

Government e-Procurement System
<http://eprocure.gov.in>

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 :	Instruments : <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 :	Banks : <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	

**Government e-Procurement System
Tender Work Input Form**

4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	
---	----------	----------------------------------------------------------	--

(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 <input type="checkbox"/> Others
15	Inviting Officer *	
16	Inviting Officer Address * Phone/email:	

**Government e-Procurement System
Tender Work Input Form**

(E) Fee Details:

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

(F) Critical Dates:

DD / MM / YYYY

Hrs Mins

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

Government e-Procurement System
Tender Work Input Form

(G) Bid Openers Selection:

	Name/Designation	Email ID
BO1		
BO2		
BO3		

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

SNo	File name	Description	Type	Size:
1				
2				
3				
4				
5				

Prepared by:
Name/Designation

Approved by:
Name/Designation

Date of updation:

Seal of the Office of the TIA: