

NATIONAL CENTRE FOR SUSTAINABLE AQUACULTURE

ISO: 9001: 2015

(MPEDA, Ministry of Commerce and Industry, Govt., of India)

D No: 70-1A-6/1, Boat Club Road, Near AP Tourism Office,

Ramanayyapeta, Kakinada -533005. E.G.Dt, A.P, India

PHONE No: 0884-2350655 FAX: 0884-2350649

E-mail Id: nacsa@mpeda.gov.in

Web Site: www.nacsampeda.org.in

(Tender No.: NaCSA/HQ/ADMIN/49/2019-20)

Date: 24-05-2020

**TENDER FOR THE CIVIL WORKS, PARTITIONING, FALSE CEILING, PAINTING,
VINYL FLOORING, ELECTRIFICATION, PLUMBING AND FABRICATION GRANITE
TOPTABLES WITH CUPBOARD WORKS FOR NaCSA - MPEDA CENTRALIZED
AQUACULTURE LAB, KAKINADA**

The National Centre for Sustainable Aquaculture (NaCSA) invites sealed tenders (Technical & Financial bid) from experienced contractors with minimum 3 years experience in the field of Laboratory set up and preferably having experience in government work for lab setup works of laboratories or similar nature of works.

Tender for the Lab set up which includes Partitioning, False Ceiling, Painting, Vinyl Flooring, Electrification, Plumbing and Granite top Table with cupboards work for NaCSA - MPEDA Centralized Aquaculture Lab (MPEDA, Ministry of Commerce. & Industry, Govt Of India) located at Sri Vijaya Complex, D No. **43-3-23**, Market Street, SBI Port Branch Building, Kakinada - 533001, East Godavari District, Andhra Pradesh as mentioned in the Bill of Quantity (BOQ).

The interested parties may submit the sealed tenders to the National Centre for Sustainable Aquaculture, D No: 70-1A-6/1, Boat Club Road, Near AP Tourism Office, Ramanayyapeta, Kakinada -533005. E.G.Dt, A.P, India. . The details are posted in NaCSA website www.nacsampeda.org.in under the head Notifications - Tenders.

S/d
NaCSA, CEO

**The National Centre for Sustainable Aquaculture
(MPEDA, Ministry of Commerce & Industry, Govt. of India)**

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NOTICE INVITING TENDER

**TENDER FOR THE CIVIL WORKS, PARTITIONING, FALSE CEILING, PAINTING, VINYL
FLOORING, ELECTRIFICATION, PLUMBING AND FABRICATION GRANITE
TOPTABLES WITH CUPBOARD WORKS FOR NaCSA - MPEDA CENTRALIZED
AQUACULTURE LAB, KAKINADA**

The National Centre for Sustainable Aquaculture (NaCSA), under the administrative control of MPEDA, Ministry of Commerce and Industry, Govt. of India invites tenders for the partitioning, False ceiling, painting, vinyl flooring and fabricated granite top tables with cupboard works (Modular Furniture) for NaCSA-MPEDA centralized Aquaculture Lab, Kakinada. The BOQ along with the detailed Schedule of services are provided with this document as annex. The details of requirements and terms & conditions for each item are available in the NaCSA Website: <http://nacsampeda.org.in>. The interested parties may submit the sealed tenders to the National Centre For Sustainable Aquaculture, D No: 70-1A-6/1, Boat Club Road, Near AP Tourism Office, Ramanayyapeta, Kakinada - 533005. E.G.Dt, A.P, India. The details are posted in NaCSA website www.nacsampeda.org.in under the head Notifications - Tenders. Deadline for submission of bid: **18:00 hrs on 01.06.2020**. The bids are required to be submitted in two separate parts i.e. techno-commercial bid & Financial Bid. The Financial Bids of bidders whose techno-commercial bids get qualified would be opened.

