



icmr **NIRRH**
INDIAN COUNCIL OF
MEDICAL RESEARCH NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE HEALTH



आई सी एम आर - राष्ट्रीय प्रजनन स्वास्थ्य
अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute for Research in
Reproductive Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Tender No. NIRRH/ST/2021-2022/08

Date: August 26, 2021

Subject: **Tender for supply of Godrej Furniture**

Due Date: **16th September, 2021; 17.00 Hrs.**

Sir / Madam,

The Institute is interested in the purchase of the **Godrej Furniture, as per the details mentioned in detailed specifications.** If you can supply the same, please send us your quotation in a sealed cover, super-scribed with our tender number, due date and subject, so as to reach this Institute well before the above due date. In case the hard copy cannot be submitted, soft copies may be mailed to our email IDs (**stores@nirrh.res.in / nirrhequip@gmail.com**), before the prescribed due date.

While submitting your tender, the terms and conditions specified overleaf viz. 1 to 20 may please be carefully observed. **Tenderers may visit the Office from 12th August 2021 to 18th August on working days regarding measurements or clear queries regarding the requirement of the end user of the furniture.** Tenders are liable to be ignored if any of these conditions are not complied with.

Sd/-
DIRECTOR

Note: **The Quantity of each category of furniture in No.s may increase or decrease. Bids may be submitted as per the BoQ**

आई.सी.एम.आर. राष्ट्रीय प्रजनन स्वास्थ्य अनुसंधान संस्थान
ICMR-NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE HEALTH
भारतीय आयुर्विज्ञान अनुसंधान परिषद
Indian Council of Medical Research
जे, एम स्टीट, परेल, मुंबई – 400 012
J.M. Street, Parel, Mumbai - 400 012.
दूरभाष संख्या: 022.24192060 / 24192134 फ़ैक्स संख्या : 022-24139412
Telephone No. 022-24192060/24192134 Fax No. 022- 24139412

TENDER DOCUMENT

Tender Reference No. NIRRH/ST/2021-2022/08 dated 26th August, 2021

CONTENTS:

- Chapter 1 : INSTRUCTIONS TO BIDDERS
- Chapter 2 : GENERAL AND SPECIAL TERMS & CONDITIONS OF TENDER
- Chapter 3 : SCHEDULE OF REQUIREMENTS INCLUDING SPECIFICATIONS & ALLIED TECHNICAL DETAILS
- Chapter 4 : TENDER FORMS/ANNEXURES

Chapter 1: INSTRUCTIONS TO BIDDERS

1. The Director, ICMR-National Institute for Research in Reproductive Health (ICMR-NIRRH) here in after referred to as the 'Purchaser' will receive bids for 'Supply, Installation, Testing, Commissioning & Training of following Scientific Equipment / Instrument as per required specifications:
2. The bids will be received, opened and evaluated online in electronic form through Central Public Procurement Portal (CPPP) i.e. <https://eprocure.gov.in/eprocure/app> [Link to reach at site is also available at ICMR-NIRRH websites, www.nirrh.res.in and www.icmr.nic.in. Bid shall be prepared and submitted in accordance with instructions contained in this section.
3. This section of the bidding document provides the information necessary for Bidders to prepare online responsive bids, in accordance with the requirements of the Purchaser. It also provides information on online bid submission, opening, evaluation and contract award.
4. **INSTRUCTION FOR ONLINE BID SUBMISSION:**
 - The Bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements/ instructions and submitting their bids online on the CPP Portal.
 - **REGISTRATION:**
 - (i) The Bidder is requested to visit the link 'Bidders Manual Kit' at Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment", which is free of charge.
 - (ii) As part of the enrolment process, the Bidder will be required to choose a unique user name and assign a password for their accounts.
 - (iii) During enrolment/ registration, the Bidder should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the Contractors/ Bidders through email-id provided.
 - (iv) For e-tendering, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/TCS/nCode/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card.
 - (v) Upon enrolment on CPP Portal for e-tendering, the Bidder has to register their valid Digital Signature Certificate with their profile.
 - (vi) Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse and should ensure safety of the same.

