



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Tender document**  
**for**  
**supply of telephone wire/accessory for IGNOU Head Quarter, Maidan Garhi, New**  
**Delhi-110068**

**(Estimated cost Rs. 7.77 Lakh)**

**Last Date for submission of Tender : 24.03.2015 at 11.00 AM**

**Date & Time for opening of Tender : 24.03.2015 at 11.30 AM**

**Registrar (Administration)**  
**(Central Purchase Unit)**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi – 110068**  
**Phone No.: 011-29533767, 29571408**

**Website : [www.ignou.ac.in](http://www.ignou.ac.in)**

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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi New Delhi – 110 068**  
**CENTRAL PURCHASE UNIT**

F. No.: IG/CPU/Tele./Wire/Accessory/2014

Dated: 27.02.2015

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Quotation for supply of telephone wire/accessory for IGNOU Head Quarter, Maidan Garhi, New Delhi-110068.**

Sir,

The IGNOU wishes to procure the telephone wire/accessory of branded products for IGNOU Head Quarter, Maidan Garhi, New Delhi-110068. Therefore, the quotations are invited from the OEM/Channel Partner/firm which is/are able supply the following complete set of items in one go by quoting their most competitive and reasonable rate. The details about the basic specification are as under (detailed specification at Annexure-VI):-

S.No.	Item	Qty.	Location where to be used
1	Wire 50 Pair Armor Jelly filled Cable	238 Meter	CAB
2	Wire 100 Pair Armor Jelly filled Cable	660 Meter	Dr. Radhakrishnan Block-16
3	Wire 200 Pair Armor Jelly filled Cable	380 Meter	PEB Building
4	MDF Box 50 Pair	1 Pc.	CAB
5	MDF Box 100 Pair	1 Pc.	PEB
6	MDF Box 200 Pair	1 Pc.	Block 16
7	Crown	70 Pcs.	Block 16
8	Crown Frame	07 Pcs.	Block 16

**Terms & Conditions**

1. **General :**

a) The Tender Document can be purchased on payment of Rs. 500/- (Rupees Five Hundred only) in the form of DD only in favour of IGNOU, New Delhi from the office of Central Purchase Unit (CPU), Room No. 8, Block 4, IGNOU, Maidan Garhi, New Delhi 110068. The tender document can also be downloaded from IGNOU's Website i.e. [www.ignou.ac.in](http://www.ignou.ac.in) but in that case the same tenderer must be submitted with the requisite

**Tender fee along with the EMD. The Tender submitted without the Tender Fee and the EMD will summarily be rejected.**

**b) The Tender Submitted without the Earnest Money Deposit (EMD) will summarily be rejected.**

**c) Before submission of bid the firm(s) may like to visit the IGNOU campus at Maidan Garhi, New Delhi-110068 for ground evaluation with regard to above items. The bidder has to bid for all items available completely. No part quoting will be accepted. In this regard an undertaking in token of personal visit and other conditions is also required to be furnished alongwith other requirement on an affidavit of Rupees 50/- essentially as per the format at Annexure-III.**

**d) The Tenderer(s) are requested to go through the instructions, terms and conditions and nature of works/items given in the tender document. Failure to furnish all required information duly indexed and page numbered will be at the tenderer's risk and may result in the rejection of the tender.**

**e) The University, may at its discretion, extend the deadline for submission of tender.**

**f) The University reserves the right to terminate the contract at any time without assigning any reason by giving one month's notice to the contractor/ firm.**

**g) Conditional tenders are liable to be summarily rejected.**

**h) The University shall be at liberty to check the material being used for repairing.**

**1. Eligibility Criteria:**

**a) The vendors should quote their rates for all items in Annexure- II (Financial bid) otherwise their tender shall be cancelled.**

**b) The Tender form must be clearly filled in ink legible or typed. The tenderer should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a difference of amount of words and in figures, amount mentioned in words shall be treated correct and final. Alterations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the Tenderer himself, or his authorized signatory.**

**c) The firm should be registered with relevant authorities viz. Income tax/ service tax authority etc. (Attested copies of Registrations to be enclosed).**

**d) Every page of the tender Document and the enclosures should be signed by the Tenderer with seal of Agency/Firm.**

**e) The tender submitted without the, EMD and other requisite relevant documents will summarily be rejected.**

**f) Tender must be unconditional. Any alteration or changes in rates in tender document shall be considered as invalid and liable to be rejected.**

**g) The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of**

the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award letter or to provide the services the EMD submitted by him shall be forfeited and the firm may also be black listed at the sole discretion of the IGNOU.

h) The University reserves the right to accept/cancel/reject the tender in the interest of the University.

i) Any act on the part of the tender to influence anybody in the University related to this Tender is liable for rejection of his tender.

