

भारतीयप्रबंधसंस्थानकोषिक्कोड़

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# **INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**

## **IIM KOZHIKODE CAMPUS P.O., KOZHIKODE-673570, KERALA**

## **PHONE: (0495) 2809420, 2809221, 2809222 FAX: (0495) 2803010-11**

Website: www.iimk.ac.in

## **E Tender**

## **FOR**

(e-Tender No. IIMK/ELE/e06/2025-26 dt. 06.06.2025)

 SUPPLY OF ELECTRICAL SPARES AND CONSUMABLES TO IIMK CAMPUS

Date of Issue of NIT : 06.06.2025

Due date of receipt of queries/clarification : 25.06.2025 up to 2:00 PM

Date of corrigendum for clarifications, if any : 26.06.2025

Last date for submission of Tender : 30.06.2025 up to 3:00PM

Date& Time of opening of Tender : 30.06.2025 at 03:30 PM

EMD : Rs 38,400/-

SUPPLY OF ELECTRICAL SPARES AND CONSUMABLES

(e-Tender No. IIMK/ELE/e06/2025-26 dt. 06.06.2025)

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1. INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (https://mhrd.ewizard.in).

1. REGISTRATION PROCESS ON ONLINE PORTAL
	1. Bidders to enroll on the e-Procurement module of the portal https://mhrd.ewizard.in by clicking on the link “Bidder Enrolment”.
	2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send User ID for helpdesk team (helpdeskewizard@gmail.com and support@ewizard.com) for activation.
	3. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
	4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
	5. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
	6. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
2. TENDER DOCUMENTS SEARCH
	1. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
	2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
	3. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.
3. BID PREPARATION
	1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
	2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
	3. Please 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 needs to be submitted. Any deviations from these may lead to rejection of the bid.
	4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.
4. BID SUBMISSION
	1. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
	2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
	3. Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
	4. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
	5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
	6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
	7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
	8. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

1. ASSISTANCE TO BIDDERS
	1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
	2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is Gagan (8448288987/eprochelpdesk.01@gmail.com), Vijay (8448288989/ eprochelpdesk.03@gmail.com), Suriya (8448288994/ eprochelpdesk.06@gmail.com), 8448288992, 8448288984, 8448288986, 8448288982, 8448288988
2. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
3. The bid should be submitted through e-Wizard portal (https://mhrd.ewizard.in)
4. Special Instructions to Bidders for the E-submission of the Bids online through E-procurement portal
	1. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
	2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
	3. The Schedule of Quantities template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
	4. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on https://mhrd.ewizard.in or <https://iimk.ac.in/announcements/Tender.php> in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
	5. The bidder should read the terms and conditions and accepts the same before proceeding further to submit the bids.
	6. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
	7. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
	8. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
	9. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
	10. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
	11. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid No., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
	12. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
	13. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
	14. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
	15. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
	16. The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
	17. The bidder / tenderer / Contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
	18. The GST applicable shall be shown as separate line items in the Tax invoices to avail input credit to IIMK.
5. NOTICE INVITING e-TENDER
	1. Tender documents for e-Tendering is available in *https://mhrd.ewizard.in*
6. e -Tender No. : IIMK/ELE/ e06 /2025-26 dated 06.06.2025
7. Name of work : Supply of electrical spares and consumables to IIMK

 Campus

1. Date & Time of Online

Submission : 30.06.2025 up to 3:00 p.m.

1. Time of completion of supply : 4 Weeks from the date of supply order

* 1. ELIGIBILITY CRITERIA FOR PARTICIPATION IN BID/TENDER
1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs.35 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

*Document proof the above said criteria to be attached along with the technical bid. Tender offers submitted without the documentary proof are liable to be rejected.*

* 1. Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017
	2. Any bidder from a country which shares a land border with India will be eligible to bid in this Tender only if the bidder has a valid registration granted by the Competent Authority of the Government of India as stipulated under Rule 144(xi) of GFR, 2017.
	3. "Bidder" (including the term 'Tenderer') means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
	4. "Bidder from a country which shares a land border with India" means: -
	5. An entity incorporated , established or registered in such a country; or
	6. A subsidiary of an entity incorporated , established or registered in such a country; or
	7. An entity substantially controlled through entities incorporated , established or registered in such a country; or
	8. An entity whose *beneficial owner* is situated in such a country; or
	9. An Indian (or other) agent of such an entity; or
	10. A natural person who is a citizen of such a country; or
	11. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
	12. The beneficial owner for the purpose of (iii) above will be as under:
	13. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

