



**GOVERNMENT OF KARNATAKA
DEPARTMENT OF SERICULTURE**

SHORT TERM TENDER NOTIFICATION

: **TENDERS ARE INVITED FROM THE VENDORS FOR FIXING
COMPREHENSIVE ANNUAL MAINTENANCE FOR
COMPUTERS AND PERIPHERALS**

Ref: DOS/MIS/CW3(AMC)/2/2022

Dated: 18-07-2022

- Last date and time for receipt of tender : 27-07-2022, 01.00pm
- Time and Date of opening of tender : 27-07-2022, 03.00pm
- Place of opening of tender : Directorate of Sericulture
5th floor, M.S.Building,
Bengaluru-1

Address for communication
DEPARTMENT OF SERICULTURE
M.S.BUILDING, 5TH FLOOR,
DR.AMBEDKAR VEEDHI
BENGALURU- 560001

PHONE: 22353853, Fax No.: 22353881

E-mail: teamsilk.mis@gmail.com
Website: <https://sericulture.karnataka.gov.in/>

**GOVERNMENT OF KARNATAKA
DEPARTMENT OF SERICULTURE**

No.: DOS/MIS/CW3(AMC)/2/2022

Office of the Commissioner
for Sericultural Development.
& Director of Sericulture
Bengaluru. Dt.18-07-2022
Tel:080-22353853
Fax:080-22353881

NOTIFICATION

Website: <https://www.karnataka.gov.in/sericulture/>
(in the portal Procurement – AMC FOR COMPUTERS – 2022-23)

Sub: Invitation of Tenders from the Vendors for fixing of Comprehensive Annual maintenance for Computers and Peripherals

1. On behalf of Commissioner for Sericulture Development and Director of Sericulture, Bangalore, **Tenders** are invited for fixing of Comprehensive Annual Maintenance rate for Computers and Peripherals as detailed in **Annexure-I and II**. The estimated cost of AMC would be Rs. **2.00** lakhs (inclusive of GST).
2. The Earnest Money Deposit is **Rs.5000/-(Rupees five thousand only)** for the Comprehensive Annual maintenance charges quoted for Computers and Peripherals.
3. The full Tender terms and conditions and all related annexures can be downloaded from the website address given above. The same may also be obtained from this office during working hours on all working days by paying **Rs.500/-(Separate DD for Rs.410, Separate DD for Rs 90 GST** should be submitted) being the cost of Tender Format. The receipt in original should be enclosed along with tender. Those who download the terms and conditions and Tender Format should enclose a Demand Draft drawn in favour of the Commissioner of Sericulture Development and Director of Sericulture payable at Bangalore for **Rs.500/-** along with tender without fail. ***Tender without Application receipt and Demand Draft will be rejected.***
4. No tender will be accepted by way of electronic media. The sealed cover containing the tender and other related documents should be dropped into the **tender box placed in this office on or before 01.00pm on 27-07-2022**
5. The Vendors having capacity of carrying out such maintenance are eligible for quoting the rates. Hence they shall indicate or enclose supporting documents for previous year experience or performance performed in any Government/Reputed concerns, which shall be the criteria for the evaluation of the rates and its acceptance.

6. SCHEDULE OF EVENTS:

- (a) Last date and time for receipt of tender : 27-07-2022, 01.00pm
- (b) Time and Date of opening of tender : 27-07-2022, 03.00pm

NB: Subsequent working day in case the date happens to be a holiday due to unforeseen events.

- (c) Venue Place of Keeping Tender Box : Room No.518,
Directorate of Sericulture
5th floor, M.S.Building,
Bengaluru - 560 001

(d) Place of opening of tender

: Room No.516, Meeting Hall
Directorate of Sericulture
5th floor, M.S.Building,
Bengaluru - 560001

7. **Download of Terms and Conditions of Tenders** documents can be downloaded from the website: <https://sericulture.karnataka.gov.in/page/Procurement/Tenders/kn>
<https://sericulture.karnataka.gov.in/page/Procurement/Tenders/en> (in the portal Procurement – AMC FOR COMPUTERS – 2022-23)

8. **Validity of Tender Period** – The validity of the rate will be for a period of 12 (Twelve) months from the date of agreement entered into between the Commissioner for Sericulture Development and Director of Sericulture herein after called **Accepting Authority** and the Annual Maintenance Service Providers of (AMC for computers & peripherals) herein after called The **CONTRACTOR**.

