

AIRPORTS AUTHORITY OF INDIA  
O/o MEMBER(PLANNING)

No. AAI/Member(Plg)/Tech-Inst./2009

15<sup>th</sup> May, 2009

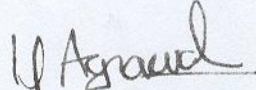
**Technical Instruction No. 36**

**Tender Processing**

1. Vigilance Dte during examination of one of tender pertaining to supply of PCs, Printers, Scanners etc. has observed certain deficiencies in the tender proceedings. It is enjoined upon all concerned to follow the guidelines as given below, to overcome the short-comings:

- (i) The NIT should be unambiguous and complete with all criteria clearly spelt out for short-listing. NIT displayed on website should include the complete eligibility criteria.
- (ii) The Firms which are not short-listed for issue of tender document, should be intimated with reasons for rejection of their application.
- (iii) Short-listing of Firms for issue of tender documents should be approved by the concerned TS or Tender Issuing Authority.
- (iv) Role of Committee formed for opening and Technical Evaluation should be as given below:
  - To open the bids as per laid down procedure
  - Bring out any short-coming observed with respect to NIT criteria
  - Technical evaluation of bids with reference to tender stipulations
  - Make a report for submission on technical evaluation of bids received, to concerned Tender Issuing Authority / TS Authority.
- (v) Correspondence with bidders seeking clarifications etc, to be done by TS Authority / Tender Issuing Authority or any Officer designated by him. Technical Evaluation Committee should not enter into correspondence with bidders.
- (vi) Technical Evaluation Committee's findings / recommendations to be considered carefully by the TS or Tender Issuing Authority who should record his decision in writing on them.

2. Above mentioned points need to be followed for all future works in letter and spirit.

  
( V. P. Agrawal )  
Chairman

**Distribution**

As per attached list