

TENDER SPEC. NO.: TBSM/RATE CONTRACT/ PLOTTING, XEROX, SCAN/2019-2021/TENDER
DTD: 01.04.2019

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) 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) PAN & Copy of IT returns filed with IT authority (letter).
- 4) List & Details of similar works executed and under execution (As per PQR).
- 5) Audited Balance sheets for last three years (As per PQR)
- 6) *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: