

**EXAMINATION SECTION
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110 029
(SCHEDULE-A)**

SLNO.OF TENDER _____

FILE NO. _____

Name of the party in whose _____
Favour the Tender form has
been issued _____

(SEAL OF THE OFFICER)

The Director
All India Institute of Medical Sciences
New Delhi - 110 029

Dear Sir,

1. I/We hereby submit our tender for the _____

2. I/We now enclose herewith the Bank Guarantee /D.D. No dated
For Rs..... drawn in favour of the DIRECTOR, AIIMS, NEW DELHI" towards EMD/Bid Security.
Tenders not accompanied with EMD/Bid Security (along with Technical Bid in case of two bid system)
shall be summarily rejected.

3. I/We hereby agree to all the terms and conditions, stipulated by the AIIMS, in connection with
delivery, penalty etc. Quotations for each group are being submitted under separate covers, and sheets and
shall be considered on their face value.

4. I/We have noted that over written entries shall be deleted unless duly out & re-written and initiated.

5. I/We undertake to sign the contract/agreement, if required within 15 (Fifteen days) from the issue of
the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my
name may be removed from the list of suppliers at the AIIMS New Delhi-29.

6. I/We have gone through all terms and conditions of the tender documents before submitting the same.

NOTE: All Terms & Condition such as taxes etc. has been indicated in the quotations failing which it will
be presumed that the rates are inclusive of all taxes and other terms and conditions are also as per your
requirements.

Yours faithfully,

**Signature of Tenderer
with full Address.**

WITNESS _____

WITNESS _____

WITNESS _____

WITNESS _____

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
EXAMINATION SECTION
(SCHEDULE – B)**

Tender Ref. No. : (8-2/Exam.Sec./Scang-Ptg./2009-10)
Subject : Printing, supply and scanning of Application forms, admit cards and Attendance sheets and other associated material on Two year rate contract basis.

Last date of Submission : 25.05.2009 (upto 03:00 P.M.)
Date of Opening : 25.05.2009 (at 03:30 P.M.)
Techno-Commercial Bid

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1. Tender should be addressed to the Assistant Controller of (Exams) ,All India institute of Medical Sciences, Ansari Nagar, New Delhi - 110 608 and submitted in the office Examination Section under sealed cover failing which the tender shall be rejected. Terms and conditions for printing and supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.
 2. Mixed quotations will not be considered for acceptance.
 3. Tender should invariably be submitted in Two Bid system containing two parts as detailed below :

PART-I:- TECHNO-COMMERCIAL BID IN ONE SEALED COVER.
PART-II :- PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OUTERCOVER INDICATING THEREON :-

i) Reference No. of the Tender: _____

ii) Tender regarding: _____

iii) Due date for submission of the Tender: _____

iv) Due date for opening of the Tender: _____

v) Name of the firm: _____

Please note that prices should not be indicated in the techno-Commercial Bid. The Pre-Qualification documents including EMD/Bid security as required in the tender document should be accompanied with the Techno-Commercial Bid.

NOTE:

A). Tenders submitted without following Two- Bid System procedure as mentioned above would be summarily rejected.

B) DELHI BASED FIRMS WILL ONLY BE CONSIDERED.

4. Tenderers should give, rates showing taxes if any, and levies, packing forwarding and insurance charges separately giving full breakup details. THE INSTITUTE IS NOT AUTHORIZED TO ISSUE 'C/D/ FORMS'.
5. THIS TENDER DOCUMENT IS NON-TRANSFERABLE.
6. The tenderers should take care that the rates and amounts are written in such a way that interpolation is not possible, no blanks should be left which would otherwise, make the tender rejected.

7. All quotations should be type-written. Quotation (s) written in pencil and ink will not be entertained. All over-writing and erased entries will be deleted from the quotations unless re-written and initialed.
8. Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in respect of acceptance or rejection of the tender.
9. Tenders are duly signed (No thumb impression should be affixed).
10. **Each tender should be accompanied with an EMD security amount to Rs.20,000 (Rupees twenty thousand only) in the form of bank guarantee/FDR (in favour of Director, AIIMS) from any nationalised bank valid for 6 months from the date of opening of tender) or by way of D.D. drawn in favour of Director, AIIMS, New Delhi failing which the tender shall not be considered for acceptance and will be out rightly rejected. Cheque is not acceptable at all. EMD security deposited against other tender can not be adjusted for consideration of this tender. No interest is payable on EMD security.**
11. If the delivery is not effected on due date, the Director, AIIMS, New Delhi will have the right to impose penalty as under :
 - A) First extension for month or part thereof _____ @ 2%
 - B) Second extension for an additional months _____ @ 3%
Of part thereof.
 - C) In case of non-supply _____ @ 7%
 - D) In case of default, Institute will have the right to procure from open market/another party at their own risk and expenses under risk purchase clause.
12. In case of non-supply of material within the due date i.e. within the date of delivery, the Director, AIIMS, New Delhi will have the right to impose penalty as deemed fit to restore to risk purchased in full or part thereof at his/her discretion, his/her decision shall be final and binding.
13. The Director, AIIMS, New Delhi shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
14. No payment shall be made for rejected material. The tenderer would remove rejected items within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.
15. Rates should be quoted for FOB Examination Section, AIIMS including procurement of stationery, designing, pictures/TPs, typesetting, page layout and design, colour separation, copy editing, bromide output, artwork, image enhancement, plate making, printed machine proofs, print, folding, insertion in the envelope and packing etc.
16. The firm will deliver Application form duly inserted in the envelope to the place within Delhi as per instruction.
17. The job requires composing, making of artworks, designing, of application form, envelopes, admit card and Attendance sheet approved art works by offset process. The work would also involve making at least 3 proofs before the final approved version is printed.

18. **This work is of an urgent nature and time bound which is to be completed in all respect and the material duly printed and packed as indicated above is to be made available to the Examination Section, AIIMS with in 08-10 days after placing of confirm written/verbal order.**
19. Approved rates shall remain valid for two years from the date of contract. The quantity shown in the schedules can be increased or decreased to any extent depending upon the actual requirements.
20. The tenderer shall submit/state whether he/they are manufactures, accredited agent or sole representative indicating principals and agent quoting on behalf of their manufacturers/principals must attach authority letter in their favour provided the manufacturer accepts responsibility for any lapses of the distributors/supplier in case they are authorized agent.
21. **Tender shall be rejected if the copy of Sales Tax Registration Certificate now called as VAT and Latest sales Tax Clearance Certificate is not Submitted. Sales tax and other statutory levies should be shown separately and should not be included in the basic price, otherwise it will not be considered (as prescribed in Schedule-D).**
22. The price charged for the Stores/Equipment's, under the reference, by the supplier shall in no case exceed the lowest price at which the supplier the Stores/Equipment's of same identical description to any other person/organization/Institution during the currency of the contract as per fall clause adhered by D.G.S.&D. If at any time, during the said period the supplier reduced the said prices of such/Stores/Equipment or sales such stores to any other person/organization/Govt. Institution/Co.operative Stores at price lower than the quoted price, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced and should **attach an undertaking on non-judicial stamp paper of Rs.10/- duly attested by Notary Public otherwise quotation will be summarily rejected.**
23. The Tenderer shall furnish a **non-blacklisting certificate/Non-Debarring** that the firm has not been blacklisted/debarred in the past by any government/Private Institution. **The Tenderer has to give an affidavit on on-judicial stamp paper duly attested by Notary Public of Rs.10/-** that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted/debarred in the past by any Govt. or Pvt. Organization failing which the tender will be rejected.
24. **The Tenderer shall furnish following certificates invariable along with technical bid, as applicable, otherwise quotation shall be summarily rejected :-**
 - a) Declarations by the proprietor of the firm, in case, the firm is proprietorship firms on on-judicial stamp paper of worth Rs.100/- duly attested.
 - b) An attested copy of partnership deed duly registered by the Registrar of Firms, in case, of partnership firm.
 - c) An attested copy of article of memorandum with constitution of firm and guidelines, in case, of private limited firm with name, photo and signatures of all Directors.