**CEO, NaCSA
The National Centre for Sustainable Aquaculture
Kakinada**

TENDER SCHEDULE

TENDER DETAILS

Tender enquiry No	Tender No.: NaCSA/HQ/ADMIN/49/2019-20
EMD Amount (Refundable)	Rs.50000/- (Should paid by DD in favor of NaCSA payable at Kakinada)
Validity of offer	90 Days
Important Dates	
Published date	24/05/2020 at 10:00hrs
Date of release of tender	24/05/2020 at 10:00hrs
Clarification start date	24/05/2020 at 10:00hrs
Clarification end date	01/06/2020 at 18:00hrs
Bid submission start date	24/05/2020 at 10:00hrs
Bid submission end date	01/06/2020 at 18:00hrs

Security Deposit- 10% to be submitted by the Successful bidder at the time of acceptance of Work order to NaCSA

PREPARATION OF BIDS

1. Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. 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 contents of each of the documents that need to be submitted.
2. 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 hardcopies.
3. Corrigendum/amendments etc., if any, will be notified only on the NaCSA web site and no separate advertisement will be made for the same. All prospective bidders are therefore advised to regularly visit the NaCSA web site (i.e. www.nacsampeda.org.in) for any future information or update.

SUBMISSION OF BIDS

1. Tenderer/bidder should prepare the EMD instrument as per the instructions specified in the tender. Original DD taken in favour of NaCSA, payable at Kakinada from any nationalized bank (cheques will not be accepted) as mentioned towards EMD should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender along with Technical Bid.
2. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the tenderers/bidders.
3. Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the separate envelope. The price bid has been named as a standard **Rate Quote Sheet (Percentage BoQ Template)** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders. Tenderers/bidders are required to download the **Rate Quote Sheet (Percentage BoQ Template)** file, open it and complete the green colored (unprotected) cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. All the venders are requested to download the excel file provided in the tender document and submit the filled file in that format only and to be kept in the price bid cover. The annexure related to technical are to be attached along with tender schedule in the technical bid cover only. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. **The manual calculation check of tenders/bids shall be final. In case, any discrepancy is noticed, the decision of appropriate NaCSA shall be final and binding.**
4. **Payment Terms:** 50% advance will be paid to commence the work and Up on Satisfactory completion of work and submission of the Invoice with Detailed Bill, 40% payment will be made after verification by the NaCSA the remaining 10% will be retained with NaCSA/ Technical Committee towards Security Deposit.

General Instructions

1. The Tenderer/Bidder shall submit the **sealed quotations to NaCSA HQ, Kakinada in two separate envelopes** under the two bid system, the bidders are required to submit their '**Technical bid**' and '**Financial bid**' separately. All the documents related to technical bid (i.e. Eligibility criteria & Technical details) and financial bid should be put in two separate envelopes duly marked as **Technical bid** and '**Financial bid**' respectively. Both the envelopes shall then be sealed in one outer (main) envelope which should be super subscribed clearly with the name of work and the reference number addressed to the Chief

Executive Officer, NaCSA. The outer envelope shall contain the name and postal address of the tenderer with Phone/ Mobile/ Fax numbers and e-mail address, if any.

2. The EMD in the form of DD for Rs.**50,000/- (Rupees Fifty Thousand Only)** payable to the CEO, NaCSA payable at Kakinada shall be submitted in an envelope super scribing "**PARTITIONING, FALSE CEILING, PAINTING, VINYL FLOORING, ELECTRIFICATION, PLUMBING AND FABRICATED GRANITE TOP TABLES WITH CUPBOARD WORKS FOR NaCSA- MPEDA CENTRALIZED AQUACULTURE LAB, KAKINADA**" , before due date of Tender.
3. If the tenderer exempted from submission of EMD, then submit a valid certificate issued by 'National Small Scale Industries Corporation (NSIC) or a copy of MSME certificate. However, such exempted bidder shall deposit a Bank Guarantee of 10 % of the contract value as Performance Guarantee within 7 days from Award of Contract.
4. Tenders that are not submitted with complete documents as listed shall be liable to be rejected.
5. NaCSA reserves the right to reject any or all tenders without assigning any reasons thereof. Canvassing in any form is prohibited and will lead to disqualification.
6. The tenderer shall keep all the information relating to the work or any other aspect of NaCSA' s business that comes into his possession as a result of or in connection with this work as confidential.
7. In case of any discrepancies/dispute in the performance of any legal agreement regarding the construction/validity/breach/questions shall be dealt within the jurisdiction of offices/court in Kakinada.
8. The Tenderer/Bidder shall indemnify NaCSA against any loss/claim that may occur to NaCSA, or against NaCSA whatsoever in respect of the workers employed by the contractor for construction.
9. Any statutory payments/remittances like EPF contribution in respect of the workers shall be the sole responsibility of the contractor.
10. The tenderer may visit the site at NaCSA to know about the requirements in person on any working day during office hours.
11. The Successful tenderer shall appoint his/her own employees to carry out the works. Subcontracting in any form is not allowed.
12. The quotations are invited under two bid system. The first envelope will be named as **Technical Envelope** & will contain documents of tenderer"s /bidder"s satisfying the eligibility conditions and EMD, NIT etc. and the second envelope

