



NO.AAI/M(P)/Technical Instruction/06 /1158

Dated: 29 Dec, 2006

**TECHNICAL INSTRUCTION NO – 2/06**

**SUB: MODIFICATIONS IN OPENING OF TENDER IN TWO ENVELOPE SYSTEM.**

It has been observed in a recent case of tender opening that tender opening committee opened the envelope 1 and 2 of the agencies one after another and in one of the cases after opening the 1<sup>st</sup> envelope due to some deviations in the contents of envelope No.1 from the NIT conditions, they could not decide on whether to open the 2<sup>nd</sup> envelope or not of that agency. As a result, the tender process was delayed and an embarrassing situation arose in taking a decision as rates of some tenderers were known to all participants.

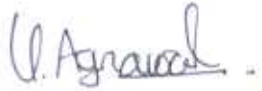
In view of above, the following procedure has been decided for tender opening:-

- (a) After opening the tender box and marking the envelope No.1 and 2 of received tenders serially, the envelope no.1 of all the bidders shall be opened first.
- (b) In case the contents of envelope no.1 are found conforming to the requirements as stipulated in the NIT conditions, envelope no.2 containing price bid of the concerned bidder shall be opened by the tender opening committee.
- (c) In exceptional cases, where from the contents of envelope No.1 of any particular tenderer, the tender opening committee can not decide as to whether envelope no.2 containing price bid of that agency should be opened or not, tender opening process shall be temporarily postponed and matter should be urgently brought before the tender accepting authority for a quick decision. The opened envelope No.1 and unopened envelope No.2 of the tenderers shall be kept under safe custody of the concerned Senior Manager (Engg.) until the revised date / time of opening.

Contd.....

- (d) On receipt of the decision, all the agencies shall be further intimated about the revised tender opening date of 2<sup>nd</sup> envelope (i.e., price bid).
- (e) It shall be ensured by the tender opening committee that in no case a situation should arise where cover no.1 and cover no.2 (i.e., price bid) of one or more tenderers have been opened and then a decision is required about opening / not opening of cover no.2 (price bid) of any other tenderer.

It is enjoined upon all engineers to follow above procedure in future.

  
**(V.P. Agrawal)**  
**Member (Planning)**

Distribution : As per enclosed list