TENDER DOCUMENT
(Tender Notice no. IITKGP/MIN/ENQ-Plan/2022-23/01 dated 27.04.2022)

FOR
Jackson Strength Evaluation System

OF
MINING ENGINEERING
IIT Kharagpur

INDIAN INSTITUTE OF TECHNOLOGY Kharagpur
Kharagpur – 721302
WEST BENGAL
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NOTICE INVITING TENDER

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed bids from principal manufacturers or their authorized distributors (foreign firms or their Indian representative companies), who have adequate credential for the Procurement of “Jackson Strength Evaluation System” for Department of Mining Engineering, IIT Kharagpur.

Interested parties may submit their sealed bids under Two-Bids system as per Technical Specifications given at Annexure I and General Terms & Conditions and other formats given at Annexure II to VII. Two covers (Technical Bid and Price Bid) are to be separately sealed and placed in one large Cover superscribed with tender reference number (Tender No. IITKGP/MIN/ENQ-Plan/2022-23/01, Dt: 22-04-2022) and submitted to “Chairman, Department of Mining Engineering, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN - 721 302 on or before 18-05-2022 at 3.00 PM”. Technical Bids will be opened on 19-05-2022 at 4.00 PM at Department of Mining Engineering.

The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

Kindly refer to the Institute website www.iitkgp.ac.in [link: Tenders] for complete tender details. The same is also available in the CPP Portal [https://eprocure.gov.in/eprocure/app]. If there is any corrigendum/addendum, it shall only be published on Institute’s Website and Central Public Procurement Portal.

Signature of Indenter
Department of Mining Engineering

Chairman,
Departmental Purchase Committee
Department of Mining Engineering
IIT Kharagpur

To
1. Institute Website
2. CPP Portal
3. Department Notice Board

Signature and seal of Bidder
# IMPORTANT INFORMATION

<table>
<thead>
<tr>
<th>Tender No. &amp; Date</th>
<th>IITKGP/MIN/ENQ-Plan/2022-23/01 Date : 27.04.2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description of Tender</td>
<td>Procurement of &quot;Jackson Strength Evaluation System&quot;</td>
</tr>
<tr>
<td>Tender fee</td>
<td>Nil / Rs. NIL</td>
</tr>
<tr>
<td>EMD</td>
<td>Nil (Bidders should submit the Bid Security Declaration as per Annexure VIII)</td>
</tr>
<tr>
<td>Bid submission start date &amp; time</td>
<td>27-04-2022 at 03.00PM</td>
</tr>
<tr>
<td>Last date for submission of sealed tenders/quotations</td>
<td>18-05-2022 at 03.00PM</td>
</tr>
<tr>
<td>Pre-qualification &amp; Technical Bid opening date/time</td>
<td>19-05-2022 at 04.00 PM</td>
</tr>
<tr>
<td>Two Bid System</td>
<td>Two bids – (i) Technical and (ii) Price bid in two separate sealed envelope - placed &amp; sealed in one envelope</td>
</tr>
<tr>
<td>Bid validity</td>
<td>180 days from the opening of Price Bid</td>
</tr>
<tr>
<td>Submission of bids (by speed post) (Addressed to)</td>
<td>Chairman, Departmental Purchase Committee, Department of Mining Engineering, IIT Kharagpur, Kharagpur 721302, W.B., INDIA</td>
</tr>
<tr>
<td>Bid opening place</td>
<td>Office of Head, Department of Mining Engineering, IIT Kharagpur, 721302</td>
</tr>
</tbody>
</table>
| Any clarification | **Prof. Ashis Bhattacherjee**  
Department of Mining Engineering  
[Ph:+91-03222-283704], Email: - [ashisb@mining.iitkgp.ac.in](mailto:ashisb@mining.iitkgp.ac.in) |

**Note:**
1. If the day falls on any Holiday, the date of any of the events mentioned above shall be on the next working day.
2. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
3. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
4. The Director, IIT Kharagpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
5. The addendum/ corrigendum if any shall only be published on Institute’s website and CPP Portal.

