



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
GT ROAD, KALYANPUR, KANPUR – 208 016
UTTAR PRADESH, INDIA

TENDER REFERENCE NO.: __ IITK/GIS/2022/01__
BID SUBMISSION END DATE- __29.03.2022__
NOTICE INVITING TENDER (NIT)

For

Selection of Insurance Provider
for Group Term Insurance
for
IIT Kanpur Employees

Table of Contents

SECTION 1 – BID SCHEDULE

SECTION 2 – ELIGIBILITY CRITERIA

SECTION 3 – INSTRUCTIONS TO BIDDERS

SECTION 4 - DETAILS AND SPECIAL TERMS AND CONDITIONS

SECTION 5 – TERMS AND CONDITIONS

SECTION 6 - ANNEXURES

Annexure A-1: Declaration Regarding Clean Track by Bidder

Annexure A-2: Declaration for Acceptance of Tender Terms and Conditions

Annexure A-3: Declaration of Annual Turnover and Income Tax Return

Annexure A-4: Bidder's Information

SECTION 7 – FINANCIAL BID

SECTION 8 - CHECK LIST

SECTION 1 – BID SCHEDULE

Sealed tenders are invited by Indian Institute of Technology Kanpur for Selection of Insurance Company for providing Term Life Cover Policy for employees of IIT Kanpur. The Institute has decided to seek proposals through a two bid system (comprising technical bid + financial bid) only from Insurance Regulatory and Development Authority of India licensed Life Insurance companies operating in India.

Tender No.	
Tender Date	8th Day of March 2022.
Advt. No.	
Item Description	Group Term Insurance Policy for employees of the Institute
Pre-bid Meeting Date and Time	15th March 2022 at 1500 hrs and 22nd March 2022 at 1500 hrs.
Pre-bid Meeting Place	Conference Room PBCEC Building, Visitors Hostel
Last date & time of uploading of Bid	29th March 2022 on or before 1700 hrs.
Last date and time of submitting , other documents at IIT Kanpur (if any)	30th March 2022 on or before 1700 hrs.
Date and time of opening of Technical Bids	31st March 2022 at 1100 hrs
Date and place of opening of Tender	31 st March at 1100 hrs at PBCEC Conference Room.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One lakh Only) in the favor of ‘The Registrar, IIT Kanpur’ to the CA no. 10426002137 (IFS Code: SBIN0001161) and the transaction details be specified in the Technical Bid. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
Any Clarification	Name : P.D.ANAND Dept : ESTATE OFFICE Email : pd_anand@iitk.ac.in Contact No. : 0512-2597728
Signing Authority	Registrar, IIT Kanpur
Interested parties may view and download the tender document containing the detailed terms & conditions from the website _____ .	
(The bids must be submitted online in electronic form on _____ only. No physical bids will be accepted.)	

SECTION 2 – ELIGIBILITY CRITERIA

Life Insurance Companies who wish to apply for this RFP should comply with the following conditions:

Sr. No.	Eligibility Criteria	Documents to be submitted
1.	The bidder must have an IRDAI license as on the date of submission of RFP response for procuring Life Insurance business in India.	A copy of the certificate should be submitted
2.	The bidder should be in existence for at least 5 years and should be in the line of business of providing Life Insurance during the said period.	Copies of Certificate of Incorporation and Certificate of Commencement of business.
3.	The bidder should have a minimum Claim Settlement Ratio (as per IRDAI) of 90% during the last -3 financial years as on 31.03.2021, 31.03.2020 and 31.03.2019.	Undertaking on the company's letter head.
4.	Total Premium Collection should be more than INR 80 crores for the last three financial years.	Copies of Audited Accounts to be submitted.
5.	The bidding firm should have filed Income Tax Return for last three financial years.	Copy of ITR Acknowledgment to be submitted.

