



**INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR- 721302**

Tender No. **IIT/CL/ENQ/COMPACTOR/01/2019**

Date: **22.01.2019**

**Sub: Procurement and Installation of Mobile Compactor Storage System at the  
Central Library, IIT Kharagpur**

Indian Institute of Technology Kharagpur, an Institute of National Importance, invites sealed two part bids from the vendors for **Procurement and Installation of Mobile Compactor Storage System (TURN KEY BASIS)**. The estimated cost is **Rs. 1.25 crore (all inclusive)**.

Interested vendors are requested to send their sealed bids as per **Technical Specifications (Annexure-1); Eligibility Criteria as per Annexure-II**; General terms and conditions at **Annexure-III**, Declaration at **Annexure-IV** and Format for Price Bid at **Annexure-V** under **Two-cover system**. A checklist and compliance statement, fulfilling all requirements on the product and vendor profile and capability shall also be submitted.

Interested vendors are requested to submit two sealed envelopes containing Technical Bid (Envelope -I) and Commercial Bid (Envelope -II) placed in a larger sealed envelope superscribing with reference number (Tender Notice No. **IIT/CL/ENQ/COMPACTOR/01/2019** Dated: January 04, 2019) to the Office of the Librarian, Central Library, Indian Institute of Technology, Kharagpur, P.O. Kharagpur Technology, PIN:721302, West Bengal, INDIA **on or before 22.02.2019 03:00 p.m.**

Indian Institute of Technology, Kharagpur will hold **Pre Bid Conference** with the all the interested bidders for technical and commercial discussions/clarifications. This conference will be held in the **SRIC Conference Room, IIT Kharagpur on February 12, 2019 at 03.30 p.m.** in which the Institute will clarify any doubt about the tender documents.

The technical bid submitted by the Vendors will be evaluated first by a technical committee and the price bids (as per Annexure-V) submitted by the technically qualified vendors will be opened for price comparison.

**The Technical bids will be opened on February 22, 2018 at 3.30 p.m. in the SRIC Conference Room, IIT Kharagpur.**

Deputy Registrar, SRIC

1. Institute website
2. CPP Portal
3. Newspaper
4. Notice Board

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## NOTICE INVITING TENDER

The Deputy Registrar (SRIC), IIT Kharagpur, invites sealed Tenders under Two part Bid System containing Part-I (Technical Bid) & Part-II (Financial Bid) from eligible Original Equipment Manufacturers (OEM) or their authorized distributors or vendors/ suppliers or their direct Indian agents for the supply of the following equipment

Name of work	Estimated Amount (₹)	Earnest Money Deposit (₹)	Time for Completion	Start Date & Time of Tender Document Download / Bid Submission	End Date & Time of Tender Document Download / Bid Submission	Date & Time of opening of Technical Bid
Planning, Designing, Supplying and Fixing of Mobile Compactor Storage System for Bound Volume Periodicals at the Central Library, IIT, Kharagpur	1.25 Crore (approx)	2.5 Lakhs [Refundable]	03 (three) months	22.01.2019 4:00 PM	22.02.2019 03:00 PM	22.02.2019 04:00 PM

**Note:**

- a) **Cost of Tender Paper ₹ 1,000.00** (Rupees One Thousand only), NON REFUNDABLE, in the form of DD only in favour of **‘Indian Institute of Technology Kharagpur’ payable at Kharagpur** (validity of DD should be at least 03 months) from any Nationalized Bank to be submitted along with the tenders (within Technical Bid). Tender without ‘Cost of Tender Document’ will be summarily rejected.
  
- b) **The Earnest Money ₹ 2,50,000/-** should be deposited along with the tenders (within Technical Bid) in the form of DD only in favour of **‘Indian Institute of Technology Kharagpur’ payable at Kharagpur**. Tender without ‘Earnest Money Deposit’ will be summarily rejected.

