



Annexure 11: Tender Committee Minutes Format

(Refer Para 7.4.3 and 7.5.12)

(For Techno-Commercial/Financial Bids)

Organisation: _____

Minutes of Tender Committee Meeting
 (Techno-commercial/Financial Bids)

Section I: Top Sheet

File No:		Date:			
Description		Estimated Cost:-			
Tender Published In		Date of Publication			
Bid Validity		Bid Opening Date			
Past Procurements					
Sr. No.	Supplier	Order Reference & Date	Quantity	Basic Rate (Rs.)	Remarks
Members of the Tender Committee					
Sr. No.	Name	Designation	Sr. No.	Name	Designation
1			2		
3			4		

Section II: Salient Feature of the Tender

Review background of indent; technical and financial approvals; estimated cost; budgetary provisions; urgency of requirement; special technical requirements and other connected procurements which are part of same package/project

Review mode of bidding; bidding document contents; bid publication; level of competition obtained; issues if any noticed during bid-opening (bids not opened due to lack/unsatisfactory EMD, etc.) and any other procurement of this requirement in process (at various stages)

Review special conditions, restriction if any, on participation of bidders; purchase preferences, requirements prescribed in bid documents (EMD, document submission, etc.)

Section III: Preliminary Evaluation

Review handling of any complaints received

Review/confirmation of quantity and period of delivery required