



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

No. IIMS/PUR/Housekeeping Items/22/2022-23, Dated: 27.07.2022

**Rate Contract for  
Supply of Housekeeping Items at  
Indian Institute of Management Sirmaur**

STORES AND PURCHASE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR,  
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,  
Himachal Pradesh-173025

Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)



Signature of Bidder:.....  
Date:.....



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**INDIA INSTITUTE OF MANAGEMENT SIRMAUR**  
(An Autonomous body under Ministry of Education, Govt. of India)

**No. IIMS/PUR/Housekeeping Items/22/2022-23, Dated: 27.07.2022**

**NOTICE INVITING TENDER**

On behalf of Indian Institute of Management, Sirmaur, Notice Inviting Tender for Rate Contract for Supply of Housekeeping Items at IIM Sirmaur are invited under Two Bid System in sealed cover.

The detailed Description and Term & Conditions of Tender Document may be seen and downloaded from IIM Sirmaur website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in). Last date of submission of tenders is 18.08.2022 by 11:00 am in the Tender Box kept in the Main Security Gate at IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P.-173025.

  
**Stores Purchase Officer**  
**IIM Sirmaur**

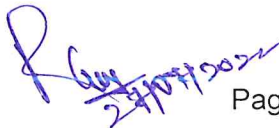
Signature of Bidder:.....  
Date:.....

**Notice Inviting Tenders**

**Subject: Annual Rate Contract for Purchase of House Keeping Items.**

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute intends to enter in to annual rate contract for a period of one year from the date of finalization of contract for Supply of "**Housekeeping Items**" on the following terms and conditions:

1. **Submission of Bid:** The tender documents may be available on IIM Sirmaur website:
  - i) EMD should be in the form of demand draft drawn in favour of IIM Sirmaur
  - ii) Bidder shall submit the photocopy of the following:
    - a) Authorized Dealer/Distributor/Business Partner/RSR Certificate from OEM.
    - b) Relevant Documents in case of MSME/SSI/NSIC Unit.
    - c) PAN Card, Address Proof and GST/TIN No.
  - iii) Duly filled Price Bid.
2. **Last date of Submission of Bid: 18.08.2022 at 11:00 am**
3. **Opening of Bid:** Bid shall be opened on the **18.08.2022 at 04:00 pm.**
4. **Bid Validity:** The Technical Responsive bidders Financial Bid shall be opened only and L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidder and the bidder, who have quoted **maximum number of items in L-1 rate** shall be given opportunity by the Competent Authority of IIM Sirmaur and ask him/her in writing to match L-1 price of other items quoted by him/her in comparison of other bidders, where his/her quote has not found L-1.
5. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on **lowest tender basis i.e. firm/vendor is L-1 in maximum number of cases/price quotes.**
6. The total cost quoted should be inclusive of taxes. Tax applicable at the time of invoice will be paid.
7. Price quoted by the bidder shall remain FIRM for delivery in IIM Sirmaur, during the currency of contract and any extension thereof.
8. The tender submitted by any other mode, will not be entertained under any circumstances except physical mode.
9. The financial bids of technically qualified bidders only will be opened.
10. **Earnest Money Deposit:** The Bidders shall deposit Earnest Money amounting to **Rs 10,000/- (Rs. Ten Thousand Only)** through demand draft in favour of IIM Sirmaur.
11. The contract may be extended for another period on year-to-year basis subject to the mutual consent between both parties and maximum upto 3 years.

  
27/07/2022

Signature of Bidder:.....  
Date:.....



**12. Tender Submission process**

Interested bidder may submit their quotes in Two bid system (i) Technical bid & (ii) Financial bid by giving all the necessary documents in English. The Tender must be dropped with all relevant documents in the TENDER BOX in the Security Office, Near Main Gate of IIM Sirmaur.

The Tender document attached must be direct, concise, and complete and arranged in an organized, and structured manner, tagged carefully.

**GENERAL TERMS AND CONDITIONS:**

13. The bid is liable to be rejected, if the EMD not found in order or receipt not accompanying with the Technical Bid.
14. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the IIM Sirmaur, Paonta Sahib on the EMD.
15. The EMD of successful bidders shall be retained as Security Deposit/Performance Security and released after successful completion of contract. No interest will be paid on EMD amount.
16. IIM Sirmaur reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
17. **MSME/NSIC Units:** The units registered with MSME/NSIC etc., are exempted from payment of EMD subject to following:
  - I. Submission of registration certificate with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or National Small Industries Corporation
  - II. Valid registration during validity period of quotation.
  - III. Applied for registration or for renewal will not be accepted. Such offers will be treated as offer received without EMD
18. The award to MSME Firms shall be regulated as per Govt. Guidelines.
19. **Delivery Schedule:** Purchase order shall be issued on monthly basis or as per requirement and the firm shall ensure delivery of material within 7 days from the date of placement of each Purchase Order.
20. **Payment:** payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within thirty working days after the supply is made.
21. **Delayed delivery & Compensation for delay:**

If the delivery of material/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @1% (one percent of the undelivered material) would be deducted from the payment due to supplier for each week or part thereof, subject to the maximum of 10% (ten percent of the undelivered material). In case, short supply in all respect is delayed beyond 70 days of scheduled delivery period in that case besides LD, EMD shall also be forfeited without any notice.

Further if the delivery of material/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in that case the IIM Sirmaur reserve the right to cancel the order with forfeiture of EMD without any notice.

In case of any defects and material is not found to be as per specification, the same



Signature of Bidder:.....  
Date:.....

- shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as above.
22. The IIM Sirmaur reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.
  23. The IIM Sirmaur reserves the right to increase/decrease the quantity at the time of placing the order.
  24. In case 18.08.2022 happens to be holiday, the tenders shall be opened on next working day at the same time and place.
  25. **Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply them all unconditionally. Conditional bids will not be accepted.**
  26. IIM Sirmaur reserves the right to split the quantity/items ordered on more than one vendor.

27. **IMPORTANT INSTRUCTION FOR THE TENDRERS**

- i. Samples for the quoted items have to be submitted, if otherwise, asked for along with the Technical Bid on the mentioned date and time.
- ii. Housekeeping materials sample of L-1 bidder will be deposited at stores & Purchase department for future reference after award the contract.
- iii. The Rate contract will be initially for a period of one year from the date of finalization of contract. However, it can be extended for maximum upto 3 years on satisfactory performance basis analyzed annually or as and when desired by the IIM Sirmaur. Price quoted by the bidder will remain FIRM during the currency of contract and any extension thereof.
- iv. Bidder must have an experience of atleast 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies /PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 02 years must be attached as proof.
- v. Bidder must have its office in Paonta Sahib/Nahan/Dehradun/Yamuna Nagar/Chandigarh or nearby areas of Paonta Sahib, H.P. Proof of address must be attached in support of his claim.
- vi. Conditional tender and tender not accompanied with requisite amount of Earnest Money Deposit will be summarily rejected and no correspondence in this regard shall be entertained.
- vii. Detail checklist and pre-qualification criteria is attached as "Appendix-B" to this document.
- viii. The material shall be of the best quality and as per specification demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the IIM Sirmaur. The decision shall be final and binding on the Supplier. We also reserve the right to split the contractual quantity with one or more suppliers, maintain a parallel contract, or reject the bids without assigning any reason thereof.
- ix. In case the material or any part thereof has been rejected the IIM Sirmaur shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the IIM Sirmaur all such extra cost, charges and expenses as shall or may be incurred or

*R. G. Singh*  
24/11/2022

Signature of Bidder:.....  
Date:.....



sustained in procuring the same and/or the extra amount spent by IIM Sirmaur on account of such purchases, shall be deducted from the security/running bills. In case of repeated defaults the IIM Sirmaur management reserves the right to terminate the contract and the supplier shall have no right to any compensation or damages in this regard.

- x. As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the IIM Sirmaur. In case of failure of the supplier to do so, the unit shall have the right to proceed in same manner as in the case of (b) above in respect of these rejected commodities as well.
- xi. The quantities shown in the 'Schedule' are only estimated requirements. IIM Sirmaur reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained.
- xii. The supplier shall maintain proper date wise record of all indents placed on them by the IIM Sirmaur for effecting supplies. If telephonic indents are placed at any time, the supplier shall ensure that such telephonic orders are followed with written indents.
- xiii. The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.
- xiv. In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein, the unit shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the IIM Sirmaur and in case of his failure to do so the unit shall have the right to recover the amount from the security deposit of the supplier any dues owed to the unit by the supplier. It should be clearly understood that the unit's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the unit shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the IIM Sirmaur. The IIM Sirmaur has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.
- xv. In case of breach of any of the conditions stipulated herein, the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as above.
- xvi. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the IIM Sirmaur in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the IIM Sirmaur, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
- xvii. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the IIM Sirmaur management.
- xviii. In event of dispute arising between supplier and the IIM Sirmaur during the currency of the contract or after conclusion thereof the same shall be referred to

