

3 <section-header>



REGISTRATION

Registration at the unit level:

R

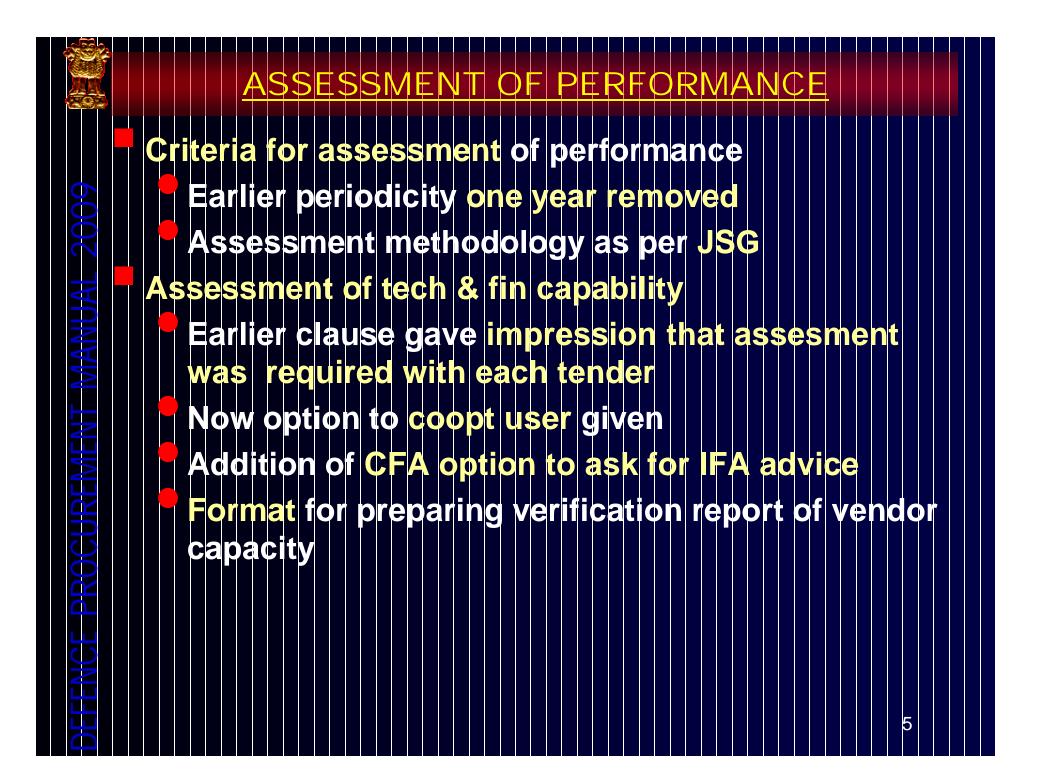
 Not necessary to register the firms at the unit leve for local purchase.

However, the reputation, capacity and credibility must be ascertained

Inter-services and inter-departmental acceptability of registration.

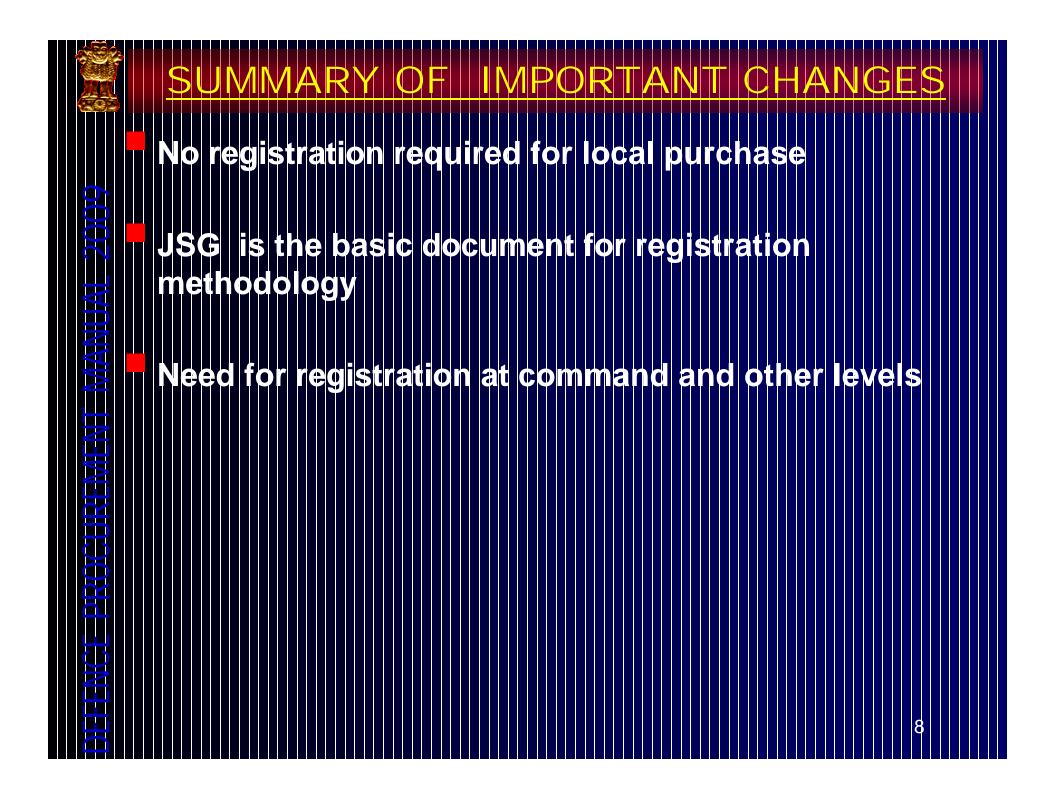
Instead of clause "specific needs of department "

with clause ' oods/services Replace "' Г for for 6 t same inge f of is ed ra e ducts/go istered" lie/ which th irm 0 e 0 gistere e

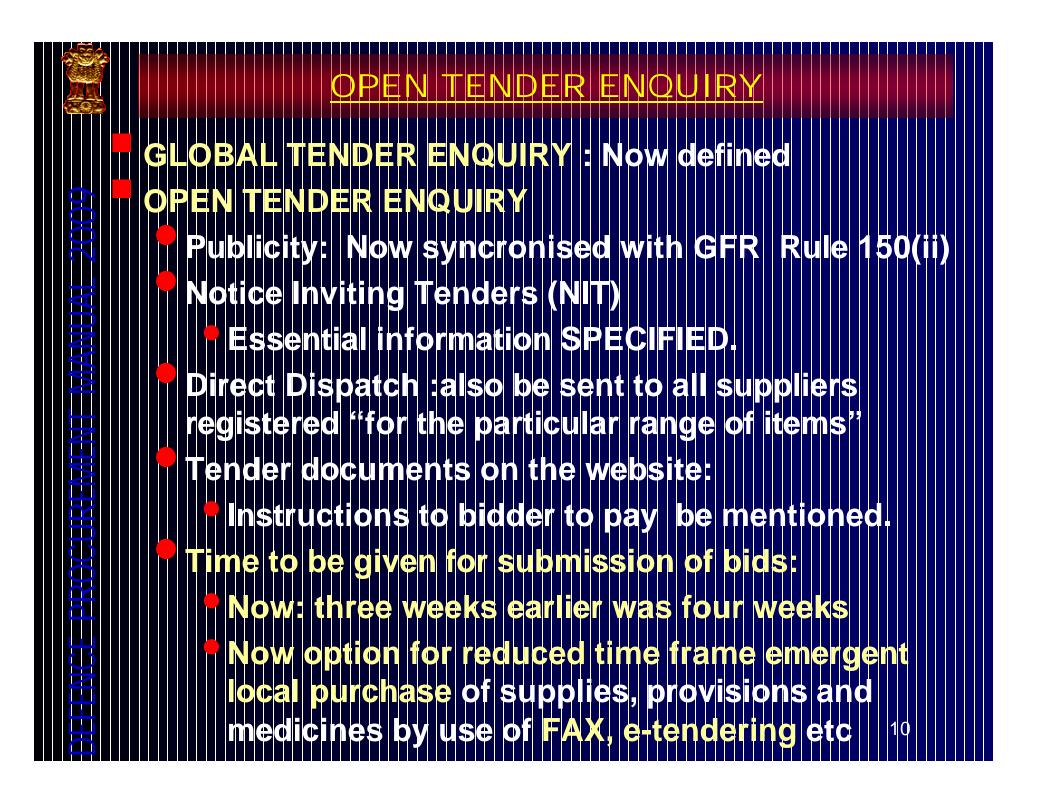


| REMOVAL FROM THE LIST OF THE APPROVED |
|---|
| FIRMS |
| Removal from the list "Any other valid reason" for more contingencies |
| Need to give notice highlighted for legal tenability |
| Effect of removal from the list |
| Must be communicated to all other registering and |
| Clarified that removal from the list will cause |
| firm's registration to stand cancelled |
| Ban on dealings with a firm :the word "blacklisting " |
| E Ban on dealings with a tirm the word blacklisting E expunged |
| Methodology as is specified in MOD letter |
| Methodology as is specified in MOD letter |
| |

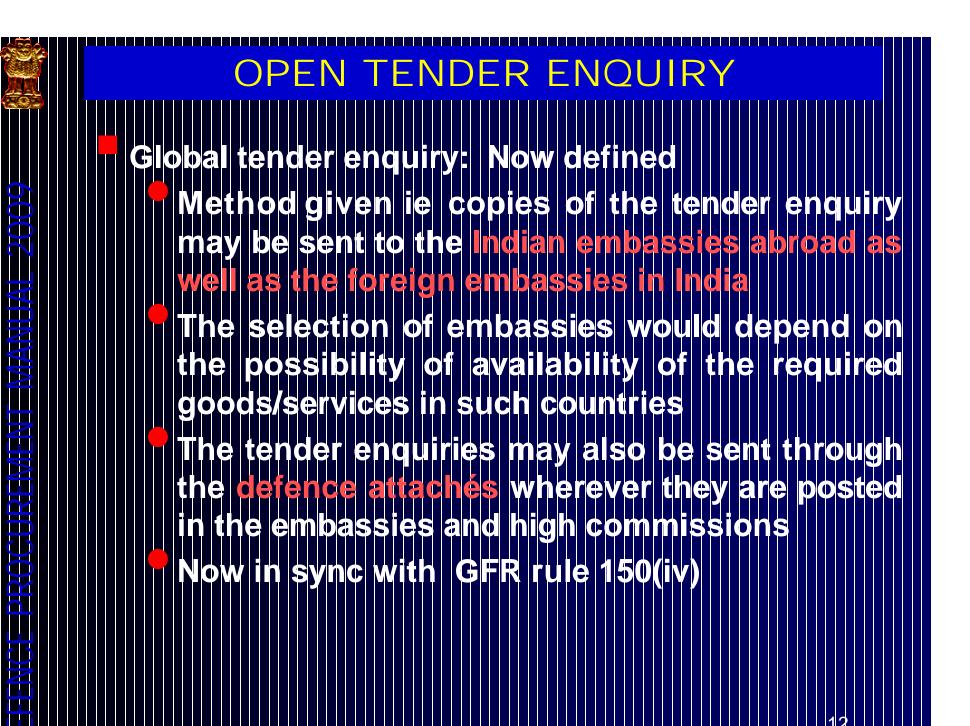




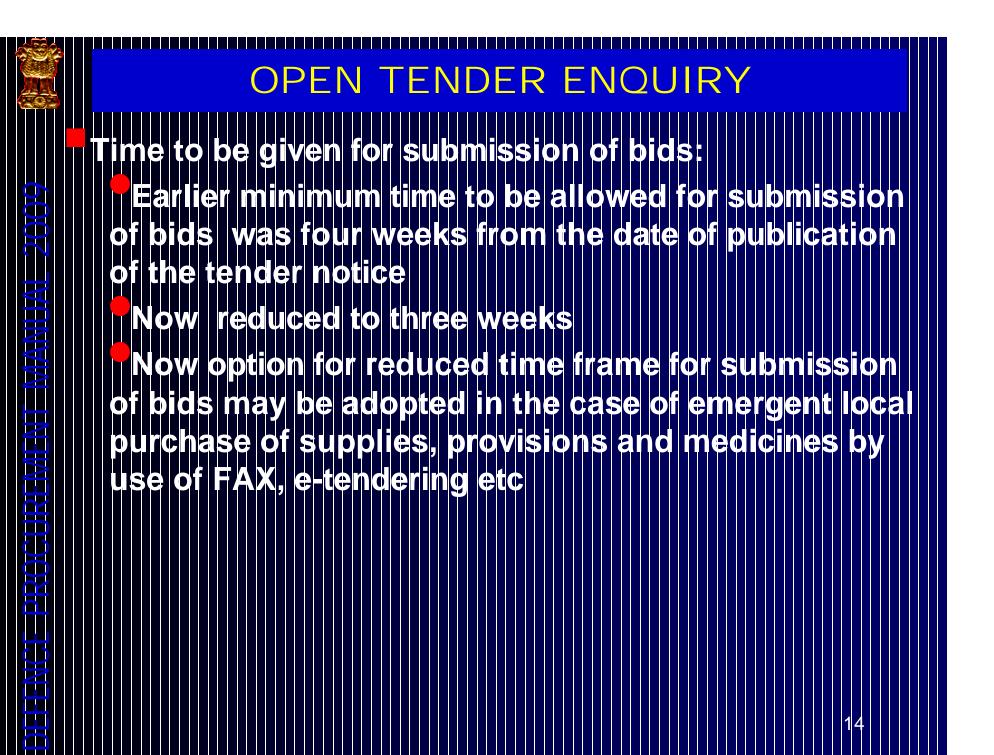
CHAPTER 4: TENDERING

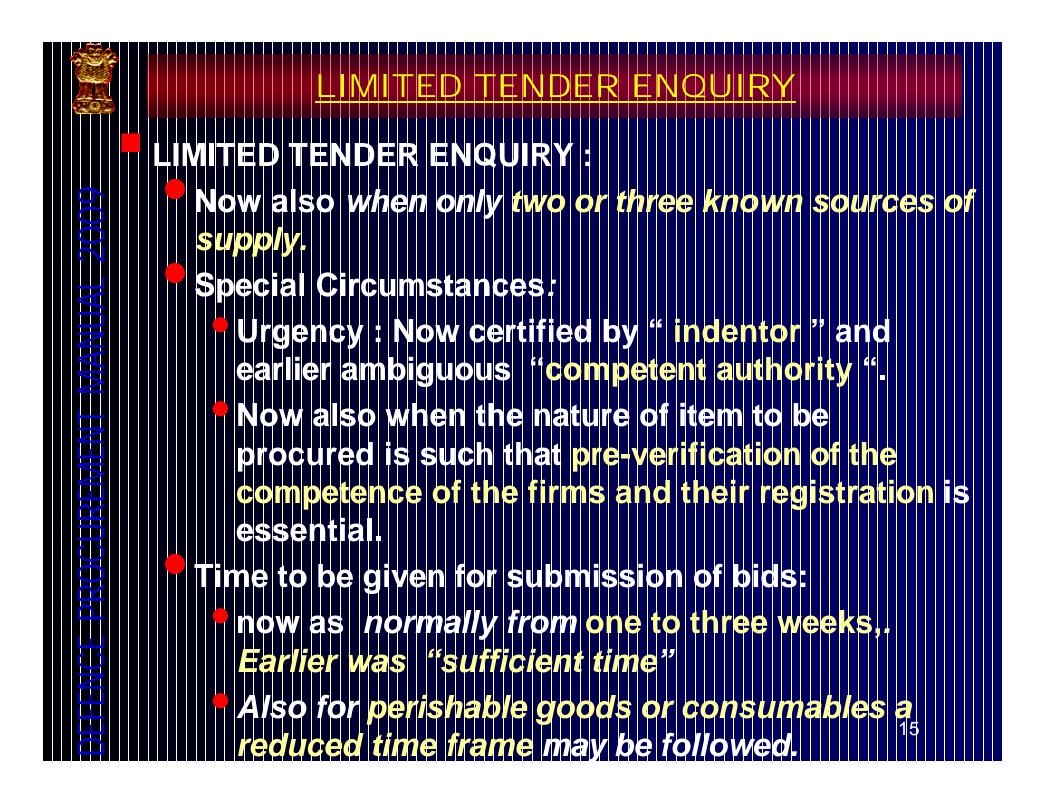


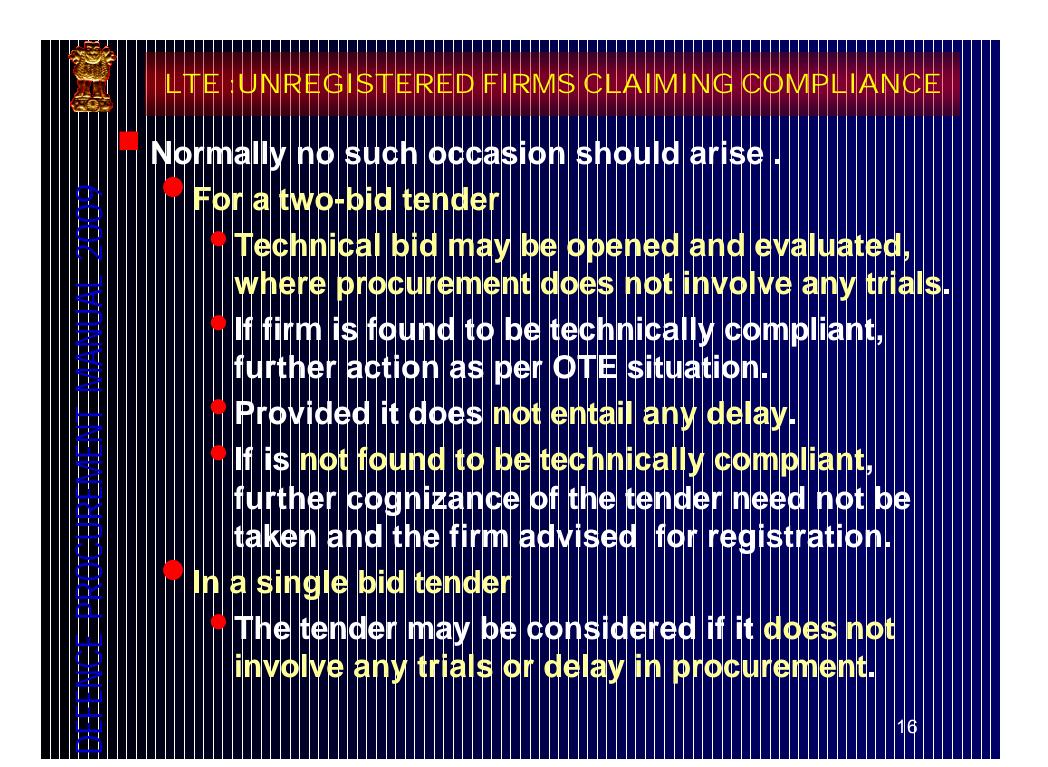




| | OPEN TENDER ENQUIRY |
|----|---|
| | |
| | Publicity: Now syncronised with GFR Rule 150(ii) |
| | Notice Inviting Tenders (NIT) |
| | Preparation : Essential information mentioned |
| | along with scope for adding additional information. |
| | PDirect Dispatch |
| AN | |
| | Tender forms may also be sent to all suppliers |
| | registered |
| | Now specified that all suppliers "registered for |
| | the particular range of items" |
| | Tender documents on the website: |
| | |
| | |
| | If downloaded document is priced , instructions to |
| | bidder to pay should be mentioned. |
| | If downloaded document is priced , instructions to bidder to pay should be mentioned. |
| | |

