**关于印发《江苏省房屋建筑和市政基础设施工程项目招标投标档案管理办法》的通知**

苏建招办（2007）6号

苏建招协（2007）3号

各市招标办（处）、交易中心、招标代理机构：

为规范全省房屋建筑和市政基础设施工程项目招标投标档案管理，统一招标投标过程中档案资料的收集、整理和归档标准，依据有关法律、法规，结合我省实际，我办制定了《江苏省房屋建筑和市政基础设施工程项目招标投标档案管理办法》。现印发给你们，请遵照执行。

附件:

**江苏省房屋建筑和市政基础设施工程项目**

**招标投标档案管理办法**

     **第一条**为规范全省房屋建筑和市政基础设施工程项目招标投标档案管理，统一招标投标过程中档案资料的收集、整理和归档标准，依据有关法律、法规，结合我省实际，制定本办法。

**第二条**本办法所称的招标投标档案是指房屋建筑和市政基础设施工程项目招标投标活动过程中形成的，并能真实反映招标投标活动内容，具有保存价值的文字、数字、图表、光盘等各种文件资料。

**第三条** 各级建设行政主管部门负责招标投标档案管理和监督检查工作，具体工作由其所属的建设工程招标投标监督管理机构（以下简称“监管机构”）负责，各级监管机构应当按照本办法的规定建立招标投标档案。

**第四条**归档的招投标文件资料，其内容必须准确、齐全完整、真实反映招标投标活动的过程。

**第五条**监管机构的项目经办人应在监督过程中及时收集、整理、保存依照有关法定程序备案招标投标过程中产生的各种文件资料，并应当在接受施工合同备案之日起五日内，将有关收集齐全的归档招投标文件材料交档案管理人员。经办人发生变化时，应当做好交接工作。

**第六条** 招标投标档案应当专人管理。档案管理人员应遵守档案管理的有关法律、法规和规章制度。

档案管理人员在收到归档的招标投标文件材料后，应及时登记，并认真做好档案资料的立卷、装订、归档和集中管理工作。归档整理应符合建设部颁布的《建设工程文件归档整理规范》（GB/T50328-2001）的要求。

**第七条** 招标投标监管机构收集、整理、归档的文件资料应当包括以下内容,并按下列顺序装订成册：

    （一）工程建设项目发包初步方案及其附件；

附件包括：1、工程建设项目审批或者备案文件的复印件；

2、邀请招标或直接发包的证明材料；

3、满足招标条件的其他材料的复印件。

    （二）招标人自行办理招标事宜备案表及附件资料；

    （三）工程招标代理委托合同、授权委托书及工程招标代理项目组组成人员情况表；

    （四）单独委托编制施工标底的标底编制委托合同；

    （五）招标公告或者投标邀请书；

    （六）投标申请人投标报名及获取资格预审文件或招标文件一览表；

（七）资格预审文件，中标人资格预审申请材料的复印件,资格审查情况报告；

（八）招标文件以及对招标文件的澄清或者修改文件；

（九）清标情况报告;

（十）业主评委备案表，专家评委抽取、通知记录表；

（十一）标底的封面、编制说明及报价汇总表；

    （十二）评标报告；

    （十三）招标投标情况的书面报告（其中在前面程序中已提交过的内容，可以不重复提交。）；

    （十四）中标结果公示表；

    （十五）中标通知书；

    （十六）中标人投标文件中的授权委托书、投标函、报价汇总表、项目班子配备情况以及有关联合体、分包等重要资料的复印件；

    （十七）合同副本；

    （十八）工程招标代理评价意见表；

（十九）工程建设项目招标投标备案流程表

（二十）工程建设项目招标投标合同备案表

    （二十一）工程建设项目招标投标监督情况记录表；

    （二十二）工程建设项目招标投标行政监督意见书；

（二十三）投标文件的电子光盘；

（二十四）需要存档的其他材料。

中标人的投标文件副本，应当自施工合同接受备案之日起，保存六个月后方可处理。

 **第八条**工程招标代理机构收集、整理、归档的招投标文件材料应当包括以下内容,并按下列顺序装订成册：

    （一）工程建设项目发包初步方案及其附件；

附件包括：1、工程建设项目审批或者备案文件的复印件；

2、邀请招标或直接发包的证明材料。

3、满足招标条件的其他材料的复印件。

    （二）工程招标代理委托合同、授权委托书和工程招标代理项目组组成人员情况表;