### **3. Compliance with the technical specifications:**

The furniture offered shall be in accordance with the minimum Technical Specification as provided above. However, higher version/additional specification/deviation from specification if any, shall be clearly indicated alongwith the explanation. The IGNOU reserves the right to select the specification and other features as per its actual requirement. The tender must be accompanied by the relevant document/ literature confirming the product to be supplied and services provided duly signed by the Tenderer with seal of the firm. The bid submitted in a casual manner and without proper documentation shall be summarily rejected.

### **4. Earnest Money Deposit**

Earnest Money deposit (EMD) amount of Rs. 16,000/- (Rupees Sixteen Thousand Only) shall be submitted along with the quotation in the form of a Demand Draft/ Banker's Cheque/ FDR/ Bank Guarantee from any nationalized/commercial Bank drawn in favour of IGNOU payable at NEW DELHI. The EMD amount will be refunded to unsuccessful bidder(s) only after finalization of tender. However, in case of successful bidder it will be refunded only after receipt of Performance Security.

*(Format of EMD Submission is at Annexure -IV)*

### **5. Performance Security Deposit**

a) The successful tenderer shall, before executing the order, within 15 days of despatch of letter intimating acceptance of the offer in terms of Letter of Intent/P.O., deposit an amount of Rupees equivalent to 10% of the value of the contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of Bank Guarantee/Demand Draft/FDR (as per the format at **Annexure –V**) drawn in favour of IGNOU, payable at New Delhi.

b) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

c) Failure to furnish Security Deposit shall be treated as breach of contract and entail cancellation of the contract including forfeiture of EMD.

d) If the tenderer is not able to supply/ install/ support the ordered items completely within the specified period and to the complete satisfaction unless and until the stipulated period is extended by IGNOU the relevant Clause(s) of the Tender shall be invoked and the

IGNOU reserves the right to forfeit the Performance Security besides imposing the Penalty/ initiate the appropriate action as deemed fit.

#### **6. Submission of Offer:**

a. All prices and other information like discounts etc. having a bearing on the price shall be written both in figures and words in the prescribed form. Where there is a difference between amounts quoted in words and figures, the amounts quoted in words shall prevail.

b. The Excise Duty, Sales Tax/VAT etc., as applicable should be quoted separately in the absence of which it will be presumed that they are included in the rates and IGNOU shall have no liability to pay these charges.

c. The offers in the prescribed format should be addressed to the REGISTRAR (Admn.) under sealed cover. This is a two-bid system. The first sealed cover shall be superscribed "**Tender for Technical Bid with Commercial Terms and Conditions**". The second sealed cover shall be super scribed "**Financial Bid**". Both these Envelopes, after being sealed properly, shall be put into a third cover super scribing "**Tender document for supply of telephone wire/accessory for IGNOU Head Quarter, Maidan Garhi, New Delhi-110068**" which should be properly sealed and to be addressed to the Registrar (Admn), CPU, Room No. 08, Block 04, IGNOU, Maidan Garhi, New Delhi, 110068.

d. The first cover shall contain all details about manufacturing/supply capability, experience, number of qualified service engineers, service centers with technical resources available for the support services and other information. The tender fee and earnest money deposit shall be kept in this envelope. The tenders not submitted in prescribed manner shall be summarily rejected and their Financial Bids shall not be opened. The IGNOU reserves the right to accept or reject any tender without assigning any reason.

e. The "**Technical Bids with Commercial Terms and Conditions**" shall be opened in the first instance in the presence of the duly constituted Committee and the representative(s) of the firm(s)/tenderer(s) who may wish to be present. The financial bid will be opened in respect of only those firms which are found technically qualified (Annexure-I).

f. The "**Financial Bid**" must be submitted in the prescribed form (Annexure- II), which will be opened in respect of technically qualified bidders in the presence of the representative of the firm(s) who may wish to be present.