- (vii) Bidder can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

- SEARCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the Bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved/ saved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Bidders through SMS/ email in case there is any corrigendum issued to the tender document.
- (iii) The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

- PREPARATION OF BIDS:

- (i) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (ii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iii) Bidders should get ready in advance the bid documents to be submitted as indicated in the tender document/schedule in pdf/xls/rar/zip/ jpg/ dwf formats. If there is more than one document, they can be clubbed together using zip format. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area as per tender requirements while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

- SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.

- (ii) Bidder should prepare the Bid Security Declaration, in lieu of Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The same should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the Notice Inviting Tender (NIT)/ tender documents.
- (iii) While submitting the bids online through already downloaded/ saved tender in 'My Tenders' folder, the Bidder should read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidder should digitally sign and upload the required bid documents one by one in respective 'Tender Cover' as indicated in the tender document.
- (v) Bidders should note that, the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vi) Bidders are requested to note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (vii) Utmost care shall be taken for uploading "Schedule of Quantities & Prices" and any change / modification of the price schedule shall render it unfit for bidding. Bidder shall download the Schedule of Quantities & Prices i.e. **BOQ_xxxxx.xls**, in XLS format and save it without changing the name of the file. Bidder shall fill their respective rates in figures (financial quotes) and other details (such as name of Bidder) in light blue background cells, thereafter save and upload the file online in financial/price bid (Finance) cover without changing the filename. No other cell should be changed. Bidders are requested to note that they should necessarily submit their financial bids in the 'Finance' cover in the format provided and no other format is acceptable. If the template of "Schedule of Quantities & Prices" file is found to be modified/ tampered by the Bidder, the bid shall be rejected. The Bidders are cautioned that uploading of financial bid elsewhere i.e. other than in Financial cover shall result in rejection of the tender.
- (viii) Bidder should submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidder at the eleventh hour.
- (ix) After the bid submission (i.e. after clicking "Freeze Bid Submission" in the portal), the Bidder should take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (x) Bidder should follow the server time being displayed on Bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

- (xi) All the documents being submitted by the Bidder would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- **ASSISTANCE TO BIDDERS:**
 - (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
 - (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. Toll Free Number 120-4200462; 120-4001002; 120-4001005; 120-6277787.

KEY INSTRUCTIONS for BIDDERS:

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:-

- i) Obtain individual Digital Signature Certificate (DSC or DC) well in advance of tender submission deadline.
- ii) Register your Organization on CPPP well in advance of tender submission deadline.
- iii) Get your Organization's concerned executives trained on CPPP well in advance of tender submission deadline.
- iv) Submit your bids well in advance of tender submission deadline on portal (There could be last minute problems due to internet timeout, breakdown, etc.) While the first three instructions mentioned above are especially relevant to first-time users of portal, the fourth instruction is relevant at all times.

Note: Electronic procurement system will not allow any Bidder to place their bids after the expiry of scheduled date & time. The Purchaser shall not be responsible for any delays/problems related to bandwidth, connectivity etc., which are beyond the control of the ICMR-NIRRH/ CPPP.

Chapter 2: GENERAL AND SPECIAL TERMS & CONDITIONS OF TENDER

1. Complete bid document can be viewed and downloaded from ICMR-NIRRH websites www.nirrh.res.in or www.icmr.nic.in and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app>.
2. The bidder should be manufacturer of the equipment/system of required specifications as specified in the Schedule of Requirements including Specifications and Allied Technical Details.
OR
The bidder should be authorized dealer / distributor of the manufacturer of quoted brands of the item of required specifications as specified in the Schedule of Requirements including Specifications and Allied Technical Details to quote on behalf of their manufacturer, in case manufacturer does not quote directly. In such a case, the authorized dealer shall have to submit relevant 'Authorized Dealership' certificate from the manufacturer showing validity period.
3. In case a dealer is participating in a tender on behalf of one manufacturer, he is not allowed to participate / quote on behalf of another manufacturer in this tender or in a parallel tender for the same item. All such bids with same make / manufacture will be rejected.
4. The maximum response time during the warranty would be 48 hrs. 0.1% of FOB Cost as penalty per week till the warranty would be applicable.
5. Submission of self-attested copy of PAN in the name of firm/ proprietor.
6. Submission of self-attested copy of GST registration certificate with valid GSTIN.
7. The Bidder should not have been banned / de-listed / black listed / debarred from business by Government of India or any State Governments of India.
8. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Purchaser will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
9. Earnest Money Deposit (EMD) / Bid Security: Tender should be accompanied by "Bid Security Declaration" wherein the participating agency should undertake '**That if they withdraw or modify their bids during period of validity etc., they will be suspended for the time, as may be decided by the competent authority of the ICMR-NIRRH from its future tenders**'. The same is to be submitted on the letter head, duly self-attested.
10. The offers should be kept valid for acceptance for a period up to **30th November, 2021**. The **last dates for receipt of online e-tenders is 05.00 PM on 16th September, 2021**, which would be **opened online on 20th September, 2021 at 11.00 AM**.

