

**NODAL CELL
FINANCE DEPARTMENT
NDMC : NEW DLEHI**

Sub : Proper assessment of reasons for rejection/recall before inviting tenders in the 3rd call

During examination of cases it has been observed that a number of tenders are being rejected/recalled as tenders do not materialize in the first call. In some cases, as many as five/six calls are being made without proper assessment of non materialization of tender.

2. It needs to be considered that a lot of time and resources are put in every call i.e. issuance of tenders, floating and opening of bids and their technical examination. Repeated calls delay the process of procurement and/or execution of project(s) and additional costs have to be incurred due to inflation/ hike in rates. Delay in finalization of tender has direct impact on costing of project/material.

3. Therefore, the tender inviting authority shall ensure that the scope of work & eligibility criteria are well defined and conditions of the NIT/RfP are clear, precise, definite and unambiguous. Provision of pre-bid conference, wherever necessary, shall also be considered.

(i). If repeat call is necessary, reasons for rejection/ non materialization of initial call shall be examined in detail before inviting subsequent call. In case the tender does not go through even in the 2nd call, proper assessment of reasons shall be done before inviting tenders in the 3rd call. The efforts made to address the concerns/issues leading to non-finalization of tender should invariably be brought on record.

(ii). It has been noted that many reputed, experienced and qualified bidders are assessed and declared non-responsive at preliminary evaluation or at technical evaluation stage because they fail to submit required documents or information as stipulated in Bidding Documents. Based on the reasons of rejection(s), if necessary, departments may make efforts to bring awareness amongst participating bidders w.r.t. common deficiencies of bid documents and resultant disqualification.

(iii). It may be noted that re-tender should not be the norm and third call is to be initiated only with prior approval of HoD concerned.

This issues with the approval of Chairperson, NDMC

Director-Finance

All Heads of Departments

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1. P.S. to F.A. - for information of the F.A., NDMC
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