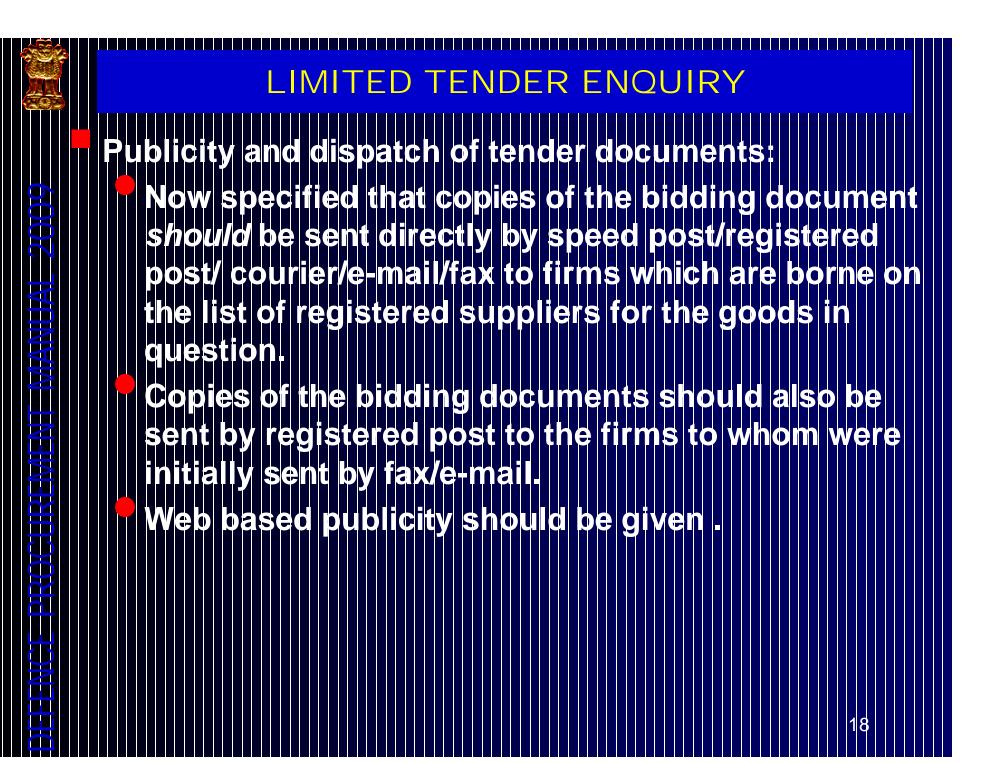


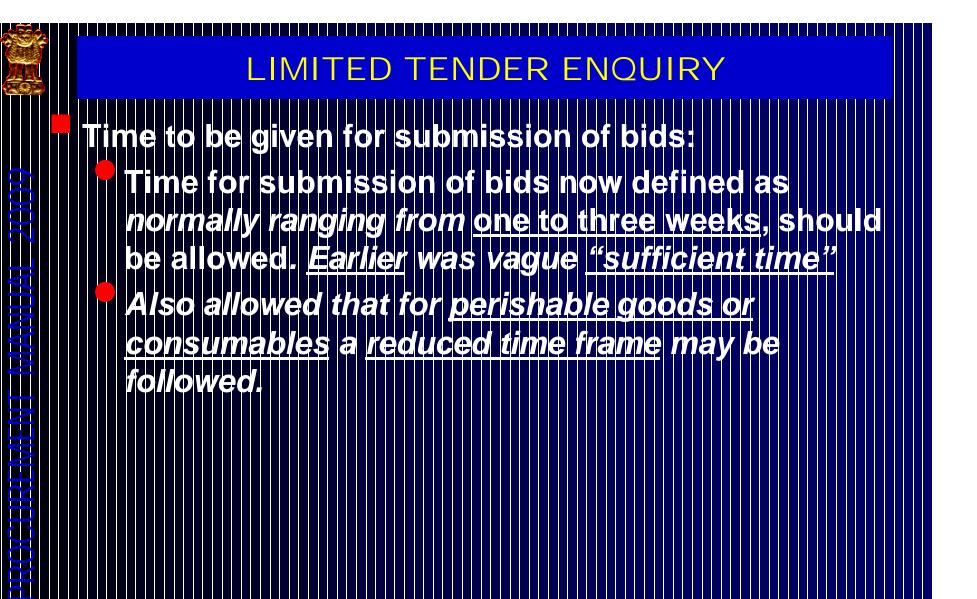




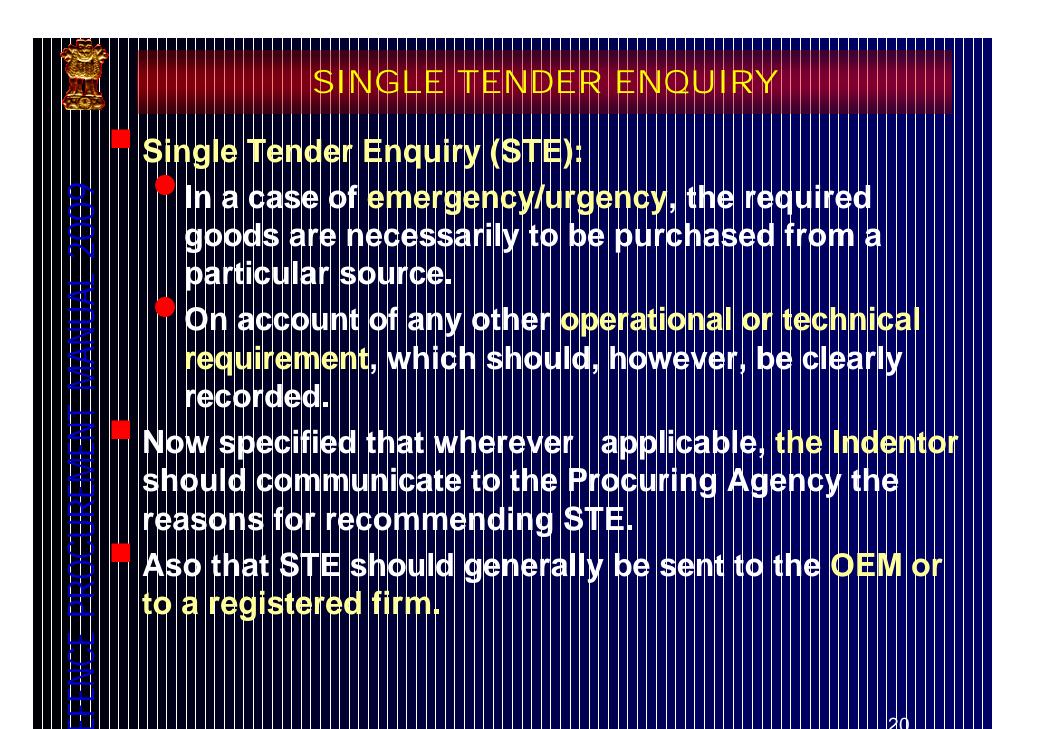
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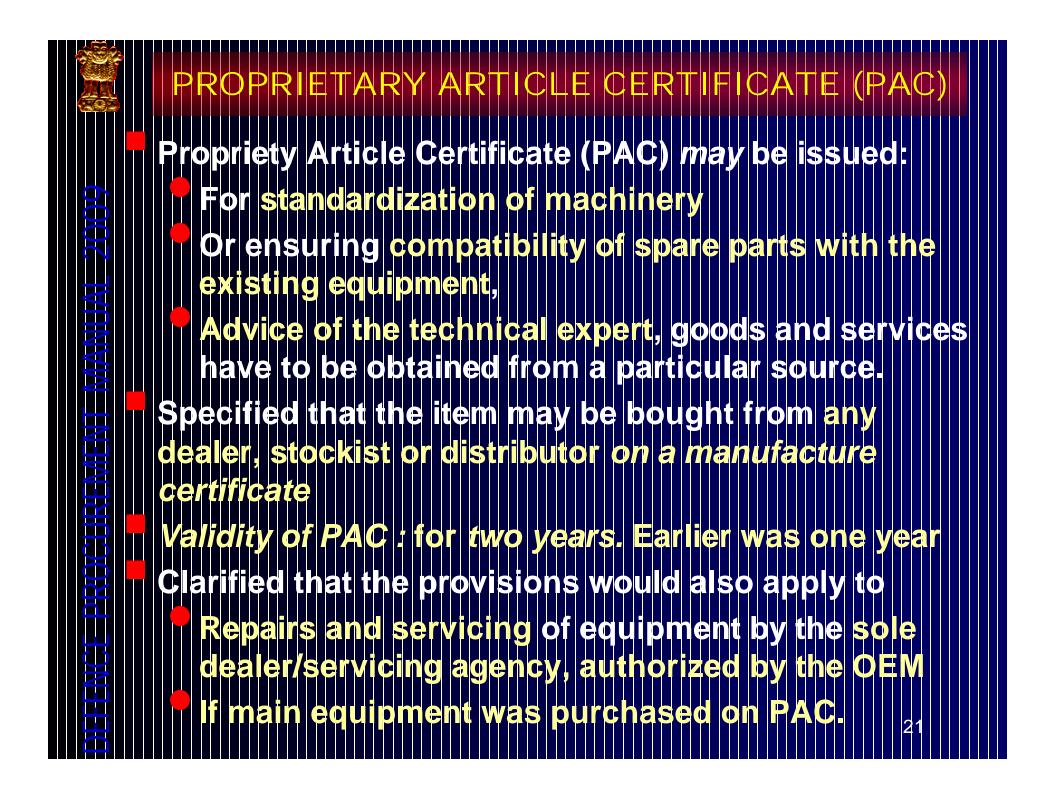
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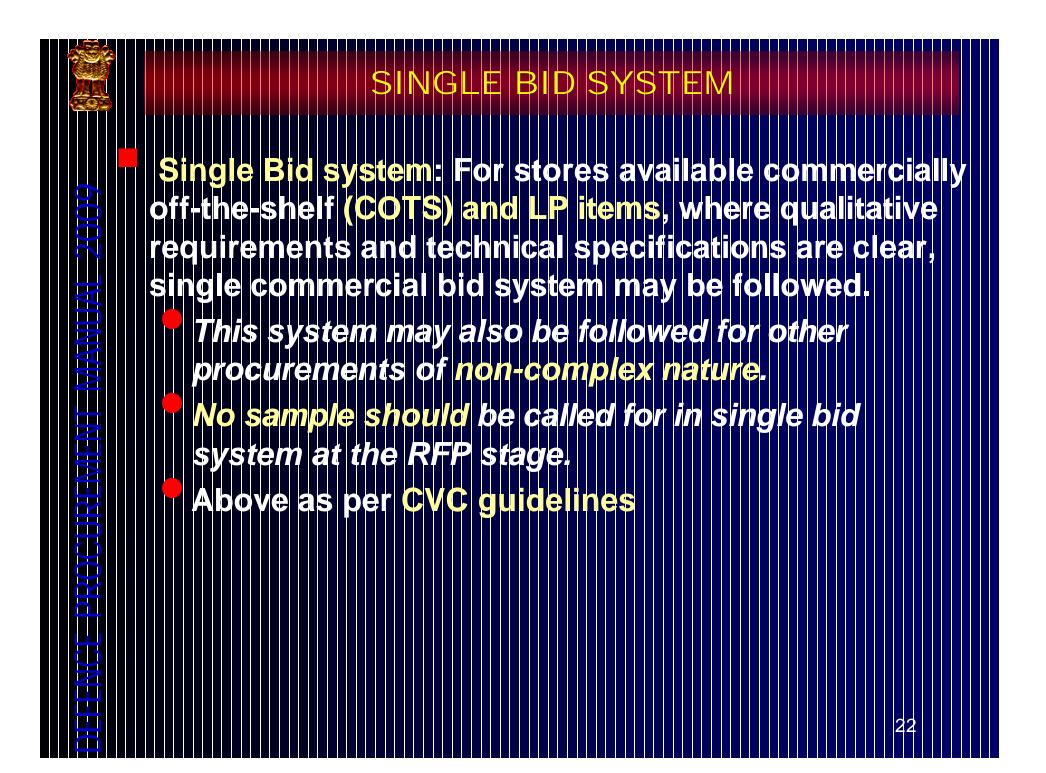


