

Procedure for Tender Creation and BOQ Preparation

Tender Creation:-

1. कार्यालयाने ई-निविदाची तयारी करताना प्रथमतः Tender Creation data sheet <https://mahatenders.gov.in> या संकेतस्थळावर नमूद केलेल्या <https://mahatenders.gov.in/nicgep/app?page=StandardBiddingDocuments&service=page> या मधून download करून उपलब्ध करून घ्यावा व त्यापद्धतीने आपली निविदेची माहिती तयार करावी.

BOQ Preparation:-

1. ई-निविदा मागवीताना कार्यालयाने आर्थिक लिफाफा हा Excel format मध्ये मगवावा त्यालाच Bill Of Quantity (BOQ) असे म्हणतो.
2. सदरिल BOQ चे वेगवेगळे प्रकार असून कार्यालयाने त्यांच्या कामाच्या स्वरूपानुसार BOQ चा प्रकार निवडावा.
3. सदरिल BOQ हा <https://mahatenders.gov.in/nicgep/app?page=StandardBiddingDocuments&service=page> या link चा वापर करून download करावा.
4. BOQ तयार करताना तयार करण्याची Excel Sheet ही संकेतस्थळावरून Download केलेलीच BOQ वापरायची आहे.
5. कार्यालयाकडून आवश्यक असणारा बदल Download केलेल्या Excel Sheet(BOQ) मध्ये करावयाचा आहे. त्यासाठी BOQ Unprotect केल्यानंतरच कार्यालयास गरजेनुसार Row Insert किंवा Delete करता

येऊ शकेल. Unprotect करण्यासाठी द्यावयाचा password प्रशिक्षणादरम्यान कळविण्यात आलेला आहे.

6. BOQ मध्ये कोणताही नविन column insert किंवा Delete करू शकत नाही. अशा प्रकारची गरज भासल्यास column फक्त Hide करता येऊ शकतो.

7. BOQ मधील कोणताही Formula edit किंवा delete करू नये.

8. आवश्यक बदल केल्यानंतर सदर BOQ sheet save करणे गरजेचे आहे. तदनंतरच BOQ sheet PROTECT करणे देखिल अनिवार्य आहे. PROTECT करत असताना SYSTEM कडून password विचारला जाईल. हा password कार्यालयाकडून द्यावयाचा आहे व तो गोपनीय ठेवणे देखिल अत्यंत महत्वाचे आहे.

9. वरील प्रक्रियेनंतर BOQ Validate करावयाचा आहे आणि कसल्याही प्रकारचा Error येत नसेल तरच सदर BOQ Upload करता येईल.

10. जर BOQ validate झाला तरच तो upload करावा.

टिप :- Validate करताना जर काही Error येत असेल आणि तसाच तो Ignore केला गेल्यास BOQ Upload करणे व verification process मध्ये अडचन निर्माण होऊ शकते.

11. sample BOQ Upload Work Flow खाली नमूद केलेल्या Screen Shot मध्ये दर्शविण्यात आले आहे.

Security Warning Macros have been disabled. Options...

I24

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Please Enable Macros to View BoQ information



Security Warning Macros have been disabled. Options...

I24

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Please Enable M

Click On Enable and Ok

Microsoft Office Security Options

Security Alert - Macro

Macro
Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

[More information](#)

File Path: C:\Users\Appa\Downloads\V3_BOQ_Percentage_Template (10).xls

- Help protect me from unknown content (recommended)
- Enable this content

[Open the Trust Center](#)



Security Warning Macros have been disabled. Options...

I24

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Please Enable M

Microsoft Office Security Options

Security Alert - Macro

Macro
Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

[More information](#)

File Path: C:\Users\AppData\Downloads\V3_BOQ_Percentage_Template (10).xls

Help protect me from unknown content (recommended)

Enable this content

[Open the Trust Center](#) OK Cancel



BF11

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Brick work in C.M 1:5 mix including all labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.02	g 2nd class	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
1.03	ick with including	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
1.04	ick with including	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.05		1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
2	00mm sluice				20.0000	INR Twenty Only
3	00mm				0.0000	INR Twenty Only
4					21.0000	INR Twenty One Only
5	g spl. Including				10.0000	INR Ten Only
6	00mm sluice	1.0000	Nos	10.0000	10.0000	INR Ten Only
7	00mm sluices	1.0000	Nos	10.0000	10.0000	INR Ten Only
8	pe. Heading					
8.01	one cement four	1.0000	Nos	10.0000	10.0000	INR Ten Only
8.02	o 2nd class	1.0000	Nos	10.0000	10.0000	INR Ten Only

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Unprotect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

Unprotect the sheet using testing password

BF11

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

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NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Brick work in C.M 1:5 mix including all labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.02	Brick work in C.M 1:5 mix using 2nd class	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
1.03	Plastering in C.M 1:5-12 mm thick with including	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
1.04	Plastering in C.M 1:5-12 mm thick with including	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.05	b) CI bend 22.5° (250mm dia)	1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
		1.0000	Nos	20.0000	20.0000	INR Twenty Only
		1.0000	Nos	20.0000	20.0000	INR Twenty Only
		1.0000	Nos	21.0000	21.0000	INR Twenty One Only
		1.0000	Nos	10.0000	10.0000	INR Ten Only
		1.0000	Nos	10.0000	10.0000	INR Ten Only
7	Construction of chamber for 100mm sluces	1.0000	Nos	10.0000	10.0000	INR Ten Only
8	Laying and Jointing PVC Pipe. Heading					
8.01	Plain Cement Concrete 1:4:8 (one cement four	1.0000	Nos	10.0000	10.0000	INR Ten Only
8.02	Brick work in C.M 1:5 mix using 2nd class	1.0000	Nos	10.0000	10.0000	INR Ten Only

Unprotect Sheet

Password:

OK Cancel

A18 1.05

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

- Cut
- Copy
- Paste
- Paste Special...
- Insert**
- Delete
- Clear Contents
- Format Cells...
- Row Height...
- Hide
- Unhide

NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
				55
2	Construction of chamber for 100mm sluice	1.0000	20.0000	INR Twenty Only
	sluices	1.0000	20.0000	INR Twenty Only
	s. Including	1.0000	21.0000	INR Twenty One Only
	s. Including	1.0000	10.0000	INR Ten Only
6	Construction of chamber for 100mm sluice	1.0000	10.0000	INR Ten Only
7	Construction of chamber for 100mm sluices	1.0000	10.0000	INR Ten Only
8	Laying and Jointing PVC Pipe. Heading			
8.01	Plain Cement Concrete 1:4:8 (one cement four	1.0000	10.0000	INR Ten Only
8.02	Brick work in C.M 1:5 mix using 2nd class	1.0000	10.0000	INR Ten Only

You Can Insert and Delete any row and modify in same format as per Department Requirement

A18 1.05

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

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NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Brick work in C.M 1:5 mix including all labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.02	ing 2nd class	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
1.03	thick with including	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
1.04	thick with including	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.05)	1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
2	100mm sluice	1.0000	Nos	20.0000	20.0000	INR Twenty Only
3	100mm sluices	1.0000	Nos	20.0000	20.0000	INR Twenty Only
4	king spl. Including	1.0000	Nos	20.0000	20.0000	INR Twenty One Only
5	ing	1.0000	Nos	10.0000	10.0000	INR Ten Only
6	100mm sluice	1.0000	Nos	10.0000	10.0000	INR Ten Only
7	100mm sluices	1.0000	Nos	10.0000	10.0000	INR Ten Only
8	Pipe. Heading					
8.01	(one cement four	1.0000	Nos	10.0000	10.0000	INR Ten Only
8.02	no 2nd class	1.0000	Nos	10.0000	10.0000	INR Ten Only

- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Protect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

After Modification
Protect the sheet using
new password

A18 1.05

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

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NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
		4	5	6	53	55
	ading					
	labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
	class	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
	including	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
	including	1.0000	Nos	10.0000	10.0000	INR Ten Only
		1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
	sluice	1.0000	Nos	20.0000	20.0000	INR Twenty Only
	sluices	1.0000	Nos	20.0000	20.0000	INR Twenty Only
	Including	1.0000	Nos	21.0000	21.0000	INR Twenty One Only
	Including	1.0000	Nos	10.0000	10.0000	INR Ten Only
	sluice	1.0000	Nos	10.0000	10.0000	INR Ten Only
	sluices	1.0000	Nos	10.0000	10.0000	INR Ten Only
	ading					
	ment four	1.0000	Nos	10.0000	10.0000	INR Ten Only
	class	1.0000	Nos	10.0000	10.0000	INR Ten Only

Protect Sheet

Protect worksheet and contents of locked cells

Password to unprotect sheet:

.....