Note: a. Tenders must remain valid for 90 days after the last date for submission of tenders.

b. Tenders valid for a shorter period will be rejected as non-responsive.

9. GENERAL TERMS AND CONDITIONS

1. The Tenders should be submitted only if all the Terms and Conditions of this Tender notification once agreed, which includes the Description and Specifications of the Items mentioned therein **Annexure – I & II**

a. The Tender may be submitted in a sealed cover **superscribed** as “**Tenders for Annual Maintenance of COMPUTERS & PERIPHERALS**” **on or before 27-07-2022 @01.00 PM. The terms and conditions along with Rate format may be obtained from this office on working days between 10.30am to 5.00pm from 20-07-2022 to 26-07-2022. You can also download the formats from the Departmental website** <https://sericulture.karnataka.gov.in/page/Procurement/Tenders/kn>
<https://sericulture.karnataka.gov.in/page/Procurement/Tenders/en> (b. Any tender received after the due date and time as mentioned above will be rejected.

c. The information in PROFORMA–I, II and III is compulsory and mandatory, without these forms tenders will be rejected.

d. Only the terms and conditions specified in this tender shall be binding and no other terms and conditions if any specified by the tenderer shall be binding on the Employer.

10. THE TENDER SHALL CONTAIN DOCUMENTS LISTED HERE UNDER:

1. Earnest Money Deposit for **Rs.5000/-** drawn in favour of Commissioner for Sericulture Development and Director of Sericulture, Bangalore payable at Bangalore.
2. Annual Turnover Statement for **2022-23** year certified either by Commercial Tax officer or Chartered Accountant as per **Annexure - III**
4. Undertaking by the tenderer on Rs.100.00 stamp paper duly notarized stating that the tenderer was not disqualified by any Government Department / Agencies in the past, under any Act and Rules.

5. Declaration from the tenderer in the format enclosed in **Annexure-IV**.
6. The details as indicated in **Annexure-I & II** for each of the equipment, rates must be quoted against the item in INR, for the specified equipment as per **Annexure – II**
7. The rate quoted per unit should be inclusive of all maintenance charges and all taxes applicable, etc.,
8. The rate quoted in column 4 of **Proforma-I** will be the criteria for price evaluation.
9. The tenderer must, sign **Proforma-I**. The name of the person should be indicated in Block Letters (Capital) with date and the official seal of the firm or the company.

11. OTHER GENERAL CONDITIONS

1. i. The AMC will be offered for a period of one year from the date of acceptance of the agreement.
- ii. The rates should be quoted separately for each item (i.e., Computers including Monitors and Power Connectors, Laptops- including Power Connectors, DMP Printers, Laser Printers, Scanners and MM Projectors etc.,) The rates quoted in the tenders should not be over written.
- iii. Mention Comprehensive rates. The rates should cover all taxes and specifically be mentioned in the tender.
- iv. The maintenance of Computers, Laptops, DMP Printers, Laser Printers, Scanners and MM Projectors should be Attended at the offices located in M.S.Building and Reshme Bhavan, Okalipuram, Bengaluru.
- v. The tender should be sent in a sealed envelop addressed to the Commissioner for Sericultural Development and Director of Sericulture, Room No,518 (MIS Section) 5th Floor, M.S.Building, Dr. Ambedkar Veedhi, Bengaluru-560001 and the envelope should be SUPERSCRIBED as **"TENDER FOR ANNUAL MAINTENANCE OF COMPUTERS, LAPTOPS, PRINTERS, SCANNERS AND MM PROJECTOR"**. The tenders should be dropped in the **DROP BOX** kept at Room No.518 during the working days between **10.30 AM to 5.00 PM (except on Government holidays)**.

