

Guidance Note for Using the Generic Bid Document for Rate Contract for Supply of Double Fortified Salt (DFS)

1. This Guidance note would help in the preparation of individual bidding document for procurement of DFS Salt.
2. The Draft Tender Document is generic and can be used for procurement by the State Department concerned or Division/ District or Public Sector Undertaking/ Autonomous Body on behalf of the Government. It can be used for either eProcurement method, or for traditional procurement (downloadable bid documents but submitted physically). It is designed for Yearly Rate Contract basis, Open Tender basis, Single Stage, and Two envelop/ packet system. In case the Procuring Entity decides to deviate from these - revision of document would be needed.
3. Volume 1 only would require to be filled in by the procuring entity to suit specific procurement. Normally Volume 2 would not need any intervention by procuring entity and can be used as it is. Both the volumes are to be printed and bound separately.
4. Please decide and fill in following fields in the Bid Document Volume 1:
 - a) Change the Header in the Word files of the Draft Generic Bid Document as per State's requirements.
 - b) 'Purchaser' - Who would be the 'Procurement Entity'. (Department concerned or Division/ District or Public Sector Undertaking/ Autonomous Body on behalf of the Government).
 - c) 'The Authority' - 'For and on behalf of' whom are the tenders to be invited? In case of Government Department/ District, it would be 'The Governor of State' and in case of PSU/ Corporations, it would be the PSU/ Corporation as a legal entity.
 - d) 'Tender Inviting Authority TIA' – who would sign the Bid Document and would be the interface with the bidders.
 - e) Decide the cost of document and Bid Security amount and formats of their submission.
 - f) Decide on the period of Rate Contract i.e. 1st April 2018 – 31st March, 2019!
 - g) Fill up blanks in the cover page of the Tender Document (including logo of State/ Procuring Entity).
 - h) Fill up para 1 and para 2 of NIT and redraft/ delete any para if required in the NIT.
 - i) Consider any changes in ITB to be incorporated in the AITB (Section III). Likely changes have been suggested in Section III
 - j) Please decide if Pre-bid conference and Integrity Pact are required or not and indicate in the Tender.
 - k) Consider any changes in GCC to be incorporated in SCC (Section V). Likely changes have been suggested in Section V.
 - l) Fill up Section VI: Schedule of Requirement. Decide - Godowns, Blocks, Districts, and Est Annual Quantities. Packaging/ Slicing of requirements into number of packages. Packaging/ slicing should match the market condition. Too large a package - competition would get reduced and fairly competent bidders would not be able to participate. Too small a package – low quality offerings from incapable small traders/ Companies would make it difficult for competent suppliers to compete. Any changes felt necessary in: Schedule/ Terms of delivery/ scope of supplies/ transportation requirements.
 - m) Please refer to Schedule VII: Technical Specifications and Quality Assurance. Please note that Technical Specifications and Quality Assurance are based on preliminary information provided, and it may need to be modified by the Procuring Entity. Any changes desired in Packing/ Printing requirements or quality assurance may be decided.

- n) Please refer to Schedule VIII: Eligibility and Qualification Criteria. Any eligibility criteria to be modified/ added/ removed may be decided. Similarly the amounts in Qualification Criteria may be decided based on the size of past and current procurements. Sudden procurement of large quantity as compared to past may render even current successful suppliers to become disqualified, if qualification parameters are not adjusted accordingly. Based on study of market, decide whether Traders/ Agents should be allowed to bid or not and if allowed, what safeguards are needed in Qualification criteria.
 - o) Finally auto-update the Table of Content to correct the page numbering.
5. In the Bid Document Volume 2, only change required is in the Header in the Word files and filling in the Bid number/ Purchaser in the cover page.