## Technical Specifications

### 1. Introduction

Procurement, Installation and Integration of “**Mobile Compactor Storage and Shelving System**” for housing Bound Volume Journals at the ground floor of the Annex Building of the Central Library, IIT Kharagpur on a **TURN KEY** basis. It is preferred to have **Boltless Mobile Shelving System**

### 2. Objectives:

- a) To keep 125,000 bound volume journals systematically and safely within compactor;
- b) To retrieve or use these volumes whenever the students demand; and
- c) To optimize the available space.

### 3. Planning and System Design

Based on the availability of space and keeping in mind the existing pillars and staircase in ground floor, “**Mobile Compactor Storage System**” has been planned to install and for the sake of simplicity, the entire designated area has been marked into different blocks as mentioned below. The dimensions of major items (compactor unit) and number of blocks are given below

Table-A

Block	Items	Standard Dimension	Unit	No. of Blocks
<b>Block-A</b>	Single Face Fixed (SFF)	1300 W x 300 D x 2211 H	1	3
	Double Faced Mobile (DFM)	1300 W x 600 D x 2211 H	3	
	Single Face Mobile (SFM)	1300 W x 300 D x 2211 H	1	
<b>Block-B</b>	Single Face Fixed (SFF)	1300 W x 300 D x 2211 H	1	4
	Double Faced Mobile (DFM)	1300 W x 600 D x 2211 H	4	
	Single Face Mobile (SFM)	1300 W x 300 D x 2211 H	1	
<b>Block-C</b>	Single Face Fixed (SFF)	1300 W x 300 D x 2211 H	1	1
	Double Faced Mobile (DFM)	1300 W x 600 D x 2211 H	3	
	Single Face Mobile (SFM)	1300 W x 300 D x 2211 H	1	

**NB: Five percent (5 %) variation may be accepted depending upon space optimization.**

Table-B

Items	Size (in foot)	Units in each Row	DFM in Each Row	Total Rows	Total Racks per Block	No. of Block	Total Rack in Block
<b>BLOCK-A</b>	12.5Lx27W	SFF (Qty:1) DFM (Qty:3) SFM (Qty:1)	3	8	48 (8 x 6)	3	144
<b>BLOCK-B</b>	15Lx27W	SFF (Qty:1) DFM (Qty:4) SFM (Qty:1)	4	10	60(10 x6)	4	240
<b>BLOCK-C</b>	12.5Lx30W	SFF (Qty:1) DFM (Qty:3) SFM (Qty:1)	3	8	56 (8 x7)	2	112
<b>Total</b>						<b>9</b>	<b>496</b>

*Note: 600-800mm (approx) space may be required for installation of understructure components in each block. For more clarification, measurement may be taken by the bidder before submission of the tender document. Each rack should contain 250 (approx) number of bound volume journals.*

### 3.1 Raw Materials

The System should be made up of raw materials of **high quality steel/Steel Galvanized of grade as per IS and ASTM standard**. Relevant test certificates will be submitted at the time of supply of material.. Load bearing members & accessories are made up of relevant high strength steel & the different types of materials used are:

Name of Materials/ Items	Descriptions
G 50 Uprights, G50 Inner Cladding , Peripheral Cladding, Top Panel , Shelf Panel,	➤ Minimum 210 MP
Undercarriage C Channel , Shelf Clip, Cladding Clamp	➤ Minimum 255 MPa
Stepped Wheel and Plain Wheel	➤ Minimum 500 MPa

### 3.2 Guide Rail & Boltless Superstructure

Rails are installed initially then under-structures are installed over the rails. Then boltless superstructure is installed on the undercarriages. Following this, periphery claddings are installed. Since, boltless superstructure is used, assembly of the system takes very minimal time compared to bolted superstructure. No welding will be carried out at site.

### 3.3 Surface Finish

For long life and protection from corrosion, all powder coated components should have anti-rust treatment, de-greasing, rinsing, phosphating, and de-mineralized water rinsing etc as per IS and ASTM standards.

### 3.4 Fasteners

Boltless superstructure i.e. no bolts for assembly of panels, panel stiffeners, back tie, fixed dividers are preferred. Fasteners are used in under-structure assembly & cladding assembly. All fasteners should be with galvanized finish.