2. The tenderer shall agree to the following:

- a) Attending & Rectification of all defects & problems pertaining to **COMPUTERS & PERIPHERALS** as detailed in the **Annexure-I & II** within stipulated period of time (problems need to be attended within 4 hours of lodging the complaints by the concerned section users).
- b) Immediate Repair or Replacement of defective parts with genuine parts of equivalent or higher specifications. A stand-by arrangement is mandatory if necessary. This should be done in consultation with the accepting authority.
- c) Services to all offices or places where the Annexed items are installed in M.S.Building and Reshme Bhavan, Okalipuram, Bengaluru.
- d) Every correction, if any, in the tender document shall be attested by the tenderer, failing which the tender will be rejected.

3. The tender document must be signed only by the proprietor, if it is a proprietary concern. If it is a partnership firm, a person duly authorized on behalf the partners should sign the tender. Attested copy of the partnership deed and authorization letter for signing of the tender documents, with necessary seal and signature should be submitted.
4. *The informations in the prescribed format i.e. Proforma-I, Proforma-II and Proforma-III are compulsory. It may be noted that without these 3 Proforma tender is incomplete. Any other form will be rejected. Care must be taken to fill the form and details must be provided as in the format. The decision of Commissioner for Sericulture Development and Director of Sericulture, Bangalore either to accept or reject any or all the tenders shall be final.*
5. The maintenance service shall be carried between **10-00AM to 5.30PM** on all working days of the Department of Sericulture where the systems are placed.
6. The Officers of the Department of Sericulture will call up contractor over phone/ if necessary through letter for attending maintenance. The contractor should attend to the necessary maintenance within 4 hours from the receipt of such telephonic request.
7. The contractor should perform preventive maintenance during the Annual Maintenance Contract period once in 90 (ninety) days and a monthly checking and servicing of the computers & peripherals. Necessary certificate can be obtained from the concerned offices regarding satisfactory work done. Preventive maintenance covers rigorous and exhaustive services. The Contractor should maintain a Log book and it should be attested by the concerned officer executing the maintenance work. The Log book extract should be submitted during quarterly claims.
8. Annual Maintenance Contract include all components of Computers (i.e.,Computers including Monitors and Power Connectors), Latops-Including Power Connectors,DMP Printers, Laser Printers, Scanners and MM Projectors etc.,) as listed in **Annexure-I & II**. The contractor should install and maintain the softwares procured by the accepting authority as and when requires. However, Annual Maintenance Contract does not include Printer Cartridges(Black or Color), Printer Power Cables/USB Cables and Multi Media Projector Lamp. The replacement of defective parts with the spares should be carried out **within 48 hours** after defect/fault is noticed. In case of failure of replacement of the defective parts or rectifying the major problems, stand by arrangements should be made.
9. Stand-by systems including peripherals of equivalent configuration should be provided free of charges by the contractor within 24 hours. The contractor should obtain necessary permission from the officers concerned before taking out any defective machine/parts of machines from the place of installation.

10. Irrespective of the usage hours of the system the acceptable level of maintenance shall be 98% calculated day wise at the end of each quarter commencing from the date of agreement. Appropriate deduction based on delay in repairs on pro-rata basis shall be effected in the maintenance charges payable to the contractor in the case of delay. The Commissioner for Sericulture Development and Director of sericulture shall pay each quarterly charge as admissible to the contractor after the completion of the each quarter, after obtaining satisfactory maintenance report during the quarterly period.
11. The Commissioner for Sericulture Development and Director of sericulture is at his/her liberty to discontinue maintenance contract of the systems with a month advance notice.
12. The contractor has the liberty to reply to such notices as deemed fit as issued in accordance with Sl.No.2 above. Such matters of disputes arising should be referred to a mutually agreed arbitrator consisting of a group of officers. The decision so arrived in the arbitration shall be binding on both the parties of the contract. However, in case the contractor does not satisfy with the decision of the arbitration, may appeal within a reasonable time to the Commissioner for Sericulture Development and Director of Sericulture whose decision is final in respect of matters decided by the arbitrators.

