

Notice Inviting Quotation (E-Procurement mode)

INDIAN INSTITUTE OF TECHNOLOGY DELHI

HAUZ KHAS, NEW DELHI-110016

Dated: 23/10/2017

Open Tender Notice No.IITD/ISTA(SP-1318)/2017

Indian Institute of Technology Delhi is in the process of running a canteen in Vishwakarma Bhavan at IIT Delhi as per details given below:-

Details of the item	Running of Canteen in Vishwakarma Bhavan at IIT Delhi
Earnest Money Deposit to be submitted	Rs. 50,000/- (Rupees fifty thousand only)

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotations (both Technical and Financial should be submitted in the E-procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Work
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	-
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	23/10/2017 (15:00 Hrs)
Document Download/Sale Start Date	23/10/2017 (15:00 Hrs)
Document Download/Sale End Date	06/11/2017 (15:00 Hrs)
Date for Pre-Bid Conference	--
Venue of Pre-Bid Conference	---
Last Date and Time for Uploading of Bids	06/11/2017 (15:00 Hrs)
Date and Time of Opening of Technical Bids	07/11/2017 (15:00 Hrs)
Tender Fee	Rs. NIL (For Tender Fee)
EMD	Rs. 50,000/- (For EMD) (To be paid through RTGS/NEFT. IIT Delhi Bank details are as under: Name of the Bank A/C : IITD Revenue Account SBI A/C No. : 10773572622 Name of the Bank : State Bank of India, IIT Delhi, HauzKhas, New Delhi-110016 IFSC Code : SBIN0001077 MICR Code : 110002156 Swift No. : SBININBB547 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Kindly refer to the UTR Column of the Declaration Sheet at Annexure-II)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180days (From last date of opening of tender)
Address for Communication	Mr. Mukesh Chand, Assistant Registrar (SAS), Student Affairs Section, IIT Delhi
Contact No.	26591766, 26591747
Fax No.	-
Email Address	arsa@admin.iitd.ac.in

**Chairman Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the 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 and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) 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.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) 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.
- 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 ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) 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

- 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. 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 need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) 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 / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) 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” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area 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

- 1) 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) 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, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

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 CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

STUDENT AFFAIRS SECTION

Indian Institute of Technology

HauzKhas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated: 23/10/2017

Subject: **Running of Canteen in Vishwakarma Bhavan at IIT Delhi**

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Financial bid) from eligible and experienced reputed firms/agency for running of canteen in Vishwakaram Bhavan at IIT Delhi on contract basis (initially for one year and maximum upto five years) at Indian Institute of Technology Delhi as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>

IMPORTANT INFORMATION FOR THE APPLICANTS **TENDER FORM FOR RUNNING THE STUDENT CANTEEN**

1. Trade for which license will be given is as under:

Location of Canteen	Area	Purpose
Vishwakarma Bhawan, IIT Delhi	Built up area 1178 sq ft.	Canteen

2. The agency should be a registered vendor in Food & Beverages sector. (The Agency should have license for catering/canteen services, issued by appropriate authority)
3. The applicant should have minimum two years experience in running canteen/restaurant in a large Institutions serving minimum 500 customers /clients and should have a minimum **financial turnover of Rs.20,00,000/-(twenty lakh per annum)**, for the past consecutive two years.
The firm applying for tender must submit audited balance sheets for past two years along with Technical Bids.
4. This food/beverage operation services agreement shall be effective for five (5) years from the date of operation. However, the license will be awarded initially for one year renewable every year on the basis of performance for a period maximum upto **five years**. The performance of the establishment will be continuously judged by the Competent Authority of I.I.T. Delhi. If the performance is not found satisfactory at any stage, a notice to improve the performance would be issued. If even after that the performance continues to be unsatisfactory, the license may be cancelled after giving due notice.

5. If at any stage the Contractor or his employee(s) is/are found to be involved in any uncalled for activity inside or outside the premises of the Institute, which may bring disrepute to the Institute, the license is liable to be terminated by the Competent Authority by giving one month's notice.
6. In case of non-payment of dues and in the event of breach of any of the terms and conditions contained herein, the allotment of the Canteen is liable to be cancelled by giving one month's notice as provided in the license deed.
7. The Licensee once allotted for running the canteen(s) in the campus, will not be considered to participate in allotment of another commercial establishment in the campus during the entire period of its stay in the campus.
8. The Licensee/his servant(s)/his nominee will not be permitted night stay in the allotted premises.
9. One-month license fee along with the Security Deposit equal to six months license fee plus Rs. 50,000/- will have to be deposited within five days from the date of allotment of the specified premises. Rs. 50,000/- is applicable where no earnest money is deposited by vendor.
10. The premises of the Canteen will be used only for the purpose for which the allotment is made and not for any other purpose without the written permission of the Competent Authority of the Institute.
11. The Licensee will not be permitted to franchise the Canteen for any commercial activity.
12. No person with any adverse record with the police will be allowed to be associated with the Canteen(s).
13. **The License fee as per rule, electricity & water charges** must be deposited by the Licensee in time and copy of the receipt to be deposited with the Estate & Works Section. Non- submission of dues in time may lead to imposition of penalty/fine and/or to cancellation of License.
14. The Licensee will have to execute and sign a License Deed on one hundred rupees Non-Judicial Stamp Paper as per the Institute format.
15. Late conditional tenders / application forms will be summarily **rejected.**
16. No Commercial Vehicles of the Licensee will be allowed to be parked in the premises and these will have to leave the Campus after loading / unloading.
17. Licensee will ensure all safety measures including Fire Risk due to equipments/oven/fridge etc. being used in the Canteen premises.
18. No child below 18 years of age will be employed by the licensee.

