

IFB NO: HLL/AFT-CMO/KL-OPD/PWC/2017-18/05, Dt. 24.07.2017

**TENDER FOR SUPPLY OF PATIENT WAITING CHAIRS TO
OUTPATIENT DEPARTMENT IN PRIMARY HEALTH
CENTRES AT TRIVANDRUM, KOLLAM
PATHANAMTHITTA & ALAPPUZHA IN KERALA**

IFB NO: HLL/AFT-CMO/KL-OPD/PWC/2017-18/05, Dt. 24.07.2017



HLL LIFECARE LIMITED

(A GOVT. OF INDIA ENTERPRISE)

AKKULAM FACTORY, SREEKARIAM P.O.

THIRUVANANTHAPURAM – 17

Phone +91 471 244 5930, Fax +91 471 244 5935

Email: hcdcmo@lifecarehll.com

Web: www.lifecarehll.com

SECTION I

IFB NO: HLL/AFT-CMO/KL-OPD/PWC/2017-18/05

Dt. 24.07.2017

TENDER NOTICE

INVITATION TO BID (ITB)

HLL Lifecare Limited hereby invites sealed bids **under Single Bid system** from eligible bidders for the supply of Patient Waiting Chairs to various Primary Health Centres at Trivandrum, Kollam, Pathanamthitta & Alappuzha in Kerala.

A.INTRODUCTION

1. Eligible Bidders

- 1.1 Authorized distributors/ Registered dealers are eligible to participate in the tender.
- 1.2 Bidders should not be associated with the purchaser for the preparation of the design, specifications, and other documents used for the procurement of the goods under this Invitation of Bids.
- 1.3 The bidder should have a **minimum 3 years' experience in furnitures.**

Sl. No.	Minimum Eligibility criteria	Narrations Other than Tender No.
1	Experience	Should have a minimum of 3 years experience in dealing furnitures.
2	Licenses/Registrations for undertaking, supply and installation contracts	1) Authorized distributors/ Registered dealers for participating in tender. 2) Item wise Technical compliance sheet to match the technical specification prescribed in this tender at SECTION IV
3	Quality Certifications	If any, shall be provided along with the bid
4	Good financial capability necessary to perform the Contract	Annual Turnover Statement preceding last 3 years (Certified by the Chartered accountant). The turnover should be Rs. 20 Lakhs in any one of the last 3 financial years.

2. (a) **LAST DATE AND TIME FOR RECEIPT OF BIDS IS 01.08.2017 AT 10.00 HRS**

(b) **TIME AND DATE OF OPENING OF BIDS IS 01.08.2017 AT 10.30 HRS**

B. THE BIDDING DOCUMENTS

3. Contents of Bidding Documents

- 3.1 The goods required, bidding procedures and contract terms are prescribed in the Bidding documents.
- 3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

4. Clarification of Bidding Documents

- 4.1 A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the Bidding Documents which it receives not later than 5 days prior to the deadline for submission of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective Bidders who have received the bidding documents.

5. Amendment of Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment.

C. PREPARATION OF BIDS

6. Language of Bid

- 6.1 The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern

7. Documents Comprising the Bid

Following documents and forms are to be comprised

- a) Tender Fee: DD for Rs. **525.00** (inclusive of tax) drawn in favour of HLL Lifecare Limited payable at Thiruvananthapuram is to be attached towards tender fee.
- b) EMD / Bid Security for **Rs. 20,000/-** in form of DD, drawn in favor of HLL Lifecare Limited, payable a Thiruvananthapuram. The EMD / Bid Security

shall be refunded to the non-responsive bidders within 60 days from the date of opening of Bid. The Tender received without EMD will be rejected.

- c) The technical specifications enclosed along with the bid document shall be confirmed by signature of the bidder/authorized signatory of the bidding firm, in all pages and authorized by official seal. The information shall be filled, wherever necessary as per the instructions given.
- d) Duly attested copies of factory license/Industrial/licenses, sales tax registration, and documents to prove the legal status, place of registration and principal place of business of the undertaking
- e) Duly attested copies of quality certificates for the products, quality system certifications as specified in technical specification. Item wise **Product catalogue/Detailed printed literature to prove the technical specification along with COMPLIANCE SHEET confirming to technical specification (SECTION IV) should be attached with offer.**
- f) Proforma for equipment and tenderer details, duly filled as per section II
- g) Performance statement in the proforma under section III
- h) Documentary evidence established in accordance with ITB Clause 1 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- j) Documentary evidence that the goods and ancillary services to be supplied by the Bidder shall conform to the Bidding Documents.
- k) Duly filled Check list as per section X
- l) Duly filled Bid Form and **price schedule in separate sealed envelop**

8. Bid Prices

- 8.1 The Bidder shall indicate in the Price Schedule, the Unit Prices and Total Prices of the equipments it proposes to supply under the Contract.
- 8.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - (i) The price of the goods, quoted ex-factory/ex-show-room/ex-warehouse, or off-the-shelf, or delivered, as applicable, including all duties and sales tax and other taxes already paid or payable:
 - (a) On components and raw material used in the manufacture or assembly of the goods quoted ex-factory; or
 - (b) On the previously imported goods of foreign origin quoted ex-showroom, ex-warehouse or off-the-shelf.
 - (ii) charges for inland transportation, insurance and other local costs

incidental to delivery of the goods to the final destination;

- 8.3 The Bidders separation of the price components in accordance with ITB Clause 8.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
- 8.4 Fixed price: Price escalation not entertained during the pendency of contract.

9. Bid Currencies

- 9.1 Prices shall be quoted in Indian Rupees.

10. Period of Validity of Bids

- 10.1 Price Bid shall be valid **for 180 days from the date of opening of Price Bid**
- 10.2 In exceptional circumstances, the Purchaser may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

11. Format and Signing of Bid

- 11.1 The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person(s) duly authorized to bind the Bidder to the Contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person(s) signing the bid.
- 11.2 **Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.**

D. SUBMISSION OF BIDS

12. Sealing and Marking of bid

- 12.1 The bidders shall seal **Technical documents** and **Price schedule** in a single envelop.
- 12.2 The envelop shall be addressed to the Purchaser at the following address:

The Joint General Manager (Materials)
HLL Lifecare Limited, Akkulam Factory, Sreekaryam P.O. ,
Thiruvananthapuram -17 Phone 0471 2445930 / 2445935
Email : hcdemo@lifecarehll.com

- (a) The envelope shall bear the tender number super scribed with ” **Supply of Patient Waiting Chairs to PHCs (Trivandrum, Kollam, Pathanamthitta & Alappuzha) at Kerala**” and also “**DO NOT OPEN BEFORE 10.30 Hrs. ON 01.08.2017**”.

- (b) The envelope shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late/disqualified”.
- (c) If the envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
- (d) Bids must be received by the Purchaser at the address specified not later than the date and time specified in the Invitation For Bid. In the event of the specified date for the submission of bids, being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.
- (e) The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

13. LATE BIDS

- 13.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and returned unopened to the bidder.

14. MODIFICATION AND WITHDRAWAL OF BIDS

- 14.1 The bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.
- 14.2 The bidder’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITB Clause 12. A withdrawal notice may also be sent by e-mail, but followed by a signed confirmation copy, post-marked not later than the deadline for submission of bids.
- 14.3 No bid may be modified subsequent to the deadline for submission of bids.
- 14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in the Bid Document.

E. BID OPENING AND EVALUATION

15. Opening of Bids by Purchaser

- 15.1 The Purchaser will open the bid, in the presence of bidder's representatives who choose to attend, at 10.30 Hrs on 01.08.2017 at the following location:

**HLL Lifecare Limited,
Akkulam Factory,**

**Sreekaryam P.O. ,
Thiruvananthapuram -17
Phone 0471 2445930 / 2445935 Email : hcdcmo@lifecarehll.com**

- 15.2 In the event of the specified date of bid opening being declared a holiday for the Purchaser, the bids shall be opened at the appointed time and location on the next working day.
- 15.3 The purchaser will scrutinize the technical aspects for compliance to the specifications and documentation requirement as per the bid document. Purchaser may depute its competent officers to the premises of the bidder qualified on the basis of technical scrutiny, for on-site evaluation of the claims made in the technical aspects, if deemed appropriate on purchaser's sole discretion.

