

Describe the procedure to award any contract.

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The procedure to award a contract typically involves the following steps:

- 1. Planning: The first step is to plan the procurement process, which involves defining the scope of work, requirements, and specifications for the project, as well as determining the procurement method to be used.*
- 2. Advertising: The procurement opportunity is advertised through appropriate channels, such as a procurement website, newspaper advertisement, or other relevant media.*
- 3. Receiving bids or proposals: Prospective vendors or contractors submit their bids or proposals in response to the procurement opportunity.*
- 4. Evaluation: The bids or proposals are evaluated based on the criteria outlined in the procurement documents. This may involve a review of the vendor's qualifications, experience, and proposed solution to fulfill the requirements outlined in the procurement documents.*
- 5. Selection: Once the bids or proposals have been evaluated, the contract is awarded to the vendor or contractor that meets the requirements and provides the best value for money.*

6. *Contract negotiation:* Once the vendor or contractor has been selected, the terms and conditions of the contract are negotiated and finalized.

7. *Contract signing:* Once the contract has been negotiated and finalized, it is signed by both parties to formalize the agreement.

8. *Contract management:* The contract is managed throughout the project lifecycle to ensure that the vendor or contractor is meeting the requirements and deliverables outlined in the contract. This may involve monitoring progress, setting milestones, providing feedback and support, and resolving any issues or conflicts that arise.

Overall, the procedure to award a contract involves a thorough planning and procurement process, as well as careful evaluation and selection of vendors or contractors. By following this procedure, organizations can ensure that they are selecting the most qualified and capable vendors or contractors to fulfill their project requirements, while also ensuring that the contract is managed effectively and efficiently to ensure the successful completion of the project.