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22/12

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Standard Operating Procedures for Tender

21/12/20

1. **Work Plan:**

A work plan is a written document designed to streamline a project based on the site condition etc.

2. **Estimate:**

Prepared an estimate based on the work requirement.

3. **Estimate approved:**

An estimate has been approved by the Competent Authority after the finance concurrence.

4. **Tender Document:**

Standard bid document is being forward in two cover i.e., (1) Technical bid. (2) Finance bid. After approval of estimate, a tender document is prepared duly incorporating the technical specifications.

5. **Finance Concurrence /Approval of Tender documents:**

Tender documents are being concurred by the finance wing before approval of Competent Authority.

6. **NIT:**

NIT in Newspaper along with CPP portal and IWAI website.

7. **Tender Publish:**

Tender document is uploaded in CCP Portal as well as IWAI website.

8. **Tender Committee:**

Tender Evaluation Committee (TEC) is nominated as per the delegation and value of the works.

9. **Opening of Tender:**

Technical bids are opened by the TEC at the specific date & time for evaluation.

10. **Technical Bid Evaluations:**

A Comparative statement is prepared for evaluation by TEC. TEC recommended the technical qualification of participated bidders to obtain the approval of Competent Authority.

11. **Finance Bid Evaluation:**

TEC opens the financial bids of technically qualified bidders at the specific / notified date & time for evaluation and recommendation of L-1 firm.

12. **Award of work:**

Work is awarded to L-1 firm after obtaining the approval of Competent Authority: EIC is nominated the work order itself.

13. **Entering into Agreement:**

IWAI & L-1 firm enters into an agreement (a standard legal documents) for execution of work.

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