will be named as **Financial Envelope** containing Rate Quote Sheet. The bidder shall submit **Technical Bid Envelope** and **Financial Bid Envelope** together in main envelope. The technical bids will be evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents: -

- a) **TECHNICAL BID ENVELOPE** shall contain the following documents:
- i. Demand Draft of any Nationalized / Scheduled Bank for Rs. 50,000/- towards Earnest Money Deposit (EMD) in favour of National Centre for Sustainable Aquaculture, payable at Kakinada, East Godavari District, Andhra Pradesh.
 - ii. Copies of enlistment order / Registration Certificate with the appropriate authority.
 - iii. Copies of specific WORK EXPERIENCE CERTIFICATES/ WORK COMPLETION CERTIFICATE along with Work Order/Letter of intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite magnitude with appropriate Authority.
 - iv. A copy of UNDERTAKING (as per Annexure – “III”) duly signed with company seal.
 - v. Tender Document comprising of Schedule of Quantities/Specification and drawings duly signed.
- b) **FINANCIAL BID ENVELOPE** shall contain:
- i. Financial Bid (BoQ Template) in .xls format. Bidders may quote their rate in this envelope. In case of any clarification, you may please contact CEO, NaCSA in the e-mail nacsa@mpeda.gov.in

Eligibility Criteria.

The tenderer should have successfully completed **3 (three)** similar works in Govt. Organizations or Private enterprises of repute in the last three years. Testimonials should be submitted as proof.

The tenderer should have average annual turnover of at least Rs. 400 Lakhs or above in the last three financial years. IT returns should be submitted as proof.

Annual Turnover Certificate: A copy of Annual Turnover Certificate issued by your Chartered Accountant for prescribed financial period (last three financial years in single certificate) to be submitted in technical bid.

Tenderer shall have valid GST Registration & Income Tax PAN. Self attested copy of PAN and Goods & Service Tax (GST) registration certificate to be enclosed along with Technical bid. Tenderer shall submit a copy of their IT returns.

Timeline of the project

The timeline is of utmost importance. The work needs to be completed within **30-45 days** from the receipt of work order in synchronization with other works going on simultaneously.

Scope of Work

The Civil and interior works of the NaCSA-MPEDA Centralized Aquaculture Lab (MPEDA, Ministry of Commerce. & Industry, Govt Of India) at 2nd Floor of Sri Vijaya Complex, D No. 43-3-23, Market Street, SBI Port Branch Building, Kakinada - 533001, East Godavari District, Andhra Pradesh as mentioned in the BOQ and drawings. The tenderers may clarify doubts and understand the required work before quoting. The Contractor shall carry out and complete the work in every respect in accordance with this contract and in accordance with the directions and to the satisfactions of the NaCSA. Even if not specifically mentioned in the schedule of quantities, the successful tenderer shall be deemed to have allowed necessary material, labour, tools and plants etc. required for satisfactory completion of the items of work as indicated in drawings and description given in the specifications, which are attached herewith unless the item specifies labour only or otherwise. Rates quoted also apply for work in patches, strips, small or large areas, and for different shapes and in different sizes and in different planes (Horizontal/vertical or inclined).

