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The Case Study of Tender Filling Process on Field

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ABSTRACT: In this project, first we have search for tender notices from the related source like newspaper website, etc. Study the website link mention below in the newspaper. open that link fill the registration form and fees. Open the website after registration and see which documents they require, is this work suitable for us, all machines are available, specification of work in detail. Then we have fill the tender document with correct information and submit it to the concerned department, who called the tender. Ensure that you attach all the necessary documents along with your tender. We have store the scanned copies of our documents and certificates online, and use them whenever required. E Tender Process Benefits and Tips the popularity of e Tenders is increasing day by day due to many government and private institutions opting for them instead of the traditional tenders. Advanced technology makes it possible to complete the entire tendering process online through E-tender.

KEYWORDS: Tender notices, websites, E-tender Registration process.

I.INTRODUCTION

Tendering in civil engineering is a critical process that helps ensure successful project delivery, from initial design through to construction and project handover. A tender is a formal proposal or bid submitted by a contractor or supplier in response to a request for proposals (RFP) or an invitation to tender (ITT). In civil engineering, tenders are primarily used for construction projects, where contractors bid to win the contract. The tender process typically begins with the release of an RFP or ITT, which outlines the scope of the project, the timelines, the budget, and any other requirements that the contractor must meet. The RFP or ITT may also include specifications and drawings that provide more detail about the project. The purpose of the RFP or ITT is to provide all interested contractors with a clear understanding of the project requirements, allowing them to prepare a comprehensive proposal that meets the project owner's expectations. Contractors interested in bidding on the project will typically attend a pre-bid meeting, where they can ask questions and clarify any details about the project. After attending the pre-bid meeting, contractors will have a clear understanding of the project requirements, and they can begin preparing their proposals. The cost breakdown should include all costs associated with the project, including labor, materials, equipment, and any other costs required to complete the project.

1.1 Importance of Tender

1. No Nepotism
2. Value For Money
3. Encourages Competition
4. Easier Entry
5. Transparency
6. An established, accepted and generally understood process
7. Its allows for an audit trail
8. It encourages of competition
9. Safe guards against verbal contracts
10. Allows for easier way to compare offers



11. Both party's benefit

Objective Of Project

- 1 How to study tendering procedure
- 2 How to fill tender online
- 3 How to understand tender notices
- 4 Study to avoid fake tendering
- 5 Study to how to withdraw security deposit and earnest money.
- 6 Study of document required for tendering.

II.LITERATURE REVIEW

In this project of topic case study on tender filling on field we have studied different research papers related to our topic and we get some related information which is given below:

1. **B. Hemant Roy [1]**, Construction Industry plays a key role in the process of economic transformation and growth. Export of projects and services indicate a country's progress in technology and export performance. Most of the companies are versed only with engineering and technology. The decision to bid is a major financial decision because of two reasons. First, the contractor assumes substantial costs for the preparations of the estimates and the tender at the risk of not recovering them if he is not awarded the job. Second, and most importantly, the contractor commits himself to investment in the construction of the project if he wins the bid The rapid evolution of e-commerce in the past few years has introduced new ways for organizations to perform tendering processes and participate in biddings.
2. **Tejas C. Patil [2]**, Smart Traffic Management System Can be explained as the utilization of private vehicles increased in the past few years due to the advancement of technology and life style of the civilians causes hectic traffic complexities in the cities as well as rural areas across the globe. Huge traffic leads to an environmental pollution, unavoidable accidents and wastage of time due to traffic blocks and congestions. The traditional traffic lights deployed in cities are not sufficient to meet the demands of an over-growing city since these traffic lights have specific pre-determined time intervals for changing from red phase to green phase. This report presents a intelligent traffic system, based on Internet of Things, which is featured by low cost, high scalability, high compatibility, easy to upgrade, to replace traditional traffic management system and the proposed system can improve road traffic tremendously. Steep grades and runaway trucks have the potential of severe and fatal crashes. The use of an emergency escape ramp accommodates the control of runaway trucks by slowing and stopping them. Fuel or hazardous material spills may result from rollover or jack knife after trucks enter the EER.

III.METHODOLOGY OF SYSTEM DEVELOPMENT

In present study of tender filling process, we have collected the literature from different research papers, books and private consultants after taking all the information from the all resources we have gone through the following steps which is enlisted below.

