

**News Paper Tender notice****TENDER NOTICE**

The BHU DST: (a)UNANST Project is interested in purchasing "**Scanning Transmission Electron Microscope**" attachment for its Electron Microscope Technai 20G<sup>2</sup> and under (b)DRDO Project "**Raman Spectrometer**". The interested parties may submit the tender as per specification which is given below. For any further details please contact on e-mail: hepons@yahoo.com. The last date of the receipt of application is within 15 days from the date of publication of the tender to Prof. O.N.Srivastava (PI & Coordinator), Nanoscience and Technology Unit, Department of Physics, BHU, Varanasi-221005. Please submit separately the technical specifications and cost (quotation) separately in sealed envelopes.

- (a) STEM attachment for Technai 20 G<sup>2</sup> (200 Kv) Electron Microscope
- (b) The specifications for Raman Spectrometer are as in the following.
  1. Spectrometer (Raman) with automation and two lasers 514nm and 785nm
  2. Polarising light microscope with half wave and quarter wave plate
  3. Computer controlled XYZ stage wave plate and long working distance objective
  4. Heating cooling cell (-196<sup>0</sup>C to 600<sup>0</sup>C) and Kinematic system base plate
  5. Macro sampling kit
  6. Including any other additional accessories which are necessary for your system



**(O.N.Srivastava)**  
**PI & Coordinator**  
**Department of Physics, BHU, Varanasi**

**Tender Specifications for Raman Spectrometer**

1. Spectrometer
2. Automation
3. Polarising Light Microscope
4. Computer controlled XYZ stage
5. Kinematic system baseplate
6. Lasers (514 and 785 nm)
7. Macro Sampling Kit
8. Heating Cooling cell

**(Please specify any other special item/feature that you can provide with this eqps.)**

**General Terms & Conditions**

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**Department of Physics , Banaras Hindu University  
(NOTICE INVITING TENDER)**

On behalf of the vice-Chancellor, BHU, sealed item rate tenders from manufactures (or their 'authorized' dealers by submitting letters/ certificates, in original, from the manufacturers that they have been authorized to quote in response to this NIT) of the following items are invited:

Sl. No.	Tender No.	Specifications & Quantity of the item	Estimated Cost
1	<b>DRDO/RS/09</b>	<b>Raman Spectrometer</b>	To be provided by bidder

The tender documents for items will be on two-bid system consisting of Technical Bid and Price Bid. The tender Documents will be submitted item-wise in two separate sealed covers clearly mentioning on the envelope the details of items for which bid is submitted. Any firm may bid for any number of items against the purchase of Tender Document but each offer must be item-wise in two bid cover enclosing item-wise EMD with Technical Bid.

The Tender Document (non-transferable) along with detailed specifications, terms and conditions may be purchased by the interested supplier on payment of non-refundable tender price of Rs. 500/- (Rupees Five Hundred) only in cash or in the form of D.D. (drawn in favour of Registrar, BHU payable at Varanasi) during the office Hrs. (10.30 am to 5.00 p.m.) on all working days (Monday to Saturday) from the office of the undersigned.

All Tender Documents must be accompanied by the Bid Security Form / **Earnest Money Deposit (Refundable) of 2% of estimated cost** only in the form of Bank Draft in favour of the Registrar, BHU payable at Varanasi.

The University shall not be responsible for any delay in receiving the Bid document by post.

The University reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained.

The Earnest Money shall be forfeited in case it is found at any stage that information / particulars regarding supply of tendered item(s) are false.

**Principal Investigator**  
**DST Project( Nanoscience &**  
**Nanotechnology UNANST Programme)**  
**Dept. Of physics**  
**BHU, Varanasi**

TENDER DOCUMENT FOR **Raman Spectrometer**

BID REFERENCE	<b>DRDO/RS/09</b>
DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	22-06-2009
LAST DATE TIME FOR SALE OF BIDDING DOCUMENTS	29-06-2009
LAST DATE AND TIME FOR RECEIPT OF BIDS	2-07-2009 up to 5.00 p.m.
ADDRESS FOR COMMUNICATION	Principal Investigator, DST Nanoscience and Technology UNANST Programme Department of Physics BHU, Varanasi

**TENDER DOCUMENT FOR  
Raman Spectrometer**

**INVITATION FOR BIDS**

1. Sealed bids in two parts (techno commercial unpriced & Priced bids) are invited from eligible bidders for the following

Sl. No.	Tender No.	Specifications & Quantity of the item	Estimated Cost
1	<b>DRDO/RS/09</b>	<b>Raman Spectrometer</b>	To be provided by bidder

2. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the office of **the Principal Investigator, DST Nanoscience and Technology UNANST Programme, Department of Physics, BHU, Varanasi**

3. Each set of bidding document can be purchased by any interested eligible bidder on payment of the cost of tender document. The cost of bidding documents as indicated above should be submitted in the form of a Demand Draft in favour of the Registrar BHU payable at Varanasi

4. All bids must be accompanied by earnest money deposit as specified above and must be delivered to the above office up to 5.00 pm of **2-07-2009**.

5. The University reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons there for.

6. This Tender Document contains the following:

- A. Instructions to Bidders
- B. General conditions of contract
- C. Tender form (Techno commercial unpriced Bid)
- D. Tender form (priced Bid)
- E. Check-list for Bid/Tender submission
- F. Bank guarantee form

## INSTRUCTIONSTO BIDDERS

### A. Introduction

#### 1. Qualification criteria/ Eligible Bidders

1.1 This Invitation for Bids is open to all manufacturers & their dealers authorized to quote in response to this NIT. 1.2 Copies of valid Central/State sales tax registration certificate, Income tax clearance certificate, proof of manufacturing unit/dealership & general order suppliers and copies of two major supply orders valuing more than Rs. 20000/- executed during the preceding two years for Govt. depts. IPSUs and Central Autonomous bodies have to be submitted.

#### 1. Cost of Bidding

2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### B. The Bidding Documents

#### 3. Cost of Bidding Documents

Interested eligible bidders may purchase the bidding documents on payment of the cost of bidding documents as indicated in the invitation for bids. The cost of bidding documents should be submitted in the form of a Demand Draft in favour of the Registrar, BHU payable at Varanasi.

#### 4. Content of Bidding Documents

4.1 The goods required, bidding procedures and purchase terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instruction to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- (c) Schedule of requirements;
- (d) Tender form (technical bid).
- (e) Tender form (financial bid)

4.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

#### S. Amendment of Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 5.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them.
- 5.3 In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### C. Preparation of Bids

#### 6. Language of Bid

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English language.

#### 7. Documents Comprising the Bid

- 7.1 Techno commercial un priced bid and priced Bids: The bids are to be submitted in two parts in separate sealed envelopes i.e. Techno commercial unpriced bid and priced Bids.
  - (a) Techno commercial unpriced bid along with Earnest Money Deposit (EMD) as shown in invitation to bids may be submitted by a demand draft of Nationalized Bank in favour of the Registrar, BHU payable at Varanasi. If the EMD is not received along with the technical bid, such bid will not be considered.
  - (b) Priced bid.
- 7.2 Techno commercial unpriced bid: The Techno commercial unpriced bid prepared by the bidder shall be provided in the following Model Response format:

## Model Response format

- (a) Standing of each Bidder Manufacturer/Dealer and past experience in supply of the material (certificates to be enclosed), proof of manufacturing Unit/Dealership letter and general order supplier.
- (b) List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract.
- (c) Copy of the audited balance sheet of the vendor for the previous financial year indicating the turnover in supply of the material.
- (d) Details of Permanent Account Number and latest income tax clearance certificate.
- (e) Details of S.T. No. along with a copy of certificate to be attached.

## 7.3 Priced Bid

The priced bid shall comprise the techno commercial bid along with the price component indicating the Unit prices for each and every item indicated in the schedule of requirements.

- (a) The prices quoted must be net per unit as shown in the Schedule and must include all charges for delivery at the designated stores.
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- (c) The price quoted by the tenderers should be exclusive of Excise Duty & Sales Tax. However, the Excise Duty & Sales Tax payable should be quoted separately in the schedule enclosed.
- (d) Quoted prices should be firm and inclusive of octroi, freight and forwarding charges, handling charges, loading and unloading charges, insurance charges etc.
- (e) The prices once accepted by the University shall remain valid till the successful execution of the order and till supplies are fully effected and accepted or 12 months from the date of acceptance of tender whichever is later. The University shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty. The quantity given in the schedule is approx annual requirement, which can be reduced or increased by 50%.