*Annexur e-I*
## ANNEXURE I

Procurement of Jackson Strength Evaluation System

*(Enquiry No: IITKGP/MIN/ENQ-Plan/2022-23/01, Date : 27.04.2022)*

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Name of the item &amp; Specifications</th>
<th>Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jackson Strength Evaluation System</td>
<td>01</td>
<td>01</td>
</tr>
</tbody>
</table>

The system should be for assessment of gross muscle power of limbs and trunk of human being. Further, the instrument should be able to perform Arm Lift, leg Lift, Shoulder Lift and Seated Torso Pull as pre NIOSH Standards. The instrument should be light weight, compact and should have digital real time display system. All measurements should be in MKS/S.I Units. The measurement range for the given tests should be as follows.

<table>
<thead>
<tr>
<th>Test to be able to perform</th>
<th>Range of operation (in Kilogram Force)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Bilateral Elbow Flexion</td>
<td>0 to 100</td>
</tr>
<tr>
<td>ii) Trunk Extension</td>
<td>0 to 100</td>
</tr>
<tr>
<td>iii) Unilateral Elbow Flexion</td>
<td>0 to 50</td>
</tr>
<tr>
<td>iv) Hip External Rotation</td>
<td>0 to 20</td>
</tr>
<tr>
<td>v) Knee Extension</td>
<td>0 to 50</td>
</tr>
</tbody>
</table>

**Guarantee/Warranty of above items**

01 year from the date of successful installation and demonstration
GENERAL TERMS AND CONDITIONS

1. Last Date of Submission of Sealed Bids (both technical and price bids, sealed separately in two covers and placed, sealed in one envelope): 18-05-2022 upto 3.00 P.M.

2. The Technical bids will be opened on 19-05-2022 at 4.00 P.M. in the Office of Head, Department of Mining Engineering, I.I.T. Kharagpur, India.

3. Payment Terms & Performance Bank Guarantee (PBG): 100% payment will be made after receipt of stores in good order and condition, successful installation and demonstration thereafter certification by the Department.

4. Liquidated Damages: In the event of failure to deliver the stores beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the value of stores will be deducted, subject to a maximum of 5%; alternately the order will be cancelled and the un delivered stores purchased from elsewhere at the risk and expense of the vendor.

5. Warranty/Guarantee & On-site skill support: One year onsite comprehensive OEM warranty from the date of successful installation and commissioning. The firm has to guarantee supply of spares for a minimum period of 05 years.

6. Bid Security Declaration: No EMD shall be deposited, however the bidder should submit the Bid Security Declaration as per Annexure - VI with the Technical bid, without which the bid shall be straightway rejected. If a successful bidder fails to act on the offer made by the Institute and/or the bidder withdraws/amends his bids after opening of the tender, the bidder shall be suspended from being eligible for bidding in any contract with IIT Kharagpur for a period equal to the duration of the contract for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of Goods’ from the date of notification of the Tender document.

7. Tender Fee: No Tender Fee.

8. Delivery of Stores: The store items are to be supplied within 60 days from the date of receipt of the Purchase Order.

9. Price:
   a. PRICE may be quoted either in INR or in foreign currency.
   b. Where tenderer intends to quote in Indian Rupees (INR), the price should be quoted "FOR IIT Kharagpur" basis. The price should be all inclusive.
   c. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue. Necessary certificate in this regard will be issued as per requirement and on request of the successful bidder.
   d. Where tenderer intends to quote in foreign currency FCA/FOB source port price by Air/Sea to be quoted. In case of comparison between FOR IIT Kharagpur (quoted in INR) and FOB/FCA price (quoted in foreign currency) 20% will be added on FOB/FCA price after conversion to INR. Also provide
e. price “FOR IIT Kharagpur” by including the necessary insurances etc. for
door delivery (DDP).
f. Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration
as follows: We declare that I am/we are Accredited Agents of the suppliers
aboard. DGS&D enlistment certificate needs to be attached (applicable only
for the Indian Agents).
g. Foreign bidders to disclose the name and address of agent and
representative in India.
h. IIT Kharagpur is registered DSIR, Govt. of India and eligible for exemption for
payment of Customs Duties in Terms of Government of India Notification
No.51/96-Customs dated 23.07.96. Necessary certificate in this regard will
be issued as per requirement and on request of the successful bidder.
i. Agency Commission, if any will be paid to the Indian agents in Rupees on
receipt of the equipment and after satisfactory installation. Agency
Commission will not be paid in foreign currency under any circumstances.
j. The unit prices should be for the same unit as indicated in the Schedule to
tender enquiry and not for any other unit.
k. Discount, if any, should be indicated separately/prominently.
l. Offers should normally be on fixed and firm price basis. Any clause making
price variation will not be acceptable.

