

# National Institute Of Technology Karnataka, Surathkal

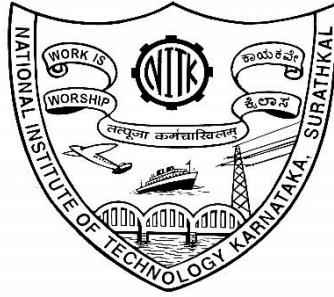
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## TENDER DOCUMENT

Tender Notification No: STN/Computer Peripherals/2019-20/B6

Dated: 13-06-2019

Name of Tender	: Annual Rate Contract for Computer Peripherals
Date of receipt of filled Bid Document	: On or before 08-07-2019 at 3.30PM
Date of opening the Technical Bid	: 09-07-2019 at 3.30PM
Bid Security (EMD Amount)	: Rs10000/-
Place of availability of Tender	: Tender document can be downloaded from the Institute website <a href="http://www.nitk.ac.in">http://www.nitk.ac.in</a> & <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>
Place of receiving Tender	: In the Tender box kept at Stores & Stationery, Main Administrative building, NITK, Surathkal. Srinivasnagar, Mangalore: - 575025
Address for submission of Tender	: Registrar, NITK Post Srinivasnagar Surathkal, Mangalore - 575 025

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## SECTION 1 – INVITATION FOR BIDS

Tender No.	STN/Computer Peripherals/2019-20/B6
Tender Date	13-06-2019
Item Description	<b>Annual Rate Contract For Computer Peripherals</b>
Pre-bid Meeting Date & Time	24-06-2019 at 3.30pm
Last date & time of submission of Pre-bid Meeting Queries	On or before 21/06/2019 at 4.00pm to Assistant Registrar (Purchase), NITK, Surathkal Mangalore 575025
Pre-bid Meeting Place	Board Room, National Institute of Technology Karnataka Surathkal, Srinivasnagar 575 025
Last date & time of submission of Tender /Tender:	08-07-2019 at 3.30PM
Place of Submission of Bids	Stationary Section, NITK Surathkal Mangalore 575025
Submission of Bids	<b>Two Bid System:</b> The two bid system will be followed for this tender. In this system, bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the <b>Technical Bid</b> and <b>Price Bid</b> envelopes should be clearly marked as “Envelope No. 1 - <b>Technical Bid</b> ” and “Envelope No. 2 – <b>Price Bid</b> ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concerned department/section mentioned in tender document.
Opening Date & Time of Tender	09-07-2019 at 3.30 PM
Place of Opening Tender	Board Room, NITK, Surathkal, Mangalore 575025
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of 'The Director, NITK payable at Surathkal to be submitted in <b>Technical Bid “Envelop 1”</b> .
Any Clarification	Name : Assistant Registrar (Purchase) Dept : Purchase Email : <a href="mailto:pritambansod@nitk.ac.in">pritambansod@nitk.ac.in</a> Contact No. : 0824 – 2473023
Signing Authority	<b>Sd/-</b> Registrar

## SECTION 2 – ELIGIBILITY CRITERIA

1. The Bidder should own Wholesale/Retail unit for a minimum period of 5 years - **(Copy of Registration of firm / Certificate of Incorporation of the company to be enclosed)**.
2. Copy of the **PAN CARD** of the firm.
3. The Bidder must not be blacklisted/Suspended or any service related dispute with any organization/ Govt. Organisations/ Semi Govt. org/ PSU/ Private sector inside India or outside India. Declaration to be submitted as per **Annexure A1**.
4. The Bidder should accept Tender terms & conditions- **Annexure A2**
5. The Bidder's Annual Business Turnover should be minimum of **10 lakhs** for the last two financial years i.e. F. Y. 2016-17 & F.Y. 2017-18. As per **Annexure A3** (Copy of Audited Annual Accounts to be submitted)
6. The Bidder should submit filed Income Tax Return acknowledgment for last two years i.e. A.Y. 2017-18 (F. Y.2016-17) & A.Y.2018-19 (F.Y.2017-18) **Annexure A3**. (Copy of filed ITR acknowledgment to be enclosed)
7. Bidder's Information. **Annexure A4**
8. Valid **GST Registration certificate**. (Copy to be enclosed).

## SECTION 3 – INSTRUCTIONS TO BIDDERS

### A) PREPARATION AND SUBMISSION OF BID :

1. The Bid MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be a holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (NITK Surathkal shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification/rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the stationery items offered is possible.

### B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

**C) VALIDITY OF THE BID:** 180 Days from the date of submission of the bid.

### D) AMENDMENT OF BIDDING DOCUMENTS

1. At any time prior to the deadline for submission of bids, NITK Surathkal may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit NITK Surathkal, a website for amendments/modifications which will be binding on them.

### E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by NITK Surathkal before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for NITK Surathkal, the bid-closing deadline will stand extended to the next working day up to the same time.

### F) BID OPENING PROCESS:

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at NITK Surathkal.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening meetings.

### G) LATE BIDS:

1. NITK Surathkal will not be responsible:

- (a) For delayed / late quotations submitted / sent by post / courier etc.
- (b) For submission/delivery of quotations at wrong places other than the one mentioned in the tender.
- (c) Any bid inadvertently received by NITK Surathkal after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.
- (d) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

**H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:**

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The buyer reserves the right to open the original offer along with the revised bid.

**I) CONFIDENTIALITY:**

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**J) EVALUATION OF BID:**

1. NITK Surathkal will evaluate technical and commercial acceptable offers on a landed net Price basis.
2. In case any BIDDER is silent on any clauses mentioned in this tender documents, NITK Surathkal shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
4. Qualified bidders have to submit samples for inspection.

**K) PRICE BID:**

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at NITK Surathkal Campus at the site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in the tender document then, NITK Surathkal will reject the bid.
4. The tender will be taken as exclusive of all Taxes. Taxes to be mentioned separately in Taxes column.
5. If supplier wishes to give pricing details it may be attached in a separate sheet.
6. Quoted rates should be valid for One year.

**L) TRANSFER AND SUBLETTING:**

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

**M) CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / NITK Surathkal in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
  - b) To accept any tender in full or in part.
  - c) To reject the tender offer not confirming to the terms of the tender.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. An offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
  - a) Non-submission of complete offers.
  - b) Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

## SECTION 4 – TERMS AND CONDITIONS

### A) AWARD OF CONTRACT :

1. The successful bidders will be required to serve for the period of ONE year therefore, all the prices quoted should be valid for at least one year.
2. Annual Rate Contract will be awarded to the bidders, who is Item wise L1.
3. If the quality of the product and services provided is not found satisfactory, NITK Surathkal reserves the right to cancel or amend the contract.
4. The successful bidders will abide by all the Terms & Conditions of the Tender Document.
5. We may remove or add any suppliers during the contract without prior notice.
6. Purchase orders will be placed from various departments/sections and centers with reference to the contract.
7. It is not necessary that the institute will place orders to your firm/Organization for all our requirements. We are free to select another supplier for placement of orders among Panel of suppliers in the Rate Contract and also other suppliers.
8. The services of the bidders will be reviewed by the committee during the contract period and reserves right to add or delete bidders in rate contract based on performance if necessary without intimation.

### B) EARNEST MONEY DEPOSIT & PERFORMANCE BANK GUARANTEE:

While submitting a bid, the BIDDER shall deposit an amount mentioned in the tender document as Earnest Money, with the NITK Surathkal through the following instruments:

1. Earnest Money Deposit (EMD) of Rs.10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favour of 'The Director NITK Surathkal' payable at Surathkal to be submitted in Technical Bid. Failing which, the submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, EMD will be converted to security Deposit and will be retained with NITK Surathkal till the expiry/termination of rate contract without interest.
4. EMD of a tenderer will be forfeited if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of tender.
5. If the quality of the product and service provided is not found satisfactory, NITK Surathkal reserves the right to cancel or amend the contract.

### C) TERMS OF PAYMENT:

1. 100% Payment will be made within 30 days after delivery and acceptance certificate of concerned Department / Section.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered to the bank.
3. No payment will be admissible for goods rejected.

### D) SAMPLES:

1. For samples, visit stationary section NITK Surathkal before submission of bids.



**E) DELIVERY SCHEDULE:**

1. Free delivery at NITK Surathkal. Stationery items order should be executed within 7 days from the date of issue of Purchase Order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**F) PENALTY:**

1. In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, NITK Surathkal reserves the right to forfeit the security deposit. The security deposit shall not bear any interest.