19. The modern state of the art equipment should be in use in presently running canteen/cafeteria, maintaining the cleanliness and hygienic conditions as desired by the latest methods for operating the same.
 20. All required Licenses for running the canteen/cafeteria will be obtained from the Local Bodies by the Licensee at his own expenses.
 21. Arrangement for disposal of waste generated, including left over food, will be responsibility of the vendor.
 22. Items as per list specified as per '**Annexure-I**' will have to be provided in the cafeteria. Later on additional items on the demands of IITD community can be provided by the vendor after seeking approval of the competent authority of IIT Delhi.
 23. All Firms applying for the Canteen must have valid GST & Pan No.
 24. Prices are to be displayed on the Rate List at a conspicuous place in the Canteen.
 25. Any tax imposed by any Govt. Agency due to this Canteen will be borne by the Licensee.
 26. The health of workers shall be the responsibility of the Licensee. Labour employed shall not have any communicable disease. A certificate to this effect shall be submitted annually by the licensee.
 27. All the workers shall be properly dressed during Canteen timings.
 28. The Licensee cannot occupy any outside space without prior permission of the Institute.
 29. Authorities of IIT Delhi reserve the right to reject any or all the Tenders / Applications without assigning any reason therefor.
 30. Stale food must not be served.
 31. All other terms & conditions will be applicable as per License Deed.
 32. EARNEST MONEY WILL BE FORFEITED ON NON-ACCEPTANCE OF THE SPECIFIED PREMISES ALLOTTED.
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Note: i) Only branded raw edible material shall be used by the vendor.
ii) Financial bids only of those Firms shall be opened who qualify in Technical Bids.

TECHNICAL SPECIFICATION:**List of Controlled Items for Cafeteria**

Sl. No.	ITEMS	QUANTITY WEIGHT
1.	Milk Tea	150 ML
2.	Milk Coffee	150 ML
3.	Vegetable Sandwich	110-130 gms
4.	Omelette with slice	Two egg with two slices
5.	Masala Dosa (excluding Sambar & Chatni)	250-300 gms
6.	Bread Pakora	80-90 gms
7.	Samosa	80-90 gms
8.	Alu Onion Parantha	140-160 gms
9.	Shahi Paneer	230-260 gms
10.	Dal Makhani	230-260 gms
11.	Veg. Thali 1. Tadka Yellow Dal/Chhole/ Rajma (120 gms) 2. Seasonal Veg./Mixed Veg (120 gms) 3. 3 Roti (Tandoori/Tawa) (60 gms) 4. Plain rice (150 gms) 5. Raita, Salad & Achar	500+ gms
12.	Chicken Curry	220-250 gms (2 pcs)
13.	Combo-Kadhi Rice/Rajma Rice/Chhole Rice	300-320 gms

Note:- i) Decision of the Competent Authority with respect to inclusion and/or exclusion of any new item(s), will be final.

A complete set of tender documents* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

Requirement of contractor for running Vishwakarma Bhavan at IIT Delhi IIT Delhi

Tenders are invited on behalf of Chairman, Board of Governors, IIT Delhi from the reputed firms for running Student Canteen on contract basis at Indian Institute of Technology Delhi.

The reputed firm that fulfills the following criteria shall be eligible to apply:-

1. The agency should be a registered vendor in Food & Beverages sector. (The Agency should have license for catering/canteen services, issued by appropriate authority.
2. The agency should be having a minimum experience of 2 years in running cafeteria/restaurant in a large Institution/organization serving minimum 500 customers.
3. The agency should have financial turnover of Rs. 20 lakhs per annum from the relevant business during the last two consecutive years.
4. The agency should produce a solvency certificate of Rs. 10 lakhs from scheduled bank.
5. The agency should have GST No. & PAN No.
6. The revision of rates will not be entertained before completion of one year of cafeteria operation.
7. The conditional or suggestive bids in compliance sheet will be disqualified and summarily rejected.

