

**TENDER FOR SUPPLY OF DIFFERENT IT ITEMS TO
THE OFFICE OF THE DEAN AND PRINCIPAL**

**S.C.B. MEDICAL COLLEGE, CUTTACK
[HEALTH & F.W. DEPARTMENT, GOVT. OF ORISSA]**

Tender No. 4922 Dt. 20.07.2017

- ❖ Date of sale of the tender document: 25/07/2017
- ❖ Last date & time for receipt of Tender: 16/08/2017 up to 5:00 PM
- ❖ Date & time of opening of Tender : 18/08/2017 at 11.30 AM
- ❖ Place of opening of Tender :

Office Chamber of Dean & Principal
S.C.B. Medical College, Cuttack-753007

Address for communication:

Dean and Principal
S.C.B. Medical College, Cuttack-753007
Website: www.scbmch.nic.in

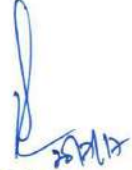

DEAN AND PRINCIPAL
S.C.B. MEDICAL COLLEGE, CUTTACK

SALE OF TENDER / BID DOCUMENT

A complete set of tender document may be downloaded from the S.C.B. Medical College & Hospital WEBSITE www.scbmch.nic.in and also can be obtained from the Budget Section, office of the Dean & Principal, S.C.B. Medical College, Cuttack during office hours in all working days . The cost of tender paper is Rs.2000/- (Non-refundable). The downloaded tender document complete in all respect is to be submitted to the undersigned accompanied by a Bank Draft/ Demand Draft for the above mentioned amount drawn in favour of "Dean and Principal, S.C.B. Medical College, Cuttack" payable at Cuttack from any Nationalized Bank.

The Bidders should super-scribe, "TENDER FOR SUPPLY OF IT ITEMS TO THE OFFICE OF THE DEAN & PRINCIPAL, SCB MC, CUTTACK" on the outer envelope containing Technical Bid and Price Bid separately. The Tender cost fee and the EMD amount should be submitted separately in separate demand drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or the office notice board before last date of purchase of tender document. The Dean and Principal, S.C.B. Medical College, Cuttack shall have no responsibility for any delay/ omission on part of the bidder.

Tender paper cost Rs.2000/-
(Non-refundable)


Dean & Principal
S.C.B. Medical College, Cuttack

**TERMS & CONDITIONS OF TENDER FOR SUPPLY OF
DIFFERENT IT ITEMS TO OFFICE OF THE DEAN AND
PRINCIPAL S.C.B.MEDICAL COLLEGE,CUTTACK.**

- 1.1 Sealed tenders will be received by dated.16/08/2017 up to 5:00 PM in the office of the Dean and Principal, S.C.B. Medical College, Cuttack for the procurement of different IT items as per technical specification given in Annexure-III. Any tender paper received after the due date & time will be rejected. The Tender paper will be received through Regd. Post/ Speed Post only.
- 1.2 The sealed tender 'Envelope A' (Technical Bid) submitted by the tenderer will be opened by the Dean and Principal, S.C.B. Medical College, Cuttack on 18/08/2017 at 11.30 AM in his office chamber. The bidders or their duly authorized representatives are to remain present during the opening of the tender.
- 1.3 The bidders may download the tender documents directly from this institute's website at www.scbmc.nic.in , and also can be obtained from the Budget Section, office of the Dean & Principal, S.C.B. Medical College, Cuttack during office hours in all working days. The Tender cost fee of Rs.2000/- (Non-refundable) in shape of Bank Draft/ Demand Draft drawn in favour of "Dean and Principal, S.C.B. Medical College, Cuttack" should be enclosed along-with the Technical Bid. In case of any clarification, responsibility lies with the bidders to collect the same from the office before last date of submission of the tender document and the Dean and Principal, S.C.B. Medical College, Cuttack shall have no responsibility for any delay/ omission on part of the bidder.
2. TENDER CONDITIONS/ ELIGIBILITY CRITERIA:
 - 2.1. The bidder/ tenderer shall be a manufacturer/ authorized Distributor/ Dealer/ Supply Agency dealing with IT Equipment's.
 - 2.2. The bidder/ tenderer must possess a valid GST registration number.
 - 2.3. The bidding firms/ agencies who have been blacklisted by any State Government or Central Government organisation cannot participate in the Tender process during the blacklisting period. A declaration to this effect as per Annexure -I is to be submitted by the bidder in shape of an Affidavit.
 - 2.4. The bidder/ tenderer must have a valid import licence in case, the IT items is imported from outside India.