16. CLARIFICATION OF BIDS

- 16.1 During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

17. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- 17.1 The Purchaser reserves the right to accept or reject any or all bid(s), and to annul the bidding process at any time prior to award of Contract.

18. PRELIMINARY EXAMINATION

- 18.1 The Purchaser will examine the bids to determine whether they are complete.
- 18.2 Arithmetical errors in the price bid will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid will be rejected.
- 18.3 A bid which is not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by correction of the non-conformity by the bidder.

19. EVALUATION AND COMPARISON OF BIDS

- 19.1 The purchaser's evaluation of a bid will take into account the bid price including all costs as well as duties and taxes paid or payable and price of incidental services, if any, and to the extent of technical specifications, including following aspects;
- i. cost of transportation, insurance and other costs incidental to the delivery and installation of goods at the designated delivery

destination and handing over the same to the Purchaser, in Kerala State.

20. CONTACTING THE PURCHASER

- 20.1 If the bidder wishes to bring additional information to the notice of the purchaser, during the process of tenderers, it should do so in writing.

21. INSPECTION AND TESTS

- 21.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract at no extra cost of the Purchaser. The Purchaser shall notify the Supplier in writing of such inspection/test in detail.
- 21.2 The inspections and test may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. The Supplier or its subcontractor(s) shall provide all reasonable facilities and assistance for such tests/inspections, at no charge to the Purchaser.
- 21.3 In case any Goods fail to conform to the specifications in test/inspection, the Supplier shall either replace such Goods or make all alternations necessary to meet specification requirements free of cost to the Purchaser.

F. AWARD OF CONTRACT

22. AWARD CRITERIA

- 22.1 The contract will be awarded to the successful bidder whose bid has been determined to be substantially responsive and as the lowest price offered by the bidder.

23. PURCHASER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD

- 23.1 The Purchaser reserves the right to increase or decrease the quantity of goods and services originally specified in the bid document without any change in unit price or other terms and conditions within the bid validity period.
- 23.2 The quantities mentioned herein are present requirement and in case more or less quantity is required, the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

24 PACKING, FORWARDING AND DELIVERY

- 24.1 The packing, forwarding and delivery of items in the tender shall entirely be at the scope and responsibility and cost of the tenderer.

25 DELIVERY AND DOCUMENTS

- 25.1 **Details of Quantity and Destination of the items to be delivered are given in SECTION V to this tender.** Delivery, in line with LOI/PO, shall be made along with necessary documents like warranty certificate, equipment manual, test certificate and also other documents, as applicable.

27. DELAYS IN DELIVERY OF GOODS

- 27.1 The Goods shall be delivered by the Supplier within 10 days from the date of placing the Letter of Indent/Purchase Order.
- 27.2 A delay in delivery of items/obligations shall render to the imposition of penalty on the supplier in line with this tender or LOI/PO to be released, unless an extension of time is got approved from the purchaser.
- 27.3 In case of the Supplier fails to deliver any or all of the Goods/Services within the time period(s) specified in the Letter of Indent /Purchase Order, the purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, the penalty, a sum equivalent to the percentage specified in the purchase order/tender.

28. WARRANTY

- 28.1 This warranty shall remain valid for **One year from the** date of delivery, installation and handing over the items to the Purchaser at the respective destinations.
- 28.2 Any major repair during the warranty period shall be rectified by the Supplier within 3 days of intimation. Failing which the Purchaser has the right to levy penalty on the Supplier per day or part thereof, until the equipments are repaired and commissioned to the satisfaction of the Purchaser.

