

Pradhan Mantri Gram Sadak Yojana (PMGSY)

Ministry of Rural Development, Government of India

Instructions and Checklists for preparing the Bidding Documents for PMGSY Works

1. The Ministry of Rural Development has prescribed standard bidding document for Pradhan Mantri Gram Sadak Yojana.
2. The following instructions check list are issued to help in the preparation of individual bidding document for each work, or a number of works for which bids are invited in one tender.
3. The State Government has to decide on the following aspects and inform the authorities inviting bids about its decision so that the bidding documents are prepared in line with its decisions.

The important points are:

- On whose behalf are the tenders to be invited? Designation of the Employer on whose behalf, the bid is invited. Also decide who is his authorized representative?
- Who is the tender inviting authority?
- What is the percentage of the estimated cost of works for the Earnest money? (Usually it is two percent, rounded off to the nearest thousand.)
- Whether down loading of the bidding documents from the internet is allowed?
- Whether the bidding documents will be placed on the internet for viewing?
- What will be the period of bid validity?
- Whether pre-bid meetings will be held?
- Who are eligible contractors?
- Who are exempted from submitting earnest money?
- Whether percentage rate or item rate tender will be invited?

The name of the Schedule of rates to be adopted for the percentage rate tenders.

- Price of tender documents
- Extra charges for sending the bidding documents by mail
- Whether any of the sub-clauses of Clause 4.2 of the Instructions to Bidders is to be amended? If so, what is the amended version?
- What is the percentage of the contract price the successful bidder is expected to invest in cash?
- The bidding document requires a bidder to have completed satisfactorily one work equal to one-third of the estimated cost of works. Does the State want to increase this percentage? If yes, then what would be the new percentage?
- What other certificates the contractor should submit under clause 4.4 B (a) (iii) of the Instructions to Bidders?
- What key equipment the contractor must possess or have access to? The equipment must be listed and not left blank in the bidding document. It is to be related to the nature of road work and the specifications. Some examples of equipment are:

Tar Boiler
 Mini Hot Mix Plant
 Hot Mix Plant (Drum Type)
 Pave Finisher
 Bull Dozer
 Excavator
 Air Compressor
 Concrete Mixers

Water Tanker
 Water Tanker with Sprinkler
 Road Rollers (8-ton)
 Diesel Road Roller
 Steel Wheeled Powered Road Rollers
 Vibratory Road Rollers
 Earth Vibratory Road Rollers
 Smooth Wheeled Tandem Tired Rollers
 Smooth Wheeled Tandem Tired Rollers
 Truck
 Tractor
 Loader
 Loader (5 Cu)
 Tippers
 Vehicle Mounted Mechanical Spray

- How many degree and diploma holders in civil engineering the bidder must have in his employment?
- What should be the qualification of the person for the field laboratory?
- What is the minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful bidder must have.

[Note: Usually it is the equivalent of estimated payments flow over 2 months at the average (straight line distribution) construction rate.]

- What are the designations of the departmental officers whose relations must not be in the contractor's employment?
- What are the names of departments whose retired officers must not be in the employment of the contractor?
- Should M be more than 2 for judging the available bidding capacity of the bidder? Refer Clause 4.6 of Instructions to Bidders. It cannot be more than 3. Higher the value, greater is the chance of failure of the contractor.

What is to be the language of the bid?

- Clause 12.1 Part I (V) of Instructions to the Bidders. What are the other documents required from the bidders?
- What are the deductibles, if any, for insurance? (Refer clause 13.1 of Part I General Conditions of Contract.
- What are the powers of the Superintending Engineer and the Chief Engineer for settlement of disputes? (Refer clause 24.1 of Part I General Conditions of Contract)
- What is the period within which the contractor must submit the programme for approval of the Engineer? (Refer clause 26.1 of Part I General Conditions of Contract)
- What is the period of interval within which the contractor must submit the up dated programme to the Engineer? (Refer to clause 26.3 of Part I General Conditions of Contract)
- >What is the amount to be withheld if the up dated programme is not submitted? (Refer to clause 26.3 of Part I General Conditions of Contract)
- What is the percentage of variation which calls for revision of rates? (Refer to clause 36.1 of Part I General Conditions of Contract)
- What is the designation of the authorized person to make payment in case consultants are appointed? (Refer to clause 39.2 of Part I General Conditions of Contract)
- Prescribe the State Government's form for unconditional bank guarantee
- What is the number of days within which the field laboratory must be set up after the notice to start work is issued? Refer to clause 52.2(i) of Part I General Conditions of Contract)
- What is the percentage to apply to the value of work not completed. (It is usually 20 percent.) Refer to clause 53.1 of Part I General Conditions of Contract)
- If the State Government wants to include any Special Conditions of Contract, it must take prior approval, in writing, of the National Rural Roads Development Agency
- The following is the schedule of time to be taken to complete the entire bid process:

