

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Hauz Khas, New Delhi-110016

Notice Inviting Quotation (e-Procurement Mode)

Date: 24.04.2026

OPEN TENDER NOTICE NO.: IITD/KHOS(SP-5291)/2026

Subject: Notice Inviting Quotation for **Group Term Insurance Policy** from Life Insurance Company for the employees of INDIAN INSTITUTE OF TECHNOLOGY DELHI.

Indian Institute of Technology Delhi (IIT Delhi) is a premier autonomous statutory organization under the Ministry of Education, Government of India and established through the "Institutes of Technology Act, 1961", as amended by the "Institutes of Technology (Amendment) Act, 1963". In recognition of its excellence in higher education and research, the Institute was declared an "Institute of Eminence" by the Government of India.

Indian Institute of Technology Delhi invites quotation for Group Term Insurance Policy from experienced and eligible **Life Insurance Companies**, registered with the Insurance Regulatory and Development Authority of India (IRDAI) on the terms and condition set out in this tender document and such other terms and conditions subject to which such information is provided.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and from the website of the IIT Delhi. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission.

The tender document consists of

- i. Tender Schedule
- ii. Schedule A: Instructions for Online Bid Submission
- iii. Schedule B: General Terms and Condition
- iv. Schedule C: Details of Group Term Policy Coverage
- v. Schedule D: Details of Current Policy and Employees
- vi. Annexures

Tender Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Is Multi Currency Allowed	Only INR
Date of Issue/Publishing	24.04.2026 at 3 PM
Document Download/Sale Start Date	24.04.2026 at 3 PM
Document Download/Sale End Date	15.05.2026 at 3 PM
Date for Pre-Bid Conference	30.04.2025 (10:00 AM)
Venue of Pre-Bid Conference	Senate Room, Main Building, IIT Delhi
Last Date and Time for Uploading of Bids	15.05.2026 at 3 PM
Date and Time of Opening of Technical Bids	18.05.2026 at 3 PM
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days (From last date of opening of tender)
Address for Communication	Mr. Manish Bharadwaj Assistant Registrar Hospital & Health Services, IIT Delhi, Hauz Khas, New Delhi 110016
Contact No.	011-26596673 / 26597700
Email Address	arhealth@admin.iitd.ac.in

**Chairperson
(Purchase Finalization Committee)**

Schedule A

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL: http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

A1. Registration

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>.) by clicking on the link "Online Bidder Enrollment" on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

A2. Searching for tender Documents

- There is various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters

such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

A3. Preparation of Bids

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents Space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his document in My document Space, this does not automatically ensure these documents being part of Technical Bid.

A4. Submission of Bids

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to symmetric encryption using buyers/bid opener's public keys. Overall, the uploaded documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.
- The bid should be submitted in two bid system i.e. Technical Bid & Financial Bid.

A5. Technical Bid

The following documents are required to be submitted / uploaded in the technical bid:

- i. Compliance Sheet (Annexure-1)
- ii. Basic Details of Bidder (Annexure-2)
- iii. Proof of IRDAI Registration.
- iv. PAN and GST certificate of the organization
- v. Self -Declaration Certificate (Annexure-3)
- vi. Details of annual turnover of the organization/company for the past three financial years (viz., 2025-26, 2024-25 and 2023-24). Documentary proof in the form of an CA audited statement of annual accounts is required to be submitted.
- vii. Experience certificates showing experience in providing Term Life Insurance in minimum of three public/private/government organization/corporation for 1000 or more employee under one group in the last five years (Annexure-4).
- viii. Details for calculation of premium based on claim, in case the policy is renewed after one year.
- ix. Declaration/Documentary proof for Claim Settlement Ratio.

A6. Financial Bid

Bidders are requested to note that they should submit their financial bid in the BoQ format provided and no other format is acceptable (format is given in Annexure-5 for reference).

A7. Amendment of Tender Document

Before the deadline for submission of tenders, the IIT Delhi may modify the tender documents by issuing corrigendum / addendum. Such corrigendum/ addendum thus issued shall be part of the tender documents and shall be published online in e-Procurement portal. To give prospective Bidders reasonable time in which to take corrigendum/ addendum into account in preparing.

A7. Assistance to Bidders

- Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

Schedule B
General Terms and Conditions

B1. Eligibility to Participate in the Tender

- a) The bidder should be a registered as Life Insurer in India in accordance with the licensed by **IRDAI (Insurance Regulatory Development Authority of India)**. The insurer must have its policy issuing office in Delhi City. (Copy of IRDAI license must be enclosed in the technical bid)
- b) The bidder must have a valid PAN CARD and shall also have GST Registration Certificate. (Copies are to be enclosed in the technical bid)
- c) The Insurance Company shall be in the Life Insurance business in India atleast for Ten years as on date of publishing the tender. (Enclose a copy of the Certificate of Incorporation/ Registration of Insurance Company in the technical bid).
- d) The cumulative turnover in the life insurance business during **last three financial years (FY 2025-26, 2024-25, 2023-24) should have been minimum Rs. 100 Crores** (Relevant certification from a Chartered Accountant/Statutory Auditor/Annual Report must be enclosed in the technical bid).
- e) The bidder should have undertaken Life Insurance in minimum of **three public/private/government organization for 1000 or more employees** under one group in the last five years (Details in Annexure-4 is to be submitted in the technical bid).
- f) The bidder should have Claim Settlement Ratio of at least 95% for Term Insurance (as per IRDAI) during the last 3 financial years. A declaration confirming the same shall be provided on the company's letterhead.
- g) The bidder must submit self-declaration (Annexure-3) along with un-priced technical bid stating that they have not been Black-Listed/ De-listed by any Indian Institutional Agency/Government Department/ Public Sector Undertaking in the last three years. In case they have been Blacklisted by any of the Institutions, details of the same be furnished. The bidder should provide copies/details of adverse judgments by a consumer court against the bidder, if any (Suppression of any information may lead to cancellation of the contract).

B2. Alternative / Conditional proposals

The Insurer shall submit the tender that strictly complies with the requirements of the schedules. Any alternatives or modifications shall render the tender invalid; tenders with conditional offers will be invalid.

B3. Acceptance and rejection

IITD reserves the right to shortlist / reject any or all tenders and accept the whole or any part of the tender without assigning any reason. A tender that does not fulfil any of the conditions as per the schedules or with incomplete documents in any respect will be rejected summarily.

B4. Brokerage:

No brokerage agency/consultancy charges are allowed as this will be a direct transaction between the Insurer and the IIT Delhi.

B5. Technical Evaluation Process

The Technical Evaluation Committee will evaluate the technical bid submitted by bidders based on the documents uploaded in the technical bid. The result of technical evaluation will be notified on the portal. The bidders declared as technically qualified will be eligible for further process of evaluation i.e. financial evaluation.

B6. Financial Evaluation Process

The financial quotation/bid received from technically qualified bidder on the portal from (in BoQ) will be considered for financial evaluation. The total premium of three defined Total Sum-Insured (TSA) for three options i.e. 50 Lakh, 75 Lakh & 1 Crore will be the final premium for the purpose of financial evaluation. The bidder came up with minimum premium shall be declared as L-1 bidder and eligible for award of contract subject to fulfilment of eligibility criterion.

**Final Premium = Premium for (TSA of 50 Lakh + TSA of 75 Lakh + TSA of 1 Crore)
for Evaluation**

In case of a tie with the final premium, the lowest bidders will be asked to discount the quoted premiums in a sealed cover (off-line) for final selection. This off-line reverse auction process will be repeated, if necessary, till the determination of bidder with lowest quoted premium.

B7. Award of Contract & Agreement:

The IIT Delhi will award the contract to the L-1 Bidder, provided further that the Bidder has been determined to be qualified to satisfactorily perform the contract. The selected Insurer shall sign an agreement with IITD, which will be executed as per the provisions of the Stamp Act.

B8. Period of policy

The policy shall be issued for a period of 1 (One) year. The policy shall be effective from **01 June 2026 to 31 May 2027**. Upon satisfactory performance of the Insurer, the policies may be extended for a further period of 1 year at a time up to a maximum period of 5 years on mutually acceptable terms and premium rates.

B9. Premium payment terms:

The final premium will be evaluated at the time of award of contract with respect to exact number of employees enrolled in the policy. Accordingly, the final premium may increase/decrease at the time of award of contract. The IIT Delhi shall pay the quoted premium in advance on monthly/quarterly/half-yearly/yearly basis as decided at the time of agreement.

B10. Addition / Deletion:

IIT Delhi will send the list of employees to be added/deleted to the policy on monthly basis. The premium for the mid-term addition/deletion will be on pro-rata basis. The insurer has to raise the separate invoice of net amount for such list considering all addition and deletion.

IIT Delhi is authorized to decide the eligibility of the employee addition/deletion in the policy as per prevailing guidelines of the institute. Insurers have no right to reject membership of employee.

B11. Grievance redressal and termination

In case of grievances due to non-compliance with any of the provisions contained in this policy by the Insurer, IITD may adopt one of the options given below.

- i. Grievance Machinery: Submit the matter to the Grievance Machinery of the Insurer by lodging the grievance on the portal of IRDAI.
- ii. Ombudsman: IITD may approach the Life Insurance Ombudsman and get the grievance redressed.