25. The Tenderer should have been in this similar business for a period of at least last 2 years in the country in relation to similar type of store for which the quotations/tenders are being submitted. **The tenderer on a non-judicial stamp paper of worth Rs.10/- duly attested by Notary Public would give a declaration to this effect failing which the tender will be summarily rejected.**
26. **The tenderer should have submit statement of financial standing with turnover not less than Rs.10 Lakh per annum for preceding year from their bankers/Chartered Accountants. The name of the bankers/firm alongwith full address to be furnished on their firm's letterhead failing which tender will be rejected.**
27. **The tenderer is also required to submit performance report from other similar organizations where the firm is registered for supply of similar type of store/job. The firm should also submit list of organizations where the similar job have been performed for preceding two years failing which tender will be rejected.**
28. The supplier shall furnish the following certificate to the Accounts Officer (Stores Accounts) along with each bill for payment for supplies made against in Rate Contract Tender:

‘I/We certify that the Stores of description identical to the Stores supplied to the government under the contract against Tender herein have not been offered/sold by me/us to any other person/organization/Institution up to date of bill/the date of completion of suppliers against all supply orders placed during the currency of the tender/rate contract at the price lower than the institute under contract/against tender’.
29. If at any time, any question, dispute or difference whatever shall arise between the two parties(AIIMS on the one hand and vendor on the other hand) in relation to the purchase either of the parties may give to the other notice in writing the existence of such a question, dispute or difference and the same shall be referred to two arbitrators, one to be nominated by the firm. Either party shall serve such a notice of the existence of any question, dispute or difference in connection with this purchase within 30 days of the beginning of such dispute failing which all right or claims shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the umpire appointed by them shall enter upon the reference and his award shall be binding on the parties. The venue of the arbitrator shall be at AIIMS. The provision of the Indian Arbitration and Reconciliation Act 1996 and of rules framed if under any statutory modifications thereof shall be deemed to apply and be incorporated for the supply, installation, installation and commissioning etc. Upon every or any such reference the cost of any incidents to the reference and awards respectively shall be at the discretion of the arbitrators on in the event of their not agreeing of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitor and the client or as between parties and shall direct by whom and in what manners the same shall be borne and paid
30. It will be the prerogative of the Institute to place the supply order for the whole lot or in piecemeal basis depending upon the actual requirement of the Institute.
31. Any action on the part of the tenderer to influence anyone in the said Institute will be taken as an offence. He will not be allowed to participate in the tender inquiry and the tender will not be opened.
32. The Delhi Courts will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and shall have the jurisdiction in the matter.

33. Failing or omission to carry out the provision of the contract by the supplier shall not give rise to any claim by any party, one against the other, If such failure of omission arises from an act of God which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government lookouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice of the occurrence of any event by either party to the other shall be given two weeks from the date of occurrence of such an event which could be attributed to forced conditions.
34. **The tenderer is required to quote their rates on Schedule-D provided with the tender.**
35. Tender by Tele-fax/telegram/fax/e-mail will not be accepted.
36. Rates should be quoted strictly as per the tender specifications and should be valid for a period of minimum two years or till finalization of next tender and any deviation from specification shall not be considered at all.
37. If the tenderer gives a false statements on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.
38. The Institute shall have the right to reject any tender without assigning any reason thereof who does not fulfill the tender condition. No correspondence will be entertained in this regard.
39. Rates for only one best quality of item (according to our specification/Sample) should be quoted. On no account should different qualities i.e. A,B & C of items be quoted. These items that have been quoted as per different qualities (In contravention to the specifications) will not be considered at all.
40. **Two set of sample of the Paper, (Application forms, Envelope to keep Appl. forms, Admit card, window type envelope to keep admit card and Attendance list) (minimum size 10”X12”) as per Schedule - C should be submitted invariably to Assistant Controller of Examinations, Examination Section, AIIMS alongwith the tender indicating the following information of the sample :**
1. Name of manufactures of the paper/card
 2. Grammage of the paper/card
 3. Signature and stamp of the Tenderer
- Those tenders/quotations received without sample will be summarily rejected and no correspondence will be entertained in this regard. Before submitting the tender the list of samples submitted duly acknowledged should invariably be attached with the tender documents/quotation.
41. The supply order for execution of various examinations activities and job will be issued time to time as per schedule of Examinations .
42. The scanning of application forms will have to be carried out at Examination Section premises. The firm will bring necessary equipment and manpower for carrying out the work.
43. The entire work is of a time bound in nature, and the company will have to execute various stages of work as per schedule laid down by AIIMS. Failure to do so may entail cancellation of the contract, forfeiture of security deposit/Performance security and execution of the work from another agency at company’s risk and cost.

