

- (iv) The following information should be read out at the time of Financial bid opening:-
- a) Name of the Bidder
 - b) Name of the item
 - c) Quantities/prices quoted in the bid
 - d) Discount, if offered
 - e) Taxes & levies

- 19.4 The date fixed for opening of bids, if subsequently declared to be a holiday by the BSNL, the bids will be opened on the following working day, time and venue remaining unaltered unless the revised date of opening of bids is notified before opening of tender.

20. CLARIFICATION OF BIDS

To assist in the examination, evaluation and comparison of bids, the purchaser may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. **However, no post bid clarification at the initiative of the bidder shall be entertained.**

21. PRELIMINARY EVALUATION

- 21.1 Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 21.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. **If the supplier does not accept the correction of the errors, his bid shall be rejected.**
- 21.3 Prior to the detailed evaluation pursuant to clause 22, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.
- 21.4 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

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CHAPTER - 6 OPENING OF BIDS

1. Opening of bids

The guidelines for conducting the opening of bids and the various steps to be taken by the tender opening committee are given in this chapter. The bid opening is an important occasion when all the bidders, who have participated in the tender, assemble, their bids opened formally in their presence and certain information are read out in this open session. Proper bid opening procedure ensures an impartial and fair approach to all bidders so that complaints on this account do not arise. The various steps to ensure these are now described.

2. Formation of Bid opening Committee

Since bid opening is an important responsibility, it is necessary that a bid opening committee be formed formally. It is recommended that composition of the bid opening Committee be as follows:

Level of the Bid opening officer	Other members of the bid opening Committee
Divisional Engr. or Equivalent	Asstt. Engineer or equivalent +Accounts officer.

Note:-In case of SSAs headed TDEs, the TOC shall be headed by SDE Level officer and member from finance will be of AO/JAO level.

Proposal for formation of bid opening committee would be approved by the DGM in charge of the tendering, well in advance of the bid opening. Any change in the constitution of the Committee would need the approval of GM in-charge of tendering. The officers nominated for the bid opening shall be preferably different from the officers who have to process this procurement case.

3. Preparations by the Bid Opening Committee

The Bid Opening Committee should equip itself adequately in advance, to enable it to carry out its function efficiently during bid opening. These advance preparation would comprise of the following:

- a) Preparing Attendance Register for recording attendance of Bidders.
- b) Taking list of bidders who have purchased the bid documents from tendering section.

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- c) Providing adequate number of persons for shifting the documents from the point of acceptance to the bid opening venue.
- d) Ensuring security at the bid opening venue.
- e) Making adequate arrangements for issue of passes to enable smooth entry of the bidders to the bid opening venue.
- f) Ensuring provision of public address system to enable the bidders to hear information being read out.
- g) Making suitable sealing arrangements
- h) Making suitable arrangement for receipt, recording and stocking of the documents.
- i) Preparing formats in advance for recording information to be read out at the time of opening of Bids and preparing its minutes.

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- j) Preparing direction pointers, notice etc. for display at prominent location to guide bidders to Bid Opening venue.

4. Venue

The Bid Opening would generally be conducted in a hall, which can accommodate comfortably, BSNL officers forming the Bid opening Committee as well as bidders, who participate in the tender. The venue should preferably have an ante-room where the authorization letter & number verified before the bidders are formally allowed entry into the bid opening hall.

5. Essential Requirements to enable a Bidder to Participate in Bid Opening

The participation of bidders in bid opening would be restricted to those Bidder, who fulfill any one of the following conditions:

1. Representative of Bidders, who have been authorized in writing by their principals to participate in the bid opening and possess such letters of authorization in original.
2. Bidders who claim to have submitted their Bids subject to limit of 2 persons per firm.
3. Bidders, who have either purchased the Bid document or claim to have downloaded the Bid documents from BSNL site.

Those, who do not meet any one of the above conditions, would not be allowed to enter the Bid Opening Venue and participate in the bid opening.

- 5.1 Where the response to the tender is very extensive, the Bid opening Officer may restrict entry to the venue to only one representative per bidder. The decision of the Bid Opening Officer would be final.

6. Bid Opening Process

- 6.1 The Bid opening process should start at the time/date given in the NIT. The bidder would be asked to enter the ante room first, produce their letters of authorization to enable them to participate in the bid opening. Suitable entries shall be made in the Attendance Register along with the signature of the authorized participating bidders.

- 6.2 Name of envelopes to be opened and information to be read out by Bid Opening Committee

Kindly follow instructions stated in Clause 19.3 of Section-II (Instruction to Bidders).

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- 6.3 Actual process of Opening of Bids should start only after all the received bids shifted to the Bid Opening Hall under supervision and responsibility of Bid Opening Officer. All the received Bids should be arranged in alphabetical order as per the name of the firm submitting the bids & thereafter numerically counted & numbered viz. 1/n, 2/n n/n where 'n' is the no. of total bids received in the tender, entered in the Bid Opening Register.

At the start of the Bid Opening and prior to opening the first bid, the Bid Opening officer should clearly state the information which will be read out by him.

Bids should be opened as per the numerical numbering. The Bid Opening Officer should display the intactness of the seal of the bid being opened, prior to opening it, to all the participant, record this and initial this entry and should thereafter open the Bid. He should check up and ensure that the original bid and its mode of submission are as per the Bid Documents. After opening the Bids, he should read out the information as given in para 6.2, from the original copy of the bid, record the information read out in the appropriate format, encircle the entries in the Bid in red ink and initial these in the Bid before proceeding to the next item of the tender.

- 6.4 The bid opening Committee shall record in its report itself if bid security is not submitted as per clause 12.1 & 12.3 of Section-II of the Bid Document or bid validity is less than the time prescribed in clause 13.1, Section-II of the Bid Document.

7. Report of the Bid Opening Committee

In all cases, it should be ensured that the bid opening is completed on the same calendar day. The bid opening Committee would be responsible for preparation of its report on the same day of the bid opening or maximum the next day to the bid opening, in case the bid opening drags on well beyond the closing hours of the office.

The bid opening report should comprise of the following :

- a) List of participants who attended the bid opening.

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