



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. 9418 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. 25 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. 9419 /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



**OFFICE OF THE SUPERINTENDENT,
MAHARAJA KRISHNA CHANDRA GAJAPATI MEDICAL COLLEGE HOSPITAL,
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Tel.0680-2292624,FAX.:0680-2292752//E.mail:supdtmkcg@gmail.com,mkcgmchberhampur@gmail.com
Website:www.mkcgmch.org

No. 9420 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 DG Sets** 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 DG Sets” 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 DG Sets** of MKCG, Medical College Hospital, Berhampur”. The tenderer has to furnish the Earnest Money of **Rs. 75,000/- (Rupees seventy five 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 DG Sets 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 DG Sets”.** 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 Call Notice

TERMS AND CONDITIONS

1. The sealed envelope containing Tender paper in prescribed format, Demand Draft towards EMD & copy of receipt of E-Treasury Challan towards cost of tender paper must be submitted in sealed cover super scribed as “AMC / CMC and Operation & Maintenance of DG Sets” and submitted by Regd. Post/ Speed Post only and reach in the office of the Superintendent, M.K.C.G Medical College Hospital, Berhampur-4 on or before dt.24.07.2024 by 5.30 PM. The Quotations received beyond the scheduled date and time will not be entertained under any circumstances. The Tender cost of Rs.2000/-+ GST is nonrefundable to be paid by way of E-challan under head of Account 0075-00-800-0097-02237-000 through Odisha Govt. Treasury site.
2. Earnest Money Deposit of Rs. 75,000/- (seventy five thousand) (refundable) only in shape of Bank Draft in favour of the Superintendent, M.K.C.G Medical College Hospital, Berhampur payable at SBI, M.C.C. Branch, Berhampur. The EMD will be forfeited in case, the successful tenders fail to execute the order within the stipulated period.
3. 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 DG Sets”.
4. The sealed Quotation shall be opened by the Tender Committee in presence of the tenderers or their authorized representatives. If any tenderers or their authorized representatives fails to turn up at the time of opening of the tender papers, the process will continue as usual.
5. The firm mandatorily have a local branch office at Berhampur, Ganjam, Odisha. and shall have deploy at least one person to provide service in 24*7 round the clock in hospital.
6. In case of breakdown of DG Sets the firm will attendant the fault within 3 hr and take immediate steps to rectified the fault.
7. If the firm not rectified the DG Sets with in three hours than a sum of Rs.1000 per hours will be deducted from the AMC/CMC bill.
8. The service provider should have at least 2 year experience in the service / maintenance of DG Sets in various organizations.
9. The firm will deploy the sufficient DG Operator in Round the Clock and paid the salary to the operator at their own cost. The authority is not responsible for payment of Salary, EPF & ESI of the DG Operator.
10. The tender should be clearly written/ typed without any corrections, interpolation and over-writings and each page of the tender should bear the dated signature of the tender.
11. The quoted rates should be in Indian Currency, both in words and figures against each item.
12. The rates quoted should be mentioned excluding GST and including GST separately.
13. The tender will be valid for 1 year from the date of approval and this may be extended for a further period of two years on satisfactory performance of the firm on mutual understanding.

14. The price quoted should be final and shall not be subject to any escalation during the validity of the tender.
15. The tender should furnish Photocopy of the following
 1. Copies of GSTN Regd. certificate with clearance certificate.
 2. Valid PAN Card.
 3. IT returns of last 3 years.
 4. identity and address proof.
 5. An affidavit in original (Stamp Paper worth of Rs 10/-) to the effect that the firm has not been blacklisted anywhere.
 6. Required documents like ISO/BIS/CE/IS/GMP/EPM Registration Certificate.
 7. Local Branch Office Address.
16. The successful tender shall have to pay the performance security deposit of **8 %** of the contract value in the form of Bank guarantee of S. B. Account pass book/ term deposit of postal/Nationalized Bank duly pledged in favour of the Superintendent, MKCG Medical College Hospital, Berhampur within 07 days of receipt of offer letter. The Performance Security deposit furnished by the successful tenderer shall be refunded only after successful completion of tender period as per agreement. In case of any deviation is found in abiding the agreement the security deposit will be forfeited.
17. The payment to the agency will be made on quarterly basis against invoice, raised by the agency based on after submission of satisfactory performance report from competent authority.
18. The firm has to execute an agreement with the authority within 7 days from the date of issue of approval letter.
19. The undersigned reserves the right to reject any tender or all tenders in part or full without assigning any reason thereof.
20. The tender paper with Incomplete Documents will be rejected.
21. All legal dispute, are subject to jurisdiction in the courts of law situated at Berhampur, Ganjam, Odisha only.
22. The payment to the firm shall be made basing on allotment received from Govt.

