

## **INSTRUCTION FOR ONLINE SUBMISSION**

In the event of submission of proposals through online system following method should be followed. **(However physical submission is preferred)**

- a) All the documents related to Technical Proposal shall be converted in to PDF format after scanning **without a password** and named as per the sequence of the document for easy reference.
- b) All the documents related to Financial Proposal shall be converted in to PDF format after scanning **with a password** and named as per the sequence of the document for easy reference. The password shall include minimum length of 20 characters including Capital letters, Simple letters, Numbers & Special Characters.
- c) Password of the “Financial Proposal” shall be submitted at the time of opening of the Financial Proposals and passwords or documents submitted subsequently will not be accepted under any circumstances.
- d) The web link (URL) to upload the bid shall be circulated among the prospective bidders who have participated in the Pre-Proposal meeting held on 25.04.2022. URL will be opened at 1500 hrs. (Sri Lankan time) on 30.06.2022 for uploading of the proposals and the given web link will be terminated after the 1400 hrs. (Sri Lankan Time) on 06.06.2022.
- e) Maximum Capacity of the Final Folder shall be limited to 1GB.
- f) However, it is the responsibility of the bidder to submit the bid in electronic format as above & the delay of submitting bids through email and any errors occurs while uploading files will not be considered by TPTL under any circumstances.