13. Earnest money deposit:

- a. The Earnest Money Deposit of unsuccessful tenderers will be returned within the reasonable time.
- b. The Earnest Money Deposit of the successful tenderer will be discharged when the tenderer has signed the agreement and after furnishing of required security deposit or Bank Guarantee.

14. Validity of the rates quoted:

- a. There should not be any upward revision of the rates for the contractor during the period of validity of the contract.
- b. The period of validity of contracted rate may be extended up to 3(three) months after the validity period at the discretion of the Commissioner for Sericulture Development and Director of Sericulture.

15. Opening and Scrutiny of tenders:

- a. Tenders not accompanied by the following items will be rejected, i.e.,
 - i. The EMD as prescribed at clause 2 of this document.
 - ii. Certificate of tax identification no. (GSTIN) and CGST & KGST.
- b. The rates of qualified tenders will be opened by the Additional Director(Tech) in the presence of tenderer or his authorized representative on the notified date.

- c. The tenders will be rejected due to delay in submission of required documents sought for if any.

16. Award of Tender.

Notification for carrying annual maintenance will be issued by Commissioner for Sericulture Development and Director of Sericulture after scrutiny and finalization of annual maintenance rates and after technical capacity of the contractor is found to be satisfactory.

17. Security deposit and contract

1. The Contractor should execute a Contract Agreement on Karnataka Government Non-judicial Stamp Paper in duplicate of the face value of Rs.100.00 (Rupees One Hundred Only – cost to be borne by the Tenderer) as provided by Article 5 of the schedule of Karnataka Stamp Act. A copy of the contract agreement will be given to the successful Tenderer. The Specimen form of agreement will be available with the Commissioner for Sericulture Development and Director of Sericulture.
2. The contractor shall be required to pay a **security deposit of 5% of accepted bid amount** in the form of irrevocable Bank Guarantee in favour of the Commissioner for Sericultural Development and Director of Sericulture, Bengaluru 560001, payable at Bengaluru, by any of the Nationalized Banks.
3. The agreement along with the specified “**Security Deposit**” should be submitted within **seven days** from the date of receipt of the intimation of the Acceptance of Offer.
4. Agreement not accompanied by Security Deposit or any partial agreement deleting certain clauses / items, will not be accepted, and will be deemed as non-submission of agreement and violation of the Tender Condition. The Earnest Money Deposit of such tenderer will be forfeited to Government and such tender will be rejected and the company will be blacklisted. The firm/company will also be liable for all damages caused including the liabilities to pay any difference between the prices accepted by the firm/company and those ultimately paid for the maintenance of items from other contractors by the Commissioner for Sericultural Development and Director of Sericulture, Bengaluru. Such damages shall be assessed by a committee which will be appointed by the Commissioner for Sericultural Development and Director of Sericulture and whose report shall be the final on the issue. In case of any violation of natural justice, an appeal shall lie with the Commissioner for Sericultural Development and Director of Sericulture, Bengaluru whose decision will be the final in this matter.
5. The original agreement shall be with the CSD & DOS. The tenderer shall collect the signed copy of the agreement on his own. The CSD & DOS will not be responsible for the loss of the copy by the successful tenderer.

6. Violation of any of the Clauses of the Agreement shall also be deemed as violation of Terms and Conditions of this tender.

7. The Contractor is permitted to claim back the Security Deposit on completion of the contract period or after executing all the maintenances satisfactorily, whichever is later. The refund of the Security Deposit shall be subject to satisfactory performance of the contract as per the terms and conditions of the contract. The Security Deposit not claimed within three years from the date of expiry of the contract shall be forfeited to Government without notice.

