
SECTION 4.1 INTRODUCTION

- 1.0 This Section of the Manual deals with the procedure to be adopted in finalizing contracts and procurement through open tender. Depending upon the necessity of having global competition for packages as well as to suit the requirements of the financing agencies, the following types of bidding will be adopted:

- A. International Competitive Bidding.
- B. Domestic Bidding.

In case of Bids invited through Domestic Route, the bidders shall have to fulfill the following eligibility criteria:

- (i) The bidders should be a registered as an entity in India.

- 1.1 The International Competitive Bidding or the Domestic Bidding may be for EPC (Engineering, Procurement and Construction) / Turnkey works or for Package works.

- 2.0 For specialized, complex and financially significant packages, two stage bidding will be followed:

1st Stage : Pre-Qualification.

2nd Stage : Detailed Bidding.

During 1st Stage, the bidders' suitability for the subject package will be examined based on their credentials and will be pre-qualified. The detailed bid documents will be issued only to the pre-qualified bidders. Under the 2nd Stage, the detailed bidding shall be followed.

- 2.1 Tendering Authority shall process for two stage or single stage bidding, as the case may be, and same shall be approved by Competent Authority as per DOP.

The tendering Authority shall prepare the Qualifying requirement of bidders including Qualifying Requirement for Pre-Qualification in 2-stages bidding in consultation with concerned Finance and technical Department and obtain approval on the same from the authority competent of approving the award as per DOP. If Competent Authority of approving the award is CMD and above, then approval of Director (Technical) shall be obtained on the Qualifying requirement.

The technical evaluation criteria wherever necessary shall be prepared by D&E/other concerned Authorities for incorporation in the bid document.

- 3.0 For packages, where Pre-Qualification is not required, single stage bidding will be resorted to.

- 4.0 Further, based on the nature and volume of supply, works and services under the package to be finalized, single or two-envelope system will be followed:

Single Envelope : Techno-commercial with EMD and Price Bid.

Two Envelope : Envelope I : Techno-Commercial Bid with EMD.

Envelope II : Price Bid.

- 5.0 The procedures to be followed and the different guidelines to be taken into account in carrying out the same are detailed in the subsequent Sections.