

**Punjab Roads & Bridges Development Board**  
**SCF 61-62, Phase-2, Mohali 160 055**

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To

1. The Chief Engineer (HQ/N, Central/IP, South/QC, NH) *Electrical*  
Punjab PWD (B&R).
2. The Chief Engineer-cum-Technical Advisor,  
Chandigarh
3. The Chief Architect Punjab,  
Chandigarh.
4. All the Superintending Engineers,  
Punjab PWD (B&R).
5. All the Executive Engineers,  
Punjab PWD (B&R).

Memo No.: 10738-48

Date: 21-2-2018


**Subject: Instructions to Tender Inviting Authority regarding e-procurement portal.**

The Advisor (Technical) to the Hon'ble CM, Punjab brought to the notice of the Department regarding Malpractices in the e-tendering system. Subsequently, the instructions to be followed in respect of e-tendering have been prepared in consultation with Advisor (Technical) to the Hon'ble CM, Punjab and have been finalized after discussions. The copy of these instructions is enclosed herewith as **Annexure-I**.

You are requested to ensure meticulous compliance of these instructions and acknowledge the receipt of the same.

This is being issued with the approval of Secretary Public Works.

**D/A:** As above

  
21/2/18  
Chief Engineer,  
PRBDB, Mohali.

Endst. No.:

Date:

A copy of above alongwith the instructions is forwarded to the following for information:

1. The Secretary to Govt. of Punjab, Department of Public Works (B&R),  
Chandigarh.
2. Advisor (Technical) to the Hon'ble CM, Punjab, Mohali.

**D/A:** As above

/   
Chief Engineer,  
PRBDB, Mohali.

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**D/A:** As above

Endst. No.: 10749-50


Date: 21-2-18/18

  
Chief Engineer,  
PRBDB, Mohali.

A copy of above alongwith the instructions is forwarded to the following for information:

1. The Secretary to Govt. of Punjab, Department of Public Works (B&R), Chandigarh.
2. Advisor (Technical) to the Hon'ble CM, Punjab, Mohali.

**D/A:** As above

  
Chief Engineer,  
PRBDB, Mohali.

**INSTRUCTIONS FOR E-TENDERING**

1 The following instructions are being issued/ reiterated:-

(a) **Notice Inviting Tenders/ On-line Bids (Tender Call Notice) .**

(i) Government of Punjab vide its Notification dated 03 Jul 96 and PWD (B&R) Manual of Orders Para-7.26 (c) has clearly laid down the time period as given below:-

- (aa) Work costing from Rs 5 lakh to Rs 50 lakh,-10 days
- (ab) Work costing from Rs 50 lakh to Rs 2 crore,-15 days
- (ac) Work costing above Rs 2 crore,-21 days

**Notes.**

(i) *In case, there is any reduction in the notice time due to any reason, the TIAs should obtain prior approval from the Competent Authority before creation of the Tender on E-Procurement Portal.*

(ii) *Any lapse in compliance of the above time period and instructions should be viewed seriously and disciplinary action should be initiated against the defaulter TIAs.*

(iii) *The CEs and SEs are directed to ensure the above compliance of the above directions in letter and spirit.*

(b) **Publicity of Notice Inviting Tenders.**

(i) Maximum publicity of the Tender Notice should be ensured as follows:-

(aa) The Tender Notice letters should be addressed to all reputed Firms (Contractual Agencies), Contractors Union of the District etc.

(ab) Such letters should be posted 'Under Postal Certificate'.

(ac) Copies of the 'Notice Inviting Tenders' should also be sent to all the Divisions of the respective Circle for being exhibited on the Notice Board.

(ad) The 'Notice Inviting Tenders' should also be uploaded on [www.pwdpunjab.gov.in](http://www.pwdpunjab.gov.in)

(ae) The 'Notice Inviting Tenders' to be published in the Newspapers should be in the same format as in the Standard Bidding Document (SBD). No other format of 'Notice Inviting Tender' is permitted.

(c) **Creation of Tenders on E-Procurement Portal Notice.**

(i) The creation of tenders should only be done by the concerned Divisional Staff on the E-Procurement Portal of system available in their respective Offices and not to be out-sourced.

(ii) Online availability of bids should be ensured on the E-Procurement Portal as per the time schedule brought out in the "Notice Inviting Tender".

(d) **Uploading of Corrigenda/Addenda on E-Procurement Portal.**

(i) The E-procurement portal has also provision to upload information from time to time as and when need arise such as Corrigenda/ Addenda etc. Such information must be promptly uploaded by the TIAs in line with the time schedule mentioned in the 'Notice Inviting Tenders'.

