

**TENDER INPUT FORM**  
***(for ePublishing)***

*Fields Marked \* are compulsory to be filled*

**(A) Basic details:**

1	<b>Tender Reference No. *</b> (in Capital Letters)	
2	<b>Tender Type *</b>	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single <input type="checkbox"/> Testing
3	<b>Form of Contract *</b>	<b>Piece Work/ Lump-sum/ Multistage/ Supply/ Fixed-rate/ Turnkey / Buy/ Works/ Sale</b>
4	<b>No. of Covers *</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	<b>Tender Category *</b>	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
6	<b>Payment Mode: *</b> Multiple choices are allowed	<b>Instruments :</b> <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> NEFT <input type="checkbox"/> DD-Demand Draft <input type="checkbox"/> RTGS

**(B) Cover details:**

	<b>No. of Covers</b>	<b>Cover type</b>	<b>Contents</b>
1	<b>Single Cover</b>	<b>Fee/Prequal/Technical/Financial</b>	
2	<b>Two Covers</b>	<b>(a) Fee/Prequal/Technical (b) Financial</b>	
3	<b>3 Covers</b>	<b>(a) Fee (b) Prequal/Technical (c) Financial</b>	
4	<b>4 Covers</b>	<b>(a) Fee (b) Prequal (c) Technical (d) Financial</b>	

**(C) Work Item details:**

1	<b>Work Item/Tender Title *</b> (in Capital Letters)	
2	<b>Work Description *</b> (in Capital Letters)	
3	<b>Pre qual. Details</b> (in Capital Letters)	
4	<b>Product Category *</b> (in Capital Letters)	
5	<b>Product Sub Category</b> (in Capital Letters)	
6	<b>Contract Type *</b>	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment <input type="checkbox"/> Rate Contract
7	<b>Tender Value *</b>	
8	<b>Bid Validity Days *</b>	
9	<b>Completion period in days *</b>	
10	<b>Location *</b> (Work/Services/Items)	
11	<b>Pin Code</b>	
12	<b>Pre-Bid meeting *</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If Pre-Bid meeting is Yes</b>	
12(a)	<b>Pre-Bid meeting Place *</b>	
12(b)	<b>Pre-Bid meeting Address *</b> (in Capital Letters)	
13	<b>Bid Opening Place *</b>	
14	<b>Tenderer Class *</b>	<input type="checkbox"/> All <input type="checkbox"/> As per tender doc.
15	<b>Inviting Officer *</b>	
16	<b>Inviting Officer Address *</b> (in Capital Letters)	

**(D) FEE Details:**

1	Tender Charges:	
1 (a)	Tender Fee / Cost	
1 (b)	Processing Fee	
1 (c)	Surcharges	
1 (d)	Other Charges	
1 (e)	Tender Charges Payable To *	
1 (f)	Tender Charges Payable At *	
2	EMD Fee details:	
2 (a)	EMD Fee	<input type="checkbox"/> Percentage <input type="checkbox"/> Fixed
2 (b)	If EMD Fee is Fixed EMD Amount:	
2 (c)	If EMD Fee is Percentage EMD Percentage (%):	
2 (d)	EMD Fee Payable To *	
2 (e)	EMD Fee Payable At *	

**(E) Critical Dates:**

		DD/ MM/YYYY	Hrs:Min
1.	Publishing Date		Leave Blank
2.	Document Sale Start Date		
3.	Document Sale End Date		
4.	Seek Clarification Start Date		
5.	Seek Clarification End Date		
6.	Pre Bid Meeting Date		
7.	Bid Submission Start date		
8.	Bid Submission End date		
9.	Bid Opening Date		

**Prepared by:**

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
E-Mail : \_\_\_\_\_  
Phone : \_\_\_\_\_

**Note:** If the document sale start date, seek clarification start date and Bid Submission Start date are same as date of publishing in critical dates section then do not fill the time for these events.

(For internal use)

1. MSD is requested to upload the above tender on the STC website and also the Government of India Tenders Websites. The Tender has already been approved by competent authority.
2. This tender does not require entering into the Integrity Pact with the bidders.

or

This tender requires entering into an Integrity Pact with the bidders and the tender document has been sent to Independent External Monitors (IEMs) namely Sh. K K Sinha (asinha51@gmail.com) and Sh. Kaushlesh K Sinha (sinhakaykay@gmail.com) appointed by STC for this purpose.

3. Following Documents are enclosed:
  - a. Copy of approval.
  - b. E-mail (tenders@stc.gov.in) containing Tender in word Document (.doc) in English and Hindi. If the document does not contain the Hindi version, please state below the reasons for the same.

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I undertake that the summary of the contracts/purchases valuing Rs. 2 Lakhs and above will be submitted to MSD on format prescribed by Vigilance Division immediately on finalization of tender.

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Division \_\_\_\_\_

Intercom No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

DM (RNG), COMPUTER CELL