

Tender No: TSREDCO/EC/BEE AP/63/Publicity Vehicle/2019, Dated. 22/05/2019

E- Tender Document for “Engaging an Agency for Publicity campaign for the promotion of Energy Conservation in Telangana State”



Telangana State Renewable Energy Development Corporation Ltd., (TSREDCO)

Regd. Office: Visvesvaraya Bhavan, II floor, Khairatabad,
Hyderabad - 500 004. (TS)

Tel: +91-40-2320 1502 / 03 Fax: +91-40-2320 1504

Email: ec@tsredco.telangana.gov.in,

Website: tsredco.telangana.gov.in

Covering Letter

(on company Letter head)

From

To

The Vice Chairman & Managing Director

Telangana State Renewable Energy Development Corporation Ltd (TSREDCO)

Khairatabad, Hyderabad

Sir,

I/We have read the complete tender and I/ we understood the complete tender document.

I/We here by submit tender to take up the assignment, under the annexed general conditions of contract and as per the guidelines issued, the whole of the work referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by TSREDCO, Hyderabad; at the rates quoted. The work will be executed within the time and at the places specified by TSREDCO.

*I/We am/are remitting/have separately remitted the required amount of INR.....as earnest money.

Yours faithfully,

Signature
with Stamp

Address

Date

GENERAL CONDITIONS

1. Tender Number & Title

Tender No: TSREDCO/EC/BEE AP/63/Publicity Vehicle/2019, Dated.22/05/2019

Tender Title: Engaging of Agency for Publicity campaign for the promotion of Energy Conservation Programmes in Telangana State

2. Background

The Government of Telangana has appointed TSREDCO as the State Designated Agency (SDA) to Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India to coordinate, regulate and enforce the provisions of the Energy Conservation Act-2001 and to implement the schemes under the said Act within the State of Telangana.

3. Submission of Tender/Instruction to tenderer (procedure shall be followed after submitting the tender through e-procurement) in Hard Copies.

The Bid shall be submitted in two parts, viz.

- Envelope I: "Pre-Qualification Bid";
- Envelope II: "Financial Bid"; and
- Both the Envelopes I & II to be placed and sealed inside Envelope III

The Pre-Qualification and Financial tenders should be submitted in separate envelope and should be addressed to

The Vice Chairman & Managing Director

Telangana State Renewable Energy Development Corporation (TSREDCO)
D.No. 6-2-910, Visvesvaraya Bhavan, II floor
The Institution of Engineers Building, Khairatabad, Hyderabad
Telangana State, India - 500 004.

in a sealed Envelope II with the tender number and title duly super scribed on the cover.

The Pre-Qualification bid (Envelope I) shall contain:

1. Covering letter duly signed by the authorized signatory and stamped on the letter head of the tenderer.
2. Earnest Money Deposit of **INR.1,00,000** shall be paid through Online/DD in favour of TSREDCO payable at Hyderabad. A scanned copy of the same shall be uploaded on e-tender website.
3. Cost of tender form, **INR. 2,000 + GST@18% (Non- Refundable)** shall be paid through DD in favour of TSREDCO payable at Hyderabad. A scanned copy of the same shall be uploaded on e-tender website.

4. The tender documents duly signed by authorized signatory in each page, stamped scanned and uploaded along with all the necessary enclosures through e procurement and a hard copy shall be submitted.
5. The Duly filled in applicant details as per Annexure – 2
6. The duly filled in non-Performance/Litigation Format as per Annexure -5
7. Filled in check list as per Annexure – 6

Envelope I which contains all the enclosures, as mentioned above, shall be sealed and super scribed as “Pre-Qualification Bid”

The Financial bid in Envelope II:

The tenderer shall fill the financial bid as per the bidder provided in annexure 4 shall be scanned and uploaded through e-tender portal in respective field. The price shall be quoted in figures as well as in words.

However, the bidder shall submit empty financial bid in envelope II duly super scribed as “Financial bid”. This envelope should be sealed and stamped.

