No. EI(ES)2(4)/DKM/2020-21/EPNIT-06  
Date: 13.08.2020

To:  

INVITATION TO BID

Notice inviting Quotations for “Supply, Installation and Testing of Fibre Connectivity between Film Server Room to Earth-Station, as per scope of work; Annexure 1”

<table>
<thead>
<tr>
<th>No.</th>
<th>Description and supply of stores/works</th>
<th>Delivery Period</th>
<th>earnest Money</th>
<th>Estimated cost</th>
<th>EMD to be issued in favour of</th>
<th>Bid Validity up to</th>
<th>Warranty</th>
<th>Performance Security Deposit</th>
<th>Eligibility</th>
<th>Correspondence Address</th>
<th>Paying Authority</th>
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<tbody>
<tr>
<td>1</td>
<td>Tender No.</td>
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<td>2</td>
<td>Supply, Installation and Testing of Fibre Connectivity between Film Server Room to Earth-Station, as per scope of work; Annexure 1</td>
<td>30 Days from the date of supply/work order.</td>
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<td>3</td>
<td>Assistant Engineer (Engg.Stores) 1st Floor, Old Building Doordarshan Kendra Mumbai P.B. Road, Worli, Mumbai PIN-400 030</td>
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<td>Tender (Form) Fee</td>
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<td>7</td>
<td>Rs.1900/- (One Thousand Nine Hundred Only)</td>
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<td>8</td>
<td>Rs.95,000/- (Rupees Ninety Five Thousand Only)</td>
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<td>9</td>
<td>India’s Public Service Broadcaster, Doordarshan Kendra, Mumbai</td>
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<td>10</td>
<td>90 days from the date mentioned in S.N. 17</td>
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<td>11</td>
<td>03 Months From the Date of Acceptance of Delivery / works</td>
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<td>12</td>
<td>Required as per clause 5 (B) of tender document.</td>
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<td>13</td>
<td>At least one certificate of carrying out similar job.</td>
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<td>14</td>
<td>Deputy Director General(E), Doordarshan Kendra Mumbai Worli, Mumbai, 400 030</td>
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<td>16</td>
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Sub: Notice inviting Quotations for Supply, Installation and Testing of Fibre Connectivity between Film Server Room to Earth-Station, as per scope of work; Annexure 1

Dear Sir,

On behalf of President of India, tenders in Single-bid system are invited for the following supply / work as mentioned below:

"Supply, Installation and Testing of Fibre Connectivity between Film Server Room to Earth-Station, as per scope of work; Annexure 1"

<table>
<thead>
<tr>
<th>S.N.</th>
<th>DESCRIPTION OF WORK</th>
<th>QTY</th>
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<tbody>
<tr>
<td>1</td>
<td>Supply of 6 core multimode OM3 armoured cable (@200 mtrs.)</td>
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<tr>
<td>2</td>
<td>Supply of 6 or Higher fiber Rack mountable LIU LC-LC ( 2 Nos.)</td>
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<tr>
<td>3</td>
<td>Supply of Patch Cord LC-LC 5 meters multimode (12 Nos.)</td>
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<tr>
<td>4</td>
<td>Fiber Splicing</td>
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<tr>
<td>5</td>
<td>Cable laying, Installation and Testing.</td>
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<tr>
<td>6</td>
<td>Any other Hardware/accessories to complete the job.</td>
<td></td>
</tr>
</tbody>
</table>

1. The quotation should specifically mention make, type of the items, delivery date, terms and condition of supply/works. The prices given should be firm and as under.

   a. The prices quoted shall remain fixed during the entire period of supply/contract and shall not be subject to variation on any account.
   b. The ‘Unit’ Price should be for the Unit as indicated in the tender enquiry.
   c. Prices quoted should be for F.O.R. Station of dispatch in India and inclusive of charges as packing, customs, etc., wherever applicable.
   d. The quotation should specifically mention rates for supply & taxes separately.