44. Except as otherwise provided, all material i.e Application forms, Admit Cards, Attendance Lists along with other associated material etc will have to be delivered at Examination Section, AIIMS, New Delhi on F.O.R. basis.
45. The firm will have to maintain strict confidentiality of the data and information.
46. **The evaluation criteria adopted by AIIMS would apply uniformly to all tenders. A duly constituted Technical Selection Committee will Shortlist the Technical Bids on the basis of Technical parameters and samples required in the tender including possible visit, if considered necessary . Based on the Technical details, vendors will be short listed further and the names of short listed vendors will be announced to the respective vendors only whose technical bids qualify for opening of Price/Financial Bids. The Financial/Price bids of only vendors, short list from the technical bids will be opened in the presence of their representative on a specified date and time to be intimated to the respective vendors and the same will be evaluated by a duly constituted committee.**
47. Samples (Design of Application forms, Envelopes, Admit Card and Attendance list) of the items may be seen during working hours in Examination Section, AIIMS, New Delhi-29.
48. **Consolidated rates for the work as detailed in Schedule- D (S1.No. 1,2,3 &4)will be taken into account for deciding the lowest rates.**
49. Quotation received late or without adhering to the above instructions will be outrightly rejected.
50. The forwarding letter/undertaking **(Schedule-A)** duly signed should invariably be returned along with quotations furnished failing which their tender shall be rejected.
51. The successful tenderer shall furnish the performance security within 30 days of issue of contract for due performance of the contract. The performance security should be for an amount of 10% of the contract value payable in form of D.D /FDR/Bank guarantee from any Indian Nationalized Bank (list enclosed) in favour of Director, AIIMS, New Delhi, and it shall be valid for 40 months from the date of issue of Rate Contract, failure to furnish performance security in time would entail forfeiture of earnest money deposited by the firm and the cancellation of the contract and removal of name of firm from the list of contractors.
52. In case the firm does not fulfill the terms and condition of the rate contract subject to satisfactory services, the AIIMS reserves the right to cancel the contract. In such situation the Performance Security of the rate contract holder will be stand forfeited.
53. **Tenders should be submitted in two parts , Part-I containing Techno-commercial Bid in one Sealed Cover and Part-II containing Price/Financial Bid in other sealed cover. All Pre-qualification documents including EMD as required in the Tender Document should invariable be accompanied with the Techno-Commercial Bid. Tender submitted without following as prescribed above will be summarily rejected.**

54. Payment of the approved vender for supply of subject items shall be made through cheque and Electronic Clearing Machine. In case of cheque, the same will be depatched through Registered Post and postal charges shall be deducted from their bills.

IN CASE THE TENDER DOCUMENTS DOWNLOADED FROM THE WEBSITE :-

55. **The bidder may down load the Tender documents directly through the Website available at www.aiims.edu, www.aiims.ac.in and www.tenders.gov.in. In such case, the bidder are required to submit the tender form fee of Rs.500/- (Non-refundable) by means of separate Demand Draft drawn in favour of Director, AIIMS, and the same should essentially be enclosed along with the Techno-Commercial Bid. The Bidders should specifically Superscribe, "**DOWNLOADED FROM THE WEBSITE**" on the top left corner of the outer envelope containing Techno-Commercial Bid and Financial/Price Bid separately. In no case, the Tender cost fee should be mixed with EMD amount. The Tenders not following the above procedure will be summarily rejected.**

Note :

If the above-mentioned certificates/documents are not submitted along with the tender, such offers will not be considered and will be out rightly rejected.

Any tenderer/supplier giving false information shall be disqualified and removed from the rate contract. No business, henceforth, will be done with the firm/supplier.