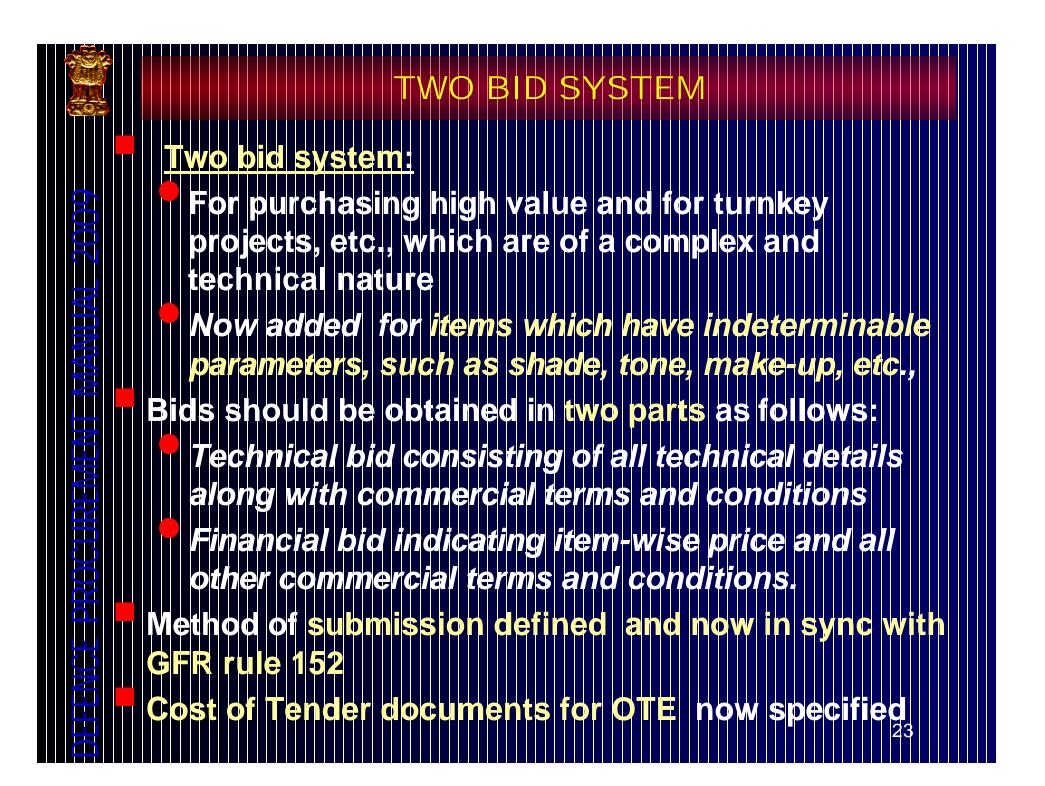


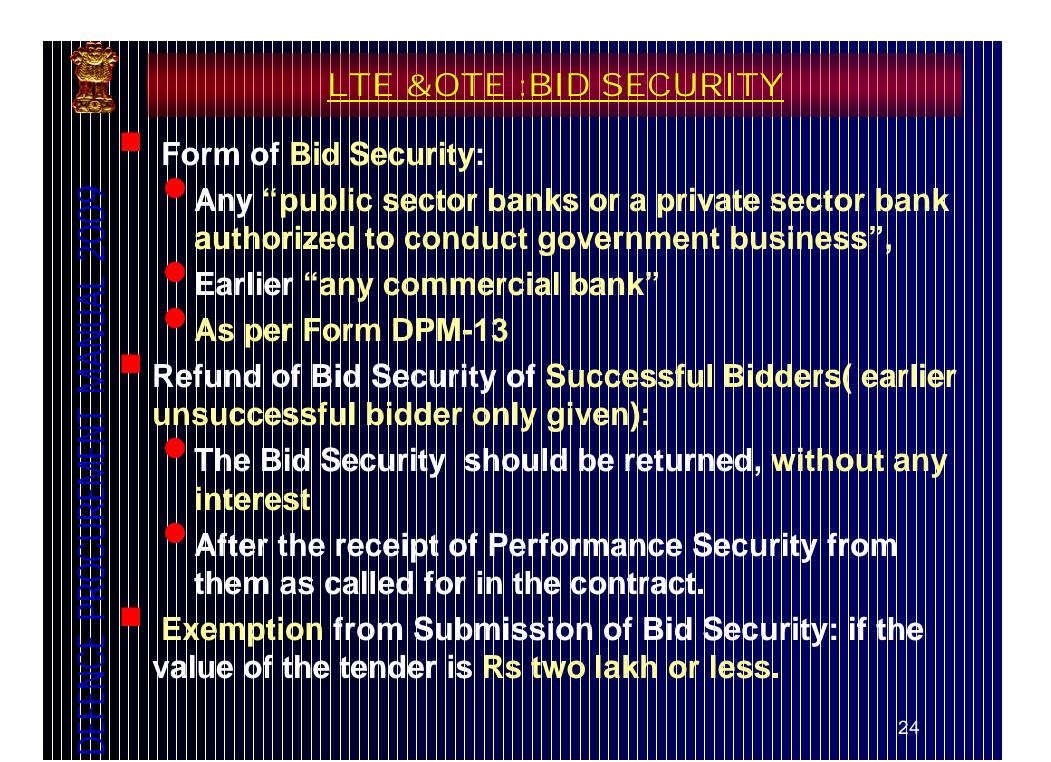
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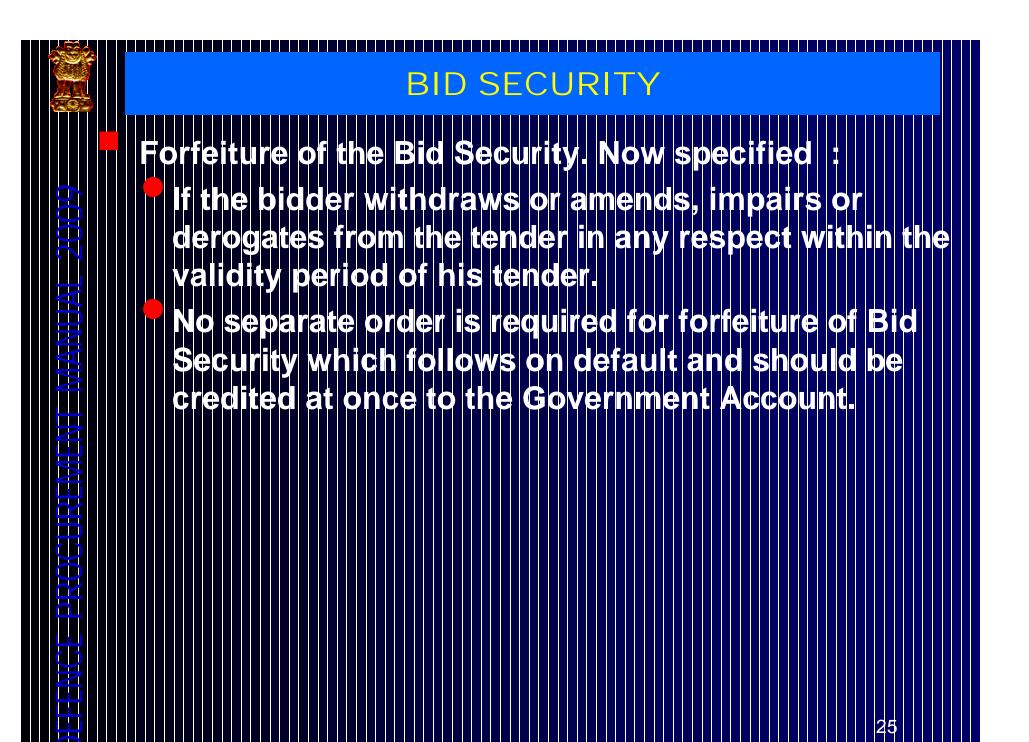




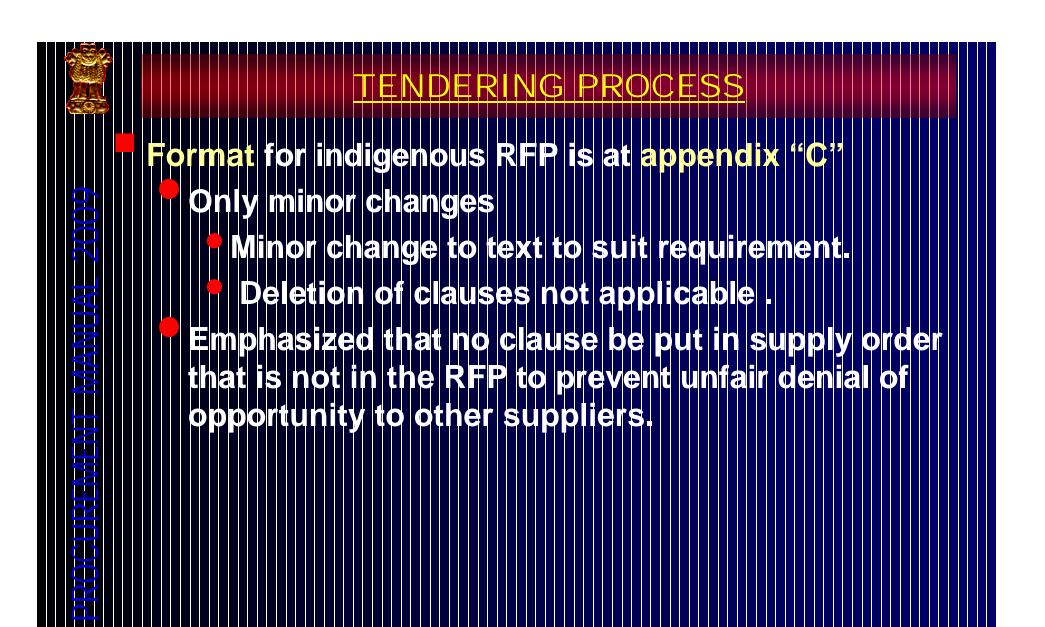


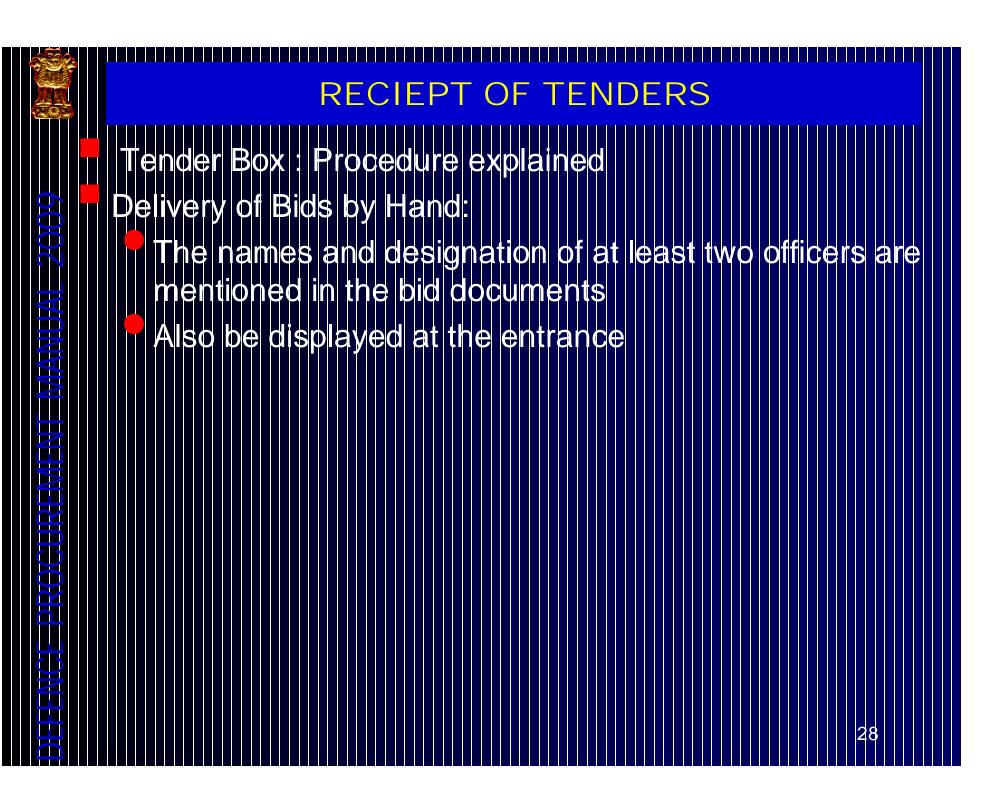


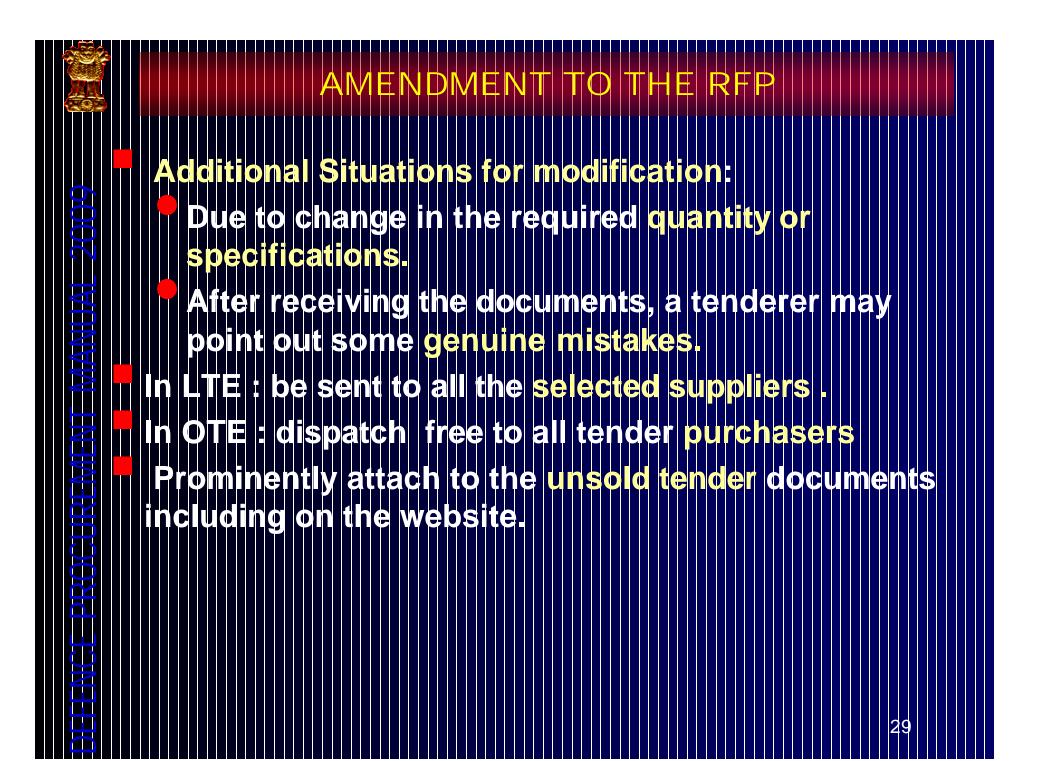


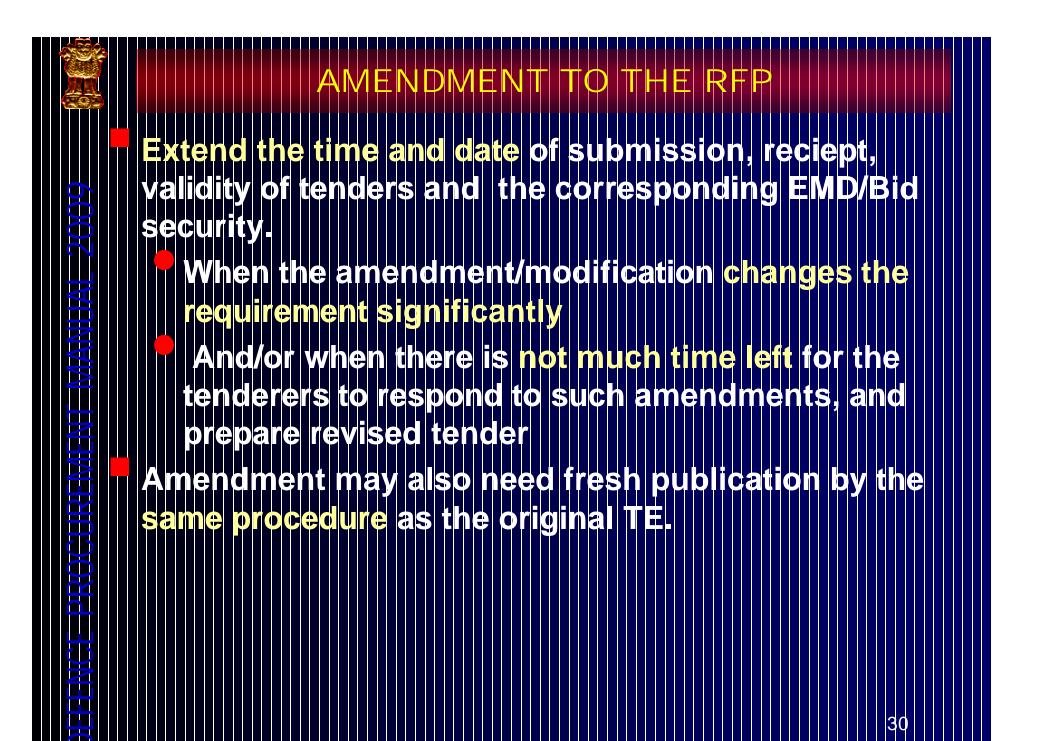


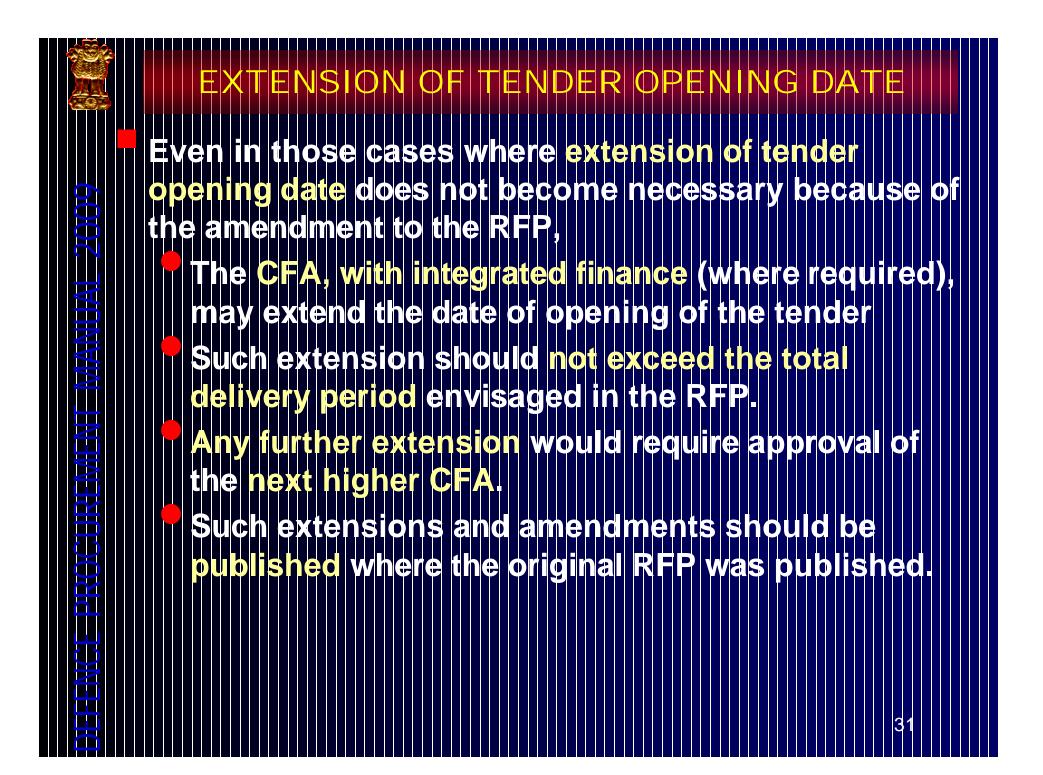
| Expression of Interest. Now defined : | |
|--|----------|
| | esired |
| goods or services are not clear | |
| It is considered desirable to resort to pre- | |
| qualification of suppliers. | |
| Pre-bid conference may be held with the firms meeting criteria in the notice to firm up the Qua | litative |
| Requirements (QRs)/specifications before issu | ing the |
| Preparation of the Request for Proposal/Tende | |
| Enquiry(RFP): RFP should be vetted by integra | ated |
| finance (where required). | |
| | 26 |

