

Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
G-I Section, Sanchar Bhawan, 20 Ashoka Road, New Delhi-01

**LIMITED TENDER No. 52-4/ 2010-G-I**

**BID DOCUMENT**

**Limited Tender for Supply of Cleaning Materials**

(Visit us at [www.dot.gov.in](http://www.dot.gov.in))  
Not transferable

**PRICE OF BID DOCUMENT- Rs. 500/-**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION & I.T  
DEPARTMENT OF TELECOMMUNICATION  
SANCHAR BHAWAN, 20, ASHOKA ROAD  
NEW DELHI-110001**

Dated: 25 -10-2010

**LIMITED TENDER NO. 52-4/ 2010-G-I**

**NOTICE INVITING TENDER**

<b>Office of Issue</b>	: Department of Telecommunications General-I Section, Sanchar Bhawan, 20, Asoka Road, New Delhi-110001
<b>Date of Issue of Bid document</b>	: 25-10-2010
<b>Tender No.</b>	: 52-4/ 2010-G-I
<b>Tender Forms Available From</b>	: Section Officer (General-I), Department of Telecommunications Sanchar Bhawan, Asoka Road, New Delhi
<b>Due date of Receipt</b>	: Up to <b>09</b> -11-2010, <b>Time</b> – 15.00 Hrs.
<b>Date of opening of bid</b>	: <b>09</b> -11-2010, <b>Time</b> – 15.30 Hrs.
<b>Cost of bid Documents</b>	: Rs. 500/- (Non-refundable)
<b>Earnest Money</b>	: Rs. 6, 000/-
<b>Total estimated cost (approx.)</b>	: Rs. 2,00,000/-

Tenders are invited for and on behalf of the President of India from established and reliable Indian manufacturers/ suppliers in sealed cover for the following items:-

Sr. No	Item	Details	Quantity
1	Acid	Strong- Good Quality	360 Litres
2.	Vim Popular	Hindustan Lever	180 Kgs.
3	Bleaching Powder	Good Quality	60 Kgs.
4	Clinzo	Metropol	150 Canes
5	Phenyl Black	Bengal	36 Tins
6	Citronella	1 Litre	30 Litres
7	Teepol	Hindustan Lever	120 Litres

8	Naphthalene Balls	Bengal	30 Kgs.
9	Urinal Cubes	Homocol- 400 Gms	150 Pkts.
10	Odonil	100 Gms	360 Cubes
11	Room Freshener	Premium- 150 ml	120 Bottles
12	Harpic	500 ml	150 Bottles
13	Colin	500 ml	180 Bottles
14	Floor Duster	Big size- 30"x30"	36 Dozen
15	White Duster	Cotton fine quality 600x600 mm Grade C	30 Dozen
16	Yellow Duster	Big Size- Good Quality	18 Dozen
17	Wiper	Big- Good Quality	90 Nos.
18	Wiper	Small- Good Quality	24 Nos.
19	Plastic Juna	Good Quality	18 Dozen
20	Hockey Brush	Good Quality	6 Dozen
21	Hand Brush Scrubbing	Good Quality	90 Nos.
22	Cobweb Brush	Good Quality	18 Nos.
23	Dustpan	Wonder	90 Nos.
24	Bucket	16 Liters- Cello	36 Nos.
25	Plastic Mug	Cello	180 Nos.
26	Plastic Drum	Sinlex	50 Nos.
27	Hand wash liquid	Detrol liquid- 250 ml	30 Nos.
28	PVC Pipe- ½"	Good Quality	100 Mitres
29	Surf Excel	Blue	30 Kgs.
30	Hand wash soap cake	Dettol	60 Nos.
31	Road Broom with wooden handle	Good Quality	30Nos.
32	Caustic Soda	Good Quality	12 Kgs.

