**MINUTES OF BID OPENING/PROPOSAL OPENING - (Goods/Works/Services)**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Loan/Grant No. : \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Basic Data Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Package Number | : |  |
| 2. | Goods/Work/Service Description | : |  |
| 3. | Estimated Value | : |  |
| 4. | Date of issue of IFB/SPN/REOI | : |  |
| 5. | Mode of Procurement | : |  |
| 6. | 1. Deadline for submission of bids (date and time) 2. Bid opening date and time | :  : | \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ hours  \_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_ hours |
| 7. | No. of Bidding Documents Sold/issued to shortlisted Consultants | : |  |
| 8. | Number of bids/proposals received | : |  |
| 9. | Bid Validity expires on | : |  |
|  |  |  |  |

Signature of the bid opening officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the bid opening officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of the bid opening officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORD OF BID OPENING (NCB)**

**Name of the Project: \_\_\_\_\_\_\_\_\_\_\_\_**

**Loan Number: \_\_\_\_\_\_\_\_\_\_\_\_**

**Package Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Goods/Work/Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The following bids received by closing date and time, i.e., \_\_\_\_\_\_\_\_ hours on \_\_\_\_\_\_\_\_\_, were publicly opened in the presence of the bidders’ representatives listed below at \_\_\_\_\_\_\_\_ hours on \_\_\_\_\_\_\_\_\_\_ *(date)*.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Name of the bidder | Bid Security (currency) | Bid Amount | | Discount offered, if any[[1]](#footnote-1) (modifications or withdrawals) | Alternative officer, if any | Remarks |
| Amount | Validity |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

2. The following representatives of bidders are present during the bid opening:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No. | Name of Representative | Signature | Name of Bidder /  J V Partners | Name\* of Manufacturer if different from bidder |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Complaints, if any: *[if there are any complaints, please record the nature of the complaint]*

Name, Signature and Designation of the Bid Opening Officers:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**Modify as required for each case.*

1. Discount, if any, will need to be read out aloud during bid opening and must be recorded in bid opening minutes. Failure to record discounts in financial bid opening will not be considered. [↑](#footnote-ref-1)