



OFFICE OF THE SUPERINTENDENT,
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE HOSPITAL,
BRAHMAPUR-760004, GANJAM, ODISHA

Tel.0680-2292624,FAX.:0680-2292752//E.mail:supdtmkcg@gmail.com,mkcgmchberhampur@gmail.com

Website:www.mkcgmch.org

No. 9424 MCH/MS/XX/2024

Dt/ Brahmapur the 2-7-2024

To,

The Deputy Director of Information and Public Relation (Advertisement),
&

Deputy Secretary to Govt. of Odisha, Bhubaneswar.

Sub: - Publication of Tender Call Notice.

Sir,

With reference to the subject cited above, I am enclosing herewith a Copy of the Tender Call Notice for publication in one largest circulated Odiya and English daily Newspaper for wide circulation at an early date.

The last date of receipt of tender paper is 24.07.2024.

The approximate cost of tender Rs. 05 lakhs.

The E-mail ID of this office is: - supdtmkcg@gmail.com. And mkcgmchberhampur@gmail.com

The cost of the advertisement will be borne by this office.

Please inform immediately the date of the publication and name of the newspaper containing the tender call notice through this office E-mail ID after it's publication for needful at this end.

Yours faithfully,


Superintendent,

MKCG Medical College Hospital,
Berhampur

Memo No. 9425 /MCH/MS/2024

Dt/Berhampur the 2-7-2024

Copy to Store Medical Officer , M.K.C.G Medical College, Berhampur for information and necessary action.

Copy to Account Officer , M.K.C.G Medical College, Berhampur for information and necessary action.

Copy to Dean & Principal M.K.C.G Medical College, Berhampur for information and necessary action.

He is requested to float the tender call notice in your web site at an early date for wide circulation.

Copy to Dist. Informatics Officer, At- Collectorate, Ganjam, Chatrapur for information and necessary action. He is requested to float the tender call notice in Ganjam District web site-(www.ganjam.nic.in) at an early date for wide circulation.


Superintendent,

MKCG Medical College Hospital,
Berhampur





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Website:www.mkcgmch.org

No. 9426 MCH/MS/XX/2024

Dt/ Brahmapur the 2.7.2024

TENDER CALL NOTICE

The Superintendent, M.K.C.G Medical College Hospital Berhampur- 760004, Dist. Ganjam, Odisha invites sealed tender in the prescribed Proforma from the Manufacturer / Authorised Dealer, Authorised Service Agent for "AMC / CMC and Operation & Maintenance of CC Camera of MKCG, Medical College Hospital, Berhampur". The detail information, and the detail lists of items along with the specification and other terms and conditions is hosted in website- www.ganjam.nic.in/ www.mkcgmch.org. The Bidders have to download tender documents directly from the website- www.ganjam.nic.in/ www.mkcgmch.org. The sealed cover containing tender paper must be super scribed as " Tender for AMC / CMC and Operation & Maintenance of CC Camera " and the last date of receipt of tenders through Regd. Post / Speed Post only is dt. 24.07.2024 up to 05.30 p.m. The tenders received after last date and time will not be entertained. The Tendering authority reserves the right to accept/ reject/ cancel any or all the tenders in full or part at any stage of the process without assigning any reason thereof. All legal disputes if any relating to this tender are subject to jurisdiction of the courts of law situated at Berhampur, Ganjam, Odisha only.


