

Checklist showing details to be filed up is Standard Bidding Documents to make it ready for project specific requirements

1. Volume-I : Section-I (Invitation for Bids – IFB)

S.No.	Heading	Page No., Clause No (Line No.)	Symbol to be filled	Content to be filled
1	Invitation for Bids	1, (3)	XXXX	Package name to be filled
2		1, (3)	XXXXX	District and state
3		1, (11)	DD.MM.YYYY	Date of Issuance of IFB
4		1, (13)	XXXX/@@@/\$\$\$\$	Specification No.
5		1, Clause no. 1(19)	DD.MM.YYYY	Date of invitation for bids in new paper
6		1, Clause no. 1 (19)	XXXXXX	Employer name
7		1, Clause no. 1(20)	DD.MM.YYYY	Date to be inserted
8		1, Clause no. 2 (23)	XXXXXX	Name of Employer
9		1, Clause no. 2(23)	XXXXXX	Short name of Employer
10		1, Clause no. 2(25)	XXXX	Name of district
11		1, Clause no. 2 (25)	XXXX	Name of State
12		1, Clause no. 2(27)	XXXX	Name of DISCOM
13		1, Clause no. 2 (27)	XXXX	Name of State
14		1, Clause no. 2(29)	XXXX	State/DISCOM Name
15		1, Clause no. 2(32)	XXXX	State Name
16		1, Clause no. 2,(32)	XXXX	Short name of Employer
17		1, Clause no. 2(35)	XXXX	State/DISCOM Name
18		1, Clause no. 2(36)	XXXX	Short name of Employer
19		1, Clause no. 2(38)	XXXX	State/DISCOM Name
20		1, Clause no. 3(41)	XXXX	Short name of Employer
21		1, Clause no. 3(45)	XXXX	Name of Package
22		1, Clause no. 3(45)	XXXX	Name of District
23		1, Clause no. 3 (45)	XXXX	Name of State
24		1, Clause no. 3(45)	XXXX/@@@/\$\$\$\$	Specification No.
25		2, Clause no. 3.1(13)	XXXXX	Name of District
26		2, Clause no. 3.2(23)	XXXX	Name of Package
27		2, Clause no. 3.2(24)	XXXX	Name of District
28		2, Clause no. 3.2 (24)	XXXXX	Name of State
29		2, Clause no. 3.3(91)	XXXX	Short name of Employer
30		2, Clause no. 5.0(36)	XXXX	Short name of Employer
31		2, Clause no. 5.0(37)	*****	Name of Website address
32		2, Clause no. 6.0 (42)	XXXX	Designation of officer of Employer
33		2, Clause no. 6.0(44)	XXXX	No. of hours
33		3, Clause no. 7.0(1)	XXXX	Name of employer

34		3, Clause no. 7.0(2)	XXXX	Name of city
35		3, Clause no. 7.0(2)	DD.MM.YYYY	Date to be inserted
36		3, Clause no. 7.0(3)	XXXX	No. of hours
37		3, Clause no. 7.0(3)	XXXX	Short name of Employer
38		3, Clause no. 8.0(21)	XXXXX	Location of Meeting
39		3, Clause no. 8.0(22)	DD.MM.YYYY	Date to be inserted
40		3, Clause no. 8.0(22)	XXXX	No. of hours
41		3, Clause no. 9.1(29)	XXXX	No. of hours
42		3, Clause no. 9.1(29)	DD.MM.YYYY	Date to be inserted
43		3, Clause no. 9.1(31)	DD.MM.YYYY	Date to be inserted
44		3, Clause no. 9.1(39)	XXXXXXXX	Amount of bid security
45		4, Clause no. 11.0(3)	XXX-XXXXXXXX	Telephone Nos
46		4, Clause no. 11.0 (4)	XXX-XXXXXXXX	Thru Board
47		4, Clause no. 11.0(5)	XXX-XXXXXXXX	Fax No(S)
48		4, Clause no. 11.0(7)	*****	Website name

2. Volume-I: Section-II (Instruction to Bidders - ITB)

S.No .	Heading	Page No., Clause No (Line No.)	Symbol to be filled	Content to be filled
49	Instruction to Bidders	3, (23) Preamble	XXXXXXXX	Name of city
50		3, Clause no. 1(29)	***/**	Name of CPSU/Name of State power utility
51		3, Clause no. 1(29)	**	State power utility