#### **7. Evaluation**

a) The tender(s) will be opened and evaluated by the duly constituted TOEC in accordance with the terms and conditions as laid down in the tender documents and based on the best available brand/ product only.

b) If the IGNOU considers necessary, it may ask for revised bids from the short listed tenderers which should be submitted within three days of intimation of this effect in sealed envelopes on specified date and time. The revised bids shall not be for amounts more than one quoted earlier for an item, unless the specification is of higher configuration than the earlier ones, by the respective tenderer. Any tenderer quoting higher rates for the same item with same quality quoted earlier in their revised financial bid shall be disqualified for further consideration and EMD submitted may be forfeited.

c) The IGNOU reserves the right to select the tenderer on the basis of best possible features services quoted. The decision of IGNOU arrived at in this regard shall be final and

representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind shall disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future and EMD submitted may be forfeited.

d) The IGNOU reserves the right to award the contract to any of the bidders in the interest of the University irrespective of not being lowest and in this respect, the decision of the University shall be final.

## **8. Delivery**

The Tenderer shall deliver the store at the earliest but not later than Two weeks from the date of issue of supply order unless the period of delivery of goods extended due to justified reason duly accepted by University in accordance with the conditions of the award letter at the time/place and in the manner specified in the Supply/Purchase Order.

## **9. Penalty**

a) Any delay in the supply/ installation and commissioning within the time fixed or in the event of repudiation of the contract, the (IGNOU) purchaser reserves the right to recover damage for Breach of Contract as indicated below:

b) To recover from the contractor liquidated damages including administrative expenses a sum equivalent to 0.5% (half) of the services the Tenderer has failed to deliver within the period fixed for services for each week or part thereof during which delivery is in arrears subject to an overall ceiling of 10% of the total contract price.

c) The University shall also have the right to impose such penalty as it deems fit on the Tenderer if the University is put to any financial loss directly or indirectly by any act of omission/ fault on the part of the Tenderer or any of the Personnel (s) deployed by it on the premises of the University.

d) Non-compliance of the supply order in accordance with the term and conditions of the tender, shall be treated as breach of contract and in that case the university reserves the rights to black list the firm also.

## **10. Effect and Validity of Offer/ Contract**

a) The offer shall be kept valid for acceptance for a minimum period of 90 (Ninety) Calendar days from the date of opening the financial bid.

b) Order shall be placed as per IGNOU's requirement by the authorized Officer.

c) IGNOU reserves the right to terminate the Contract by giving 15 days notice and without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.

d) IGNOU reserves the right to place order for additional quantity of 25% of the total contractual value during the validity period one year from the date of award of contract. The firm is bound to supply the good on the same rate and terms & conditions.

## **11. Payment Terms**

- a) 100 % payment shall be made within 30 days of submission of bills duly supported by the satisfactory performance/ installation report from the user i.e. Vigilance Cell.
- b) No part of the contract price shall become due or payable until the tenderer has provided the services to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.
- c) A pre-receipted bill shall be submitted in duplicate in favour of IGNOU.

## 12. Warranty

The equipment shall have a comprehensive standard guarantee/warranty of minimum one year or so as per the standard norms of the products after successful commissioning and acceptance.

## 13. Dispute Settlement

The decision of the authority placing the order in this regard will be final. If the tenderer does not feel satisfied with the decision, he will be at liberty to approach Vice-Chancellor, IGNOU. If the dispute cannot be settled by mutual discussion within 30 days as provided herein, the courts at Delhi/ New Delhi, India only will have the jurisdiction to adjudicate upon the matter.

The tenderer(s) is/are, therefore, requested, to quote their most competitive rate and submit the quotation in a sealed envelope superscribing "**Quotation for supply of telephone wire/accessory for IGNOU Head Quarter, Maidan Garhi, New Delhi-110068.**" alongwith the requisite documents addressing the Registrar (Admn.), Central Purchase Unit (CPU), Room No. 8, Block-4, Indira Gandhi National Open University, Maidan Garhi, New Delhi 110068 latest by 11.00 AM on **24.03.2015** which will be opened on same day i.e. **24.03.2015** at 11.30 AM.

