INSTRUCTIONS TO THE BIDDERS

3.2 The bidders are required to submit their proposals in **Single Stage-Two Envelope** bidding format as per following criterion:

a. **Sealing/Submission of Bids**

3.3 The proposals should be sealed as per format under head “**FORM OF BID**” and envelope should be clearly marked in legible letters as “Tender for computer systems” with its closing and opening date & time” along with bid security sealed in financial bid not less than 2%.

3.4 If the envelope is not sealed and marked as mentioned above, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

3.5 The bids should be submitted as per given closing date & time. The late bids will not be entertained.

3.6 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the bid document. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security (earnest money).

i). **Technical Bid**

3.7 Separate sealed technical bid and envelope should be clearly marked in legible letters as **“Technical Proposal”** and no reference/inclusion of price and earnest money be made in the technical bid.

ii). **Financial Bid**

3.8 Separate sealed financial bid and envelope should be clearly marked in legible letters as **“Financial Proposal”**. The earnest money should be included in the Financial Proposal.

b. **Opening/Qualification of bids**

At first, technical proposals shall be opened publicly at the tendered date & time in the presence of Purchase Committee CIIT and Bidders’ representatives who choose to attend. The bidders’ representatives who are present shall sign the attendance sheet evidencing their attendance. In case of holiday or any unavoidable circumstances, the tenders will be opened on next working day.