

TENDER FOR SUPPLY OF FURNITURE FOR LABORATORIES



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA,  
CHHEND, ROURKELA-769015**



**TENDER FOR SUPPLY OF FURNITURE FOR LABORATORIES**

Tender Notice No. BPUT/CAPGS/104 /2022/5865

Dated: 29.09.2022

**BIDDING DATA SHEET****A. GENERAL INFORMATIONS:**

Sl. No.	Item	Details
01	Bid Identification No.	BPUT/CAPGS/104 /2022/5865 Dated: 29.09.2022
02	Name of the Work	PROCUREMENT OF FURNITURE FOR LABORATORIES
03	Officer inviting tender	REGISTRAR, BPUT ODISHA, ROURKELA
04	Accepting Authority	VICE CHANCELLOR , BPUT ODISHA, ROURKELA

**B. BID INFORMATIONS:**

Sl. No.	Item	Details
01	Pre Bid Discussion	<b>11.10.2022 at 4.00pm</b>
02	Last date of Bid submission	<b>29.10.2022 by 5.00pm</b>
02	Date of Opening of Technical bid	<b>01.11.2022 at 11.30am</b>
03	Date of Opening of Financial bid	<b>02.11.2022 at 4.00pm</b>
04	Bid Processing Fee	Rs. 1000 (DD in favour of "Biju Patnaik University of Technology" payable at Rourekal)
05	Earnest Money Deposit (EMD)	Rs. 20,000 (DD in favour of "Biju Patnaik University of Technology" payable at Rourekal)
06	Intended completion period/Time period assigned for Completion of supply.	By 30.11.2022

Quotations are invited for supply of the items (as specified at Annexure-I) sealed in **Two Bid system (one is Technical Bid and second is Financial Bid)** separately super scribing the cover with "**Tender for Supply of Furniture for Laboratories**" for CAPGS, BPUT, Rourkela. The outer cover should bear only the addresses. Offer with complete details on the following should reach **The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015** on or before **29.10.2022 by 5.00pm through Speed Post or Registered Post only**. Technical Queries if any please contact: **The Director I/c, CAPGS, BPUT (capgs.rkjena@bput.ac.in)**.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

**INSTRUCTIONS**

1. Bidders must submit their bids in three separate sealed covers i.e., the first sealed cover is "**Bid Processing Fee & EMD**", the second sealed cover is "**Technical Bid**" and the third sealed cover in "**Financial Bid**". These three bids should be put in a separate cover. This outer cover must be sealed and mentioned **Tender for Supply of Furniture for Laboratories** on the top of the envelope.
2. Please submit copy of your Income Tax return copies of last three years and copy of PAN & GST along with offer.



3. The offer must be submitted in **Two Bids** in a single cover. Tender should be sent through Speed Post / Registered Post only addressing to **The Registrar, Biju Patnaik University of Technology, Chhend, Rourkela-769015**. Other mode of delivery shall not be accepted.
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document (s) and all enclosures must contain the signature on each page of the competent authority of the firm.
6. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled Cheque can also be attached for verification of IFSC code (if required).
7. The firm quoting for mentioned items should be the authorized dealer of the manufacturer / manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.

### **ELIGIBILITY CRITERIA FOR BIDDERS**

1. The bidder must be a Proprietary/Partnership firm/Limited Company/Agency/Society legally constituted or registered under the relevant Act.
2. Must be in the same business for supplying of above items for **at least Five or more years as on 29.10.2022**.
3. Must be registered and submit the documents such as PAN, TAN, Goods & Service Tax Registration etc. with proper validity.
4. Must have an average annual turnover of **Rs.20 lakhs** or more from supply of items during the last three financial Years preferably [ 2018-19, 2019-20, 2020-21 and 2021-22] in the books of account.
5. The Bidder must have provided minimum 05 nos. or more of the above items of either category in reputed institutes like IIT/NIT/at least one Government Institute during a given last five financial year.
6. The bidder must submit Customer Satisfactory Performance Report (CSPR) from these organisations for the Financial Year in which they have supplied similar type of Furniture.
7. Where the Bid is signed by any official other than MD/CMD or Proprietor / Owner of the Agency, then the person signing the Bid must have to submit duly signed power of attorney from the MD/CMD or the proprietor/owner of the Agency to the effect that the person signing the bid is legally authorised and competent to sign the bid and negotiate on behalf of the Agency concerned. **All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.**
8. Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship.
9. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
10. **The bidder shall submit an Undertaking that the said items(s) of respective item should be delivered within 1 month from the date of receiving the work order.**
11. **All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid.**
12. **Non-submission of these documents will make the bid as un-responsive and such**