(Chandra Ballabh)  
Deputy Registrar (CPU)



(To be filled and sent in sealed envelope no. (1))

**FORMAT OF QUOTATION FOR TECHNICAL BID**  
**(Information pertaining to deviation and compliance statement)**

**Other Details**

1. Name of the Firm : \_\_\_\_\_
2. Office Address : \_\_\_\_\_
3. Whether the firms ownership is Sole Proprietorship or partnership : \_\_\_\_\_
4. Whether the OEM is directly participating in the bid or through authorized partner. : \_\_\_\_\_
5. Registered Agreement/MOU if the firm is Joint Venture/Consortium, as the case may be (to be attached) : \_\_\_\_\_
6. Annual turnover of last three F. Y. 2009-10, 2010-2011, 2011-12 (attached balance sheet) : \_\_\_\_\_
7. Clientele (attached the list): : \_\_\_\_\_
8. PAN/TAN No. (to be attached) : \_\_\_\_\_
9. Landline/Mobile No. : \_\_\_\_\_
10. Fax No. : \_\_\_\_\_
11. Email- address : \_\_\_\_\_
12. Website : \_\_\_\_\_
13. Authorized Signatory (Name & Designation) : \_\_\_\_\_
14. Items details:

S.No.	Equipment/ product	Quantity Required	Basic minimum technical specification	Specification/ make/ model, if any	Deviation, if any
1	Wire 50 Pair Armor Jelly filled Cable	238 Meter			
2	Wire 100 Pair Armor Jelly filled Cable	660 Meter			
3	Wire 200 Pair Armor Jelly filled Cable	380 Meter			
4	MDF Box 50 Pair	1 Pc.			
5	MDF Box 100 Pair	1 Pc.			
6	MDF Box 200 Pair	1 Pc.			
7	Crown	70 Pcs.			
8	Crown Frame	07 Pcs.			

**Price Schedule (Financial Bid)**

(To be duly filled in and sent in sealed envelope no. (2) - each page must be signed with SEAL of the Tenderer )

**FORMAT OF QUOTATION FOR FINANCIAL BID**

S.No.	Equipment/ product	Quantity Required	Basic minimum technical specification	Specification/ make/ model, if any	Rs. Per Unit (in INR)	VAT/ Tax, if any	Rs. Per Unit (inclusive tax) =(6+7)	Total Amount (in INR) =(8X3)
1	2	3	4	5	6	7	8	9
1	Wire 50 Pair Armor Jelly filled Cable	238 Meter						
2	Wire 100 Pair Armor Jelly filled Cable	660 Meter						
3	Wire 200 Pair Armor Jelly filled Cable	380 Meter						
4	MDF Box 50 Pair	1 Pc.						
5	MDF Box 100 Pair	1 Pc.						
6	MDF Box 200 Pair	1 Pc.						
7	Crown	70 Pcs.						
8	Crown Frame	07 Pcs.						

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. .... (amount in figures) – within the period specified in the Invitation for Quotations/ bid document on terms and conditions agreed to therein.

**UNDERTAKING**

(Affidavit on Rs. 50/- non- Judicial stamp paper)

I/We ..... hereby declare that:

1. I/We am/are the manufacturers/ authorized agents/ distributors of .....
2. I/We do hereby offer to supply the stores at the prices and rates mentioned in the price Bid.
3. I/We agree to abide by my/our offer for a period of 01 year from the date of opening of the tender.
4. I/We do agree for the all clauses and payment terms and conditions of this tender enquiry.
5. I/We have necessary infrastructure for the maintenance of the offered items against this tender and will provide accessories/spares as and when necessary.
6. I/We also declare that in case of change, merger, dissolution, solvency etc. in their organization; our Principals would take care of the Guarantee/Warranty/Maintenance of the machinery/equipment and our Principals have provided a written undertaking for the same, separately.
7. I/We undertake to deliver the goods as per the tender.
8. I/We have carefully read and understood all the terms and conditions of the tender and technical specifications. We shall abide by them.
9. I/We also declare that no criminal case of any kind is pending against me/us.
10. I/We the manufacturer and their authorized firm/ dealer in case it is being authorized on behalf of original manufacturer, has not been blacklisted/debarred by any of the Govt. Department/University/Public Sector undertaking etc. during the last three years needs to be provided.
11. I/We the firm hereby undertakes that we will abide by the terms and conditions of the tender. and undertake to abide by them.