[Explanation-

* + 1. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company ;
		2. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements ]
	1. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
	2. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together , or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
	3. Where no natural person is identified under (i). or (ii). or (iii). above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
	4. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
	5. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
	6. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority of the Government of India.
	7. Every Tender should be accompanied by a forwarding/ covering letter in which the Tenderer should clearly mention the details of additional or loose papers/ documents/ certificates attached and all such papers/ documents/ certificates should be serially numbered from first page to last page duly initialed by the tenderer.
	8. The Schedule of Quantities must be fully priced. No blank space shall be left. Tenders with rates quoted in any other form, other than the prescribed Schedule of Quantities, are liable to be rejected. Tenders not properly filled, with incorrect calculations or generally not complying with the conditions are liable to be rejected.
	9. Queries

Interested bidders can send their queries related to the work through e-mail (contact email address are aeee@iimk.ac.in , aeelect@iimk.ac.in , jee1@iimk.ac.in, citing the Subject as “Queries - Supply of electrical spares and consumables to IIMK Campus” ) so as to receive the queries at the said email address not later than 25.06.2025 up to 2:00 p.m. The answers of the above queries will be uploaded in the websites (https://mhrd.ewizard.in or <https://iimk.ac.in/tender>) on 26.06.2025 as a corrigendum. Such queries and Answers shall form part of the tender document and contract agreement. Queries raised beyond the stipulated date will not be entertained.

* 1. Opening of Tenders

The valid e-bids received through the *https://mhrd.ewizard.in* portal before the deadline will be opened at 3:30 PM on 30.06.2025 by representatives of IIMK and the bidders or their representatives they choose can log into the *https://mhrd.ewizard.in* portal for getting the updates of the bid.

In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time on the next working day.

* 1. Acceptance Period

 The tender shall remain valid for acceptance for a minimum period of 90 days beyond the date of opening of tender. Any withdrawal during firm period will entail forfeiture of the EMD.

* 1. Contractors' Rates

The rates quoted shall be inclusive of all charges, taxes & duties, handling, transporting and unloading at the Institute Campus at Kunnamangalam

 The tender shall remain firm for acceptance for a period of 90 days from the date of opening of tender. Any withdrawal during firm period will entail forfeiture of the EMD and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound even though the formal agreement has not been executed and signed by the tenderer.

* 1. Authorized Signatory:

All the submissions constituting the Proposals of the bidders must be digitally signed. The Proposals must be digitally signed by the authorized representative (the “Authorized Representative”) as detailed below:

a) by a partner, in case of a partnership firm and/or a limited liability partnership; or

b) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation;

c) In case the authorized person holds a General Power of Attorney (GPA) to sign the bid documents, a notarized copy of the GPA should be attached with the proposal.

d) Written power of attorney accompanying the offer shall indicate such authorization. The person(s) signing the offer shall sign all pages of the offer except for unamended printed literature. The name and position held by each signatory must be typed or printed or sealed below the signature.

If the tender is submitted by or on behalf of a company incorporated under the Companies Act (of 1956), it shall be signed by their Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the Tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.

* 1. Alterations in Tender Documents

 No alterations shall be made by the tenderer in the Tender documents. Instructions to the Contractors, Contract Form, Conditions of the Contract, and if any such alterations are made or any special condition attached, the tender is liable to be rejected.

* 1. Acceptance of Tender

 The acceptance of the tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without assigning any reason(s).The Institute reserves the right of accepting the whole or any part of the tenders received and the tenderers shall be bound to perform the same at their quoted rates.

* 1. Quality

The Institute's decision with regard to the quality of the material will be final and binding. Any material rejected by the Institute shall be immediately removed by the contractor from the site at his own cost. Samples shall be produced wherever asked for, at no extra cost and such items shall not be accepted if the samples produced are found substandard.

* 1. Income Tax

 Every tenderer shall furnish along with the tender the copy of the Income Tax PAN Card, unless the same has been already furnished to the Institute, without which his tender is liable to be rejected. The Institute will deduct amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules, from all payments made to the Contractor.

