## Memo Forwarding Tenders to Accepting Authority

1. **Work Details**
   - Name of the Work
   - Request Number*

2. **Ref. to Administrative Approval**
   - Authority
   - No & date
   - Amount

3. **Ref. to Technical Sanction**
   - Scope of Work
   - Authority
   - No & date
   - Amount

4. Scope of work for which tenders have been called for, clearly indicating the items omitted from the sanctioned estimate and how the omitted items shall be executed

5. **Ref. to approval of NIT**
   - Authority
   - No & date
   - Estimate Amount put to tender

6. **Ref. to Publicity**
   - Date on which NIT was placed on notice board in Divisional office/on website
   - Date on which NIT was circulated to other offices, if so
   - Name of Newspapers/website (with date) in which the NIT was actually advertised/published and the details of NIT identification number. (Attach copies of advertisement including newspaper cuttings or webpages with date)

7. **Due date for receiving tenders**
   - The date and time when tenders were due to be received in Divisional office/uploaded on website
   - Postponed date and time, if any
   - Reasons for postponement
   - Details of publicity in regard to postponement of tenders:

8. **Date of sale of tenders**
   - The date from which tenders were available for sale to contractors/website

9. **Particulars of contractors to whom tenders were sold.**
   - Name of the contractor
   - Class in which registered
   - Department in which enlisted
   - Date of issue of tenders
   - Remarks

10. **Opening of Tenders**
    - Date and time at which tenders were due to be opened
    - Date and time at which tenders were actually opened
    - Name & Designation of officers who actually opened the tenders
    - Names of contractors present at the time of opening of tenders:
    - Name and designation of any other person present
    - Have all the contractors, deposited earnest money in proper form. If not, please comment

* For grouped work, write 104G in this field and attach necessary documents
11. Comparative Position of Tenders

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Contractors</th>
<th>Tendered Amount</th>
<th>Tendered amount (Percentage above or below)</th>
<th>Net tendered amount after negotiations, if any</th>
<th>Net tendered amount (Percentage above or below)</th>
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12. Justification of Tenders**

- Estimated Cost on DSR 2014 (EC) put to tender
- Percentage of items analysed = (EC Analysed /EC on DSR 2014) X 100
- Justified amount of analysed items (JC)
- Justified percentage = ((JC-EC)/EC) X 100

13. Validity of Tender

Date on which validity/extended validity of tenders expire

14. Important Information

- Availability of site
- Availability of stipulated materials
- Approval to layout plan
- Comments on capabilities of lowest tenderer including financial and technical resources
- List of works in hand with lowest tenderer indicating the name of works, tendered amount, date of start, stipulated period, progress made and remarks
- Is this the first call of tenders? If not, details of previous calls and outcomes
- Time period for completion of the work
- Details of available funds
  - Plan/Non Plan
    - i. Till date commitment (Rs) =
    - ii. Till date expenditure (Rs) =
    - iii. Allotment of fund (Rs) =
- Any other information*

* For annual contracts, provide the tender details for the last three years (Refer Appendix A)

** Keep a copy of updated market rates for the included items. Comprehensive market rates for all regular items involved for the Institute works must be updated biannually and a copy of the document with date must be submitted to DOIP office.
15. Remarks/Comments on the tender by AE/AEE/Sr. AEE

16. Recommendations of Executive Engineer

(Signature of EE)  
Date: ( dd / mm / yyyy )

17. Recommendations/Approval by Superintending Engineer

(Signature of SE)  
Date: ( dd / mm / yyyy )

18. Recommendations by PIC/ADPI

(Signature of PIC/ADPI)  
Date: ( dd / mm / yyyy )

19. Recommendations by DOIP

(Signature of DOIP)  
Date: ( dd / mm / yyyy )

20. Recommendations/Approval by DD/Director

(Signature of DD/Director)  
Date: ( dd / mm / yyyy )
For Annual contracts, provide tender details for at least the last three years

<table>
<thead>
<tr>
<th>Sl. No:</th>
<th>Name of Works</th>
<th>Last two fields of Request ID</th>
<th>Name of the Agency</th>
<th>Contract Amount</th>
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