2. Non-transferable bid documents containing detailed descriptions/ specifications of the items required and other terms & conditions may be had from the Section Officer, General – I Section, Department of Telecommunication, Sanchar Bhawan (Mezzanine Floor), 20, Ashoka Road, New Delhi-110001 (Between 10.00 hrs. and 13.00 hrs.) with effect from 25/10/2010 on all working days. Bid documents can also be downloaded from DoT's website [www.dot.gov.in](http://www.dot.gov.in) and the same submitted with the requisite tender fee of Rs. 500/- (Rs. Five hundred only) in the form of account payee demand draft from any of the commercial bank in favour of PAO (HQ), DoT, Sanchar Bhawan, New Delhi-01.

3. The Bidders will be required to deposit an earnest money of Rs. 6, 000/- (Rupees Six thousand only) in the form of Demand Draft on any scheduled bank at Delhi in favour of "Pay and Accounts Officer (HQ), Department of Telecommunications, New Delhi-110001" along with the bid and keep their bids open for 120 days from the date of opening of bids.

4. In case, the firm has downloaded the tender documents from DOT's website i.e. [www.dot.gov.in](http://www.dot.gov.in) , they must ensure that requisite tender fee/ cost is enclosed in the form of Account Payee Demand Draft from any of the commercial bank in favour of "Pay & Accounts Officer (HQ), Department of Telecommunications, Sanchar Bhawan, New Delhi-01" with their tender, failing which the tender will be treated as incomplete and will be ignored.

(S.E. Rizwi)  
Under Secretary (T)  
for & on behalf of the President of India,  
Ministry of Communications & IT,  
Department of Telecommunications,  
Sanchar Bhavan, 20, Ashoka Road,  
New Delhi – 110001.

**LIMITED TENDER ENQUIRY**  
**Cost of Tender Set Rs. 500/-**

Invitation of tender for supply of Stationery and other related items.

To,

M/s .....

1. Quotations in sealed cover are invited for supply of Stationery & other related items in enclosed schedule of requirements. **(ANNEXURE-I)**

2. General Information about the tender:-

- (a) Office of Issue : Department of Telecommunications,  
General-I Section, Sanchar Bhawan,  
20-Ashoka Road, New Delhi-01.
- (b) Tender reference No. : 52-4/ 2010-G-I
- (c) Date of issue of Bid Document : 25-10-2010
- (d) Tender forms available from : Section Officer (General -I),  
Department of Telecommunications,  
Sanchar Bhawan, 20-Ashoka Road,  
New Delhi-01.
- (e) Last date and time for receipt of tenders : 09-11-2010, Time-15.00 Hrs.
- (f) Time and date for opening the tenders : 09-11-2010, Time- 15.30 Hrs.
- (g) Place of opening the tender : Room No. 511, Sanchar Bhawan,  
New Delhi- 01.
- (h) Address for communication : Director (P), Department of  
Telecommunications, Room No. -  
305, Sanchar Bhawan, 20-Ashoka  
Road, New Delhi-110001.
- (i) Tender shall remain valid till : 08-03-2011

3. Specifications of supply of Stationery and other related items are as under:

Sr. No	Item	Details
1	Acid	Strong- Good Quality
2.	Vim Popular	Hindustan Lever
3	Bleaching Powder	Good Quality
4	Clinzo	Metropol
5	Phenyl Black	Bengal
6	Citronella	1 Litre
7	Teepol	Hindustan Lever
8	Naphthalene Balls	Bengal
9	Urinal Cubes	Homocol- 400 Gms

10	Odonil	100 Gms
11	Room Freshener	Premium- 150 ml
12	Harpic	500 ml
13	Colin	500 ml
14	Floor Duster	Big size- 30"x30"
15	White Duster	Cotton fine quality 600x600 mm Grade C
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17	Wiper	Big- Good Quality
18	Wiper	Small- Good Quality
19	Plastic Juna	Good Quality
20	Hockey Brush	Good Quality
21	Hand Brush Scrubbing	Good Quality
22	Cobweb Brush	Good Quality
23	Dustpan	Wonder
24	Bucket	16 Liters- Cello
25	Plastic Mug	Cello
26	Plastic Drum	Sinlex
27	Hand wash liquid	Detrol liquid- 250 ml
28	PVC Pipe- ½"	Good Quality
29	Surf Excel	Blue
30	Hand wash soap cake	Dettol
31	Road Broom with wooden handle	Good Quality
32	Caustic Soda	Good Quality