SECTION 3 – INSTRUCTIONS TO BIDDERS

A. SUBMISSION OF OFFER:

Tender should be submitted through CPP Portal Only. No tender is to be handed over to our employees personally unless specified otherwise.

- i. The Quotation **MUST BE ENCLOSED SUBMITTED THROUGH CPP Portal** on or before the due date mentioned in the tender notice.
- ii. **FINANCIAL Bid MUST BE SUBMITTED IN ENCLOSED FINANCIAL Bid FORMAT ONLY.**
- iii. All communications are to be addressed to the undersigned only. In case due date happens to be a holiday, the tender will be accepted and opened on the next working day.
- iv. Quoting of Price(s): Price quoted should be in Indian Rupees.
- v. If **FINANCIAL Bid** is not quoted as per the format provided in Tender document then, IIT Kanpur will Reject the Bid and forfeit Earnest Money Deposit.
- vi. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
- vii. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current e-mail address.

B. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Institute shall not be responsible or liable for those costs.

C. VALIDITY OF THE BID: 90 Days from the last date of submission of quotation.

D. AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, IIT Kanpur may, for any reason, whether on its own initiative or in response to the clarification request by a prospective **BIDDER** may modify the bid document.
2. All prospective **BIDDERS** who have downloaded the bidding document may visit CPP Portal for amendments / modifications which will be binding on them. No individual correspondence will be either replied to or entertained.

E. DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by IIT Kanpur before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Kanpur the bid-closing deadline will stand extended to the next working day up to the same time.

F. BID OPENING PROCESS:

1. The Technical Bid will be opened in the first instance in the presence of Technical Evaluation Committee, representatives of the bidders at IIT Kanpur.
2. Financial bids of only those bidders, whose bids are found technically qualified, by

the Technical Evaluation Committee, will only be opened.

G. LATE BIDS:

1. IIT Kanpur will not be responsible:
 - (a) For delayed / late quotations submitted / sent by post / courier etc.
 - (b) For submission / delivery of quotations at wrong places other than mentioned in the tender.
 - (c) Any bid inadvertently received by IIT Kanpur after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H. SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:

Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous of modifying their offer/terms may submit their revised / supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I. CONFIDENTIALITY:

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

J. DEVIATION, RESERVATIONS AND OMISSIONS:

1. During the evaluation of Bids, the following definitions apply:
 - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K. CORRECTION OF ARITHMETICAL ERRORS:

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser

there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

L. EVALUATION OF BID:

- 1. IIT Kanpur will evaluate technical and FINANCIAL bid on net premium amount.
- 2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
- 3. In case any BIDDER is silent on any clause mentioned in this tender document, IIT Kanpur shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be entertained.
- 4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M. Financial Bid:

FINANCIAL Bid will be obtained only from eligible bidders and the following terms and conditions will be applicable:

- 1. Quoting of Price (s): Price quoted should be in Indian Rupees.
- 2. FINANCIAL Bid must be submitted in enclosed FINANCIAL Bid Form only.
- 3. If the price is not quoted in FINANCIAL Bid Form provided in tender document then, IIT Kanpur will reject the bid.
- 4. Amounts quoted in the tender will be taken as inclusive of all Taxes, if applicable taxes are not stated by the firm separately.
- 5. If supplier wishes to give pricing details it may be attached in separate sheet.
- 6. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
- 7. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
- 8. It is mandatory to quote optional items in separate sheet otherwise the quote will be rejected.

N. CORRUPT & FRAUDULENT PRACTICES:

1. IIT Kanpur requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
 - (a) The terms set forth below are defined as follows:
 - “Corrupt practice “means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution.
 - “Fraudulent practice “means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract.
 - “Collusive practice “means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
 - “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
 - (b) IIT Kanpur will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

O. TRANSFER AND SUBLETTING:

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

P. CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, IIT Kanpur at its sole discretion, unconditionally and without assigning any reasons, reserves the right:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not conforming to the tenders terms.
2. IIT Kanpur is bound to give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
 - d) Conditional Tenders and Unsigned Tenders will also be rejected.