    （三）单独委托编制施工标底的标底编制委托合同;

    （四）招标公告或投标邀请书;

    （五）投标申请人投标报名及获取资格预审文件或招标文件一览表；

（六）资格预审文件，中标人资格预审申请材料；

（七）资格预审合格通知书与资格预审结果通知书及其发放、确认的记录;

    （八）资格预审情况报告;

    （九）招标文件以及对招标文件澄清或者修改文件;

    （十）招标文件以及对招标文件澄清或者修改文件的发放、签收记录;

    （十一）标底;

    （十二）投标文件签收、评委签到记录;

（十三）清标情况报告;

（十四）评标报告;

    （十五）招标投标情况的书面报告;

    （十六）中标结果公示表;

    （十七）中标通知书;

    （十八）工程招标代理评价意见表;

    （十九）工程建设项目招标投标备案流程表

    （二十）工程建设项目招标投标行政监督意见书；

    （二十一）中标人的投标文件副本;

（二十二）需要存档的其他材料;

未中标单位的资格预审申请材料、投标文件应当自施工合同签订之日起，保存六个月后方可处理。

  **第九条** 归档的招投标文件材料应字迹清楚、图表整洁，需要单位或个人签章的，其签章手续应完备，并应采用碳素墨水、蓝黑墨水耐久性强的材料书写，不得使用圆珠笔、铅笔等易褪色的材料书写。

    所有存档的文件材料应统一使用A4或A3纸（图纸除外）。

**第十条**  招标投标文件材料的立卷与归档，应遵循文件材料的形成规律。同一项目分阶段招标的，每一阶段应分别组卷，内容相同的材料，可不必重复存档，但应在档案备考表中注明相关材料的存档信息；卷与卷之间应保持系统联系，便于档案的利用、查询和保管。

**第十一条**归档装订的文件材料应有案卷封面和卷内目录；并在归档文件材料尾页之后附卷内备考表。案卷封面、卷内目录及卷内备考表（格式）见附件。

**第十二条**  监管机构可以将档案的立卷、装订、归档和保存等工作委托建设工程交易中心承担，并应建立健全档案的保管、保密、鉴定、销毁、查阅等制度。

    **第十三条** 招标投标档案在监管机构（或建设工程交易中心）保管至合同备案后三年，即可移交当地城建档案馆保存。

    **第十四条** 对保存期已满，须移交同级城建档案馆的档案，应按照有关规定办理移交手续。

    **第十五条**档案管理人员离开工作岗位前，应当按规定移交招投标档案资料，不得擅自处理或带走。

    禁止任何单位和个人倒卖、涂改、伪造招标投标档案。

    **第十六条** 档案室的建设应当具有防盗、防火、防尘、防潮、防霉、防有害生物和防污染等安全设施，不得在危险和不安全的环境中保管档案。对破损、霉变、散失的档案，应及时采取抢救、复制、搜集等补救措施，确保档案的安全与完整。

   **第十七条**招投标档案只能当场查阅，不能借阅。查阅、摘抄或复印招投标档案资料，必须履行批准、登记手续。查阅档案时，必须精心爱护，不得拆卷、抽页、涂改、销毁。

**第十八条**本办法自发布之日起施行。

附：案卷封面（式样）、卷内目录（式样）、卷内备考表（式样）

二○○七年八月三十日

**附件：**

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| **案卷封面式样**  案卷编号：（项目编号）案卷标题：招标项目名称（要求写明项目全称并具体到招标内容）      建设单位名称：       招标代理机构名称：    招标时间：  年   月至   年   月       归档时间：     共   卷     第   卷 |
| 卷内目录式样（招标投标监管机构）卷内目录

