



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

PIT Building, Inside Govt. Polytechnic Campus;
Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105
Phone No- 0183- 2253548

TENDER FOR PHOTOGRAPHY, DESIGNING & PRINTING OF PLACEMENT BROCHURE

COMMERCIAL/PRICE BID

Issued to: -----

Tender Reference No.	IIMASR/NIT/181/2020
Date of Issue of Tender	03.07.2020
Last date of receipt of Tender	24.07.2020 by 12:00PM
Pre Bid Meeting / Inspection before bidding	13.07.2020 at 2:30PM
Last date of receipt of queries.	18.07.2020
Mode of Participation	Online Only
Date & Time for Opening of Technical	24.07.2020 at 12:30PM
Date for Opening of Price Bid	Will be Intimated Later
Earnest money Deposit (EMD)	15,000/-
Performance security	35,000/-
Tender fee	Rs. 1120/-

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CHAPTER 1 - INSTRUCTIONS TO BIDDERS

Indian Institute of Management, Amritsar is one of the six IIMs set up by the Ministry of Human Resources Development, Government of India in the Union Budget of 2014. As per the directive of the union ministry of Human Resources Development. IIM Amritsar is currently located within the transit campus of Government Polytechnic, Amritsar until it moves to its own campus (of approx.61 acres).

In addition, this being an institute of national importance and a top business school is frequently visited by eminent professionals of the business world, top level academicians and senior government officials.

Online tenders are invited by the Director, Indian Institute of Management, Amritsar for Photography, designing and printing of placement brochures.

1.1. Submission of Bids: The tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). The file of Part – I should be super-scribed as “Part – I Technical Bid” and File of Part – II should be super-scribed as “Part – II Financial Bid”.

1.1.1. It is advised that bidder should visit the site before submitting the tender to understand the actual site conditions.

1.1.2. The tenderer shall be required to submit a refundable EMD of an amount of **Rs.15000/- (Rupees Fifteen Thousand Only)** and the non-refundable tender fee for an amount of **Rs. 1120/- (Rupees Eleven Hundred Twenty only)**, both by way of NEFT/RTGS only in the Bank details as mentioned below:

Name of Beneficiary: Indian Institute of Management Amritsar

Bank account No: 2083214000009

Name of Bank: Canara Bank

IFSC Code: CNRB0002083

Applications received within the stipulated deadline containing EMD, Tender fee and the tender documents along with all the required enclosures only will be taken for consideration

1.1.3. The technical bid, along with all necessary documents as stipulated, is to be submitted online through the **eTender Portal** on IIM Amritsar’s Official website (www.iimamritsar.ac.in) only. **Bids submitted by mail, Offline will not be accepted in any circumstances.**

1.1.4. The Price Bid should be submitted online through the eTender Portal on IIM Amritsar’s Official website (www.iimamritsar.ac.in) only.

1.2. Summary of Rejection of bids:

1.2.1 Any bid not accompanied by required EMD and Tender fee.

1.2.2 Any bid in which rates have not been quoted in accordance with the specified formats / details as specified in the bid document.

1.2.3 Any bid received without latest attested Income tax clearance certificate (ITCC) copy.

1.2.4 If any Criteria is not met as per the tender.

1.2.5 If any bidder has filled more than one bid.

1.3. Processing of Tender

Stage I- Technical Evaluation (Technical bid) (30 marks)

- a. The applicant should be financially sound. Copy of audited statements of accounts for the last three financial years should be enclosed.
- b. The applicant should have satisfied all the statutory requirements.
- c. The applicant should have appropriate license, State GST No/PAN no and valid Bank account number in the name of company/agency.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- b. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

The bidders who qualify in this stage will be called for the presentation; other bidders who have been found technically unqualified will not be considered for further process.

Stage II-Presentation before technical evaluation committee (70 Marks)

The technically qualified Vendor/contractor will be required to make a presentation before the evaluation committee for on site high quality photography and designing of placement brouchur as mentioned in Form 12 for IIM Amritsar. **The technical bid further will be evaluated out of 50 marks based on 2 criteria given below:**

a) Understanding and compliance with requirements (maximum 50 marks)

The proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of work, including operations. The bidder should provide evidence of sufficient planning to show that work will be carried out as required, with efficiency and due planning. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement in the scope of work in the tender document.

b) Total-experience(in years) in relevant work with central educational institutes and number of central educational institutes contract in progress and completed (maximum marks 20)

The agency will be expected to provide details of their experience in specific contracts of this nature/ type/ complexity to central educational institutes (IIM, IIT, NIT etc.). They will also be asked to provide information on performance in these contracts, and present testimonials from previous or existing clients.

Final Technical evaluation compilation: The bidder who scores the minimum marks 80 out of 100(Stage-I: 30 marks + Stage-II: 70) in the technical evaluation in Stage-I and Stage-II will be considered for financial evaluation. Other technically disqualified bidders (scoring below 80) will not be considered for financial evaluation.

*Acceptance/rejection of the tender based on the Stage-I and Stage-II will be the sole discretion of the technical evaluation committee.

Stage II – Financial Evaluation (Financial bid)

The Financial Bid (Tender) should be submitted strictly in the prescribed Form-12– “FINANCIAL BID”. Financial bids which are not submitted in the prescribed form will be summarily rejected. The Financial Bid should clearly contain the following details:

- a. Detail specification of work & Prices (please refer Chapter- 4)

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Financial bid of only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives (with authority letter) who may be present.

- 1.4.** Queries related to stated above RFP should be submitted at purchase@iimamritsar.ac.in only until 18.07.2020. Queries submitted after due date and time and **queries submit at any other mail id will not be entertained. The response of the queries will be given within 2-3 days by mail after the last date of submission of queries.**

CHAPTER-2 CONDITIONS OF CONTRACT

- 2.1. Tender Fee:** The tenderer shall be required to submit a non-refundable tender fee for an amount of **Rs. 1120/- (Rupees Eleven Hundred Twenty only)**.
- 2.2. Earnest Money Deposit (EMD) and Security Deposit:**
- Along with the Technical bid, Tenderers/ Bidders shall furnish EMD for an amount of **Rs.15,000/- (Rupees Fifteen Thousand Only)** in the form way of NEFT/RTGS only in the Bank details as mentioned below:
Name of Beneficiary: Indian Institute of Management Amritsar
Bank account No: 2083214000009
Name of Bank: Canara Bank
IFSC Code: CNRB0002083
- Technical Bid received without EMD shall be rejected. The EMD will be refunded to the unsuccessful Tenderers/ Bidders within three months of the acceptance of the bid.
- Within ten days of the award of Contract, the Contractor/agency (i.e. successful Tenderer/ Bidder) shall furnish a Bank Guarantee of Rs.35,000/- in the form of DD valid for a period of 60 days beyond the date of completion of all contractual services.
 - EMD already deposited along with the tender shall be returned on furnishing the Security Deposit (Bank Guarantee). The Security Deposit/EMD shall not bear any interest.
- 2.3. Performance Security:-** The successful contractor will be required to submit performance security in the form of a bank guarantee of Rs. 35,000/- (Rupees Thirty five thousand only) within one month from the date of acceptance.
- 2.4. Authorized signatory:** If the Bid is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf.
- 2.5. Eligibility Criteria**
- Any sole proprietor/ partnership firm/cooperative society/company can apply.
 - The applicant should be reputed photographer, Designer and printer preferably having an experience in carrying out photography, designing and printing works for Central/ State Govt. Ministers/ Departments/ PSU/ Autonomous bodies/ Statutory bodies of GOI etc.
 - Applicant must have valid PAN Number in the name of company/agency.
 - Applicant must be having valid GST registration in the name of company/agency.
 - Copy of IT return filed during the last three financial years should be furnished. Vendor will have to submit the printer registration certificate along with the trade license with the Technical bid.
 - Copy of work orders/ award letters showing the experience of work in the last two years should be provided along with the Technical bid.

- 2.5.7. The vendor should not have been black listed or debarred by any Government Organisation/ PSU etc. The vendor may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/ agency.
- 2.5.8. The contract has to be completed by the single vendor, who will be completely responsible for the execution of the contract as a single point solution provider and will be the sole prime contractor for the entire contract.
- 2.5.9. Should have a solvency of Rs. 5 lacs certified by the bankers of the applicant.

2.6. General Conditions

- 2.5.1.** TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED – Conditional offer/ offers which are not conformity to the prescribed document will be summarily rejected . The proposal should be duly signed on every page.
- 2.5.2.** IIM Amritsar reserves the right to accept or reject any or all the tenders without assigning any reason thereof. IIM Amritsar also reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
- 2.5.3.** The submission of tender will bind the Tenderer/Bidder to acceptance of all conditions specified herein and in addition to the conditions of the contract. However the terms and conditions are to be duly signed by the vendor and to be returned with the quotation as a token of acceptance.
- 2.5.4.** Financial bids of only technically qualified bidders will be opened.
- 2.5.5. Sample of the papers & design in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e name of the paper, GSM etc. In case Design & paper samples, duly signed are not attached with the quotaion , the same will be rejected .**
- 2.5.6.** The execution of the work should be high standard, neat , accurate and as per requirements of IIM Amritsar.IIM Amritsar also reserves the right to assign orders to the any of the enlisted printers as per lowest approved rates.
- 2.5.7.** The job can be withdrawn at any stage in case not properly executed and the decision of the IIM Amritsar shall be final.
- 2.5.8. Two copies of the final proof in colour to be submitted by the successful vendor before approval by IIM Amritsar, for final printing without any extra charge. Final printing will be done after incorporating the proof reading and after approval by IIM Amritsar.**
- 2.5.9.** The sub – standard work will be liable to be rejected and vendor will have to rectify the same as per IIM Amritsar specifications. No extra payment will be made for such work. No payment shall be made for incomplete or partially completed work.
- 2.5.10.** IIM Amritsar reserves the right to orders different contents to be printed in the Brochures during regular intervals as and when printing requirements arise. IIM Amritsar does not guarantee any volume of business and the printing requirements shall be need- based as per IIM Amritsar requirements only.
- 2.5.11.** On request from IIM Amritsar, the design / composing work Brochures/ Booklets shall be taken by the bidder. The design/composing shall be in tune with the content. IIM Amritsar reserves the right to engage the successful empanelled vendor/firms to submit quote for the photography,design/compose & printing charge only. The vendor may charge lump-sum amount depending on the volume of design work involved.
- 2.5.12.** CDR,PSD formats etc. or softcopy to be provided in DVDs/CDs, pen drive in searchable pdf of the printed material capable of being uploaded on our Website are to be provided to IIM Amritsar.

2.5.13. The Contractor shall not give sub – contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly. If any press is found to be fraudulent, their work order will be terminated and the press will be black listed.

2.5.14. IIM Amritsar reserve the right to increased or decreased the quantity of the brochure.

2.7. List of documents to be submitted with Technical Bid: (In Serial Order and Put Page numbers also)

- a. Tender Fee and EMD – **Form 1**
- b. Covering letter addressed to the Director, giving brief company profile including turnover details and brief technical description of the service quoted **Form -2**
- c. Certificate of Declaration of Blacklist / Not Blacklist of Company – **Form-3**
- d. Certified copies of audited turn over documents and Income Tax Return (ITR) for the last three years. **Form-4**
- e. Details of services provided/completed during the last five years. **Form-5**
- f. Tender Documents duly stamp & signed.
- g. Letter of the authorized signatory for tender.
- h. Performance report by the clients for works referred to in form-5 **Form-6**
- i. Structure and organization of the contractor/agency. **Form-7**
- j. Compliance sheet. **Form-8**
 - i. Experience Certificates, work orders etc.

2.8. Acceptance period: The Tender/ Bid shall remain valid for acceptance for a period of 90 days from the date of opening of the Price Bid. Rates quoted by the vendor shall be all-inclusive. GST will be paid extra as applicable. Any other charges over the quoted rates shall be clearly indicated. The Tenderer/Bidder shall make No additions/ alternations in tender forms shall be made by the Tenderer/ Bidder and if any such alteration is made, the tender is liable to be rejected.

2.9. Award Criteria:

- 2.9.1. The Contract may be awarded to the Tenderer/ Bidder whose technical proposal (Stage-I, and Stage-II) is responsive, cost-effective, and meeting all the requirements of IIM Amritsar and whose price bid has been determined to be lowest. After the opening of the price bids of the short-listed Bidders, if there is a discrepancy between words and figures, the amount indicated in words will prevail. However, the Institute reserves the right to accept or reject any offer without assigning any particular reason whatsoever and no communication will be entertained in this regard. IIM Amritsar also reserves the right to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process at any time prior to finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
- 2.9.2. Such of the applicants who satisfy the requirements as stated above will be shortlisted for further consideration based on the eligibility criteria.

- 2.9.3. Only the pre-qualified applications will be taken up for evaluation.
- 2.9.4. The IIM Amritsar reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

2.10. Penalty

- 2.10.1. The Institute reserves the right to impose penalty (to be decided by the IIM authorities) on the contractor for any serious lapse in maintaining the quality and the services willfully or otherwise by the contractor or his staff or for any adulteration.
- 2.10.2. If any misprinting/mistake will be found in the supplied printing brochure the Vendor is liable to replace without any extra cost.

2.11. Contact Details: Contact details of the person for all cafeteria service related queries/support.

Name & Designation: _____

Phone No: _____

Fax No: _____

Mobile: _____

E-mail: _____

2.12. Award the contract:The Tender submitted shall clearly mention the name of the agency/person in whose favor the contract is to be made. Any request made after submitting the Tender for changing the name of the firm in whose favor the contract is to be placed shall not ordinarily be entertained.

2.13. Income Tax: Every Tenderer/Bidder shall furnish along with the Tender the last three years Income Tax Return / audited financial accounts or GST return for the last 6 months without which his/her tender is liable to be rejected. The Institute will deduct the amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules/ GST rules from all payments made to the supplier/contractor.

2.14. The company/agency should be operational for the last 3 years and a Profit Making company. In the last three years' tenderer should have provided services of Rs. 10 Lakhs and at least have provided one such service for value at least 3 Lakhs. Tenderers should submit along with the tender, certified copies of audited documents showing their turnover for the last three years, failing which the tender shall be rejected.

2.15. Termination of Contract: IIM Amritsar reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following:

- a. If the Vendor is adjudicated insolvent by a Competent Court of Law or files for Insolvency or the Agency's Company is ordered to be wound up by a Competent Court. The vendor commits any material breach of the terms of this contract with IIM Amritsar or if found guilty of any malpractice in the performance of the

Contract.

- b. If any charge-sheet is filed by the Competent Authority of the Government against the Vendor is convicted by a criminal court on grounds of moral turpitude.
- c. In the event of non-satisfactory service or failure on the part of the agency/Vendor or if the agency/vendor shall neglect to execute the services with due diligence or shall refuse or neglect to comply with any reasonable orders given to security personnel by IIM Amritsar in connection with the security shall contravene the provisions of the Contract, IIM Amritsar shall have the option to terminate the Contract by giving one month notice and may get the services (either in part or in whole, as the case may be) by any alternate sources at the agency's risk and cost. In such event the agency shall have no claims whatsoever against IIM Amritsar in consequence of such termination of the contract. The decision of IIM Amritsar in terminating the contract will be final and binding on the agency.

2.16. Conciliation & Arbitration: Any dispute or difference whatsoever arising between the parties relating to or arising out of the Contract shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. When the conciliation has failed, the matter may be referred to an arbitrator. The award of the arbitrator shall be final and binding on both parties (Vendor and IIM Amritsar).

2.17. Any Other Condition: IIM Amritsar reserves the right to addition/deletion the food items at any point of time. Wherever the term "Commercial Bid/Technical" is mentioned, it shall be construed to mean "Price/financial Bid" and vice versa.

The Contractor/Vendor/Agency is to abide by all the Terms and Conditions stated in the Tender Document and all tender documents should be signed by authorized signatory. In case these terms and conditions are not acceptable to any Tenderer/ Bidder, he/she should clearly specify the deviations in his/her tender. IIM Amritsar reserves the right to accept or to reject them. In case of any dispute, the decision of the Director of the Institute shall be final and binding on all the parties.

CHAPTER-3 SCHEDULE OF REQUIREMENTS

3.1. General Guidelines

- 3.1.1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
- 3.1.2. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
- 3.1.3. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.15,000/- shall be rejected. No paper shall be detached from the Tender Document.

3.2. Terms and conditions

- 3.2.1. The Financial bid and EMD submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
- 3.2.2. The IIM Amritsar reserves the right to reject any or all the tenders without assigning any reason.
- 3.2.3. Before submitting the Tender Document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting/Inspection.
- 3.2.4. Canvassing in any form will make the tender liable to rejection.
- 3.2.5. Conditional proposal will not be accepted and will be rejected outright.
- 3.2.6. The bidders' performance, as per format at Form-5, for each work completed in the last three years and in progress, should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. Feedback received from the previous/present clients and on the spot assessment of the IIM designated team, will also be evaluated for technical qualification.
- 3.2.7. The Financial Bids of only technically acceptable tenders will be opened for further consideration. The decision of the IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) will be intimated only to such financial bidders who are found eligible as per technical evaluation criteria prescribed by IIM Amritsar.
- 3.2.8. EMD of the unsuccessful bidders will be returned to them, without interest, within a period of three months from the date of award of contract to the successful bidder.

3.3 Payment Process:-

- 3.3.1 Advance payment will not be considered.
- 3.3.2. The payment to the Agency would be made after completion of the each assigned work. However, the Agency will submit pre-receipted invoices in triplicate, complete in all respects for necessary settlement. The invoices should be submitted along with complete details of the work undertaken by the agency with supporting documents and bills as well as hard/soft copies of the printing material for which the bills are submitted.
- 3.3.3. For facilitating Electronic transfer for funds the selected agency will be required

to indicate the name of the Bank and Branch, account number (i.e. bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished . These details should also be furnished on the body of every bill submitted for payments by the selected agency.

3.3.4 The GST/Tax shall be paid as applicable.

Chapter-4:- Price Schedule (to be quoted by bidders)

Price Bid

Brochures to be provided by the Vendor in IIM Amritsar)

S. No.	Description	Qty.	Unit Price	Total
1	Institutional Details(Main Brochure) Placement Brochures(2019-20) (ART paper of 170 Gsm, paper size-A4)	300 copies		
2	Senior profile Final Profile Brochures(2019-21) (ART paper of 170 Gsm, paper size-A4)	200 copies		
3	Juniors Profile Summer profile Brochures(2020-22) (ART paper of 170 Gsm, paper size-A4)	200 copies		
4	Folder (Art Board of 300 Gsm)	200 pcs		
5	Envelopes (Art Board of 300 Gsm)	300 pcs		
6.	High quality Photography On IIM Amritsar Campus			

Designing art work, multi color printing and centre binding.

Sign & stamp.

Contact No.

E-mail.

CHAPTER 7– OTHER STANDARD FORMS

FORM 1

Ref: -

Dear Sir,

The following UTR of transactions made to IIM Amritsar are enclosed herewith towards Tender Fee & EMD

Detail of DD	Amount	UTR No. & Date	Bank Name
Tender Fee (Including Tax)	Rs.		
EMD	Rs.		

Details of the Company

Tender No.:

Sl. No	Clarification sought	Details to be furnished	
1	Name of the authorized signatory Contact Address Email Address: Telephone No. Mobile No. Fax No.		
2	Type of company/organization (please tick)	<input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Others (specify)	
3	Year of Incorporation:		
4	Has the company/organization ever been black-listed by Govt. of India, if No , please attach a self-declaration		
5	Annual turnover during the last 3 financial years:	Year	Amount (in lakhs)
6	Confirm whether the company/organization is a systems integrator with proven skills and experience in designing, setting up, operating, and maintaining similar facilities? Please attach the completion certificate as a proof for expertise.		
7	Total number of above projects executed during the last 2 financial years and the total value of these projects	No. of Projects: Value :	
10	Confirm whether company/organization has local support facility at Punjab (please tick)	YES NO	
11	Whether the Bidder is authorized by the OEM to participate in this Tender?	YES NO	

[Note: Please attach documentary proof in support of the information furnished above, wherever necessary, duly signed by the authorized signatory]

Date:

(Signature of Authorized Signatory)

CERTIFICATE
(To be provided on the letterhead of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory

Date:

Name: Place:

Designation:

Contact No.:

seal

Annual Turnover & Income Tax Return Details:

Bidder's Annual Turnover for last three Financial years & Income Tax Returns for the last three financial years	Financial Year	Turnover in Rs.	Net Taxable Income	-
				Supporting Documents are to be attached along with the Annexure- <i>(Balance Sheet approved by the CA and the IT clearance certificate, profit loss account)</i>

Date:

Authorized signatory

Details of all contracts completed during the last five years

Name of company: _____

Sr. No.	Name of contract & location	Name of client	Annual cost Of contract	Period of Contract	Supporting document (attach copies of work order & completion certificates)

Note: - Above experience sheet must be supported by authentic certificates from service taking organization.

(Signature of the applicant with office seal)

**Performance Report by the Clients for works referred to in Forms – B & C
(In a sealed envelope)**

1. Name of the work & Location
2. Scope of work
3. Agreement No.
4. Tendered Cost
5. Value of work done
6. Date of Start
7. Date of completion
 - a. Stipulated date of completion
 - b. Actual date of completion
8. Amount of compensation levied
For delayed completion, if any
9. Name and address with telephone no.
Of Officer to whom reference may be made
10. Remarks (indicate whether any show
Cause notice issued or Arbitration initiated
During the progress of work)
11. Performance report based on : Very Good / Good / Fair
quality of work, time management
and resourcefulness

Executive Engineer / Project Manager /or Equivalent

Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original Document defining the legal status) :
 - a) An individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
4. Particulars of registration with various Government bodies (attach attested photo-copy) :
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / Blacklisted for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
11. Any other information considered necessary but not included above

Signature of Applicant (s)

COMPLIANCE SHEET

Eligibility criteria	Compliance as per Eligibility Criteria	Attach document proof
Any individual/partnership firm/cooperative Society/company can apply.		
Applicant must have experience of doing the same work with educational institute / government organization / other large organization of repute for at least two years.		
Applicant must have PAN No. Applicant		
Applicant must be having GST registration		

Date:

Signature of the tenderer:

Place:

Name:

Designation:

Official seal:

- Note: 1) Please read the tender carefully and fill up the above information
2) Sealed cover bearing tender no .and date