## NOTE

- 1. THE TWO BIDS (BOTH TECHNO COMMERCIAL UNPRICED BID) ALONG WITH EARNEST MONEY DEPOSIT (EMD) AND SAMPLES (IF REQUIRED) AND THE PRICED BID SHOULD BE SUBMITTED SEPARATELY FOR EACH TENDER.**
- 2. CONDITIONAL BIDS WILL NOT BE ACCEPTED**

## 8. Bid Prices

- 8.1 The Bidder shall indicate on the Schedule of requirements, the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid.
- 8.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - (i) the prices quoted must be net per unit as shown in the schedule of requirements and must be include all charges for delivery at the designated stores.
  - (ii) any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;
- 8.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

## 9. Bid Currencies

- 9.1 Prices shall be quoted in Indian Rupees only. In case of direct import the prices may be indicated in the foreign currency. The University may, at its discretion, arrive at

approximate Rupee equivalent on the basis of exchange rate on the date of opening of price bid.

#### **10. Period of Validity of Bids**

- 10.1 Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 10.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be required nor permitted to modify the bid.
- 10.3 Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

#### *D. Submission of Bids*

#### **11. Sealing and Marking of Bids**

- 11.1 The outer envelope containing Techno commercial unpriced bid along with EMD & samples, if required, and priced bid shall be addressed to **The Principal Investigator, DST Nanoscience and Technology UNANST Programme, Department of Physics, BHU, Varanasi 221 005** and shall indicate tender number and due date.
- 11.2 The inner envelope shall indicate the name and address of the bidder, tender number due date and contents i.e. "Techno commercial unpriced bid along with EMD" and "Priced bid".
- 11.3 If the outer envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

#### **12. Deadline for Submission of Bids**

- 12.1 Bids must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.
- 12.2 The Purchaser may, at his discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **13. Late/Delayed Bids**

- 13.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, pursuant to Clause 5 of invitation of bids will be rejected and/or returned unopened to the Bidder.

#### **14. Modifications and Withdrawal of Bids**

- 14.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- 14.2 The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice may also be sent by telex or cable or fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 14.3 No bid may be modified subsequent to the deadline for submission of bids.
- 14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.

#### *E. Bid Opening and Evaluation of Bids*

#### **15. Opening of Techno commercial unpriced Bids**

- 15.1 The purchaser will open all techno commercial unpriced bids in the first instance.

#### **16. Clarification of Bids**

- 16.1 During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- 16.2 No Bidder shall contact the purchaser on any matter relating to its bid from the time



- of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the University it should be done in writing.
- 16.3 Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.
- 17. Evaluation of Techno commercial unpriced Bid**
- 17.1 Prior to the detailed technical evaluation, the purchaser will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations.
- 17.2 The purchaser will reject a bid determined as not substantially responsive.
- 17.3 The bidders may be called for discussion and may be allowed to modify their technical bids to suit the organization's requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable.. The price bids of the bidders who finally emerge as technically acceptable shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.
- 17.4 The bidders short-listed by the purchaser based on evaluation of their technical bids may be called for detailed discussions with a team selected for the purpose, at a specified date, time and venue, if needed.
- 18. Opening of Priced Bids**
- 18.1 The Purchaser will open the Priced Bids of only those bidders whose techno commercial bids have been found to be substantially responsive.
- 18.2 The priced Bids of the technically qualified bidders shall be opened by the tender committee.
- 19. Evaluation and Comparison of priced Bids**
- 19.1 Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected
- 19.2 Bidders shall state their bid price for the payment schedule outlined in the Clause 14 of General Conditions of Contract. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The purchaser may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the purchaser.
- 19.3 The purchaser, at its option may ask some more bidders to match the rates of the lowest bidder for creating parallel suppliers.
- 20. Purchasers right to accept any bid and to reject any bid or all bids**
- 20.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.
- 21 Award Criteria**
- 21.1 Subject to Clause 19, the purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 22. Notification of Award**
- 22.1 Prior to the expiration of the period validity, the purchaser will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.
- 23. Factors Affecting the Award of Supply**
- 23.1 The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.
- 23.2 Conformity with the Request for Bid/tender required and conditions.
- 23.3 The assessment based on the response to Model Response Outline.
- 23.4 The assessment of the capability of the bidder to meet the terms and conditions.
- 23.5 The bidders must have executed similar orders, for which the bidder is quoting, as indicated in clause 1 for Govt./Semi-Govt./Autonomous Organizations.
- 23.6 The cost and the discount offered, if any.

