## 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.