B12. Important Instructions

- i. The bids are invited under two bid systems i.e. Technical Bid and Commercial Bid, documents are to be uploaded in the CPPP portal as mentioned in the compliance sheet (Annexure-1).
- ii. Blacklisted contractors in State / Central Govt. Departments, Central / State PSUs, Autonomous Organizations/ Boards etc., are not eligible to quote, if found such tenders will be rejected.
- iii. The rates quoted should be as per the financial bid only. The IIT Delhi reserves the right to accept / reject any or all the tenders without assigning any reasons.
- iv. Conditional tenders will not be accepted and are liable for rejection.
- v. Bidders who meet the specified minimum qualifying criteria shall be eligible.
- vi. Even though the Bidders meet the above criteria, they are subject to be disqualified if they have made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements.
- vii. Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder.
- viii. IIT Delhi will reject a proposal / declare a firm ineligible for award if it determines that the Insurer/ Insurers have engaged in corrupt or fraudulent practices.
- ix. IIT Delhi takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- x. IIT Delhi may at its discretion extend/ change the schedule of any activity and intimate the prospective bidders by notification through CPP Portal/IIT Delhi Website.
- xi. IIT Delhi reserves the rights to accept or reject any bids or accept all bids either in part or in full or to split the order, or to annul the bidding process without assigning any reasons thereof.
- xii. The bid must be valid for 120 days from the date of opening of Technical Bids.
- xiii. The bidder should also mention the percentage (%) of GST applicable.
- xiv. Tax deductions at source – TDS and GST on TDS or any other TAX deduction at source shall be governed as per GOI prevailing rules.

B13. Disputes and jurisdiction

Any legal disputes arising out of any breach of contract pertaining to this tender during the tendering process or during the policy period shall be settled in the court of competent jurisdiction located within the local limits of Delhi.

Schedule C
Details of Group Term Insurance Coverage

C1. Term Insurance Policy Coverage

Group Term Insurance for Employee	
Total Sum Assured	Option 1: Rs. 50.00 Lakh Option 2: Rs. 75.00 Lakh Option 3: Rs. 1.00 Crore
Accidental Death Benefit Rider	Equal to TSA
Total No. of Employee	1242 (as on 01.04.2026)
Definition of Employee	The term 'employee' shall include all regular/permanent employees of the Institute holding post carrying timescale pay. whether such employee is on leave of any kind, on sabbatical leave, study leave, lien, deputation, or suspension etc. It shall also include employees on probation who are likely to be appointed to substantive posts.
Minimum and Maximum Entry Age	The minimum and maximum entry age is 18 years and 65 years respectively.
Maximum Age for Coverage	The employee is covered till the age of superannuation/retirement/resignation/separation (60/62/65) from the Institute.

C2. Terms & Condition for the Policy

1. All three options for TSA will be available to the employees of the Institute. Employees may select any of the above options of Total Sum Insured (TSA) irrespective of CTC of employee.
2. The Group Term Insurance Plan is for the selected total sum insured (TSA) in the event of any kind of death such as natural death, accidental death, suicidal death, death due to pre-existing illness including critical illness or death due to any other reason.
3. The coverage will be applicable worldwide.
4. There shall not be any clause of "Medical Test" in the policy.
5. Waiting period of any nature to be waived off.

6. The Institute does not guarantee the employee participation; however, the 70-75 % is expected based on currently enrolled employees and community demand.
7. For claim settlement, IRDAI approved Claim Form with a Death Certificate duly endorsed by the Institute shall be provided along with Nominee's Bank details. No claim to be refused quoting the cause of death.
8. Payment of claim should be settled for all kinds of deaths within 15 days from the date of submission of documents mentioned in this Tender document.
9. In absence of the Nominee, claim to be settled in favour of the Legal Heir which will be communicated by the Institute.
10. Failure to settle the claim within a month will be considered as non-performance on part of the Insurer.
11. Any delay in submission of legal documents like Succession Certificate etc shall be accepted by the Service Provider, and the claim shall be honoured without any limitation period.
12. Normal superannuation/retirement age is 65 for Academic Staff (which is normally extended till Semester/ Academic year end), 60 years for non-academic Staff. The actual dates of retirement would be intimated along with the data provided.
13. Provision of mid-term addition of employee in the policy as requested by IIT Delhi. The premium payable on pro-rata basis.
14. In case employee retired/superannuated/separated from the Institute, the pro-rata premium has to be returned/adjusted. Otherwise, the employee shall be covered till the policy tenure.

Schedule D
Details of Current Policy and Employee

The institute has term life insurance policy for its employee from Life Insurance Corporation of India (LIC). The detail of current policy is as below:

Insurer	Life Insurance Corporation of India
Policy Inception Date	01.06.2023
Total Sum Insured	20 Lakh
Accidental Death Benefit Rider	20 Lakh
Number of Beneficiaries	709
Number of Claim till date	02

The total number of employees in the Institute as on 01.04.2026 is 1242. The DOB of employee can be found in below link.