- 2.5. Sealed covers containing the tender/bid in the prescribed form should be submitted in two sealed envelopes i.e. "Envelope -A" (Technical Bid) & "Envelope -B" (Financial Bid) both kept together in 'Envelope C' and sealed. An earnest money deposit @ 5% for each item to be submitted in the form of A/C Payee Demand Draft from any nationalized bank in favor of "Dean and Principal, S.C.B. Medical College, Cuttack" payable at Cuttack must enclosed in Envelope A i.e. "Technical Bid" in a separate sealed envelope superscribing "EMD". If the value of the EMD is disclosed in Technical bid by a bidder then their bid will be cancelled. All the sealed envelopes i.e. Envelope A, Envelope B & the envelope containing EMD should be put into another envelope 'Envelope C', which should be superscripted as "Tender for the supply of IT items to Office of the Dean & Principal, SCB MC, Cuttack
- 2.6. No conditional bids shall be entertained and the same will be out rightly rejected in first instance.
- 2.7. The tenderers/ bidders must quote their price in INR only as the payments will be made in Indian Currency.
- 2.8. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the tender/ bid.
- 2.9. The technical bids shall be opened on the scheduled date and time as mentioned above in the office of the Dean and Principal, S.C.B. Medical College, Cuttack in the presence of the bidders or their authorized representative.
- 2.10. The financial bid of technically qualified bidders will be opened. The date & time of opening of financial bids shall be intimated to the eligible bidder in due course to remain present at the time of opening.
- 2.11. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.
- 2.12. A tender/ bid documents should be signed by the tenderer/ bidder on the bottom of each page with office seal duly affixed and submitted in 'Envelope -A' along-with other documents required (as per clause 3.1)- DD towards Tender cost & E.M.D etc. The paging must be done on all the documents submitted in "Envelope A" & "Envelope -B".
- 2.13. Tenders should be type-written or Computerized and every correction /over-writing in the tender should invariably be attested with signature of the tenderer/ bidder before submission of the tenders to the authorities concerned. No revision of price (upward or downward) will be allowed once the tender is opened ("Envelope -B").

- 2.14. No tenderer/ bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error.
- 2.15. The price quoted by the tenderers/ bidders shall not in any case exceed the privilege market price.
- 2.16. The approved rate will remain valid for one year from the date of approval of the rate and it can be extended further by mutual consent.
- 2.17. In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.
- 2.18. All the documents submitted must be in English/ Odia otherwise its attested English version must be attached in the tender document.
- 2.19. The Authority reserves the right to reject all bids/ terminate the tender process without assigning any reason thereof.

3. DOCUMENTS TO BE SUBMITTED :

The following certificates should be submitted in " Envelope -A" (Technical Bid) by the tenderer/ bidder (Technical Bid). All the submitted documents are to be self attested.

3.1. TECHNICAL BID (Envelope -A):

- (i) Tender cost in shape of Bank Draft,
- (ii) Self-attested copy of GST registration certificate,
- (iii) Self attested copy of up to date GST clearance certificate.
- (iv) Self attested copy of Pan Card.
- (v) Self attested copy of last Income Tax return filed.
- (vi) Tenderer/ bidder's profile.
- (vii) Copy of brochure in support of Technical specification of equipment
- (viii) Self -declaration for non-blacklisting by any State Government or Central Government organisation in shape of affidavit (as per Annexure -I)
- (ix) Check list as per Annexure-V.
- (x) EMD

3.2. FINANCIAL BID (Envelope -B):

The price schedule in the prescribed form (as per Annexure-II) duly signed by the tenderer/ bidder should be submitted in a separate sealed cover hereinafter called as 'Envelope -B'.

- 3.3. The bidders should quote their price (both in figures and words) inclusive of taxes, insurance, packing, forwarding and freight (i.e. door delivery) but exclusive of GST & Entry Tax only. The GST and Entry Tax should be quoted separately.

3.4. The financial bid of only those bidders will be opened whose technical bids are found in order. The financial bids shall be opened in the office of the Dean and Principal, S.C.B. Medical College, Cuttack in the presence of the tenderers/ bidders or their authorized representatives. The date and time of opening of the financial bids will be intimated to the qualified tenderer/ bidder in due course.

3.5. The 'Envelope -B' will be opened by the Dean and Principal, S.C.B. Medical College, Cuttack in the presence of the tenderers/ bidders or their authorized representatives. The date & time of opening will be intimated in due course.

4. NON RESPONSIVE/ REJECTION CRITERIA

4.1. The tender/ bid document will be rejected if any of the following documents are not submitted with tender.

- i) DD towards cost of Tender paper.
- ii) Earnest Money Deposit (EMD) (in a separate sealed envelope)
- iii) Attested Photocopy of up-to-date valid import license, if it is imported.
- iv) Any pre-condition by the bidder/ tenderer to supply the equipment.
- v) Self-attested copy of GST registration certificate.
- vi) Financial Bid/ quoted rates submitted without signature and seal of tenderer.

5. EARNEST MONEY DEPOSIT (BID SECURITY):

5.1. An earnest money @ 5% for each equipment in shape of A/C payee Demand Draft from any Nationalized bank in favor of "Dean and Principal, S.C.B. Medical College, Cuttack" payable at Cuttack must be deposited along with Envelope -A i.e. "Technical Bid" in a separate sealed envelope superscribing "EMD" and not disclosing the EMD amount.

Note: Disclosure of EMD amount will lead to cancellation of tender for cancellation.

5.2. The E.M.D will be forfeited by the Dean and Principal, S.C.B. Medical College, Cuttack if the tenderer

- (a) Withdraws the tender in any respect within the submission or validity of the bid or does not accept the approved rate.
- (b) Fails to furnish the required performance security within the specified period.
- (c) On submission of false or fabricated documents/ information in bid documents.

5.3. The E.M.D of the unsuccessful bidders only will be returned back without interest after finalisation of the tender/ bid. The EMD of the successful tenderers will be returned back only after expiry of the warranty period.


Dean & Principal
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6. SUPPLY CONDITIONS:

- 6.1 The approved bidder will supply the equipment to office of the Dean & Principal, S.C.B. Medical College, Cuttack as per the technical specification given in Annexure-III within 30 (Thirty) days from the issue of the purchase/ supply order. Necessary demo will be arranged by the supplier REGARDING functional status of the equipment. No separate transporting or any labour/ service charges to this effect will be paid by the consignee.
- 6.2 In all the cases the responsibility of the purchaser will start only after delivery and due verification of the equipment.
- 6.3 Each IT product should have warrantee as per the specifications, including free replacement of any faulty parts, service and maintenance or as per the guarantee/warrantee card from the date of successful installation at different locations of the S.C.B. Medical College, Cuttack.

7. ISSUE OF PURCHASE/ SUPPLY ORDER:

- 7.1 The purchase/ supply order quantity will be placed to the responsive lowest bidder.
- 7.2 The purchase orders will only be sent to the concerned approved bidder by Registered post/ Speed post.

8. AGREEMENT:

- 8.1. The successful tenderer shall execute an agreement on a non-judicial stamp paper with the Dean and Principal, S.C.B. Medical College, Cuttack within 7 (Seven) days from the date of approval of the tender/ bid. The specimen format of the said agreement is as per Annexure-VI.

9. LIQUIDATED DAMAGE:

- 9.1. If, the approved supplier fails to supply the said equipment within 30 (Thirty) days from the date of issue of the purchase/ supply order, necessary penalty @ 10% of item value will be deducted from the bill/ invoice as "Liquidated Damage".

10. TERMS OF PAYMENT:

- 10.1. No advance payments will be made to the supplier. The supplier has to submit the bill/ invoice in triplicate along-with original Entry Tax receipt and a photocopy of the purchase order at the time of supply for necessary stock entry.
- 10.2. 90% of the value of the equipment supplied shall be made on receipt of the stock entry certificate on the body of the bill/ invoice and rest 10% will be paid after successful installation of the equipment.

10.3. All payments will only be made through Account Payee Cheque.

10.4. No claims for interest shall be made against the Dean and Principal, S.C.B. Medical College, Cuttack in respect of Earnest Money Deposit or Delayed Payment.

11. LEGAL:

The successful tenderer shall execute an agreement on a non-judicial stamp paper with the Dean and Principal, S.C.B. Medical College, Cuttack within 7 (Seven) days from the date of approval of the tender/ bid.

11.1. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

11.2. In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of the Hon'ble High Court, Orissa or Civil Courts, Cuttack.


Dean & Principal
S.C.B. Medical College, Cuttack

ANNEXURE – I

DECLARATION

[In shape of affidavit]

I/ We M/s. _____ represented by its
Proprietor/ Managing Partner/ Managing Director having its Registered Office at _____
do hereby declare that I/ We have
carefully read all the conditions of tender for supply of to
Office of the Dean & Principal, S.C.B. Medical College, Cuttack and will abide by with all the
terms conditions of the Tender.

I/ We declare that I/ we possess a valid GST registration certificate & registered
manufacturer/ dealer of the said equipment.

I/We do hereby declare that I/We have not been derecognized/ blacklisted by any State
Government or Central Government organizations for any reasons.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit
and blacklist me/ us for a period of 2 (two) years if, any information furnished by us proved to
be false at any time or not abiding by the tender terms and conditions.

I/We do hereby solemnly affirm and stated that the facts stated above are true to the
best of my knowledge, belief and best on records.

Signature of the bidder:

Date:

Name & Address of the Firm:

Affidavit before Notary Public

MODEL TENDER FORMAT (PRICE SCHEDULE)

ANNEXURE - II

Sl. No.	Name of the equipment with Make/ Brand	Technical Specification	Cost	Rate of GST	Total	Remarks if any
1	2	3	4	5	6	7

Place:
Date:

Signature of the Bidder :
Name & Address of the Bidder:

ANNEXURE - III

Technical Specifications

1. Item 1 : Intel Corei3 Desktop Computer

Sl.No	Parameter	Required Specification	Complied(Yes/No)
1	Processor Make	Intel	
2	Hard Disk	500GB	
3	Internal Bays	Minimum 1 No.	
4	Cabinet	Tower	
5	USB Port 2.0	Minimum 4 Nos.	
6	Type of RAM/Speed	DDR4, 2133 MHz or better	
7	External Bays	Minimum 1 Nos.	
8	USB Port 3.0	Minimum 2 Nos.	
9	Processor	Intel Core i3-7100 (3.9 GHz, 3MB Cache, 2 Cores)	
10	Chipset	Commercial	
11	Graphics Type	Integrated	
12	Operating System (pre-loaded)	Windows 10 Professional With recovery Media	
13	RAM Size	4 GB	
14	RAM Expandability	Minimum 16 GB	
15	Optical Drive	DVD RW, Internal/ External	
16	Network Connective	10/100/1000 on board integrated Gigabit Port	
17	Expansion Slots (PCIe X 1)	Minimum 1 No.	
18	Expansion Slots(PCIe X 16)	Minimum 1 No.	
19	Monitor Resolution	1366x768 Pixels or better	
20	Keyboard/Mouse	Standard/ Optical	
21	Speakers	Yes	
22	Energy Star for the Given Model	Yes	
23	ROHS Compliance	Yes	
24	Warranty	3 Years	
25	Monitor Size	Minimum 18.5 Inch	
26	Processor Generation	7 th or latest	
27	Monitor Certification	TCO 5.0 or better	

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2. Item 2 : Line Interactive UPS – 600 VA

Sl.No.	Required Specification	Complied (Yes/No)
1	600 VA Line Interactive UPS with minimum 15 minutes battery backup with load. Output Capacity 600 VA /360 Watts, Input Connection India 6 Amp plug, 1.2 meter power cord, Input Voltage/Frequency 230V/ 50 Hz, Input Waveform Type Stepped Approximation to Sine Wave, Three(3) India 3-pin 6 Amp sockets (all with battery backup and surge protection), Output Connections Output Voltage/ Frequency(On battery) 230V + 8%, 50 Hz +1Hz Output voltage/ Frequency (On Utility) 230 230V/ 50 Hz	