  
27/11/2022

Signature of Bidder:.....  
Date:.....

the sole arbitration of the CAO, IIM Sirmaur or the officer appointed by him whose decision shall be final and legally binding on the parties and there will be no objection to this effect that the officer who has been appointed by the CAO an employee of the IIM Sirmaur.

- xix. The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Paonta Sahib, India shall have the exclusive jurisdiction to try all or any of the dispute.
- xx. The Tenderer should give an affidavit clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of housekeeping items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.

.....I/we agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

**Name, Designation & Signature of the bidder  
with the seal**

*R. Goyal*  
*21/11/2022*

Signature of Bidder:.....  
Date:.....

## Special Terms and Conditions

1. IIM Sirmaur, Paonta Sahib shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for housekeeping Consumables/General Items.
2. The Competent Authority of IIM Sirmaur, Paonta Sahib reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of IIM Sirmaur, Paonta Sahib.
3. The Tender should be dropped only in the designated Tender Box kept at Main Security Gate of IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P.-173024. The closing time and date for acceptance of tenders shall be 11:00 am hours on/before by 18.08.2022. Any tender received after the stipulated date & time or from other modes/ Place shall not be entertained & shall be declared unresponsive.
4. The IIM Sirmaur, Paonta Sahib reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise to any other firm (s) in emergency/unavoidable situation.
5. This office shall have the full authority to reject any / all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
6. The contract will initially be for one year and may be further extendable for a period of 2 years more (Maximum 3 years). The Institute, however, reserves the right to conduct performance review at any time during the contract period. Any deficiencies if noticed shall be rectified and compliance reported to this office. The Institute reserves the right to terminate the contract by giving one month's advance notice at any point of time.

*R. Singh*  
27/8/2022

Signature of Bidder:.....  
Date:.....



## Acceptance Certificate

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri. \_\_\_\_\_ Proprietor / Director / authorized signatory of the agency / Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I, have carefully read and understood all the terms and conditions of the tender and undertaketo abide by them;
3. I, do hereby certify that the rates of each Housekeeping Items, have been quoted in the Financial Bid.
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage.
5. I, do hereby certified that our firm has neither been blacklisted to by any of the Govt. Organization / Public Sector / Pvt. Limited Company, etc with which the firm had contracted for supply of housekeeping Consumables/General Items etc. during the three years nor has been penalized by such Offices/organizations for supply of poor/spurious Housekeeping consumablesetc.
6. The supply of items / services will be done as per the specification mentioned in the tender form.

Signature of authorized person

Full Name:

Date:

Place:

Seal:

*Raj*  
*27/7/2022*

Signature of Bidder:.....

Date:.....

## Technical Bid

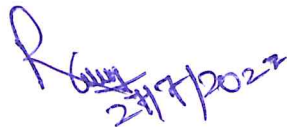
# INDIAN INSTITUTE OF MANAGEMENT SIRMAUR (IIM SIRMAUR)

Rampurghat Road, Near Dental College, Paonta Sahib, H.P-173025

Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in), Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)

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Sr. No.	Particulars		
1.	Name of the Supplier Company/Agency/Firm		
2.	Name of the Proprietor		
3.	Full Address of Registered Office of the Agency /Firm		
4.	Contact No. & Fax No. of the firm /Agency		
5.	Details of Permanent Account Number (PAN) (Attached documentary proof)		
6.	Details of GST Number (Attached documentary proof)		
7.	Banker of Firm /Agency with full Address & Telephone No		
8.	Bank A/c No. of Firm /Agency for e-payment		
9.	Details of EMD		
10.	Certificate of Registration of Service Tax: (Attached documentary proof):		
11.	Financial Turnover of the bidder for the last three years (Stipulated proof required) (Rs. 20/- Lakh or more)	Financial Year	Turnover (Rs. In lakh)
		2019-20	
		2020-21	
		2021-22	

  
21/7/2022

(SIGNATURE OF THE TENDERER WITH SEAL)

Signature of Bidder:.....