<https://owncloud.iitd.ac.in/nextcloud/index.php/s/nGiG62JDWEQsRbF>

Compliance Sheet

Please ensure the of the following information / document has been provided by writing "Yes/No" and upload the relevant document in Technical Bid.

Sr. No.	Description	Compliance (Yes/No)
1	Details of Insurer (Annexure-2)	
2	Proof of IRDAI registration and office at Delhi	
3	Proof of PAN & GST Certificate.	
4	Self-Declaration Certificate regarding Non-Blacklist (Annexure-3)	
5	Details of turnover for last three consecutive financial years i.e. 2025-26, 2024-25, 2023-24 in term life insurance business in India. (Attach documentary proof in the form of an CA audited statement of annual account)	
6	Details of experience of Life Term Insurance in minimum of three public/private/government organization for 1000 or more families under one group in last five years (Details to be filled in Annexure-4).	
7	Details for calculation of premium based on claim, in case the policy is renewed after one year (submit the details on organization letterhead).	
9	We understand all terms & condition and accept the same as mentioned in the tender document.	
10.	Claim Settlement Ratio of at least 95% for Term Insurance (as per IRDAI) during the last 3 financial years (submit declaration or documentary proof in technical bid)	

(Signature of the Authorized Official with Stamp)

Name:

Designation:

Basic Details of Insurer

(On Company Letterhead)

1	Name of the Insurer:			
	Complete Address:			
	Phone No.		Email ID	
2	Name of Contact Person / Representative of Insurer and Designation			
	Phone No.:		Mobile No.:	
3	General Nationalized Insurance Company's Registration IRDAI Reg. No.- PAN No. - GST Registration No. - (Enclose self-attested relevant document / certificates)			
4	Audited Annual Turnover of last Three Financial Years FY 2025 – 26 : FY 2024 – 25 : FY 2023 – 24 : (Attach audit certified copy as a proof clearly showing financial turnover with profit-loss statement.)			
6	Claim Settlement Ratio (CSR)	FY 2025-26	FY 2024-25	FY 2023-24

(Signature of the Authorized Official with Stamp)

Name:

Designation:

SELF-DECLARATION

(on company Letterhead)

To,

Assistant Registrar
Hospital & Health Services,
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016

I _____ hereby certify that our Offer against the NIQ _____ does not amount to any breach of IRDA guidelines. Further, I hereby declare that

- (a) I/our firm/our company is not insolvent.
- (b) There is no vigilance and / or court case pending against me/our firm /our company.
- (c) No inquiry or investigation is pending against me our firm/ our company from any statutory regulatory and / or investigation agency.
- (d) I/our firm/our company have/has not been blacklisted by any Government body/ PSB/PSU neither indefinitely nor in the last three years.
- (e) I/our firm/our company have/has all necessary licenses, permissions, consents, no objections, approvals as required under law for carrying out its business.

Yours faithfully,

(Signature of the Authorized Official with Stamp)

Name:

Designation:

Details of Clients of the Insurer
(On Company Letterhead)

Sr. No.	Name of the Client (Public/Private/Government)	Total number of Employees Insured	Name of the contact person with Mobile number	Year(s) of operation

(Signature of the Authorized Official with Stamp)

Name:

Designation:

Format of BoQ for Commercial/Financial Bid

Bidders are requested to note that they should submit their financial bid in the BoQ format

BID SUBMISSION

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below: -

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Compliance Sheet (Annexure - I)	.PDF
2.		Details of Insurer (Annexure-2)	.PDF
3.		Proof of IRDAI registration and office at Delhi	.PDF
4.		Proof of PAN & GST Certificate.	.PDF
5.		Self-Declaration Certificate regarding Non-Blacklist (Annexure-3)	.PDF
6.		Details of turnover for last three consecutive financial years i.e. 2025-26, 2024-25, 2023-24 in term life insurance business in India. (Attach documentary proof in the form of an CA audited statement of annual account)	.PDF
7.		Details of experience of Life Term Insurance in minimum of three public/private/government organization for 1000 or more families under one group in last five years (Details to be filled in Annexure-4).	.PDF
8.		Details for calculation of premium based on claim, in case the policy is renewed after one year (submit the details on organization letterhead).	.PDF
9.		We understand all terms & condition and accept the same as mentioned in the tender document.	.PDF
10.		Claim Settlement Ratio of at least 95% for Term Insurance (as per IRDAI) during the last 3 financial years (submit declaration or documentary proof in technical bid)	.PDF
Envelope – 2			
Sl. No.	Document	Content	File Types
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format. <i>(Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as ‘Optional’ in the specs is not to be included for overall comparison.)</i> Bids for optional items are to be submitted in ‘sheet2 Quote for optional items’	.XLS

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