#### **SUBMISSION/ OPENING OF TENDERS:**

4. Please subscript our reference number and date of tender opening on sealed cover. Failure to do so will render your offer invalid.
5. Sealed quotations addressed to Director (P), Department of Telecommunications, Room No. 305, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001 should be dropped in the tender box placed in Room No. 511. Alternatively, the tender may be sent by registered post so as to reach the above address (Room No. 305, Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001) by due date and time. No responsibility will be taken for postal delay or non-delivery/ non-receipt of tender documents.
6. Sealed quotations will be opened by a committee on due date and time. Your authorized representative from the company can attend the tender opening. If due to any exigency, the due date for opening of tender is declared a holiday, in such case the tenders will be opened on next working day at the same time or any other day/ time as intimated by the buyer. Further, negotiations will be done only with the lowest bidder (L-1 as determined by the tender purchase committee). The date, time and venue fixed for this purpose will be intimated separately.
7. In case, firm has downloaded the tender documents from the DoT's website i.e. [www.dot.gov.in](http://www.dot.gov.in) , they must ensure that requisite tender fee/ cost is enclosed in the form

of Account Payee Demand Draft from any of the commercial bank in favour of PAO (HQ), Department of Telecommunications, Sanchar Bhawan, New Delhi with their tender, failing which the tender will be treated as incomplete and will be ignored.

8. Tenders sent by fax will not be considered. Tenders found in sealed box will only be considered. To avoid any complication with regard to late receipt/ non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotes will be rejected out rightly.

9. In case, your firm is not willing to quote due to any reasons, your regret should be faxed well before the due date, failing which your firm can be de-listed from vendors list.

- 10 (i) The firm in this regard should submit the following documents –
- (a) Financial status: - The annual turnover of the firm should not be less than 15 Lakhs per annum. Copies of profit & loss account and balance sheets for last two years should be enclosed.
  - (b) The technical bid should be accompanied by two separate Demand Drafts for application fee/ cost of tender documents for Rs. 500/- (non-refundable) except in case where tender document have been obtained from the Department of Telecom. against payment and bid security of Rs. 6,000/- (Rs. Six thousand only) (refundable). Technical Bid received without application fee/ cost of tender documents and bid security will not be considered.
  - (c) Price schedule [as per Annexure I]
  - (d) Bid Form [as per Annexure – II]
  - (e) Authorization letter for the bid opening [as per Annexure – IV]
  - (f) Income Tax clearance/ IT certificate
  - (g) PAN Number
  - (h) Sales tax registration certificate
  - (i) TIN number of the firm
  - (j) Telephone number (landline & mobile)
  - (k) The Check List (as per Annexure-V)

10 (ii) The bidder must have adequate experience for supply/ execution of similar work in Govt. offices/ PSUs and other similar organizations. Necessary supporting documents like work orders for last two years to this effect must be submitted along with the offer.

11. **Clarification of Bid Documents** : A prospective bidder requiring any clarification of the bidding documents shall notify to the purchaser in writing and the purchaser shall respond in writing to the clarification sought, not later than 14 days prior to the date of opening of the tenders. Copies of the queries and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.

12. **Amendments of Bidding Documents**: At any time prior to the date of submission of bid, when at his own or in response to a clarification requested by a

prospective bidder, DOT may modify bid documents by amendments. The amendments shall be notified in writing to all prospective bidders. In order to afford prospective bidder, a reasonable time to take the amendment into account in preparing their bids, the purchaser at his discretion, may extend the dead line for submission of bids.