Superintendent,
MKCG Medical College Hospital,
Berhampur



OFFICE OF THE SUPERINTENDENT,
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE HOSPITAL,
BRAHMAPUR-760004, GANJAM, ODISHA

Tel.0680-2292624,FAX.:0680-2292752//E.mail:supdtmkcg@gmail.com,mkcgmchberhampur@gmail.com
Website:www.mkcgmch.org

INFORMATION

Sealed tender in prescribed Proforma are invited from the reputed Authorised Dealer, Authorised Service Agent for "AMC / CMC and Operation & Maintenance of CC Camera of MKCG, Medical College Hospital, Berhampur". The tenderer has to furnish the Earnest Money of Rs. 15,000/- (Rupees fifteen thousand) only in shape of Bank Draft drawn in favour of the Superintendent, M.K.C.G. Medical College Hospital, Berhampur payable at SBI, M.C.C. Branch, Berhampur (GM). The tender papers, details and specification of CC Camera along with other terms and conditions can be downloaded directly from the web site- www.ganjam.nic.in/ www.mkcgmch.org. The Tender cost of Rs.2000/-+ GST is non refundable to be paid by way of E-challan under head of Account 0075-00-800-0097-02237-000 through Odisha Govt. Treasury site and the copy of E-challan deposit must be furnished with the bid. The last date of receipt of tenders paper through Regd. Post / Speed Post only is dt 24.07.2024 up to 5.30 p.m. The bids will be opened on 25.07.2024 in presence of the members of the tender Committee and bidders or their representative. The Tender should be in double bid system i.e i) Technical Bid & ii) Price Bid in two sealed covers duly super scribing as Technical Bid & Price Bid and both are submitted with one sealed cover as super scribing as "AMC / CMC and Operation & Maintenance of CC Camera ". The tenders received after last date and time will not be considered. The authority reserves the right to accept/ reject/ cancel any or all the tenders in full or part without assigning any reason thereof. The date of opening may be differed /postponed in case of unavoidable circumstances. All legal disputes if any relating to this tender are subject to jurisdiction in the courts of law situated at Berhampur, Ganjam, Odisha only.

Superintendent
M.K.C.G. Medical College Hospital,
Berhampur

TENDER PAPER
TERMS AND CONDITIONS.

1. The sealed tenders should be super scribed as Tender for AMC/CMC of CCTV Cameras are to be submitted by Regd. Post/Speed Post/Courier service only so as to reach in the Office of the Dean & Principal, M.K.C.G. Medical College Hospital Berhampur-4 on or before 24.07.2024 by 5.30 P.M from the date of publication of the Tender Call Notice in the news paper. The tenders received beyond the scheduled time and date will not be considered under any circumstances. The Tender should be of double bid system i) Technical Bid & ii) Price Bid in two sealed covers duly super scribed as Technical Bid & Price Bid and be submitted with one sealed cover. The Tender cost of Rs.2000/-+ GST is non refundable to be paid by way of E-challan under head of Account 0075-00-800-0097-02237-000 through Odisha Govt. Treasury site
2. The sealed tenders submitted by the tenderers shall be opened by the Purchase Committee of office of the Superintendent, M.K.C.G Medical College Hospital, Berhampur in his Office Chamber in the presence of either the tenderers or his /their authorized representatives who should remain present at the scheduled date and time with proper authorisation. If any tenderer or his / their authorized representative fails to turn up at the time of opening of the tenders that will not bar to the authorities from opening the tenders or carrying on subsequent tendering procedures.
3. The tender should be clearly typed / computerized without any correction, interpolation and over-writing etc. and each page of the tender should bear the dated signature of the tenderer. Correction/over writing or interpolation of any entry should be attested by the tenderers failing which the tender for the relevant item or items shall not be taken in to consideration.
4. The rates should be inclusive of all taxes and is valid for three years from the date of finalisation of this tender.
5. The prices quoted should be final and shall not be subject to any escalation during the validity period of the tender/till the purchase is over.
6. The tenderer should submit/furnish a certificate in the tender to the effect that price quoted by him/them is not more than the open Market Price.
7. The tenderer should furnish Photostat copies of the up to date GST, and Filling of Income tax return certificates of last three years along with money receipt in original relating to his/their firm along with the tender.
8. The tenderer should furnish the Earnest Money Deposit Rs.15,000/-, only in shape of Bank Draft in favour of the Superintendent, M.K.C.G Medical College Hospital, Berhampur payable at M.C.C Branch Berhampur, along with the tender. The EMD will be forfeited in case, the successful tenderer fails to execute the order within the stipulated period mentioned in the Purchase Order in supply of the same.
9. Work order shall be issued in favour of the successful tenderers by Regd.Post with A.D after approval in the Committee. It is obligatory on the part of the selected firm to acknowledge receipt of the purchase order within seven days.

