

Procedure of Submitting filled in Tender Document

Before submitting the tender, it is checked to avoid mistakes. The tender is signed, a cheque of deposit is enclosed and put into a sealed cover. Name of the work, name of firm or contractor should be written on top of envelop.

The tender shall be submitted in envelopes marked as 1, 2, 3 and 4 and each envelop shall contain the following details -

(1) Envelop marked no. (1) -

This envelope shall contain the earnest money deposit in the form indicated in the notice of invitation to tender.

(2) Envelop marked no. (2) -

This envelop shall contain the following particulars -

- (a) Covering letter to the tender.
- (b) Any comments which the tenderer desires to make in the form of brief statement with reference to the items.

Clause and pages of the tender documents to which the comment pertain.

(c) The solvency certificate from bank authorities.

(d) The latest income tax clearance certificate

(e) A list of works of similar nature and magnitude carried out by the tenderer in the following performance —

(1) serial no (2) Name of the work

(3) cost of work (4) Date of commencement

(5) stipulated date of completion.

(6) Actual date of completion

(7) Remarks

(f) Details of plant and machinery available which the tenderer proposes to use in this construction work in the following performance —

(1) Serial no

Sl no	Name of the equipment	No. of units	Kind of make	Capacity	Age & Condition	Present Location	Remarks

(g) Details of technical staff employed by the tenderer and details of technical staff who will be posted on this work, if the job awarded to him, in the following performance

~~Table~~

Serial no	Name of Person	Technical qualification	Remarks

(h) Complete details of works in hand at the time of submission of the tender in the following performance

Serial no	Name of work	Date of commencement	Location	Tendered cost	Value of complete work	Value of complete work	Anticipated date of completion	Name of owner	Remarks

(i) Details about the firm such as constitution of firm, year of incorporation, registration date, name of partners etc.

(j) Details of registration with government or semi government authorities.

P.T.O.

③ Envelope marked no. 3:-

This envelope shall contain the period tender form with the signature of tenderer.

④ Envelope marked no 4 -

This shall be a large envelope of adequate size and it shall contain the above envelopes 1, 2 & 3. This envelope shall be sealed and shall endorsed on the ~~of~~ out side face "Tender for name of Project".

This envelope shall be deposited or mailed by Registered/Speed Post.

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Procedure of opening Tender

All the tenders received on due date must be opened on the date and time mentioned in the tender notice in the following sequence

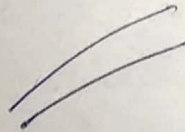
- The outer envelop number (4) should be opened in office on date and time in presence of contractors ~~present~~ / representative present at that day.
- Subsequently envelop no. (1) which contains ^{wanting documents &} earnest money deposit shall be opened and if earnest money is not prescribed then the tender is to be rejected by authority. ^{In earnest money is present} After this the envelop no. (2) containing covering letter, solvency and income tax clearance certificate etc. is opened, ~~thoroughly~~ thoroughly scrutinised and his financial status determined.
- Lastly the envelop no. (3) containing tender form (with duly quoted rates) is to be opened on the same or any other date will announced and ~~int~~ intimated to the contractor / representatives.

P.T.O.

— The tenders should preferably be opened in the alphabetical order of names ~~and~~ contractors and the authority opening the tender shall prepare a list of contractor (or tenderer) or their representatives who are present and their signatures are taken of their presence.

— However, in case of tenders invited by the private agencies, the contractor may not be required to remain present at the time of opening of tenders.

— Tenders of the persons directly or indirectly related to the Government's service should not be accepted.



Comparative Statement:-

After thorough scrutiny a comparative statement of tenders should be prepared. The lowest tender should be laid first.

For Example

Sr. no.	Name of firm or Contractor	Amount of Tender	Remarks
1	B	5,01,000/-	Lowest
2	A	5,25,000/-	II
3	C	5,27,000/-	III
4	E	5,40,100/-	IV
5	D	5,50,000/-	Highest

- A special note should be written by the scrutinising officer mentioning whether the rates quoted by the lowest tender are workable or not.
- Also, he should mention the total percentage above or below the amount put to tender.
- In addition, reputation, also negative point of contractors should be mentioned.
- All these points will help the authority to make the decision for awarding contract.