13. **Modification and withdrawal of bids:** A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the period will result in bidders for feature of bid security.

14. **Clarification of Bids:** During evaluation and comparison of bids, the purchaser may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.

15. **Delivery schedule:**

15.1 Delivery of the goods and documents shall be made by the supplier in accordance with the terms specified by the purchaser in its Schedule of Requirements and special conditions of contract and the goods shall remain at the risk of the Supplier until delivery has been completed. The delivery of the equipment shall be to the ultimate consignee as given in the purchase order.

15.2 The delivery of goods shall commence within 7 days of the placement of order and shall be completed within two months & seven days from the date of work order as per the following details-

15.2.1 50% of the goods quantity shall be delivered within 7 days of the date of order.

15.2.2 The second lot of 50% shall be commenced just after 2 months from the date of the order and shall be delivered within 7 days.

The purchaser however reserves the right to advance or delay the delivery within the stipulated time period. All the items will be delivered at Sanchar Bhawan, 20 Ashoka Road, New Delhi-01 and no transport/ Cartridge charges shall be paid for the delivery of goods. The Department has right to reject the supply- order of second lot i.e. 50% of the total quantity.

16. Contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer with applicability of liquidated damages clause.

17. **Liquidated Damages:** 0.5% per week subject to a maximum of 5% of the undelivered stocks will be recovered in case of delay in delivery beyond the accepted delivery period as per general conditions of contract.

18. **Earnest Money Deposit:** The tenderer will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 6,000/- (Rupees Six thousand only) in

the form of Account Payee Demand Draft from any of the commercial banks in favour of PAO (HQ), Department of Telecommunications, Sanchar Bhawan, New Delhi, valid for a period of 120 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected.

19. **Price:** Price quoted should be firm and not subject to variation on any account during the fulfillment of the order. The price quoted shall be inclusive of packing, forwarding, freight charges, transit insurance and other charges as applicable.

20. **Performance Security:** Successful tenderer has to furnish bank guarantee for a sum of 5% of the order value payable in the name of PAO (HQ), Department of Telecommunications (HQ), Sanchar Bhawan, New Delhi-01 valid upto warranty period of stores within 7 days of the receipt of formal order in the required format of Department of Telecommunications (**ANNEXTURE-“III”**) or Account Payee demand draft of the percentage value with the same validity period and drawn in favour of the same designated authority are also acceptable.

21. **Evaluation Period:** The broad guidelines for evaluation of offer will be as follows:

(a) Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender both technically and commercially.

(b) Department of Telecom shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.

(c) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the Department of Telecom. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, his bid shall be rejected.

(d) Prior to detailed evaluation, Department of Telecom will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which conforms to all the terms and conditions of the bid documents without material deviation. The Department of Telecom's determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

(e) A bid determined as substantially non-responsive will be rejected by the Department of Telecom and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

(f) Department of Telecom may waive any minor infirmity or non-conformity or irregularities in a bid which doesn't constitute a material deviation provided such waiver doesn't prejudice or affect the relative ranking of any bidder.

(g) The lowest acceptable tender shall be considered further for placement of contract/ supply order after complete clarification and price negotiations as applicable.

