

NATIONAL COMPETITIVE BIDDING (NCB)

The procurement steps for NCB broadly consist of the following activities:

STEP 1: PREPERATION OF TENDER DOCUMENT

- ✓ The tender documents shall furnish all information necessary for a prospective bidder to prepare a tender for the goods/ works to be provided.
- ✓ The bid document should invariably contain standard bidding and contract conditions to make it self-explanatory. Some of the mandatory requirements in a bid document include- Invitation for bids (IFBs), Instructions to Bidders (ITBs), Contract Data including Bill/ Schedule of Quantities (BOQ), General Terms & Conditions, Award Criteria, Notification of Award, Execution of Contract, Quality Control, Payment Terms, Taxes and Duties, Completion Certificate, Warranty/ Defect Liability, Drawings, Dispute Resolution, Arbitration, Force Majeure, etc.
- ✓ Bill/ Schedule of quantities (BOQ) will indicate the description of items to be provided along with quantities and the phased manner in which the goods/ works are required to be delivered or constructed.
- ✓ Bidding documents should state clearly whether the bid prices will be fixed or price adjustments will be made to reflect any changes in major cost components of the goods/works.

STEP 2: ADVERTISEMENT

- ✓ Timely notification of bidding opportunities is essential in competitive bidding. Invitations shall be published in daily newspapers with wide circulation all over India, at least in one national english and one regional language daily.
- ✓ The advertisement should also be placed in institutional website.
- ✓ The minimum time given for submission of bids shall be not less than 30 days from the date of sale of bid document.
- ✓ The last date and time of sale and receipt of bid document should be clearly indicated in the notification/ advertisement.

STEP 3: ISSUE OF BID DOCUMENT

- ✓ Sale of tender documents should begin only after the publication of notification for tender in newspapers.
- ✓ Tender documents should be made available to all who seek them after paying the requisite fees, if any, regardless of registration status and they should be allowed to bid. However, the request should be in writing along with the requisite fee of the tender/ bid, if any. Bidding documents will be sold till one day prior to the opening of the tenders.
- ✓ Tenders can be sold from different places but the bid/ tenders shall be received at one place only, to avoid problems arising out of late/delayed tender submission.
- ✓ Tender documents can also be made downloadable from Institute website. However the downloaded tender documents must be submitted with requisite tender fees in the form of bank DD without which the tender shall be rejected summarily.

STEP 4: OPENING OF BIDS

- ✓ The time, date and venue for the tender opening shall be mentioned in the IFB and bid documents.

- ✓ Tenders/bids should normally be opened immediately after the deadline of time fixed for submission on the same day.
- ✓ Tenders shall be opened in public. The bidders or their representatives shall be allowed to be present at the time of opening of bids.
- ✓ All tenders received should be opened. No bid should be rejected at the time of bid opening except for late tenders. Late tenders shall be returned to the bidders unopened.
- ✓ The name of the bidder and total amount of each bid along with important conditions like excise duty, sales tax, delivery terms, delivery period, special conditions and discounts, if any, shall be read out at the time of bid opening. Withdrawal notices and modifications to the tender shall be read out first followed by the tender of the bidder.
- ✓ Minutes of bid opening must be prepared by bid opening officials and should be signed by all members present including bidders.
- ✓ Any kind of discounts offered shall be mentioned in the bid opening document clearly.

STEP 5: BID EVALUATION AND COMPARISION:

- ✓ The criteria to be used in the evaluation of tenders and the award of contracts shall be made known to all bidders and not be applied arbitrarily.
- ✓ The purpose of tender evaluation is to determine substantially responsive tender with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.
- ✓ The bid/ tender price read out at the bid opening shall be adjusted at the time of evaluation with correction for any arithmetical errors for the purpose of evaluation with the concurrence of the bidder/ contractor. Where there is a discrepancy between the rates in figures and in words, the rate in words will prevail. Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will prevail.
- ✓ The conditional discounts offered by the bidder shall not be taken into account for evaluation. This however does not apply to cross-discounts.
- ✓ The purchaser shall prepare a detailed report on the evaluation and comparison of tenders setting forth the specific reasons on which the recommendation is based for the award of the contract.

STEP 6: AWARD OF CONTRACT

- ✓ Implementing agency shall award the contract within the period to all aspects to the bidders who has the necessary technical capability and financial resources and whose bid is substantially responsive to the tender documents and has the lowest evaluated cost.
- ✓ Single bids should also be considered for award, if it is determined that publicity was adequate, bid specification/ conditions were not restrictive or unclear and bid prices are considered reasonable in comparison to estimated price.