SCOPE OF WORK

1. The DG Operator, operate the DG as per requirement of the authority / advice by the on-duty doctors/Staffs.
2. The agency should inspect the complete system at least thrice a month and should submit the monthly service report to the undersigned.
3. The service provider shall make a daily visit i.e by 10.00 A.M to check the complaint register maintained in the office.
4. The Engine Oil, Battery of the DG to be checked and cleaned regularly.
5. During AMC/CMC period the firm has to provide four preventive maintenance service and necessary repairing as and when required.

6. The firm shall ensure that all Indoor / outdoor units of DG Sets are in proper working conditions at the time.
7. TDS, Service Tax and any other tax as applicable as per prevailing rates will be deducted before making the payment.
8. This is the sole responsibility of the firm to submit the service reports of scheduled / breakdown service at the time of submission of bill.
9. The firm is to replace any spare parts , accessories as & when required on credit basis along with invoice duly certified by the concerned department / Competent authority for payment .
10. The cost of the said spare parts / accessories must be genuine rate the firm will be liable to penalty.
11. In case of major breakdown i.e Alternator/ Engine Seize , the firm has to repair and rectify the DG machine within 3 days otherwise prorate deduction from the billed amount will be made.
12. Associated electrical works line replacement of DP switch , power cable , switches sockets etc . that may be required for maintenance is to carried by firm or to be intimated to GED for repair/ replacement work.

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

(2) Each page of the tender should be numbered serially and chronologically and a certificate to this effect indicating the total number of pages of the tender should be furnished by the tenderer.


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

FINANCIAL BID

FORM F-1

QUOTED PRICE

PROFORMA FOR CMC/AMC OF DG Sets.

Sl. No	Name of the Building	Number of DG Sets	DG Manufacturing company name and capacity	AMC Price in Rs. (Excluding GST)	CMC price Amount in Rs.(Excluding GST)
I	II	III	IV	V	VI
1	Super Specialist Block	02Nos.	Parkins/1250 KVA (900 ltr) Parkins/1010 KVA(900 ltr)		
2	Casualty	01 Nos.	Kiloskar/125 KVA (275 ltr)		
3	(New Pediatric Department)	01 Nos.	Jackson/250 KVA (500 ltr)		
4	O & G Block	01 Nos.	Jackson /250 KVA (375 ltr)		
5	RDC Block	01 Nos.	Jackson /25 KVA (50 ltr)		
6	Central ICU	01 Nos.	Kiloskar/250 KVA (500 ltr)		
7	Medicine Block (1)	01 Nos.	Jackson /75 KVA (210 ltr)		
8	Medicine Block (2)	01 Nos.	Kiloskar/30 KVA (65 ltr)		
9	PMSSY Block	01 Nos.	Parkinss /625 KVA (1500 ltr)		
10	Ophthalmology Block	01 Nos.	Kiloskar/25 KVA (50 ltr)		
11	OPD Block	01 Nos.	Jackson /75 KVA (210 ltr)		
12	Trauma Care Centre	01 Nos.	Jackson /75 KVA (210 ltr)		
13	Radiotherapy Block	01 Nos.	Jackson /75 KVA (210 ltr)		
14	Radiology Block	01 Nos.	Jackson /125 KVA (330 ltr)		
15	TB & Chest Block	01 Nos.	Jackson /250 KVA (375 ltr)		
16	Psychiatric Block	01 Nos.	Jackson /62.5 KVA (150ltr)		
17	PSA Plant	01 Nos.	Jackson /400 KVA (500ltr)		
18	Central ICU Manifold Room	01 Nos.	Jackson /200 KVA (400ltr)		
19	New Supdt Office	01 Nos	Kiloskar 50 KVA (150 Ltr)		
20	Skin & VD	01 Nos	Mahendra 250 KVA (425 Ltr)		
21	Blood Bank	01 Nos	Jackson125 KVA (330)		
		22 Nos	Total Price		


Superintendent
M.K.C.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.	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 no 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.

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 (15
days)
 - 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

SECTION – VIII

PERFORMANCE BANK GUARANTEE FORMAT

To

The _____,

WHEREAS _____

(Name and address of the Service Provider) (hereinafter called “the Service Provider) has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the service..... (description of services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by

_____ (Name of the Authority) in the said contract that the Service Provider 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 Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider 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 Service Provider 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 Service Provider 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 Service Provider 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 performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) 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 & Branch.

