# Lecture 9

Tender Documents

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# General Principles

Procuring departments are required to provide in the tender documents all the necessary information to assist the tenderers to prepare their tenders. In drawing up tender specifications for goods or services to be procured, departments are required to ensure that the characteristics laid down for the products or services are based on functional and performance requirements. Where standards are referred to, these should, where practicable, be international standards. Tender specifications should not be drawn up to suit a particular brand or country of origin.

# Contents of Tender Documents

In general, tender documents should:

• Clearly define the contractual obligations of the parties;

• Use general conditions of contract standard in the industry (with appropriate special conditions only);

• Whenever possible use functional or performance based specifications in order to encourage innovation from the private sector;

• Provide full details of all supplies covered by the tender;

• Provide information known to the Principal which may affect the risks in the project;

• Identify any special conditions or obligations which are not normally part of the standard conditions;

• Nominate a person for the provision of additional information;

• Specify if alternative tenders and part tenders are acceptable;

• Specify obligations regarding identification of and relationship with sub-contractors; "

• Specify the method, time and place of submission of tenders;

# Charges for Tender Document/Form

All invitations of Tenders are issued subject to the following rates:

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| Up to Rs. 50,000/- | Rs. 25/- |
| Above Rs. 50,000/- to Rs. 1,00,000/- | Rs. 50/- |
| Above Rs. 1,00,000/- to Rs. 2,00,000/- | Rs. 75/- |
| Above Rs. 2,00,000/- to Rs. 5,00,000/- | Rs. 100/- |
| Above Rs. 5,00,000/- to Rs. 15,00,000/- | Rs. 300/- |
| AboveRs. 15,00,000/- | Rs. 500/- |

# Conditions for Supply Of Tender Documents

• **Issue to the Government Department**

Tender forms are supplied free of charge to government departments, desiring to participate in the tender.

• **Issue to Prospective Suppliers**

Tender forms are issued to private sector suppliers on charge as given

in the above table.

**3. Refunds of Cost of Tender Forms**

As a rule the cost of tender forms sold is not refundable and a note to

this effect is given in the advertisement inviting tenders.

# Information Required From Tenderers

In order to assess best value of money, all of the price and non-price

factors need to be considered therefore where relevant,

information/assurances is sought regarding:

• Conformity with specified requirements (or where alternatives are being allowed, details about the offer).

• Past performance.

• Local factors, including details of any proposed sub-contracts.

• Compliance with standards/regulatory requirements, details as to fitness for use.

• Contractor accreditation and project quality assurance system, where applicable.

• Details about delivery/completion time.

• Details regarding innovation, where circumstances would justify technological risks and/or additional costs if improved best value for money can be expected over the longer term.

• Manufacturing procedure or potential harm to the environment.

• Warranty provisions.

• Costs - direct, indirect and operational.

Known commitments, (i.e. All work whether private or government sector, whether commenced or not).

• Financial capability, technical and managerial capacity

 necessary to undertake the requirement