

Approach for effective Procurement Management

Major deliverable along with brief methodology:

1.0 Assistance in procurement service (Pre-contract):

1.1 Preparation of Tender Documents

- a) Formulate list of packages including broad coverage and battery limits, tentative procurement schedule and finalize the same in consultation with CLIENT.
- b) Finalize list of bidders for different packages in consultation with CLIENT.
- c) Based on the finalized package list, prepare RFPs along with appropriate commercial conditions in consultation with CLIENT for each package and submit to CLIENT.
- d) Issue tender documents to prospective bidders on behalf of the CLIENT for submission of offers by the bidders in three parts namely "Technical", "Commercial" and "Price". Open "Technical" and "Commercial" parts of offers and forward the same to CLIENT along with unopened "Price" offers for its opening at an appropriate time by CLIENT.
- e) Prepare a schedule for submission of the critical assignment drawings/feedback data by successful bidder for each package, which are necessary for execution of the PROJECT within the agreed time period, and make it a part of the technical specifications of packages, as applicable.

1.2 Evaluation of Offers

- a) Review the offers received against the tender documents.
- b) Obtain clarifications from bidders and attend discussions, along with CLIENT, with the bidders in order to bring the offers at par with tender documents.
- c) Submit Techno-Commercial Recommendation (TCR) to CLIENT for necessary negotiation and selection of the successful bidder by CLIENT.

1.3 Provide assistance to CLIENT during price finalization, if required.

1.4 Finalization of Contract Documents

- a) Review the draft of the contract documents prepared by the successful bidders, containing specifications, BOQ and terms

and conditions of contract as agreed with the successful bidders.

- b) Based on the above review, the successful bidders will submit the final contract documents. CONSULTANT, along with CLIENT, will participate in discussions with successful bidders for finalization of the contract documents.

Note: Services during Post contract administration/management included under PMC scope