**LIST OF DOCUMENTS REQUIRED**

**(in case of Notice Inviting Tenders/ invitation of bids/ tender notice) (calling bids from interested bidders without prequalification) Rule- 17 of SPP Rules, 2010.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Documents required under SPP Rules, 2010 (amended 2013)** | **Time / deadline of submission** | **Sample** |
| 1 | Annual Procurement Plan (Rule-11) | At the start of Financial Year, but not later than August each year. | Standard format can be downloaded from SPPRA website in download section). |
| 2 | Notification of Procurement Committee (Rule-7), & Complaint Redressal Committee [Rule-31(1)(2)] | Prior to the advertisement of tenders or along with advertisement. | Samples can be downloaded from SPPRA website. |
| 3 | Standard Bidding Documents [Rule-21(4)] | Along with NIT for hoisting on the website of Authority.**Note:**As per Rule-2(1)(eee) of SPP Rules 2010 (amendment 2013) Response time means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”The SBDs may be tailored according to the scope of works. (please refer to section “Instructions to procuring agencies” of SBDs”. | SPPRA has notified SBDs for procurement of Works. PAs to use the SBDS notified by SPPRA and send duly filled in SDBs of each item.For goods the procuring agency may use draft SBDs prepared by SPPRA.All above documents are available on SPPRA website in download section. |
| *4* | *Notice Inviting Tenders with newspaper clipping (if applicable)* | *Preferably after the notification of PC & CRC and preparation of SBDs.* | *Samples are available in Regulations for works. Same may be used for procurement of goods with changes.* |
| 5 | Bid Evaluation Report(Rule-45) along with:1. Minutes of bid opening meeting [Rule-41(9)] & attendance sheet [Rule-41(6)]
2. Bidders qualification report (Rule-45, 46(1) with reasons of acceptance and rejection
3. Technical Evaluation Report (Single stage two envelope, Two stage, and two stage two envelope)
4. Minutes of pre-bid meeting (if applicable)
5. Minutes of technical discussion (in case of two stage and two stage two envelope bidding procedures only)
 | All documents required under Rule-45 to be submitted to SPPRA once the evaluation is completed, which shall be hoisted on SPPRA website at least seven days prior to the award of Contract and within bid validity period with assurance that there is sufficient time to award the contract within bid validity period. | *Sample is available in Regulations for works (Annex-F).* *According to eligibility criteria mentioned in SBDs.* |
| 6 | Publication of Award of Contract as per Rule-50 1. Letter of Award/ Work Order
2. Form of Contract (Agreement) duly stamped at the Govt. applicable rates.
3. Bill of Quantities / Schedule of requirements
4. Contract Evaluation Form
5. Integrity Pact as per Rule-89.
 | Within seven days of Award of Contract. | Samples are available in SPPRA Regulations for procurement of Works available on SPPRA website in download section. |

**LIST OF DOCUMENTS REQUIRED**

**(in case of Invitation of Pre-qualification of Contractors) (calling bids from bidders after prequalifying them)**

**Rule-27 & 28 of SPP Rules, 2010**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Documents required under SPP Rules, 2010 (amended 2013)** | **Time / deadline of submission** | **Sample** |
| 1 | Annual Procurement Plan (Rule-11) | At the start of Financial Year, but not later than August each year. | Standard format can be downloaded from SPPRA website in download section). |
| 2 | Notification of Procurement Committee (Rule-7), & Complaint Redressal Committee (Rule-31) | Prior to the advertisement of tenders or along with advertisement. | Samples can be downloaded from SPPRA website. |
| 3 | Pre-qualification documents (in case procuring agency does not mention the scope of work and clear set of requirements for prequalification and the evaluation criteria mentioned in the pre-qualification notice) | Along with pre-qualification notice for hoisting on the website of Authority |  |
| 4 | *Pre-qualification Notice (Rule-27)* | *Preferably after the notification of PC & CRC and preparation of Pre-qualification documents.* | PAs may use draft pre-qualification documents available on SPPRA website. |
| 5 | Results of pre-qualification / list of prequalified bidders, along with reasons for pre-qualification and dis-qualification of bidders. | Once the same is finalized. |  |
| *6* | Standard Bidding Documents [Rule-21(4)] | Along with NIT issued to pre-qualified bidders for hoisting on the website of Authority.**Note:**As per Rule-2(1)(eee) of SPP Rules 2010 (amendment 2013) Response time means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”The SBDs may be tailored according to the scope of works. (please refer to section “Instructions to procuring agencies” of SBDs”. | SPPRA has notified SBDs for procurement of Works. PAs to use the SBDS notified by SPPRA and send duly filled in SDBs of each item.For goods the procuring agency may use draft SBDs prepared by SPPRA.All above documents are available on SPPRA website in download section. |
| *7* | *Notice Inviting Tenders issued to pre-qualified bidders.* | *Once the notification of PC, & CRC have been issued and SBDs are ready.* | *Samples are available in Regulations for works.*  |
| 8 | Bid Evaluation Report (Rule-45) along with:1. Minutes of bid opening meeting [Rule-41(9)] & attendance sheet [Rule-41(6)]
2. Bidders qualification report (Rule-45) with reasons of acceptance and rejection (single stage single envelope)
3. Technical Evaluation Report (Single stage two envelope, Two stage, and two stage two envelope)
4. Minutes of pre-bid meeting (if applicable)
5. Minutes of technical discussion (in case of two stage and two stage two envelope bidding procedures only)
 | All documents required under Rule-45 to be submitted to SPPRA once the evaluation is completed, which shall be hoisted on SPPRA website at least seven days prior to the award of Contract and within bid validity period with assurance that there is sufficient time to award the contract within bid validity period. |  |
| 9 | Publication of Award of Contract as per Rule-50; 1. Letter of Award/ Work Order
2. Form of Contract (Agreement) duly stamped at the Govt. applicable rates.
3. Bill of Quantities / Schedule of requirements
4. Contract Evaluation Form
5. Integrity Pact as per Rule-89.
 | Within seven days of the Award of Contract. |  |

