

**GUIDELINES FOR TECHNICAL & FINANCIAL BID**  
**(PRE-BID DISCUSSION)**

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

**Part - I :- “Technical Bid” (1<sup>st</sup> Envelope) shall contain:-**

- a) Qualification Information and supporting documents as specified in Section 2 of the Bidding document such as quantities of work executed, commitments, machinery list, key personal list in the formats, Bank certificate, Affidavit & Undertaking etc.
- b) Earnest Money as mentioned in the NIT (package-wise).
- c) Acceptance/non acceptance of Dispute Review Expert as proposed in Clause 36.1 (as indicated in appendix).
- d) Undertaking to the effect that Bid shall remain valid for the period as specified in Clause 15.1.

**Part - II :- “Financial Bid “ (2<sup>nd</sup> Envelope) shall contain:-**

- a) Schedule of Rates (Rates to be quoted by the Bidder as per Schedule of Quantities in the NIT).
- b) Form of Bids as prescribed in the Bidding document.

**INSTRUCTIONS FOR SUBMISSION OF BIDS:-**

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit it before 1500 hrs (deadline) of the day of opening the bid.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Screening Committee constituted by the concerned Executive Engineer for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

Earnest Money in the form of Cash or Demand Draft on any Scheduled Bank as mentioned in the NIT shall be retained till declaration of successful Technical Bidders and expiration of bid validity period.

Earnest Money of unsuccessful bidders shall be returned after the successful bidders are declared and within 28 days of the end of the bid validity period.

Evaluation of the Technical Bid by the Screening Committee headed by the concerned Executive Engineer and shall recommend the successful bidders to the Superintending Engineer for scrutiny and onward recommendation to the Chief Engineer who will be final authority to accept or reject the Technical Bid.

On declaration of successful bidders by the competent authority, the Second Envelope containing Financial Bid shall be opened for which a separate date shall be notified.

Both the First Envelope & the Second Envelope shall be retained by the Employer i.e., concerned Executive Engineer for record.

**Special instructions:-**

While submitting Technical and Financial Bids, the bidders need not submit the whole Bidding Document in the First and the Second Envelope. However, they may submit in the prescribed forms as per Bidding Document either by photocopying the Original Bidding Document or by buying extra copies of the Bidding Document on payment of Rs 500/-.

The process of Bid Opening and & Evaluation has been explained in Chapter - 1 of the "**INSTRUCTIONS TO BIDDERS**" in the "**COMPLETE BIDDING DOCUMENT**". The Intending Bidders are requested to go through the complete Bidding Document before delivering the Bidding Documents to the concerned Executive Engineer on the stipulated date of opening of Technical Bid.

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**Note:**

The above note has been prepared by Executive Engineer, PWD Jairampur. Uploaded in website in public interest.