



Annexure 10: Bid Opening Attendance Sheet cum Report

(Refer Para 5.3)

[Name of Procuring Entity]

Bid Opening Attendance Sheet cum Report

| Attendance Record | | | | | | |
|-------------------|---------------|------------------|---------------------------------|----------------|-------------|-----------------------------|
| Sr No | Bidder's Name | Bidder's Address | Bidder's Authorisation and Date | Represented by | Contact No. | Signature of Representative |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Bid Opening Report | | | | | | |
|--------------------|---------------|-----------------------|-----------------------------------|---|------------------------------|-----------------------------|
| Tender No | | | Title | | | Date of Opening |
| Offer No. | Bidder's Name | Bidder's Ref and Date | Submission of Requisite EMD (Y/N) | Submission of other Mandatory Documents (Y/N) | Rate Quoted and Taxes/Duties | Signature of Representative |
| --/-- | | | | | | |
| --/-- | | | | | | |
| --/-- | | | | | | |

Total no. of regular tenders taken out from the tender box to be opened as mentioned above

..... (in figures and in words)

| | |
|---|--|
| Signature, Date and Time Name and Designation of Tender Opening Officer | Signature, Signature, Date and Time Name and Designation of Tender Opening Officer |
|---|--|

Received total regular tenders..... (In figures/words) as above

| | |
|---|--|
| Signature, Date and Time Name and Designation of Procuring Entity Officer | Signature, Signature, Date and Time Name and Designation of Procuring Entity Officer |
|---|--|