

**BID OPENING COMMITTEE****BID OPENING CHECKLIST**

The following is a list of items which fall under the responsibility of the Bid Opening Committee established for the opening of the bids pursuant to the Procurement Rules & Regulations.

| Sl. No | Particulars   | Yes                      | No                       |
|--------|---|--------------------------|--------------------------|
| 1      | Have the bids been presented in the correct format?   | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Are the envelopes properly sealed, unopened and addressed to the Procuring Agency?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Are the original documents and copies properly marked?  | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Do the persons signing the documents have the necessary authority to sign?  | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Are all the bid securities in order: form, amount, validity?  | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Have the bidders used the prescribed bid form, price schedule and bill of quantities?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2      | Have the bidders submitted the required documents establishing eligibility and qualification?                         | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Where required are they registered/licensed?  | <input type="checkbox"/> | <input type="checkbox"/> |
|        | Have they supplied all documents set out in the bidding documents from the third parties such as bank statements etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3      | Have the bidders supplied brochures, catalogue, literature and drawings?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4      | Have all members of the bid opening committee seen and approved the above and signed the documents?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5      | Has the record of bid opening been duly completed?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Total Number of Bid Opening Committee Members:**

**Each member must sign and add his/her name below**