

PROCEDURE FOR SUBMISSION OF SEALED TENDERS AND
DOCUMENT TO BE ENCLOSED WITH THE OFFER

The tenderer must submit their tenders as required in two parts in separate sealed covers prominently superscribed as Part-I, Technical Bid Part-II, Price bid and also indicating on each of the covers the tender specification number and due date and time as mentioned in the tender enquiry.

These two separate covers I and II (Part – I and Part-II) shall together be enclosed in third envelope (Cover-III) and this sealed cover shall be superscribed and submitted.

PART-I (TECHNICAL BID) COVER-I:

The following documents shall be kept in technical bid envelope:

- 1) Your covering letter for submission of offer.
- 2) Complete set of tender documents duly signed on each page including unpriced 'BOQ cum price schedule', as your acceptance of the tender conditions & NIT in toto.
- 3) Documents related to credentials as mentioned below under "important note"

PART-II (PRICE BID) COVER – II:

Rate / Price schedule only shall be given in this part-II. This envelope should be superscribed as Part-II, "Price Bid".

IMPORTANT NOTE:

Following documents must be enclosed along with other documents in technical bid envelope.

- 1) Service tax registration certificate
- 2) PAN & Copy of IT returns filed with IT authority (letter).
- 3) List & Details of similar works executed and under execution (As per PQR)
- 4) Audited Balance sheets for last three years (As per PQR).
- 5) Any other documents as per PQR and NIT

Offers without the above documents are liable to be rejected as "Techno Commercially Non Complying Offers."