

INVESTIGATION OF DIFFERENT TYPES OF TENDER & TENDER DOCUMENTS IN ONLINE & OFFLINE MODE

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Abstract -Since its inception more than 50 years ago, the building industry in India has played a key role in the country's socioeconomic development. It is quite challenging for both customers and contractors to meet the criteria for skills and competencies essential to deliver a project effectively at the bidding stage because modern construction projects have increasingly intricate designs and include a large number of players. Expanding the possibility for bid paperwork and unlimited technology innovation is the establishment of a tendering process. Most companies have significant technological and engineering capabilities. In order to update each and every aspect of the work to be done in a way that is commensurate with no loss, the documentation of the tender will comprise a variety of conversations and the use of cutting-edge ways in accordance with the development of knowledge among the workers and owner. There are two financial implications to the decision to bid. First off, if he is not given the project, the contractor takes significant expenditures for the estimate and tender preparation at risk of not being reimbursed. The contractor commits himself as a guaranty of his job in order to attract the investment made within the organisation, which is the second and most crucial step. To build or enhance the business so that it can compete in the market. Making a sensible choice is necessary since only the bid may provide some pleasure with a reasonable and excellent cost estimation.

KeyWords: Tender Notice, Tendering Process, Bid Documentation, Online Mode

1. INTRODUCTION

Construction Industry is a developing industry. According to data from Timetric's Construction Intelligence Centre (CIC) and the US Bureau of Labour Statistics, the construction sector will experience one of the fastest growth rates by 2020. Indonesia is a developing country, performing a sustainable national growth especially in infrastructure construction through central and local government programs. These programs generate unstoppable construction industry in Indonesia. Qualified and competent service providers, such as consultant and contract, successful. In Infrastructure construction. Particularly for government-run public construction projects, contractor selection and evaluation play a significant role and require careful consideration. Contractor evaluation and selection are important and significant for government organisation responsible for the success of construction process. Tendering procedures should proceed without incident based on anticipated principles and objectives thanks to strict legislation and procurement ethics. On the contrary, however, since procurement process involved many stakeholders and new technology, it encounters a lot of constraints and problems. The study utilized reviews about construction procurement procedure to find out fraud indication and whether e-procurement could reduce the fraud [3]. According to the same review, there were several issues and corruption across the whole construction life cycle, including the tendering process, thus accountability is required.

2. ONLINE PROCESS OF TENDER

Registration in the website

Just like any other website, you need to be registered in the procurement website in order to bid for a particular tender. You can enrol yourself on the website by selecting the "Online Bidder Enrolment" option located on the very right side of the homepage. As it will ask you for both your personal information and every single detail about your firm, you must be prepared with all of your documentation. You will receive a Login ID and Password after registering, which you can use to log in and complete the bidding process. The steps for submitting online bids are provided below. These are the steps

you need to take to apply or place a bid for a certain tender after registering on the website.

Compressive Filling tenders online

1.You have the option to save all of your scanned papers preserved in the website well in advance in the "My Documents" section. When you are prepared to submit a bid, you can upload all of your necessary papers in accordance with the specifications of that specific tender.

2. After downloading the schedule of a particular tender, the bidder must carefully submit the documents failing which can result the rejection of tender

3.Bidders are allowed to enter only the bidder name and values and the BOQ template must not be modified by the bidder

4.The EMD specified in the tender must be sent in original to the authority by post within the specified date mentioned in the tender.

5.After reading the terms and conditions carefully, the bidder has to accept it to proceed further. When you are prepared to submit a bid, you can upload all of your necessary papers in accordance with the specifications of that specific tender.

6.Once the bidder enters his name and the bid value, he/she has to freeze the number post which his value will be freeze and sent for the evaluation.

7.The amount can be paid via online as well as offline modes.

8.It is advisable to complete the bidding process well before the due date or else it will be rejected by the Tender Inviting Authority.

These were some of the key guidelines that must be abided by and kept in mind while submitting an online bid for government contracts via an e-procurement website. You are always welcome to get in touch with them and visit their official website for further details assistance.