10. Bid: Technical Bid and Price Bid should be submitted in two separate sealed
envelopes quoting reference number on the top of the envelope.

11. Acceptance of Tender: The Authority of IIT Kharagpur does not bind itself to
accept the lowest priced bid and reserves the right to reject any or the entire tender
bids received without assigning any reason thereof.

12. The addendum/corrigendum if any shall be published on Institute’s Website i.e.
www.iitkgp.ac.in and on CPP Portal.

13. Extra Features: If the bidder provides any other extra features on the Hardware or
Software which are not mentioned in the tender product specifications, then that
shall be highlighted in clear terms, with documentary evidence/literature.

14. Compliance List: The proposal should be properly indexed and a compliance list
against the technical specifications should be provided.

15. Service: Response to ensure quality of services, the deputed Engineer from the
OEM/Vendor shall have a minimum of 2 years of experience in the relevant field
and must be in the payroll of the OEM/Vendor.

16. Installation and Commissioning: Free of cost at SATHI Center, IIT Kharagpur. The
supplier must ensure timely installation of Experimental test setup with necessary
support to the indenters, as per details and lists to be made available by the Stores
& Purchase Section or the indenting Departments/Centres/Schools.

17. Training: The Supplier is required to provide training at free of cost to the
designated Purchaser’s technical and end user personnel to enable them to
effectively operate the total equipment.
18. **Site preparation:** The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter. The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements.

19. **Period of Validity:** Bids shall remain valid for acceptance for a period of 180 days from the date of opening of the price bid.

20. The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to IIT Kharagpur by the selected OEM/vendor.

21. Past Performance of the Vendors will be judged at the time of Technical Evaluation.

22. The Institute does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee of the Institute.

23. Bidders should enclose the following documents:
   a. Certificate of Registration / Trade License
   b. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
   c. Proforma Price Bid (without mentioning the price rate) may be attached with technical bids
   d. Port or place of Shipment: Should be mentioned in the quotation.
   e. Purchase order to be placed on: Should be mentioned in the quotation with full address, email addresses, phone number.

24. All tenders are to be handed over in a sealed box in the Office of Mining Engineering, IIT Kharagpur, Kharagpur, W. B., 721302, India. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. For speed post, the Postal Address is “Chairman, Departmental Purchase Committee, Department of Mining Engineering, IIT Kharagpur, West Bengal 721302, INDIA.”
25. **Opening of Price Bids:** The Price Bid(s) of only those vendor(s) who are found technically qualified will be opened and the same will be opened before the technically qualified vendor(s). The date for opening of price bids will be notified separately by email.

26. Tenderer or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.

27. **Disqualification of Tender:** The tenders are liable for rejection in the following circumstances: a) If they are not in line with the terms and conditions of this tender notice b) Conditional quotations c) Incomplete tenders d) Tenders without Tender Fee and/or Bid Security Declaration e) Tenders submitted through Fax or e-mail f) If two bid system is not followed g) Bid received simultaneously from Indian agent on behalf of Principal/OEM and Principal/OEM itself for same item/product/services in the same tender h) The Firm need to quote all the charges/prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as Unresponsive bid and will not be considered

**IMPORTANT**

I. Director may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.

II. The technical bid will be evaluated first and price bids will be opened in respect of those OEMs/Vendors, who are found technically qualified after evaluation of Technical bids. Date for opening price bids will be intimated later.

III. A bid submitted with false information will not only be rejected but also the OEM/vendor will be debarred from participation in future tendering process.

IV. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.

V. For any query pertaining to this bid document, correspondence is to be addressed to the End user

**Prof. Ashis Bhattacherjee**  
Mining Engineering  
Indian Institute of Technology Kharagpur- 721302,  
West Bengal (State)  
[Ph:+91-03222-283704] Email: - ashisb@mining.iitkgp.ac.in

VI. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.