Particulars of Action	Days	Cumulative Total Days
Advertising the Press Notice	Time Count Starts	7
Sale of Bidding Documents 15 Days		
Pre-bid meeting, if any, at least ten days before the last date for submission of bids		
Issue of corrections/clarifications at least six days before the last date of bid submission		
Last Date for submission of bids and opening of Tenders (Opening of outer envelope and technical Bids)	21	28
Evaluation of Technical Bids and notification of Results	5	33
Opening of Financial Bids	1	34
Evaluation and Approval of Financial Bids	15	49
Communication of Approval	7	56
Submission of Performance Security, Agreement and Work-order	9	55
Commencement of Work	10	65

Check List for preparing Standard Bidding Document

Name of the Work

Identification Number of the Work

Name of the person preparing the bidding papers

Name of person checking the bidding papers

Section 1			
List of Important Dates		Initials of the persons preparing	Initials of the person checking
Name of the Work			
Completion Period			
Date of Issue of Notice Inviting Bids			
Period and Places of Sale of Bidding Documents			
Time, Date and Place of Pre-bid Meeting			
Deadline for Receiving Bids			
Time and Date for opening Technical Bids/Bids			
Time and Date of opening Financial Bids			
Place of opening bids			
Last Date of Bid Validity			

Designation and Address of Officer inviting Bids			

Section 1 Press Notice			
Designation of Authority Inviting Bids		Initial of the person preparing the tender document	Initial of the person checking the tender document
Designation of authority on whose behalf bids are invited			
Contractors registered with			
Deadline for receiving bids (Time and Date)			
Fill in the columns of the table			
demand draft-fill in details of designation in whose name DD is drawn, where payable and the amount			
Write the name of the office where tender documents can be inspected and the dates when available for inspection			
State whether the tender documents are available on the internet site www.pmgysy.org			
State where the tender document can be downloaded from the internet			
Write the designation and the address of the authority inviting tenders			

Section 1 Notice Inviting Tenders			
		Initial of the person preparing the tender document	Initial of the person checking the tender document
Paragraph no. 1. Designation of authority inviting tenders			
on whose behalf tenders are invited			
Percentage Rate or Item rate tenders (Delete whatever is not applicable)			
Fill in the columns of the table			

Paragraph No. 4 Write the name of the office where tender documents can be inspected and the dates when available for inspection			
Price of tender documents			
demand draft-fill in details of designation in whose name DD is drawn, where payable and the amount			
State if the bidding documents are available for viewing on the internet site www.pmgysy.org			
Paragraph 5. Extra amount for sending tender documents by mail			
Paragraph 6. Deadline for receiving bids (designation, Time and Date)			
Time, Date and place of bid opening			
Write the designation and the address of the authority inviting tenders			
Write the designation of authority on whose behalf bids are invited			

Section 2 Instructions to Bidders

Note: Any change in any clause of the Instructions to bidders is not allowed.

Section 2 Appendix to ITB			
		Initial of the person preparing the tender document	Initial of the person checking the tender document
Clause 1.1 Write the designation of the Employer			
<i>Write the name and summary description of the Works</i>			
Write the Identification No. of the works			
Clause 2.1 Write the name of the State			
Clause 3.1 Write details of the eligible bidders			
Clause 4.2 Check if the <i>information required from bidders in Clause 4.2 is to be modified. If yes, write its details sub-clause wise. Otherwise write 'none'</i>			
Clause 4.2 (g) Fill in the percentage of contract price the bidder will be able to invest if successful.			
Clause (4.4 A) (b). _____[insert the amount if the cost of successful completed works is more than one-third of the estimated cost of proposed works			
Clause (4.4 B) (a) (iii). Write what other certificates			

