

Bid Preparation & Submission

The bidder shall submit his response through E-Tendering platform at <https://etendering.tenderboard.gov.om> by following the procedure given below. The Vendor should be registered in e-Tendering platform and to submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in E-Tendering platform.

The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in E-Tendering web site and as per the required documents mentioned in the RFP of the tender. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the E-Tendering web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

1. Registration of the vendor /companies in the tender board E-Tendering platform:

For registration and online bid submission bidders may refer the training Kits available online and also contact E-Tendering HELP DESK consultants of Tender Board. Please refer the web site <https://etendering.tenderboard.gov.om> for the contact details.

The Vendors have to pay the Registration fee online through E-Payment facility .

2. Submission of Bid Offers:

- i) All the bidders shall invariably upload the scanned copies of DD/BG in E-Tendering system and this will be the primary requirement to consider the bid responsive.
- ii) The department shall carry out the technical evaluation solely based on the uploaded certificates/documents, DD/BG towards Tender Bond in the E-Tendering system and open the price bids of the responsive bidders.
- iii) The department will notify the successful bidder for submission of original hardcopies of all the uploaded documents DD/BG towards Tender Bond prior to entering into agreement.
- iv) The successful bidder shall invariably furnish the original DD/BG towards Performance Bond; Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering into agreement, either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The department will not take any responsibility for any delay in receipt/non-receipt of original DD/BG towards Tender Bond, Certificates/Documents from the successful bidder before the stipulated time. On receipt of documents, the department shall ensure the genuineness of the DD/BG towards Tender Bond and all other certificates/documents uploaded by the bidder in E-Tendering system. In support of the qualification criteria before concluding the agreement.

3. Vide Ref RD 36/2008 Deactivation of Bidders

If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD/BG towards Tender Bond, Performance Bond within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, The bidder would be suspended on recommendation of the tender inviting authority from participating in the tenders on E-Tendering platform. Besides this, the department /ministry shall invoke all processes of law including criminal prosecution of such defaulting vendor as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

The vendor is requested to get a confirmed acknowledgement from the Tender Inviting Authority a proof of Hardcopies submission to avoid any discrepancy at a later stage.

4. Tender Document:

- a. The Vendors are requested to pay the tender fee online through E- Payment Gateway and download the tender document.
- b. The vendor is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be ignored or overruled.
- c. The vendor has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to- time basis in the E-Tendering platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.
- d. E-Tendering system complies the Royal Decree 69/2008 under the Electronic Transactions Law of the Sultanate of Oman

5. Bid Submission Acknowledgement:

The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission/Reference number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the E-Tendering system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Tender Board, Tender Inviting Authority or the service provider is not responsible for incomplete bid submission by users.

6. Failure due to hardware, software, power, internet connection, etc. during the process of electronic bid submission in the E-Tendering system , the Tender inviting authority , the ministry or the tender board or the service provider are not responsible. Vendors /companies are requested to take necessary action and precaution to ensure such type of failure does not occur at their end .
7. The vendors /companies should abide to all the tender law as per RD36/2008, tender guidelines and all related amendments of the tender law.