

RTI Application for Tender Documents: NIT, Bid Summary, Award Letter (2026)

**RTI Wiki**

Right to Information, India

RTI Application for Tender Documents

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Direct answer. Citizens, bidders and oversight groups can seek the NIT, the evaluation report, the bid summary, the award letter and the signed agreement for any public tender by filing a free RTI to the PIO of the public authority that floated the tender. The PIO must reply in 30 days, applying Section 8(1)(d) carefully where commercial confidence is genuinely engaged.

Drafting notes. This is a sample application. Customise each item before filing. See [Guide for applicants](#) for procedure, fee, and appeal path. After 14 November 2025, requests seeking information about a named individual engage Section 8(1)(j) as amended by Section 44(3) of the Digital Personal Data Protection Act, 2023. See the [practitioner note](#) for the test the Public Information Officer must apply.

When to use this RTI

- You are a participating bidder seeking the technical evaluation report
- You are a third-party citizen examining a public procurement
- You want the signed agreement after award
- You suspect favouritism or rule-bending in the evaluation

When NOT to use this RTI

- If the tender is still open and disclosure of bids would prejudice the process (wait till opening)

- If you want a competitor's pricing detail that is genuinely commercial-in-confidence (Section 8(1)(d))
- If you want the PIO to re-evaluate or set aside the tender (RTI gives records, not relief)

Sample RTI application

To,
 The Public Information Officer
 [Public Authority that floated the Tender]
 [Full Address, Pin Code]

Sub: Request for information under Section 6(1) of the RTI Act, 2005,
 regarding Tender No. _____ floated on _____.

Sir / Madam,

Please supply me the following information regarding the captioned tender.

Tender particulars:

Tender / NIT number: _____
 Date of publication: _____
 Subject of tender: _____
 Value (estimated cost put to tender): _____
 Date of opening of bids: _____

Information sought:

- [1] Certified copy of the Notice Inviting Tender (NIT) and the complete tender document, including general conditions of contract and special conditions.
- [2] Certified copy of the technical evaluation committee's report and the financial bid summary.
- [3] Certified copy of the file noting culminating in the award of the tender, including the name of the successful bidder and the awarded value.
- [4] Certified copy of the award letter / Letter of Intent and the signed agreement, if executed.
- [5] Number of bids received, number of bids found technically qualified, and the reasons in writing for technical disqualification of any bidder.
- [6] Names, designations and office addresses of officers on the tender evaluation committee.
- [7] Whether any complaint or representation against this tender has been received by your office. If yes, action-taken record.
- [8] Names of officers from whom assistance is sought by the PIO

under Section 5(4) of the RTI Act.

Application fee of Rs 10 is enclosed in the form of Indian Postal Order. Please send the information to the address below by registered post.

Yours faithfully,
[Signature]
[Name and address]
[Phone, email]
[Date]

If the PIO does not reply or refuses without reasons: First Appeal

[Date]
To,
The First Appellate Authority
[Public Authority Name]
[Address]

Sub: First appeal under Section 19(1) of the RTI Act, 2005, against the order of the PIO dated [____] / against deemed refusal under Section 7(2), in respect of my RTI dated [____].

Sir / Madam,

1. I had filed an RTI application dated [____] seeking the information described in the enclosure (Annexure A).
2. The PIO has [refused / not replied / partly replied] vide letter dated [____]. The reply does not satisfy the requirements of Sections 7(8) and 8 of the RTI Act, 2005, for the reasons set out below.
3. Grounds of appeal:
 - (a) The reply does not record reasons for refusal, contrary to Section 7(8) and Section 19(5).
 - (b) The PIO has not applied Section 8(2) public-interest balancing.
 - (c) Severable parts under Section 10 have not been supplied.
 - (d) [add specific factual grounds].
4. Prayer: I pray that the FAA may be pleased to direct the PIO to supply the information sought, free of cost under Section 7(6), and to record findings on PIO conduct.

Yours faithfully,
[Name and signature]
[Address, phone, email]

Frequently asked questions

Is the entire tender file disclosable?

Most of it. The standard NIT, GCC, evaluation criteria and award letter are routinely disclosed.

The financial bid of unsuccessful bidders may be examined under Section 8(1)(d). Severability under Section 10 applies.

Can I get the evaluation committee notings?

Post-award, the file noting is generally disclosable. The Information Commission has held that procurement transparency is a strong public interest under Section 8(2) that can override Section 8(1)(d).

What if the contract is still being negotiated?

While negotiation is in progress, partial disclosure is the rule and full disclosure follows after award. The PIO must record reasons clause by clause.

Related

- [Guide for RTI applicants](#)
- [All sample RTI applications](#)
- [AI RTI Drafter](#)
- [PIO RTI Reply Guide](#)
- [FAA guide](#)
- [PIO reply after DPDP Rules 2025](#)
- [Section 8\(1\)\(d\) commercial confidence](#)
- [Landmark CIC decisions on procurement](#)

Sources

1. The Right to Information Act, 2005 (Sections 6, 7, 8, 10, 11, 19)
2. The Right to Information (Regulation of Fee and Cost) Rules, 2012
3. The Digital Personal Data Protection Act, 2023, Section 44(3)
4. Central Public Procurement Portal, <https://eprocure.gov.in>
5. General Financial Rules, 2017, Chapter on procurement
6. Manual on Procurement of Goods, Department of Expenditure
7. Central Information Commission orders on tender disclosure at <https://cic.gov.in>

Last reviewed: 9 May 2026. **Sources verified:** statutory references and portal links cross-checked on 9 May 2026.

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Right to Information Wiki

The working reference for India's Right to Information Act, 2005.



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