

**Procurement of goods:**

1. Without obtaining quotation/tender upto value of Rs.10, 000/- : Purchase/procurement may be made without any tender or quotation the purchasing authority shall certify that the purchase has been made at reasonable market price.
  
2. Purchase of goods costing Rs. 10,001/- to Rs.1, 00,000/- : i) Purchase may be made by Deptt. Purchase Committee by inviting quotation from at least 03 reliable firms having Trade Licence, Pan Card, Vat & Service Tax registration and requisite credentials, ii) Notice shall be displayed in Notice Board and Website.
  
3. Purchase of goods costing Rs.100001/- to Rs.5, 00,000/- : i) shall procure goods by obtaining bids/ tenders. ii) Notice inviting bids/tenders to be displayed in Office Notice Board and official website and brief referral in one widely circulated daily newspaper, iii) Minimum period for submission of tenders is 07(seven) working days.
  
4. Purchase of goods costing upto Rs.5, 00,001/- and above: E-tenders shall be floated through the wb govt tender portal *wbtenders.gov.in* for procurement value a) upto rupees ten lakh with brief advt. in 02 & b) above rupees ten lakh, in 03 daily newspapers, c) minimum admissible period for submission of e-tender is 02 weeks for value upto rupees ten lakh, 03 weeks for value upto rupees one crore and 04 weeks beyond it.
  
5. Purchase of goods directly under DGS&D and NICS rate contract. : Materials, for which DGS&D and NICS rate contracts are available, can be purchased directly from the enlisted agencies of DGS&D and NICS at approved rate contracts

**Work Contract for Engineering Deptt.**

Quotations/bids/tenders shall be received from at least 03 (three) quotationers/ bidders/ tenderers. If the no. of eligible participants is less than 03(three), then tender should be invited afresh. If the response to re-tender is also less than 03, then again, tender should be invited afresh. If now, the response to third tender is less than adequate, then that tender may be accepted by the competent authority.

No work costing above rupees five lakh shall commence unless award of work is approved by Building and Works Committee, if any.

PWD Schedule of rates shall be followed. Where such rates are not available, the same may be prepared in accordance with the rates of other established Govt. Deptts.

No work should be undertaken before issue of administrative approval and financial sanction by the competent authority.

Contract document should be executed in case of turnkey works or agreements for maintenance of equipments, provision of services, etc.

Revised estimate should not exceed 10% of the original cost. If it exceeds, it should be referred to higher competent authority.

**Tender/Bid Document**

It should be ensured that the Tender Document is complete in all respect and consists of Notice Inviting Tender (NIT), Instructions to bidders, Scope of Work, General Conditions of Work (GCW), Special Conditions of Contract (SCC), Technical Specifications, if any, Bill of quantities, drawings, etc. as relevant for various category of procurement and works contracts.

Measures to be adopted in the event of breach of contract and method of settling dispute and termination of the contract shall be incorporated in the tender document.

Time of Completion is to be clearly spelt out in the NIT and it must provide for penalty to be levied for non-fulfilment of contractual obligations within the stipulated time..

The NIT should clearly show to whom the tender is to be addressed. The place and time of receipt of the tender should also be mentioned in the NIT.

### **Receipt of Tenders and their acceptance**

The acceptable mode of receipt of tender enquiries is through *speed post* or *deposit in the Tender Box* of the concerned Deptt only.

As far as possible the tenders are to be opened on the due date and time specified in the NIT. If the date is extended/deferred with specific approval of the competent authority , all the bidders are to be communicated through website/newspaper in case of open tender sufficiently in advance before the extended date and time of opening.

In case of two parts / bid tender, the techno-commercial bid will be opened first and *after evaluation*, the price-bid of *technically qualified bidders* will only be opened. All the tenders received shall be serially numbered and signed in all pages by the officials opening the tenders.

The authorised representatives of the bidders should be permitted to attend the bid opening and put their signature on the comparative statement.

Once the tender/offer has been opened, no alteration or modification to bids shall be allowed.

**Tender Fee/Earnest Money Deposit and Performance Security**

The Tender fee is to be fixed on case to case basis but not exceeding Rs.1000/- by cash, A/c Payee Demand Draft, Pay Order.

EMD may be accepted in the form of A/c Payee Demand Draft, Banker's cheque or a Bank Guarantee in acceptable form from any Nationalised Bank, safeguarding the purchaser's interests in all respects.

In case of **e-tendering**, EMD/ Bid Security shall be collected as soft copy (scanned copies of the originals) for instruments (cheques/bank drafts/bank guarantee, etc.) and in case of deposit of money it should be compulsorily deposited on-line by the bidders. The L1 bidder shall submit the hard copy of the document to the TIA with his acceptance letter of LOI

**Important points on Tender Procedure:**

1. Scope of work
2. Eligibility criteria
3. Credential of the bidder/s
4. Parameters for selections
5. Technical criteria

If mobilisation allowance is not allowed in Tender Notice, then it should not be allowed.

Deliverables should be properly defined.

Milestones (different level of execution of work/service).

Payment Schedules should be linked with milestone.

Security Deposit Clause, Income-Tax, Sale-Tax Clearance Clause should be clearly mentioned.

Penalty Clause.

Maintenance Clause: for release of Security Deposit.

Performance Guarantee.