- a. Search for tender notices.
- b. Study of website detail of tender.
- c. Documents/equipment required for tender.
- d. Study on online registration of tender.
- e. Earnest money deposit.
- f. Security deposit.

a. Search for tender notices:

Tender notices are invitation given to the contractors for to apply for the bid. Tender notice can be offline or online. In which we have collected some tender notices from the newspaper as we all know newspaper is the most common sources of advertisement. We have collected five tender notices from the newspaper of the current work



b. Study of website detail of tender:

After searching for different tender notices. We saw that there are different website given below of the tender notice. Because the tender notice should not be boring and long in the newspaper. We have search the different Indian tender notices.

c. Documentsrequired for tender:

I hereby submitting the E-Tender duly fulfilling the demanded documents by you. The scanned copies of required documents are attached herewith duly attested by Gazetted Officer of PWD, as follows :

Sr. No.	Name of Document	No. of Pages
1.	Forwarding Letter	01
2.	Tender Fee & EMD Slip	01
3.	Legal Status of Firm	01
4.	PWD Registration	01
5.	Pan Card	01
6.	GST Registration	03
7.	PTR PTE Registration With Clearance Chalan	04
8.	Partnership Deed & Power of Attorney	02
9.	Undertaking	02
10.	Declaration of Contractor	02
11.	Income Tax Returns – During Last Seven Years	174
12.	Authoried To Seek Bank Reference	01
13.	Current Litigation-Nil	01
14.	Proposed Sub Contract-Nil	03
15.	Form No. – I – Work in Hand Tender For	05
16.	Form No. – II – Machinery Documents	19
17.	Form No. – III – Similar Type Work	03
18.	Form No. – IV – Hilly Area Work	01
19.	Form No. – V – Technical Personnel	11
20.	Form No. – VI – All Work Done	27
21.	Form No. – VII –Maximum	27
22.	Form No. – VIII –Quantity Executed	07
23.	CA Turnover Certificate	02
24.	Bid Capacity Calculation	01
25.	Affidavit Bonds - 100	02
26.	Integrity Pact – 100	07
27.	EMD Bank Statement	01
28.	Reversible Mixer Sketch Map	01
29.	Signed CSD	03
30.	Any Other	--

Table 1: List of documents

Documents are the papers which are used to apply for the tender. Which gives our information to the owner or to the bidder. It is important to carefully read all tender documents before submit. The documents we came to know while filling the tender form and which documents are most common are:

List of documents:



d. Study on online registration of tender:

1. First, we have to search tender notice from the related source like newspaper website, etc.
2. Study the website link mention below the newspaper open that link fill the registration form and fees.
3. Open the website after registration and see which documents they require, is this work suitable for us, all machines are available, specification of work in detail.
4. Then we have to fill the tender document with correct information and submit it to the concerned department, who called the tender.
5. Ensure that you attach all the necessary documents along with your tender.
6. You can store the scanned copies of your documents and certificates online, and use them whenever required.
7. E Tender Process Benefits and Tips The popularity of e Tenders is increasing day by day due to many government and private institutions opting for them instead of the traditional tenders.
8. Advanced technology makes it possible to complete the entire tendering process online through e tender.

e. Earnest Money Deposit

Earnest money deposit (EMD) is a sum of money that bidders are required to submit as a guarantee of their commitment to participate in the tender process. The purpose of EMD is to ensure that only serious and qualified bidders participate in the tender process. The amount of EMD varies depending on the value of the contract being tendered. Typically, it is a small percentage of the contract value, usually between 1% to 5%.

f. Allotment of tender

1. After filling all the registration documents, specification, payment, etc. The tender is allotted to the party or the company applied for it.
2. After that we have to deposit some amount in the form of security deposit that the tenderer will not escape after allotting the tender from the government.
3. Technical competence: This may include the bidder's experience and qualifications in civil engineering, as well as their ability to understand and comply with the project requirements.
4. Quality of proposed work: This may include the bidder's proposed design, materials, and construction methods, and how well they meet the project specifications.
5. Experience and past performance: This may include the bidder's track record of successfully completing similar civil engineering projects, including their ability to deliver projects on time and within budget.
6. Safety record: This may include the bidder's safety record, such as their experience with safety procedures and any accidents or incidents on previous projects.
7. Price: The bidder's proposed price for the project may also be a factor, although it may be weighted differently compared to other criteria.
8. Compliance with regulations: The bidder's compliance with all relevant regulations, such as building codes, environmental regulations, and safety standards, may also be evaluated.
9. Sustainability and environmental impact: The bidder's approach to sustainability and environmental impact, such as their use of environmentally friendly materials and construction methods, may also be evaluated.

g. Security Deposit

Security deposit is a sum of money that the successful bidder is required to submit as a guarantee for their performance of the contract. The purpose of the security deposit is to ensure that the contractor completes the work as per the terms and conditions of the contract. The amount of security deposit is typically a fixed percentage of the contract value, ranging from 2% to 10%, depending on the nature and complexity of the project

IV. CONCLUSION AND FUTURE WORK

1. In this project learn about the tender filling procedure as per the state and central government norms.
2. In this project learnt about detail procedure of online tender filling.
3. In this project studied about different tender notices published in newspapers, online, pamphlet etc.
4. In this project learnt about how to avoid fake tendering.
5. In this project gain knowledge about earnest money and its necessity.
6. Learnt about how a tender can be allotted to the bidder.
7. Learnt about the percentage and conditions for security deposit.



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