

CHECK LIST FOR TENDER

Tender documents	Sr.no	Particulars	Status OK/Not OK
Techno-Commercial Bid	1.1	Specification read, understood and all clauses answered	
	1.2	All pages of specification signed with seal	
	1.3	Requisite number of purchase order copy/ies attached as per PQC clause.	
	1.4	LM 79 report copy, of model quoted, from NABL certified Lab attached.	
	1.5	OEM authorisation certification from LED manufacturer attached	
	1.6	EMD of requisite amount submitted (DD)/proof attached	
	1.7	E-payment format with cancelled cheque attached if applicable (For new vendors)	
	1.8	Unpriced copy of priced bid prepared.	
	1.9	General Terms & Conditions read, understood and all clauses answered	
	1.1	General terms and conditions pages signed with seal	
	1.11	Techno-commercial bid comprising of above documents is kept in the envelope with price bid in separate envelope	
	1.12	Tender No, Opening date and your company name & address written on the envelope	
Price Bid	2	Price bid format is appropriately filled and price is written in figures and words without cutting	
		Price bid is kept in separate envelope and sealed properly	
		Tender No, Opening date and your company name & address written on the envelope of Price Bid	
Tender	3	Price bid in separate envelope is kept inside and tender envelope is properly sealed either in techno-commercial bid envelope or separate envelope. If three envelopes are used, on third envelope also Tender No, Opening date and your company name & address should be written.	