SECTION 4- DETAILS AND SPECIAL TERMS AND CONDITIONS

A) Details of employees of the Institute for Group Term Insurance Policy:-

1. Employees will be covered as under: *(indicative)*

Sr. No.	Group/CTC*	Sum Assured	No. of employees*
1	Group-A Faculty & Officers or Staff having CTC more than or equal to Rs.10,00,000/- per annum.	Rs. 30,00,000/-	524
2	Group-B Officers or Staff having CTC more than or equal to Rs. 8,00,000/- per annum.	Rs. 20,00,000	273
3	Group-C & D Staff having CTC more than or equal to Rs. 2,50,000/- per annum.	Rs. 10,00,000	295
Total			1092

*CTC Gross Salary on 31st March of each year will be considered for calculation purpose. For staff joining on or after 1st April, salary of joining month will be considered for calculation of premium.

*The total number of employees keeps on changing. However, the total number of employees of the Institute may not increase/decrease by 10% of the current strength under normal conditions.

*Some of the Institute employees who had joined before 2014 are covered under Group Insurance scheme.

In addition to the above, there may be a **requirement of additional Top-up**. Number of employees who may seek additional top-up ranging from INR 10,00,000 to INR 70,00,000 for their life coverage are tabulated below in various age groups:

Age Group	No. of employees in each age group <i>(indicative)</i>																							
	18-30			31-35			36-40			41-45			46-50			51-55			56-60			61-65		
Various Slab	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D
		9	9	44	79	30	72	109	38	52	110	54	35	67	48	21	78	46	31	56	46	37	29	-

2. Normal retirement age is 62 years for Registrar/ Scientific and Design Officers/ Librarian, 60 years for non-faculty and 65 for Faculty (which is normally extended till Semester/ Academic year end). Actual dates of retirement would be intimated along with the data provided and will be updated for Faculty after their approval on extension till Semester/ Academic year end.

Details of Employees retiring at various ages (*indicative*)

Retirement Age	No.'s	Group
65 or more	462	A
62	25	A
60	37	A
60	273	B
60	295	C
Total	1092	

B) SPECIAL TERMS AND CONDITIONS

1. After submission of bid, the amount of sum assured and premium shall not be changed in any circumstances during policy period.
2. All regular employees, irrespective of their job profile will be covered under the insurance policy. There should not be any exclusion of any type of regular Institute employees.
3. The policy will cover all the employees irrespective of on leave of any kind, including Medical Leave, Lien, Deputation, Sabbatical leave, Maternity Leave, Paternity Leave, etc. It means 'active at work' clause will NOT be applicable.
4. Institute shall purchase the Group Term Insurance policy from the selected Insurance Provider for a period of one year for the sum insured to cover any kind of death such as natural death, accidental death, suicidal death, death due to any illness, death due to pre-existing illness including critical illness etc. Subject to approval of the competent authority on the sole discretion of the institute based on satisfactory performance of the policy, the term can be extended up to a maximum of 5(five) years on yearly basis.
5. Death Certificate of deceased staff and his/her Nominee's Bank Details only will be provided for claim settlement. No other document will be provided to the Insurer by IIT Kanpur as KYC.
6. At the time of claim settlement, IIT Kanpur reserves the right to not to furnish any further information or documents other than as mentioned in Sr No. 5 of special terms and conditions of contract clause of this tender.
7. Payment of claim should be settled for all kinds of deaths, within 1(one) week from the date of submission of documents mentioned in this Tender document. The claim amount should be transferred directly to the Nominee with intimation to Joint / Deputy Registrar (Finance & Accounts) and Joint / Deputy Registrar (Administration), IIT Kanpur. In absence of the Nominee claim to be settled in favour of the Legal Heir.
8. Failure to settle the claim within a week or demanding documents other than death

certificate and Nominee Bank details for claim settlement will be considered as non-performance on part of the Insurer.