11. The successful tenderers will have to enter into an Agreement and submit Bank Guarantee equivalent to 3% of the purchase / contract cost (towards security and performance) which will be retained for a period of sixty days beyond the expiry of the Warranty period.
12. The complete work of supply, installation, testing and commissioning should be completed within the period of **4-6 weeks** from the date of receiving the confirmed order.
13. The prices quoted shall be firm for the duration of contract period. Institute is exempted from the levy of Central excise duty and Custom duty at reduced rate as applicable to Central Government against form/certificate. The rate of G.S.T. must be clearly indicated wherever chargeable. It will be deemed that No Taxes are payable by us if such numbers are not indicated. The GST Number of the Institute is 27AAEAT4818Q1ZS and is eligible for reduced rate of GST under GST Notification No.43/2017, 45/2017 and 47/2017. **(Financial Bid)**
14. The prices should be quoted in the form provided in the tender document only and nowhere else. Bid/offer prices shown anywhere except in **Financial Bid** will be rejected **(Financial Bid)**.
15. The payment terms would be governed by the extant Government of India Rules and Regulations.
16. Conditional offers will not be accepted and are liable to be rejected without any further reference.
17. The successful bidder should undertake to extend the validity of the Bank Guarantee, if offered as security deposit and performance guarantee, in case, the tendered work is delayed beyond the validity period of the Bank Guarantee.
18. The bidders must provide complete circuit diagrams, wiring diagrams, component layout diagrams, Service/Maintenance manuals and component identification catalogue along with equipment free of charge in case order is placed to them. Also supplier to provide Technical Maintenance/Service training at manufacturing unit or principal company to our Technical Officer Instrumentation. All Expenses for travel, Accommodation etc. to be borne by the supplier or company to whom order is placed
19. The bidder shall prepare the bid and submit the bid online on “Electronic Tendering System” in following manner:

- **ONLINE SUBMISSION:**

Cover-1: Technical Bid

Online bids should be submitted containing scanned copy of following document in Cover-1:

- i) The Technical Offer of Furniture item meeting all the technical specifications, as mentioned in our tender document. The necessary brochure of the furniture is to be included. The user list of said equipment along with copies of purchase orders, if any are also to be included.
- ii) Bid Security Declaration, in lieu of Earnest Money Deposit.
- iii) Tender Acceptance Letter as per Annexure-I.
- iv) Status of Bidder as per Annexure-II.
- v) Check List with necessary enclosures as per Annexure 'Check List'
- vi) Technical Compliance as per Annexure 'Compliance'
- vii) Solvency Certificate.

Cover-2: Financial Bid (Price Bid)

The Financial Bid (Price Bid) shall be submitted in electronic form in conformity with the tender specifications on the portal only by the time & date as specified in NIT. The financial cover shall contain price bid in the enclosed "Schedule of Quantities & Prices" i.e. BOQ_XXXXX.xls, **with different sheets for different equipment / instrument**. The basic rate may be quoted either in Indian Rupee / US Dollars / Euro / Japanese Yen and shall be written in figures in BOQ_XXXXX.xls.

Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Purchaser in any circumstances. In case, if any cell is left blank and no rate is quoted against any of the item(s) by the Bidder, rate of such item(s) shall be treated as "0" (Zero) and considered included in the cost of the bid and no separate claim whatsoever will be entertained on this account.

Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.

