

154
No. 1/Misc/SGM/FA/ITPO/2011-12
India Trade Promotion Organisation
(Finance Division)

Pragati Maidan, New Delhi
4.10.2011

CIRCULAR

The Competent Authority has approved the following Standard Operating Procedure (SOP) in line with the financial rules, procedures and other instructions issued on this subject for following two bids system as under :-

Invitation of the Bids

1. This SOP shall be applicable in respect of all the Divisions inviting technical and financial bids indicating the dates for opening technical & financial bids in the tender notice.
2. The concerned Executive Division shall be inviting technical and financial bids simultaneously in separate envelopes. The earnest money shall be deposited alongwith the technical bids. In case the earnest money is not found to be enclosed with the technical bids, the bids shall not be considered.
3. The bids shall be received upto the due date and the bidders shall be asked to insert their bids in the tender box. The tender box shall be locked by the concerned officer of the Division and sealed and signed at the prescribed time.
4. The bids shall be opened on the date and time prefixed in the tender notices in the presence of the intending bidders or their representatives. The bids shall be entered in the prescribed bid opening register and the signatures of the intending bidders taken in the register. The bids shall be opened by a Committee of the officers of the (1) Technical Division not below the rank of Manager (2) nominee of the Finance Division not below the rank of Manager.
5. The bids received after the due date and time shall not be considered at all and neither it shall be opened nor entered in the bid opening register. These shall be kept in records with time of their receipts written on them & signed by the officers as mentioned in Para 4.

Evaluation of the Technical Bids

1. Concerned Technical Division will prepare a comparative statement and presented before the Technical Evaluation Committee consisting of (i) From the officer of the Technical Division not below the rank of Sr. Manager and (ii) Internal Finance Division not below the rank of Sr. Manager. Since the matter to be examined is Technical in nature, the concerned DM / Manager of the Technical Division may also be involved in the process of examination.
2. The Technical Evaluation Committee will examine technical bids and record factual status purely against each eligibility criteria, desirability criteria and completeness of the

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documents as per the bid documents and put-up recommendations for the approval of the HoD.

- 3. Authority to approve the technical bids will be HoD concerned, however, in specific cases where it has been decided that the approval of ED/CMD is necessary, the recommendations of the Committee alongwith the recommendations of HoD concerned will be put-up to ED/CMD through SGM&FA for the examination and advice.
- 4. List of the technically eligible bidders shall be declared after approval of competent authority.

Opening of Financial Bids

- 1. The financial bids shall be opened only of the eligible technical bidders on the prefixed date & time in presence of the bidders who are willing to attend by a Committee comprising (i) Member from the Technical Division not below the rank of Manager (ii) Member from the Finance Division not below the rank of DM/Manager.

The Committee members opening the bids should encircle all the corrections/cuttings, additions-alterations and over-writing and numbered them and attest them in red ink.

- 2. Concerned Technical Division will prepare a comparative statement of the financial bids and present to the Internal Financial Advisor for internal examination. The comments of the Internal Financial Advisor will be put-up to the financial bids Evaluation Committee consisting of (i) Internal Financial Advisor not below the rank of Sr. Manager – Chairman and (ii) Officer of the Technical Division not below the rank of Sr. Manager.
- 3. The financial bid Evaluation Committee shall prepare its recommendations and put-up the bids for acceptance to the competitive authority. The cases which are in the powers of ED/CMD/Board will be routed through SGM(FA) for his examination/advice.
- 4. The bids shall be accepted by the competent authority as per DFPR provisions.

Akhan
(A.K. KHANNA)
SGM(FA)

To: All HODs

Copy for kind information of ED/CMD

CC: DGM(PKJ)/SM(GCS)/M(BKK) / SM(GS) / M(AKT) / M(SKT) / M(SKV)
FA(Sectt.)

GM(NI) | GM(PCs) | OSD(VKA) | GM(CHET) | GM(KMS) | GM(VS) | OSD(NB)

GM(AA)