

TERA TECHNOLOGIES AND ENGINEERING LIMITED

TENDER PROCESS

INTRODUCTION

What is Tender?

“Tenders” refers to a formal offer to perform work, supply goods, or provide services under specific terms and conditions.

Tender has main four steps as explained here below:

1. **Request for Tender (RFT):** Governments or organizations issue a public invitation asking for bids. This includes detailed specifications about the required goods or services, timelines, and criteria for selection.

Types of Tenders

There are two types of tenders

- i. National tenders
- ii. International tenders
- iii. Request for Quotations RFQ
- iv. Request for Information -RFI
- v. Request for Expression of Interest -EOI
- vi. Pre-Qualifications

Sources of Tenders

There are many sources of tenders,

- i. National e procurement system (NeST)
- ii. National News papers
- iii. Invitations
- iv. Other web and applications

PARTS OF TENDER DOCUMENT

Tender document has main VI to VIII sections which complies of instructions to the bidder or supplier toward their response to the tender

- I. Invitation letter
- II. General Instructions
- III. Tender Datasheet/Instruction to Tenderers
- IV. Evaluation Criteria
- V. Schedule of requirement
- VI. Condition of Contract
- VII. Special Condition of Contract

In tendering procedure here, we are just reading and understand the requirement mainly the Tender validity is between 3 to 21 day from the day of invitation to submission.

Tender important details or information

- i. Invitation date
 - ii. Submission date
 - iii. End of clarification date
 - iv. If there is site visit date time and location must be stated
 - v. If there is Pre-Bid meeting date time and location must be stated
 - vi. Tender Securing Declaration
 - vii. If it requires tender security Amount or percentage must be stated
2. **Submission of Tender:** Interested parties (contractors, suppliers, etc.) submit their proposals, including pricing, qualifications, and strategies to meet the project requirements.
- Submission is done in way which tender was advertised and as per instruction given
3. **Evaluation:** The tendering organization reviews all submissions to ensure they meet the criteria and selects the most suitable one based on quality, cost-effectiveness, and other factors.

After Tender submission the evaluation is done within the period of 45 to 120 days, during this period the Procuring Entity may request clarification from suppliers based on their submission, and suppliers are required to respond on clarification for a given period for PE to continue with other procedures

4. **Awarding the Contract:** The selected bidder signs a contract and begins work or provides the requested goods/services.

After completion of evaluation, The PE publicize the results of a tender by sharing the Intention to award to all bidders, This Letter is announcing the winner and give the reason of failure to other bidders. At this time the bidder is allowed to write a compliant letter if he is not satisfied with results. The time for complaints is with 7 days after receiving the intention to award letter.

If you are the successful Bidder you will receive the Award Letter,

Which will give you 7 to 14 days of vanishing Performance Declaration, Or Performance Security or Insurance.

From this stage we will continue with Project Process