Terms and conditions/Instructions to the Tenderers

1. If Tenderers/ Bidders wants to visit the premises has to inform us one day before to make necessary arrangements.
2. Tenderers are required to study the tender document and understand the conditions, drawings, specifications, etc. Doubts, if any, should be got clarified.
3. The tenderer should quote for all items in the tender schedule in figures. If there is any discrepancy between the unit rate and amount, the unit rate will prevail.
4. No additional clauses, alterations in specifications by the tenderer will be accepted. If done, the tenderer will be disqualified. The tenderer shall on submission of this tender be deemed to have accepted the terms and conditions contained in the tender documents.
5. In case of the successful tenderer, the earnest money deposit shall be retained as security deposit. The earnest money of the unsuccessful tenderers will be refunded within a reasonable period. No interest shall be paid while returning the earnest money.

6. The successful tenderer shall be required to execute an agreement within **7 days** from the date of receipt of the notice of acceptance of tender from NaCSA. In the event of failure on the part of the successful tenderer to sign the agreement within 7 days, the EMD will be forfeited and the acceptance of the tender shall be considered as cancelled.
7. The rates quoted in the tender shall be measured as per finished work and shall include cost of materials, transportation, freight charges, taxes , etc. complete.
8. **Time is the essence of the work. Only those who can maintain progress of work as per schedule and offer best quality material and workmanship should tender for this job.**
9. The work is to be completed within **30-45 days** from signing the agreement / possession of site whichever is earlier.
10. NaCSA has the right to reject any or all tenders without assigning any reason.
11. NaCSA reserves the right to delete any item(s) from the tender schedule without assigning any reason. Claims by the contractor for compensation or damages on account of these shall not be entertained.
12. The contractor must co-operate with other agencies appointed by the Employer/ Architect so that the work shall proceed smoothly.
13. Quantities shown in the tender are approximate and payment shall be made as per actual measurements. In the course of execution of it become necessary to do any additional /excess work, prior consent of NaCSA shall be taken. The successful tenderer is not entitled to any sort of compensations with regard to variations, if any, between the actual quantities and tender quantities, it prior permission as which is must be obtained.
14. Measurements of work carried out shall jointly be taken by the Contractor and representative of NaCSA and payments shall be as per the recommendations.
15. The material specified has to be strictly adhered to and the workmanship should be of superior quality. All other materials not specified shall get prior approval from NaCSA before purchase/ installation. Commencement of work without approval of the material shall be entirely at the risk and cost of the contractor.
16. The contractor shall take necessary arrangements for Local Logistics including warehouse support to transport the equipments / material from warehouse to the site and vice-versa.
17. The responsibility for the safety, security and accounting of the materials and equipment brought or installed by the successful tenderer for completion of the work will remain with the contractor till the completed work is handed over to NaCSA.
18. NaCSA reserves the right to reject any portion of work or materials, which is found unsatisfactory or not up to the standard. If the performance of the successful tenderer is found to be unsatisfactory, NaCSA reserves the right to cancel in part or whole of the contract and get the work executed through alternative means at the entire risk and cost of the successful tenderer.

19. The contractor will be responsible to provide all statutory benefits to the employees / labourers engaged by him and in case NaCSA becomes liable to make payment of any such statutory benefits to the employees/ labourers of the contractor, the contractor will be liable to indemnify the damage and the loss suffered by NaCSA. NaCSA shall have liberty, without referring to the contractor, to deduct, such sum as may be suffered as loss or damage due to the aforesaid reason from pending bill of the contractor.
20. The successful tenderer shall give all necessary personal attention to the work during the progress of work and also until the expiry of **Defects Liability Period' , which is one year from the date of issue of completion certificate.**
21. Necessary lighting arrangements shall be made by the contractor at no extra cost for the work.
22. The contractor shall on request dismiss immediately from the work any person(s) employed there on who may be unsuitable or incompetent or who may misconduct himself and such person shall not be again employed or allowed on the work without the permission of NaCSA.
23. Income tax and work contract tax at prevailing rates will be deducted from the final bill and certificate will be issued to the contractor.
24. 10 percentage of the total bill amount after adjusting the EMD or Security Deposit, as the case may be, shall be retained from the contractor and shall be released on completion of the defects liability period subject to clause 19.
25. Any defect, shrinkage, settlement, unsound construction or other faults in materials, workmanship and / or equipment's supplied and installed which may appear within the defects liability period stated in clause 19, shall upon the direction of the Architects / NaCSA be attended and made good by the contractor at his own cost. In the event of failure of the contractor to amend the faults within a reasonable time, NaCSA may rectify the damages / faults by employing other persons, and all loss and expenses consequent there on or incidental there to shall be borne by the contractor. The retention money at the end of defects liability period will be released only after deducting the expenses or loss incurred by NaCSA during the defects liability period.
26. If the successful tenderer does not complete the work within the stipulated time, NaCSA reserves the right to recover the liquidated damages of Rs.1000/- for every additional day or part thereof until the work is satisfactorily completed and handed over. Such damages will be deducted from any money due to the tenderer.
27. The Contractor shall not use the site for any purpose other than carrying out the work as defined in the Contract.
28. The Contractor is responsible for clearing the site of the debris, rubbish and the leftover materials as and when accumulated once in every day so that the site is kept clean and orderly. No additional payments will be made for this.

