

## **8. RECEIPT OF TENDERS**

(a) Receipt and opening of tenders\

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(CVC OM No. 05-04-1-CTE-8 Dated 8<sup>th</sup> June 2004)

## **8. RECEIPT OF TENDERS**

8.1 Despite Commission's guidelines emphasizing need to maintain transparency in receipt and opening of the tenders and to make suitable arrangements for receipt of sealed tenders at the scheduled date and time through conspicuously located Tender Boxes, it is noted that tenders are not being received through Tender Boxes. This procedure is highly objectionable and against the sanctity of tendering system. The possibility of tampering and interpolation of offers cannot be ruled out in such cases. A proper arrangement for the receipt of tenders at scheduled date and time through tender box needs to be adopted.

8.2 Commission has issued the following guidelines on receipt of tenders:

### **(a) Receipt and Opening of Tenders**

In the various booklets issued by the CTE Organisation of the Commission, the need to maintain transparency in receipt and opening of the tenders has been emphasized and it has been suggested therein that suitable arrangements for receipt of sealed tenders at the scheduled date and time through conspicuously located tender boxes need to be ensured. A case has come to the notice of the Commission, where due to the bulky size of tender documents the bid conditions envisaged submission of tenders by hand to a designated officer. However, it seems that one of the bidders while trying to locate the exact place of submission of tenders, got delayed by few minutes and the tender was not accepted leading to a complaint. In general, the receipt of tenders should be through tender boxes as suggested in our booklets. However, in cases where the tenders are required to be submitted by hand, it may be ensured that the names and designation of at least two officers are mentioned in the bid documents. The information about these officers should also be displayed at the entrance/reception of the premises where tenders are to be deposited so as to ensure convenient approach for the bidders. The tenders after receipt should be opened on the stipulated date and time in presence of the intending bidders.

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