

Process for Bidding by Applicant

This document outlines the process for applicants submitting bids, including required documentation and procedures.

Phase 1: Pre-Bid Preparation & Document Compilation

1. **Review of Requirements:** Applicants must thoroughly review the Notice, Agreement, Annexures etc. for detailed information regarding the bidding process, project scope, eligibility criteria, and required documentation.
2. **Document Preparation (Hard & Soft Copies):** Applicants are responsible for compiling all required documents, both in hard copy and soft copy (as specified). This includes, but is not limited to:
 - I. **Complete Documentation:** All documents listed in the Notice/Agreement/Annexure etc. must be submitted. Ensure accuracy and completeness.
 - II. **Sample Template of Site Working Assessment:** A sample template demonstrating the applicant's approach to site working assessment.
 - III. **Standard Operating Procedures (SOPs):** Detailed SOPs followed by the bidder's team during site execution, showcasing their operational methodology and safety protocols.
 - IV. **General Rate Card:** A comprehensive rate card outlining the bidder's pricing structure for their services.
3. **Declaration on Company Letterhead:** A formal declaration on the company's letterhead, as per the prescribed format, confirming compliance with all terms and conditions.
4. **Bond Submission:** A bond, as specified in the Notice/Agreement/Annexure etc., must be submitted along with the application documents. Ensure the bond meets the required validity and amount.

Phase 2: Application/Bid Submission

5. **Submission Deadline:** All documents (hard and soft copies) must be submitted by the date and time specified in the Notice. Late submissions will not be considered.
6. **Submission Method:** The Notice/Agreement/Annexure etc. will specify the acceptable submission methods (e.g., physical submission to a designated address, online, etc.). Follow the instructions precisely.

Phase 3: Post-Submission & Evaluation

7. **Bid Evaluation:** The submitted bids will be evaluated by a designated committee based on pre-defined criteria, as outlined in the Notice/Agreement/Annexure etc.

Phase 4: Performance Guarantee Submission (Successful Bidder Only)

9. **Performance Guarantee (BG):** The successful bidder will be required to submit a Bank Guarantee within the timeframe specified after the declaration of results. This guarantee ensures the bidder's commitment to fulfilling the contract terms. The amount and validity of the BG will be specified in the Notice/Agreement/Annexure etc.

Clarifications and Communication:

- a) Applicants are encouraged to seek clarifications on any aspect of the bidding process by contacting the designated contact person/office well in advance of the submission deadline.
- b) All communication regarding the bidding process will be conducted through the channels specified in the Notice.

Important Notes:

- a) This process is subject to the terms and conditions outlined in the Notice/Agreement/Annexure. In case of any discrepancies, the information provided in the official documents will prevail.
- b) Applicants are responsible for ensuring the accuracy and completeness of their submissions. Incomplete or inaccurate submissions may lead to disqualification.

Applicants are advised to carefully adhere to all instructions and deadlines.

Application Submission form

Applicant Representative Details

Representative Name	
Designation	
Company Name	
Company Address	
Company Contact Details	
Representative Email Id	
Mobile No.	
Signature	