

**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) along with EMD 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) EMD in the prescribed mode for the amount as mentioned in NIT.
- 3) 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.
- 4) PAN & Copy of IT returns filed with IT authority (letter).
- 5) List & Details of similar works executed and under execution (As per PQR).
- 6) Audited Balance sheets for last three years (As per PQR)
- 7) *Any other documents mentioned in NIT*

**PART-II (PRICE BID) COVER – II:**

Part 2 'Price bid' shall comprise of Price Bid Format (Annexure-I,II & III), duly filled, as per the instructions in NIT. Rate / Price schedule only shall be given in this part-II "Price Bid" envelope.

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