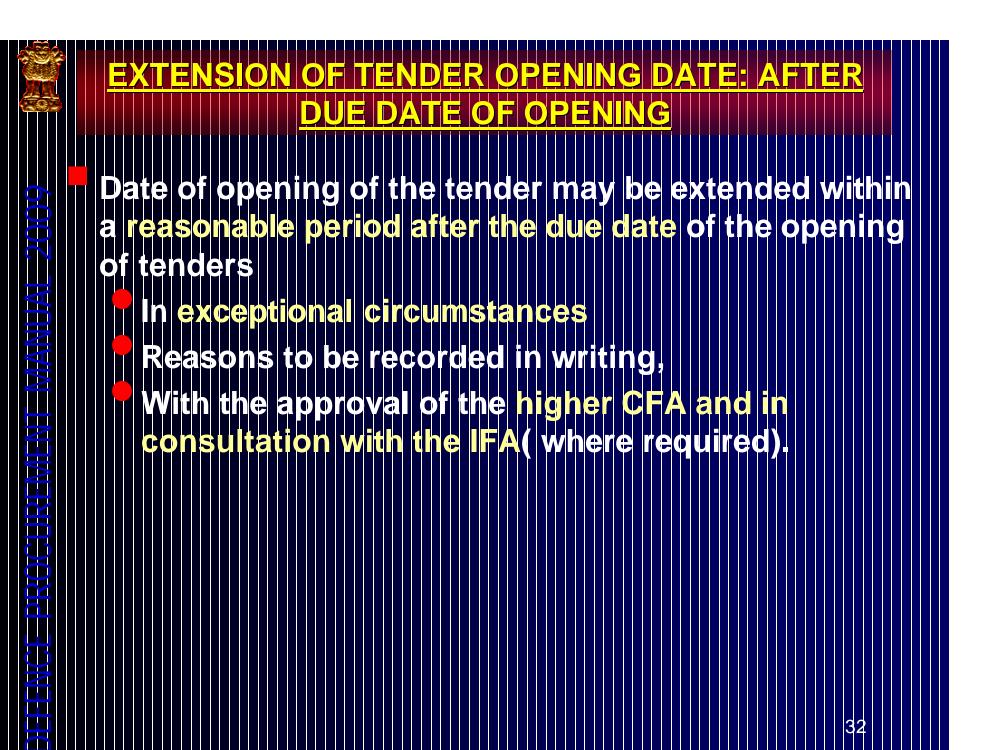


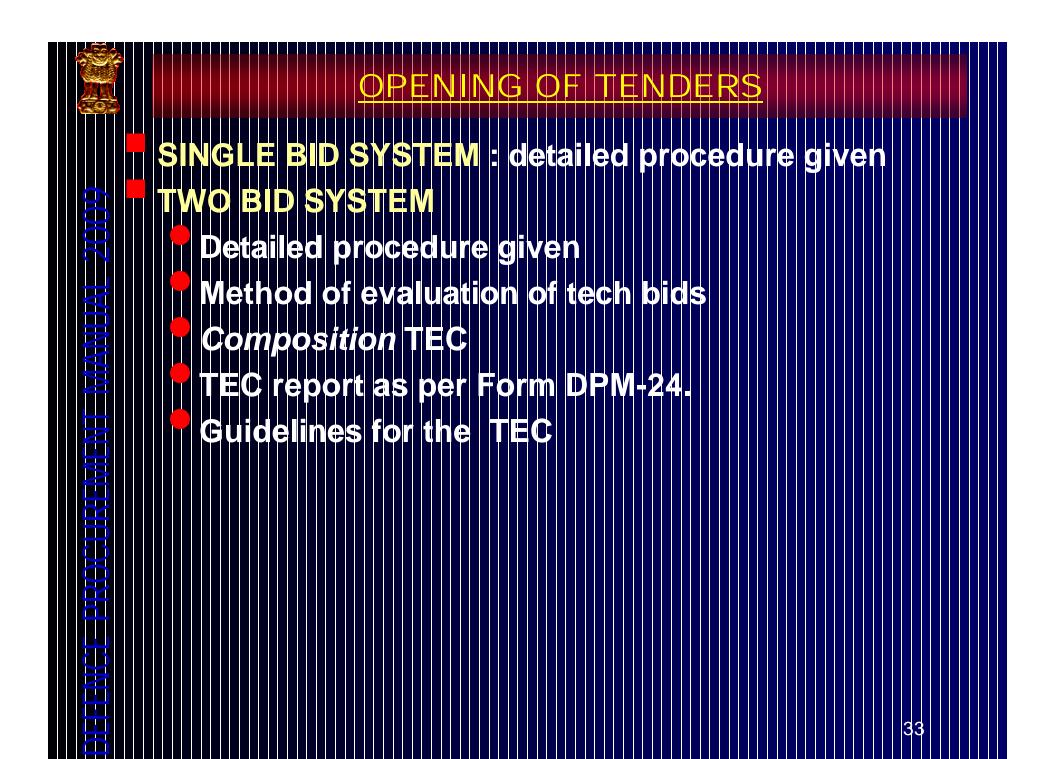


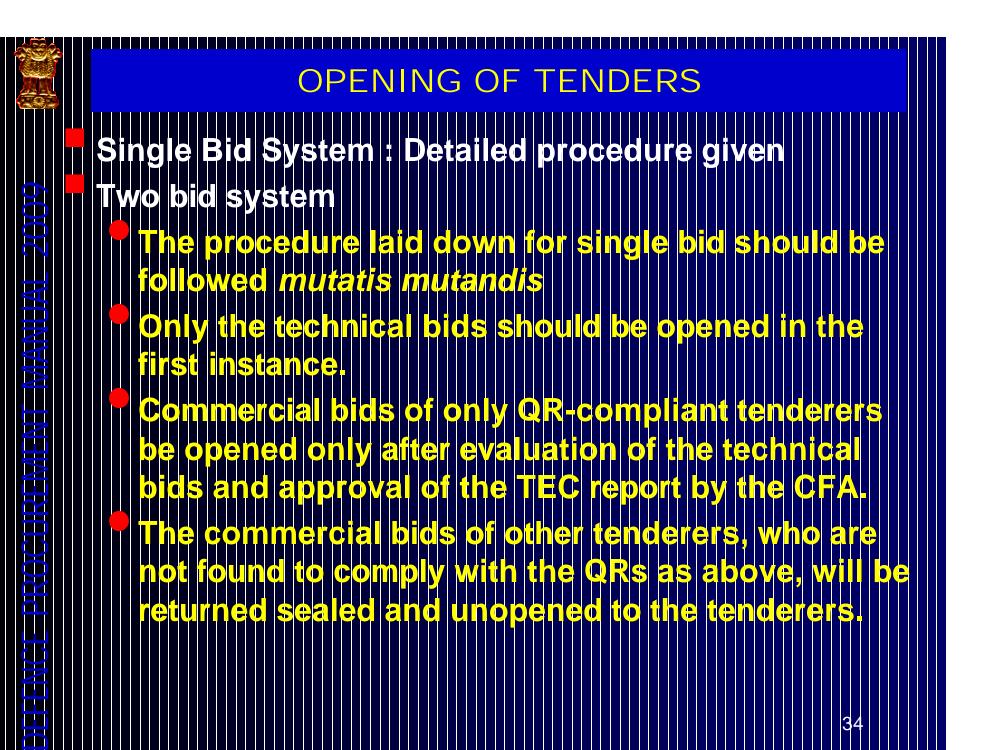












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Technical Evaluation Committee (TEC): f ťh e e e \bigcirc showin ters of l echn ica h ng þ B m X **OW** t e parameters with ids ca rece ived ec. Ρ et R F m р a ra e el rs conf lf th offers ssential \mathbf{O} rm e Ο ₽ be h shou ld accepted parameter ey S t Comp Re Ce Þ \mathbf{O} a B ut extent he vari t h di ations g ng t n e \mathbf{O} teristic 10a) ch echn Of equi rac t he а S p m en 60 therw wit \bigcirc Rs r \mathbf{O} ſĮ hΟ m р e S a ηc ¢ а \mathbf{O} itia ameters essen e par ſ te ij ose vendors h ecessar ma Who n essary, r essentia echn f t Or param eters eet ca rific tion/ а ati e senta C \mathbf{O} h \bigcirc 36

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Technical Evaluation committee T Ē f C Ma date the O h not horized of the ca to discuss t commercial . () [†] \$ a aspects case \mathbf{O} Ē prepare respect o T \Box hould owever he \$ B ┢ I tatemen llian in omp ce \$ C io ndit and commerc ia erms such СQ ns as n ity P uded in **10** secur rrant e O the wa У, tc C • 1 RFP bid hnical th as per ec e

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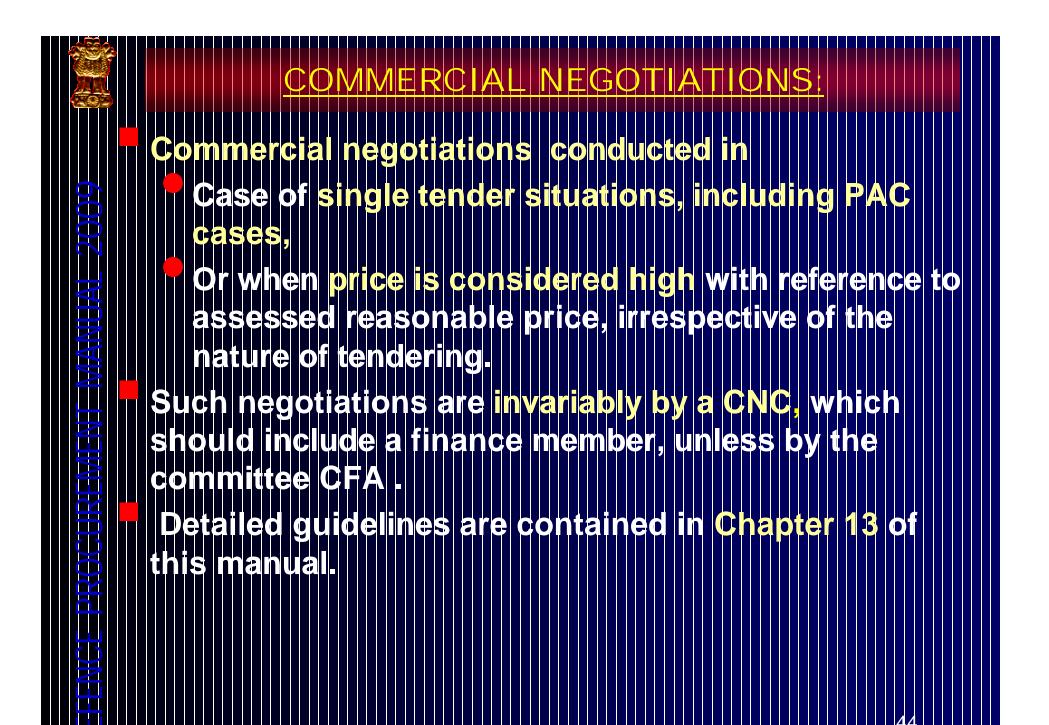
Γ Association **of** IF A technical evaluation EC and integrated fina iated at this stage be carried need not b /h e ion is to finance is ile by out the TEC an associated e associatin ation of the ting the FA may, examina g the IF TEC Re his representative A or C 1 ation in еро rt regard n to lia commercial complia conditi with d the terms a nce n pening of d, should bid. o CF before ope e finalized the be : price 0 C S n F ort, sent to A fo ĥ e p Ø C PROCEER acceptance.





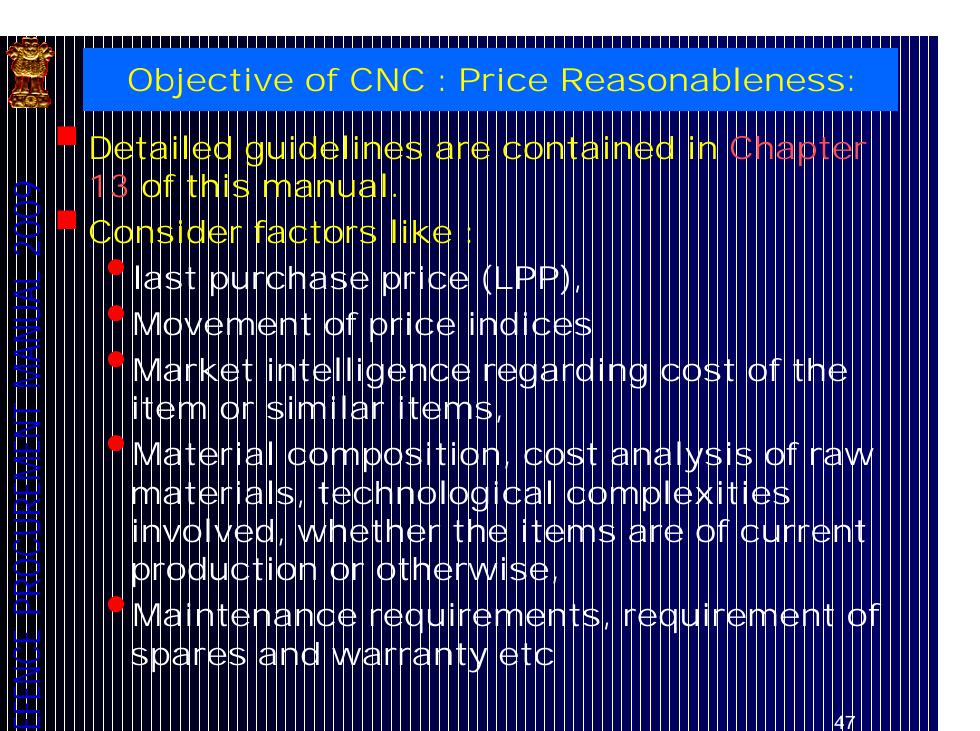
| | Evaluation of Commercial Bids |
|---------------|--|
| Prepa | ration of the Comparative Statement of Tenders |
| (CST) comm | by procuring agency After opening of the ercial bids (of QR-compliant tenderers in the case |
| of two | bid system and after approval of the TEC report by A). |
| The cos | CST should show each element of cost (basic t, taxes, levies, etc.) separately against each |
| ten | derer. T be prepared soon after opening of the |
| con | nmercial bids and vetted by the IFA(if applicable). |
| establ | lishing reasonability of prices and ranking of |
| | ire in Chapter 13. 42 |
| | 42 |



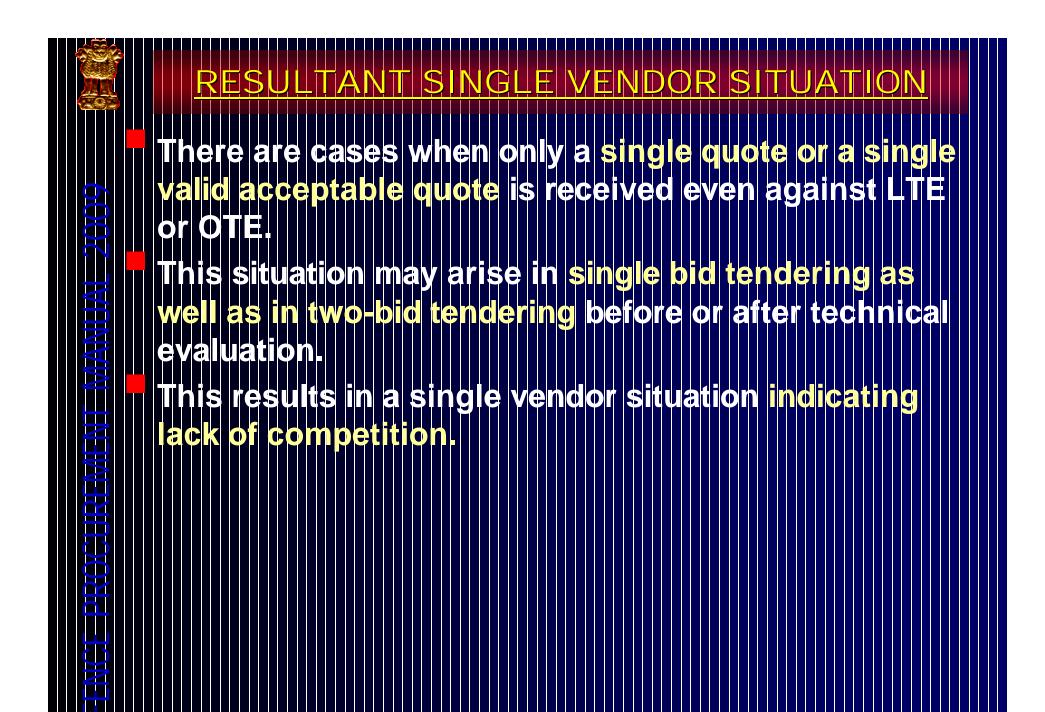


| Commercial Negotiations: |
|---|
| Composition of CNC: Apart from the Chairman, there |
| should be representatives of |
| the User, |
| Integrated Finance, designated Inspecting Agency, |
| Maintenance Agency, |
| Directorate concerned with post-contract management |
| The CFA, wherever applicable. |
| CFA may nominate any other member, like a costing expert, in case of high value single vendor offers |
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| 45 |