Contents of Envelope III (main envelope)

The Envelope III shall be super scribed as

“Tender No: TSREDCO/EC/BEE AP/63/Publicity Vehicle/2019, Dated.22/05/2019 Pre-Qualification and Financial bid for “Engaging of Agency for Publicity campaign for the promotion of Energy Conservation in Telangana State” and shall contain sealed Envelopes I & II and the envelope III shall be sealed.

Specific Instruction to Tenderers

1. Late submissions or incomplete tender shall be rejected
2. The tender without Earnest Money Deposit and application fee shall be rejected.
3. Each tenderer should submit only one (1) tender. Any tenderer, who submits or participates in more than one bid for the work would be disqualified.
4. The tenderer shall be responsible for all the costs associated with the preparation of its bid and its participation in the bidding process. TSREDCO, Hyderabad will not be responsible or in any way be liable for such costs, regardless of the conduct or outcome of the Proposal.
5. The tenderer should carry out the complete scope of work in its entirety
6. TSREDCO is **not at all** responsible for any Accidents, Damages done by/to the vehicle or person hired for Campaign.
7. The Successful bidder is Completely responsible in successful completion of all the activities as mentioned in the Scope of Work, Annexure I

4. Tender Documents

The tender document shall be downloaded from the website "tender.telangana.gov.in/tsredco.telangana.gov.in" and has to submit as per e-procurement procedures. The rates quoted should be only in Indian currency. Tenders in any other currency are liable to rejection.

5. Tender Schedule

Details of tender schedule are as follows:

Tender Submission last date	29/05/2019 at 2:00 PM
Pre-Qualification Bid Opening on	29/05/2019 at 3:00 PM
Financial Bid opening on	30/05/2019 at 11:30 AM

6. Earnest Money Deposit

- I. Every tenderer should send along with his tender, an earnest money as specified in the guidelines. The amount shall be paid through online/DD in favour of TSREDCO payable at Hyderabad. No interest shall be paid by TSREDCO on the amount of earnest money deposit deposition.
- II. Wholly owned Telangana Government organizations, on furnishing proof of such registration and also furnishing certificates from the concerned Head of the Organization about the soundness, capability and reliability to undertake similar assignments/services/contracts will be exempted from furnishing earnest money deposits in support of tenders submitted by them.
- III. The EMD Demand Drafts of the unsuccessful bidders will be reimbursed after issuing the work order to successful bidder.

7. Eligible Tenderers

Tenders are invited from Reputed Agencies those who have undertaken the publicity/awareness programmes:

- a) The Agency should have a minimum of 3 Years' experience in Awareness Campaign or advertising & Printing through four-wheeler / Digital marketing/Advertising etc.
- b) The Agency should be registered under proprietary / partnership firm/ company with PAN, GST, etc. and (Photocopies of all relevant documents must be uploaded in the Pre-Qualification Bids envelope).
- c) Minimum average Annual Turnover of **INR.10 lakhs** during last three consecutive Financial years up to 2018-19 for which a certificate from a registered Chartered Accountant certifying Annual Turnover of press shall be submitted
- d) A self-declaration that their organization has not been black listed during last five years by any Govt. Department as per Annexure 5.

8. Opening of Tender

The Pre-Qualification Bid will be opened on the day and time noted above, at TSREDCO, in the presence of such of those tenderer or their nominees who may be present at that time. The nominees shall bring authorization letters signed by the authorized signatories. If the opening day of the tender falls to be a holiday the tender shall be opened on the next working day at the same time and venue. After evaluation, the financial bids of only qualified tenderers will be opened.

9. Forfeiture of EMD

If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if any, deposited by him will be forfeited to TSREDCO or such action taken against him as TSREDCO think fit.

10. Validity of Tender

The bidder shall specifically mention the period of validity of the Bid. The period validity shall not be less than 90 days as specified in the Last date of submission of Bids, and extendable, if required and sought by TSREDCO, Hyderabad, subjected to confirmation of Tenderer.

