

## DO'S & DON'TS FOR WORKS TENDERS

### DO's

- While preparing schedule of work, define the scope of work accurately and in detail to avoid ambiguity.
- Prefer open tendering as far as possible.
- Ensure adequate time for submission of offers i.e. time gap between date of NIT publication and date of opening.
- Ensure adequate and wide publicity.
- Notify complete address of place of submission of tender documents by tenderers.
- Ensure timely supply of approved plans.
- In case of open tender, issue tender form to all the parties who demand it on the production of proof of depositing the cost of tender form.
- Ensure that the tender documents are available for sale well in advance before opening of the tenders including on website in downloadable form.
- Attest all corrections, omissions, insertions, overwriting.
- Prepare "on the spot summary" in tender opening register.
- Offers accompanied by requisite valid earnest money and tender cost in acceptable form only be considered. No subsequent modifications/substitutions or submission of EMD is allowed.
- Ensure that comparative statement and briefing note have been prepared and duly signed by the concerned officials on each page with due date.
- Vetting of each and every page of Comparative Statement and Briefing Note by Finance.
- Ensure that ranking of the offers is done properly after evaluating the special conditions and vetted by finance.
- Ensure that the tender committee is duly constituted of competent level of officers specified.
- Ensure consideration of reasonableness of rates in the tender committee minutes. This should not only be with reference to previously accepted rates but also after taking into account market rates and analysis of rates.

- Ensure that the reasonableness of rates is examined critically, logically and specifically both in respect of total cost and rates of individual items.
- Deliberate on all the conditions made by the tenderer along with tender offer and specific recommendation in respect of those conditions must be recorded in the TC minutes.
- Consider all the relevant information available about similar items in the same or similar/adjoining areas for arriving at reasonableness of the rates in respect of individual items as well as total cost.
- Ensure that L1 is not ignored on flimsy grounds.
- Record adequate reasons for overlooking the lowest offer if it is not acceptable.
- Conduct negotiations only in exceptional cases and not as a matter of routine.
- Negotiate with L1 only i.e. lowest valid eligible and technically acceptable tenderer whose credentials have been considered on technical ground for award of contract directly if the rates were not unreasonable high.
- Attempt identification of any possible ring formations - especially in the case of limited tenders.
- Ensure that the tender committee minutes contain the relevant information as the date, venue of the meeting and dated signatures of the members on each page.
- Ensure that the recommendations of all the members are included in TC minutes and there should not be any separate dissent note.
- TAA to record detailed reasons for disagreement on dissent note, if any, on TC minutes.
- Conduct pre-bid meeting (i) to bring clarity regarding spirit of various provisions & (ii) to bring necessary modification, if required.
- The TC must hold meeting to deliberate upon offers and arrive at their recommendation.
- Proper eligibility criteria to be defined only by PHOD of concerned department and should be approved before uploading of NIT.
- Past history of the discharged / recalled tenders to be compared in the present tender.

## DON'ts

- Do not split the works and call separate tenders to keep the value at a particular level so as to fall within the powers of a particular executive.
- Do not send tender enquiries to only a few selected firms ignoring other firms/contractors borne on the approved list in case of limited tenders.
- Do not frame tender conditions suiting a particular tenderer/contractor.
- Do not recommend acceptance of higher rates on flimsy technical grounds, shorter completion period.
- Do not entertain letter/representation of the tenderer subsequent to the opening of tender/negotiation.
- Do not participate in the tender proceedings if anyone has personal interest in companies/agencies participating in tender.
- Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not accept individual items rates which are abnormally high or unworkable in respect of major items of work in a tender.
- Do not discharge the tender on flimsy grounds for favouring a particular tenderer.
- Do not unduly keep the tender file for decision making after the TC has given recommendation.
- Do not accept modified offers, not considered by the tender committee.
- Different similar nature of works should not be clubbed while floating the tender.