Bid Submission Checklist

General guide — har tender ki bidding document ki apni requirements ko check karna zaroori hai

GUIDE — Ye aik general guide hai, official PPRA document nahi. Bidding documents mein kya hona chahiye, ye Rule 34(4) mein likha hai — neeche diye gaye items usi bunyaad par aur aam requirements par mabni hain.

Bid submit karne se pehle — har point par tick lagayein:

[ ] Bid form (form of bid, Rule 34(4)(j)) mukammal aur signed hai.

[ ] Bid security (Rule 36) ya bid security declaration attached hai — amount aur validity check karein.

[ ] NTN certificate ki copy attached hai.

[ ] GST registration ki copy attached hai (jahan applicable ho).

[ ] PEC registration ki copy attached hai (works ke liye, jahan applicable ho).

[ ] Technical specifications (Rule 34(4)(d)) ke mutabiq compliance di gayi hai — har shart ka jawab hai.

[ ] Price schedule / BOQ (Rule 34(4)(n)) mukammal hai — har item ka rate aur total bhara hai.

[ ] Qualification criteria (Rule 34(4)(f)) ke sab documents attached hain (experience, turnover, etc.).

[ ] Bid evaluation criteria (Rule 34(4)(g)) parh liye hain — bid usi ke mutabiq tayyar hai.

[ ] Delivery time / completion schedule (Rule 34(4)(e)) diya gaya hai.

[ ] Instructions to bidders (Rule 34(4)(b)) aur bid data sheet (Rule 34(4)(c)) parh liye hain.

[ ] Envelope par tender number, title aur procuring agency ka naam durust likha hai.

[ ] Required copies ki tadaad (original + copies) bidding document ke mutabiq hai.

[ ] Bid deadline se pehle submit ki ja rahi hai — der se aane wali bid qabool nahi hoti.

[ ] Bid validity period (Rule 34(4) bidding document ke mutabiq) poori hai.

[ ] Tamam pages signed / stamped hain (jahan required ho).

[ ] Bid security / bank guarantee ki expiry date bid validity se kam nahi.

[ ] EPADS par online submission bhi ki gayi hai (jahan e-bidding required ho).

Aakhri mashwara: Bid submit karne se pehle bidding document ko aik baar phir mukammal parh lein — aksar bids chhoti ghaltiyon (missing document, ghalat envelope, der se submission) ki wajah se reject hoti hain.