

TENDERING PROCESS

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MCRHRDIT

WHAT DOES TENDER MEAN?

- * **VERB:**

- * **Make a formal written offer to carry out work, supply goods, or buy land, shares, or another asset for a stated fixed price.**
- * **Formally offer (a stated fixed price) for carrying out work, supplying goods, etc.**
- * **Seek offers to carry out work at a stated fixed price.**

- * **NOUN:**

- * **An offer to carry out work, supply goods, or buy land, shares, or another asset at a stated fixed price.**

TENDER FOR WHAT?

Procurement / Disposal

GOODS

OR

SERVICES

DEFINE IT.

PROCUREMENT OR SALE?

A. PROCUREMENT OF-

- i. **Goods:** Computers, Printers, Cell Phones, GPS Instruments- Hand Held, Rovers, DGPS, Vehicles-2 Wheelers & 4 Wheelers, Stationery; Software etc.
- ii. **Services:** Person Power, Internet, House Keeping, Catering, Security, Work etc.

B. SALE / DISPOSALS

SALES OF:

Scrap,

Unserviceable articles,

E-waste

NTFP, Timber,

Beedi Leaf, Red Sanders etc.

PROCUREMENTS

- i. Description of the items to be procured
- ii. Quantity
- iii. Quality – Technical Specifications

Constitution of Procurement Committee;

Could be In House or have members from Govt./Experts from other Institutions, if required, to aid and advise the Office/Deptt.

TRANSPARENCY &/ INPUTS FROM EXPERTS

Hold meeting and maintain record of meetings-MoM.

iv. Time frame

PREPARATION OF TENDER DOCUMENT

- i. Simple, easy to understand**
- ii. Legal Vetting**
- iii. Local Shopping/National Bidding/International Bidding**
- iv. Publication in News Papers- Local/State wide/National. English & Vernacular language & e-portal of Govt./GoI (GEM)-e-tender**
- v. Schedule of Tender**

GIVE HIM AN ORANGE

- * One day in Contract Law class, Professor Jepson asked one of his better students:
- * "Now if you were to give someone an Orange, how would you go about it?"
- *
- * The student replied, "Here's an Orange!"

* **The professor was livid. "No! No! Think like a lawyer!"**

* The student then recited, "Okay, I'd tell him,

* **"I hereby give and convey to you all and singular, my estate and interests, rights, claim, title and advantages of and in the said orange, together with all its rind, juice, pulp, and seeds, and all rights and advantages with full power to bite, cut, freeze and otherwise eat the same, or give the same away with or without the pulp, juice, rind and seeds, anything herein before or hereinafter or in any deed, or deeds, instruments of whatever nature or kind whatsoever to the contrary in anyway notwithstanding..."**

TENDER SCHEDULE

Dates & time of:

- i. Pre-bid meeting with prospective bidders: explain the process of e-tender**
- ii. Publishing in News Papers & posting on e-tender Portal**
- iii. Purchase**
- iv. Last date & time of submission of Tender-Technical & Financial Bids**
- v. Dates & times of opening of Technical & Financial Bids
(sufficient time lag should be kept between the 2)**
- vi. Provision may be made for withdrawal of bids, before due date.**
- vii. Provision for rejecting any bid without assigning any reason (safety clause)**

EXAMPLE OF TENDER SCHEDULE

Bid calling date	10-01-2020
Pre-bid meeting: Date & Time	17-01-2020, 3.00 PM
Bid closing Date/Time	24-01-2020, 1.00 PM
Technical Bid Opening Date/Time	25-01-2020, 3.00 PM
Financial Bid Opening Date/Time	29-01-2020, 11.00 AM

OPENING OF BIDS

- i. Open Technical bids- in the presence of Purchase Committee and Bidders, if they wish to be present (they should not be barred).**
- ii. Scrutiny of the Technical Bids and decide upon the Technically Qualified Bids. May be informed to Bidders.**
- iii. Open the Financial Bids only of Technically Qualified Bidders.**
- iv. Announce the Lowest (in case of procurement) or Highest (in case of sales) bidder's name**

i. Indicate the name, designation & contact details of a person to clarify doubts, if any, of the prospective Bidders.

ii. EMD & SD should be reasonable. Besides Bidders will have to pay Service Charges for the e-portal.

iii. No tenders should be accepted after the due date & time

DECLARING THE RESULT OF TENDER

1. Officially intimate the Lowest/Highest bidder through Regd. Ack. due post/ in person.
2. If felt necessary hold post sales meeting with the Bidders
3. Return the EMDs of un-successful bidders under proper acknowledgement (except that of successful- L1 & L2 Bidders).
4. Direct the successful Bidder to complete all the formalities and enter into Agreement within the stipulated time period.

EXECUTION OF AGREEMENT

- 1. To be entered on a Rs. 100.00 NJSP.
(In duplicate)**
- 2. Both the parties to put signatures on each and every page of the Agreement.**
- 3. Two witnesses to sign on the last page.**
- 4. Bidder to supply the agreed consignment within stipulated time.**
- 5. Quality Check of the Goods/Services**
- 6. Compliance to the T&C to be monitored regularly.**

SCHEDULE OF PAYMENT

- * **1. Should be very well defined, in the Tender notification as well as Agreement. Linked to delivery of Goods & Services with in the stipulated time.**
- * **2. Provision for delay in supplies-with or w/o penal clause.**
- * **3. Interest to be paid by Dept./Govt. in case of delay, to the Bidder & rate of Interest mentioned.**
- * **4. Security Deposit to be returned on successful completion of supply of Goods/Services.**

EXAMPLES OF PROCUREMENT

Procurement of:

DGPS Instruments, Computers, Lap Tops, Digital Cameras, Printers, Cell Phones, HH GPS, DVD etc.

Printing of Reports (Inventory, State of Forests, Trees Outside Forests, News Letters, Bulletins, Brochures, Pamphlets etc.

Software – General, Technical (For GIS, MIS, Anti-virus)

Internet Bandwidth, Person power on Out Sourcing basis (House Keeping, Security,

Catering Services etc.

Manufacture of Polythene Bags from Poly-granules.

SALES

Procedure is similar to that of procurement.

There will be difference in the Product being sold.

In some cases difficult to Quantify the Product/Produce. Approximation based on past experience; may have to define it in terms of Geographical Units; e.g., Beedi Leaf, various NTFP.

Generally governed by State specific Act & Laws.

SALES

The concept of Base/Upset Price

Simple to Elaborate procedure to decide the same- governed by Dept. Manuals etc.

Classification & grading of Produce

Sale of collected/Departmentally extracted produce duly following the WP prescriptions

Sale of Standing Plantations on attaining the age of maturity/Rotation.

EMD/SD/Highest Bidder



THANKS!