

## ZERO DEVIATION BIDDING

In its efforts to ensure expeditious execution of projects through timely delivery of equipment & materials at site as well as through expeditious execution of construction contracts, EIL has embarked upon a very ambitious step in its contracting & purchasing function. One very important provision to ensure timely execution of project, i.e., “**Zero Deviation Bidding**” wherein no post bid correspondence of any nature is envisaged with any bidder is being incorporated. Bids as received may be evaluated without seeking any sort of Commercial and/or Technical clarifications.

We have already made a beginning in some cases. Henceforth, the enquiries shall clearly stipulate that the enquiry is issued on **Zero Deviation Bidding** basis. Towards this, EIL shall ensure that the specifications as well as commercial terms & conditions are complete and clear so that the bidders do not have any doubt while preparing their offer. It shall also be ensured that the battery limits plus all inclusions/ exclusions are clearly spelt-out in the enquiries.

On its part, the bidder shall also have to submit a complete and clear offer. The bidder must note that other than what is stipulated in the enquiry, no alternative specifications or terms shall be acceptable. In order to have EIL and the bidders on common ground, we shall organise pre-tender and/ or pre-bid meetings in almost all enquiries.

**Comprehensive and effective “Pre-Tender meet”** and **“Pre-Bid meeting”** are two important milestones for Zero Deviation Bidding, where EIL seeks value addition by the bidders by way of their active participation. This will help not only EIL to cut short the evaluation time but will also help the bidders by leading to requirement of shorter bid validity. This will also enable bidders to submit their best prices based on clear techno-commercial scope. To achieve the objective of “Zero Deviation Bidding”, bidders are expected to adhere to following:

### **a) Pre-Tender Meeting**

- i) Proposed brief scope of supply/ work and proposed BQC may be discussed with prospective suppliers/ contractors during the meeting. Also, for Major packages/ items, Process data may be discussed with probable equipment suppliers for study of market availability & gathering preliminary basic data on limitations in equipment sizing & selection.
- ii) Pre-tender meeting is a platform for a comprehensive dialogue between the prospective vendors and EIL/Client whereby all issues pertaining to BQC, Scope, Time Schedule, Specifications and Commercial Terms & Conditions are discussed in detail and modified/ adapted so that the EIL and the bidders are aligned to each other.
- iii) Pre-tender meeting shall be attended by competent representative(s) of the bidder.

### **b) Pre-Bid Meeting**

- i) Bidder shall submit their queries strictly within cut-off date after which, EIL shall reserve the right not to entertain any queries.
- ii) Pre-bid meeting shall be attended by competent representative(s) of the bidder.
- iii) Conclusions agreed in this meeting shall be uploaded as “Record Notes of Pre-bid Meeting / Reply to Pre-bid Queries” on EIL Tender portal. **Record Notes of Pre-bid Meeting/Reply to Pre-bid Queries shall be considered as part of enquiry document.** However, any change in the enquiry shall be issued as an amendment.
- iv) Bidders shall carry their qualification documents, which according to them are meeting the BQC, for discussion with EIL officials during the pre-bid meeting. Meeting can be held separately with each bidder to discuss their confidential qualification documents, if required. Bidders shall ensure the qualification documents as discussed and agreed during the pre-bid meeting are submitted, duly authenticated, along with the bid, well within bid due date and time.
- v) In case of items where models, data sheets, performance curves, PTR etc. are important parameters, meetings will be arranged with each bidder separately to discuss and finalize the offered model, data sheets, performance curves, PTR etc. The outcome of the meeting will be recorded in duly signed individual bidder-wise Minutes of Pre-Bid Meeting. Minute of Pre-bid meeting signed with individual bidder, shall be considered as part of bid and binding on bidder, even if bidder has not enclosed the Minutes of pre-bid meeting along with the bid. The Minutes of Pre-bid Meeting shall also be used for evaluation purpose, if required and the information contained therein shall be incorporated into the Purchase Requisition also.
- vi) In case of group wise/ basket evaluation, the final group/ basket to be quoted by the bidders may be revised post pre-bid meetings. In view of the same, along with the pre-bid queries, bidders may submit the details of the equipment/ items out of a group for which they can meet MR/ Technical specifications, enabling EIL to take suitable decision on revising group/basket.
- vii) The offer of the bidder who has not participated in the pre-bid meetings, may be considered for evaluation only if their offered model is technically acceptable and their offer is in line with the bid requirement without any deviations.

The enquiries shall be issued on “**Zero Deviation Bidding**” basis wherein no post bid correspondence of any nature shall be entertained.

**EIL seeks co-operation from all its valued suppliers & Contractors to facilitate this improvements in the EIL procurement system.**