Scrutiny of Tenders -

Before accepting any tender, it is required to thoroughly check all the tenders received.

Generally, the tenders which are far below the estimated cost of the work should not be accepted.

The following precautions should be taken at the time of scrutiny of all the tenders received.

1. The person opening the tender shall initial against the name of tenderer ~~and~~ entered in the register to tender forms issued.
2. A complete list of tenders received with the details of deposit cheques should be prepared.
3. It should be scrupulously seen that each tender is signed by the contractor and it contains his address.
4. There should be no alterations and additions or deletions in the terms and conditions included in the tender, form submitted by the contractor.

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5 It should be verified that the rates against each item are written in figures as well as words. The multiplication of the quantity of each item and its corresponding rate should be verified very carefully.

6 Additions of amounts page wise (in the tender form) should be done very carefully to arrive at the final cost of work, in case of each tender.

7 After scrutinising all the tenders received, a ~~pe~~ comparative statement should be prepared, indicating the lowest tender first and highest tender at the last.

8 All the overwritings and corrections in the tender submitted by the contractor should be attested to all such places with dated initial of the person opening the tender, and also noted at the end page indicating the total number of overwritings or corrections on that page.

9 If the rates are written only in figures, the person ~~of~~ opening the tender to write them in words also after pointing out this omission PTD

to the tenderer present at that time.

10 If there is any omission in mentioning the rate against any item tender, the person opening the tender shall put a dash against such blank spaces and attested by the date initials.

11 Whenever there is difference between rates quoted in figures and words, the rate taken by the tenderer for calculating the total amount of that item should be considered as correct. In other cases the lower rate of the two (i.e. figure and words) should be assumed as correct.

12 ~~Also~~ If any rate quoted by the contractor is not clear or doubtful, the tender may be considered as invalid.

13 ~~The person~~ After scrutinising the tenders ~~shall read on~~ received, a comparative statement of all the tenders should be prepared with the lowest tendered amount placed first and the highest tendered amount at the last.

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14 The tenders, if beyond the powers of acceptance of the person inviting tenders should be sent to the appropriate higher authorities for disposal.

The additional points to be considered before accepting any tender will be as follows -

- (i) The previous experience of the contractor and his reputation in the society.
- (ii) Contractor's capability in organizing the work.
- (iii) The financial status of the contractor as regards the total estimated cost of the work.
- (iv) The intelligence, sincerity, general behaviour and temperament of the contractor.
- (v) The other works in progress, at present, by the contractor.
- (vi) Details of plants and machinery available with the contractor.
- (vii) Details of Government registration of the contractor.

Award of Contract -

- After proper scrutiny and studying the comparative statements, Tender is awarded to contractor who fulfills a specification at lowest rates.
- In general the contract is awarded by keeping a lowest amount in mind but in some cases when the chances of spoiling of work is there due to very low rates then ^{lowest (L2)} second tenderer is called for award.

Acceptance Letter/Tender -

The executive engineer, will normally accept the lowest tender if he is competent to do so and if the rates quoted are within the sanctioned estimated rates or those provided in the schedule of rates. In other cases, he will record his recommendations on the comparative statement and despatch the case on the next day of opening of tenders, to the Superintending Engineer.

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who will likewise, carefully go through the case and either communicate his final orders or submit the case to the Chief Engineer, for orders, if it is beyond ~~cap~~ his competency. The Executive Engineer will inform the contractor about his decision as soon as the same is received by him.

If the rates quoted are on the higher side, all the tenders are rejected normally and re-invited so as to get reasonable rates. Earnest money is refunded to the tenderers whose tenders were not accepted.

When less than three tenders are not received, it should not be opened and accepted.

The date of opening of tender is extended and is published in the newspaper in case of open tender and information is given to the tenderer in case of limited tenders.

Work order —

After the acceptance of tender from the tenderer, a work order is issued. A time limit is given within which payment of security money deposit must be done and time of starting of work is maintained.

In case if a contractor fails to fulfil the requirements of work order, his earnest money is forfeited and second lowest (2nd) tenderer is invited.

Ring Formation —

In case, when the number of tenders applying for various works are limited then parts of works can be decided to give to different contractors by keeping in mind their expertization, and financial capacity.

This procedure is adopted to avoid collision and unnecessary disputes among the contractors.