* 1. Goods Service Tax (G S T)

The contractor shall have a valid registration number before entering in to the contract and it is mandatory for the contractor to mention registration number in the Bills/ Claims. All payments made to the contractor will attract TDS Liability and, therefore, it is the responsibility of the contractor to obtain the Liability Certificate from the Sales Tax Department for release of final payment against Bills/Claims as per GST rules.

* 1. Earnest Money Deposit (EMD)
	2. The tender document shall be accompanied by earnest money of Rs.38,400/- (Rupees Thirty Eight Thousand Four Hundred only) as EMD through E-Payment mode in *https://mhrd.ewizard.in* Portal. Bidder has to select the payment option as “e-payment” to pay the EMD as applicable.
	3. Technical bids received without EMD is liable to be rejected. The EMD will be refunded to the unsuccessful vendors within one month of the acceptance of the Tender by the competent authority of the Institute.
	4. EMD of the successful vendor will be returned only after receipt of Security Deposit towards Performance Security. In case of successful vendor, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
	5. The amount of EMD (if any) is liable to be forfeited, if the vendor withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit
	6. No interest will be paid on the EMD (if any)/ Performance Security deposit remitted
		1. The bidder will be considered as a defaulter and will entail forfeiture of the EMD under the following conditions:
	7. If the bidder modifies or withdraws the proposal/ offer during the period of bid validity as specified in this tender and as extended (if applicable) by the Institute from time to time or before the issue of the Order/ letter of award, whichever is later.
	8. In case of a selected bidder/tenderer failing to accept the Order or execute the Agreement within the stipulated time or any extension thereof given by the Institute.
	9. If any information or document furnished by the bidder / tenderer turns out to be misleading or false in any form.
		1. In case of default as prescribed above, the bidder/tenderer shall not be allowed to participate in the re-tendering process of the same work. Besides, the bidder/tenderer will be liable to be disqualified for future tenders to be invited by the institute. The decision of the Institute in this regard will be treated as final and binding on all concerned.
	10. Performance Guarantee (Security Deposit)

The supplier (successful bidder) shall deposit an amount equivalent to 7% of the supply-order value as Security Deposit in the form of Fixed Deposit Receipt of a Schedule Bank / Demand Draft of a Schedule Bank or Bank guarantee; this security deposit shall be returned on satisfactory completion of defect liability (1 year).

* 1. IIMK reserve the right to split the scope of supply, considering competitiveness of the rate offered by the suppliers for individual item of spares/consumables.
	2. Detailed purchase orders shall be issued to the successful party and the acceptance of same shall be acknowledged within 7 days.
	3. The supply shall be made within 4 (four) weeks on receipt of purchase order and for any delay, penalty will be imposed @ 0.5% of the order value of delayed items per week subject to a maximum 2.5% of the total quoted amount for that particular items.
	4. Payments:

The payment shall be made within 30 days on completion of work and submission of proper bills as per normal terms of the Institute.

* 1. The acceptance of the tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without assigning any reason(s).
	2. IIMK has the right to reject one or all bids without assigning any reason.
	3. In case of any dispute, the decision of the Director, IIMK will be final.
	4. The courts at Kunnamangalam/Kozhikode alone shall have the jurisdiction to hear and decide action and proceedings for the purpose of action and proceedings arising out of this tender and order based on this tender.

 Sd/

06.06.2025 Senior Manager (Engineering Operations)

1. TENDER FORM

Indian Institute of Management Kozhikode

I.I.M. Kozhikode Campus P.O.,

Kozhikode - 673 570

Dear Sir,

*Sub: -* Supply of Electrical Spares and Consumables to IIMK Campus

With reference to the tender invited by you for the above work, I/we write this after having:

a) Examined the, specifications, Schedule of Quantities, instructions to tenderers, draft agreement and the conditions of contract annexed thereto (here-in-after called the Contract Documents) relating to construction.

b) Visited and examined the site of the proposed work and the terrain profile of IIMK

c) Acquired the requisite information as affecting the tender.

I/We undersigned, hereby offer to execute the above work in strict accordance with the contract documents for the consideration to be calculated in terms of the priced schedule of quantities.