Qualification of the Bidder

52		Annexure-A(BDS)	XXXXXX	Name of district
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2. Volume-I: Section-III BID DATA SHEETS(BDS)

Heading	Page No, SI No, Clause No (Line No)	Content to be field
BID DATA SHEETS (BDS)	Page No. 1, Sl. No 1, ITB Clause No1.1	Name and Address of Owner
	Page No. 1, Sl. No 2, ITB Clause No1.1	Name and Address of Employer
	Page No. 1, Sl. No 6, ITB Clause No6.4	Name and Address of Employer
	Page No. 2, Sl. No 10, ITB Clause No16.2	Name of Employer with address
Volume-I: Annexure-A of Section-III : Qualification of the Bidder		
Annexure-A(BDS)	Page No. 1 (2)	Name of district
	Page No. 1 (2)	Name of State

5. VOLUME-I: SECTION - V - SPECIAL CONDITIONS OF CONTRACT (SCC)

Heading	Page No, SI No, Clause No	Content to be field
SPECIAL CONDITIONS OF CONTRACT (SCC)	1. Sl. No 2, Clause No1.1(w)	Name of State
	1, Sl. No 3, Clause No1.1(ee)	Name of package
	1, Sl. No 3, Clause No1.1(ee)	Name of Project
	1, Sl. No 3, Clause No1.1(ee)	Name of state
	1, Sl. No 3, Clause No1.1(ee)	Specification no.
	2, Sl. No 5, Clause No8.3	Name of Employer
	3, Sl. No 8, Clause No10.6	Name of Employer
	3, Sl. No 8, Clause No10.6	Name of DISCOM

6. Volume-I : Section-VI – Sample Forms and Procedures

Heading	Page No (Line no)	Content to be filled
2. Bid Security Form	4(12)	Name and Address of employer
3a & 3b Form of notification by Employer to Bank	7 (24,31), 8 (19,27)	Name of Employer
3b Form of notification by Employer to Bank	8(23)	Name of the bidder
4a. Form of 'notification of award of contract' for supply of plant and equipment	9(19)	Name of package
	9(20)	Specification no
	9(29)	Date of invitation for bids
	9(32)	Ref no and date of letter of bidding document
	9(35)	Document code no of volume-I
	9(38)	Document code no of volume-II
	9(42)	Document code no of volume-III

	9(43)	Amendment/Errata No
	9(44), 10(5, 18)	letter no.
	10(5, 19, 23)	Date
	10(14, 21, 32)	Name of lead & other partner
	10(15)	Reference no.
	10(40), 11(4), 12(33)	insert name of Package alongwith name of the Project
	12(4)	Specify the currency and the amount in figures & words
	13(13)	Name of the Employer
4b. Form of 'notification of award of contract' for supply of plant and equipment	14(7)	Contractor's Name & Address
	14(17)	Name of package
	14(18)	Specification no
	14(27)	Date of invitation for bids
	14(30)	Ref no and date of letter of bidding document
	14(33)	Document code no of volume-I
	14(36)	Document code no of volume-II
	14(40)	Document code no of volume-III
	14(42)	Amendment/Errata No.
	14(42)	Letter no.
	15(43)	insert name of Package alongwith name of the Project
5. Form of contract agreement [alternative-a]	19(4, 13)	Name of Employer
	19(14)	Registered address of employer
	19(15)	Corporate office address of employer
	19(16)	Abbreviated name of employer
	19(42), 24(12)	Brief scope of work
	20(1)	Name of package with name of project
	20(17)	Award Ref. No
	20(26)	Document code no of Vol-I
	22(12)	Document code no of Vol-II
	22(20)	Document code no of Vol-III
	24(37)	Details of employer
	24(13)	insert name of Package alongwith name of the Project
5. Form of contract agreement [alternative-b]	25(6, 16)	Name of employer
	25(11)	Contract agreement no.
	25(17)	Registered address of employer
	25(18)	Corporate office address of employer
	25(20)	Abbreviated name of employer
	25(44), 30(18)	Brief scope of works
	26(1), 30 (20)	Name of package along with name of project