**bids shall not be considered as valid.**

13. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
14. Bank Mandate as per the format at Annexure-IV is required to be submitted.
15. The Bidder/ Firm should not have been blacklisted by any Government Organization nor should have any criminal background. An undertaking in this regard shall be submitted by the bidder.

### **TERMS & CONDITIONS**

**The offer must comprise of the following failing which it will be treated as unresponsive hence rejected:**

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per technical specifications, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **Bid Processing fee (Non-refundable) Rs.1000/- (One Thousand Only) in favour of BPUT, Rourkela, to be submitted in the form of Demand Draft (DD) only. EMD (Refundable) of Rs.20,000/- in favour of BPUT, Rourkela, to be submitted in the form of Demand Draft (DD) from any Nationalized/ Scheduled Commercial Bank payable at Rourkela and it should be valid for a period of 45 days beyond the bid validity period. Bids received without, Bid Processing fee, EMD, Bank mandate, and other essential documents will be rejected. The EMD amount will be refunded after submission of Performance Bank Guarantee.**
3. **NSIC/SSI/MSME Units are exempted for submitting EMD as per Govt. Of India order.**
4. **Conditional tenders will not be accepted.**
5. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
6. **Pre-installation Requirement:** The bidder should mentioned pre-installation requirements for the equipment like ambient temperature, humidity, weather specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated.
7. **TAXES:** The percentage of taxes must be either inclusive/extra in exact figure and should be mentioned clearly by the supplier.
8. Authorization Dealer Certificate of Principal or manufacturer certificate shall be submitted.
9. The exact days of delivery period, installation & commissioning schedule.
10. The exact figure of percentage of discount offered.
11. **The quoted price (final offer) must be F.O.R (Freight on Road), i.e. BPUT, Rourkela including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.**
12. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, Any Certificate(s), Extra Warranty, Installation, Commissioning any, any levy, any other charge(s) must be included in the price bid.
13. **Finance Bid: The L1 bidder of respective item(s) shall be selected as per the recommendation of the Tender Committee.**
14. **DELIVERY: The Items should be supplied on the basis of free delivery at BPUT, Rourkela on working days.**



15. **SPECIFICATION AND MAKE:** Quotation should be given for the exact specification and make as shown in the **Technical Specification (Annexure-I)** against the items along with the order copy of similar equipment supplied to any Govt. Organization including detail of price & all charges must be attached.

**The supplier should also provide a list of Govt. Institutions (if any) to which similar product has been supplied with product details in the Technical bid.**

16. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package.
17. **VALIDITY PERIOD:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
18. **PAYMENT:** Full payment within 30 days from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications and acceptance by the Indenter subject to submission of 10% PBG.
19. **PERFORMANCE BANK GUARANTEE (PBG):** The firm has to submit Performance Security of **10% of the total order value to be submitted on or before installation of equipment.** Performance Security must **valid for 38 (Thirty Eight) months i.e. 2 months** beyond the warranty period to cover the warranty. Performance security is to be issued and sent directly from an Indian Nationalized bank.
20. **WARRANTY:** The items should be onsite comprehensive Warranty/Guarantee against any manufacturing defect for a period of **03 years** from the date of successful installation and authorization. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises by the supplier.
21. **LIQUIDATED DAMAGES:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Vice Chancellor, BPUT. In case of delay in installation/ supply the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
22. All communications are to be addressed to the Registrar, BPUT, Chhend, Rourkela only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
23. BPUT reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
24. For any dispute, the place of jurisdiction shall be Odisha, India only.