11. Time of completion

The Campaign shall be completed within a period of 45 days from the date of execution of agreement. The time of completion shall not be changed unless the extension of period is ordered by agreement authority in writing on the request of agency. TSREDCO reserves the right of extension of time or not after taking in to consideration of occurrence of event which lead to delay in completion of work.

12. Acceptance of Tenders

The final acceptance of the tender's rests entirely with the TSREDCO who do not bind themselves to accept the lowest or any tender. But the tenderer on their part should be prepared to carry out such portion of the assignment included in their tenders as may be allotted to them.

13. Security Deposit

- I. The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of the work order, deposit a sum equivalent to Ten percent (10%) of the value of the contract as security for the satisfactory fulfilment of the contract. The amount of security may be deposited by DD in favour of TSREDCO payable at Hyderabad. The period of security deposit shall be 60 days beyond the period of completion of all contractual obligations from the date of award of work. No interest shall be paid by TSREDCO on Security Deposit.

- II. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to TSREDCO and contract arranged elsewhere at the defaulter's risk and any loss incurred by TSREDCO will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby.
- III. In cases where a successful tender, after having made partial completion of work fails to fulfil the contracts in full, all or any part of the work have to be completed by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to carry out the work and the loss, if any, caused to the TSREDCO shall thereby together with such sums as may be fixed by the TSREDCO towards damages be recovered from the defaulting tenderer. Even in cases where no alternate assignments are arranged for the work not completed, the security deposit of the defaulter shall be forfeited.
- IV. The EMD of the successful bidder/s shall be converted to Security Deposit at the time of Agreement.

14. Returning of Security Deposit

The security deposit shall, subject to the conditions specified herein, be returned to the agency, as per the time duration mentioned in the above clause, after the satisfactory completion of the contract, but in the event of any dispute arising between the TSREDCO and the agency, the TSREDCO shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is settled the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from TSREDCO to the agency.

15. Acceptance of Communication of Assignment

The *successful* tenderer shall submit duly signed Agreement in Stamp paper as per Annexure-3 by the authorized authority after completion of bidding process or as intimated by TSREDCO.

Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The agency shall have to pay all stamp duty, lawyer's charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail penalties.

16. Authenticity of Data

In the case of assignments, technical details collected by the successful tenderer should guarantee the authenticity of the data collected

17. Mode of Payments

- Payment of the project cost shall be paid by the TSREDCO directly to the successful bidder after completion of Campaign as per work order and submission of GPS DATA for total Distance travelled and all necessary required documents along with submission of invoice to TSREDCO Head Office through concerned District Managers of TSREDCO.
- 100% payment will be made to the successful bidder by TSREDCO within 30 to 45 days on submission of all necessary and required documents.

18. Subcontract/Outsourcing

The agency shall not assign or make over the contract on the benefits or burdens thereof to any other person or sub contract without the consent in writing of the TSREDCO who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the agency or the sub-agency upon such decision.

19. Insolvency or Liquidation

In case the agency becomes insolvent or goes into liquidation, or makes or propose to make an assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the agency shall commit any act of insolvency or in case in which under any clause or clauses of this contract the agency shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the TSREDCO to the agency, be determined and the TSREDCO may complete the contract in such time and manner and by such persons as the TSREDCO shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the TSREDCO against the agency or his sureties in respect of any breach of contract therefore committed by the agency. All expenses and damages caused to TSREDCO by any breach of contract by the agency shall be paid by the agency to TSREDCO, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

20. Events of default

Any of the following events shall constitute an event of default by agency unless caused by force majeure event

1. Any delay occurring due to the negligence on the part of Agency
2. Delay in time of completion
3. Non-compliance with the scope of work with due diligence.
4. The agency fails to submit the security deposit within 10 days from the date of execution of agreement.
5. The agency has failed to complete the assignment with in time of completion or extended time of completion as given in writing by TSREDCO.
6. Agency is in breach of any of its commitments under the agreement and has failed to cure breach with in time period specified.
7. Agency has repudiated the agreement otherwise expressed its intention not to be bound by the agreement.
8. The agency has been ordered for wound up by the liquidation.