**G) FORCE MAJEURE:**

1. Force Majeure will be accepted on adequate proof thereof.

**H) LEGAL MATTER:**

1. In the event of any dispute over this contract, NITK Surathkal decision shall be final and binding.

**I) PERIOD OF CONTRACT: -** The Period of Contract will be for a period of one year.

**SECTION 5 – ESTIMATED QUANTITY FOR THE YEAR 2019-20****(Indicative / for reference only)****Section A: - Cartridge**

<b>Sr. No.</b>	<b>Description of Item</b>	<b>Estimated Quantity</b>
1	Cartridge HP Laser Jet 5 A	15
2	Cartridge HP LaserJet 12A	90
3	Cartridge HP LaserJet 13A	5
4	Cartridge HP LaserJet 36A	15
5	Cartridge HP LaserJet 49A	5
6	Cartridge HP LaserJet 53A	15
7	Cartridge HP LaserJet 78A	35
8	Cartridge HP LaserJet 88A	70
9	Cartridge HP LaserJet CE 278A	10
10	Cartridge HP LaserJet 320A	5
11	Cartridge Cannon 328A	20
12	Cartridge CF 350A	5
13	Cartridge HP Laser Jet 388A	6
14	Cartridge HP CC 388A	6
15	Cartridge CB 436A	5
16	Cartridge HP CE 505A	30
17	Cartridge CC 530A	5
18	Cartridge CC 531A	5
19	Cartridge CC 532A	5
20	Cartridge CC 533A	5
21	Cartridge CC 534A	5
22	Cartridge CB 540A	5
23	Cartridge CB 541A	5
24	Cartridge CB 542A	5
25	Cartridge CB 543A	5
26	Cartridge HP 860	5
27	Cartridge HP 861	5
28	Cartridge Canon 925	30
29	Cartridge Q 2612A	5
30	Cartridge Q 59494	5

Sr. No.	Description of Item	Estimated Quantity
31.	Toner HP lesser Jet 05A	20
32.	HP Cartridge 860	5
33.	HP Cartridge 861	5
34.	HP Cartridge 500 (Colour)	5
35.	HP Cartridge Colour CE 310 A –(M,C,B,Y) } CE 311 A –(M,C,B,Y) } CE 312 A –(M,C,B,Y) } CE 313 A –(M,C,B,Y)	6 Sets
36.	HP Cartridge CH 3460D , 802	3
37.	HP Cartridge Colour 126A	2
38.	HP Cartridge 35A	14
39.	HP Cartridge CF 350 CF 350A Black } CF 351 } CF 351A Cyan } CF 352 Yellow } CF 352A ,, } CF 353 } CF 353AMagenta }	15 sets
40.	HP Cartridge 80A	20
41.	HP Colour Cartridge Q 6000A } Q 6001A } Q 6002A } Q 6003A }	1 each (4 Nos.)
42.	HP Cartridge 24A	4
43.	HP Cartridge Color M 175A } 126A }	2
44.	HP Cartridge CE 320A Black } CE 321A Blue } CE 322A Yellow } CE 323A Pink }	1Set
45.	HP Cartridge 305A-K 305A-C } 305A-M } 305A-Y }	2 sets
46.	HP Cartridge 11A	3
47.	HP Cartridge CF228A	2
48.	HP Cartridge CE 400A – K CE 401A – C } CE 402A – Y } CE 403A – M }	4