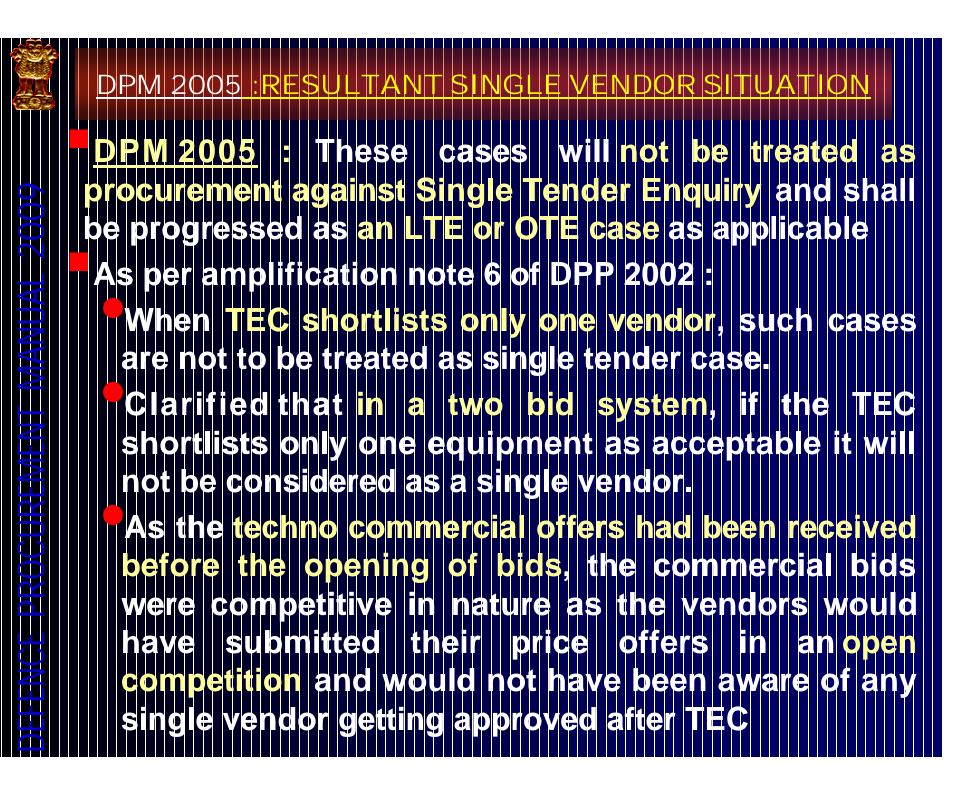
| Chair | ma | n o | ft | he | C | | | | | | | | | | | | | | | | | | | | | |
|---------|--------------|-------------|-------------|-------------------|------------|--------|----------|---------|---------|---------|--------|------------|----------|---------|----------|---------|----------|----|------------|----------|----------|----------|----------|--------|------------|---|
| The The | e C It of | NC the | i m ∌ C | ay ;F <i>A</i> | be \. | | | ac | le | d | by | / 2 | an | C | offi | Ce | €r | 01 | he | r | ar | nk | |)e | l 0 | w |
| A Se | loin cret | t S ary | ecr ∕ is | eta th | ary e C | w F | nhe A | er | e | R | ał | (S | ha | a ľ | Ma | an | tr | | r | De | €f | er | nc | e | | |
| Th | e C | FA | s ir | n th | | Mi | ini | st | ry | C |) f | D | ef | er | | Ð | 4 | | | | | | | | | |
| | Hea | adc | jua | rte | rs | | | | | | | | | | | | | | | | | | | | | |
| | Par cos | tici t w | lla 'as | fo | wr Jno | | re io | 0 ha | n av | 0 ′e | 0e | en XC | in :e | 9 ec | or Je | tr d | ne th | e | en fir | de na | er no | s cia | th al | e E | | |
| | pov | ver | \$ 0 | | 501 | | Ce | S | | e | a | 0 Q | U | ar | e | rs | C | | A S | 5. | | | | | | |
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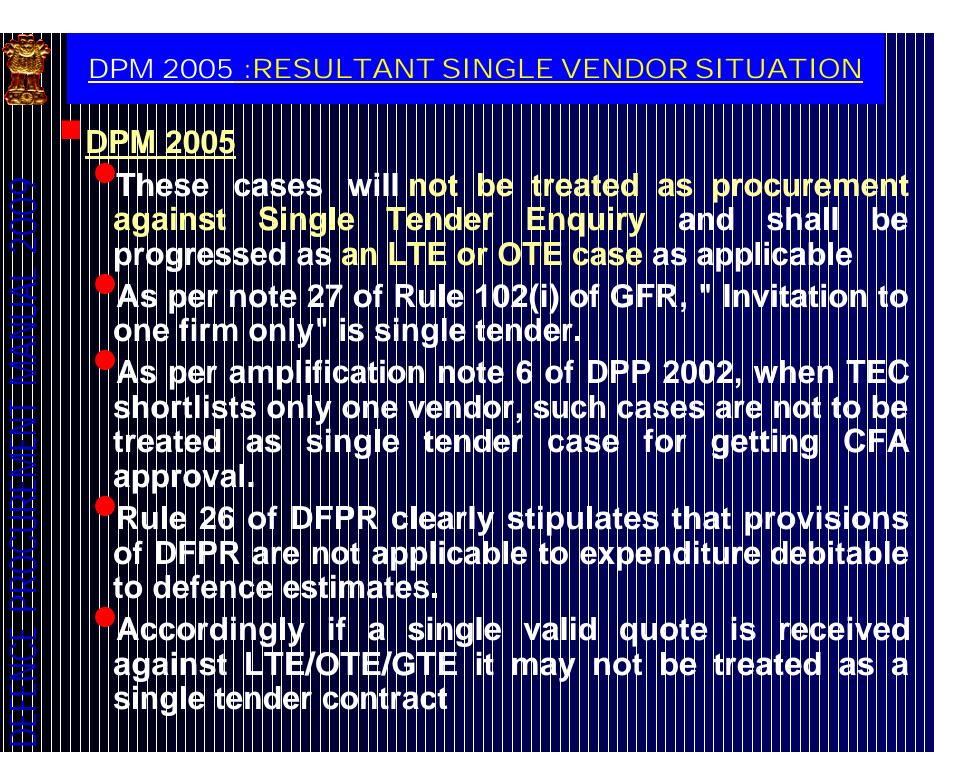


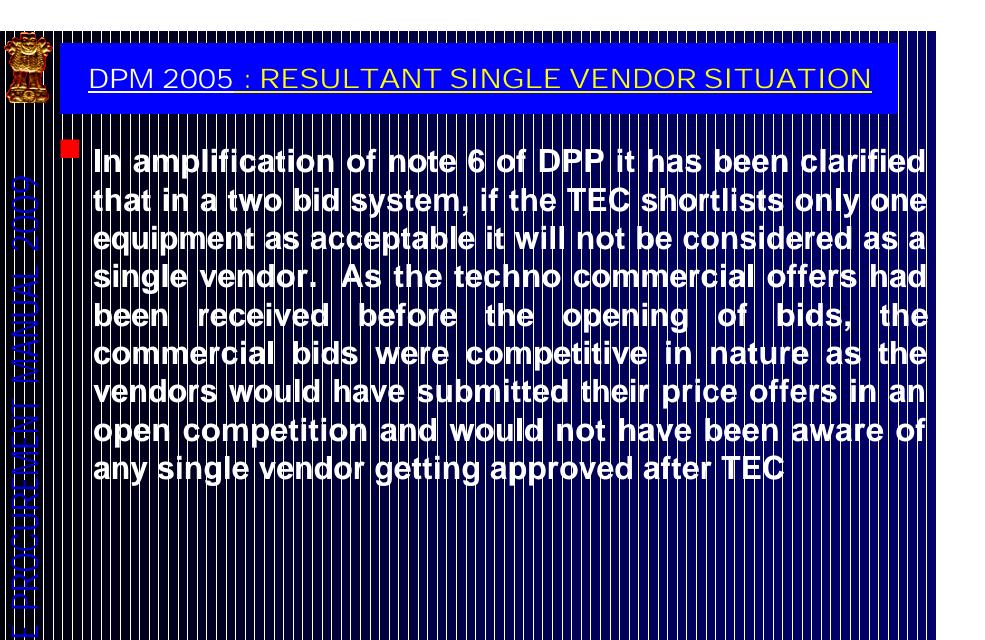
D ack f competition defined 0 cceptable offers i\$ less than ſ he umber a two n Ø đ tenderers rices have formation) by R been quoted Ring p (Cartel n a g The product offered by al number of qu of <mark>only one manufacturer</mark> h the tenderers irrespective 1 has been 0 t 0 e Î quotations. purchase nst which in short acceptab chronically number of tore Ippl • under S i\$ agains the two le upply ffers SL PROCEER exceeds never 0

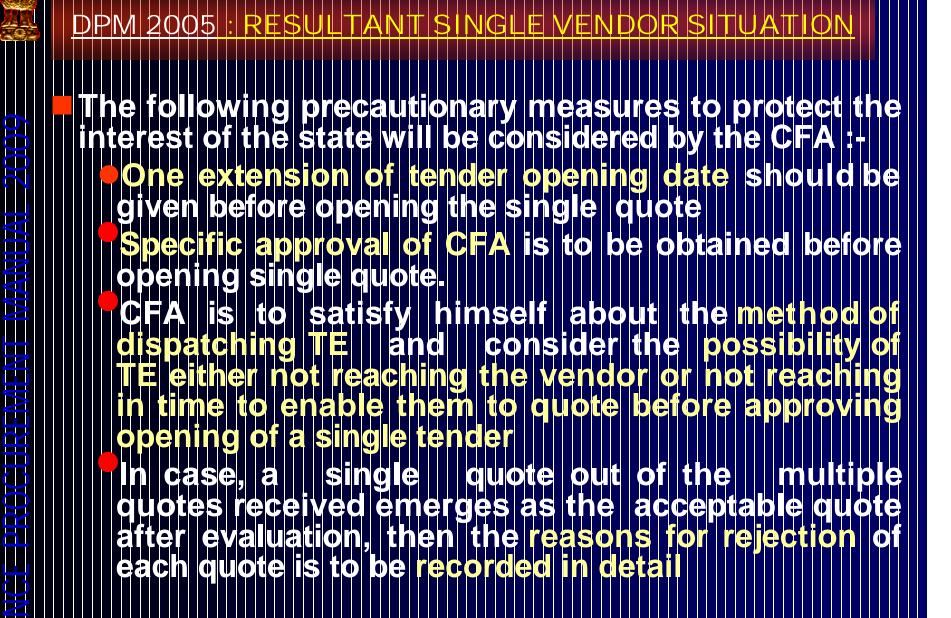


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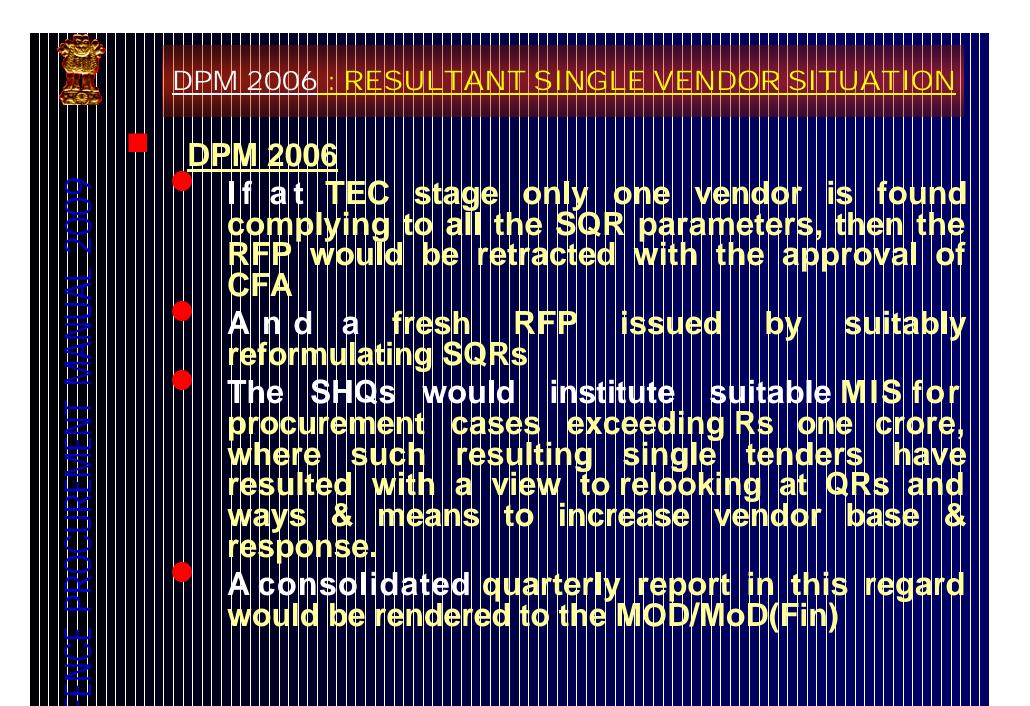


