

**Appendix - B**

**PROCEDURE / REQUIREMENTS FOR COMPETITIVE BIDDING: ESTIMATED ACQUISITION FOR PURCHASE OF COMMON AND IT STORES AND ANY SERVICES**

<i>Financial Limits</i>	From Rs. 500 up to Rs.19, 999		Rs. 1,00,000 - Rs.9, 99,999	Rs.10,00, 000 - Rs.49, 99,999	Rs.50, 00,000 & above
		Rs. 20, 000 - RS.99, 999			
<i>Procedure for ensuring open and competitive bidding</i>	Purchase Permitted through 3 quotations from the open market	At least 4 quotations from 4 authorized dealers of reputed companies out of which at least 1 should be from any State/Central Government agency as far as possible.  OR Take commercial bids from the 3 pre qualified bidders whose lists may be maintained by any department of Punjab Government or Government of India or Public Sector Undertaking or PLRS head office or any DC Office.	Take commercial bids from the pre qualified bidders whose lists may be maintained by any department of Punjab Government or Government of India or Public Sector Undertaking or PLRS head office or any DC Office on the basis of open bidding out of which at least 1 should be from any State/Central Government agency as far as possible.	Place tender notice in 2 regional (one English and one Punjabi)	Place tender notice in at least 2 regional (one English and one Punjabi) and 1 national edition of paper.
<i>Minimum number of vendors required</i>	At least three quotations	At least 4 vendors from open market or 3 vendors from the pre qualified vendors	At least 3 vendors from the pre qualified vendors	At least 4 vendors may apply for pre qualification bid	At least 5 vendors may apply for pre qualification bid
<i>From of Notice Inviting the tender</i>				State requirements in writing NIT/RFP	State requirements in writing NIT/RFP
<i>Procedures for dealing with the bidders</i>		Inform bidder of purchase Procedure	Inform bidder of purchase Procedure	Send purchase Procedure	Send purchase Procedure
<i>Terms and Conditions</i>		Send applicable Terms and Conditions	Send applicable Terms and Conditions	Send applicable Terms and Conditions	Send applicable Terms and Conditions

<i>Receiving the bids</i>				Pre Qualification and Technical bids are received	Pre Qualification and Technical bids are received
<i>Evaluation of Pre Qualification bids</i>				Evaluate Pre Qualification bids	Evaluate of Pre Qualification bids
<i>Evaluation of Technical bids</i>		Evaluate the Technical bids	Evaluate the Technical bids	Evaluate the Technical bids of only the Pre Qualified bidder	Evaluate the Technical bid of only the Pre Qualified bidders.
<i>Fine Turning of Specifications</i>		Fine tune the technical specifications	Fine tune the technical specifications	Fine tune the technical specifications	Fine tune the technical specifications
<i>Final NIT/RFP</i>				Send changes in NIT/RFP to all bidders in writing	Send changes in NIT/RFP to all bidders in writing
<i>Commercial Bids</i>		Bidder submit their commercial bids	Bidder submit their commercial bids	Bidder submit their commercial bids	Bidder submit their commercial bids
<i>Evaluation of Commercial Bids</i>		Evaluate all proposals against requirements	Evaluate all proposals against requirements	Evaluate all proposals against requirements	Evaluate all proposals against requirements
<i>Evaluation Process</i>		Document evaluation Process	Document evaluation Process	Document evaluation Process	Document evaluation Process
<i>Supply order</i>		Place Supply order	Place Supply order	Place Supply order	Place Supply order