VII. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.
INSTRUCTIONS & SPECIAL CONDITIONS

1. **General**: Tenderer, who are Indian Agents of OEMs, should furnish a clear declaration as follows: We declare that I am/we are Accredited Agents of the suppliers aboard. DGS&D enlistment certificate needs to be attached (applicable only for the Indian Agents).

2. **Deviation from Specifications**: It is in the interest of the tenderer to study the specifications in the tender schedule thoroughly before quoting so that, if the tenderer makes any deviations, the same are prominently brought out in the body of the tender. If you need to add any optional items to your system in order to meet our specifications, you are requested to quote for the total including the option required to suit our requirements. Otherwise, your tender will not be considered at all.

3. **TENDERERS SHALL SUBMIT ALONG WITH THEIR TENDER**: (i) Complete address and tele links for contact persons of principals and Indian agent offices dealing with this purchase. (ii) Name and full address of the OEM’s Banker and their swift code. (iii) Port of shipment and Country of origin is to be provided for each item. (iv) Purchase order to be placed on: Should be mentioned in the quotation with full address.

3. **Performance Bank Guarantee**: Not Applicable

4. **Guarantee**: The tenderer has to declare that the goods sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications.

5. **Jurisdiction**: All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the exclusive jurisdiction at the place from which the acceptance of Tender is issued i.e. Jurisdiction of KOLKATA HIGH COURT. Acceptance to this effect is also necessary at the time of opening of Technical Bid.

6. **Acknowledgment**: It is hereby acknowledged that we have gone through all the points listed under “Instructions & Special Conditions” outlined above, and those in the accompanying note on “Important Conditions”, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

7. Interested vendors must be able to supply adequate spares and consumable during three years of comprehensive warranty. Vendor should also ensure trouble free service and performance for another five years beyond five years Comprehensive Warranty Period with adequate spares and accessories.


**ANNEXURE - IV**

**Eligibility Criteria / TECHNICAL BID**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Description</th>
<th>Submitted (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration Certificate</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PAN and GST Certificates</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Status of the Tenderer&lt;br&gt;(attach documents, if registered company/ partnership /proprietyship)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Whether OEM/representing foreign principle&lt;br&gt;(attach copy of certificate/authorization)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of key top official/authorized official with e -mail id and contact number</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Income Tax Returns of latest last three years</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Average turnover of company in last three years should be of&lt;br&gt;Rs.____lakhs</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Current list and address of clients where One similar material/products has been supplied&lt;br&gt;(attach Pos) and satisfactory certificates from the users.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Name and address of Vendor’s bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. ___Lakh</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

1. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed.**

2. **This is to be submitted in a separate sealed envelope** super scribing "TECHNICAL BID", Notice inviting Tender Reference no:_______________ date:________ and name of the bidder.

3. Price bid of that company/firm only will be opened which do technically qualify, for further consideration. **Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.**
ANNEXURE - V

DECLARATION

1. I, ---------------------------------------Son /Daughter of Shri ----------------------- ----
---------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s.----------------------------------------am competent to sign
this declaration and execute this tender document.

2. Tender ref no:_________________________  dt:__________ . I have carefully
read and understood all the terms and conditions of the tender and hereby convey
my acceptance of the same.

3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.

4. I/we am/are well aware of the fact that furnishing of any false information/
fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

5. Each page of the tender document and papers submitted by my Company is
authenticated, sealed and signed, and I take full responsibility for the entire
documents submitted.

6. I/we hereby confirm and declare that I/we am/are not blacklisted /De-registered /
debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or
any other agency for which we have Executed/ Undertaken the works/ Services.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
ANNEXURE - VI

BID SECURITY DECLARATION

1. I, ---------------------------------------------------Son /Daughter of Shri --------------------------
   ------------------------------------------Proprietor/Partner/CEO/MD/Director/Authorized
   Signatory of M/s.------------------------------------------------------------------am competent
to sign this Bid Security Declaration and execute this tender document and hereby
declare that;