10. The approved agency is liable for up keeping all the CCTV cameras if any deviation found penalty will be imposed as per decision of the committee.
11. The Superintendent, M.K.C.G Medical College Hospital, Berhampur as the Authority reserves the rights to reject any tender or all tenders in part or full without assigning any reason thereof.
12. Documents misleading of facts are liable for rejection/cancellation of tender/purchase order and also action under Penal Provisions.
13. The tenders of the defaulting// Black listed suppliers will not be taken into consideration.
14. Default in service as per tender terms & conditions will disqualify a firm to participate in the tender process in future.
15. All legal disputes, if any relating to purchase, Installation and functioning of the system shall subject to jurisdiction of the Court situated in Berhampur, Ganjam, Odisha.
16. The payment to the firm shall be made quarterly after submission of satisfactory report from competent authority.
17. The contract will cover the service, maintenance, & visiting charges (CMC).
18. All Software & Hardware parts will be repaired, replaced by the agency as and when required. (CMC)
19. Any physical damage during repair will be the responsibility of the agency.
20. Quarterly payment will be released by the authority after satisfactory performance.
21. All CCTV accessories (camera, NVR, Switch, Rack) will be repaired/replaced within 24 hours from the time of complains. (CMC)
22. Contract period will valid up to 1 year and will be renewed subject to satisfactory performance for a maximum period of three years.
23. Taxes extra as applicable.
24. The contract is nontransferable & shifting charges included in the contract.
25. This is the sole responsibility of the firm to submit the service reports of scheduled / breakdown service at the time of submission of bill.
26. The firm is to replace any spare parts , accessions as & when required on credit basis along with invoice duly certified by the concerned department for payment .
27. The cost of the said spare parts / accessories must be genuine rate the firm will be liable to penalty.
28. Resolve the issues within 3 hours, Penalty will be charged a sum of Rs.1000 per hour if the problem will not be resolved within the stipulated time.
29. One of the staff of the agency will visit the CCTV control Room in all the days and ensure for proper NVR recording.
30. The Tenderer should submit their tender only after publication in the newspaper.
31. All documents submitted shall be consecutively numbered having signature with official seal of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly authenticated by the authorized signatory. The prescribed check list should be submitted completing in all respect. (putting the page numbers in the check list)
32. The tendering agencies are required to enclose photocopies of the following documents (duly attested by Group "A" Gazetted Officers of the State Governments/Central Government), along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further:
 - a. EMD @ Rs.15,000/- of the quoted value of Tender in shape of BD in favour of the Dean & Principal MKCG MCB.
 - b. Registration certificate of the organization.
 - c. Copy of GST Reg. Certificate
 - d. GST Clearance certificate
 - e. Copy of Aadhar Card

- f. An affidavit in original (Stamp paper) to the effect that the firm has not been blacklisted anywhere.
- g. Copy of PAN Card.
- h. Copy of the 1ST Page of the Savings Bank Account/Current Account Pass Book
- i. Copy of Filing of Income tax return certificate of last three years.

33. The successful tenderer will have to deposit a Performance Security Deposit of 8% of the contract value in the form of Bank Guarantee from only Nationalized Bank drawn in favour of the Dean & Principal, MKCG Medical college, Berhampur within two days from the date of receipt of provisional purchase order. Then only final Purchase order will be issued. The Bank Guarantee shall be returned to the firm after the Warranty/Guarantee period is over.

N.B.:- (1) The tenderers are requested to go through the terms and conditions thoroughly and carefully and furnish their tenders fulfilling all the requirements to avoid rejection of their tender(s).

