

SECTION 5.1 - DETAILED BIDDING PROCEDURE (PROCUREMENT THROUGH LIMITED TENDER)

1. Limited tenders shall be invited among limited number of bidders as per relevant provision of DOP. Limited tenders may be resorted to for contracts awarded from Corporate Office or sites/other stations.
2. On receipt of the proposal alongwith estimate duly approved by the competent authority, the concerned HOD of C&P Wing of Corporate office/ sites/other stations shall initiate tendering process.
3. Limited tenders may be of following types:
 - (i) Single Stage Two Envelope
 - (ii) Single Stage Single Envelope
4. The detailed bidding procedure of limited tenders shall be same as already described under "Single Stage Two Envelope" and "Single Stage Single Envelope" bidding procedure, as the case may be. The bidding process shall follow the specified time schedule given in Section 3.7.1, 3.7.2, 3.7.3 & 3.7.4 of this Volume.
5. The procedure for selecting bidders for the purpose of Limited Tenders shall be as follows:
 - i) Under this procedure, direct invitation to bids for a particular package without open advertisement is extended to certain firms/parties whose names shall be selected from the database of bidders who had, in past, participated in bidding, or who had been pre-qualified/shortlisted/empanelled for similar packages in NEEPCO, or names may be obtained from other organizations.
 - ii) Limited Tender shall be normally followed where; a) there are only limited numbers of contractors/suppliers for the procurement in question, or, b) other reasons justifying departure from open tendering procedure, including expediency.
 - iii) In all such cases, where Limited Tender is resorted to, bids shall be invited from at least three or more firms. Depending on the approved NIB cost estimate of the package, it should be ensured that the list of firms is broad enough to assure the competitive prices. Further, it should be ensured that sufficient number of competent firms (three or more) is included in the list.
 - iv) The list of firms to be shortlisted for Limited Tender shall be prepared by the C&P Wing and approved within the provisions of DOP.
 - v) The bid documents, in case of Limited Tender, shall be issued to the shortlisted firms directly along with the NIB free of cost. A minimum period of 2(two) weeks or more from the date of issue of NIB/bid documents shall be allowed for submission of bids, which shall be opened on the last date of submission. In exceptional cases, the time period may be reduced with the approval of Director (Tech) for Corporate packages and ED(Projects)/ED(O&M)/HOP for site packages duly according the reasons for the same.