Sr. No.	Description of Item	Estimated Quantity*
49.	HP Cartridge CD 972AE CD 973AE CD 974AE CD 975AE	2 Nos. each
50.	HP Cartridge 93A(CZ192A)	02
51.	HP Color Cartridge CF 210A CF 211A CF 212A CF 213A	02 each
52.	HP Cartridge 55A	4
53.	HP Cartridge 312A	4
54.	Cartridge HP 861	5
55.	HP Cartridge 818b 818	4 Nos. each
56.	HP Deskjet F 2120 All in one Cartridge HP 21 HP 22	6 3
57.	HP Cartridge HP 678	6
58	HP Cartridge RHTC 0012A	03
59	HP Cartridge Colour CE 866A	01
60	HP Cartridge CE 280A	02
61	HP Cartridge CF 353A	04 N
62	HP Cartridge 305A – K 305A – C 305A – M 305A – Y	03 Nos. each
63	HP Cartridge CF 380 B CF 381 C CF 382 Y CF 383 M	06 Nos. each
64	Cartridge HP Laser jet CE 278 AC	3
65	HP Cartridge Pro 200 color 131 A	4
66	HP Cartridge Pro M252dw 201 A Black Cyan Yellow, Magenta	2 SET
67	Cartridge HP Laser jet 226dn 8A	4 color x 2
68	Cartridge HP LaserJet 176n 130 A	4 color x 2
69	HP Desktop 2131 803(B&C)	2
70	HP Office Jet 7500A CD 972 AE 973 AE 974 AE 975 AE	2 set
71	Canon PiXMA iX6770 – CL 1751 – Black CL 1751 – Meroon CL 1751 – Yellow CL 1751 - Red	1 1 1 1

<b>Sr. No.</b>	<b>Description of Item</b>	<b>Estimated Quantity</b>
72.	Cannon cartridge 301	3
73.	Cannon cartridge 337	09
74.	Cartridge cannon 326	5
75.	Cannon 728	3
76.	EPSON L455 EPSON Cartridge Colour 664 - C 664 - Y 664 - M 664 - BK	6 sets
77.	EPSON L-300 Colour Printer T6641 Black T6644 Yellow T6643 Magenta T6642 Cyan	08 Nos. each
78.	Konica Minolta A0V301F Black A0V306F Yellow A0V30CF Magenta A0V30HFCyan	6 Nos. (set of 4)
79.	Gastener DSM 622	3
80.	Lexmark X264A21G	3
81.	EPSON L6170 Black Yellow Cyan Magenta	3 2 2 2
82.	EPSON Pro- WF – R8591 T 8461 T 8462 T 8463 T 8464	4 color x 2
83.	Canon LBP3300 Cartridge No. 308	2
84.	Canon E510 CL-98,PG-88	2
85.	Canon PixmaG2010 790BCMY	4
86.	Canon Image Runner Adv.4545 NGP -73	4
87.	Canon 212D	1

**Section B: - Pen drive**

Sr. No	Make	Size and Specification	Estimated Quantity
1.	SanDisk	USB 3.0 : 16 GB/32 GB/64 GB USB 2.0: 4GB/8GB/16GB/32GB/64 GB	Requirement varies.
2.	Transcend	USB 2.0: 16 GB USB 3.0: 32 GB/64 GB	
3.	Kingston	USB 2.0: 16 GB/32 GB USB 3.0 : 16 GB/32 GB/54 GB	
4.	HP	USB 2.0: 8 GB USB 3.0 16 GB/32 GB/64 GB	
5.	Sony	USB 2.0 : 16 GB USB 3.0 : 32 GB/ 64 GB	

**Section D: - USB External Hard Disk**

Sr. No	Make	Specification/Model	Storage Capacity	Estimated Quantity
1.	Seagate USB 3.0 Connectivity	Backup Plus Ultra Touch Backup Plus Portable Drive Backup Plus Portable Drive Backup Plus Portable	1 TB 2 TB 4 TB 5 TB	Requirement varies.
2.	Western Digital (WD), USB 3.0 Connectivity	WDBUZG0010BBK-NESN WDBUZG0020BBK-WESN WDBU6Y0030BBK-WESN WDBU6Y0040BBK-WESN	1 TB 2 TB 3 TB 4 TB	
3.	Transcend USB 3.x	Portable hard Drive Storejet Portable hard Drive Storejet 25H3 Portable hard Drive Storejet 25H3	1 TB 2 TB 4 TB	
4.	Sony 3.1 USB HDD	External Pocket-Sized Hard Drive External Pocket-Sized Hard Drive	1 TB 2 TB	
5.	Or Equivalent Make	Equivalent to above model	Equivalent to above Storage Capacity	