29. The Contractor may use the electricity and water connections of the premises for carrying out the work but will have to pay a nominal amount which is mutually agreed up on between the contractor and NaCSA.
30. The Contractor shall take maximum care to safeguard the furniture, fixtures /stationary / electronic equipment etc in the NaCSA building & premises. Damages / loss caused shall be compensated by the Contractor failing which the cost shall be recovered from the Contractor' s Bill.
31. NaCSA has the right to introduce new items, not included in the Tender schedule for which the rates shall be fixed by NaCSA as per the prevailing market rates. The contractor can give a cost analysis if asked to justify his rates which may be acceptable to NaCSA if the rates are justifiable.
32. The Contractor / his representative shall respect and obey the rules and procedures followed with regard to security and cooperate for the smooth functioning of NaCSA.
33. Tenderer shall submit the declaration form **ANNEX I** and **ANNEX-II** along with the technical bid.
34. Tenderer may also refer additional documents provided in this tender for the execution of work assigned.

The Bidders will be given an opportunity to visit the site and analyse the quantum and type of work during office hours. The lab lay-out BOQ & the Schedule of quantities has been attached as Annexure for the kind reference of the contractors.

Other conditions:

Food testing laboratories, deploying a comprehensive range of state-of- the-art analytical techniques and infrastructure is important for laboratory. Succeeded tenderer are requested to follow the below listed technical requirements;

1. Floors should be smooth, slip resistant and seamless. Coving on the interface between the walls and the floor.
2. Each door into a laboratory room must have a view panel or alternative means of viewing.
3. The floor must be a one piece (seamless construction) impervious to water, resistant to acids, alkalis, solvents and disinfectants, easy to clean, slip- and wear-resistant and be chemical resistant and shall have covings to the wall.
4. The floor surface shall be covered where it meets the walls and fixed benches/cabinets to ensure spills cannot penetrate underneath floors/cabinets.
5. Floors in storage areas for corrosive liquids shall be of liquid tight construction.
6. All edges at the walls should be sealed or welded to prevent seepage of spilled materials.

7. Supported coving should be used to facilitate easier cleaning and prevent contaminants from seeping into floor level service voids behind false walls.
8. Wall surfaces should be free from cracks and unsealed penetration.
9. Walls should be non-porous and painted with a durable, impervious finish to facilitate decontamination and cleaning.
10. Ceiling heights should be sufficient to accommodate the safe installation of fume cupboards and Biological Safety Cabinets where applicable.
11. Required/Additional ducting for electrical/mechanical service shall be provided for furniture/tables etc as per requirement.
12. The necessary civil works required before and after installation of equipment will be done at free of cost by the contractor doing vinyl floor works.

FINANCIAL BID FORMAT

Name of work – Supply, fixing, installation and commissioning of **PARTITIONING, FALSE CEILING, PAINTING, VINYL FLOORING, ELECTRIFICATION, PLUMBING AND FABRICATED GRANITE TOP TABLES WITH CUPBOARD WORKS FOR NaCSA-MPEDA CENTRALIZED AQUACULTURE LAB, KAKINADA** a separate Xls file has been provided with a file name “**BOQ**” a copy of duly signed and filled Xls file has to be submitted along this Financial Bid format.

