ post budget) (d) Any special condition of work (e) Workability of offered rates (f) Rate analysis/ market survey/ prevailing rates of similar works in other departments at same locations (g) whether any item needs to be restricted due to very high/ very low rates?
12. All stipulated guidelines followed for negotiation or counter offer procedures?
13. Whether tender is finalized within tender validity period? If not then reasons must be recorded and consent for extension of validity of tender from tenders must be taken.
14. Whether LOI/ LOA cost exceed limit/ power of work sanctioning authority.
15. Tender Evaluation Committee (TEC) has given clear cut recommendation.
16. Letter of Acceptance (LOA) checked properly before issue?
17. Signing of contract agreement done within stipulated time limit.

