

Sports Authority of India
(ES Division)

F No.: 01-20005/22/2024-HO - ES Division / 91

Dt: 30.09.24

Office Order

In supersession to all existing standing tender committee committees of all divisions at SAI HO, composition of Standing Tender Committees (Pre Bid/Technical Evaluation/Financial Evaluation) for all tenders floated at SAI headquarters will be as under:

Equipment Support Division - SAI HO						
S No.	Value of the Tender	Tender Committee			Tender Minutes Acceptance Authority	Tender Acceptance Authority
		Member Convenor	Member	Member - Finance		
1	upto Rs. 2Cr.	DD/AD (ES)	DD/AD of Indenting/User Division	AD	Secretary SAI	As per existing Delegation of Financial Powers
2	Rs. 2Cr. To Rs. 5 Cr.	Director/DD Incharge (ES)	Director/DD Incharge	DD/AD		
3	Above Rs. 5Cr.	Secretary - SAI	Officer of the Rank of ED and Above, overseeing the Indenting/user Division	Director Finance	DG - SAI	
All other divisions of SAI HO						
S No.	Value of the Tender	Tender Committee			Tender Minutes Acceptance Authority	Tender Acceptance Authority
		Member Convenor	Member	Member - Finance		
1	upto Rs. 2Cr.	DD/AD of Indenting/User Division	DD/AD (ES)	AD	Officer of the rank of ED and above overseeing the procuring division	As per existing Delegation of Financial Powers
2	Rs. 2Cr. To Rs. 5 Cr.	Director/DD Incharge overseeing the user/indenting division	Director/DD Incharge (ES)	DD/AD		
3	Above Rs. 5Cr.	Officer of the Rank of ED and Above, overseeing the Indenting/user Division	Secretary SAI	Director Finance	DG - SAI	

V. Sharma

Note:

1. Technical Member(s) may be coopted with the approval of the Tender Acceptance Authority, if necessary.
2. As per Rule 173 (xxii), of GFR 2017 no member of the tender committee should be reporting directly to any other member of such committee in case estimated value of the procurement exceeds Rs. 50.00 lacs
3. In case of any changes from the above-mentioned committee, approval of the Tender acceptance authority as per the delegation of financial powers shall be obtained.
4. In case a presentation is to be done by the bidders as part of the Technical Evaluation, an appropriate committee shall be formed with the prior approval of the tender acceptance authority.

The above proposed committee shall look into the Pre-Bid Meetings, Technical Evaluation, Financial Evaluation and Negotiation (if necessary and if approved by Competent authority). The convener of the committee in every case should ensure that the members are in receipt of all tender documents with corrigendum (if any), bids etc as required.

Pre Bid Committee:

The committee will address the prospective bidders during Prebid, compile their queries and recommend necessary changes, if required, for increasing clarity in tender document or for more competition among the prospective bidders.

Tender Opening (Technical and Financial):

For tenders floated in CPP Portal, the committee should be framed as per availability of mapped DSC. (Minimum 2 members, maximum 4 members) The technical/ financial bids opened are to be officially given to the committee members/Convener of Tender Committee for further evaluation. In case of GeM Portal, the Tender Evaluation Committee so formed for evaluation shall be responsible for opening the tenders.

Tender Evaluation Committee (Technical & Financial)

After the bids are opened, the bids are to be evaluated by the Tender Evaluation Committee. The composition of the committee will be as follows:

Major Duties of Technical Evaluation Committee:

- After opening of the offers on the fixed date & time, the committee will prepare comparative statements evaluating the technical offer submitted by the bidders. Comparative statement will have the information about requirements in tender, eligibility of bids and evaluation of technical suitability of offers.
- The Committee will ensure compliance of the bids to the tender specifications, scope of work, terms & conditions included in the tender under review and ensure that the documents and details required have been included in the documents submitted by each bidder.
- The committee can seek clarifications/shortfall documents from the bidders but strictly following the provisions of Para 7.3.5 of Manual for Procurement of Goods 2024.
- After evaluation of offers as per requirement of RFP, the committee will give its recommendations for opening of the price bids of the qualified/responsive bidders after freezing the Technical and Commercial terms & conditions.

V. Sharma

Major Duties of Financial Evaluation and Negotiation Committee:

- After opening of the Price bids of Technically Responsive offers, the committee will prepare comparative statements evaluating the price submitted by the bidders. Comparative statement with ranking considering all financial implications and as per terms and conditions of the tender document should be prepared ensuring that there is no error in computation/summation of the final price considered for ranking.
- The committee will put the offer of L1/successful bidder to the test of reasonability with reference to the estimated cost, Last Purchase Price or any other method as deemed fit, before giving its recommendations.
- The committee may negotiate with L1 bidder, if approved by competent authority and give its recommendations after ascertaining reasonability.

Apart from above the committees should evaluate the bids as per guidelines in concerned procurement manuals and all officials who have contributed to the techno commercial or financial evaluation of bids should sign the minutes and comparative statement and declare at the end of their reports/noting stating that "I declare that I have no conflict of interest with any of the bidder in this tender", in terms of Para 7.6.13 of Manual for Procurement of Goods 2024.

Award of Contract:

1. The tender committee will scrutinize the technical and financial offers of the respective bidders in accordance with the provision of the RFP, as detailed above.
2. Further, recommendation of the Tender Committee (Financial) is forwarded to finance division for concurrence of the same. As per the delegation of finance division, tenders of more than 2 Cr value will require concurrence of ED, Finance. Thereafter, recommendation of the Tender Committee is submitted to the Tender Committee Minutes acceptance authority acceptance.
3. For the tenders having tender value of more than the old delegated powers of DG SAI and within latest delegated powers of DG SAI, after obtaining concurrence of the finance (ED, Finance) recommendation of the Tender Committee is placed before Competent IFC (Internal Finance Committee) for concurrence of the recommendation of the Tender Committee. Finally, recommendation of the Tender Committee, concurred by ED, Finance and IFC, is submitted to the DG, SAI for acceptance.
4. Tenders, beyond the delegated powers of DG SAI, are to be placed before FC & GB after getting acceptance of the recommendation of the Tender Committee by DG, SAI.

This is issued with the approval of the DG SAI.

V. Sharma 30/07/24
(Vishnubhatla Sharma)
Asst. Director (ES)

To,

- i. Heads of all Divisions, SAI Head Office
- ii. DD to DG, SAI
- iii. Assistant Director, IT-For uploading in website
- iv. Assistant Director, Raj Bhasha- For Hindi Version
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