	26(17)	Award Ref. No.
	26(26)	Document code no of vol-I
	28(12)	Document code no of vol-II
	28(20)	Document code no of vol-III
	30(42)	Details of employer
Appendix 4 : time schedule	60, Sl. No. 1(4) – Table	Name of project and name of State
		Specification no
6. performance security form	66(10)	Name and address of employer
	66(15, 16)	Name of employer
	66(16)	Registered address of employer
	66(17)	Short name of employer
	66(17)	Short name of owner
	66(20)	Brief scope of works
	66(23)	Name of package along with name of project
7. bank guarantee form for advance payment	70(11)	Name and address of employer
	70(20)	Brief scope of works
	70(21)	Name of package along with name of project
8. form of taking over certificate	73(9)	Details of project manager
9. Indemnity bond for equipment handover in one lot	74(2)	Abbreviated name of employer
	74(11)	Name of employer
	74(12)	Registered address of employer
	74(13, 17,20,25,26,35), 75(6,9,13,17,18,29,32), 76(5,14,16,21)	Abbreviated name of employer
10. Indemnity bond for equipment handover in installments	77(2,14,17,20,25,26,35,40,44), 78(3,6,10,11,22,25,32,41,43), 79(3)	Abbreviated name of employer
	77(11)	Name of employer
	77(12)	Registered address of employer
11. FORM OF AUTHORISATION LETTER	80(14,20)	Name of employer
	80(21)	Registered address of employer
	80(22)	Project location
12. FORM OF TRUST RECEIPT FOR PLANT, EQUIPMENT AND MATERIALS RECEIVED	82(6)	name of package with name of project
	82(7,12)	Name of employer
13. form of extension of Bank Guarantee	83 (6)	Name and address of employer
	83(12)	name of package with name of project
14. form of power of attorney for joint venture	85(16)	Specification no & package name
	85(17)	Name and address of the employer
15. form of undertaking by the joint venture partners	87(15)	Specification no. & Name of project along with package name
	87(16)	Name of employer

	87(17)	Registered Address of the employer
	87(25)	Name of package with project name
16. format for access to or availability of credit/ facilities	91(7)	Name of employer
	91(8)	Specification no
	91(9)	Name of package with project name
18. form of safety plan to be submitted by the contractor with in sixty days of the contract	93(13,38),94(30),95(21,41),96(3,6,42) 97(22),98(24),99(10,13)	Name of the employer
	93(15)	Registered address of the employer
	93(16)	Package name with project name with specification no
	93(19)	Abbreviated name of employer
19.form of joint deed of undertaking by subcontractor along with bidder/ contractor	108 (11),108(34)	Name of employer
	108(12)	Registered address of employer
	108(16)	Specification number
	108(17)	Project name

7. VOLUME-I: SECTION – VII SCOPE OF WORKS

Heading	Page No (Line no)	Content to be field
General Information and scope of work	2(3)	Name of package/ Name of districts/ Name of state

8. VOLUME-III: SECTION –I (Bid Form, First Envelope)

Heading	Page No (Line No)	Clause No.	Content to be field
Bid Forms (First Envelope)	1(9)	Bid envelope	Name & Address of Employer
	1 (13,14)		Name of District & State
	1 (16)		Specification No.
	11(3)		Name of District & State
	1(21)		Amendment Nos. with date
	2(7)	2 (a) Attachment 1	Name of Currency and amount
	11 (3)	Attachment-3(JV)	Name of District & State
	12(3)	Attachment-3(QR)	Name of District & State
	24(3),33,35	Attachment-4	Name of District & State
	24(9)		Name and address of employer
	25(3)	Attachment-4A	Name of District & State
	25(10)		Name and address of employer
	27(3)	Attachment-4B	Name of District & State
	27(10)		Name and address of employer
	28-50(3,10)	Attachment-5 to 19	Name of District & State

9. VOLUME-III: SECTION –III (Price Schedules)

Heading	Schedule No (Line No)	Content to be field
Price Schedule	1,2,3,4,5 (1)	Name of project/State
	Attachment -10(1)	Specification no.
	Attachment -10 (2)	Name of project/State
	Attachment -10 (7)	Name & Address of Employer