9. A claim, if not settled within one week of submission of all the documents, the Insurer will be liable to pay 10% of sum assured as penalty to the Nominee in case the claim is not settled within one week of submission of all the documents.
10. List of employees would be provided by Institute initially and subsequently the updated list would be shared to Insurer by 15th day of every month by Administration Section.
11. All new recruits/ additions to the workforce shall be automatically covered from the date of their joining the Institute's service. To cover premium of the newly recruit, IIT Kanpur will provide Rs. 1 lakh as deposit to the Insurer. The Insurer should provide closing balance of this deposit as and when demanded by IIT Kanpur.
12. Calculation of premium should be based on the above data and information. However, the premium will be paid only on actual number of employees enrolled. For addition/deletion during the insurance period, the additional/excess amount of premium will be paid/withdrawn on pro- rata basis.
13. These are general conditions, based on which successful bidder is required to execute an Agreement with IIT Kanpur.
14. Proposal shall not have any Premium Review clause i.e., premium must be fixed for entire policy term period.
15. Proposal shall not have any Claims Review clause: Irrespective of potential / actual claims /loss experience under the policy, there would no changes allowed to be made mid-term to any terms and conditions and premiums paid for the policy.
16. There will be no adjustments/additional premium charged for adverse claims ratio post inception of the policy.
17. Insurance company will not be allowed to modify any terms and conditions of the policy post inception of the policy.
18. Insurance company will not have the right to cancel or discontinue the insurance policy during the policy period for any reason whatsoever.
19. Technology Support - Dedicated Web Portal exclusive for IIT Kanpur to capture the enrollment and nominee information.
20. Dedicated Helpline Numbers and Support on call for any query employees to be provided by the insurer.
21. All terms and conditions of this tender will be binding on the Insurer.
22. All things being equal, preference may be given to PSU/Government owned firms.
23. IIT Kanpur handles projects and also floated some companies under Section 8 of the Companies Act. Subject to approvals and concurrence of the Project Investigators/Directors of the Companies, the employees engaged under them may also be covered.
24. Any information required by the bidders would be provided on individual requests and replied to individually.

SECTION 5 – TERMS AND CONDITIONS

A) AWARD OF CONTRACT:

1. Technically eligible Insurance provider will be empaneled for five years subject to annual review and satisfactory performance.
2. L1 bidder would be selected on the basis of the total premium for a period of one year. However, the Institute reserves the right to cancel any or all the bids, if not found according to the proposal made.
3. Institute reserves the right to offer L1 rate to L2 firm and thereon, if in any circumstances L1 firm failed to provide services to IIT Kanpur..

B) EARNEST MONEY DEPOSIT:

1. Earnest Money Deposit (EMD) of Rs.100,000/- (Rs. One lakh Only) through electronic mode in the favor of 'The Registrar, IIT Kanpur' to be transferred to CA no. 10426002137 (IFS Code: SBIN0001161). Details of transfer of EMD may be informed in Technical Bid. Failing which, submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be converted to security Deposit and will be retained with IIT Kanpur till 30 days after the expiry/termination of rate contract without interest.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
5. In case there is loss or damage to the material or unsatisfactory services provided to IIT Kanpur by the bidder then such losses will be adjusted from the Security deposit.

C) PAYMENT TERMS:

The agreed monthly premium amount of the concerned month would be paid in advance by 5th day of the said month. Grace period of 10 days to be considered for any technical issues in transferring the said premium amount including GST.

D) FORCE MAJEURE:

The selected Bidder shall not be liable for forfeiture of its Security Deposit, if any, to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

E) LEGAL MATTER: Jurisdiction of Kanpur Courts only.

In the event of any dispute over this contract, IIT Kanpur's decision shall be final and binding.