Date:.....



# INDIAN INSTITUTE OF MANAGEMENT SIRMAUR (IIM SIRMAUR)

Rampurghat Road, Near Dental College, Paonta Sahib, H.P-173025

Website:www.iimsirmaur.ac.in Email: purchaseoffice@iimsirmaur.ac.in

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## FINANCIAL BID HOUSEKEEPING ITEMS RATE CONTRACT

Sr. No.	House Keeping Items	Brand/ Make	Size/Qty/ Measure	Rate to be quoted per Litre/Kg/Pkt/ Pcs.	Price per Item basis in Rs. (all inclusive)
1	Floor Wiper (Plastic)	Gala	18 inch	Per Piece	
2	Bleaching Powder	Local	1 Kg	Per Kg	
3	Brasso	Reckitt Benckiser	90 ml	Per Piece/Bottle	
4	Carpet Brush (Hard)	Gala	Hard Medium	Per Piece	
5	Carpet Brush (Soft)	Gala	Soft Medium	Per Piece	
6	Caution Board	Gala	Board (133699)	Per Piece	
7	Checked Cloth Duster	Local	Medium / Thick Quality	Per Piece	
8	Cleaning Acid	Local	1 Ltr	Per Litre	
9	Colin	Reckitt Benckiser	500 ml	Per Bottle	
10	Dettol Antiseptic Liquid	Reckitt Benckiser	100 ml	Per Bottle	
11	Dettol Antiseptic Liquid	Reckitt Benckiser	500 ml	Per Bottle	
12	Disposable Face Mask	Local	-	Per Piece	
13	Domex	Unilever	200 ml	Per Bottle	
14	Drainex	Kiwi	50 mg	Per Packet	
15	Dry mop Refill (Without Stick)	Gala	18" X 5"inch Size	Per Piece	
16	Dry mop Refill (Without Stick)	Gala	24" X 5"inch Size	Per Piece	
17	Dry mop Set (With Stick)	Gala	18" X 5"inch Size	Per Piece	
18	Dry mop Set (With Stick)	Gala	24" X 5"inch Size	Per Piece	
19	Dust Bin	Local	30 No Size	Per Piece	
20	Dust pan (Supadi)	Gala	Dustgo Set (132759)	Per Piece	
21	Feather Brush	Local	28"/ Thick Quality	Per Piece	

*R. Singh*  
24/7/2022

Signature of Bidder:.....

Date:.....

22	Fem Hand wash Liquid	Fem	5 Ltr.	Per Can	
23	Floor Duster	Local	Medium	Per Piece	
24	Garbage Bag (Big)	Shalimar	10 No. Size	Per Pkt.	
25	Garbage Bag (Small)	Shalimar	30 No. Size	Per Pkt.	
26	Glass Cloth Duster	Local	Medium	Per Piece	
27	Glass Wiper 14	Gala	Medium (133694)	Per Piece	
28	Hand Gloves (Blue)	Local	Blue Coloured	Per Pair	
29	Hand Gloves (Orange)	Local	Orange Coloured	Per Pair	
30	Hard Broom	Local	Thick Quality	Per Piece	
31	Harpic Toilet Cleaner	Reckitt Benckiser	500 ml	Per Bottle	
32	Hit Black	Godrej	320 ml	Per Bottle	
33	Kitchen Wipe	Gala	Wipe(133655)	Per Piece	
34	Lizol	Reckitt Benckiser	200 ml	Per Bottle	
35	Mop Sticks	Local make	4 feet	Per Piece	
36	Mop Wringer Trolley	Gala	Single Bucket 133832	Per Piece	
37	Naphelene Balls	Terzo	500 gms	Per Pkt	
38	Nylon Scrubber	Local	Good Quality	Per Piece	
39	Odonil Cake	Dabur	75 gms	Per Piece	
40	Odonil Stick	Balasara	100 gms	Per Piece	
41	Pheynol (Green)	Sunny	1 Litre	Per Ltr.	
42	Plastic Buckets	Local	Medium (10 Ltr)	Per Piece	
43	Plastic Dustbins (Push & Open)	Local	10 no. Size	Per Piece	
44	R-1 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
45	R-2 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
46	R-3 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
47	R-4 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
48	R-5 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
49	R-6 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
50	R-7 - Taski	Johnson Diversy	5 Ltr Can	Per Can	

*R. G. G. G.*  
27/11/2022

Signature of Bidder:.....