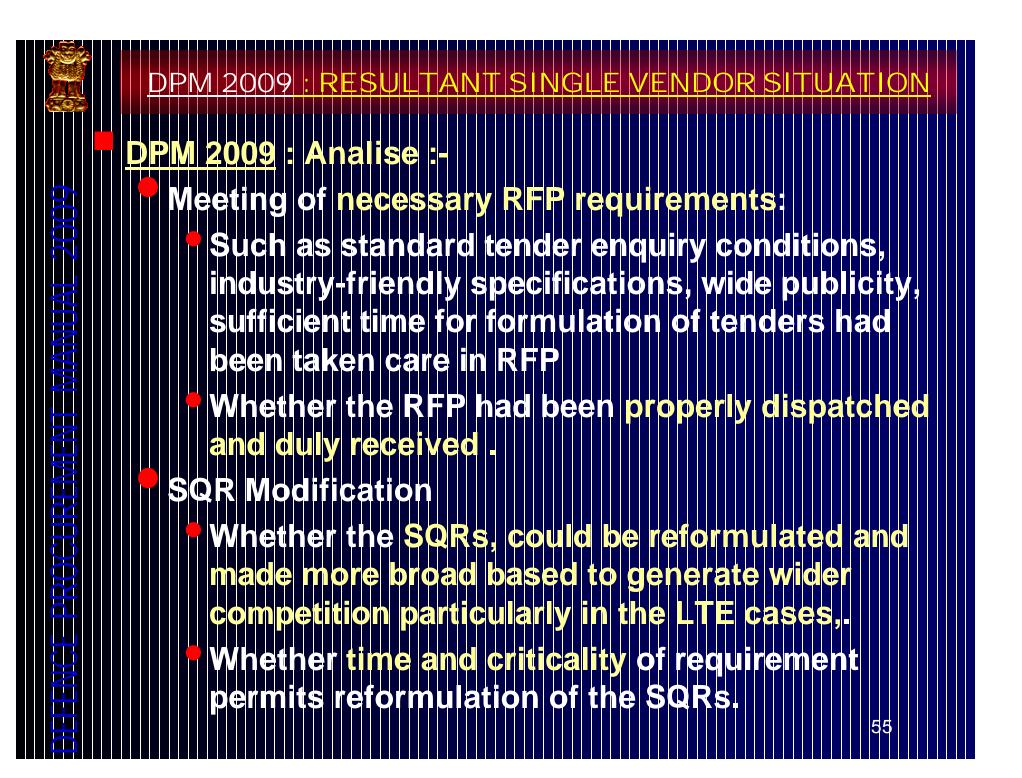


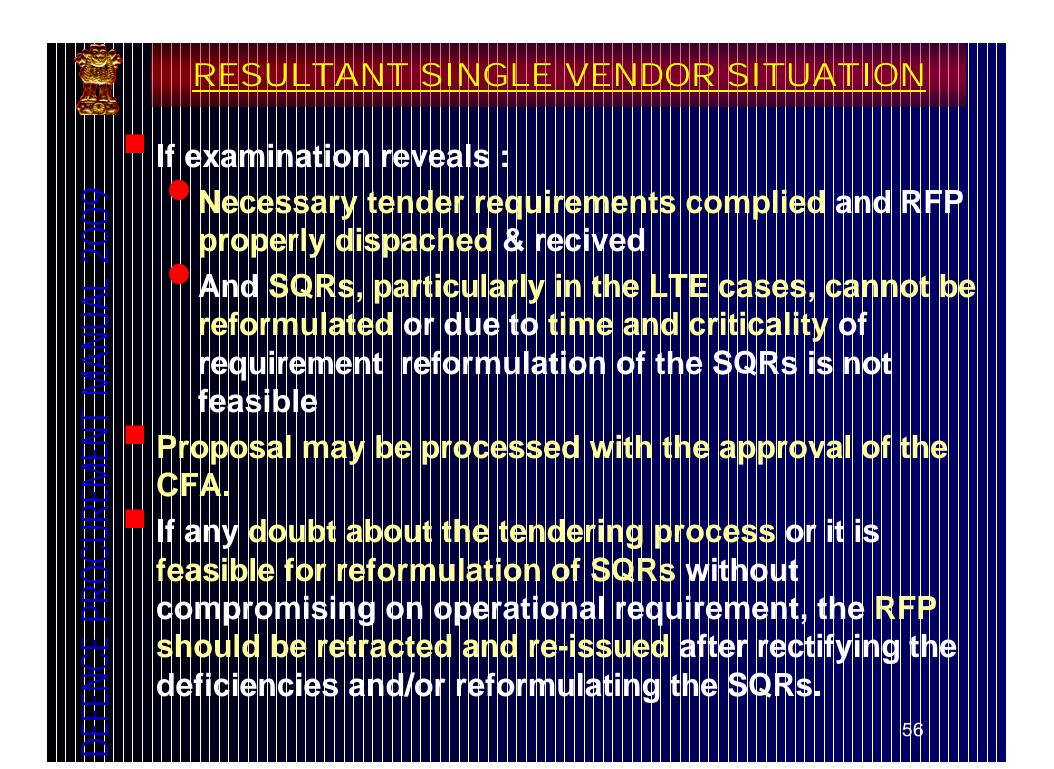


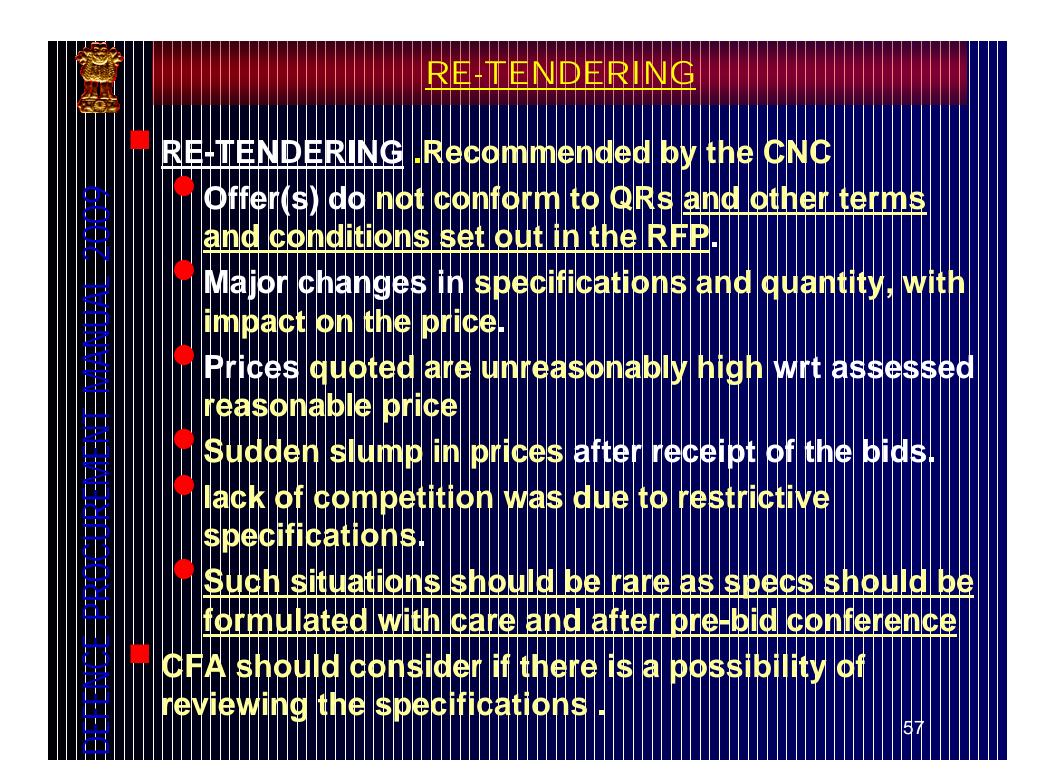
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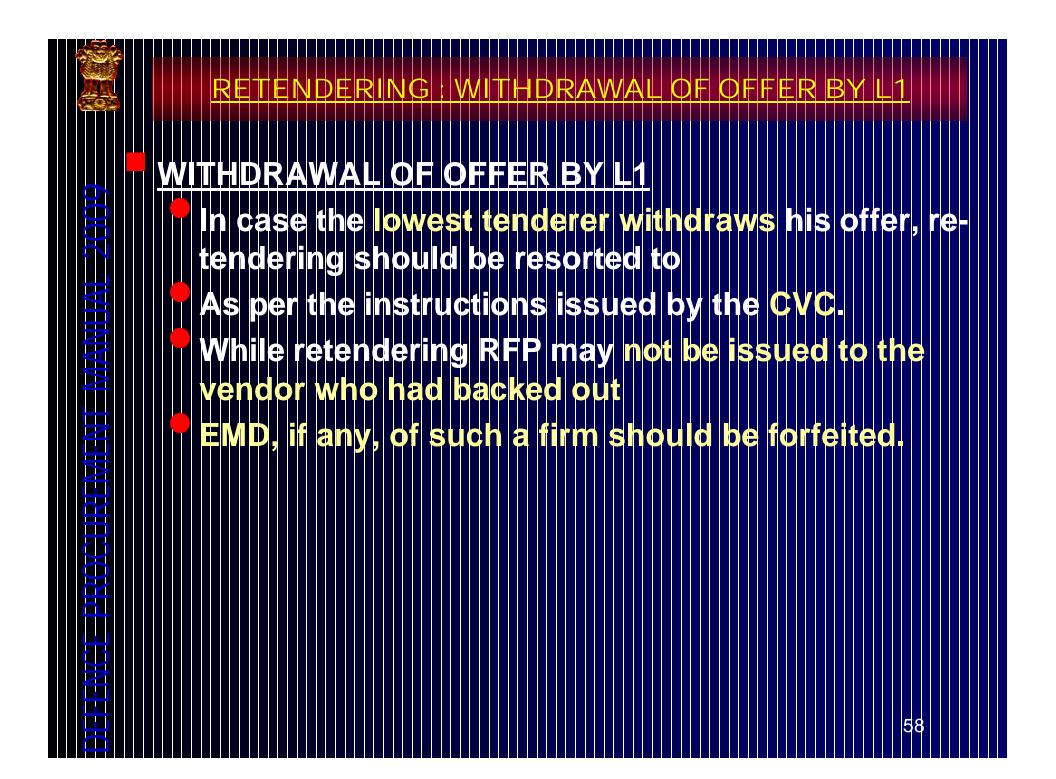
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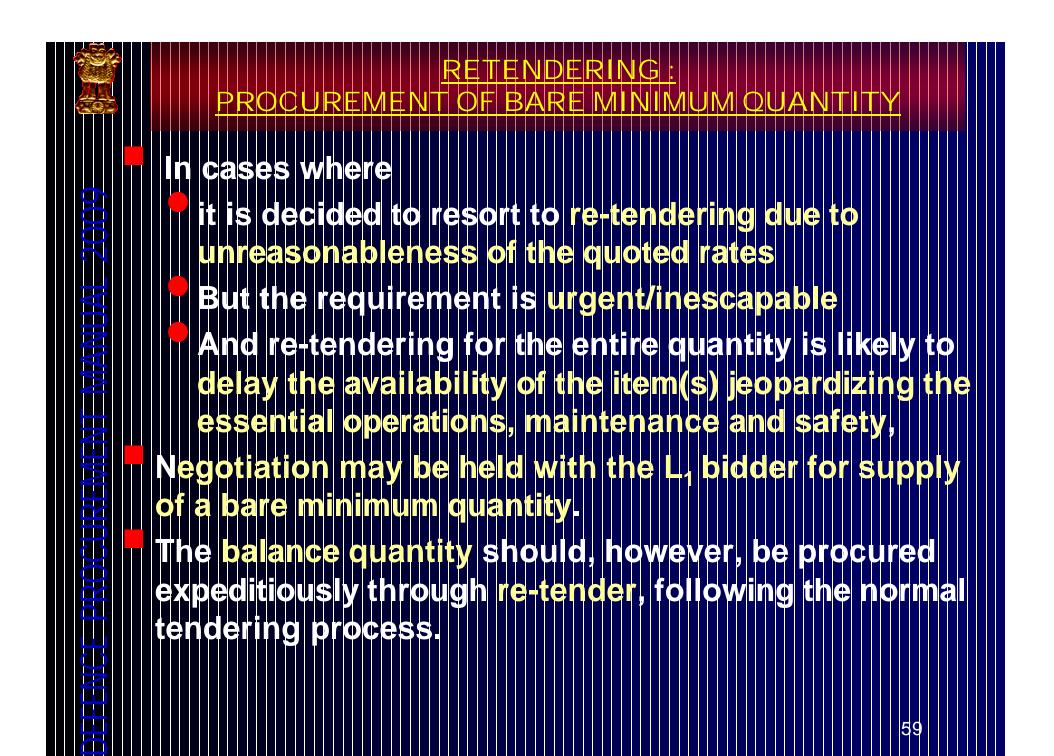


