

DO'S & DON'TS FOR STORE TENDERS

DO's

- Ensure that approval of competent authority has been taken for quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Finalise the tender within the period of validity of offers to guard against the possibility of increases in prices and consequently incurrence of extra expenditure by the Govt.
- Do properly assess and evaluate bids particularly special conditions offered by the tenderer.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded so that the reason for such rejection would be available on file.
- In case where the performance of lowest/lower offer is not satisfactory and next offer is considered for full/part quantity order, performance of the same firm should be also assessed and placed on record.
- Even when the level of the Tender Committee is decided based on the lowest acceptable offer as per technical note, it would be incumbent on that tender committee to examine individually all the offers lower than the lowest technically acceptable offer and make appropriate recommendation in each case for consideration of the accepting authority.
- Ensure that security deposits and earnest money deposits are collected from registered/unregistered suppliers as per extant rules and when exempted, proper reasons are recorded and competent authority's sanction taken for the same.
- Ensure that in case descriptions or specifications undergo significant changes after invitation of tenders, equal opportunity is given to all the suppliers by re-tender.
- In case of purchase from RDSO approved sources, ensure to check the current status of RDSO approved list at the time of TC meeting and current list should be available on record.
- Ensure that the recommendation of all the members are included in TC minutes and there should not be any separate dissent note.
- Ensure as Tender Accepting Authority that detailed reasons are recorded if there is disagreement with tender committee.

- Ensure that the tender committee minutes contain the relevant information as the date venue of the meeting and dated signatures of the members.
- Maintain complete records in the file and ensure secrecy of the tender.

DON'ts

- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favour the bidder(s) who are previous suppliers.
- Do not accept an unsolicited offer and award the contract without proper justification and without approval of the competent authority.
- Do not hide any favourable/ unfavourable information in TC discussions.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not allow anomalies in evaluation of special conditions to effect the acceptance of the offer recommended.
- Do not entertain modification of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not exercise the powers of the accepting authority in case you have been a member of the tender committee.
- Do not record the acceptance/otherwise of the tenders anywhere else than the body of the tender committee minutes.
- Do not use noting on the tender file by the TC members as a substitute for the meeting.