Allow all users of this worksheet to:

- Select locked cells
- Select unlocked cells
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows

OK

Cancel

A18 1.05

Percentage BoQ

Validate Print Help

Tender Inviting Authority:

Name of Work:

Contract No:

Bidder Name :

PRICE SCHEDULE

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NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
		4	5	6	53	55
	ading					
	labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
	lass	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
	cluding	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
	cluding	1.0000	Nos	10.0000	10.0000	INR Ten Only
		1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
	e	1.0000	Nos	20.0000	20.0000	INR Twenty Only
	es	1.0000	Nos	20.0000	20.0000	INR Twenty Only
	cluding	1.0000	Nos	21.0000	21.0000	INR Twenty One Only
	cluding	1.0000	Nos	10.0000	10.0000	INR Ten Only
	e	1.0000	Nos	10.0000	10.0000	INR Ten Only
	es	1.0000	Nos	10.0000	10.0000	INR Ten Only
	hg					
	four	1.0000	Nos	10.0000	10.0000	INR Ten Only
	lass	1.0000	Nos	10.0000	10.0000	INR Ten Only

Protect Sheet

Protect worksheet and contents of locked cells

Password to unprotect sheet:

Confirm Password

Reenter password to proceed.

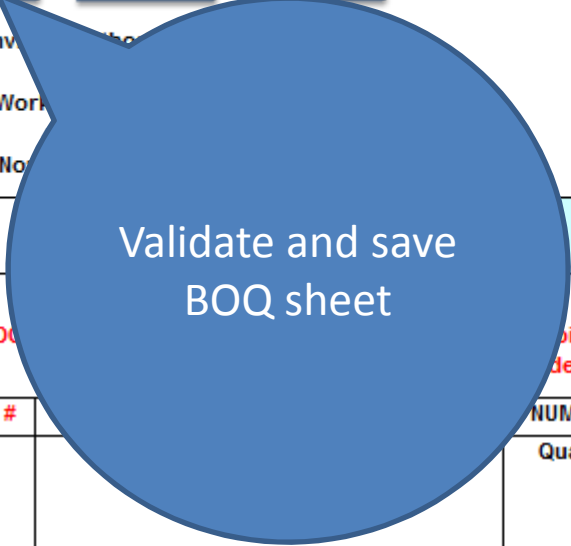
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Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)

OK Cancel

A18 fx 1.05

Percentage BoQ



NUMBER #	Sl. No.	Quantity	Units	Estimated Rate	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Brick work in C.M 1:5 mix including all labour	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.02	Brick work in C.M 1:5 mix using 2nd class	25.0000	Nos	300.0000	7500.0000	INR Seven Thousand Five Hundred Only
1.03	Plastering in C.M 1:5-12 mm thick with including	20.0000	Nos	10.0000	200.0000	INR Two Hundred Only
1.04	Plastering in C.M 1:5-12 mm thick with including	1.0000	Nos	10.0000	10.0000	INR Ten Only
1.05	b) CI bend 22.5° (250mm dia)	1.5645	Nos	50.0000	78.2250	INR Seventy Eight and Paise Twenty Two Only
2	Construction of chamber for 100mm sluice	1.0000	Nos	20.0000	20.0000	INR Twenty Only
3	Construction of chamber for 100mm sluices	1.0000	Nos	20.0000	20.0000	INR Twenty Only
4	Supplying, Conveying and fixing spls. Including	1.0000	Nos	21.0000	21.0000	INR Twenty One Only
5	Supplying, Conveying and fixing spls. Including	1.0000	Nos	10.0000	10.0000	INR Ten Only
6	Construction of chamber for 100mm sluice	1.0000	Nos	10.0000	10.0000	INR Ten Only
7	Construction of chamber for 100mm sluices	1.0000	Nos	10.0000	10.0000	INR Ten Only
8	Laying and Jointing PVC Pipe. Heading					
8.01	Plain Cement Concrete 1:4:8 (one cement four	1.0000	Nos	10.0000	10.0000	INR Ten Only
8.02	Brick work in C.M 1:5 mix using 2nd class	1.0000	Nos	10.0000	10.0000	INR Ten Only