Schedule – C

SPECIFICATIONS OF THE MATERIAL TO BE USED FOR PRINTING OF APPLICATION FORMS, ENVELOPS ADMIT CARDS AND ATTENDANCE LISTS :

1. Size	a) Application form	29.8cm x 21 cm
	b) (i) Envelope window type (for application form)	15.4cm x 23cm cm (window size 4cm x 7cm)
	(ii) Envelope window type (for admit card)	11cm x 23.5 cm (window size 5cm x 9.5 cm)
	c) Rejection letter	A-4 size paper
	d) Admit Card	10cm x 21cm
	f) Attendance sheet	29.8 cm x 21cm
2. Printing	a) Application form	Both side – 2 Colour
	b. (i) Envelope (for application form)	On first cover – single colour (black)
	(ii) Envelope (for admit card)	On first cover – single colour (black)
	c) Rejection letter	Single side- single colour (black)
	On Pre-Printed stationery d) Admit Card	Double colour pre-printed stationery- Photograph and data will be printed in single colour (black)
	On Pre-Printed stationery e) Attendance Sheet	Double colour pre-printed stationery- Photograph and data will be printed in single colour (black) – Data of 5 candidates will be printed on one sheet
3. Paper	a) Scannable Application form	White Maplitho 100 Gsm.
	b. (i) Envelope (keeping for application form)	White Maplitho 80 Gsm.
	(ii) Envelope (for admit card)	White Maplitho 80 Gsm.
	c) Rejection letter	White maplitho 75 gsm
	d) Admit Card	White Maplitho 140 Gsm.(Glossy finish)
	e) Attendance sheet	White Maplitho 80 Gsm
4. Bar Coding	a) Application form (scannable only)	
5. Numbering	a) Application form	
6. Logo	a) On Application form	One side only
	b) On Envelope	On first cover only
	c) Admit Card	Single side
7. Photograph	a) Admit Card	Photograph of candidate-
	b) Attendance sheet	One sheet contains photograph of 5 candidate
8. Signature scan	a) on Admit Card	Signature of A.C. (Exams)
	b) Attendance sheet	Signature of 5 candidates

NO OF APPLICATION FORMS TO BE PRINTED :

Sl.No.	Name of the Examination	Quantity*
a.	Printing and supply of Application form duly inserted in envelope.	2,10,000 Number per year
b.	Scanning & Processing of Application form Printing and Supply of Rejection letter.	Subject to numbers of application received. As per actual
c.	Printing and supply of Admit Cards duly inserted in window type envelope	Subject to number of applications found eligible.
d.	Printing and supply of Attendance Sheet.	Subject to number of applications found eligible.
	* Liable to change	

Note : .

1. The Colour of Application form, admit card and attendance list will be separate for each examination.
2. The colour of ink for used for printing on envelope for keeping application form will be separate for every Examination.

INFORMATION REGARDING ARTICLES TO BE SUPPLIED AND ACTIVITIES TO BE PERFORMED

SL. NO.	DESCRIPTION OF THE ARTICLES /ACTIVITIES TO BE PERFORMED	
1	Printing and supply of I.C.R. Readable Application form, with the bar code on Application form only, serial number and instruction. Preparation and printing of window type envelope. Insertion of Application Form in window type printed envelope as per specification mentioned in the Schedule - C of tender form.	Ist stage
2	Scanning and processing of all application forms(ICR) for Database creation of the details filled by the candidates, Scanning of Photographs, signatures , address and other details for the purpose of preparation of admit cards and attendance lists. All other information should also be scanned.	IInd Stage
3	Printing and supply of rejection letter to the ineligible candidates	IInd Stage
4	Printing and supply of Admit Cards on pre-printed stationery containing photograph, signature, address and center location details.	IIIrd Stage
5	Supply of admit card duly inserted in window type printed envelope duly pasted along with address lists in duplicate of the candidates	IIIrd Stage
6	Providing Pre-printed stationery for printing of Duplicate Admit Cards.	IIIrd Stage
7	Printing and supply of Attendance sheet on 80 gsm white maplitho paper as per approved design on pre-printed stationery containing name, roll number, photograph and signature of candidate City and Centre wise	IVth Stage
8	Providing Pre-printed stationery of Attendance sheet	IVth Stage
9	Handover the complete data time to time to Examination Section of the concerned examination on CD/DVD. (Image file and Database form)	IVth Stage

Sl.No.	Name of the Examination	* Approx. quantity of Appl. Form required	
1.	All India PG Medical Ent. Examinations	65,000 Nos.	
2	AIIMS-PG Jan., Session Ent. Examinations	30,000 Nos.	
3.	MBBS Entrance Examinations	75,000 Nos.	
4.	AIIMS-PG July, Session Ent. Examinations	30,000 Nos.	
5.	M.Sc. & B.Sc. Courses Ent. Examinations	7,000 Nos.	
6.	Any other Examinations	Subject to actual	

*** Subject to change.**

SCHEDULE - D

QUOTATION FOR SCANNING OF APPLICATION FORM, DESIGNING ,PRINTING AND SUPPLY OF APPLICATION FORM, ADMIT CARDS AND ATTENDANCE SHEET ALONG WITH OTHER ASSOCIATED MATERIAL FOR VARIOUS ENTRANCE EXAMINATIONS FOR THE PERIOD OF THREE YEARS.