Date:.....



51	Room Freshener (machine Refill)	Air Wick	300 ml	Per Piece	
52	Sanitary Cube	12 Cakes Pkt	400 Gms	Per Packet	
53	Scotch Brite	Wipro	3 x 4 inch	Per Piece	
54	Soft Broom	Local	Thick Quality	Per Piece	
55	Spiral - Taski	Johnson Diversy	5 Ltr Can	Per Can	
56	Spray Bottles	Local make	1 Ltr	Per Piece	
57	Table Duster	Local	Medium	Per Piece	
58	Toilet Brush	Gala	315 Toilean	Per Piece	
59	Toilet Roll	Jackson	200 gms	Per Piece	
60	Wet Clip Mop Refill	Gala	240/R Cotton Mop Refill	Per Piece	
61	Wet Clip Mop Refill	Gala	205/R Mop Refill	Per Piece	
62	Wet Clip Mop Set (With Stick/Handle)	Gala	240 -Clip n Fit Cotton Mop	Per Set	
63	Wet Clip Mop Set (With Stick/Handle)	Gala	205/C Mop King Cotton	Per Set	
69	Rin Washing Powder	Unilever	500 gms	Per Pkt.	
70	M Fold Tissue Napkin	Local	1 Pkt - 150 Pulls	Per Pkt.	
71	Tissue Paper Dispense	Kimberly Clark	Per Piece	Per Piece	
72	Ambi Pur	Procter & Gamble	300 ml	Per Bottle	
73	Urinal Screen	Local	Per Piece	Per Piece	
74	Buckets (Plastic)	Milton/Cello/ Nilkamal	65 Ltr.	Per Piece	
75	Buckets (Plastic)	Milton/Cello/ Nilkamal	50 Ltr.	Per Piece	
76	Tissue Box	Maruti / Premier	Per Box	Per Box	
77	Dustbin Small Without lid	Milton/Cello/ Nilkamal	5 Ltrs.	Per Piece	
78	Dustbin Wheel based With top openable attached cover	Milton/Cello/ Nilkamal	90 Ltrs.	Per Piece	

**Note:**

1. Price quote must be including FOR delivery, GST and all other charges.
2. For any clarification regarding Tender document, specifications, spellings, nomenclature of items e tenderer may seek clarification on email ID- [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)
3. It is mandatory to quote for the above-mentioned Make/Brand or equivalent Make/Brand only.
4. L-1 bidder shall be decided on the basis of each Item wise lowest rate quoted by any of the bidders and the bidder, who have quoted **maximum number of items in L-1 rate** shall be given opportunity and ask him/her in writing to match L-1 price of other items quoted by him/her in comparison of other bidders, where his/her quote has not found L-1.
5. It is mandatory to quote for all items mentioned in the Financial Bid.

*R. G. Singh*  
27/7/2022

Signature of Bidder:.....  
Date:.....

CHECK LIST

**The Technical Bid shall be summarily rejected, if these documents are not attached.** Documents must be attached in following serial order only.

Sr. No.	Particulars	Yes / No
01.	Receipt for EMD payment of Rs. 10000/- (Rupees Tens Thousand Only)	
02.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be attached in case of claiming EMD exemption.	
03.	Firm / Company Registration certificate (Copy to be attached)	
04.	Certificate by the bidder to be attached stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
05.	Certificate by the bidder to be attached that they have read and understand all the term and conditions mentioned in the tender document.	
06.	Copy of appropriate PAN Card.	
07.	Copy of Registration certificate (GST number).	
08.	Experience of at least 03 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies. <b>Copy of award of contract / purchase order of 03 years must be attached as proof.</b>	
09.	Undertaking to supply on credit of 30 days after clear receipt of materials.	
10.	Undertaking regarding rates will be firm during contract period.	
11.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
12.	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last three years, ending 31st March 2022 (FY- 2019-20, 2020-21, 2021-22) of the previous financial year, should be at least <b>Rs. 20/- Lakh</b> (Attach Proof).	
13.	An affidavit clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of housekeeping items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.	

*R. G. G.*  
27/7/2022

Signature of Bidder:.....

Date:.....