## 4. Understructure

Movable undercarriage is the basic sub assembly of the system which carries the entire pay load & super structure weight. It is made up of high strength, high precision **cast iron wheels** which runs on the rails. Undercarriage is made up of 'C' Profiles which are assembled together to provide rigid base for the system Anti-tipping elements have to be incorporated in the undercarriage to provide redundant safety. All Units are 1300 mm.

### 4.1 Understructure- Movable

Size	Front C Channel, C Lip beam end, C Lip beam Mid
Height of undercarriage	120mm
Height of undercarriage from ground	165mm
Guiding of trolley	By stepped wheel
Number of guide (step) wheels	4
Process	Forming
Finish	Power Coated

## 4.2 Understructure- Fixed

Size (All Units are 1300 mm)	Front C Channel, C Lip beam end, C Lip beam Mid
Height of undercarriage	120mm
Height of undercarriage from ground	165mm
Process	Forming
Finish	Power Coated

## 4.3 Rail Assembly

Rail helps to move the undercarriage in a guided path. It is also used for uniform distribution of load. There should be at least 10 bolts per meter length of rail.

Shape	Rectangular Bar
Size	25 x 16 mm
Materials	IS 2062
Bottom width	100 mm
Thickness	2mm
Use	Trolley Path
Process	Forming and Welding
Finish	Power Coated
Colour	Graphite Grey

## 4.4 Driver Mechanism

Drive unit assembly is a mechanism that transfers the driving force to wheel. The rotation of hand-wheels by the operator is transferred to the wheel through the chain mechanism by proper reduction that will reduce the efforts of the operator. Drive unit is provided with innovative handle mechanism which will always in downwards position, to improve the overall aesthetics of the system & hassle free operation.

Handle wheel type	Single Handle
Lock System	Lock Handle
Drive force transfer	Through Chain
Chain Pitch	12.7 mm
Reverse Movement	Yes
Finish	Molded Mat finish

## 5. Superstructure

Superstructure is built with the following components and it functions over and above the understructure. Upright is roll-formed construction made up of single piece having slots at 25mm pitch. It enables the warehouse manager to utilize the rack optimally. Uprights are inserted & bolted to the undercarriage

### 5.1 Upright G50

Type	Upright G50
Width	50mm
Depth	37mm
No. of piece	Single

Panel Adjustability	25mm
Material Quality	More than 210MPa
Finish	Powder Coated
Colour	Light Grey

### 5.2 Bracing G50

It is a formed single piece section, which connects two vertical uprights and makes a frame. These are hooked into G50 uprights.

Type	Flat with edge hem bend and middle rib
Mfg. Process	Forming
Connectivity	Hooking & Pin
No. of Fasteners	2 No. of M6 x 10 plastic Rivet Pin
Finish	Powder Coated
Colour	Light Grey

### 5.3 Shelf Panel

Shelf panels are the load carrying members which are hooked into the uprights. There are slots for mounting dividers at the pitch of 50mm.

Width	1300 mm
Depth	300 mm
Height	32 mm
No. of Bend	14
Mfg. Process	Roll Forming
Mounting	Using 4 nos. of shelf clips
Divider Adjustability	50 mm
Finish	Powder Coated
Colour	Light Grey

### 5.4 Shelf Clip

Shelf panels (size: 24 x 8 x 35 mm), manufactured by forming and finished with Galvanized are mounted on the upright using this clip. Connectivity is done through insertion.

### 5.5 Back Tie G50

Back ties are the critical members to ensure stability. Back tie rod is inserted into G50 upright & then turn buckle is hooked to it. Then back tie rod is hooked to turn buckle & back tie rod.

Dia of the Tie Rod	5 mm
Size of Turn Buckle	90 mm
Connectivity	Bolting
Fasteners	Bolts & Nuts
Mfg. Process	Forming
Finish	Galvanized

### 5.6 G50 Upright Connector

This component used to connect two G50 uprights back to back. Default gap is maintained one mm.

