**Format for Global Tender Enquiry (GTE)**

**Documents to be enclosed for procurement of specialized equipment for research purpose, spares and consumables for such equipment upto Rs.200 crores through**

**Global Tender Enquiry GTE)**

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| **S.No** | **Document description** |
|  | First of all go through the GTE Guidelines given by Ministry |
|  | Covering letter to Director, RDC through proper channel |
|  | Sanction order copy from Funding agency  |
|  | Approval copy from Competent financial authority (following the UHPP) |
|  | Notice inviting tender and its relevant documents copy with Approvals |
|  | Advertisement copy regarding NIT |
|  | Efforts made on GEM, CPPP portal and relevant documents copy with Approvals |
|  | Quotations & sub quotations(if any) copy |
|  | Authorized letter of supplier in India( from L1 Quotation firm) |
|  | Filled and signed GTE Format Application |
|  | Filled and signed GTE Annexure-A  |
|  | Filled and signed GTE Certificate (should be given on indenter letter head) |