NIT NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method and procedure of procurement: National Competitive Bidding (Single Stage – One Envelope)**

**MINUTES OF BID OPENING MEETING**

A meeting of the procurement committee of this department was held on \_\_\_\_\_\_\_\_\_\_\_\_\_ for opening the bids received in respect of subject NIT till the deadlines of submission. The meeting was attended by all/ following members of the procurement committee and the representative of bidders. **(Attendance sheet is enclosed).**

The following bidders submitted their bids till the deadline of submission:

1)

2)

3)

The bids were opened at \_(Time)\_\_\_\_ in the presence of the above mentioned participants and the rates quoted by bidders were read aloud and encircled by Chairman of the Procurement Committee. All the members of the procurement committee signed each and every page of financial proposal/ bids. The bids do not contain any over-writing or cutting. *(Also mention cuttings or over writing if any).* Following is the details of bids announced:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of Bidder** | **Offered Price** | **Amount of Bid Security** | **Pay Order No./ Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

The committee shall examine all the bids as per the Qualification/ eligibility criteria provided in the bidding documents, arithmetical checks and verify the documents and bid security submitted by the bidders.

The meeting ended with the note of thanks to and from the chair.