Connectivity	Bolting
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Fasteners	Bolts & Nuts
Mfg. Process	Forming
Finish	Galvanized

### 5.7 Top Panel

Every unit is provided with the top panel which in-turn act as top cladding.

Width	1338 mm
Fasteners	Bolts & Nuts
Color	Light Grey
Finish	Powder Coat

### 5.8 Front and Rear Box Cladding

Front box cladding is the cladding on the drive handle side. These claddings prevent unauthorized access of material from front side. Rear box cladding is the cladding on the side opposite to drive handle side. It prevents un-authorized access of material from rear side

Mfg. Process	Forming
Material	Cold Rolled (CR)Steel Sheet
Fasteners	Bolts & Nuts
Color	Graphite Grey and Light Grey
Finish	Powder Coat

### 5.9 End Box Cladding

End box cladding is provided at the extreme sides. It prevents the access of material from outside

Mfg. Process	Forming
Fixity	Bolted to G50 Frame
Material	Cold Rolled (CR)Steel Sheet
Fasteners	Nuts & Bolts
Color	Light Grey
Finish	Powder Coat

### 5.10 Locking Stiffener

Locking stiffener is a mechanism used to lock the overall block. Recess Handle Lock is used. Handle Rod diameter 9mm manufactured through forming and welding. Colour: Light Grey and finished with power coated.

### 5.11 Label Holder

List of items stored in a bay can be inserted into this label holder. Label can be inserted from top of the holder. One label holder is provided to SF(Single Faced) or DF (Double Faced) Unit. Size: 315mm x 250mm x 6 mm. Connectivity: Bolted.

**Note:** For the understructure items mentioned under section 5, the variation of five percent (5%) may be accepted without compromising its quality and space optimization.



**Eligibility Terms & Conditions**

**Bidders who are interested to participate should meet the following minimum eligibility criteria:**

- a) Bidders shall have a minimum 5 (five) years of experiences in supplying and commissioning of **MOBILE COMPACTOR STORAGE SYSTEM** in an government organization (at State/ National/ International level) as on tender submission deadline. Name, address and contact details of the present and past satisfactory clients to be provided.
- b) Experience of having successful installation and commissioning of similar works at any IIT/NIT/Universities/IIM/IISER or any institute of National Importance in India during the last 03 (three) years as of tender submission deadline, as per the following details:
  - a. Three similar completed works costing not less than the amount equal to 40% of estimated cost; OR
  - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost; OR
  - c. One similar completed work of aggregated cost not less than the amount equal to 80% of the estimated cost;
- c) Bidder must have a minimum annual turnover of **Rs.75 lakhs during the** last three financial years 2015-2016, 2016-2017, 2017-2018. All bidders should submit the copies of audited Statement of Accounts for the last three years.
- d) Solvency certificate of Rs. 100 lakh is required from any scheduled bank.
- e) Proof of registration of the bidder under relevant law, such as Company Act, and / or Shop & Establishment Act or Trade License from Appropriate Authority etc.
- f) All bidders should submit copies of PAN , GST registration certificate;
- g) A certificate to be signed by MD/CEO of the company that they haven't been debarred or blacklisted for any service, supplies or products dealing in by any organization or educational institution/ universities and no criminal case / legal proceedings or industrial dispute is pending or contemplated against them.
- h) The bidder must submit copies of acknowledgement of Income Tax Return for the last three financial years 2015-2016, 2016-2017, 2017-2018.
- i) Filled in Declaration as per Annexure IV

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the Tender document.