A.	Name and address of the firm along with Telephone No. Fax No. & E-mail Address			
Sl. No.	Description of the items/activities	Rate per set/ Sl.No. wise (per unit) (With out tax)	VAT @	Net Price Sl.No. wise per unit (Inclusive of VAT)
		(Rs./Ps.)	(Rs./Ps.)	(Rs./Ps.)
1.	Printing and supply of I.C.R. Readable Scannable and Non-Scannable Application form, with the bar code, serial number and instructions .			
(a)	Application form on 100 Gsm.white paper size 29.8cm X 21cm			
(b)	Preparation and printing of Envelope (window type) made of white maplitho paper 80 gsm. Size : 15.4cmX 23cm (window size: 5cmX9.5m) duly printed in single colour			
(c)	Insertion of application form (a) above in window type envelope (b) above.			
2.(a)	Scanning and processing of all application forms(ICR) for Database creation of the details filled by the candidates, Scanning of Photographs, signatures , address and other details for the purpose of preparation of admit cards and attendance sheets.			
(b)	Creation of Master Database for editing and preparation of details of different data of the candidates			
(c)	Printing and supply of rejection letter of the ineligible candidates.			

Contd..P – 2

SCHEDULE - D

Sl.No.	Description of the items/activities	Rate per set/ Sl.No. wise (per unit)	VAT @	Net Price Sl.No. wise per unit (Inclusive of VAT)
		(With out tax)		
		(Rs.Ps.)	(Rs./Ps.)	(Rs./Ps.)
3.(a)	Printing and supply of Admit Cards on 140 gsm.(Mat Finish) Pre-printed stationery (as per sample) containing photograph, signature, address and centre location details (double colour)			
(b)	Insertion of admit card window type printed envelope of 80 gsm. White maplitho paper duly pasted alongwith two set of address lists of the candidates			
(c)	Providing Pre-printed stationery for printing of Duplicate Admit Cards.			
4.(a)	Printing and supply of Attendance sheet on 80 gsm white maplitho paper as per approved design on pre-printed stationery containing name, roll number, photograph and signature of candidate City and Centre wise.			
(b)	Providing Pre-printed stationery of Attendance List			
(c)	Handover of complete data to Examination Section on CD/DVDs			
	CONSOLIDATE TOTAL RATES PER UNIT			

Signature _____

Seal

Date :
Place :

**Check List of Certificates /Documents required to be submitted with
Techno-Commercial Bid**

The tenderer are advised to submit the following certificates under the category of “Vital Documents” invariably alongwith Techno-Commercial Bid. If these documents are not submitted/conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

1. Violation of Two Bid system (clause No.3).
2. Authorization letter from the manufacturer, if the quote is not a manufacturer (clause No.20).
3. EMD/bid amount. (Clause No.10).
4. Fall clause declaration (Clause No.22).
5. Non-Blacking listing/debarring declaration (Clause No.23).
6. Declaration reg. Proprietorship/partnership/limited firm (Clause No.24).
7. That the firm is in similar business for a period of last 2 years undertaking on Rs.10/-Non-Judicial Stamp paper (Clause No.25).
8. Statement of financial standing with turnover of not less than Rs10/- Lakh per annum from the Chartered Accountant or bankers with address (Clause No.26).
9. Samples of the items (Clause No.40).
10. Performance report(s) from other similar organization (Clause No.27).
11. Sales Tax (now called as VAT) registration certificate (Clause No.21).
12. Certificate of upto date returns and copies of such returns in accordance with (Clause No.21).
13. Schedule – “A” (Clause No.50).
14. Tender form fee Rs.500/- (if tender form downloaded from Internet).