18. Maintenance Procedures

The maintenance shall be affected by the successful tenderer as per the guidelines issued and to be issued time and again by the employer during the contract period.

19. PENALTIES FOR NON-COMPLIANCES, NON-PERFORMANCE or VIOLATIONS:




- i. In case of delay in services the contractor will be liable to pay penalties depending upon the number of days delayed. This penalty will be up to a maximum of 5% of the value of AMC. The quantum of penalty will be decided by the Tender Accepting Authority.
- ii. In respect of services not provided within 24 hours from the date of receipt of the order / request the contractor will be liable for penalty up to 5% of the value of AMC.
- iii. Apart from the above, the Commissioner for Sericulture Development and Director of Sericulture reserves the right to impose the following penalties on the contractor.
 - a. Forfeiture of Bank Guarantee furnished by the contractor at the time of signing agreement.
 - b. Black listing of the firm.
- iv. In the event of failure of the tenderer to execute the order within the specified period, the order shall be treated as cancelled and such tenderer shall be blacklisted.
- v. If any information provided by the tenderer is found to be factually false or misleading such tender will summarily be rejected, any time during the validity period of the tender and tenderer will be liable for penalties as applicable.

20. Legal terms and Compliances:

- a. The successful tenderer after issuance of rate contract order by the Department of Sericulture should execute an agreement covering all the terms and conditions on a judicial stamp paper (purchased in the tenderers name) of Rs.100/- or as per the existing procedure at his cost within 7 days from the date of acceptance. Successful bidder should not execute supply orders before the agreement.
- b. The decision of the rate Accepting Authority (The Commissioner for Sericulture Development & Director of Sericulture) shall be final and binding, in respect of any dispute arising out of implementation of this tender.
- c. For any legal remedies, the courts at Bangalore shall only have the jurisdiction.

21. Rights Reserved:

- a. The decision of the rate accepting authority (The Commissioner for Sericultural Development and Director of Sericulture) shall be the final in considering or rejecting of any tenders.
- b. The Department of Sericulture reserves the right to accept or reject tenders even after the opening of bid without assigning any reasons whatsoever and not bound to accept the lowest tender.


Additional Director of Sericulture (Tech)
and Tender Inviting Authority
 

ANNEXURE – I
LIST OF COMPUTERS AND PERIPHERALS FOR AMC 2022

I	Computers Desktop	Nos
	HP Touch Smart	1
	HCL (Old)	2
	HP (New)	18
	HP (Old)	2
	Zenith G31	10
	HP (All-In-One)	1
	Dell	1
	Acer	1
	PCS	3
	Lenovo	16
	I- Total Desktops	55
II	Laptops	
	HP	3
	Dell	5
	II- Total Laptops	8
III	Others	
	PLUS DATA PROJECTOR	1
	III-Total Others	1
IV	Printers and Scanners	
1	Canon Imageclass LBP 7110w	1
2	HP -Colour LZ CP-1215	1
3	HP LZ P-1505	1
4	Canon 3010 MFP	5
5	Canon LBP -3300	6
6	HP LZ P-1108	9
7	HP LZ P-1007	3
8	Canon LBP 6230 dn	19
9	HP Laser Printer P1606	1
10	HP LZ P-1020	1
11	Samsung ML 2161	1
12	Scanner Canon LIDE300	6
13	Canon MF246 DN	6
14	HP - Laserjet 202dw	1
15	Canon Image class 151dw	1
	IV-Total Printers & Scanners	62
	Total (I,II,III & IV)	126

