

Method of Preparation of Bid Document for RRP-II

- (i) Preserve the Approved Bid Document as it is without making any change
- (ii) Whenever a new document is required to be prepared , open the Approved Bid Document. Go to file Menu. Click on “**Save As**” Option.” **Save As**” dialogue box will open. Type the Name of File of the file you would like to save it as. Click on ""Save" option.
- (iii) **Now make the changes only at places marked in red as per the Comments inserted and save the Document(Press Ctrl+S).**
- (iv) **For MS Word-2007:** Go to “**Review**” Menu Option. Click on “**Delete All Comment**” and save the Document. All the Comments will disappear. save the Document(**Press Ctrl+S**).
- (v) **For MS Word-2003:** Go to "View" Menu , click on "Markup" option. All the Comments will disappear. save the Document(**Press Ctrl+S**).
- (vi) Your new Document is now ready for Prints.