



PM Cell – MM

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Sub: Individual and collective responsibilities of tender committee members

Roles and responsibilities of the TC members was deliberated in the 513th meeting of Executive Committee held on 21.07.2018. It has been decided that the primary responsibility of each member of TC should be defined and each member of TC should be primarily responsible for its respective core activities. However, Tender committee shall assume collective responsibility in a holistic manner.

In accordance with the decision taken in the aforesaid meeting of EC, responsibility matrix for the TC members showing various major activities involved at various stages of tender processing is furnished hereunder for compliance by all concerned:

Sl.	Stage	Activity	Responsibility along with justifications
1	Before TBO	1) Specification/Scope of work	Being technical in nature, primary responsibility shall of technical member/Indentor.
		2) Technical BEC other than 1) above	Being technical in nature, primary responsibility shall of technical member/Indentor.
		3) Price Schedule and evaluation criteria	Being technical in nature, primary responsibility shall of technical member/Indentor.
		4) Payment terms	TC shall be collectively responsible.
		5) Commercial BEC	Primary responsibility – MM
		6) Pre-bid queries	
		a) Technical queries	Indentor/Technical member shall be primarily responsible.
		b) Commercial queries	Finance & MM member shall be primarily responsible for issues related to their respective areas.
		7) Modification in Tech & Commercial BEC on account of revision of cost estimates prepared as a sequel to pre-bid conference or otherwise	Cost estimates revision primarily takes place on account of changes in specification/scope of work, hence issues related to tech. BEC shall fall under the purview of Indentor/Technical member. MM shall be primarily responsible for commercial BEC.

Sl.	Stage	Activity	Responsibility along with justifications
2	Post TBO	1) Evaluation of offers	
		a. Evaluation of Specification/Scope of Work	Technical member shall be primarily responsible.
		b. Evaluation of Technical BEC other than 1) a above.	Technical member shall be primarily responsible.
		c. Evaluation of Commercial BEC	MM member shall be primarily responsible
		d. Evaluation of Financial Criteria	Finance member – primary responsibility
		e. Evaluation of Price Bids/CS	MM & Finance member – primary responsibility
		2) Seeking of Clarification/confirmations/Deficient documents and their evaluation	Indentor/Technical, MM and Finance shall be responsible for the issues pertaining to their respective areas
		3) Reasonability	Collective responsibility of all TC members
		4) Negotiations	Collective responsibility of all TC members
3	Post contract issues	1) LD determination	Based on delay analysis by Indentor/Technical member, Collective responsibility of all TC members
		2) Change order	Primary responsibility -Indentor/Technical member – For requirement of change order and evaluation of cost implications.
		3) Change in law	MM / Finance member-Primary responsibility

Above guidelines should be meticulously followed by all concerned.

Ashwini Nagia
10/08/18

(Ashwini Nagia)
ED-Chief MM Services

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