

FORMAT OF BRIEFING NOTE FOR WORKS TENDER

1.	Name of Work	:	
2.	Dte. (Including Lab or Spl. Project if any)	:	
3.	Copy of Pink Book/LWP (in case of D.No. 16)	:	
4.	Reference of sanctioned detailed estimate (if applicable) & cost of DE		
5.	Nature of Tender (Open/Global/S.Ltd./Single)	:	
6.	Whether Stores /Works /consultancy		
7.	Level of TC	:	
8.	Accepting Authority	:	
9.	Master copy of the tender document sealed at tag & signed by Competent Authority placed at Sl. No.	:	
10.	Whether the offered tender document has been compared with master copy.	:	
11.	Approval for Nature of tender (as in col. 5)	:	
12.	Approval of NIT	:	
13.	Tender Notice No. & date (also specify date of publication, if different)	:	
14.	Whether complete bid documents published on RDSO website or not and date of publication.	:	
15.	<p>1. In case of open/global tenders, News paper cuttings along with the dates(at least 05) including other document on mode of advertisement (such as displaying on Notice Board, Notifications).</p> <p>2. In case of Limited Tender-list of approved firms. -Whether short listed firms have been duly approved by CA. -Whether a minimum criterion is fulfilled.</p> <p>3. In case of Spl. Ltd. Tender-Basis of short listed firms. -Whether minimum criteria is fulfilled.</p>	:	
16.	No. of Tender forms sold.	:	
17.	No. of offers received	:	
18.	No. of late tenders	:	
19.	No. of delayed tenders	:	
20.	Date of opening of tenders	:	
21.	Tenders opened by	:	
22.	Rate Tabulation Chart placed at	:	
23.	Approx. cost of works as per tender notice.	:	
24.	Earnest Money	:	

(Prepared by)

(Approved by)

(Vetted by)

	Name of Tenderer	Amt.of EM deposited	Mode of EM(BG's are not valid)	No. & Date of instruments	Issuing bank & branch & whether is a scheduled bank.	Exemptions , if any	Waival, if any	Validity, if any indicating last date of validity	Whether cross checked with Issuing Bank	Remarks

25.	Cost of Tender Document	:	
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S No	Name of Tenderer	Amt.of Tender Document deposited	Mode of EM(BG's are not valid)	No. & Date of instruments	Issuing bank & branch & whether is a scheduled bank.	Exemptions , if any	Waival, if any	Validity, if any indicating last date of validity	Whether cross checked with Issuing Bank	Remarks

26.	Validity of offers	:	
27.	Credentials of tenderers	:	

S.No.	Name of Tenderer	Documents submitted to prove technical credentials	Documents submitted to prove financial credentials

28.	Works on hand of lowest tenderer (if working contractor)	:	
29.	Whether tender documents and terms & conditions signed by Tenderer or not (Details)	:	
30.	Partnership deed, Power of Attorney, Sole Partnership Certificate submitted or not (Details)	:	
31.	Special conditions, if any	:	
32.	Completion period/Delivery period	:	
33.	Comparison of rates with LAR	:	
34.	Samples if required are submitted/not submitted	:	
35.	Lowest offer vis-à-vis estimated cost (%age variation)	:	
36.	Lowest offer vis-à-vis LAR (%age variation)	:	
37.	Allocation (chargeable head)	:	
38.	Other details	:	
39.	In case negotiation is conducted with technically suitable lowest tenderer, date of conducting negotiation, terms of negotiation reference.	:	

Name of Tenderer	Rates of original offer	Rates of negotiated offer

40.	Funds availability (copy of Fund availability), available in current financial year.	:	
41.	Any special remarks	:	
42.	Deviation, if any	:	

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(Approved by)

(Vetted by)