The Stages of Tendering are as Follows:

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| **Sr No & Stage** | **Noting** | **Board Proceedings / Documents** | **Remarks** |
| 1.In Principal Approval (IPA) | Yes | Statement of Case having Introduction, proposal, scope of work, financial implication and details of grant and CFA (IFA consultation if required) and conclusion | Market Survey based on Scope of work to be included. IPA is accorded by the CFA on noting via proper channel. |
| 2. Acceptance of Necessity (AoN) | Yes | Cost Estimation board or Market survey board including GeM availability, internet survey and Last Purchase Price comparison for same procurement. | Detailed Scope of Work (QR) & Evaluation methodology, GeM bid and fund availability certificate to be included at this stage. (Vetting by Procurement Committee preferable). AoN is accorded by the CFA (in consultation with IFA where required) on noting via proper channel. |
| 3. Upload bid on GeM | - | - | Time of bid will depend on whether procurement is via BOQ or Custom bid. |
| 4. Technical Evaluation Committee (TEC) | Yes | Documentary Compliance, scope of work compliance and capability demonstration compliance where required. | TEC will verify compliance of documents submitted by the bidder against those asked via GeM bid.  TEC will verify the scope of work compliance by bidders against the scope of work as asked wide GeM bid.  The bids of technically non-compliant bidders will initially be rejected for 48 hours. If the representation by bidders is unsatisfactory even after 48hrs, the specific bids are declared technically non- compliant and are not permitted to participate further in the bidding process for that particular procurement.  The TEC board proceedings will be approved by the CFA. |
| 5. Benchmarking | Yes | Cost Estimation board or Market survey board including GeM availability, internet survey and Last Purchase Price comparison for same procurement. | Benchmarking Price should generally be approximately 5 to 10 % higher than AON cost.  Benchmarking will be undertaken by the Procurement Committee. |
| 6. Commercial Opening of Bid (COB) | Commercial bids of technically complaint bidders will be opened at this stage. | A comparative analysis of prices at AON stage, Benchmarking stage and COB stage are placed at appendix to board proceedings which may lead to requirement of further negotiation of cost with L1 bidder.  Reverse auction clause may have to be acted upon in case of being included in GeM bid and when multiple bidders have qualified the TEC stage.  COB will be undertaken by the Procurement Committee. |
| 7.  Cost Negotiation Committee (CNC)/ Price Negotiation Committee (PNC) | The reasons for undertaking cost negotiation have to be justified as per DPM guidelines and CVC guidelines.  CNC will be undertaken on GeM with the IFA representative being on board the CNC on file.  Recommendation for approval of the financial details of the case and accord of expenditure angle sanctioned will be requested on noting CFA. | CNC will be undertaken by the Procurement Committee.  The Board proceedings for Benchmarking, COB & CNC will be approved by the CFA. |
| 8. Expenditure Angle Sanction (EAS) | Yes | EAS will be accorded by CFA. |  |
| 9. Supply Order | - | Supply order will be placed to successful bidder at the approved amount on behalf of CFA. |  |

**Full Forms:**  
1) CFA: Competent Financial Authority

2) IFA: Integrated Financial Authority

3) GeM: Government e-Marketplace

4) CVC: Central Vigilance Committee