**Section E: Antivirus and Internet Security Tool**

<b>Sr. No</b>	<b>Developer/ Make</b>	<b>Size and Specification</b>	<b>Number of Licence and Year</b>	<b>Estimated Quantity</b>
1.	Bitdefender/	Total security	1 User /1 year 3 user / 1 year 1 User /3 years 3 Users / 3years	Requirement varies
2.	K7/ Computing			
3.	Kaspersky/			
4.	AVG/			
5.	Quick Heal/ Equivalent			

**\* Estimated quantity may increase or decrease.**

**SECTION 6 – PRICE BID**

**SECTION A / SECTION B / SECTION C / SECTION D**

(1)	(2)	(3)	(4)	(5)	(6)			(7)	(8)
Sr. No	Description of Item	HSN Code	Unit	Rate per unit	IGST (%)	CGST (%)	SGST (%)	Other Charges if any	Total price (In Rs.)
1.									
2.									
3.									

**Note: Applicable taxes of each item to be mentioned separately.**

Place:

Date:

GST Registration No:

Signature & Name:

Office Address:

Affix Rubber Stamp:



**SECTION 7- ANNEXURES**  
**ANNEXURE A1 – DECLARATION REGARDING CLEAN TRACK**

(On Company/firm's Letterhead)

Date:

To,

The Registrar  
NITK Surathkal,  
Srinivasnagar  
Mangalore- 575 025

**Ref: Tender No. .... dated \_\_\_\_\_ for “Annual Rate Contract of Suppliers for procurement of Computer Peripherals”.**

I've carefully gone through the Terms & Conditions contained in the above referred Tender.I..... hereby declare that my company/firm is not currently debarred / blacklisted by any Government / Semi-Government Organizations / Institutions in India or abroad. I further certify that I'm..... competent officer in my company/firm to make this declaration.

Or

I declare the following

No.	A country in which the company is debarred/blacklisted/ case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding Period for which the company/firm was blacklisted and the reason/s..... for the same)

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

**ANNEXURE A2: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS  
(On Company/firm's Letterhead)**

Date:

To,

The Registrar  
NITK Surathkal  
Srinivasnagar – 575 025

Sir,

**Ref: Tender No. .... dated for “Annual Rate Contract of  
Suppliers for procurement of Computer Peripherals”.**

I've carefully gone through the Terms & Conditions as mentioned in the above referred Tender document. I declare that all the provisions of this Tender are acceptable to my company. Further certify that I'm an authorized signatory of my company and therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation

Seal

Date:

Business Address:

**ANNEXURE A-3: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN  
(On Company/firm's Letterhead)**

To,

The Registrar  
NITK Surathkal  
Srinivasnagar – 575 025

Date:

Sir,

Ref: Tender No. \_\_\_\_\_ “Annual Rate Contract of Suppliers for procurement of Computer Peripherals”.

1) I/we hereby declare that our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2016 – 17	F. Y. 2017 – 18

And,

2) I/we hereby declare that our firm had filed Income Tax Returns for last year's i.e. A.Y. 2018-19 (F. Y. 2017 – 18) & A.Y. 2017-18 (F. Y. 2016 – 17). Supported by a copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)  
Printed Name  
Designation  
Seal

Date:  
Business Address:

Encl: As above

**ANNEXURE A4: BIDDER'S INFORMATION**

**(On Company/firm's Letterhead)**

<b>Details of the Bidders :</b>		
1	Registered Name of the Bidder	
2	Registered Address of the Bidder	
3	Status of the Company (Public Ltd. / Pvt. Ltd.)	
4	Valid GST Registration No.	
5	GST Registration State Name	
6	Details of the Incorporation of the Company	Date:
		Ref. Document-
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person	
	Address :	
	Contact No.	
	Email Address of the Contact person	
	Fax No. (with STD Code)	

Date:

Sign and Seal

## SECTION 8 - CHECKLIST

**The following items must be checked before the Bid is submitted:**

### **1. Envelope "A"**

- a) Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
- b) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
- c) Copy of this Tender document duly sealed and signed by the authorized signatory on every page.
- d) Annexure A1: Declaration Regarding Clean Track by Bidder  
Annexure A2: Declaration for Acceptance of Tender  
Terms and Conditions Annexure A3: Declaration of  
Annual Turnover and Income Tax Return Annexure A4:  
Bidder's Information

### **2. Envelop "B"**

- a) Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**