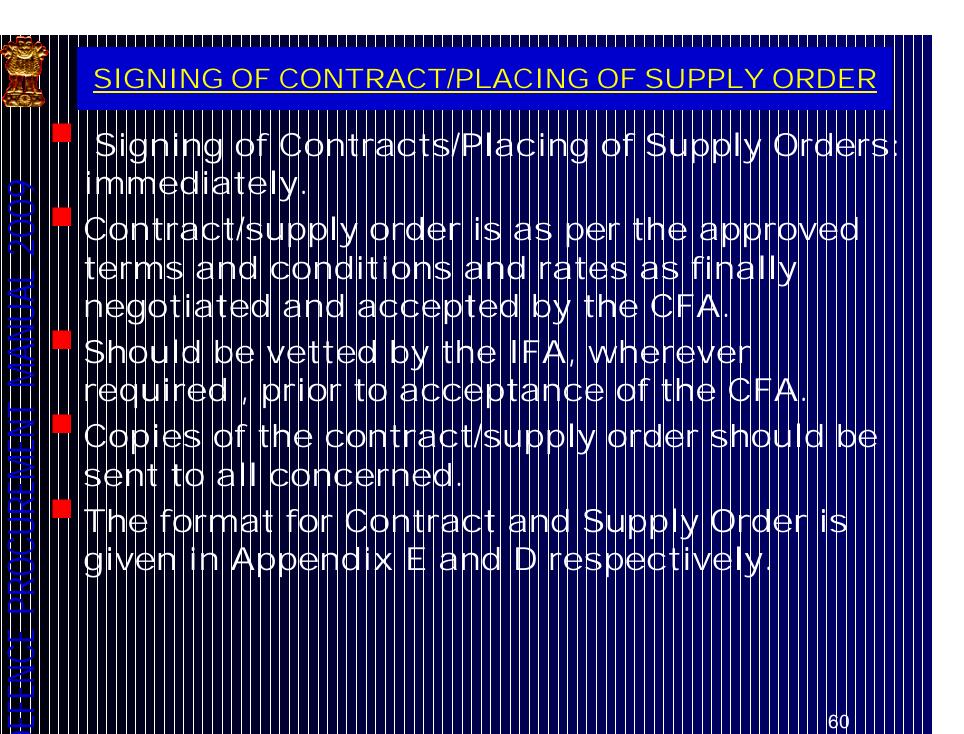


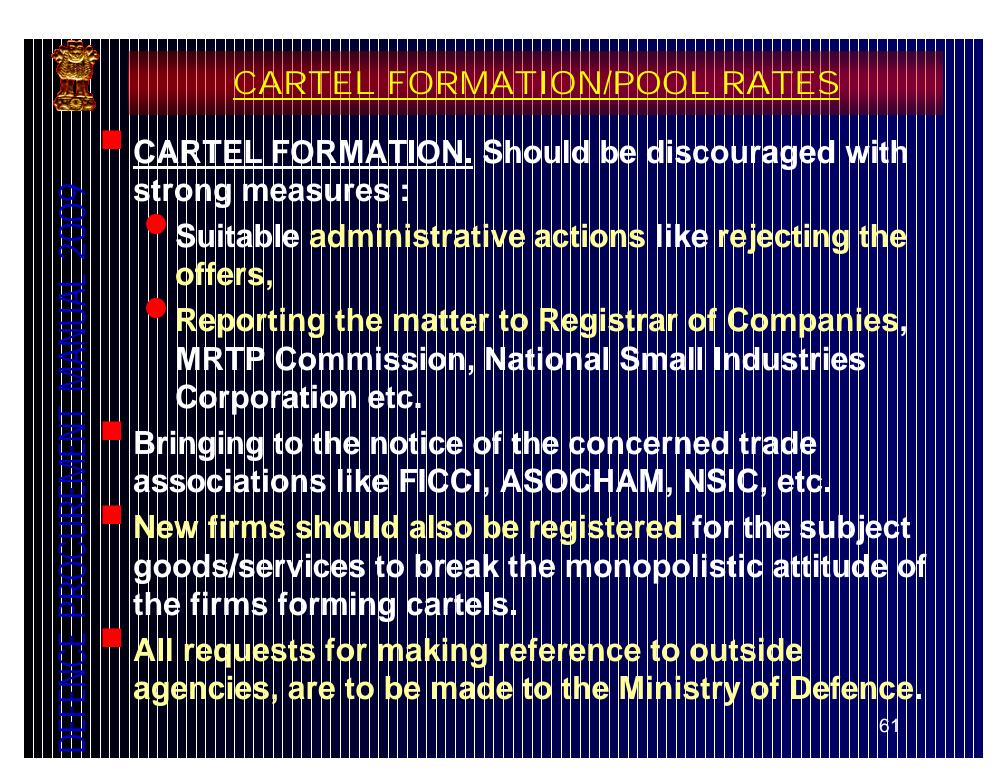


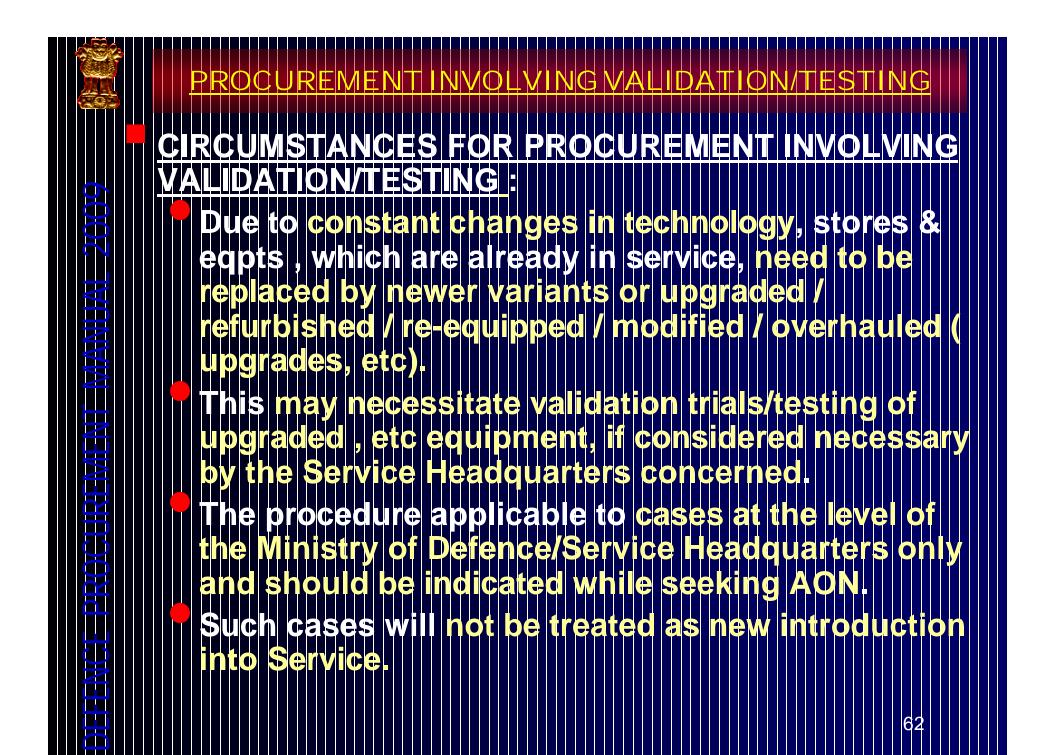






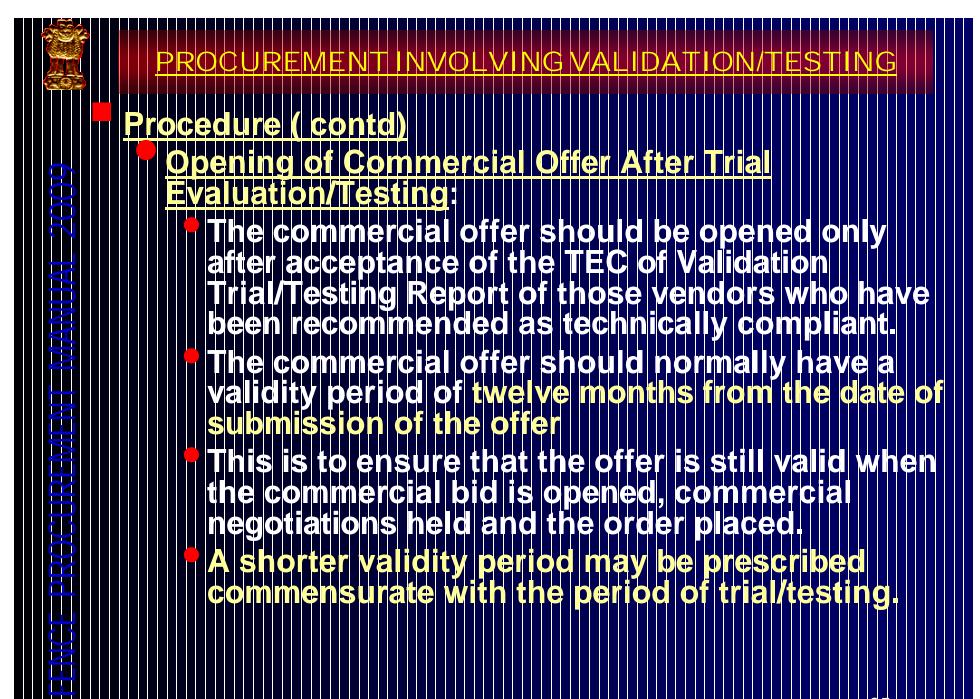




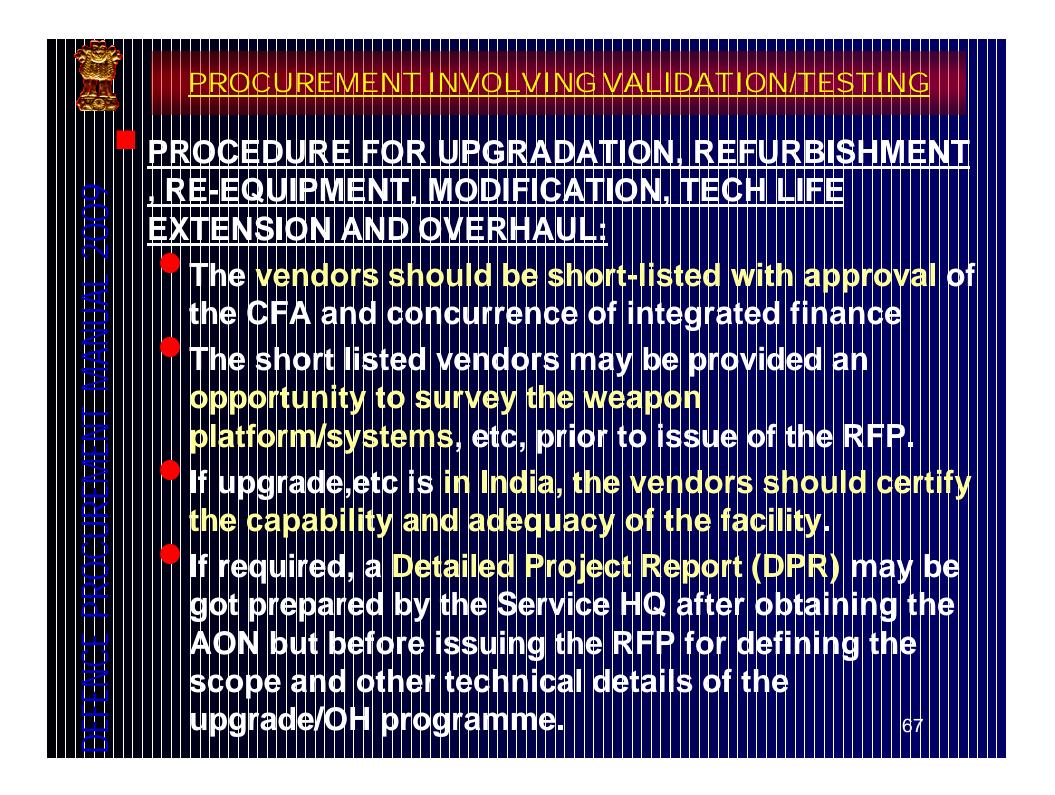


| | PROCUREMENT INVOLVING VALIDATION/TESTING |
|------|---|
| | CATEGORIES OF CASES: |
| 6007 | Procurement of upgraded new versions equipment, etc, from the revenue head, |
| | Provided these conform to the existing QRs and meet the prescribed performance parameters or |
| NAM. | certain enhanced parameters as an amendment |
| | Upgradation, refurbishment etc of weapon |
| | <u>platforms/systems etc</u> . May be carried out fully or partially at OEM's |
| | premises abroad or in India, or at a Repair Overhaul Plant (ROH) with requisite facilities |
| | which may at another place, provided certified by the OEM. 63 |
| | 63 |

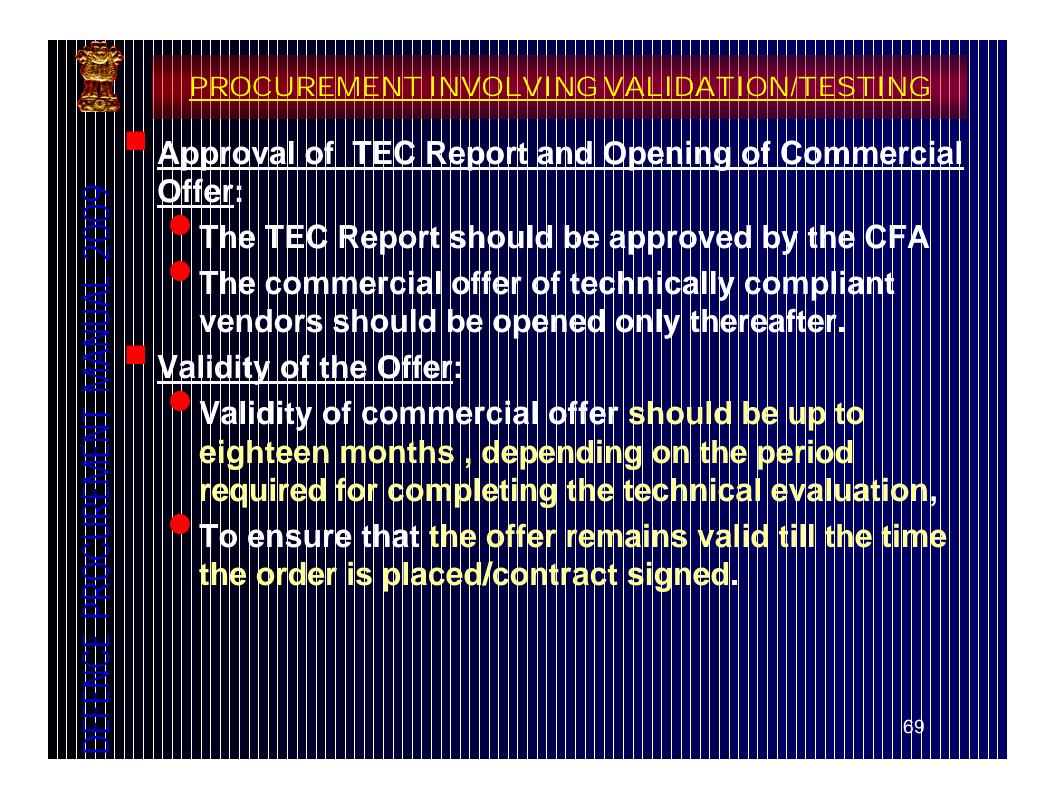
| PROCUREMENT INVOLVING VALIDATION/TESTING |
|--|
| PROCEDURE FOR PROCUREMENT OF STORES : |
| Validation Process. |
| Service HQ decide if a validation process required and the scope and duration is indicated. |
| Procedure. |
| quantities on 'no-commitment-no-cost' basis . |
| The period to submit the equipment/ sample after being found technically complaint in the RFP. |
| Technical bids are opened, the TEC will short-list |
| Technically compliant vendors and approval by the CFA. |
| Evaluation within eight months from receipt . |
| Evaluation within eight months from receipt . Report ratified by the TEC . |
| |



| | PROCUREMENTINVOLVING VALIDATION/TESTING |
|----|--|
| | Dispensing with Trial Evaluation/Testing |
| 60 | For equipment available commercially off-the-shelf (COTS), which are upgrades of in-service items |
| | and have requisite IS/BIS or equivalent certification |
| | The Service Headquarters may accept the equipment on the basis of self-certification by the |
| | vendor without going through the validation / testing process, |
| | Provided it is confirmed by the QA Agency/AHSP or any other technical agency concerned. |
| | However, in such cases also TEC Report should be approved by the CFA |
| | |
| | |
| | 66 |



| SPECIAL PROVISIONS IN RFP: Should be on two bid system and may have provision for pre-bid conference. Vendors to specify the location of the plant/factory and if the vendor owns the facility. If not owned , a certificate of agreement between the OEM and the plant owner required. Provision that one lead equipment will be tested with the representatives of the Service HQ before |
|--|
| nd if the vendor owns the facility. |
| the vendor owns the facility. |
| vendor owns the facility. |
| dor owns the facility. |
| wns the facility. |
| the facility. |
| acility. |
| |
| |
| e t/factory tween tested before |
| |



| | ROCUREMENT INVOLVING VALIDATION/TESTING |
|------|--|
| | <u>sessment of the Vendor's Facility</u> If required a composite delegation of |
| 1200 | representatives of the User , CFA and integrated finance may visit the plant/factory of the vendor |
| | recommended by the CNC to assess the capability/capacity of the selected vendors before |
| | commercial negotiations are finalized. |
| | |
| | |
| | 70 |

| INSTRUCTION TO BIDDERS & PURCHASE OFFICERS |
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| |
| |
| Instruction to Bidders |
| Eligibility |
| Clarification regarding contents of the Bidding Documents. |
| Quotations to be submitted under original memos. |
| Amendment of Bidding Documents |
| 📑 📕 🕈 Bid Validity: |
| Late Bids |
| Modification and Withdrawal of Bids |
| Clarification regarding contents of the Bids |
| Agents of the supplier |
| Instruction to the Purchase Officers |
| |
| Responsiveness of the big |
| Evaluation and comparison of substantially responsive bids |
| Award Criteria |
| Waiver of QRs/parameters |
| Pre-bid conference |
| Amaig Cillenta Waiver of QRs/parameters Pre-bid conference 71 |
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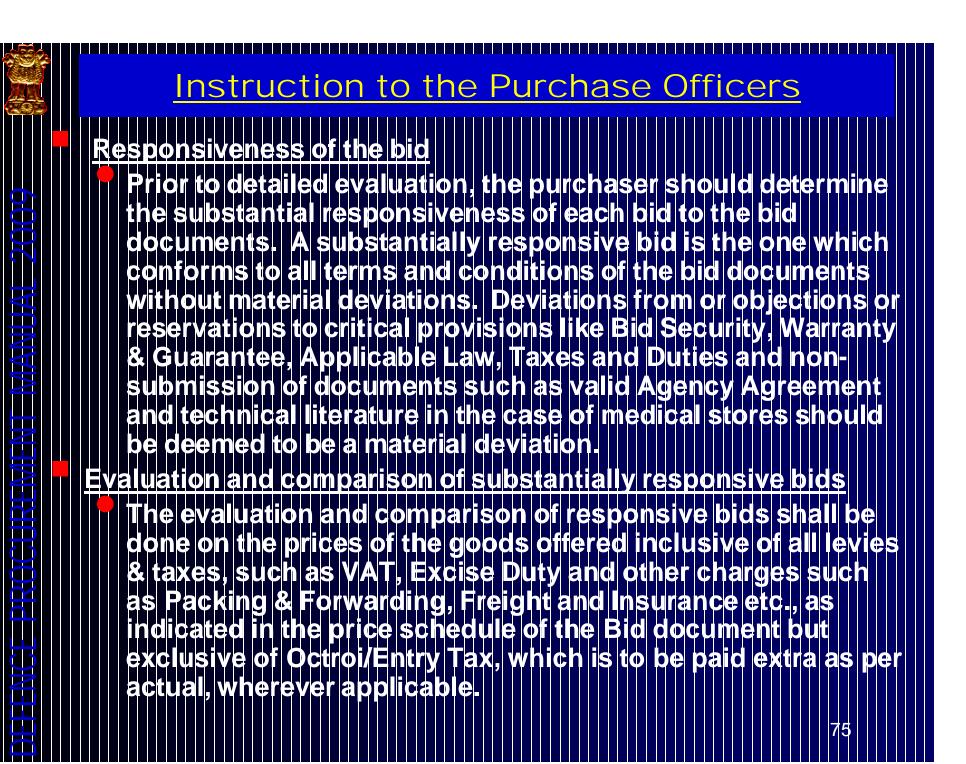
| INSTRUCTIONS TO BIDDERS | |
|--|---|
| Eligibility: A firm registered with any Procurement/Registering Authority manufacture/supply of the tendered goods/services would be An unregistered firm may get itself assessed for capacity/com manufacture/supply the tendered goods/services to become el participate in tendering. | for the eligible to bid. petency to ligible to |
| Clarification regarding contents of the Bidding Documents A prospective bidder who requires clarification regarding the d | contents of the |
| A prospective bidder who requires clarification regarding the obidding documents shall notify the purchaser in writing and the will respond in writing to the clarifications sought not later tha days prior to the date of opening of the tenders. Copies of the clarification by the purchaser shall be sent to all prospective b have received the bidding documents. | e purchaser n fourteen query and idders who |
| Quotations to be submitted under original memos | |
| Bids should be forwarded by vendors under their original mem inter alia, furnishing the TIN No., VAT/ CST No., Bank Address account No. and the complete postal and e-mail address of the | o /letter pad, with EFT firm |
| Amendment of Bidding Documents: | |
| At any time prior to the date of submission of bids the purcha whether at his own initiative or in response to a clarification re prospective bidder, may modify bid documents by amendment amendments shall be notified in writing to all prospective bidd to afford prospective bidder a reasonable time to take the ame | ser may, equested by a ts. The lers. In order |
| account in preparing their bids, the purchaser may, at his disc the deadline for submission of bids. | retion, extend |
| | 72 |

| | INSTRUCTIONS TO BIDDERS |
|-------|--|
| | Bid Validity: A bid shall remain valid for ninety days in case of single bid RFP and one hundred twenty days in case of two-bid system, unless otherwise specified, from the date of the opening of the tender. A bid valid for shorter period can be rejected by the purchaser, |
| 500 | as being non-responsive. In exceptional circumstances the purchaser may request the consent of the bidder for an extension to the period of bid validity. Such requests shall be made in writing. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension shall not be permitted to modify his bid. |
| ALMUA | Late Bids In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered and returned unopened to the bidder. Modification and Withdrawal of Bids |
| | A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the purchaser prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. |
| EPROK | Clarification regarding contents of the Bids During evaluation and comparison of bids, the purchaser may, at its discretion, ask the bidder for clarification of his bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder shall be entertained. |
| | bid clarification on the initiative of the bidder shall be entertained. <u>Agents of the supplier</u> One agent cannot represent two suppliers or quote on their behalf in a particular tender enquiry. Such quote should be rejected. 73 |
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| | Instruction to the Purchase Officers |
| | |
| | Preliminary Examination |
| | Purchaser shall evaluate the bids to determine whether they |
| | are complete; whether any computational errors have been |
| 5 | made; whether required sureties have been furnished; |
| | whether essential documents such as the technical literature |
| | and Agency Agreement in the case of medical stores, etc., as specified in the REP have been furnished; whether the bid |
| | documents have been properly signed; and, whether the bids |
| | are generally in order. |
| | Discrepancy in guoted price |
| $\frac{1}{2}$ | If there is a discrepancy between unit price and the total |
| | price, the unit price shall prevail. If there is a discrepancy |
| | between words and figures, the amount in words shall in the second shall is the second s |
| | prevail. If a supplier does not accept the correction of the errors, his bid should be rejected and the bid security may be |
| $\left\{ \left \left \right \right \right\}$ | |
| ╣╟║. | Torreited. |
| | Trivial errors |
| | Trivial errors such as omission to (i) enter the rates in words, |
| 5 | and the schedules(s) may be corrected initialed and dated |
| | both by the officers opening the tenders and signed and |
| | (ii) initial any alteration in rates or (iii) sign both the tender and the schedules(s) may be corrected, initialed and dated both by the officers opening the tenders and signed and dated by subsequently by the tenderer. 74 |
| | |

2.8

1



Instruction to the Purchase Officers

Criteria Award

o the successful responsive and further that the ally acceptable whose bid has en determined to r is found to be hose goods have purchaser will awar h determined to be s he lowest evaluated award contract to to be substantially r lated bid, provided ercially and financia bidder whe has been e bidder is e been the goods ha reserves whose inancially ically, commercially and type-approved/validated an d nica by the purchaser. The against price(s) quoted purchaser res by any bidder. the price(s) offer counter to

