

**Additional Notes  
on  
Bid Document**

# Bid Document

- Invitation for Bids
- Instructions to Bidders
- Bid Data Sheet
- General Conditions of Contract
- Special Conditions of contract
- Schedule of Requirement
- Technical specifications
- Standard Performa for submission of bid, price schedule, bid security, performance security, contract form etc.

# Invitation for Bids

- Name and Address of the Purchaser
- Brief Description of Goods along with Qty
- Bid Security
- Due Date & Time for Submission of Bids
- Place, Date & Time for bid opening
- Procedure for obtaining complete bid document
- Purchaser's Website

[Back](#)

# Instruction to Bidders

- Name of the Purchaser
- Eligible Bidders
- Preparation of Bids
- Bid Security
- Validity of Bids
- Submission of Bids
- Opening of Bids
- Evaluation Criteria
- Qualification Criteria
- Notification of award
- Performance Security

# General Conditions of Contract

- Applicable Laws
- Payment Terms
- Inspection & Tests
- Warranty
- Performance Bank Guarantee
- Price Adjustment Mechanism, if any
- Packing Instructions
- Incidental Services
- Duties & Taxes
- Delay in the Supplier's Performance
- Force Majeure
- Dispute Resolution Modalities
- Termination of Contract

[Back](#)

# Schedule of Requirement

- Scope of Supply of Goods
- Consignee wise distribution of the goods
- Delivery period
- Terms of Delivery

[Back](#)

# Standard Forms

- Bid Form
- Price Schedule
- Performa for Bid Security BG
- Performa for Performance BG
- Performa for BG for Advance Payment
- Contract form

[Back](#)