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| 序号 | 文件编号 | 责任者 | 文件题目 | 日期 | 页次 | 备注 |
| 1 |   |   | 工程建设项目发包初步方案，及其附件 |   |   |   |
| 2 |   |   | 招标人自行办理招标事宜备案表及附件资料 |   |   |   |
| 3 |   |   | 工程招标代理委托合同、授权委托书及工程招标代理项目组组成人员情况表 |   |   |   |
| 4 |   |   | 单独委托编制施工标底的标底编制委托合同 |   |   |   |
| 5 |   |   | 招标公告或者投标邀请书 |   |   |   |
| 6 |   |   | 投标申请人投标报名及获取资格预审文件或招标文件一览表 |   |   |   |
| 7 |   |   | 资格预审文件 |   |   |   |
| 8 |   |   | 中标人资格预审申请材料的复印件 |   |   |   |
| 9 |   |   | 资格审查情况报告 |   |   |   |
| 10 |   |   | 招标文件以及对招标文件的澄清或者修改文件 |   |   |   |
| 11 |   |   | 清标情况报告 |   |   |   |
| 12 |   |   | 业主评委备案表 |   |   |   |
| 13 |   |   | 专家评委抽取、通知记录表 |   |   |   |
| 14 |   |   | 标底的封面、编制说明及报价汇总表 |   |   |   |
| 15 |   |   | 评标报告 |   |   |   |
| 16 |   |   | 招标投标情况的书面报告 |   |   |   |
| 17 |   |   | 中标结果公示表 |   |   |   |
| 18 |   |   | 中标通知书 |   |   |   |
| 19 |   |   | 中标人投标文件中的授权委托书、投标函、报价汇总表、项目班子配备情况以及有关联合体、分包等重要资料的复印件 |   |   |   |
| 20 |   |   | 合同副本 |   |   |   |
| 21 |   |   | 工程招标代理评价意见表 |   |   |   |
| 22 |   |   | 工程建设项目招标投标备案流程表 |   |   |   |
| 23 |   |   | 工程建设项目招标投标合同备案表 |   |   |   |
| 24 |   |   | 工程建设项目招标投标监督情况记录表 |   |   |   |
| 25 |   |   | 工程建设项目招标投标行政监督意见书 |   |   |   |
| 26 |   |   | 投标文件的电子光盘 |   |   |   |
| 27 |   |   |   |   |   |   |

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| 卷内目录

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| 序号 | 文件编号 | 责任者 | 文件题目 | 日期 | 页次 | 备注 |
| 1 |   |   | 工程建设项目发包初步方案，及其附件 |   |   |   |
| 2 |   |   | 工程招标代理委托合同、授权委托书和工程招标代理项目组组成人员情况表 |   |   |   |
| 3 |   |   | 单独委托编制施工标底的标底编制委托合同 |   |   |   |
| 4 |   |   | 招标公告或投标邀请书 |   |   |   |
| 5 |   |   | 投标申请人投标报名及获取资格预审文件或招标文件一览表 |   |   |   |
| 6 |   |   | 资格预审文件 |   |   |   |
| 7 |   |   | 中标人资格预审申请材料 |   |   |   |
| 8 |   |   | 资格预审合格通知书与资格预审结果通知书及其发放、确认的记录 |   |   |   |
| 9 |   |   | 资格预审情况报告 |   |   |   |
| 10 |   |   | 招标文件以及对招标文件澄清或者修改文件 |   |   |   |
| 11 |   |   | 招标文件以及对招标文件澄清或者修改文件的发放、签收记录 |   |   |   |
| 12 |   |   | 标底 |   |   |   |
| 13 |   |   | 投标文件签收 |   |   |   |
| 14 |   |   | 评委签到记录 |   |   |   |
| 15 |   |   | 清标情况报告 |   |   |   |
| 16 |   |   | 评标报告 |   |   |   |
| 17 |   |   | 招标投标情况的书面报告 |   |   |   |
| 18 |   |   | 中标结果公示表 |   |   |   |
| 19 |   |   | 中标通知书 |   |   |   |
| 20 |   |   | 工程招标代理评价意见表 |   |   |   |
| 21 |   |   | 工程建设项目招标投标备案流程表 |   |   |   |
| 22 |   |   | 工程建设项目招标投标行政监督意见书 |   |   |   |
| 23 |   |   | 中标人的投标文件副本 |   |   |   |
| 24 |   |   |   |   |   |   |

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| 卷内备考表 本案卷共有文件材料    页，其中：    文字材料    页，图样材料    页，光盘  张，照片   张。    说明：            立卷人：             年    月   日         审核人：               年    月   日 |

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