**LIST OF DOCUMENTS REQUIRED**

**( in case of Request for Expression of Interest for Shortlisting of Consultants)**

**(calling proposals from consultants after prequalifying them) – Rule-73 of SPP Rules, 2010**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Documents required under SPP Rules, 2010 (amended 2013)** | **Time / deadline of submission** | **Sample** |
| 1 | Annual Procurement Plan (Rule-11) | At the start of Financial Year, but not later than August each year. | Standard format can be downloaded from SPPRA website in download section). |
| 2 | Notification of Consultant Selection Committee (Rule-67 or 69), & Complaint Redressal Committee (Rule-31) | Prior to the advertisement of tenders or along with advertisement. | Samples can be downloaded from SPPRA website. |
| 3 | EOI documents (in case procuring agency does not mention the scope of work and clear set of requirements for short listing and the evaluation criteria in the EOI notice) | Along with Request for Expression of Interest for hoisting on the website of Authority |  |
| 4 | *Request for Expression of Interest (Rule-17, 18 & 73 )* | *Preferably after the notification of CSC & CRC and preparation of EOI documents.* | PAs may use draft Shortlisting documents available on SPPRA website. |
| 5 | Results of short listing / long list and short-list of consultants, along with reasons for short listing and dis-qualification of bidders. | Once the same is finalized. |  |
| *6* | Request for Proposals [Rule-75] | Along with notice inviting proposals for hoisting on the website of Authority.**Note:**As per Rule-2(1)(eee) of SPP Rules 2010 (amendment 2013) Response time means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”The standard Instruction to Consultants and the standard General Conditions of Contract may not be modified under any circumstances. However, the Data Sheet and the Special Conditions of Contract may be used to reflect particular assignment conditions. | SPPRA has notified SRFP/ SBDs for selection of Consultants/ Consulting Firms. PAs to use the SBDS notified by SPPRA and send duly filled in SDBs for hoisting on the website.SRFP/ SBDs are available on SPPRA website in download section. |
| *7* | *Notice Inviting Proposals issued to short-listed/ pre-qualified consultants.* | *Once the SBDs/ RFP is ready.* | *Samples are available on SPPRA website.*  |
| 8 | Bid Evaluation Report(Rule-45) along with:1. Minutes of bid opening meeting [Rule-41(9)] & attendance sheet [Rule-41(6)]
2. Technical & Financial Evaluation Reports
3. Minutes of pre-bid meeting (if applicable)
 | All documents required under Rule-45 to be submitted to SPPRA once the evaluation is completed, which shall be hoisted on SPPRA website at least seven days prior to the award of Contract and within bid validity period with assurance that there is sufficient time to award the contract within bid validity period. | *Sample is available in Regulations for works (Annex-F).*  |
| 9 | Publication of Award of Contract as per Rule-50; 1. Letter of Award/ Work Order
2. Form of Contract (Agreement) duly stamped at the Govt. applicable rates.
3. Bill of Quantities / Schedule of requirements
4. Contract Evaluation Form
5. Integrity Pact as per Rule-89.
 | Within seven days of Award of Contract. |  |

**LIST OF DOCUMENTS REQUIRED**

**(In case of Hiring of Consultants Invitation of Proposals bids/ tender notice) (calling Proposals from interested bidders without short-listing/ prequalification of Consultants) – Rule-73 read with Rule-6(4) of SPP Rules, 2010 (Amendment 2013)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Documents required under SPP Rules, 2010 (amended 2013)** | **Time / deadline of submission** | **Sample** |
| 1 | Annual Procurement Plan (Rule-11) | At the start of Financial Year, but not later than August each year. | Standard format can be downloaded from SPPRA website in download section). |
| 2 | Notification of Consultant Selection Committee (Rule-67 or 69), & Complaint Redressal Committee (Rule-31) | Prior to the advertisement or along with advertisement. | Samples can be downloaded from SPPRA website. |
| 3 | Request for Proposal [Rule-75] | Along with advertisement for hoisting on the website of Authority. | SPPRA has notified SRFP/ SBDs for selection of Consultants/ Consulting Firms. PAs to use the SBDS notified by SPPRA and send duly filled in SDBs for hoisting on the website. SRFP/ SBDs are available on SPPRA website in download section. |
| *4* | *Notice Inviting Proposals with newspaper clipping (if applicable)* | *Preferably after the notification of CSC & CRC and preparation of SBDs/ RFP.* |  |
| 5 | Bid Evaluation Report(Rule-45) along with:1. Minutes of bid opening meeting [Rule-41(9)] & attendance sheet [Rule-41(6)]
2. Technical & Financial Reports
3. Minutes of pre-bid meeting (if applicable)
 | All documents required under Rule-45 to be submitted to SPPRA once the evaluation is completed, which shall be hoisted on SPPRA website at least seven days prior to the award of Contract and within bid validity period with assurance that there is sufficient time to award the contract within bid validity period. | *Sample is available in Regulations for works (Annex-F).* *According to criteria mentioned in SBD/ RFP.* |
| 6 | Publication of Award of Contract as per Rule-50; 1. Letter of Award/ Work Order
2. Form of Contract (Agreement) duly stamped at the Govt. applicable rates.
3. Bill of Quantities / Schedule of requirements
4. Contract Evaluation Form
5. Integrity Pact as per Rule-89.
 | Within seven days of Award of Contract. |  |