(2) The documentation as required in the Technical specification should be submitted along with the technical bid failing which the bids shall be summarily/out rightly rejected.


Superintendent
MKCG Medical College Hospital
Berhampur

TENDER PROFORMA FOR TECHNICAL BID

Sl, No	Name of the Item (AMC/CMC)	Name of CCTV point As per tender
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1	2	3
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TENDER PROFORMA FOR PRICE BID

Sl, No	Name of the Item	Cost for AMC	GST in rupees (with%)	Total (3+4)
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1	2	3	4	5
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TENDER PROFORMA FOR PRICE BID

Sl, No	Name of the Item	Cost for CMC	GST in rupees (with%)	Total (3+4)
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1	2	3	4	5
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Total number of CC Camera: 160 Numbers.


Superintendent
M.K.G.G. Medical College Hospital
Berhampur

FORM T-1

General Details of the Bidder

1.	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & Telephone Number of the authorized person signing the bid.	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code.
7.	PAN No. (Attach self-attested copy)	
8.	Valid GSTIN (Attach self-attested copy)	
9.	E.P.F. Registration No. (Attach self-attested copy)	
10.	E.S.I Registration No. (Attach self-attested copy)	
12.	Acceptance to all the terms & Conditions of the Tender (Yes/No).	
13.	Power of Attorney / Authorization letter for signing the of the bid documents.	
14.	Submission of undertaking that n criminal case is pending with the police at the time of submission of bid.	
15.	Kindly mention the total number of pages in the tender document.	

16. Financial Turnover of the bidder for the last 3 financial years (31.03.2024).

Financial Year	Turn Over Amount (In INR)	Average Turnover (in INR)
FY (2021-22)		
FY (2022-23)		
FY (2023-24)		

*From the date of issue of tender.

17. Details of the similar type service provided by the bidder in last 5 years:

Sl No.	Period	Name of Authority with Complete Address & Fax No.	Type of services provided with details of manpower / Machinery deployed	Contract Amount(in INR)	Duration From - To

18. Declaration

I Sri _____, Son/Daughter/wife of
 Sri _____, Proprietor/ Director/Authorised signature of
 _____ (Name of the Service Provider), competent to sign this
 declaration and execute this tender;

I Have carefully read and understood al the terms and conditions of the tender and
 undertake to abide by them;

The information and documents furnished along with the tender are true and
 authentic to the best of my knowledge and belief . I am well aware of the fact that , furnishing
 of any false information/ fabricated documents would lead to rejection of our tender at any
 state besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with Seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft .
2. EMD in the form of Demand Draft in original.
3. Copy of tender document (each page must be signed and sealed).
4. Duly filled Technical Bid and Financial Bid.
5. List of required document as applicable.

FORM-T3

UNDERTAKING

[On the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting]

I, hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central/ State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized in full and Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:

FORM-T4

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/ Director/ Persons to be deployed by our organization.

I/we further certify that Proprietor/ Director/ Persons to be deployed by our organization have not been convicted by any Court of law in Odisha/ India. I understand that, I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:

FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

The _____

Sub: Tender for providing services of AMC / CMC and Operation & Maintenance of CC
CAMERA of MKCG, Medical College Hospital, Berhampur”

Sir,

I, the undersigned, offer to participate in the tender process to provide services for CC Camera in accordance with your Tender Notice No.: _____, Dated_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with
Date and Seal

Name and Designation: _____

Address of the Bidder: _____

TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

The _____

Sub: Tender for providing services of AMC / CMC and Operation & Maintenance of CC Camera of MKCG, Medical College Hospital, Berhampur”

Sir,

I, the undersigned, offer to participate in the tender process to provide services for CC Camera in accordance with your Tender Notice No.: _____, Dated _____ . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal

Name and Designation: _____

Address of the Bidder: _____

Bid Security Declaration Form

(BIDDER LETTER HEAD)

Bid Notice No.