EVALUATION OF BIDS

1. The bidders shall submit the bids in two parts viz. technical and financial.
2. The technical bids shall be evaluated as per the following criterion:

Sl. No.	Particulars	Marks
(i)	The bidder shall submit their plan in the bid document and shall make presentation before the Committee.	40
(ii)	Site visit of the operation being currently run by the bidder- During the visit, the Committee shall, at its discretion, may visit any or all the outlets mentioned by the bidder in bid document. The Committee shall evaluate the ambience, hygiene, quality of food etc.	50
(iii)	The variety of food offered by the bidder- In addition to the items listed under the compliance sheet, the variety of food items to be served by the bidder shall also be considered by the Committee during presentation.	10

A bidder must score at least 60% marks in each of the above criterion and at least 70% marks in total on the above evaluation.

The Financial bids of only those bidders shall be opened who meet the above evaluation criterion for the technical bids.

3. Financial bid

- a. The price quoted by a bidder for all the items listed under the “controlled items” list shall be added and the total of price of all such items shall be deemed to be the price quoted by a bidder.
- b. The Agency who gets lowest score in (a) above will be treated as **Lowest -I**.
- c. However, if in the case of tie in financial bid, the Lowest-I will be considered based on the maximum marks obtained in Technical bids.

NOTE: The prices should be inclusive of GST, if applicable.

THE INSTITUTE RESERVES RIGHT TO ACCEPT OR REJECT ANY OR ALL TENDERS/APPLICATIONS WITHOUT ASSIGNING ANY REASON THEREFOR.

Terms & Conditions Details

Sl. No.	Specification
1	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format i.e BOQ_XXXX. Financial Bids to be submitted in format. The Technical bid and the financial bid should be submitted Online.
3	EMD (if applicable): The tenderer should submit an EMD amount through RTGS/NEFT. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule (at page 1 of this document) for its actual place of submission.
4	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tenders are finalized. In case of successful Tenderer, it will be retained till the successful and complete installation of the equipment.
5	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at "Annexure: Schedule" in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7	Pre-qualification criteria: (i) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.
8	Notices: For the purpose of all notices, the following shall be the address of the Purchaser and Supplier. Purchaser: Assistant Registrar, Student Affairs Section Indian Institute of Technology Hauz Khas, New Delhi - 110016. Supplier: (To be filled in by the supplier) _____ _____
9	Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction, Delhi
10	Notices <ul style="list-style-type: none"> • Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address. • A notice shall be effective when delivered or on the notice's effective date, whichever is later.

11	Taxes Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST in respect of the transactions between the Purchaser and the Supplier the same shall be borne by the Vendor
12	Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Delhi.
13	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

List of Items for Cafeteria

Sl. No.	ITEMS	QUANTITY WEIGHT	Compliance Yes/No
1.	Milk Tea	150 ML	
2.	Milk Coffee	150 ML	
3.	Vegetable Sandwich	110-130 gms	
4.	Omelette with slice	Two egg with two slices	
5.	Masala Dosa (excluding Sambar & Chatni)	250-300 gms	
6.	Bread Pakora	80-90 gms	
7.	Samosa	80-90 gms	
8.	Alu Onion Parantha	140-160 gms	
9.	Shahi Paneer	230-260 gms	
10.	Dal Makhani	230-260 gms	
11.	Veg. Thali 1. Tadka Yellow Dal/Chhole/ Rajma (120 gms) 2. Seasonal Veg./Mixed Veg (120 gms) 3. 3 Roti (Tandoori/Tawa) (60 gms) 4. Plain rice (150 gms) 5. Raita, Salad & Achar	500+ gms	
12.	Chicken Curry	220-250 gms (2 pcs)	
13.	Combo-Kadhi Rice/Rajma Rice/Chhole Rice	300-320 gms	

The price quoted for above items should be inclusive GST, if any.

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

**<< Organization Letter Head >>
DECLARATION SHEET**

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	
10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Chequebook page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

List of Institutions/ Organizations /Deptt.

List of Institutions/Organizations/Deptt. for whom the Bidder has undertaken such work during last two years (must be supported with work orders/letter of intent)

Name of the organization	Period of contract		Name of Contact Person	Contact No.	No. of customers/ visitor being attended per day
	From	To			

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Bid Submission

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** folders as explained below:-

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure – II	.PDF
2.		Organization Declaration Sheet on Letter Head as per Annexure - III	.PDF
3.		List of Institutions/ Organizations/Deptt./ clients where the same products have been supplied in last two years along with their contact number(s) (must be supported with work orders/letter of intent). (Annexure-IV)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I-IV & as per tender requirement	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted in .XLS format.	.XLS