- **OFFLINE SUBMISSION:**

Hard copy of following supporting documents forming part of Techno-Commercial bids shall be submitted offline (i.e. physically) in separate sealed envelope bearing on the top the reference of the Tender to Director, ICMR-NIRRH, Jehangir Merwanji Street, Parel, Mumbai 400012, Maharashtra on or before the due date & time of submission as per NIT. These envelope(s) shall not contain anything else. This part of bid should not contain any "Price information".

i) Documents submitted in the Cover 1: Technical Bid.

If any discrepancy is found between the Hard Copies of the offline documents and scanned copy of same uploaded online then the online bid shall be liable for rejection.

20. The Purchaser reserves the right to itself to postpone and/or extend the date of receipt or to withdraw the Bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.

21. Online opening of Bids by Purchaser:

The Purchaser will open the Bids online on the date as specified in NIT or any extension thereof. In the event of the specified date or amendment if any for the opening of bids/offline documents being declared a holiday for the Purchaser, the opening shall be carried out at the specified time on the next working day.

Initially, the 'Technical Bid' shall be opened and the 'Price Bid' of only those bidders, whose Technical bid is acceptable to the Purchaser shall be opened online subsequently. The decision of the Purchaser is final and binding in this regard.

During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

The bidder shall quote for all the individual items mentioned in the Price Bid. The evaluation of the bids shall be done based on the Total price as per BOQ_MDMR.xls: Schedule of Quantities & Prices.

All applicable taxes, duties and levies as mentioned in BOQ_xxxx.xls i.e. Schedule of Quantities & Prices shall be considered for the purpose of evaluation of bids.

Any adjustments in price that result from the above procedures shall be added, for purposes of comparative evaluation only, to arrive at an 'Evaluated Bid Price'. Bid prices quoted by Bidder shall remain unaltered.

22. Award Criteria & Purchaser's Right to accept any bid and to reject any or all Bids:

The Purchaser reserves the right to accept or reject any bid, or cancel/ withdraw invitation to Bid for any reason and annul the Bidding process and reject all bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.

The Purchaser shall not be bound to accept the lowest or any bid and reserves to itself the right of accepting whole or a portion of any of the bid as it may deem fit, without assigning any reason thereof.

Canvassing in any form or any approach, official or otherwise, by the Bidder to influence the consideration of his bid shall render the bid liable to summarily rejection.

The Purchaser shall award the contract to the successful Bidder whose bid has been determined to be substantially responsive and to be the lowest evaluated bid, further provided that the Bidder is determined to be qualified to perform the contract.

23. Corrupt, Fraudulent, Collusive or Coercive Practices:

It is expected from the Bidders/ Suppliers that they will observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

(a) for the purpose of this provision, the terms set forth below shall mean as under:

- (i) "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "Fraudulent practice" means a misrepresentation/ omission of facts in order to influence a procurement process or the execution of a contract.
- (iii) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive levels; and
- (iv) "Coercive practice" means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in a procurement process or affect the execution of a contract;

(b) A Bid may be rejected by the Purchaser if it is determined at any stage that the respective Bidder has engaged in corrupt, fraudulent, collusive and coercive practices as mentioned above in competing for the contract in question.

Chapter 3 : SCHEDULE OF REQUIREMENTS INCLUDING SPECIFICATIONS

Tender No. NIRRH/ST/2021-2022/08

Date: August 26, 2021

Subject: **Tender for supply of Godrej Furniture**

Due Date: **16th September, 2021; 17.00 Hrs.**

TECHNICAL SPECIFICATIONS

Sl. No.	Description of the Furniture	Tentative Quantity*
1	VSDU-5 Size - 1192.5Hx900Wx450D	1
2	4 drawer filing cabinets Size: 1320HX470WX620D	1
3	Storewel Plain size - 1981Hx916Wx486D	2
4	Free Standing Ped with castors	2
5	Oxbo Mid back chair	12
6	VSDU - 7 Size: 1830Hx900Wx450(Full Height)	2
7	Store Up 600wx326dx785H	5
8	Store UP 450Wx326Dx785H	3
9	Top Unit with Metal Door 600W	24
10	Top Unit with Metal Door 450W	5
11	Free Standing Ped Size - 646Hx390Wx440D	11
12	Gain 500Wx500Dx2675H	2
13	Gain 500Wx500Dx2025H	2
14	Lab table with Granite Top & Under Storage 1800W 600Dx750H	1
15	Lab Table with Granite Top & Under Storage 2600W 600Dx750H	1
16	Top Unit with Glass Door 450W	1
17	Laboratory Stool 26" with manual height adjustment and foot rest	15
18	Sliding Door file cabinet units	4
19	Cupboard (Metal)	3
20	Filing cabinet 4 drawers	2
21	Storage cabinet (custom)	4
* The Quantity in No.s may increase or decrease. Bids may be submitted as per the BoQ		