3.ONLINE PROCESS FOR CONTRACT

Online contracts operate by obtaining digital signatures..You can provide legal consent in an online format using an electronic signature (eSignature). Online contracts and eSignatures are becoming more popular as remote work and other kinds of communication grow more mainstream.

4.DOCUMENT REQUIRED FOR ONLINE TENDER

- Company Registration
- Aadhar card, Pan card
- GST Certificate
- PF Registration
- List of machinery
- List of Technical staff
- List of similar work done by company
- Work done certificate
- Balance sheet

The contractor receives these documents in exchange for paying specific fees.

5.DOCUMENT REQUIRED FOR ONLINE CONTRACT

The agreement between the owner, party, or department and the contractor to carry out the works as described in the tender documents in accordance with the terms of the contract on the prices quoted by the contractor is contained in the contract documents.

6.METHOD FOR ONLINE TENDER

The 4 main types of tenders are:

- 1.Open tender.
- 2.Selective tender.
- 3.Negotiated tender.
- 4.Single-stage and two-stage tender

Open tender

The primary tendering process used by both the public and private sectors is open tendering. Anyone may file a tender through an open process, giving every organisation the same chance to supply the needed goods or services. The engineering and construction sectors use this sort of tender the most. Open tendering encourages the most supplier competition and has the benefit of giving new or up-and-coming suppliers the chance to try to land business. But not every bidder might be a good fit for the job, and evaluating the offers takes extra time.

Selective tender

Suppliers may only submit offers in response to invitations under selective tendering. These vendors are those whose past performance has established that they are qualified to

handle a project of the scale, scope, and complexity at hand. Selective tendering increases the level of client assurance that their needs will be met. If there are only a few qualified firms, it might be especially ideal for difficult or specialised projects. Smaller suppliers or those trying to establish themselves in a new market may be excluded, nevertheless.

Negotiated tender

In the engineering and construction sectors, negotiated bids are widely used for everything from bidding to dispute resolution. It may be suitable to negotiate with a single supplier for highly specialised contracts or to expand the parameters of an existing contract. Costs are cut, and early contractor involvement is made possible. Better communication and information flow occur as a result of the contractor joining the project team at an early stage.

Single-stage and two-stage tender

When all the data required to determine a reasonable price is available at the start of the tendering process, single-stage tendering is used. An invitation to tender is sent to potential suppliers, followed by the preparation and return of tenders, the selection of a preferred tenderer, and, possibly, their appointment after negotiations. Two-stage tendering is used to enable early supplier appointment before all the information needed to enable them to quote a fixed price has been completed. A limited appointment is agreed upon in the first stage to enable the start of work, and the contract's fixed fee is negotiated in the second stage.

METHOD FOR ONLINE CONTRACT

- ❖ Commercial contract
- ❖ Domestic building contract
- ❖ Percentage rate contract
- ❖ Signatures on an item rate contract or a unit pricing contract
- ❖ Lump sum and scheduled contract
- ❖ Cost plus fixed fee contract
- ❖ Cost plus percentage of cost contract
- ❖ Subcontract agreement
- ❖ Special contracts

APPLICATION OR ADVANTAGES

- 1) Lowering Overhead. E-tendering helps organisations decrease their procurement overhead over time, increasing savings while also enhancing efficiency and expanding bandwidth.
- 2) Valuable Data Insight.
- 3) Access to High-Quality Suppliers.
- 4) Higher ROI

7. CONCLUSIONS

Due to its enormous volume and value as compared to other enterprises, Project Exports has assisted Indian companies and the Indian government in gaining comparatively more foreign currency. Indians gain because they interact with cutting-edge technology, make more money, which raises their standard of living and promotes human progress as a whole. A good procurement and bidding procedure is the first step towards project success. The initial phase of any type of construction contracting is the tendering and bidding process. The study looked at the various facets of managing and tendering for multinational projects as well as the uniqueness of the global construction industry. The analysis is based on a careful examination of the World Bank paper, ADB materials, and Reserve Bank of India project export rules.

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