22. **Right to vary quantities:** The purchaser reserves the right to increase or decrease up to 50% of the specified quantities in the Schedule of Requirements without any change in the unit price or other terms and conditions within the agreed delivery schedule.
23. **Repeat order contract:** The contract shall have a repeat order clause, wherein a buyer can order up to 100% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms and conditions remaining the same. It will be entirely the discretion of the buyer to place the repeat contract or not.
24. **Bid validity:** A bid shall remain valid for 120 days unless otherwise specified from the date of opening of tender. A bid valid for shorter period can be rejected by the purchaser, as being non-responsive. In exceptional circumstance, the purchaser may request the consent of the bidder for an extension to a period of bid validity. Such request shall be made in writing. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension shall not be permitted to modify his bid.
25. **Facilities for test and examination:** The contractor shall provide labour for tests of every kind without any extra charges, which the inspecting authority may consider necessary for any tests and examination which he or his nominee shall require to be made on the contractor's premises, and shall pay all costs attendant thereon.
26. **Warrantee for product performance:**
- (A) The Contractor shall warrant that everything to be furnished hereunder shall be free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for material of the type ordered and in full conformity with the contract specification, drawings or samples.
- (B) The warranty shall survive inspection of, payment for and acceptance of the goods, but shall expire 6 months from the date of supply/placement in service at ultimate destination. The contractor shall replace any defective goods/ stores free of any charges within the warranty period.
- (C) The Contractor shall, if required, replace the goods or such portion thereof as is rejected by the purchaser free of cost at the ultimate destination or at the option of the purchaser, the contractor shall pay the purchase value thereof at the contract price, or in the absence of the such price, a price decided by the purchaser or such other expenditure and damages as may arise by reason of the breach of the condition herein specified.
- (D) All replacements that the purchaser shall call upon the Contractor to deliver or perform under the warranty shall be delivered and performed by the Contractor within 15 days promptly and satisfactorily. If the Contractor so desires, the replaced items can be

taken over by him or his representative for disposal as he deems fit at the time of replacement of goods. No claim whatsoever shall lie on the Purchaser for the replaced items thereafter.

(E) The decision of the purchaser in regard to contractor's liability and the amount if any, payable under this warranty shall be final and conclusive.

29. Bid security (EMD) should be refunded to the successful bidder on receipt of Performance Security.

30. The Performance Security shall remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till satisfactory receipt of the materials. If the contractor fails to supply the materials to the satisfaction of the purchaser, the performance bank guarantee shall be encased by the purchaser on expiry of agreed delivery period as per contract.

31. On the performance and completion of the contract as per the general conditions, the performance bank guarantee bond will be returned to the contractor without any interest.

32. If the progress of manufacture and supply or performance of the material and/ or stores during inspection and tests is not found satisfactory, the purchaser reserves the right at his discretion and without any claim for compensation to the contractor, to either cancel the order altogether or modify the quantity ordered.

**(S.E.Rizwi)**

Under Secretary (T)  
for & on behalf of the President of India,  
Ministry of Communications & I.T.,  
Department of Telecommunications,  
Sanchar Bhavan, 20, Ashoka Road,  
New Delhi – 110001.

PRICE SCHEDULE

Sr. No	Item	Details	Quantity	Rates per Unit (inclusive of all taxes & levies in figure)	Total cost (inclusive of all taxes & levies in figure)
1	Acid	Strong- Good Quality	360 Litres		
2.	Vim Popular	Hindustan Lever	180 Kgs.		
3	Bleaching Powder	Good Quality	60 Kgs.		
4	Clinzo	Metropol	150 Canes		
5	Phenyl Black	Bengal	36 Tins		
6	Citronella	1 Litre	30 Litres		
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12	Harpic	500 ml	150 Bottles		
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14	Floor Duster	Big size- 30"x30"	36 Dozen		
15	White Duster	Cotton fine quality 600x600 mm Grade C	30 Dozen		
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23	Dustpan	Wonder	90 Nos.		
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25	Plastic Mug	Cello	180 Nos.		
26	Plastic Drum	Sinlex	50 Nos.		
27	Hand wash liquid	Detrol liquid- 250 ml	30 Nos.		
28	PVC Pipe- ½"	Good Quality	100 Mitres		
29	Surf Excel	Blue	30 Kgs.		
30	Hand wash soap cake	Dettol	60 Nos.		
31	Road Broom with wooden handle	Good Quality	30Nos.		
32	Caustic Soda	Good Quality	12 Kgs.		