3. Item 3 : MULTIFUNCTIONAL PRINTER (Print/Scan/Copy/Fax)

Sl.No	Parameter	Required Specification	Complied (Yes/No)
1	Printing Technology	Laser Monochrome	
2	Monthly Duty Cycle	Minimum 8000 pages	
3	Fax Type	Plain Paper	
4	Printer	Air Print enabled	
5	Memory	Minimum 128 MB	
6	Copy Speed	21 PPM	
7	Copy Resolution	600 X 600 DLP	
8	Reduction/Enlargement	25% to 400 %	
9	Energy Star Certified	Yes	
10	Cartridge	Included(Yield Minimum 700 Pages)	
11	Operating System supported	Linux, MS Windows XP SP2 or later, MS Windows Server 2008, Apple Mac OS X 10.6, Apple Mac OS X 10.6.8 or later, MS Windows Server 2003 SP1 or later, MS Windows Server 2012, MS Windows Vista (32/64 bits), MS Windows 7 (32/64bits), Windows 8/ Windows 10 (32/64 bits)	
12	Document feeder	ADF (Minimum 35 sheets)	
13	Maximum media size	A4/ Legal	
14	Connection Interface	USB 2.0, Ethernet port	
15	Software Included	Drivers & Utilities	
16	Media Capacity	150 Sheets	
17	Output Tray Capacity	Minimum 100 Sheets	
18	Scanning Resolution	1200 x 1200 DPI	
19	Gray Scale/Colour depth	8bit/24bit	
20	Scan element	CIS	
21	Fax Transmission Speed	33.6 Kbps	
22	Memory capacity	500 pages	
24	PC Faxing	Yes	
25	Speed Dialing/Broadcast Transmission	100 Stations	
26	First Printout time(B/W)	9.5 Sec	
27	Warranty	1 Year	

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4. Item 4: LAPTOP, COREi3 PROCESSOR

Sl.No	Parameter	Required Specification	Complied (Yes/No)
1	Processor Make	Intel	
2	Processor Generation	7 th	
3	Processor	Intel Core i3-7100U(2.4GHz,3MB cache,2cores) or better	
4	Graphics Type	Integrated	
5	Operating System	Windows 10 Professional	
6	Type of Hard Disk Drive	SATA	
7	Hard Disk Drive Size	1000GB	
8	Hard Disk Drive speed	7200rpm	
9	Type of RAM	DDR 4	
10	RAM Speed	2133 MHz	
11	RAM Size	4 GB	
12	Expandable RAM	16	
13	Wi-fi Connectivity	802.11ac	
14	Bluetooth	4.0 or higher	
15	USB 3.0 or Higher	4 Nos.	
16	VGA Port	Available	
17	HDMI Port	Available	
18	Display Size	14 Inch	
19	Display Resolution	1366 x 768 Pixel	
20	Display Type	Non Touch	
21	Keyboard	Standard	
22	Optical Drive	Integrated	
23	ROHS Compliance	Yes	
24	Certification	Energy Star	
25	BIS Registration	Yes	
26	Trusted Platform Enabled	Yes	
27	Finger Print Reader	Yes	
28	Battery(Li-Ion/Li-Polymer)	External	
29	Battery Back-up	Minimum 5 Hours	
30	Weight (with battery)	2kg onwards Kg	
31	Battery Warranty	3 Year	
32	Warranty	3 Year	
33	Carry Case	Included	

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5. Item 5: DIGITAL PHOTOCOPIER & MULTIFUNCTIONAL OFFICE MACHINE

Sl.No	Parameter	Required Specification	Complied (Yes/No)
1	Type	Multi functional office Machine	
2	Technology	With Separate Drum and Toner	
3	Paper Size(Original/Image)	A3	
4	Minimum Speed Per Minute in A4 Size	35CPM	
5	Memory (Ram)	1024 MB (Minimum)	
6	Hard Disk	320 GB (Minimum)	
7	Resolution (Minimum)	600dpi	
8	Zoom	From 25% to 400% in 1% step	
9	Scanning	Full colour and B/W	
10	Scanning resolution	600dpi	
11	Scanning Paper size	A3	
12	File format	TIFF, JPEG and PDF	
13	Scan to email	Folder, USB & URL	
14	Printer Language	PCL5e, PCL6, XPS & PostScript	
15	Resolution	600 x 600 dpi (Minimum)	
16	Interfacs	USB 2.0 & Ethernet	
17	Duplexing Feature Availability	Yes	
18	Network Feature Availability	YES	
19	Document Feader	ADF	
20	Tray Capacity	500 numbers X 2 plus bypass tray	
21	Operating system supported	Windows 7, windows 8, Windows 10, Mac OS X v10.5 or later	
22	Software & Driver	Network Twain & Device Monitoring	
23	Yield (No. of Copies)-M/c	1800000 Number	
24	Mandatory BIS Registration	Yes	
25	Warranty	1 Year	

6. Item 6: MID END LASER PRINTER

1	Cartridge Technology	Composite	
2	Print Speed (A4)-Mono	38 PPM or higher	
3	Network Capability	YES	
4	Simplex	YES	
5	Duplex	YES	
6	Resolution	1200 x 1200 dpi or higher	
7	Paper size	A4	
8	Paper Tray Capacity	250 Sheets or higher	
9	Number Of Paper Trays	Min 1 tray	
10	Memory	128 MB or higher	
11	Print Language	Postscript level 3 emulaion	
12	Warranty	1 Year (s)	

Handwritten signature/initials

7. Item-7 – L C D PROJECTOR

Sl.No	Parameter	Required Specification	Complied (Yes/No)
1	Technology	LCD	
2	Projection Method	Front and Rear both	
3	Native Resolution	1280 x 800 (W x GA)	
4	Brightness	5000 lumens	
5	Contrast Ratio (Minimum)	3700:01:00	
6	Zoom Feature	Yes	
7	Zoom	Manual Zoom (x1.6x)%	
8	Throw Ratio	1.10:1 to 1.79:1	
9	Aspect Ratio	16:10	
10	Keystone Correction	Automatic	
11	Projection Lamp	UHP	
12	Minimum Life of Projection lamp(In Normal Mode)	2000	
13	Lamp hour counter(In-built)	Yes	
14	Video Compatibility	PAL	
15	Inbuilt Speaker	Yes	
16	HDMI/DVI PORT	Yes	
17	Analog RGB In Port	Yes Hours	
18	Analog RGB Out Port	Yes	
19	Audio In	Yes	
20	Audio out	Yes	
21	Video In	Yes	
22	Storage Media Port(USB-Type-A)	Yes	
23	Wifi Availability	Yes	
24	LAN Connectivity	Yes	
25	3D Ready	No	
26	Noise Level In Sleep Mode	35dB	
27	Noise Level In Normal Mode	29 dB	
28	Power Supply	210V-240V , 50 Hz	
29	Warranty Period	3 Years	

8. Item 8 :- Laser Printer

1	Cartridge Technology	Composite	
2	Print Speed(A4)-Mono	25 PPM	
3	Simplex	Yes	
4	Network	Yes	
5	Resolution	1200 x 1200dpi	
6	Paper Size	A4	
7	Paper Tray Capacity	250 Sheets	
8	Number of Paper Trays	Minimum 1	
9	Memory	Minimum 128 MB	
10	Print Language	UFR-II	
11	Warranty	1 Year	

Handwritten signature/initials

ANNEXURE – IV

DETAILS OF THE BIDDER/ TENDERER

(1)	Name of the Bidder:	
(2)	Address of the Registered Office:	
(3)	Address for communication:	
(4)	Telephone No.:	
(5)	Mobile:	
(6)	Fax:	
(7)	E-mail ID:	
(8)	Whether Registered Under GST Act & Rules:	
(9)	Pan No:	
(10)	Name of the authorised Person, Mobile No. & address:	
(11)	Indicate whether Manufacturer/ authorised Dealer/ Distributor/ Supply Agency:	
(12)	Name of the agency that will provide service after sale.	

Signature of the Tenderer:
with seal
Date:

ANNEXURE – V

CHECK LIST

Please put ✓ in the respective box

DOCUMENTS: SUBMITTED OR NOT

Sl. No.	Details	Provided or not	If provided mention page No.
1.	Cost of Tender document	Yes / No	
2.	Earnest Money Deposit(Envelope-B)	Yes / No	
3.	Brochure submitted in support of the Technical specification of equipment	Yes / No	
4.	Details of bidder/ contract person	Yes / No	
5.	Attested copy of valid GST registration certificate	Yes / No	
6.	Attested copy of Import licence in case item is imported	Yes / No	
7.	Attested copy of up to date VAT/ Sales Tax clearance Certificate	Yes / No	
8.	Attested copy of last date income tax return filed	Yes / No	
9.	Declaration form (Annexure -I) signed by the Tenderer & affidavit before Notary Public	Yes / No	
10.	Terms & conditions signed by the Tenderer	Yes / No	
11.	Envelope 'B' with price schedule	Yes / No	
12.	Any other documents submitted if any (indicate briefly)		