

WORKS TENDERS

Do's:

- Allow adequate and reasonable minimum time (as prescribed) for opening of all tenders to encourage proper response except in emergencies.
- Clearly specify the requirement of similar nature of work for the eligibility criteria in the tender so that no ambiguity arises during tender committee meeting.
- Consider offers accompanied by requisite valid earnest money only and no subsequent modifications/substitutions or submission of EMD is allowed.
- Ensure that tender abstract (comparative statement and briefing note) have been prepared and duly signed by the concerned officials on each page.
- Ensure that ranking of the offers is done properly after evaluating the special conditions and vetting by finance.
- 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 & specifically, both in respect of total cost and rates of individual items.
- Keep proper accountal and classification of released materials.
- Carry out prescribed test checks of measurements paying particular attention to the hidden measurements.

- Ensure inspection of correct thickness of items payable on 'area measurement' such as slabs, flooring, pre-mixed road carpet, wood work, etc. Test check must cover this aspect also.
- Departmental and contractual executions should not be allowed simultaneously.
- 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.
- Negotiation should be done only with L1 i.e. lowest valid eligible and technically acceptable tenderer.
- 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.
- Treat the Tender Committee recommendations with dissenting notes carefully and record reasons for disagreement.

Don'ts

- Do not split work to call separate tenders to keep the value of the work 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 draft tender conditions suiting to a particular tenderer/contractor.
- Do not recommend placement of orders at higher rates on flimsy technical grounds, shorter completion period or citing discount.

- Do not reject the offer/tenders on account of poor performance while awarding another work to the same tenderer in other cases/adjacent areas.
- Do not entertain letters/representations of the tenderer subsequent to the opening of tender/negotiation.
- 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 item rates which are abnormally high or unworkable in respect of major items of work in a tender
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and permission from competent authority has been obtained.
- Do not allow subsequent revision of the minutes, unless the re-considered minutes are put up in addition.
- Do not operate non-schedule items where it is possible to do work as per scheduled items or a combination thereof.

- Do not allow two or more agencies to do similar works at one site. Departmental works and works being executed through contracts should not be allowed to be mixed.

Do not allow execution of partly left over work by another agency before taking final measurements of earlier contract as per extant instruction.