I/We undertake to supply the materials at our quoted price within a period of 4 weeks from the date of issue of Supply order / LOI by you that our tender has been accepted.

I/We hereby deposit with you an 'Earnest Money' of Rs 38,400/-(Rupees Thirty Eight Thousand Four Hundred only) carrying no interest and

I/we do hereby agree that this sum shall be forfeited in the event of the Institute accepting my / our tender and me / us fails to take up the supply when called upon to do so.

I/We further agree to the deposit of 3% of contract value as PERFORMANCE GUARANTEE (Security Deposit) within seven days of the award of the contract in the form of a Bank guarantee/ Fixed deposit/Demand Draft drawn from Scheduled Commercial Banks valid for the duration of the contract period.

Yours faithfully,

(Signature)

Name of the Partners of the Firm

OR

Name of the persons having Power-of-Attorney to sign the contract.

(Office Seal)

1. APPENDIX - I

SUMMARY OF VARIOUS CLAUSES

1. Date & time of online Submission : 30.06.2025 up to 3:00 PM.

1. Date & time of Query Submission : 25.05.2025 up to 2:00 PM.

1. Validity of Tender : 90 days (However, if required, the Institute

will be at liberty to extend the validity period of this tender for additional period of 30 days. Any withdrawal of offer/ bid during firm period will entail forfeiture of the EMD

1. Period of delivery : 4 weeks
2. EMD : Rs 38,400/- (Rupees Thirty Eight Thousand Four Hundred Only)
3. Amount of Security Deposit : 7% of the Supply order value

Annexure I

 [To be filled up and submitted in the specified format in the Excel sheet]

DECLARATION

* + - 1. I/We have gone through the terms and conditions of the tender as given above and have fully understood the significance of the same. I/We have visited the Institute and obtained all necessary clarifications from the concerned officials of the Institute on the supply and services to be provided to the institute. I/We hereby accept all the terms and conditions and undertake to abide by the same if the contract is awarded to me/us.
			2. It is clearly understood that, the persons deployed by us for the supply/service in the Indian Institute of Management Kozhikode Campus will not be treated as employees of the Institute and I/We will be solely responsible for making all statutory payments to the persons so deployed and no employer-employee relationship will exist between the IIMK and the persons so deployed. The only relationship that exists between me/us and the IIMK is that of a Principal and Service provider.
			3. I/We hereby agree that in case the Institute is made to suffer any loss/damage on account of any negligence or act on the part of any person or persons deployed by me/us in the IIMK campus, such loss/damage shall be made good by me/us and in case we fail to make good the same, the amount can be recovered from the Security Deposit kept by me/us with the Institute and in case the Security Deposit become insufficient to meet such sum, the Institute can proceed against me/us for recovery of the sum, in whatever manner it deems fit.
			4. I/we hereby declare that the firm/company has not been blacklisted or debarred in the past by Union/State Government organization for taking part in Government tenders in India

Place: For and on behalf of the ---------------------------------

Date:

(Official Seal) (Authorized Signatory)

Annexure II

[To be filled up and submitted in the specified format in the Excel sheet attached]

PROFILE OF THE VENDOR

(All fields are mandatory)

1. Name of the Contractor :
2. Address for communication:
3. Contact details
4. Telephone Number :
5. Mobile Number :
6. Email ID :
7. GST NO :

Annexure III

[To be filled up and submitted in the specified format in the Excel sheet attached]

Response Format

(To be filled up by the Tenderer)

|  |  |  |
| --- | --- | --- |
| Sl. No. | Requirements | Compliance details of the Agency  |
| 1 | Are you having average annual financial turnover of the bidder during the last three years of Rs45Lakhs? (Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant to be attached) |  |
| 2 | Have you attached ‘Declaration’ in the specified format in excel file? |  |
| 3 | Have you attached the profile of the Vendor in the specified format in excel file? |  |
| 4 | Have your firm ever been debarred by any Court of law OR penalized by any Government/ PSU/ Private organization? (Self-attested certificate must be attached) |  |
| 5 | Have you attached Form 16/26AS? |  |
| 6 | Have you attached all other necessary documents as required in the Terms &Conditions? |  |

Place:                                      Signature of the Tenderer:

Date:

Name & Address of the Tenderer

with Office Stamp