21. Termination due to Events of default

- I. Without prejudice to any other right or remedy which TSREDCO may have in respect thereof under this agreement, up on the occurrence of event of default by the agency, TSREDCO be entitled to terminate this agreement the hereinafter provided, under due intimation to the Agency.
- II. If the TSREDCO decides to terminate this agreement, it shall in the first instance issue a preliminary notice to the agency. Within 7 days of receipt of the preliminary notice, the agency shall submit to the TSREDCO in sufficient detail, the manner in which it proposes to cure the underlying event of default. In case of non-submission of the agency's proposal to rectify within the said period of 7 days, the TSREDCO shall be entitled to terminate the agreement by issuing the termination notice, and to appropriate the performance security deposit.

a) Termination Notice

If the TSREDCO desires to terminate this agreement, it shall issue termination notice setting out

- a) Insufficient detail the underlying event of default
- b) The termination date which shall be date occurring not earlier than the 7days from the date of termination notice.
- c) Any other relevant information.

b) Obligation of the Agency

Following issue of termination notice and cancellation of the agreement, the project facilities shall be transferred back to the TSREDCO free from any encumbrance.

c) Withdrawal of Termination Notice

Notwithstanding anything inconsistent contained in this agreement, if the agency who has been served with the termination notice cures the underlying event of default to the satisfaction of the TSREDCO at any time before the termination occurs, the termination notice shall be withdrawn by the TSREDCO.

22. Governing Law & Jurisdiction

In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the Courts at Hyderabad, Telangana.

23. Revision of Rates

No representation for enhancement of rates once accepted will be considered.

24. Disqualification

Any attempt on the part of the tenderer or their agents to influence TSREDCO in their favour by personal canvassing with the Officers concerned or in collusion with other agencies will disqualify the tenderer.

25. Acceptance of Penalty Clause

Tenderer should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in complying or failure to comply within the stipulated period.

26. Lump Sum Firm Price and Taxes & Duties

The prices quoted should clearly identify basic Lump-sum fixed price and details of all taxes, duties, cesses, etc., as well as actual amount which are or may become payable by the agency under existing or future laws or rules of the country or origin/ execution of the contract. The format for quoting the price shall be as per annexure 4.

27. Special conditions if any

Special conditions, if any, of the tenderer attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the TSREDCO.

28. Force Majeure

The tenderer shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the tender by an event of Force Majeure. A tenderer claiming relief on this account shall immediately on becoming aware of Force Majeure event give notice to the TSREDCO disclosing the manner in and the period during which performance of its obligation is likely to be affected.

Force Majeure means Acts of God, wars or similar action affecting Telangana Civil Comotions or general strike (Excluding by its own employees) lying beyond the reasonable control.

29. Resolving Dispute

In case of dispute between Agency and TSREDCO, The Agency has to give in writing within 7 days the causes for disputes. TSREDCO shall convene a meeting to resolve the dispute acceptable to both parties. In Such cases the decision of VC&MD – TSREDCO shall be binding on the agency.

30. Evaluation of Tender

The tender will be evaluated separately for Pre-Qualification Bid and financial bill. The Pre-Qualification Bid will be evaluated first based on the eligibility of the tenderer and scope of work as attached in Annexure-1. The financial bid of only technically qualified bidders shall be opened. The tenderer who qualifies the Pre-Qualification Bid and has quoted lowest financial bid shall be given the work.

Awareness Campaign

Education is an important tool of communication to create mass awareness on publicity in Energy Conservation. It is a tool that is effective to bring attitudinal changes through sustained efforts using various medium of communication. In order to bring attitudinal changes towards Energy Conservation, different campaign and publicity schemes are propagated to target end users. Apart from the above, School Institutions, Villages and Residential Apartments that comprise more energy consumption which needs to conserve. Youth in colleges and institutions are being sensitized to the importance and the necessity of

Energy Conservation by the followings:

- Seminar/Exhibition/Conference/Puppet Show/Street Play/Events
- Electronic Media (Film/TV Program/TV Spot/ Radio Program/Jingle)
- Print Media (Printed Literature/Newspaper/Magazine)
- Outdoor Publicity (Bus Panel/Bus Queue Shelter/Railway Panel, Metro
- Rail /Electronic Display Board/Glow Sign/Kiosk
- Internet Media (Social Media/Internet Advertising/ IHB website /E-mailers)

The Campaign is planned in undivided districts (10Nos) of Telangana State (i.e., Khammam, Adilabad, Karimnagar, Medak, Warangal, Nizamabad, Ranga Reddy, Mahaboob Nagar, Sanga Reddy Districts)

Scope of Work:

➤ Activity1: Hiring of Vehicles, The quantity as per Annexure 4 (Financial Bid)

- The Publicity vehicle might be any company which must be Tax Plate and updated Insurance in good running condition.
- The bidder has to full fill the all necessary documents as per the Norms of Transport Department of Telangana State. However, the Drivers must have a commercial Driving License.
- The Boarding and Lodging for Drivers should be taken care by the successful bidder.
- Vehicle Insurance should valid up to Dec, 2019.
- Vehicle Dimensions for OUT Door Branding should be not less than in the following

Body Type	Length of chassis	Width of Chassis	Height of Chassis	Ground Clearance
Tipper	≥3800mm	≥1500mm	≥1800mm	>150mm

- Each Vehicle must travel a Maximum distance of 2500 KM or total maximum of 25000 KMs combining of all vehicles.
- A minimum of 30 Days campaign shall be covered.

- Vehicle must be with GPS Tracker to calculate the distance travelled.
- The Successful Bidder must be maintain the daily distance travelled by the Vehicle in Digital and manual Logs with GPS Tracker.
- The daily tour will be taken from respective DM/TSREDCO available at HQ in each undivided Districts. Further the campaigning hours must be minimum of 12 hours which includes travel hours for respective District.
- However, the campaigning should start from the respective District head Quarters of TSREDCO and cover entire districts of Telangana state. The detailed schedule will be communicated to successful bidder at the time of issuing workorder
- Vehicle Body must be fabricated professionally with Good quality of Material must be Used for Fabrication.
- The vehicle must be equipped with good quality audio system with speakers
- Design and operate audio speech based on theme given by TSREDCO for which pre approval to be taken from TSREDCO.
- Design and Branding work must be confirm from TSREDCO before the Fabrication work done to the vehicle.

➤ **Activity2: Printing of Pamphlets/ Hand Brochures, The quantity as per Annexure 4 (Financial Bid)**

- Design and Printing of Pamphlets/Hand Brochures 2 papers (4 pages) of Pamphlets/Hand Brochures (back to Back)
- The paper size must be ISO A4 paper with 130 GSM and with glass lamination for front and 4th page. The GSM will be finalized by TSREDCO during the issuing of Work order.
- A minimum of 5,000 of Hand Boucher's/Pamphlets for each District (total 50,000 No's) in both Telugu and English, must be designed and print for Distribution during the Campaign.
- The concept to design the Pamphlets/Hand Brochures will confirm from TSREDCO before printing.

Pre-Qualification Bid

Details of Applicant

Name of Organization/firm (Attach copy Registration certificate)							
Experience in Awareness Campaigns/Marketing/Media/Designing	(attach details)						
Company Registration Details	Proprietary/ Partnership/ Company						
Annual Turnover for the last three financial years (Attach copy of Annual Report/ Audited Accounts/ Income Tax Returns)	<table border="1"> <thead> <tr> <th>2016-17</th> <th>2017-18</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2016-17	2017-18	2018-19			
2016-17	2017-18	2018-19					
Relevant work experience	_____ Years						
Address Telephone/s (with STD code): Fax No. email ID URL (website /blog)							
Name of the owner and contact details							
Details of Resources/manpower owned by company.							
Details of similar work carried out. if any (attach proof from client)							
PAN Number							
GST Registration number							

Agreement Format
(To be submitted in stamp paper worth Rs.200/-)

This Agreement is made and entered into at Hyderabad on this date. _____ between M/s.Telangana State Renewable Energy Development Corporation Ltd., (TSREDCO) having its Registered Office at II floor, Visvesvaraya Bhavan, Institution of Engineers, Khairatabad, Hyderabad, Telangana, India – 500 004(hereinafter called as the TSREDCO) on First part which term shall mean and include its successors, legal representatives etc (herein after called TSREDCO) represented by its Vice-Chairman & Managing Director or any other authorized Officer of TSREDCO HO – Hyderabad.