2. I/we understand that, according to your conditions, bid must be supported by a Bid
   Securing Declaration.

3. I/we accept that I will automatically be suspended from being eligible for bidding in
   any contract with IIT Kharagpur for a period equal to the duration of the contract
   for tender related to ‘Services’ and/or 01 to 03 years in case of ‘Procurement of
   Goods’ from the date of notification, if I am in a breach of any obligation(s) under
   the bid conditions, because I;
   
   a. have withdrawn/modified/amended, impairs or derogates from the tender
      during the period of bid validity specified in the bid document, or

   b. having been notified of the acceptance of our Bid by IIT Kharagpur during
      the period of bid validity, (i) fail or refuse to execute the contract, if required,
      or (ii) fail or refuse to furnish the Performance Security, in accordance with
      the General terms and conditions & Instructions to Bidders.

4. I/we understand this Bid Securing Declaration shall cease to be valid if I am not the
   successful Bidder, upon the earlier of (i) the receipt of your notification of the name
   of the successful Bidder; or (ii) 45 (forty-five) days after the expiry of the validity of
   my Bid.

Signature of the Authorized Person

Date: -----------------------------

Full Name: ----------------------------

Place: ----------------------------

Company Seal: --------------
**ANNEXURE – VII**

(on the official Letterhead of the firm)

**FINANCIAL BID**

**Tender ref no:** IITKGP/MIN/ENQ-Plan/01/2022-23  dt: 27/04/2023

Tender for Supply, Installation, Testing and Commissioning of “Jackson Strength Evaluation System” with One year of warranty.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price without taxes (in Rs.)</th>
<th>Taxes Rs</th>
<th>Unit Price with Taxes (in Rs.)</th>
<th>Total Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supply and Installation, Testing and Commissioning of “Jackson Strength Evaluation System” Equipment with one year of warranty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In words : Rupees ____________________________

1. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.

2. Indian institute of Technology Kharagpur is a public Funded Academic & Research institute under the minister of Human Resource Development and is eligible for GST @5% vide Notification No.47/2017 dated:14.11.2017 and 10/2018- Integrated Tax (Rate) dated:25.01.2018 by the Ministry of Finance, Department of Revenue.

Signature of the bidder along with seal
ANNEXURE – VIII

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT
(On Company / firm’s Letterhead)

I/We hereby confirm and declare that we, M/s -------------------------------, is not blacklisted/ Deregistered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services as on date.

Signature of the Authorized Person
Date: ----------------------------
Full Name: ----------------------------
Place: ----------------------------
Company Seal: ----------------------
ANNEXURE - IX
(For Goods/Service Contracts)

(On Company / firm's Letterhead)

Tender No:..............................
Dated:..............................

CERTIFICATE

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is not from such a country and is eligible to be considered.

OR (whichever is applicable)

I/we have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I/we hereby certify that this bidder is from ____________(Name of Country) and has been registered with the Competent Authority. I/we also certify that this bidder fulfils all the requirements in this regard and is eligible to be considered.

(Copy/ evidence of valid registration by the Competent Authority is to be attached with the bid document)

Signature of the Authorized Person
Date: -----------------------------
Full Name: -----------------------------
Place: -----------------------------
Company Seal: -----------------------------

______________________________

Signature and seal of Bidder
Checklist for Enclosures

(Bidder Should fill up YES or NO and page no without fail)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Bid Enclosures</th>
<th>Yes/No</th>
<th>Pg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Bid (Envelope – A) contains the following documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Registration Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAN and GST Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Status of the Tenderer (attach documents, if registered company/ partnership /proprietyship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether OEM/representing foreign principle (attach copy of certificate/authorization)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Details of key top official/authorized official with e-mail id and contact number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Income Tax Returns of latest last three years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Minimum turnover of company of last three years should be of Rs.______lakhs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Current list and address of clients where three similar material/products has been supplied (attach Pos) and satisfactory certificates from the users.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Name and address of Vendor’s bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs.____Lakh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Other documents like literature, catalogues etc.,(if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tender fee (should be kept in one envelop cover and place technical bid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EMD (Should be kept in one envelop cover and place in technical bid cover)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financial Bid ( Envelope – B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Price Bid (As per the format given at Annexure – VII)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: All pages of the bid documents must be serially numbered and signed.