## GENERAL CONDITIONS OF TENDER

### 1. Definitions

- 1.1 In this Contract, the following terms shall be interpreted as indicated:
- (a) "The order" means the agreement entered into between the Purchaser and the Supplier including all the attachments and appendices and all documents incorporated as per notification of award.
  - (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
  - (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract;
  - (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract;
  - (e) "GCC" means the General Conditions of Contract contained in this section.
  - (f) "The Purchaser" means the organization purchasing the Goods Le BANARAS HINDU UNIVERSITY, VARANASI.
  - (g) "The Purchaser's country" is India.
  - (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
  - (i) "Day" means calendar day.

### 2. Application

- 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

### 3. Standards

- 3.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned Institution.

### 4. Use of Tender Documents and Information

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.
- 4.3 Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

### 5. Patent Rights

- 5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

### 6. Submission of the bids.

- 6.1 All bids complete in all respect must reach the purchaser within the last date and time of receipt of bid. No extension shall be allowed for any reason what so ever. Late tenders/delayed bids and tenders received without earnest money etc. shall be rejected.
- 6.2 Tender documents are available for sale with the purchaser. Interested bidders may purchase the tender documents on payment of the cost there of. The purchaser shall not be liable for either non-receipt of the tender document or for delay in receipt of tender document.

### 7. Insurance

- 7.1 The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be obtained by the suppliers in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "all risks" basis including war risks and strikes.

### 8. Transportation

- 8.1 Where the Supplier is required under the Contract to transport the Goods within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price.

**9. Warranty**

- 9.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in India.
- 9.2 This warranty shall remain valid for 12 months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, unless specified otherwise.
- 9.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 9.4 Upon receipt of such notice, the Supplier shall with all reasonable speed, repair or replace the defective Goods or parts thereof, without any extra cost to the Purchaser.
- 9.5 If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
- 10. Payment:** The payment shall be made through Letter of Credit

**TENDER FORM**  
**(Techno commercial unpriced Bid)**  
 (On the letter head of the firm submitting the bid)  
 Tender No... ..

To The

Dear Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.
2. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
3. A crossed Bank Draft in favour of the Registrar, BHU for Rs. .... (Rupees. ....only) as Earnest Money is enclosed. The Draft is drawn on ..... Bank payable at Varanasi
4. The following have been added to form part of this tender.
  - (a) Samples of items quoted for, as per instructions provided in the schedule of requirement.
  - (b) Schedule of requirements, quoting the make only duly signed and stamped.(without indicating price)
  - (c) Income Tax clearance certificate.
  - (d) Copy of last audited balance sheet.
  - (e) Copy of Valid Central/State sales tax registration certificate.
  - (f) Copy of relevant major purchase orders valuing more than Rs. 20000/- executed during last two years for Govt. Deptts., PSUs & Central Autonomous bodies..
  - (g) Proof of manufacturing Unit, dealership certificate/general order suppliers.
  - (h) Statement of deviations from financial terms & conditions, if any.
  - (i) Any other enclosure. (Please give details)
5. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.
6. Certified that the bidder is:
 

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.  
 (NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).
7. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

Yours faithfully,

(Signature of bidder)  
 Dated this day of  
 Address: .....  
 Telephone: FAX\_  
 E-mail

Company seal



### **Checklist for Bid/Tender Submission**

The following check-list must be filled in and submitted with the bid document:

#### **Pre-qualification Bid**

- |     |  |          |
|-----|--|----------|
| 1.  | Was the bid document issued to you?  | Yes / No |
| 2.  | Have you attached the techno commercial unpriced bid form duly filled in appropriately?  | Yes / No |
| 3.  | Have you attached a copy of the last audited balance sheet of your firm 4. Have you attached the details of the income tax clearance certificate, proof of manufacturing unit! dealership letter/general order suppliers and copy of Central/State sales tax registration certificate( as per clause 1.2 of ITB) | Yes / No |
| 5.  | Have you attached the copies of relevant work orders from Govt. Deptt/PSUs and Central Autonomous Bodies.( as per clause 1.2 of ITB)   | Yes / No |
| 6.  | EMD: Have you submitted EMD asked for  | Yes / No |
| 7.  | Have you submitted samples of all items indicated in the respective schedule of requirements.  | Yes / No |
| 8.  | Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the Techno commercial unpriced bid (as per clause 6 of ITB).  | Yes / No |
| 9.  | Have you submitted the bids both techno commercial unpriced and priced bid separately for each tender?   | Yes / No |
| 10. | Have you enclosed the statement of deviations from financial terms and conditions, if any?   | Yes / No |

#### **Priced Bid:**

- |    |  |          |
|----|--|----------|
| 1. | Have you signed and attached the priced bid form           | Yes / No |
| 2. | Have you attached the schedule of requirements duly priced | Yes / No |