**Please quote total cost in figure and words (inclusive of all taxes and levies )**

Any cutting in the rates/ over writing should be attested by the authority signing the bid. Bids received with cuttings/ over-writings without attestation will not be considered.

Note:- If individual price of all the items is not given item wise, then the tender will not be considered and liable to be rejected.

**BID FORM**

Tender No. ....

Date .....

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos. .... The receipt of which is hereby duly acknowledge, we, undersigned, offer to supply and deliver .....in conformity with said drawings, conditions of contract and specifications for sum of (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our bid is accepted, to commence deliveries within ( ) months to complete delivery of all the items specified in the contract within ( ) months calculated from the date of issue of your work order.

If our bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this bid for a period of 150 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Work Order of Contract is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this .....day of .....2010

Signature of  
in capacity of  
Duly authorized to sign the bid for and on behalf or .....

Witness .....  
Signature .....  
Address .....

Tele No(s):-.....  
FAX No(s):-.....  
E-Mail Address:- .....

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To,  
The president of India

WHEREAS .....  
(Name and address of the supplier) (Hereinafter called "the supplier" has undertaken in  
pursuance of contract no. .... Dated.....  
..... to supply (description of goods and services) (herein after called  
"the contract").

AND WHEREAS it has been stipulated by you in the said contract that the  
supplier shall furnish you with a bank guarantee by a scheduled commercial bank  
recognized by you for the sum specified therein as security for compliance with its  
obligations in accordance with the contract ;

AND WHEREAS we have agreed to give the supplier such a bank guarantee

NOW THEREFORE we hereby affirm that we are guarantors and responsible to  
you, on behalf of the supplier, up to a total of .....  
(amount of the guarantee in words and figures), and we undertake to pay you, upon your  
first written demand declaring the supplier to be in default under the contract and without  
cavil or argument, any sum or sums within the limits of (amounts of guarantee) as  
aforesaid, without your needing to prove or to show grounds or reasons for your demand  
or the sum specified therein,.

We hereby waive the necessity of your demanding the said debt from the supplier  
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms  
of the contract to be performed thereunder or of any of the contract documents which  
may be made between you and the supplier shall in any way release us from any liability  
under this guarantee and we hereby waive notice of any such change, addition or  
modification.

This guarantee shall be valid upto and including the ..... Day of .....20....

.....  
(Signature with date of the authorized officer of the Bank)

.....  
(Name and designation of the officer)

.....  
Seal, name & address of the Bank and address of the Branch

-----X-----

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ..... (Date) in the tender of .....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (bidder) in order of preference given below:

Order of Preference	Name	Specimen signature
---------------------	------	--------------------

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder

Note: 1. Maximum of two representatives will be permitted to attend the bid opening. In case- where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend

2. Permission for entry to the hall where bids are opened may be refused in case Authorization as prescribed above is not recovered.

CHECK LIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all below mentioned documents have been supplied for participating in the tender for supply of Stationery & other related items. The documents are to be submitted in descending order.

Sr. No	Documents (Please refer to clause 6.1 of Section II for filling this Check list )	Page No
1	Financial Status Documents i.e. profit & loss account showing annual Turn-Over of 15 Lakhs for last two years	
2	Tender Fee security in the form of Bank Draft for Rs. 500/- in case of downloaded document & Bid security in the form of Bank Draft for Rs. 6,000 /-	
3	Price schedule [as per Annexure- I]	
4	Bid Form [as per Annexure – II]	
5	Authorization letter for the bid opening [as per Annexure – IV]	
6	Income Tax clearance/ IT certificate	
7	PAN Number	
8	Sales tax registration certificate	
9	TIN number of the firm	
10	Telephone number [landline & mobile]	
11	The Check List [as per Annexure-V]	

**Bidders to ensure**

- A . That all pages have been stamped and signed by the authorized person(s) .
- B . That all the pages have been numbered .
- C . That all the documents are legible (Clearly readable)