

Checklist for Uploading of Tender on Central Public Procurement Portal (CPPP)

Sl.No.	Description	Value
1	Tender Reference No.	
2	Tender Type	EOI / Open / Limited / Single
3	Form of Contract	Buy / RC / Multi Stage / Supply / Work
4	No. of Bids	Single bid / Two bid
5	Tender Category	Goods / Services / Works
6	Work/Item Title	
7	Work/Item Description	
8	Tender Value	Rs.
9	Bid Validity Days	
10	Delivery/Completion Period in Days	
11	Delivery Place/Location Detail	
12	Pre Bid Meeting	Yes / No
13	Pre Bid Meeting Place	
14	Bid Opening Place	
15	Tender Inviting Officer	
16	Department of Inviting Office	
17	EMD Exemption	Allowed / Not Allowed
18	EMD Fee	Fixed / Percentage
19	EMD Amount / %age	
20	EMD Fee Payable To	
21	EMD Fee Payment Mode	DD / Cheque / BG / NEFT / RTGS / FDR
22	Tender Period	21 days or _____
23	Bid Submission Closing date	
24	Bid Opening date	
25	Person to seek clarification	Name- Desk Phone- Email ID-

- Kindly fill all details above

Signature of PI / Indenter