29 PAYMENT TERMS

- 29.1 100% payment shall be made against delivery & installation/acceptance of items by the Hospital Authorities/ Regional Manager & State In charge of HLL.

30. INTELLECTUAL PROPERTY RIGHTS

- 30.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof.

31. INCIDENTAL SERVICES

- 31.1 The supplier may be required to provide any or all of the following services, including additional services, if any, as specified.

- (a) Supervision of the on-site assembly and/or start-up of the supplied goods.
- (b) Furnishing of tools and detailed manual of operations and maintenance.
- (c) Training of the Purchaser's Personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

32. CONTRACT AMENDMENTS

- 32.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 32.2 The bidders participating in this tender do hereby agree that, in case the State Government proposes or imposes any additional terms & conditions in connection with the fulfilment of the tender conditions, after the Notification of this Tender (Invitation to Bid), then the same shall be complied without any additional cost.

33. ASSIGNMENT

- 33.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.

34. LIQUIDATED DAMAGES

- 34.1 If the Supplier fails to deliver the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, deduct liquidated damages from the Contract Price, a sum equivalent to the percentage of price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage as specified below.
- 34.2 **Liquidated Damage** : Penalty shall be at the rate of 2.5% per week subject to a maximum of 15% of the total contract value for the delay beyond the agreed period. Once the maximum is reached, the Purchaser may consider termination of the Contract at cost of supplier.

35. TERMINATION BY DEFAULT

- 35.1 In case the Supplier fails to deliver any or all of the goods within the period specified in the LOI/PO or extension thereof or the Supplier fails to perform any other obligation(s) under the contract, the Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part;
- 35.2 In the event the such termination, in whole or in part, the Purchaser may procure the Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods/Services.

36 FORCE MAJEURE

- 36.1 For purposes of this Clause “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 36.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

37. RESOLUTION OF DISPUTES

- 37.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 37.2 If, after thirty (30) days from the commencement of such informal negotiations, the Company and the Contractor have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in this tender. These mechanisms may include, but or not limited to, conciliation mediated by a third Party, adjudication in an agreed national forum, and national arbitration
- 37.3 If, HLL and the Contractor have been unable to resolve amicably a Contract dispute, such dispute or disagreement shall be settled in accordance with the Arbitration and Conciliation Act 1996. The Arbitral Tribunal shall consist of a Sole Arbitrator, to be chosen from the Panel of Arbitrators notified by the Institute of Engineers (India), Kerala Chapter. Venue of the Arbitration shall be Thiruvananthapuram. Language of arbitration shall be English. Award of the Sole Arbitrator will be final and binding upon the Parties.
- 37.4 Subject to above mentioned Arbitration clause, the jurisdiction of any disputes, suits and proceeding arising out of this tender shall be only in the court of Thiruvananthapuram.

Joint General Manager (Materials)

SECTION II

PROFORMA FOR DETAILS OF EQUIPMENT AND TENDERER

DATE OF OPENING :

NAME OF THE BIDDER :

1. Name & Full address of the BIDDER:

.....
.....
.....

1	PAN No		
2	ECC Code :		
3	IEC if applicable :		
4	CST No / GST No.		
5	TIN No		
6	Any other details		
7	Phone No.	Office No	
		Mobile No.	
8	Email Id :		

3. Location of the manufacturing factory/show room :

4. Whether Goods are tested to any standard specification: YES / NO
If "YES", copies of specifications & original test certificates should be submitted.

**PLACE:
DATE:**

**NAME AND SIGNATURE OF THE TENDERER
(WITH OFFICE SEAL)**

SECTION III

PROFORMA FOR PERFORMANCE STATEMENT

(for a period of last 3 years)

Order Received from (Name & Address of Purchaser)	Description Of ordered item	Quantity	Whether attached performance certificate received from the purchaser along with the tender

**PLACE:
DATE:**

**NAME AND SIGNATURE OF THE TENDERER
(WITH OFFICE SEAL)**

SECTION IV

TECHNICAL SPECIFICATION

- Silver colour with seating capacity 3
- SS 201 grade (or better) steel p[erforated seat sheet and back rest
- Suitable for heavy public use
- Should be ISO certified manufacturer
- Width of seat 52cm to 55cm, height from ground 79cm.