SECTION 6 – ANNEXURES

ANNEXURE A-1 – DECLARATION REGARDING CLEAN TRACK BY BIDDER

(On Company / firm's Letterhead)

To,
The Officer-in-charge
Stores & Purchase
IIT Kanpur – 208016 (U.P.)

Date:

Sir,

Re: Tender No. _____ dated _____ for “Group Term Insurance Policy for employees”

I/we carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed or no legal case pending by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration. Or

I/we declare the following:

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and how long

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the Bidder)
Name, Designation &
Official Seal
Date:

**ANNEXURE A-2: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS**

(On Company / firm's Letterhead)

To,
The Officer-in-charge
Stores & Purchase
IIT Kanpur – 208016 (U.P.)

Date:

Sir,

**Re: Tender No. _____ dated _____ for “Group
Term Insurance Policy for employees”**

I/we carefully gone through all the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)
Name, Designation &
Official Seal
Date:

**ANNEXURE A-3 : DECLARATION OF ANNUAL TURNOVER AND INCOME TAX
RETURN**

(On Company / firm's Letter head)

To,
The Officer-in-charge
Stores & Purchase
IIT Kanpur – 208016 (U.P.)

Date:

Sir,

Ref: Tender No. _____ dated _____ for “Group Term Insurance Policy for employees”

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F.Y.2017-18 (Audited)	F.Y.2018-19 (Audited)	F.Y.2019-20 (Audited)	F.Y.2020-21 (Provisional)

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last three years i.e., F.Y.2017-18, F.Y.2018-19 & F.Y.2019-20, supported by copy of ITR acknowledgment.

Yours faithfully,

(Signature of the bidder)
Name, Designation &
Official Seal
Date:
Encl: As above

ANNEXURE A-4: BIDDER'S INFORMATION

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Status of the Company (Public Ltd. / Pvt. Ltd.)	
4.	Details of the Incorporation of the Company	Date:
		Ref. Document-
5.	Valid GST No.	
6.	State of Registration	
7.	Permanent Account No. (PAN)	
8.	Name & Designation of the Contact person to whom all references shall be made regarding this tender	
9.	Telephone No. (with STD Code)	
10.	Email Address of the contact person	
11.	Fax No. (with STD Code)	
12.	Website	

SECTION 7 – FINANCIAL BID Tender

No. _____

**REGULAR PREMIUM TO BE CHARGED
(based on the present data)**

Coverage Slabs	Premium charged per month		
	Premium	GST @ 18%	Total Premium
INR 10,00,000			
INR 20,00,000			
INR 30,00,000			

ADDITIONAL TOP-UP PREMIUM TO BE CHARGED (OPTIONAL FOR EMPLOYEES)

Premium to be charged from employees in each age group

Age Group	No. of employees in each age group																							
	18-30			31-35			36-40			41-45			46-50			51-55			56-60			61-65 and above		
Various Slab	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D	A	B	C & D
		9	9	44	79	30	72	109	38	52	110	54	35	67	48	21	78	46	31	56	46	37	29	-
1L																								
10L																								
20L																								
30L																								
40L																								
50L																								
60L																								
70L																								

PAN No. :.....

GST Registration No.:

Signature and name of Authorized
Signatory/ Representative
(Affix Rubber Stamp)

Note: FINANCIAL Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

SECTION 8 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. Technical Bid should contain the following:
 - a) Details of Electronic Transfer of Rs. 100,000/- (Rs. One lakh only) towards Earnest Money Deposit.
 - b) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
 - c) Copy of this tender document duly sealed and signed by the authorized signatory on every page.
 - d) Annexure A-1 - Declaration Regarding Clean Track by Bidder
 - e) Annexure A-2 – Declaration For Acceptance Of Tender Terms And Conditions
 - f) Annexure A-3: Declaration Of Annual Turnover And Income Tax Return
 - g) Annexure A-4: Bidder's Information

2. FINANCIAL Bid:

Your quotation should be uploaded as per the due dates mentioned above.