**Registrar**



**TECHNICAL SPECIFICATIONS**  
**(SUPPLY OF FURNITURE FOR LABORATORIES)**

Sl. No.	Items	Specifications	Quantity
01	Wooden Drawing Table (Engineering Graphics & Design Lab)	70 cm x 50cm	50
02	Wooden Stool (Engineering Graphics & Design Lab)	40 cm x 40cm	50
03	Wooden Table for Mechanical Lab	200cm x 100cm	10
04	Wooden Bench for Mechanical Lab	200cm x 40cm	10
05	Wooden Chair with arm for Mechanical Lab	40cm x 40cm	10
06	Lab Table	5feet (B) x 8 feet (L) x 3.5 feet (H) with Ceramic Sink and Storage facility having Granite Top	06
07	Lab Table	8' x 5' x 3 (1/2)' with Iron leg/ Laminated ply top/ Storage facility	06
08	Lab Table	<p><b>-Frame</b> MS square tube (Heavy duty) Colour: Brown / off white powder coating, optionally sturdy aluminium profile/frame. -Pi type structure with table top, drawers etc</p> <p><b>-Table Top</b> -The Silver gray NOVA PAN or RUBBER WOOD with smooth veneer finish table top Thickness is 18mm</p> <p><b>-Electrical Fitting</b> Hind (Switch) box with screw-able hind side panel to facilitates wiring &amp; controlling 6 Separate sets of 5A Switch with Single Phase Socket. Single outlet of 5 Pin 415 Volt Three Phase shock proof protective socket with 4 Pole MCB with bright RYB Neon indicator are provided on the face panel of switch box. 3 No's of 15A Fuse for 3 Phase.</p>	10



		<p><b>-Bottom Legs</b> Castor wheel with locking mechanism is provided so that table can be easily moved optionally four rubber bottom legs are provided to support the table</p> <p><b>-Drawer</b> Three Drawers vertically accommodated in front of table with One Upper Drawer, Middle Drawer &amp; Bottom Drawer each Upper Drawer - 300 mm X 500 mm X 150 mm (L x W x H) Middle Drawer - 300 mm X 500 mm X 150 mm (L x W x H) Bottom Drawer - 300 mm X 500 mm X 150 mm (L x W x H)</p> <p><b>-Overall Dimensions</b> 2000mm X 1500mm X 1200mm(L x W x H)</p>	
09	Lab Table	<p><b>Overall Dimensions</b> 8ft X 3.6ft X 4ft (L x W x H). Table Top: Good quality wood with 20mm thickness fitted with metal frames for legs.</p>	10
10	Laboratory Stool	350mm (l) x 350mm (W) x (+/-) 10mm (H) stool, 600mm; Thickness of Table Top, 25mm (+/- 1mm); Leg cross section, size: 45mm x 45mm	120
11	White Board	7(ft)(L)x 4(ft)(H)x12 mm (thickness), Aluminium Frame with Clamp Facility	50

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*(h)*

*L*



Tender Notice No. BPUT/CAPGS/104 /2022/5865

Dated: 29.09.2022

**TENDER DOCUMENT FOR SUPPLY OF FURNITURE FOR LABORATORIES****TECHNICAL BID****(A) General Information:**

SI.No	Item	Description
1	Name of the Proprietary/Partnership firm/Limited Company/Agency/Society	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Odisha (if any) (iii) Factory Location.	
3	Year of establishment.	
4	E-mail address.	
5	Telephone Number(s)	
6	Fax No:	
7	EMD DD no. Date & Bank (Total Amount as per the respective items)	
8	Bid Processing Fee DD no. Date & Bank	
9	Is your firm registered under a) The Indian Companies Act, b) The Indian Partnership Act ( Enclose documentary proof)	
10	If your firm is a sole proprietorship firm (give details with documentary proof).	
11	If your firm comes under any other categories (give details with documentary proof).	
12	Whether insured against fire, theft, and burglary. If so, please state the amount for which insured, the name of the insurance firm and policy no.	
13	GST Regn.No.(give details with documentary proof).	
14	Permanent Account No (PAN). ( Copy to be enclosed)	

**(B) Experience of the Firm:**

Please enclose Work Orders of supply similar items

Sl. No.	Name of Government Organisation	Item	Quantity
1			
2			

**(C) Annual Turnover of last three years. (Enclose documentary proof):**

Year	Annual Turnover ( in Rupees)

**Authorized Signature of the Bidder  
with Seal & Date**



**FINANCIAL BID**

Tender Notice No.: BPUT/CAPGS/104 /2022/5865

Date: 29.09.2022

Sl. No.	Description of Item	Specifications	Quantity	Unit Price in INR	Discount %	GST %	Custom Duty % (if any)	Installation & Commissioning Charges	Charges for Training	Total Price in INR
01	Wooden Drawing Table (Engineering Graphics & Design Lab)	70 cm x 50cm	50							
02	Wooden Stool (Engineering Graphics & Design Lab)	40 cm x 40cm	50							
03	Wooden Table for Mechanical Lab	200cm x 100cm	10							
04	Wooden Bench for Mechanical Lab	200cm x 40cm	10							
05	Wooden Chair with arm for Mechanical Lab	40cm x 40cm	10							
06	Lab Table	5feet (B) x 8 feet (L) x 3.5 feet (H) with Ceramic Sink and Storage facility having Granite Top	06							
07	Lab Table	8' x 5' x 3 (1/2)' with Iron leg/ Laminated ply top/ Storage facility	06							
08	Lab Table	<b>-Frame</b> MS square tube (Heavy duty) Colour: Brown / off white powder coating, optionally sturdy aluminium profile/frame. -Pi type structure with table top, drawers etc <b>-Table Top</b> -The Silver gray	10							



		<p>NOVA PAN or RUBBER WOOD with smooth veneer finish table top Thickness is 18mm</p> <p><b>-Electrical Fitting</b> Hind (Switch) box with screw-able hind side panel to facilitates wiring &amp; controlling 6 Separate sets of 5A Switch with Single Phase Socket. Single outlet of 5 Pin 415 Volt Three Phase shock proof protective socket with 4 Pole MCB with bright RYB Neon indicator are provided on the face panel of switch box. 3 No's of 15A Fuse for 3 Phase.</p> <p><b>-Bottom Legs</b> Castor wheel with locking mechanism is provided so that table can be easily moved optionally four rubber bottom legs are provided to support the table</p> <p><b>-Drawer</b> Three Drawers vertically accommodated in front of table with One Upper Drawer, Middle Drawer &amp; Bottom Drawer each Upper Drawer - 300 mm X 500 mm X 150 mm (L x W x H) Middle Drawer - 300 mm X 500 mm X 150 mm (L x W x H) Bottom Drawer - 300 mm X 500 mm X 150 mm (L x W x H)</p> <p><b>-Overall Dimensions</b> 2000mm X 1500mm X 1200mm(L x W x H)</p>									
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09	Lab Table	<b>Overall Dimensions</b> 8ft X 3.6ft X 4ft (L x W x H). Table Top: Good quality wood with 20mm thickness fitted with metal frames for legs.	10							
10	Laboratory Stool	350mm (l) x 350mm (W) x (+/-) 10mm (H) stool, 600mm; Thickness of Table Top, 25mm (+/-1mm); Leg cross section, size: 45mm x 45mm	120							
11	White Board	7(ft)(L)x 4(ft)(H)x12 mm (thickness), Aluminium Frame with Clamp Facility	50							

1	<b>Make &amp; Model</b>	
2	<b>Delivery Mode</b>	FREE DELIVERY AT BPUT, ROURKELA
3	<b>Total Bid price per unit should be inclusive of all taxes and levies, transportation, loading, unloading, etc. The selection of bidder shall be considered item wise L1 value.</b>	
4	<b>Delivery Period</b>	Days _____
5	<b>Validity Date</b>	Maximum _____ days from the date of opening of Technical Bid
6	<b>Payment Term</b>	Payment term within 30 days from the date submission of bill Acceptance Certificate to concerned Dept. subject to submission of 10 % PBG.

**PAN No.:**  
**GST Registration No.:**  
**Signature:**  
**Authorized Signature:**  
**Name:**  
**Bank Address:**  
**Affix Rubber Stamp:**

**Place :**

**Date:**



**Mandate Form for Electronic Fund Transfer/RTGS  
Transfer**

To

The Registrar,  
Biju Patnaik University of Technology  
Chhend, Rourkela-769015, Odisha

**Sub: Authorization for release of payment / dues from BPUT, Rourkela  
through Electronic Fund Transfer/RTGS Transfer.**

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:

City: \_\_\_\_\_ Pin Code: \_\_\_\_\_  
E-Mail ID: \_\_\_\_\_ Mob No: \_\_\_\_\_  
Permanent Account Number: \_\_\_\_\_

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, BPUT, Rourekla responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

**Signature & Seal of the Authorized Signatory of the Party**

\_\_\_\_\_

Certified that particulars furnished above are correct as per our records. Bankers Stamp:

Date:

**Signature of the Authorized Official from the Bank**

*(Handwritten signatures and stamps)*



**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT ODISHA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT ROURKELA OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT ROURKELA. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To  
The Registrar,  
Biju Patnaik University of Technology  
Chhend, Rourkela-769015, Odisha

**LETTER OF GUARANTEE**

WHEREAS Biju Patnaik University of Technology, Rourkela (Buyer) have invited Tenders vide Tender No..... Dt. ....for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Biju Patnaik University of Technology, Rourkela”** in the form of Bank Guarantee for Rs ..... and valid till 38 months from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to BPUT, Rourkela on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of BPUT, Rourkela (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or BPUT, Rourkela (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees..... only).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.



**CHECK LIST OF MANDATORY DOCUMENTS TO BE ENCLOSED**

Sl	Details of Documents	Page No.
1.	Bid Processing fee of Rs. 1000/- in form of DD in favour of BPUT payable at Rourkela	
2.	EMD DD(Rs.20,000/-) in form of DD in favour of BPUT payable at Rourkela	
3.	Bid submitted along with no. of items and list duly signed	
4.	Bid should be serially numbered, signed, seal and indexed	
5.	Copy of PAN Card	
6.	Copy of GST Registration Certificate	
7.	Income Tax Return copies for last 3 years	
8.	Cancelled Cheque for A/C no and IFSC code	
9.	Certified copy of authorized Dealer/ Manufacturer	
10.	Copy of Company/ Partnership/ Proprietorship/ Society registration certificate	
11.	Copy of experience certificate for last five years or more	
12.	Copy of Turnover of more than Rs. 20 lakhs during last 3 years (duly certified by the Chattered Accountant preferably from 2018-19 to 2021-22)	
13.	Copy of challan or other documents showing supply of 05 nos or more items from any reputed institutes like IIT/NIT/any Govt. Institution during last 3 financial years	
14.	Customer Satisfactory Performance Report (CSPR) to be signed by supplied organization on or before 29.10.2022	
15.	Power of Attorney from MD/CMD/ Proprietor/ Owner in case of submission of bid other than MD/CMD/ Proprietor/Owner	
16.	Full details of ownership and other members/ partners	
17.	Undertaking for supply of items within stipulated period	
18.	Bank Mandate as per format at Annexure –IV of Tender Document	
19.	Non-Blacklist/ Non Criminal background certificate	

**Note : All the documents to be signed and sealed**