are required with the bid			
Clause (4.4 B) (b)(i). Write carefully the details of key equipments for road works and field testing laboratory Road Works.			
Clause (4.4 B) (b)(ii). Write details of the number of technical personnel, their qualifications and experience			
Clause (4.4 B) (b)(iii). Write the minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder. <i>[Note: Usually it is the equivalent of estimated payments flow over 2 months at the average (straight line distribution) construction rate.]</i>			
Clause (4.4 B) (c) (i). Write the designations of the departmental officers whose relations must not be in the contractor's employment.			
Clause (4.4 B) (c) (ii). Write the names of departments whose retired officers must not be in the employment of the contractor.			
Clause 4.6. Write the value of M if it more than 2 and up to 3.			
Clause 71. Write the contact person's designation, address, and telephone no.			
Clause (9. 2.1). Write Place, Time and Date for pre-bid meeting			
Clause (11.1) Write the language of the bid.			
Clause (12.1) Part I (V) Write the details of other documents required			
Clause (13.2.). Select only one option, namely percentage rate or item rate. Delete the other option.			
Clause (13.2). Write the schedule of rate if percentage rate has been selected. Otherwise, leave it blank.			
Clause (16.2) Write the amount of the earnest money. It is usually two percent of estimated value of the Works, rounded off to the nearest thousand.			
Clause (16.2). Write the designation of the authority in whose favour the fixed deposit receipt should be drawn for the earnest money.			
Clause (16.3). Write categories of contractors exempted from submitting the earnest money.			
Clause (20.1). Write the Employer's address for the purpose of Bid submission			
Clause (20.1). Write the deadline for bid submission, hour and date.			

Clause (22.1). Write the date, time and place for opening of the Tender and amount of the performance guarantee.			
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Section 3 Qualification Information

Note: No action is required.

Section 4. Conditions of Contract

Part I General Conditions of Contract.

Note. Any change in any clause is not allowed.

Section 4 Contract Data to Part I General Conditions of Contract			
Clause No.			
1.1	Write the designation and address of the Employer, and his authorized representative		
1.1	Write the designation and address of the Engineer		
1.1, 17 and 28	Write the intended completion date of the works.		
1.1	Write details of location of the Site		
1.1	Write the number of days to count the Start Date from the date of issue of notice to start work.		
1.1	Write identification number of the contract and the details of works.		
2.2	Write what is section completion, if any		
2.3 (11)	Write names of other documents if they are part of contract		
3.1	Write the name of the language of the contract		
8.1	Attach the schedule of other contractors, if any		

9.1	Write the number of technical persons required, degree and diploma holders in civil engineering; also write qualification of the persons for the field laboratory			
13.1	Write deductibles for insurance, if any			
14.1	Write brief details of Site Investigation Report			
24.1	Write the powers of the Superintending Engineer and the Chief Engineer for settlement of disputes			
26.1	Write the period within which the contractor must submit the programme for approval of the Engineer			
26.3	Write the period of interval within which the contractor must submit the up dated programme to the Engineer			
26.3	Write the amount to be withheld if the up dated programme is not submitted			
36.1	Write the percentage of variation which call for revision of rates			
39.2	What is the designation of the authorized person to make payment in case consultants are appointed? Otherwise, leave it blank			
46.1	Enclose the State Government's prescribed form for unconditional bank guarantee			
51.1	(a) Write the dates by which in-built drawings are to be supplied.			
52.2(i)	Write the number of days within which the field laboratory must be set up after the notice to start work is issued			
53.1	Write the percentage to apply to			

	the value of work not completed. (It is usually 20 percent.)			
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Section 4 Part II Special Conditions of Contract

Note: Special conditions of contract to modify Par I General Conditions of Contract may be added with the approval of the National Rural Roads Development Agency.

Section 5 Specifications and Drawings.

Write the specifications and details of drawings in the light of the notes given. Then delete the notes. The notes are not published. The notes are not part of the bidding document.

Section 6 Form of Bid

Note: No action on the part of the authority inviting tenders

Section 7 Bill of Quantities

Note: Select the form bill of quantities for item rate tenders or the bill of quantities for percentage tenders.

If the Bill of Quantities for Item Rate Tenders is selected, leave the columns of rates blank. The tenderer will fill it in. Fill in the column of description of works with brief specifications and reference to the book of specifications.

If the Bill of Quantities for Percentage Rate Tenders is selected, do not leave any column blank. Fill in all the columns.

Section 8 are standard forms for use.