AND

M/s.....
.....
.....

(Name and address of the tenderer). (Here in after referred to as “the bounden”) of the other part.

Whereas the TSREDCO has invited tenders for “Engaging of Agency for Publicity campaign for the promotion of Energy Conservation in Telangana State through “E-Procurement”.

WHEREAS the bounden has also deposited with the TSREDCO a sum of INR one lakh as earnest money for execution of an agreement undertaking the due fulfillment of the contract in case his tender is accepted by the TSREDCO.

TSREDCO has approved M/s. _____ as successful Bidder for Engaging of Agency for Publicity campaign for the promotion of Energy Conservation in Telangana State as per the configurations/specifications and Terms & Conditions specified in the tender no. **TSREDCO/EC/BEE AP/63/Publicity Vehicle/2019, Dated. 22/05/2019** & all Corrigendum’s of respective tender; against the different work orders being placed by **TSREDCO as per the requirement.**

Whereas the tenderer has agreed to execute the works mentioned as per the guidelines mentioned in the tender. Also tenderer accepts all the terms and conditions mentioned in the tender no. **TSREDCO/EC/BEE AP/63/Publicity Vehicle/2019, Dated.22/05/2019.**

Project Duration

- The Campaign shall be for a period of 30-45 days from the date of execution of agreement.

Payment terms:

- Payment of the project cost shall be paid by the TSREDCO directly to the successful bidder after completion of Campaign as per work order and submission of GPS DATA for total Distance travelled and all necessary required documents along with submission of invoice to TSREDCO Head Office through concerned District Managers of TSREDCO.
- 100% payment will be made to the tenderer by TSREDCO within 45 days on submission of all necessary and required documents.

Signature :
(For & on behalf of TSREDCO)
Name :
Designation :
Seal of Office :

Signature :
(For & on behalf of Agency)
Name :
Designation :
Seal of Office :

WITNESS: I

Signature :
(For TSREDCO) (For Agency)
Name & Address:

Signature :

Name & Address:

WITNESS: II

Signature :
(For TSREDCO) (For Agency)
Name & Address:

Signature :

Name & Address:

Financial Bid Format

Sl. No	Description of Work	Qty in No's	Cost Per Unit	GST	TOTAL
1	Hiring of Vehicle for Campaign of Energy Conservation Programmes with Branding & Fabrication, Effective Audio System, Printing and distributing of Pamphlets/ Hand Boucher's** (50,000 Nos)	10 Nos*	Each		

*Each Vehicle must travel a distance of 2500KM

**5,000Nos Pamphlets for each District with total of 50,000Nos for 10 Districts

Declaration letter for non-performance/litigation (on Company letter head)

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not black-listed by any Central / State Government / Public Sector Undertaking in India

Witness

Tenderer

Signature:

Signature:

Check list of documents to be submitted along with the tender (both hard and soft copies)

Sl.No.	Particulars	Complied	Page no/flag
1	Scanned copy of duly filled. Signed & Stamped of complete tender document to be uploaded in e procurement website except financials i.e., Annexure 4	YES/NO	
2	Demand draft towards requisite Earnest Money Deposit	YES/NO	
3	Demand draft towards tender document fee	YES/NO	
4	Covering letter duly signed and stamped by the tenderer (scanned copy to uploaded in e procurement)	YES/NO	
5	Copy of GST registration certificate	YES/NO	
6	Copy PAN card	YES/NO	
7	Copy of latest Income Tax Clearance returns submitted along with proof of receipt	YES/NO	
8	Annual financial statements certified by CA	YES/NO	
9	Experience Certificate (past work orders)	YES/NO	
10	Company / firm registration copy	YES/NO	