



FORM "A"

N.I.T SUBMISSION(1)

PROCURING AGENCY: _____ TENDER REF: _____

<u>Documents Required with NIT:</u>		IC	AM
a. Notice Inviting Tender		<input type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee		<input type="checkbox"/>	<input type="checkbox"/>
c. Notification of Complaint redressal committee.		<input type="checkbox"/>	<input type="checkbox"/>
d. Bidding documents		<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan		<input type="checkbox"/>	<input type="checkbox"/>
f. Method of Receiving Courier		<input type="checkbox"/> Hand <input type="checkbox"/> Courier	
Initial			

E.O.I / PRE-QUALIFICATION SUBMISSION (2)

PROCURING AGENCY: _____ TENDER REF: _____

<u>EOI / Pre-qualification:</u>		IC	AM
a. Notice of EOI / Pre-qualification.		<input type="checkbox"/>	<input type="checkbox"/>
b. Notification of Procurement Committee / Consultant selection committee		<input type="checkbox"/>	<input type="checkbox"/>
c. Notification of Complaint redressal committee.		<input type="checkbox"/>	<input type="checkbox"/>
d. Pre-qualification / shortlisting documents / RFP documents		<input type="checkbox"/>	<input type="checkbox"/>
e. Annual Procurement Plan		<input type="checkbox"/>	<input type="checkbox"/>
f. Method of Receiving Courier		<input type="checkbox"/> Hand <input type="checkbox"/> Courier	
Initial			

Name: _____

Signature: _____

Date: _____



FORM "B"

BID EVALUATION REPORTS SUBMISSION

PROCURING AGENCY: _____ TENDER REF: _____

<u>Documents required with Bid Evaluation Reports: (Rule-45)</u>	IC	AM
a. Original	<input type="checkbox"/>	<input type="checkbox"/>
b. On standard format	<input type="checkbox"/>	<input type="checkbox"/>
c. Signed by all the members of Procurement Committee.	<input type="checkbox"/>	<input type="checkbox"/>
d. Names and designation of all the members of procurement committee.	<input type="checkbox"/>	<input type="checkbox"/>
e. Original comparative statement (if there are large number of items)	<input type="checkbox"/>	<input type="checkbox"/>
f. Minutes of Bid opening meeting.	<input type="checkbox"/>	<input type="checkbox"/>
g. Bidder's qualification / Technical Evaluation Report / Prequalification Report	<input type="checkbox"/>	<input type="checkbox"/>
h. Attendance Sheet	<input type="checkbox"/>	<input type="checkbox"/>
i. Method of Receiving Courier	<input type="checkbox"/> Hand <input type="checkbox"/> Courier	
Initial		

Name: _____

Signature: _____

Date: _____



SPPRA

FORM "C"

CONTRACT EVALUATION REPORTS SUBMISSION

PROCURING AGENCY: _____ TENDER REF: _____

Documents required with Contract Evaluation Reports: (Rule-50)		IC	AM
a. Contract Evaluation Form duly Signed		<input type="checkbox"/>	<input type="checkbox"/>
b. Letter of Award/ work order		<input type="checkbox"/>	<input type="checkbox"/>
c. Form of Contract/ Agreement		<input type="checkbox"/>	<input type="checkbox"/>
d. Bill of quantities/ schedule of requirements		<input type="checkbox"/>	<input type="checkbox"/>
e. Integrity pact (where applicable.)		<input type="checkbox"/>	<input type="checkbox"/>
f. Method of Receiving Courier	<input type="checkbox"/> Courier	<input type="checkbox"/> Hand	
Initial			

Name: _____

Signature: _____

Date: _____