

**Chandigarh Administration e-Procurement System**  
**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<br><input type="checkbox"/> Auction <input type="checkbox"/> Single  |
| 3     | Form of Contract *         | <input type="checkbox"/> Turn-key <input type="checkbox"/> Lump-sum<br><input type="checkbox"/> Percentage <input type="checkbox"/> Supply<br><input type="checkbox"/> Multi-stage <input type="checkbox"/> Item Rate<br><input type="checkbox"/> Piece-work |
| 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><br><input type="checkbox"/> SS-Small Savings Instrument<br><input type="checkbox"/> BG-Bank Guarantee<br><input type="checkbox"/> BC-Bankers Cheque<br><input type="checkbox"/> DD-Demand Draft   |
| 9 (b) | If Online :                | <b>Banks :</b><br><input type="checkbox"/> ICICI<br><input type="checkbox"/> UTI<br><input type="checkbox"/> SBI<br><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<br>(b) Financial        |          |
| 3 | 3 Covers      | (a) Fee<br>(b) Prequal/Technical<br>(c) Financial |          |

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|   |          |  |  |
|---|----------|--|--|
| 4 | 4 Covers | (a) Fee<br>(b) Prequal<br>(c) Technical<br>(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<br><input type="checkbox"/> Fleet Management<br><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 *<br>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<br><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 *<br>Phone/email: |  |

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**(E) Fee Details:**

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

**(F) Critical Dates:**

DD / MM / YYYY

Hrs Mins

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

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**(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:**