

**The Goa Govt. Tenders Information System**  
*Tender Work Input Form*

**TENDER INPUT FORM**

**(A) Basic details:**

<b>1</b>	<b>Tender Reference No. *</b>	
<b>2</b>	<b>Tender Type *</b>	<input type="checkbox"/> Open <input type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
<b>3</b>	<b>Form of Contract *</b>	<input type="checkbox"/> Work Contract <input type="checkbox"/> Auction <input type="checkbox"/> Service Contract <input type="checkbox"/> Buy <input type="checkbox"/> Empanelment <input type="checkbox"/> Sell <input type="checkbox"/> Buy & Service
<b>4</b>	<b>No. of Covers *</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>5</b>	<b>Tender Category *</b>	<input type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
<b>6</b>	<b>Allow Resubmission *</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>7</b>	<b>Allow Withdrawal *</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>8</b>	<b>Allow Offline Submission *</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>9</b>	<b>Payment Mode *</b>	<input type="checkbox"/> Offline <input type="checkbox"/> Online
<b>9 (a)</b>	<b>If Offline :</b>	<b>Instruments :</b> <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input type="checkbox"/> DD-Demand Draft
<b>9 (b)</b>	<b>If Online :</b>	<b>Banks :</b> <input type="checkbox"/> ICICI <input type="checkbox"/> UTI <input type="checkbox"/> SBI <input type="checkbox"/> PNB

**(B) Cover details:**

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

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4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	
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(C) NIT Document :(only .jpg and .pdf files are supported)

S No	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 <input type="checkbox"/> Fleet Management <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 * 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 <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 * Phone/email:	

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**(E) Fee Details:**

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

**(F) Critical Dates:**

DD / MM / YYYY

Hrs Mins

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

	<b>Name/Designation</b>	<b>Email ID</b>
<b>BO1</b>		
<b>BO2</b>		
<b>BO3</b>		

**(H) Uploading the Tender documents:(only pdf.jpg.xls & rar files allowed)**

<b>S No.</b>	<b>File name</b>	<b>Description</b>	<b>Type</b>	<b>Size:</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**Prepared by:**

**Name/Designation**

**Approved by:**

**Name/Designation**

**Date of updation:**

**Seal of the Office of the TIA:**