

Summary Record of Discussions held during Workshop cum training on Bid Evaluation and Use of STEP on 31st Jan 2019

Based on the day long discussions and interaction held during Workshop cum training on Bid Evaluation and Use of STEP on 31st Jan 2019, following decisions were taken for resolving the issues related to procurement and use of STEP

1. If a fee is charged for the bidding documents, it shall be reasonable and reflect only the cost of their typing, printing or publishing in an electronic format, and delivery to prospective bidders, and shall not be so high as to discourage qualified bidders. As most of the implementing agencies are using e-procurement system the bid document fee is discouraged. If bid document fee has to be mandatorily charged as per the state government rules then the fee should be reasonable. . It is pertinent to mention that in any case, the amount received from the bidders towards cost of bid document is required to be deposited in the consolidated fund of India.
2. On the issue of Implementing Agencies not being able to be upload the Tenders on the NIC Portal due to lack of functionality, the World bank informed that before uploading the tender on NIC, the implementing agency should select the option World Bank organisation. This function is available in the NIC system for world Bank procurements. This function also has all the standard price templates of the world standard bidding documents. If any specific price template is required based on the nature of the product, NIC may be contacted for design of the respective template. In case of any persisting issues, local NIC can be contacted for redressal. You may also address your queries to **support-eproc(at)nic(dot)in** for NIC support.
3. On the Issue of seeking Clarifications during Evaluation of Goods, Works and Non consultancy Services, it is clarified that only those clarifications may be sought on which information is already submitted by the bidder however the same is not complete. The Implementing agency shall ask bidders for clarification needed to evaluate their bids but shall not ask or permit bidders to change the substance or price of their bids after the bid opening. Requests for clarification and the bidders' responses shall be made in writing, in hard copy or by email.
4. On the Issue of Taxes during Evaluation, the World Bank pointed out that the provision for evaluation of bids inclusive of Taxes was considered after introduction of GST as it was thought that the taxes would be uniform throughout the country. However it is noted in some tenders, suppliers are quoting different taxes for the same product . To avoid any discrepancy due to different tax rates, it is decided that for all future World Bank procurements, evaluation of bids shall exclude GST and any other taxes. Necessary modifications in the respective clauses should be made in the bid documents to clearly specify that the evaluation shall exclude GST and other taxes.
5. In the Case of Shopping when going for E-Bidding, advertisement is not mandatory in Newspaper. However implementing agency should post it on the NHP website, e-

procurement website and the organisation website. Vendor database with NHP could also be used to disseminate about the procurement through email for good response.

6. On the issue of whether a certification from a CA on Liquid Assets can be accepted, it was decided that such a practice should be discouraged and we should continue with the practice of obtaining such certificates from the Bank's itself.
7. It has been observed that most of the Implementing Agencies while floating their bids are keeping Published Date, Document Download/ Sale Start Date and Bid Submission Start Date as same. E procurement portals allow minimum 5 days gap between Bid Submission Start Date and Bid Submission End Date. It was decided that IAs should fix Bid Submission Start Date 10-14 days prior to the Bid Submission End Date and after prebid meeting if any. This will enable IAs to issue any amendments including amendment in BOQ upto the Bid Submission Start Date. It may also be noted that the last date for submission of bids and the opening of bids should be on the same day with a gap of 30 minutes. If the E Procurement System of the Implementing Agency is not having this functionality then the same may be intimated to NPMU.
8. Annual Turnover is required for knowing Financial Capabilities of the bidders and not for specific experience. It has now been decided that in case of procurement of Goods "Annual Turnover" in place of "Annual Turnover in respect of 'supply, Installation and Commissioning of goods" would be considered.
9. Provision for uploading Letter of Bid-Financial Part in pdf format should be made in Financial Part of the bid in addition to BOQ in excel format.
10. For better clarity, bid identification generated by E-Procurement portal should also be mentioned in press advertisement.
11. On the issue of receiving less than three responsive bids under shopping procedure, the World Bank has agreed that Implementation Agency may consider proceeding ahead in case of less than three responsive bids provided that IA has resorted to e-tendering on NIC portal / World Bank complaint e-procurement portal / bidding through GeM / published through press and that IA certifies that there were no restrictive eligibility conditions and/or technical specifications. However this is not to be construed as blanket approval. IA shall submit the case to NPMU for obtaining No Objection.
12. On the issue of 2 years AMC in hydro-met bidding documents (RTDAS, DWLR etc.), considering the likely complications, it has been decided to drop AMC item from BoQ and modify the bidding documents accordingly. However, if IA agrees to bear the cost of the AMC beyond the tenure of NHP from state fund or any other source, it may decide to add the AMC item in the BoQ.
13. All tenders should be mandatorily posted on NHP Portal for wide publicity.
14. All procurement and related milestones should be uploaded on STEP in a time bound manner.