

6.4. SUBMISSION OF BID

6.4.1 The Bid shall be submitted in two sealed envelopes marked envelope no.1 and envelope no.2 and both envelopes shall be put together in one common cover and sealed. This sealed cover shall be marked on the left hand top corner "Bid for the work of : (state here the name of project).

The full name and address of the Bidder and the name of the authorized Agent delivering the sealed cover containing the Bid shall be written on left hand corner. If submitted by post, shall be properly addressed and shall be sent by registered post acknowledgement due or by courier. The date and time of receipt of Bid shall strictly apply in all cases. The person or persons signing the Bid shall state in what capacity, he is or they are signing the Bid. viz as a sole proprietor of firm or as a Secretary/Manager/Director etc. of a limited company. In the case of partnership firm, the names of all the partners should be disclosed and the Bid shall be signed by all the partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed/Power of Attorney shall be furnished along with Bid. In the case of a limited company, the names of all the Directors should be mentioned and the Bid shall be accompanied by a certificate certifying that the person signing the Bid is empowered by a resolution of the Board of Directors to do so on behalf of the company and certified copy of resolution along with a copy of Memorandum and Articles of Association of the Company shall be furnished.

6.4.2 Contents of Envelope No.1 : The envelope no.1 shall contain the following documents :

6.4.2.1 Earnest Money

6.4.2.2 Information on Qualification documents / data in the formats

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6.4.3 **Contents of Envelope No.2 :-** The second envelope clearly marked envelope no.2 shall contain the bid including necessary relevant details to describe the Bid fully. Including the common set of conditions and any addendum.

6.4.4 The Bidder shall quote his Bid at the appropriate place in Volume- VI in the Bid form. He shall not quote his Bid anywhere directly or indirectly in envelope no.1.

6.4.5 The Bidder shall quote his Bid as lump sum upfront payment only.

6.4.6 **PLACE OF SUBMISSION :**

The Bids shall be submitted at the address as stated in Bid data.

6.4.7. **DATE AND TIME OF SUBMISSION OF BID :**

The Bid shall be submitted by the Bidder at the date and time and address as stated in Bid Data. The Corporation may at its discretion, extend the deadline for submission of Bid by issuing an addendum in which case, all rights and obligations of the Corporation and Bidders previously subjected to the original dead line shall be subjected to the new dead line.

6.4.8. **LATE BIDS :**

Bid documents delivered after the dead line for submission is over shall either not be received or if inadvertently received shall not be opened and shall be returned unopened to the Bidder. The time in clock at Account Officer's (Officer receiving the Bid) shall be considered as standard time for submission of Bid.

6.4.9. **MODIFICATION AND WITHDRAWAL :**

If after submission of the Bid the Bidder withdraws his Bid or unilaterally modifies the same during its validity, without prejudice to any other rights and power of the Corporation hereunder or in law, the full amount of the Earnest Money deposited by Bidder shall stand forfeited.

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6.5. BID OPENING AND EVALUATION :

- 6.5.1 All Bids shall be opened as per the procedure given in para below, in the presence of Bidders / their authorized representatives who choose to remain present at the date and time and at the address as stated in Bid data.
- 6.5.2 All information about number of Bid received shall be announced for information of all those present.
- 6.5.3 The outer envelope containing envelopes no.1 and 2 of all the Bids received shall be opened first and envelopes 1 and 2 of all the Bids shall be arranged alphabetically as far as possible and shall be marked with serial numbers accordingly.
- 6.5.4 Envelope no.1 of each Bidder shall be then opened serially. Documents in the envelope will be verified by the Bid opening authority to check their validity as per requirement. If any requisite particular is missing a note to the effect shall be recorded by the authorized officer. The contents of envelope shall be then scrutinized with reference to the eligibility criteria which the Corporation shall do subsequently.
- Note :- The Bidder shall implicitly give the Corporation a right to investigate or inspect the qualifying or other information given or sites of ongoing works.
- 6.5.5 All envelopes no.2 of the Bidders whose envelope no.1 do not contain the specified documents or any of the specified document is missing or the eligibility criteria is not fulfilled as stipulated will be separated out, and shall not be opened. A note indicating the nature of deficiency and the fact that it is not opened shall be recorded without communication of any to the Bidder.

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6.5.6 Envelope no.2 of all the Bidders who fulfill the qualification criteria shall then be opened on the date which shall be intimated separately.

6.5.7 **PROCESS TO BE CONFIDENTIAL :-**

After opening of the Bids, no information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of contract shall be disclosed to the Bidders or other persons.

Any effort by an Bidder to exert unfair influence in process of examination, clarification, evaluation and comparison of Bids and to influence decision concerning award of contract shall result in rejection of his Bid.

6.5.8 **CLARIFICATION OF BID :-**

To assist in examination and evaluation of Bids, the Corporation may ask the Bidder individually for clarification of their Bid including break up of costs, reasons in case of very high / very low Bid etc. The response thereof shall be in writing.

6.5.9 **NEGOTIATIONS :-**

The Corporation may carry out negotiations with the substantially responsive Bidder and whose Bid is highest, for modification of the Bid by calling Bidder in its office in which case, the Bidder shall remain present in the office for negotiations. As a result of negotiation the Bidder shall give his revised Bid in writing. The original Bid shall then be treated as modified and modified Bid shall be treated as the final Bid.

For Ideal Road Build

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Competent Officer