Date:

To

The _____

I _____ the _____ (Designation)
of (Name of the organization) in witness whereof agree to submit this Bid Security Declaration Form as a part of or Technical Proposal. We understand that we shall be liable under this declaration to comply with all terms and conditions of the tender document. This declaration shall be in force, until the selected Bidder is announced by the authority or in case we are declared as the selected Bidder, this declaration shall be in force till we submit the performance Bank Guarantee as per the provisions of the tender document.

While this declaration is in force, we understand that the authority may reject our proposal and / or blacklist us from participating in any further tendering process for a period of three years as may be deemed fit under the following reasons:

1. We withdraw our proposal during the bid validity period as specified in the tender document.
2. We do not respond to requests for clarification on our proposal.
3. We fail to provide required information during the evaluation process or are found to be non-responsive or have provided false information in support of our qualification.
4. If we fail to :
 - a. Provide any clarification to authority.
 - b. Agree to the decisions taken during any contract negotiations.
 - c. Sign the services agreement within the prescribed time period(15days)
 - d. Furnish the required Performance Bank Guarantee in time

5. Any other circumstance which holds the interest of the authority during the overall tender process.

Name of the Authorized Representative:

Signature of the Authorised Representative with Date and Seal

Address of the Bidder

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY
[Ref. Para 22(i)]

To

The _____.

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Service Provider Agreement

This Agreement is made on this _____ in between the **Superintendent , M.K.C.G. Medical College Hospital, Berhampur, Ganjam Odisha** (herein after called as "Authority") of the 1st party and "M/s _____" herein after called as " Agency " which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns herein after described as 2nd Party.

Whereas the Superintendent, M.K.C.G. Medical College Hospital, Berhampur, Ganjam Odisha 1ST Party is desirous of engaging the Agency to CMC/AMC and Operation and maintenance of DG Sets and the Agency is L1 in the tender agreed to abide by the Terms & Conditions. The detailed terms and conditions mentioned hereinafter.

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE TWO PARTIES AS FOLLOWS

1. The following documents attached hereto shall be deemed to form an integral part of this contract:

- Appendix A: General Terms and Conditions**
- Appendix B: Scope of work**
- Appendix A: Contract Price and Payment Terms**

2. The mutual rights and obligations of the Authority and the consultant shall be as set forth in the contract, in particular;
 - a. The service provider shall carry out the services out the in accordance with the provisions of the agreement; and
 - b. The certificate on the satisfactory performance of services by the agency shall be issued by an offer authorized by the clint in consideration of the certificate of satisfactory performance of service provider, the authority shall make such payments in such a manner as is provided in the agreement.

3. **Mode of payment**

The service provider will furnish the details or the bank account to the authority within 7 days of the signing of the contract.

This contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the parties.

4. Now this agreement witnesses as below:
 - a. That in consideration of the payment to be made by the Authority to the service provider the service provider herby agrees with the Authority to provide CMC/AMC and Operation and maintenance of CC Camera in conformity with the provisions of the terms and conditions of the contract.
 - b. That the "Authority hereby further agrees to pay the service provider the contract price at the same time and in the manner prescribed in the said terms and conditions.
 - c. Financial limit under this contract varies with changes in statuary dues and government takes as applicable from time to time.
 - d. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.

That this agreement is valid up to.....

For and on behalf of **(Tender inviting Authority)**

Witness1:

Witness2:

For and on behalf of **(Service provider)**

Witness1:

Witness2:

BID SUBMISSION CHECK LIST

Sl No	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head and General details of the Bidder		
2	Bid Processing Fee		
3	EMD		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Return Certificate for the last five Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid Labour license		
10	TECHNICAL BID duly filled in(Covering Letter, FORM- TI,T2)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 3 years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past. (FORM- T3)		

15	Undertaking for not having any police case pending against the bidder (FORM- T4)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:
