

***Tender Work Input Form***

**TENDER INPUT FORM**

**(A) Basic details:**

1	Tender Reference No. *	
2	Tender Type *	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Work Contract <input type="checkbox"/> Auction <input type="checkbox"/> Service Contract <input type="checkbox"/> Buy <input type="checkbox"/> Empanelment <input type="checkbox"/> Sell <input type="checkbox"/> Buy & Service
4	No. of Covers *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
6	Allow Resubmission *	<input type="radio"/> Yes <input type="radio"/> No
7	Allow Withdrawal *	<input type="radio"/> Yes <input type="radio"/> No
8	Allow Offline Submission *	<input type="radio"/> Yes <input type="radio"/> No
9	Payment Mode *	<input type="checkbox"/> Offline <input type="checkbox"/> Online
9 (a)	If Offline :	<b>Instruments :</b> <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> DD-Demand Draft
9 (b)	If Online :	<b>Banks :</b> <input type="checkbox"/> ICICI <input type="checkbox"/> UTI <input type="checkbox"/> SBI <input type="checkbox"/> PNB

**(B) Cover details:**

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	
3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	

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4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	
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**(C) NIT Document (only .jpg and .pdf files are supported)**

SNo	File name	Type:	Size:
1			

**(D) Work Item Details:**

1	Work Item Title *	
2	Work Description *	
3	Pre qual. Details	
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR
8	Bid Validity days * If other, specify	<input type="checkbox"/> 120 <input type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30
9	Completion Period in months	
10	Location (Work/services/items) *	
11	Pin code	
12	Pre Bid Meeting *	<input type="radio"/> Yes <input type="radio"/> No
	If Pre Bid Meeting is Yes	
12 (a)	Pre Bid Meeting Place *	
12 (b)	Pre Bid Meeting Address *	
13	Bid Opening Place *	
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V   Others
15	Inviting Officer *	
16	Inviting Officer Address * Phone/email:	

**Delhi Government e-Tendering System**  
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**(E) Fee Details:**

<b>1</b>	<b><u>Tender Charges:</u></b>	
<b>1 (a)</b>	<b>Tender Fee</b>	
<b>1 (e)</b>	<b>Tender Fee Payable To *</b>	
<b>1 (f)</b>	<b>Tender Fee Payable At *</b>	
<b>1 (b)</b>	<b>Processing Fee</b>	
<b>1 (c)</b>	<b>Surcharges</b>	
<b>1 (d)</b>	<b>Other Charges</b>	
<b>2</b>	<b>EMD Fee</b>	<input type="radio"/> Fixed <input type="radio"/> Percentage
<b>2 (a)</b>	<b>If EMD Fee is Fixed EMD Amount:</b>	<b>If EMD Fee is Percentage EMD Percentage (%):</b>
<b>2</b>		
<b>3</b>	<b>EMD Exemption Allowed</b>	<input type="radio"/> Full <input type="radio"/> Partial <input checked="" type="radio"/> None
<b>3 (a)</b>	<b>If EMD Exemption Allowed is Partial, EMD Exemption Percentage %</b>	

**(F) Critical Dates:**

DD / MM / YYYY

Hrs Mins

<b>1</b>	<b>Publishing Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>2</b>	<b>Document Sale Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>3</b>	<b>Document Sale End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>4</b>	<b>Seek Clarification Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>5</b>	<b>Seek Clarification End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>6</b>	<b>Pre Bid Meeting Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="Time"/>	<input type="text" value="-"/>	<input type="text"/>
<b>7</b>	<b>Bid Submission Start Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>8</b>	<b>Bid Submission End Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>9</b>	<b>Bid Opening Date</b>	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**(G) Bid Openers Selection:**

	<b>Name/Designation</b>	<b>Email ID</b>
<b>BO1</b>		
<b>BO2</b>		
<b>BO3</b>		

**(E) Uploading the Tender documents;(only pdf,jpg,xls & rar files allowed)**

<b>SNo</b>	<b>File name</b>	<b>Description</b>	<b>Type</b>	<b>Size:</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**Prepared by:**

**Name/Designation**

**Approved by:**

**Name/Designation**

**Date of updation:**

**Seal of the Office of the TIA:**