**General Terms and Conditions**

1. **Submission of Bids:** Original Equipment Manufacturers (OEM) or their authorized distributors or vendors/ suppliers should submit their Tender under two-parts bid, (Technical and Commercial) in separate sealed envelopes. The technical bid must contain the Manufacturer Authorization Letter and Compliance chart for the above bid.
2. **Opening of Bids:** The technical bids will be opened and evaluated first and price bids will be opened only in respect of those OEMs/ Vendors, who have found technically qualified after evaluation of Technical Bids. The date of opening the Technical bid is mentioned in the Tender Schedule.
3. **Persons/ Officer signing:** The person attending the bid opening session should be delegated with appropriate power of Attorney (duly endorsed by a Notary Public) by the Chief Executive Officer or Chief Executive Officer of the company to sign such documents. Only two persons on behalf of each Company will be allowed to participate/attend the Bid opening session with proper authorization letter.
4. **Validity Period:** Bids shall remain valid for acceptance for a period of **four months** (120 days) from the date of opening of Price Bids.
5. **Late Tenders:** Tender received after due date and time of submission as mentioned shall not be accepted.
6. **Price:** Price must be quoted in Indian Rupees only.
7. **Warranty:** The main equipment as well as components should have *Five years comprehensive onsite warranty*.
8. **Delivery & Installation:** The ordered items must be delivered at free of cost, installed and commissioned within a period of 45 days from the date of placing the purchase order. The installation will be considered complete and warranty period will commence only when all the components of hardware are installed, commissioned and satisfactory working of the entire setup as per the scope of work mentioned and all documents are delivered.
9. **Rejection of Bid:** A bid submitted with false information will not only be rejected but the vendor may also be debarred from participation in the future tendering process.
10. **Conditional Offer:** Conditional bids will not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
11. **Compliance:** A point wise compliance list against the technical specifications clearly mentioning in Annexure-1 and relevant technical literatures are to be provided along with the technical bid.

12. **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 to be prominently brought out in the body of the tender. If you need any optional items to your system in order to meet our specifications, you are requested to quote for the total including the optional required to suit our requirements; otherwise, your tender will not be considered at all.

13. **Submission of Rate & Taxes:** Taxes and Duties as per Govt. Rules. The quoted rates must be in Indian Rupees (INR) clearly showing the breakup of all local taxes, VAT duties, levies, freight, insurance, installation charges including any other incidental charges like labour, masonry etc.

14. **Payment:** Payment will be made within 30 days after successful installation and duly certified by the Librarian, Central Library. **No advance payment will be given.**

15. **Earnest Money Deposit:** The bidder must submit an EMD (refundable) of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousands only) in the form of Bank Draft/Online from any Nationalized Bank drawn in favour of “**Indian Institute of Technology Kharagpur**” payable at Kharagpur. It should be placed in the cover containing of Technical Bid. Earnest money (without any interest) will be returned to **technically not qualified vendors only.**

16. **Tender Fee:** Tender fee (non-refundable) of total **Rs.1000/-** (Rupees One thousand only) in the form of Bank Draft/Online from any Nationalized Bank drawn in favour of “**Indian Institute of Technology Kharagpur**” payable at Kharagpur. It should be placed in the cover containing of Technical Bid.

17. **Performance Bank Guarantee (PBG):** The selected vendor is required to submit Performance Bank Guarantee of the amount equivalent to the 10% of the total purchase order value from any nationalized Bank. Performance Bank Guarantee must remain valid for a period 60 (sixty) days beyond the expiry of the Warranty period.

18. **Tenderer shall submit along with their Tender:** Proof of having ISO 9001 or other equivalent certification given by appropriate authorities must be submitted along with the Technical Bid document.

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

20. **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 Tender is issued i.e. jurisdiction of Kolkata High Court. Acceptance to this effort is also necessary at the time of opening of Technical Bid.

21. **Liquidated Damage:** 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%.

22. **Multiple Quotes:** One agent cannot represent two supplier or quote on their behalf at one time. Bid once submitted shall be the property of IIT Kharagpur and shall not be returned to the vendor at any time.

23. **No Extra Cost:** Materials such as pipe, bricks, sand, stone-chips, cement, paint etc. if required for the installation of the above item and other fixation work will have to be supplied by vendor free of cost.

24. **Canvassing:** Canvassing in any form not only invites disqualification in this tender but may also result in debarring the vendor from participation in the future tendering process.

