

**DO's & DON'Ts FOR ENGINEERING DEPARTMENT**  
**TENDERS & CONTRACTS**

**DO's**

- Ensure that justification of work and estimate for requirement of material/stores to be procured, are properly done with proper care in a realistic manner, with the approval of the competent authority.
- Survey the market rates, consider the rebates offered by the manufacturers/suppliers on the rates quoted in the price list and make a proper/realistic rate analysis, before finalization the estimate and tender schedules.
- Ensure adequate publicity of tender notices through newspapers and website.
- Ensure adequate time for participation in tender.
- Clearly mention the eligibility criteria in the tender notice as well as in the tender document.
- Ensure that the reasonableness of rates is examined critically, logically and technically, economically, practically, both in respect of total cost and rates of important individual items.
- Ensure that tender committee constituted is of competent level of officers, specified as per extant rules and nominated at an appropriate level.
- Ensure that all special conditions having financial implications are evaluated, to arrive at correct interse position of the offers.
- Ensure that comparative statement and briefing note have been prepared and duly signed by the concerned officials on each page, with dates.
- Record the relevant and valid reasons, both technical and /or financial, for by passing the lowest offer, if it is not acceptable.
- Before awarding of contract, ensure genuineness of the credential certificates including financial credential in original.
- Ensure proper supervision of site works.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.

**DON'Ts**

- Do not split work or split the quantity to be procured, to call for separate tenders, to keep the value of the work within the powers of a particular executive.
- Do not draft tender conditions/eligibility criteria or specification of material or working schedule, favouring a particular tenderer/contractor.
- Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received, after opening of the tender.
- Do not advice the tender committee prior to their deliberations on the suitability or otherwise of any particular offer.

- Do not operate/incorporate any new non-schedule items without sanction of the competent authority. In exceptional cases where it has to be done, maintain necessary site records, with the approval of the competent authority.
- Do not accept a single tender received in response to a call for a limited tender, unless it is very urgent and permission from the competent authority is obtained.
- Do not twist, suppress, exaggerate or manipulate facts in the T.C.
- Do not incorporate any items for maintenance, which are not exist at site.