SECTION V
Delivery Destinations

Sl. No	District	Name of PHC	Qty
1	Trivandrum	Aruvikkara	15 Nos
2		Vamanapuram	15 Nos
3		Kadakampally	15 Nos
4		Chemmaruthy	15 Nos
5	Kollam	Chathanoor	15 Nos
6	Pathanamthitta	Othara	15 Nos
7		Pandalam	15 Nos
8		Chernnerkara	15 Nos
9	Alappuzha	Kavaloor	15 Nos
10		Kandalloor	15 Nos

SECTION VI

**HLL LIFECARE LIMITED
Akkulam Factory
THIRUVANANTHAPURAM-695017**

INDEMINITY CLAUSE

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate within the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence on this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

**PLACE:
DATE:**

**NAME AND SIGNATURE OF THE TENDERER
(WITH OFFICE SEAL)**

**SECTION VII
HLL LIFECARE LIMITED
Akkulam Factory
THIRUVANANTHAPURAM-695017**

DECLARATION

I/WE, The Bidder undertake, we shall execute, within the purview of the contract, all the activities includes; transportation, loading, unloading and other technical work for the installation of the equipment/items at the designated site as per the contract/purchase order, at Kerala State.

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE TENDERER

**SIGNATURE
NAME AND ADDRESS OF TENDERER**

PRICE SCHEDULE (SECTION VIII)

IFB NO: HLL/AFT-CMO/KL-PWC/TV/2017-18/05, Dt. 24.07.2017

S. No.	Item Description	Qty	Brand/ Model	Ex-factory/show room price (Basic Unit Price)	GST		Any other charges		Freight & Insurance		Unit Price inclusive of all levies & charges (ColumnNo. f+h+j+l) in Rs	Total Price (c x m)
					%	Amt.	%	Amt.	FOR HLL sites at Kerala state			
									%	Amt.		
a	B	c	d	F	g	h	i	j	k	l	M	n
1	Patient Waiting Chairs	150										

Total amount in words: _____

Delivery schedule: strictly within 10 days from the date of release of LOI/PO

NOTE: 1) The columns may be filled as is applicable in each case.

- 2) **Product catalogue along WITH COMPLIANCE SHEET confirming to technical specification should be attached with offer.**
- 3) **List of optional accessories/ spares with rate, to be attached to price bid as separate sheet**
- 4) **The bidder has to quote for all the items indicated above, failing which, the bid will be treated as non-responsive**

Seal and Signature of the bidder

SECTION IX

CHECK LIST

Sl. No.	Documents	Page No.	Remarks
1	Tender Fee in the form of DD drawn in favor of HLL Lifecare Limited, Payable at Thiruvananthapuram		
2	EMD in the form of DD drawn in favor of HLL Lifecare Limited, Payable at Thiruvananthapuram / Bank Guarantee		
3	Duly attested copy of factory license/ Industrial license		
4	Duly attested copy of sales tax registration certificate		
5	Duly attested copy of document to prove the legal status, place of registration and principal place of business of the undertaking		
6	Duly attested copies of quality certificates for the products and quality system certifications		
7	Duly filled proforma showing details of Equipment and Quality Control employed by the manufacturer as per section II		
8	Proforma for Performance Statement (for a period of last years) as per Section III		
9	Client's Certificate as per Section III		
10	Product brochure literature, write up etc.		
11	Item-by-item compliance statement on the Purchaser's Technical Specifications with statement of deviations and exceptions, if any, to the provisions of the Technical Specifications as per SECTION IV		
12	The letter of authorization indicated by written power-of-attorney		
13	Documentary evidence of constitution of firm such as Memorandum of Articles, Partnership Deed, etc., with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director / Partner / Proprietor		
14	Annual turnover statement for last 3 years certified by the Auditor		
15	Indemnity clause as per SECTION VI		
16	Declaration as per SECTION VII		