(ii) The time schedule of Tendering Process should be strictly adhered to, however in exceptional cases if it has to be postponed, a proper record of the same should be submitted by the concerned XEN to his CE and to DoGR.

(e) **Opening of Technical Bid.**

(i) The TIA must open the Bid as per the laid down time schedule and this time period should be extended *in exceptional cases only, after seeking prior approval from the respective CE.*

(ii) To prevent delays in Bid opening, the TIAs should utilize the options available viz '*two out of three*' or '*two out of four*' DSCs.

(iii) Despite the above, if still date has to be postponed, a proper record should be submitted to the respective CE and DoGR.

(f) **Date and Time Stamping of Documents Downloaded from E-Procurement Portal.**

(i) Now onwards, the documents downloaded from the e-Procurement Portal would carry date, time stamping and the IP details from where, these have been downloaded. This will ensure that no Photostat copies are inserted or replaced in the downloaded documents at later stage.

(ii) However any clarification/modification of his Technical Bid by the prospective bidder, if necessary, with respect to any rectifiable defects can be sought pursuant to clause 22 and 24 of the Standard Bidding Document.

(iii) This procedure regarding seeking of clarification/modification of technical bid from the bidder should be made part of the proceedings for technical evaluation.

(g) **Evaluation of Technical Bids.**

(i) The constituents of Tender Processing Committee (TPC) should be declared at the time of creation of tender.

(ii) After opening the technical bids, the same should be promptly evaluated by the TPC and the recommendations in the form of Minutes of TPC should be immediately uploaded on the e-Procurement Portal.

(iii) The above should be done within a week of opening of technical bids. Any delay in uploading of the same should be properly accounted for by the TIA in the opening of Minutes being uploaded.

(iv) As and when, the Minutes of the TPC are uploaded the each bidder would automatically get an SMS alert to check status of his technical bid, so that in case, any ambiguity in the recommendation is observed aggrieved one can approach the appropriate authority. The SMS to the bidders would also specify the time period within which they can approach the concerned authority.

(h) **Opening of Financial Bids.**

(i) The financial bids should be opened and the tender summary report should be system generated with the financial quote drawn from the bids submitted by the bidders.

(ii) No manual entry should be made.

(iii) The TPC recommendations regarding financial bids should be immediately uploaded on the e-Procurement Portal. Any delay, if any, would be duly recorded by the TIA in the Minutes (to be uploaded on the e-Procurement Portal).

(iv) For work costing more than Rs 30.00 crore, it has been suggested that Zonal Chief in-charge should be made convener of the Tender Processing Committee.

(v) Every bid above Rs 10.00 lakh should be evaluated technically and financially by the Tender Processing Committee.

(j) **Miscellaneous Points.**

(i) **Digital Signature Certificate (DSC).**

(aa) All TIAs should ensure that the DSC are kept under safe custody. Under no circumstances, the DSC should be used by any other persons and DSC cannot be used by an Officer while he is availing earned leave /foreign leave (Ex-India Leave).

(ab) Before an Officer retires/superannuates, his DSC should be cancelled.

(ii) **Blacklisted/ Debarred Contractors.**

(aa) TIAs should regularly update the information with regard to blacklisting / debarring of Contractors on the E-procurement portal.

(ab) The above should take place preferably the day any Firm is blacklisted / debarred.

(iii) **Single Bid in the First Instance**

(aa) Generally, no technical bid shall be opened in the case where only a single bid has been received in the first instance.

(ab) If there are more than one No of bids but after technical evaluation, only single bid remains, the same shall not be processed further and Financial Bid of the single bidder shall not be opened in the first instance.

(ab) If in the second instance again, a single bid has been received, the same may be opened and processed further only provided the rates are justifiable and the Bid got approved from the competent authority.



(ac) In exceptional cases, Single bid in the first instance shall be opened and processed further after obtaining prior approval of the Government.

(iv) **Authorization by the Tender Processing Committee**

(aa) Any member of the Tender Processing Committee would not be required to authorize any of its sub ordinates in evaluation of the technical/financial bids

(ab) In exceptional circumstances, if any member of the TPC is on leave or not available, the same can be done with the prior approval of the concerned zonal Chief Engineer.

(v) **Fixing of Time Frame for Various Types of Projects**

(aa) Time frame for completion of the project should be kept in a judicious and realistic way. A policy should be in place to keep the time frame for various types of projects in a judicious and realistic way.

(vi) **Calculation of Assessed Bid Capacity**

(aa) There must be definite procedure or guidelines to calculate the assessed Bid Capacity of the prospective bidders. Clear guidelines should be made part of the Standard Bidding Document in this regard.

A vertical handwritten signature in black ink, appearing to read 'S. S. S.', is located on the left side of the page.