

Annexure 11: Tender Committee Minutes Format

(For Techno-Commercial/Financial Bids)

(Refer Para 7.4.3 and 7.5.12)

Organisation: _____ Minutes of Tender Committee Meeting (Techno-commercial/Financial Bids)					
Section I: Top Sheet					
File No:				Date:	
Description				Estimated Cost:-	
Tender Published In				Date of Publication	
Bid Validity				Bid Opening Date	
Past Procurements					
Sr. No.	Supplier	Order Reference & Date	Quantity	Basic Rate (Rs.)	Remarks
Members of the Tender Committee					
Sr. No.	Name	Designation	Sr. No.	Name	Designation
1			2		
3			4		
Section II: Salient Feature of the Tender					
Review background of indent; technical and financial approvals; estimated cost; budgetary provisions; urgency of requirement; special technical requirements and other connected procurements which are part of same package/project					
Review mode of bidding; bidding document contents; bid publication; level of competition obtained; issues if any noticed during bid-opening (bids not opened due to lack/unsatisfactory EMD, etc.) and any other procurement of this requirement in process (at various stages)					
Review special conditions, restriction if any, on participation of bidders; purchase preferences, requirements prescribed in bid documents (EMD, document submission, etc.)					
Section III: Preliminary Evaluation					
Review handling of any complaints received					
Review/confirmation of quantity and period of delivery required					
Discuss preliminary evaluation for determining substantially responsive bids and for minor corrections and clarifications					

Section IV: Evaluation of Responsive Bids

Bid-wise deliberation should be recorded

In case of evaluation of Financial Bids

- i) Start with review of techno-commercial evaluation
- ii) Insert a summary table of evaluated price in the order of L1, L2, etc.
- iii) Deliberations should be in the sequence of L1, L2, etc.

Section V: Summary of Recommendations

Bid-wise recommendation should be recorded

In case of evaluation of financial bids,

- a) Give a summary of recommended bids, award value, bid expiry date and special conditions, if any.
- b) Also mention that the rates recommended are considered reasonable (and basis for such determination).
- c) Total value of the recommendations for determining level of acceptance authority.
- d) Mention that none of the TC members have any conflict of interest with the parties recommended for award.
- e) Request acceptance of recommendations by competent authority and that it's within his powers of acceptance as per SoPP/ DFPR.

Signature Name and Designation of the Members

1		2	
	Date:		Date:
	(Name & Designation)		(Name & Designation)
3		4	
	Date:		Date:
	(Name & Designation)		(Name & Designation)

Remarks by the Accepting Authority:

Signature: _____ Date: _____

Name & Designation of Accepting Authority _____