ANNEXURE – II

LIST OF COMPUTERS AND PERIPHERALS FOR AMC 2021-22

I - Configuration of Computers			
1	HP -TS 600-1280IN Touch Smart	intel Core i5-450M, 2.4 Mhz,4GB DDR3 8500, 750 GB 7200 rpm HDDATA	1
2	HP Desktop Old	Intel Core 2 Duo E-4300, 1.8 Ghz, 2GB DDR2 SDRAM, 160GB HDD,Key board,Mouse, *x DVD ROM,	2
3	HP Desktop New	intel Core i5-3470,CPU @ 3.2ghz Mhz,8GB DDR3 8500, 500 GB 7200 rpm HDD ATA, Windows 10	4
4	HP Desktop New	Intel core-i5, 2400, 3.1Ghz, 4Gb RAM, 500Gb-HDD, DVD Writer, Windows 7.	7
5	HP Pavilion New	Intel Core I5, 4570, 3.2 Ghz, 3200MHz, 4GB RAM, 500 GB HDD, DVD Writer, Win-10	5
5	HP Desktop	Intel core-i7, 3.4Ghz, 4Gb DDR3 RAM, 500Gb-HDD, DVD Writer, 18.5" Monitor, Windows 8	2
6	Zenith G31 Desktop	Intel Core 2 Duo E-4600, 2.4 Ghz, 2GB DDR2 SDRAM, 160GB HDD	10
7	Dell Desktop	intel Core i3, 380M, 2.53 Ghz, 2GB DDR3 RAM, 320 GB HDD 5400rpm	1
8	PCS Desktop	Intel Pentium Dual Dore Produiigy-945 GV, 3.00Ghz, 2.0 DDR2 RAM, 160GB HDD, 1.44MB FDD, DVD Combo Drive, Windows 7	3
9	HP (All-In-One)	Intel Core i5-450M, 2.4 Mhz,8GB DDR3 8500, 750 GB 7200 rpm HDDATA, Windows 10 Pro	1
10	HCL Desktop Old	P4 System, 1.8Ghz. DDR1 RAM-2.0Gb, 40Gb-HDD, ATA/150-7200rpm, 1.44MB-FDD, CDR-52x, 15" SVGA-color monitor, Windows XP	2
12	Desktop ACER Veriton	Intel Core TM i5-4460, CPU @ 3.20Ghz,4.0 GB RAM, 64 bit O.S.	1
13	Lenovo Desktops	Intel Core i5, 6400, 2.71 Ghz,Windows-10 Prof, 64 bit, 4GB DDR4 RAM, 500 GB HDD, M.S.Office 2010	16
		I- Total Desktops	55
	II- Laptops		
13	Dell Laptops Vostro 3400	Intel Core i3,2.53 Ghz,, 2GB DDR3 RAM,320 GB HDD, 13.3" Screen, Wireless, Bluetooth DVD Writer, Integrated Stereo, Rechargeable Battery with Charger Adapter	5

14	HP Laptops 6720	Intel Dual Core 2.8Ghz, Intel 945 PM Express Chipset, 512 MB DDR RAM, 80 GB HDD, DVD / CD Writer, Wireless, Bluetooth, Windows XP	3
		II- Total Laptops	8
	III - Others		
16	PROJECTOR	PLUS DATA PROJECTOR	1
		III- Total Others	1
PRINTERS			
1	Canon Imageclass LBP 7110w		1
2	HP -Colour LZ CP-1215		1
3	HP LZ P-1505		1
4	Canon 3010 MFP		5
5	Canon LBP -3300		6
6	HP LZ P-1108		9
7	HP LZ P-1007		3
8	Canon LBP 6230 dn		19
9	HP Laser Printer P1606		1
10	HP LZ P-1020		1
11	Samsung ML 2161		1
12	Scanner Canon LIDE300		6
13	Canon MF246 DN		6
14	HP - Laserjet 202dw		1
15	Canon Image class 151dw		1
	IV-Total Printers & Scanners		62
	Grand Total(I,II,III & IV)		126

ANNEXURE - III

Annual Turnover Statement

The annual turnover of M/s. _____ for the year 2021-22 is given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakhs (Rs.)
1	2021-22	
	TOTAL	Rs. _____ lakhs

Date:

Seal

Signature of Commercial Tax Officer or Chartered
Accountant
(Name in Capital)

ANNEXURE -IV

**Tender for Annual Maintenance of Computers and Peripherals
- Format of Undertaking**

To Be Furnished By The tenderer For Having Accepted the Terms & Conditions of The tender Document.

