

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

<b>Sl.No.</b>	<b>Description</b>	<b>Value</b>
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	.....days
11	Delivery Place/Location Detail	
12.a	Pre Bid Meeting	Yes / No [If yes, Fill details in Sl. No. 12.b & 12.c ]
12.b	Pre Bid Meeting Place	
12.c	Pre Bid Meeting date & time	
13	Bid Opening Place	
14.a	Tender Inviting Officer	
14.b	Department of Inviting Office	
15	EMD Exemption	Allowed / Not Allowed/ Not Applicable
16.a	EMD Fee	Fixed / Percentage
16.b	EMD Amount / %age	
17.a	EMD Fee Payable To	
17.b	EMD Fee Payment Mode	DD / Cheque / BG / NEFT / RTGS / FDR
18	Tender Period	21 days or _____
19	Bid Publishing date & time	
20	Bid Submission Closing date & time	
21	Bid Opening date & time	
22	Person to seek clarification	Name- Desk Phone- Email ID-

- Kindly fill all details above

**Signature of PI / Indenter**