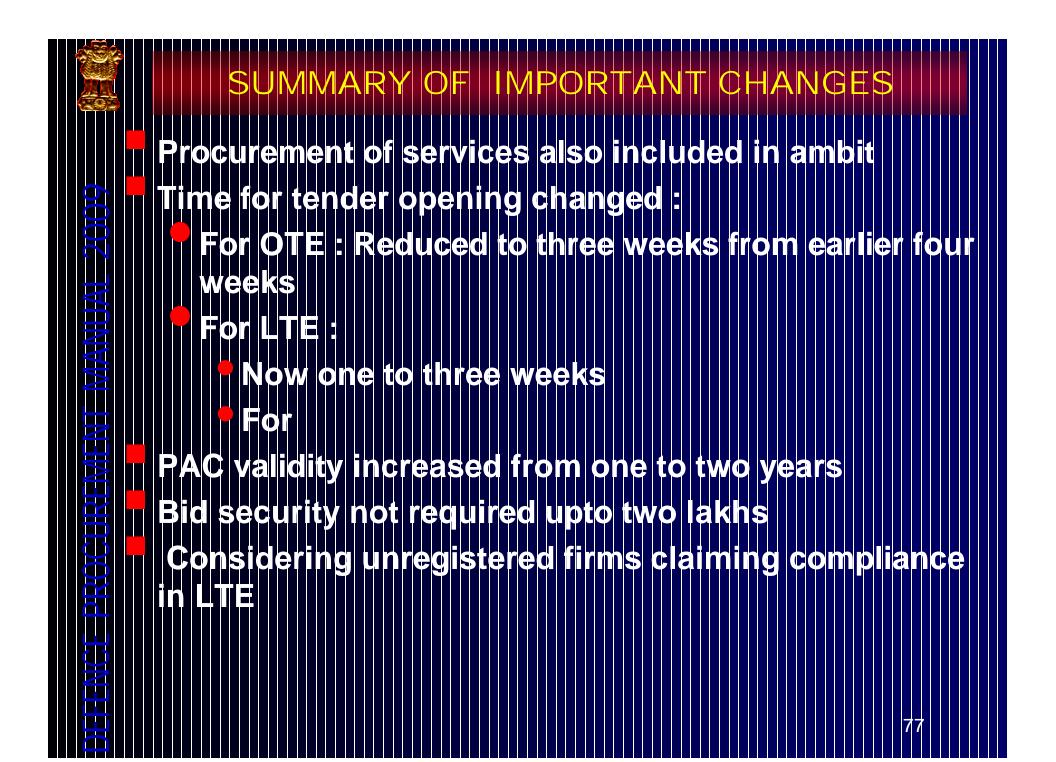
QRs/parameters Waiver of

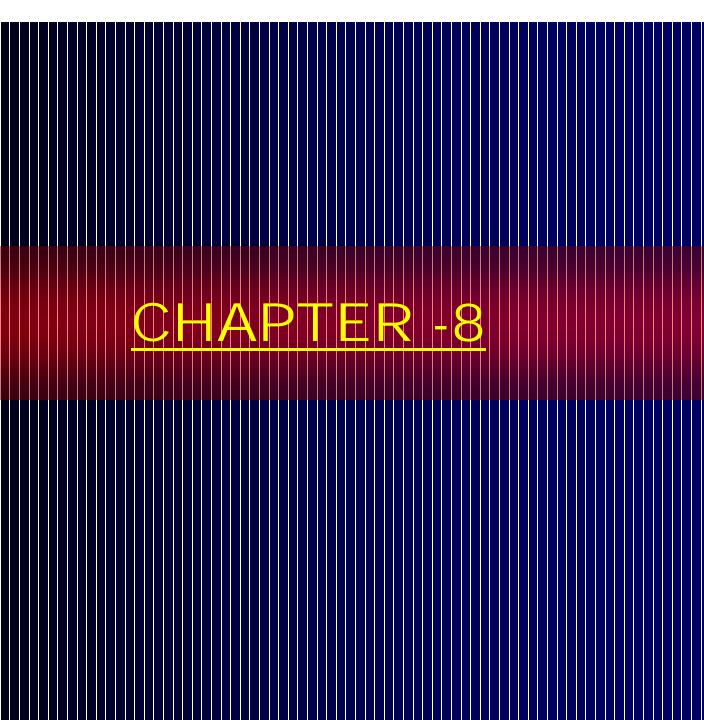
issue of RFP as this may d have met the revised e RFP *ab initio*. This is gle vendor cases where and receipt of tenders opportunity rs. had this t in sing parameters to firms wh ers aftei which no e iere should be could in the single ms ref to firi been denial esu Q, parameters. Iv relevant i lected a ular relevant eIf bids as per the revised parameters but c parameters mentioned in the RFP. possibility t in single v parameters vendor/ s after is partic resultant eceipt o n might could n of éssentia ive 8 would be submitted prejudicial their bids t have not because Of essential the

Pre-bid conference

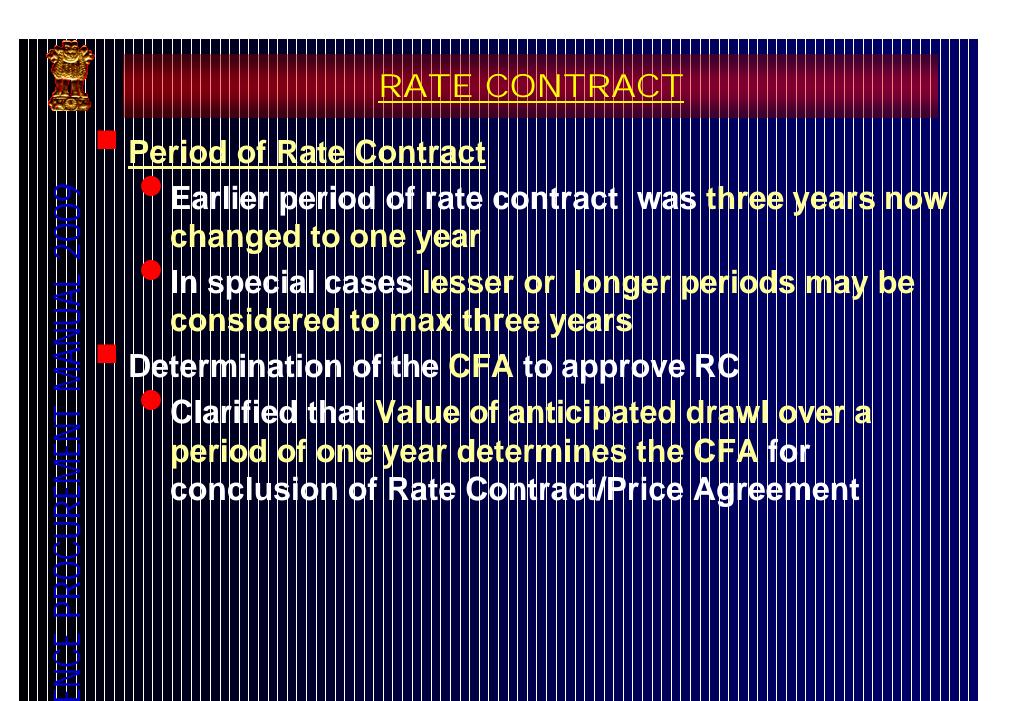
1

lity of the RFP fetching no response, resulting in a or resulting in generation of limited competition, s should be firmed up in a pre-bid conference in two where the goods/services to be procured are not off-the-shelf or are of complex and highly technical ercial bids should be invited after opening of obviate the 0\$\$| Ø situlations/ cifications/ single ve technical vendor , two spec **N** der 19 ar С te mercially off-th sh commercial com la a fresh nature. technical bids.

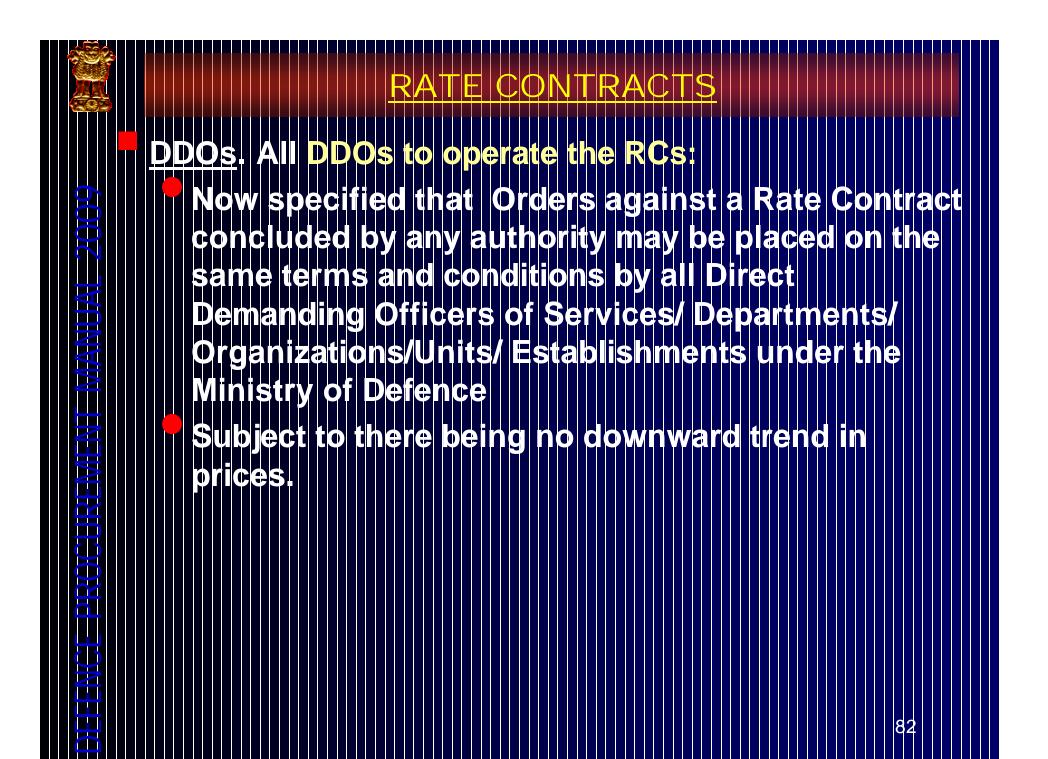




| RATE CONTRACT |
|--|
| Definition: |
| Services included in ambit |
| Specified withdraw/cancel the Rate Contract by |
| serving an appropriate notice on each other, of not less than thirty days |
| Clarified that a supply order becomes a valid and |
| binding contract and the supplier is bound to |
| supply the ordered quantity |
| tems already on DGS&D Rate Contract: |
| Directed that normally no Rate Contract should be concluded for DGS&D RC items |
| |
| Option also now available to enter into contracts |
| for such items with CFA's approval taken after |
| Option also now available to enter into contracts for such items with CFA's approval taken after consulting integrated finance 79 |



R R ð Negoti iation: **P** e All Rate Contracts and F e processed through the CNC Ma Ag datory that A its should be CFA or the 0 de **rice** ma n greements committe e of finance member in all particularly regarding the pricing s of contract, is mandatory articipa tion P of deliberations, p and conditions

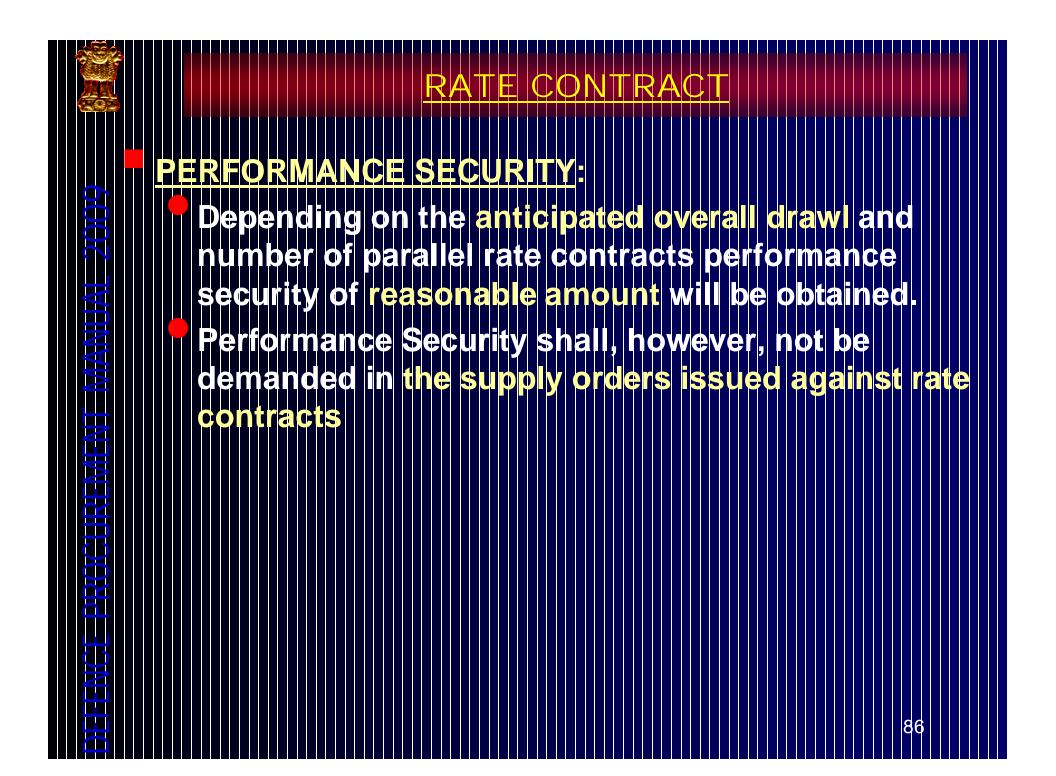


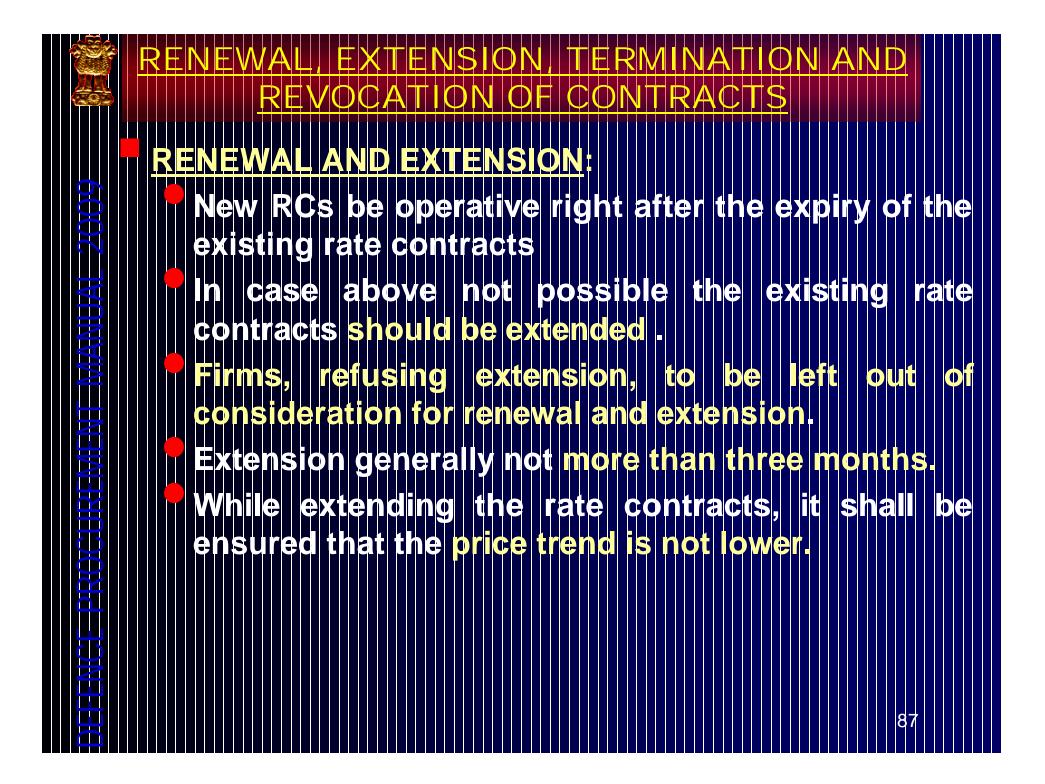
pecial Con pecial conc S S iditions ditions plicable ve now b for Contract. cified R Appl have ate een S pe Earnes is osit Ε M D Dep t ť Mon app ey ble n 0 Jiaw . intiity mentioned; entioned with nticipated is ly t oni out e a N ommitmen b entio m may a ny e ¢ q H E than irchaser e more te may one e pu conclud ra contract the item ſ same Ø r supplier thirty day haser the otice well 11 urc as as may e p ithdraw by suitab ervi ng days \$ e h ľ urch enegotiate optio has h the t aser e 0 e p n r ł fice old contra ct ers he rate ī h 0 R purcha: hoc co emergency, t item through y purchase with a new the n ad case ser may n 0 ontract item same new e plier sup 1 83

delivery ecified of Ĵ sp erms delivery of F R Jsu 0 terms a e are 7 th 2 dispatc hing/ stati " 0 n þ. are FO should RCs "destination" e separately 27 , the isked hic R of F h ſ cost W 0 sh transportation b fo e a incorporating definite qua pplied along with all other Supply goods conditi ntity **O** C ers, 0 supplied are to be i long all other btaining to irec be requ issued for lies on S, supp are g 0 fied RC Cla s placed lies are Indition C that rī у ord pto last day lers u b t sup n e p even will Ø eyond su of an pp Q e , guide The R the by of R d terms C and CO S e h guide WIII by RC be d Fall Clause" ihe) "

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Δ ME P TER S Λ ΝΠ % on receip changed to stores 61 98 P earlier % of 95 t t en a ay m premises sign % ee's n C0 <mark>s by train</mark>, dispatch f <mark>dispatc</mark> against p 95% earlier c<mark>h stores</mark> proof of o cas e n 0 clause paymeı to 90%. ged ent chan FO F S Ρl OR DER R P Y $\mathbf{\Lambda}$ Supp v beel Of against Rate rdised format rder th e 0 **)e** Ľ standa ontract C as ĥ n ØW 61 DGS&D S&D RC Form G F 31 D b -1 may S e used 0 Î change suitab d R Z