To

The Commissioner for Sericultural Devt.,
and Director of Sericulture
M.S. Building, Bengaluru- 560 001.

Sir,

In accordance with the terms and conditions of tender document for annual maintenance of Computers and Peripherals for The year 2022-23, I/We of _____ company/firm have gone through all the terms & conditions and hereby agree to accept and undertake to abide the same.

Date

Place

Signature

()

Name in Capital Letters

Seal of the Firm/Company

ANNEXURE - V
TENDER OFFER LETTER

Affix the Photograph
of the person signing
the document attested
by a Gazetted
Officer/Notary

To,

The Commissioner for Sericultural Devt.,
& Director of Sericulture,
5th Floor, MS Building,
Dr.Ambedkar Veedhi
Bengaluru – 560 001
Karnataka State

Sir,

Having examined the tender documents in connection with the **Annual Maintenance of Computers and Peripherals** of your department for 2022 called by you, I / We, the undersigned offer to take up **Maintenance of Computers and Peripherals** in conformity with the terms and conditions of the tender at the rates quoted in the Annexure if the contract is awarded in my / our favour.

I / We understand that the tender offered shall be valid for one year **from** the date of opening of the tenders.

I / We undertake if our tender is accepted, I / We will enter into contract for **Annual Maintenance of Computers and Peripherals** in accordance with the delivery schedule.

I / We agree to abide by this tender for the period of one year from the date of agreement.

I / We undertake to deposit Security Deposit amount in accordance with the terms and conditions of the tender if our offer is accepted.

Date :

Signature :

Place :

Name in Capital

Phone No :

Fax No.:

Capacity * :

Name and Address & Mobile No.

Seal of the firm :

of the person signing the tender]

from:

- P. S:**
1. The rate shall be indicated in the format attached and rates not in the format will be rejected.
 2. Please indicate the designation and enclose the authority of the person signing the document.

N.B. Strike out whichever is not applicable.

PROFORMA – I

Format for tender

Sl. No.	Equipment name and Specification	Units	Rate quoted for Annual Maintenance (for each item) (in Rs.)	Total Amount Including all taxes (in Rs.)
(1)	(2)	(3)	(4)	
1				
2				
3				
4				

Signature of the Authorized Signatory

Firm :

Note: Rate shall be quoted for items of equipment as indicated in Annexure-I & IA.

PROFORMA – II

Sl. No.	Particulars	
1	Earnest money deposit details	
2	Undertaking stating to abide for all the terms and conditions of the invitation.	
3	Affidavit in Rs.100/- Stamp Paper having no dis-qualifications, defaultations whatsoever, black listing etc.,	
4	Details of receipt no. and date for having purchased / prescribed tender forms.	
5	Copies of I.T>Returns for the Assesment Year 2021-22. (enclose self attested relevant I.T.R.Forms)	
6	GST registration No: PAN NO:	
7	“No Tax Due clearance certificate as issued by the concerned authorities for the year 2021-22	

Signature of the Authorized Signatory
Firm :

PROFORMA – III

Sl. No.	Particulars	
1	Name of the Firm / Company as the case may be	
2	Name of the Authorised Person, Designation and Address	
3	Registered Under (quote relevant provisions of the Act and enclose document copy)	
4	No. of employees / Staff available for performance of contract	
5	No. of Contracts / Works executed for the year 2021-22 (Provide list)	
6	Annual Financial Turn Over for the year 2021-22 certified by the Chartered Accountant.	
7	In case comprehensive rates quoted mention how the components for the equipments are procured and supplied to the employer. If any agreements with manufacturers, dealers agents are made indicate details and provide the documents.	
8	Any other special profile are available with the tenderer which may be enclosed which will be considered as not mandatory but treated for evaluation purpose and to assess the capacity to perform contract.	

Signature of the Authorized Signatory
Firm :