Tentative Bidders may visit the Institute from 30th August to 9th September 2021 during working days (Monday – Friday) to verify the requirement (Measurements)

Chapter 4 : TENDER FORMS/ANNEXURES

Annexure I

TENDER ACCEPTANCE LETTER

Date : _____

To,
The Director,
ICMR-National Institute for Research
in Reproductive Health (ICMR),
J.M. Street, Parel, Mumbai 400012

Subject: **Offer for Supply, of the Tendered Item**
Name of the Item _____

Dear Sir,

I _____ for and on behalf of
M/s. _____ beg to offer
the Technical as well as Financial Bid for participation in the Tender invited by the Institute
for the designing, supplying, installation and testing of the above said item and state as
under:

1. It is certified that offered item is technically sound and satisfies the prescribed specifications of the item. The literature containing designing of the system with other details to satisfy the requirements of the item are attached herewith for perusal and ready reference for the purpose of evaluation.
2. It is certified that all the terms and conditions (General & Special) are acceptable to us and agreed to abide by all the said terms and conditions.
3. It is certified that we agree to keep this offer valid for a period up to **30th November, 2021 and will provide further extension of validity, if required.**
4. It is certified that the amount of Bid Security Declaration is attached herewith.
5. It is certified that the Technical Bid and Financial Bid have been sealed separately and submitted with the offer for consideration, evaluation and competition.

6. It is certified that the necessary agreement will be executed within 14 days on the non-judicial paper in token of acceptance and execution of the Contract from the date of receipt of purchase order.
7. It is certified that the Bank Guarantee for the amount equivalent to 3% of the total cost of the item shall be submitted in case 100% payment is claimed against the supply and installation/testing etc. on successful completion of the Contract.

Encl.: As above.

Date:

Signature

Place:

Name

Stamp

Annexure II

STATUS OF THE BIDDER/TENDERER

1. Name of the Bidder/Tenderer(in full) :
2. Whether a proprietary firm/
partnership firm/Pvt. Company ltd.
/Public company ltd./Trust or others :
3. Registration No. :
IT PAN No. _____
4. Authorities with whom registered :
5. Name & Address of the Proprietor/
Partners/Directors/Authorised
Attorneys with full Address,
Telephone No. and E-mail I.D. :
6. Working experience of the organization:
(In Brief)
7. Resourcefulness /financial status :
8. Name of the Bankers & Address
with telephone nos. :
9. Infrastructure Facility available
with the Tenderer :
10. Notice of time required to attend the
call/complaint to remove the defects :

**Signature & Name with Designation
of Tenderer with Rubber Stamp**

Annexure 'Check List'

Tenderers should enclose the necessary documents as given in the Check List

Sr. No.	Description	Vendors should put appropriate remarks against each item i.e. Yes/No/Agreed/Not Agreed/Enclosed /Not Enclosed etc.
1	Acceptance of General conditions contract.	
2	Terms of payment as per enclosed sheet.	
3	Completion time (4 – 6 weeks)	
4	Basic Rates are excluding of all taxes & duties i.e., GST etc. which are shown separately. (Rates including taxes are not acceptable)	
5	The entire supply / work will be carried out as per Technical Specifications given in Tender Notice.	
6	Whether the following documents are submitted along with tender? a) Authorization letter from Manufacturer b) Layout Drawings c) List of similar works carried out during last three years. d) Catalogues and technical details of offered furniture e) Bid Security Declaration, in lieu of EMD. f) List of users of model quoted with complete address. g) Acceptance of penalty clause, risk purchase clause in case of default	

**Signature & Name with Designation
of Tenderer with Rubber Stamp**