Name and address of the Tenderer with seal

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

**Other forms and formats for submission****TENDER FEE/ EARNEST MONEY DEPOSIT DETAILS**

Name of the firm/ agency \_\_\_\_\_

Details of Tender fee/ Earnest Money Deposit :

1. Tender fee Amount : Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ in words)

2. EMD Amount : Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ in words)

Details of each Demand Draft :

S.No.	Description	Amount	Name of the Bank	DD No.	Date
1	EMD				
2	Tender Fee				

**Date :**

### BANK GUARANTEE PERFORMA

1. In consideration for the Vice-chancellor, Indira Gandhi National Open University (hereinafter called the IGNOU) having agreed to exempt ..... (hereinafter called “ the said contractor(s)” from the demand, under the terms and conditions of an Agreement dated ..... made between..... and ..... of **EMD/Performance Security** for the due fulfillment of the said contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs..... (Rupees.....) (indicated the name of the bank) at the request of ..... contractor(s) do hereby undertake to pay to the IGNOU an amount not exceeding Rs. .... Against any loss or damage caused to or suffered would be caused to or suffered by the IGNOU by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said agreement.
  
2. We ..... do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely or a demand from the IGNOU stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the IGNOU by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement.. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding `.....
  
3. We undertake to pay the IGNOU any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating there to liability under this present being absolute and unequivocal.
  

The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

  
4. We,..... Further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the **performance of the said Agreement/ validity of the offer** and that it shall continue to be enforceable till all the dues of the IGNOU under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till ..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the ..... Guarantee thereafter.
  
5. We ..... further agree with the IGNOU that the IGNOU shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IGNOU against the said contractor(s) and the forbear or enforce any of the terms and

conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission of the part of the IGNOU or any indulgence by the IGNOU to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. Notwithstanding any thing contained herein above our liability under the guarantee is restricted to Rs. .... And shall remain in force until ..... Unless a claim or suit under this guarantee is filed with us on before..... ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and Bank shall be relieved and discharged from all liabilities therein.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ supplier(s).
8. We ..... lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the IGNOU in writing.

Dated the ..... date of .....2015

For .....  
(indicate the name of bank)

Signature  
.....

Name of the Officer .....  
(in block capitals)

Designation of .....

Code no. ....

Name of the Bank & Branch.....

[To be counter signed by the branch bank of the indenter]

Specifications

(10)

Details of Telephone Wire/Accessories and specifications thereof

S. No.	Item	Specifications	Qty.	Location where to be used
1	Wire 50 Pair Armor Jelly filled Cable	50 pair, 0.5 mm dia Armoured Jelly filled Telephone cable annealed bare copper conductor, solid polyethylene insulated and sheathed ,	238 Meter	CAB
2	Wire 100 Pair Armor Jelly filled Cable	100 pair, 0.5 mm dia Armoured Jelly filled Telephone cable annealed bare copper conductor, solid polyethylene insulated and sheathed	660 Meter	Dr. Radhakrishnan Block-16
3	Wire 200 Pair Armor Jelly filled Cable	200 pair, 0.5 mm dia Armoured Jelly filled Telephone cable annealed bare copper conductor, solid polyethylene insulated and sheathed as per technical specification	380 Meter	PEB Building
4	MDF Box 50 Pair	Cabinet, Telephone Cable Dist, Cap:200 PR as per the following specifications: (1) Mounting: Plinth Type (2) The Cabinet shall be fabricated Thick MS Sheet with in built locking system (3)The Box shall be dust and water proof with rubber gasket and shall be painted with air drying synthetic enamel grey paint (4)The box shall be fitted with 2 nos of SS back mounting frame 11 way of 100 pair each with 20 nos LSA disconnection module of 10 pair each and one designation module fixed	1 Pc.	
5	MDF Box 100 Pair	-----do-----	1 Pc.	
6	MDF Box 200 Pair	-----do-----	1 Pc.	
7	Crown	Standard Quality	70 Pcs.	
8	Crown Frame#	Standard Quality	07 Pcs.	

1

*Subhas Reddy*

**CHECK – LIST**

1. Please check that you have submitted the Tender Fee and Earnest Money as per the schedule and enclosed them in Envelope ‘A’ of the tender.
2. Please check whether you have studied the detailed conditions regarding the submission of Performance Security Deposit.
3. Please check that the tender and tender documents have been signed by appropriate authority.
4. Please check that you have super subscribed the envelope as per Terms and Conditions of tender indicating the correct address of the addressee.
5. Please check that you have enclosed the performance statement regarding similar work undertaken in the past.
6. Please check that your tender is valid for the period as asked for.
7. Please check that you have furnished statement of Deviation, if any.
8. Please check the delivery Period correctly and precisely.
9. Please check the eligibility criteria for the Tender.

\* \* \* \* \*