

Government Tender Representation & Protest Letter

Ready-to-use legal formats drafted under GFR 2017 Rule 173(iv), CPPP Guidelines & Competition Act 2002

📄 READ FULL GUIDE: Complete Guide on How to File Tender Protest Letters in India

<https://tenderflowpro.in/blog/tender-protest-letter-format-india>

Step-by-step procedure for challenging unfair tender clauses

FORMAT 1: Challenge Against Restrictive Turnover / Experience Criteria (Rule 173(i))

TO: [Insert Buyer Name / Tendering Authority Office]

SUBJECT: Official Representation Against Restrictive Eligibility Criteria in Tender Ref: [Insert Ref No]

Respected Sir/Madam,

We draw your kind attention to Clause [X] of the subject tender requiring an annual turnover of [Insert Amount]. Under GFR 2017 Rule 173(i) and Ministry of Finance Guidelines (F.1/2/2014-PPD), tender conditions must be non-restrictive and promote fair competition. Setting turnover requirements higher than 100% of estimated contract value unfairly restricts qualified MSMEs.

LEGAL BASIS: GFR 2017 Rule 173(i) mandates that conditions must be clear, concise, and non-discriminatory.

PRAYER / REQUEST: We respectfully request you to issue a Corrigendum reducing the turnover threshold to align with standard GFR guidelines (30-50% of estimated contract value).

Yours faithfully, [Authorized Signatory]

FORMAT 2: Representation for EMD & Tender Fee Exemption for MSEs (Rule 170(i))

TO: [Insert Buyer Name / Tendering Authority Office]

SUBJECT: Claim for EMD & Tender Fee Exemption under GFR Rule 170(i) & Public Procurement Policy 2012

Respected Sir/Madam,

We are a registered Micro/Small Enterprise under Udyam Registration No: [Insert Udyam No]. As per GFR 2017 Rule 170(i) and Public Procurement Policy for MSEs Order 2012, MSEs registered with Udyam/NSIC are entitled to complete exemption from payment of EMD and Tender Document Fee.

PRAYER / REQUEST: Kindly accept our enclosed Udyam Registration Certificate in lieu of EMD and grant exemption for Tender Ref: [Insert Ref No].

Yours faithfully, [Authorized Signatory]

FORMAT 3: Challenge Against Proprietary Brand Specification (GFR Rule 173(iii))

TO: [Insert Buyer Name / Tendering Authority Office]

SUBJECT: Objection Against Brand-Specific Specifications in Tender Ref: [Insert Ref No]

Respected Sir/Madam,

Clause [Y] of the technical specification specifies brand-specific parameters that limit bidding to a single vendor. Under GFR Rule 173(iii) and CPPP guidelines, specifications must be generic and functional.

PRAYER / REQUEST: Kindly issue a corrigendum replacing brand specifications with generic technical parameters.

Yours faithfully, [Authorized Signatory]