SECTION-III
TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

The _____

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

Sir,

I, the undersigned, offer to participate in the tender process to provide services for DG SETS 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: _____

FORM-T3

UNDERTAKING

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

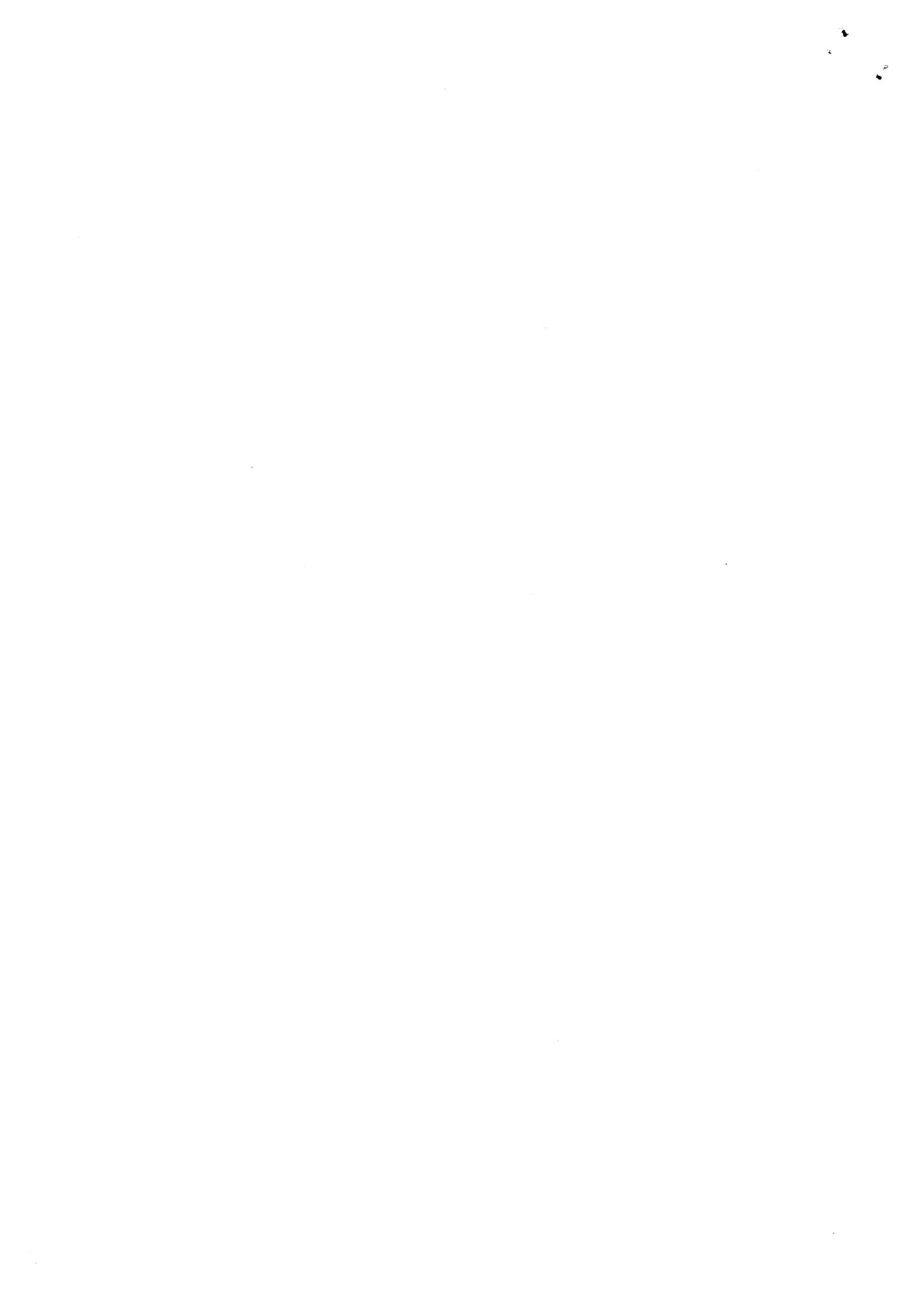
I, hereby undertake that, our organization has not been blacklisted/
debarred by any of the Central/ State Government Department/ Office or by any
Public Sector Undertaking (PSUs) and not blacklisted by any authority during
the recent past.

Yours sincerely,

Authorized in full and Signature

Name and Designation of the Signatory:

Name of the Bidder and Address:



SECTION-IV
FINANCIAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

To

The _____

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

Sir,

I, the undersigned, offer to participate in the tender process to provide services for DG SETS 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: _____



SECTION-VI

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 hereby agrees with the Authority to provide CMC/AMC and Operation and maintenance of **DG Sets** 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 statutory 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:

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- T1,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];