25. **Authority:** The Institute authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind him to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade any item or part thereof at any time before placing the Purchase Order. In the case of any dispute, the decision of the Director of this Institute shall be final and binding on the Bidders.

26. **Change of date:** In case the due date for opening of 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.

27. **Taxes:** Bid must include the applicable taxes/ GST and duties, if any.

28. **Correspondence:** All Tenders (unless otherwise specified) are to be submitted/ handed over to The Librarian, Central Library, Indian Institute of Technology, Kharagpur. For any query pertaining to this Bid document correspondence may be addressed to:-The Librarian, Central Library, IIT, Kharagpur 721302 [ph.: 91-3222-282432.  
Email: [bsutra@library.iitkgp.ernet.in](mailto:bsutra@library.iitkgp.ernet.in) and [skjalal@library.iitkgp.ac.in](mailto:skjalal@library.iitkgp.ac.in)

**(Signature of Tender**  
*(Seal of the Company with Date)*

**DECLARATION**

1. I, -----Son/Daughter of Shri -----  
-----Proprietor/ Partner/ CEO/MD/Director/ Authorized Signature of M/s. -----  
----- am competent to sign this declaration and execute this tender documents.
2. I have carefully read and understood all the term 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.

-----  
Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

## FORMAT FOR PRICE BID

Prices Bid (should be quoted in tabular form only)

S. No.	Item Description (Type and Unit Details: including understructure and superstructure and all required items required to build)	UNIT COST			Qty.	Total Cost (all Inclusive taxes)
		Basic Cost	GST	Total Unit Cost		
1)	Single faced fixed unit (SFF)					
2)	Double Faced Mobile (DFM)					
3)	Single faced Mobile unit (SFM)					
4)	Description of other necessary items					
5)	Understructure					
6)	Any Other components required for fixing the unit					
7)	Transportation, labour and other charged required for installation etc.					
<b>Total Amount</b>						

*Note: Evaluation of Price Bid will be based on TURN Key BASIS i.e. based on Grand Total*

Date:

Name & Signature of Bidder  
with seal

## **Documents to be submitted**

*All pages of the technical bid must be serially numbered and the index page should clearly mention page number(s) against each item*

### **Technical Bid includes Envelope-1 and Envelope-II**

#### **Envelope-1**

1. Earnest Money of **Rs. 2,50,000/-** (refundable) through Bank Transfer and copy of the same should be submitted. The account details has already been mentioned in the tender document page no 3

#### **Envelope-2**

1. Tender Fee of **Rs. 1000/-** through DD in favour of “**Indian Institute of Technology Kharagpur**” payable at Kharagpur.
2. Declaration Form as per Appendix IV
3. Registration certificate of the company.
4. Current income tax/ sales tax clearance certificate (copy)
5. Attested photocopies of PAN Card, GST Registration papers
6. Banker’s solvency certificate
7. Summary of audited statement of accounts of the company for the past 3 financial years in official letterhead.
8. Attested photocopies at least 3 purchase orders to prove eligibility criterion.
9. Point wise compliance sheet of the technical specifications and general terms and conditions in tabular form.
10. System integration diagram to meet the objectives of the work keeping in mind the optimization of space;
11. Technical literatures of all equipment and accessories used in the proposed solution.
12. Unpriced bill of material clearly mentioning the quantity;
13. One copy of tender document with each page signed and stamped, as an acceptance.
14. Self declaration that the bidder has not been blacklisted by any Govt. organization/ PSU/ Autonomous Institution.
15. The names of the organizations and department to which similar jobs have been executed with full address and telephone number of customers with satisfactory completion certificate/ satisfactory working certificate.
16. Undertaking that the quoted product will not be declared obsolete within five years from the successfully completion of the entire work.

### **Documents to be submitted in Price Bid under Envelope-3**

#### **Envelope-3**

1. Price bid
2. Complete postal address, email addresses and telephone no. of contact persons
3. Full name and address of the beneficiary on whom the order is to be placed.
4. Name and full address of the banker of the beneficiary along with the bank details