Name of the Bidder:

1	2	3	4	5
S.No	Particulars	Total Cost of the Work in Rs.	GST	Total amount with GST (3+4) in Rs.
1	Supply, fixing, installation and commissioning of VINYL FLOORING work			
2	Supply, fixing, installation and commissioning of PARTITIONING work			
3	Supply, fixing, installation and commissioning of FALSE CEILING work			
4	Supply, fixing, installation and commissioning of PAINTING work			
5	Supply, fixing, installation and commissioning of FABRICATED GRANITE TOP TABLES WITH CUPBOARD work			
6	Supply, fixing, installation and commissioning of ELECTRIFICATION works			
7	Supply, fixing, installation and commissioning of PLUMBING work			
8	Civil Works			
	Grand Total			

Date:

Signature of the bidder/Authorized signatory

Official Seal

DECLARATION FORM

(To be given on Company Letter Head)

Date:

To,

The Chief Executive Officer
National Center Sustainable Aquaculture
70-1A-6/1, Boat club road, ramanayyapeta Kakinada
Andhra Pradesh

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:.....
.....
..... as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to ____ (including all documents like Annex(s), table(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

GENERAL INFORMATION ABOUT THE TENDERER – ANNEX-II

1	Name of the Tenderer					
	Registered address of the firm with GSTIN					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please ✓ relevant box)						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Business (Please ✓ relevant box)						
5	Original Equipment Manufacturer			Authorized Dealer /Representative		
	Direct Importer			Others, specify.		
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	in case of Directors, DIN Nos. are required					
	Name		Designation			
	Name		Designation			
Bank Details						
7	Bank Account No.		IFSC Code			
	Bank Name & Address		Branch Name			
	Tel No		Email ID			
	PAN Card No					
8	<i>Whether any criminal case was registered against the company or any of its promoters in the past?</i>				Yes / No	
9	<i>Other relevant Information provided * (here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)</i>					
Date:		Office Seal		Signature of the tenderer / Authorised signatory		

UNDERTAKING

Date

I/we am/ are authorized signatory / signatories of the firm M/s.

..... (Address)

.....do

here by undertake that

1. The firm is in this business in continuation for last three years i.e.,----- -----
to till date.
2. If any information in the quotation submitted by me is found incorrect/ false at any
time, the quotation is liable to be rejected
3. The terms and conditions of the quotation is acceptable in full.

Authorized signatory

(Seal)

MANDATE FORM
(Bank details for e-PAYMENT)

1. Name and address of beneficiary:
2. Bank account no:
3. Type of account (S.B/Current/Cash credit):
4. Digital code number of the bank and branch as appearing on the MICR

Cheque issued:

5. Name of bank:
6. Name of branch and address, Telephone No:
7. IFSC Code (Indian Financial Service Code):
8. Photocopy of cancelled cheque to confirm correctness of IFSC code

and Account No:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reason of incomplete or incorrect information given by me as above, I would not hold the user institution responsible.

Date:

(Signature of the Beneficiary)

For BANK

Certified that the particulates furnished above are correct as per our records.

Date:

Signature of the Authorized Official

CHECK LIST FOR BIDDER

Name of the Bidder:.....

Sl. No.	Particulars	Document attached	Page No.
A	EMD- Rs..50,000/- DD No.....Date:	Yes/No	
B	COVER A : Technical bid with following Annexes:	Yes/No	
	1) Annex-I DECLARATION FORM as per the format Annex I	Yes/No	
	2) Annex-II General Information about the tenderer	Yes/No	
	3) Annex-III UNDERTAKING FORM	Yes'/No	
	4) Annex – IV MANDATE FORM	Yes'/No	
	5) Copies of testimonials or work orders received from Government Firms/Reputed Pvt firms for similar nature of works undertaken during last 3 years.	Yes'/No	
	6) Duly filled Check List-Annex V	Yes'/No	
C	COVER B: 1. Properly filled BOQ 2. Financial Bid Form	Yes/No Yes/No	

Signature of Bidder

Name & Designation

Date:

Seal: