

**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) EMD in the form of DD for the amount as mentioned in NIT.
- 3) 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.
- 4) Documents related to credentials as mentioned below under "important note"

**PART-II (PRICE BID) COVER – II :**

Rate / Price schedule only shall be given in this part-II "Price Bid" envelope. The price bid of different works (Package/Annexure wise), if applicable, shall be kept in separate envelope duly sealed and super scribed name of the particular price schedule.

***IMPORTANT NOTE***

***Following documents as already specified in the tender terms & conditions must be enclosed along with other documents in technical bid envelope.***

- 1) *PAN & Copy of income tax return for last three years (letter).*
- 2) *Service tax registration certificate*
- 3) *Details of similar works executed and under execution (As per PQR)*
- 4) *Balance sheet for last three years (As per PQR)*