2. For imported items F.O.B. rates should be obtained from the authorized Dealer/supplier and mentioned in Indian rupees.

3. In case of Quotation of F.O.R. Station of dispatch basis, the purchaser will not pay separately transit insurance and the supplier will be responsible until the stores arrive in good condition at the destination. Tender/quotation in which transit insurance has been specified as an additional item of expenditure is liable to be ignored.

4. For proprietary purchases authorization certificate from the OEM shall be attached if applicable.

5. The tender shall consists of namely:

   a. **EMD:** Earnest Money amounting to Rs. 1900/- (Rupees One Thousand Nine Hundred Only) in the form of FDR/Bankers cheque /Account Payee Demand Draft of Nationalized Bank / Commercial Bank drawn in favour of India’s Public Service Broadcaster, Doordarshan Kendra, Mumbai should accompany the tender. Tenders without EMD shall be summarily rejected. EMD will be obtained from the bidders except Micro and small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, small and Medium Enterprise (MSME) or bare registered with the Central Purchase Organization or the concerned Ministry or Department (MIB/GOI/DR/DD) or Startups as recognized by Department of Industrial Policy and Promotion(DIPP) and National Small Industries Corporation(NSIC).The Earnest money should initially be valid upto 45 days beyond period of Bid validity. The Earnest money of unsuccessful bidders will be returned on finalization of tender. The Earnest money of successful bidders will be returned on receipt of Security Deposit or it may be adjusted in the security deposit if requested by the tenderer.

   b. **SECURITY DEPOSIT:** The successful Tenderer shall furnish the Security Deposit within 2 weeks after placement of order at the rate of 10% of the Order Value. The security deposit shall be furnished in the form of FDR/ Bank Guarantee drawn in favour of India’s Public Service Broadcaster, Doordarshan Kendra, Mumbai which should be valid for a period of 60 days beyond the Guarantee/Warranty period. If 10% security Deposit is not submitted in advance, it will be deducted from the final bill submitted by the firm. The Security Deposit will be returned in full on completion of successful Guarantee/Warranty Period.

6. **TAXES:**

   a) GST No is mandatory to be quoted in quotation / Tender/Bills/Invoices without which tender is liable for rejection. The amount GST should be shown separately in their quotation/invoices.
   b) All the revised rules and regulations for GST are to be strictly followed

7. Printed terms and conditions of tendering firms will not be considered as forming parts of their tender. However firm shall mention the acceptance of all the terms & conditions in their tender separately.

8. Commissioning Spares-The tenderers shall include in his quotation all accessories required for the work The successful tenderers shall be responsible for having the required items at site in sufficient quantities before commencement of the work.

9. Standards – The components of all equipment shall be designed, manufactured, assembled and tested in accordance with the latest revisions of relevant standards published by the bureau of Indian Standards wherever applicable. Where suitable Indian Standards are not available, other International standards such as BS, ASTM, ANSI, ASME. DIN may be adopted with the prior approval of the purchaser. Necessary compliance certificate for the respective standards may be submitted for the successful tenderer. The equipment shall also conform to the latest Indian Standards.
Electricity Rules as regards safety, earthing and other essential provisions like noise level, vibration control etc specified therein for installation and operation of electrical equipment and plants. The accepted makes of material required shall be as per Scope of Work - Annexure 1.

10. The contractor/supplier shall make his own arrangement for storage of all equipments and Materials bought to site from time to time and their safe custody at all times shall be repaired/replaced free of charge by the supplier. The equipment / material shall be guaranteed against any manufacturing defects for a period of 3 months from date of installation. Guarantee should be valid for on-site repair/replacement i.e., in case of failure of the equipment, transportation charges are to be borne by the supplier. Any parts failing during the guarantee period shall be repaired/replaced free of charge by the supplier. The contractor/supplier hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 3 months from the date of installation of the said goods/stores/articles to the purchaser notwithstanding the fact that the purchaser (Inspector) may have inspected and/or approved the said foods/stores/articles if during the aforesaid period of 3 months from the date of installation of the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated and the decision of the purchaser in that behalf shall be final and binding on the Contractor/Seller and the purchaser shall be entitled to call upon the contractor/seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period, or such specified period as may be allowed by the purchaser in his discretion on an application made thereof by the contractor/seller, and of rectification thereof, otherwise the contractor/seller shall pay to the purchaser such compensation as may arise by reasons of the breach of the warranty herein contained.

11. Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the purchaser of the equipments so that the latter may undertake the balance of the lifetime requirements.

12. Warranty to the effect that they will make available the blueprints of the drawings of the spare is if any when required in connection with the main equipment.

13. Contractor is liable for any injury, accidents death etc. Similarly the equipment, instruments, tools etc, belonging to the contractor shall be insured against damage, loss, theft etc.

14. While engaging labour for carrying out obligations under the contract, the contractor shall satisfy the conditions laid down under contract labour Act."
25. RIGHT OF ACCEPTANCE: The undersigned reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Reasons for rejecting a tender to the bidder will be disclosed where enquiries are made by the bidder. Further, the undersigned reserves himself the right to increase or decrease up to 50% of the quantity of goods and services specified in the schedule of the requirement without any change in the unit price of the contract. The tenders submitted in respect of the contract shall be deemed to have been received whether or not the terms and conditions of the Quotation under which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The competent authority on behalf of Prasar Bharati reserves himself the right of accepting the whole or any part of the Tender shall be bound to perform the same at the rate quoted.

26. Canceling whether directly or indirectly, in connection with Tender/quotation is strictly prohibited and the Tender/quotation submitted by the Contractors / suppliers who resort to canceling will be liable to rejection.

27. LANGUAGE/UNITs: All information supplied by the Tenderer & all markings, notes, designation on the drawings & associated write-up shall be in English language. Any deviation from this in the time of award of contract, the Contractor(s) shall be liable for the entire site cost at the time of the agreement.

28. In case this is second enquiry, your Quotation in response to the first enquiry should be presumed to be valid up to 180 days from the last date mentioned in para 21 above unless we hear from you.

29. ELIGIBILITY CRITERIA: The vender should have the experience of satisfactory completion of at least one similar work. The tenders without this documentary proof will be rejected.

30. FAILURE AND TERMINATION CLAUSE: Time and date of delivery shall be essence of the contract. If the Contractor/Supplier fails to deliver the stores/executing SITE/SETC, or any installment thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before or after expiry of such periods, the purchaser may without prejudice to any other right or remedy, available to him to recover demurrages for breach of the contract:
   a. Recover from the Supplier/Contractor as agreed, liquidated demurrages including Administrative expenses and not by way of penalty, a sum equivalent to 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof (this is an agreed, genuine pre-estimate of demurrage duly agreed by the parties) which the supplier/contractor has failed to deliver thereof is accepted after expiry of the aforesaid period, provided that the total demurrages so claimed shall not exceed 10% of the contract price of the stores/SITE/SETC. After full period of extension, termination of the contract will be considered by the Organization.
   b. Purchase or authorize the purchase elsewhere on the account and at the risk of the contractor/supplier, of the stores not so delivered/SITE/SETC not carried out or other of a similar description (where stores exactly complying with the particulars are not in the opinion of the purchaser, which shall be final, readily procurable) by serving prior notice to the contractor/supplier without cancelling the contract in respect of the installment not yet due for delivery or
   c. Cancel the contract or a portion thereof by serving prior notice to the Contractor/Supplier and if so desired purchase or authorize the purchase of the stores not so delivered/SITE/SETC not carried out, or others of a similar description (where stores not delivered/SITE/SETC not carried out, exactly complying with particulars are not in the opinion of the purchaser, which shall be final readily procurable) at the risk and cost of the Contractor/Supplier. If the Contractor/Supplier had defaulted in the performance of the original contract, the purchaser shall have the right to ignore his default and make a new contract (or order) which will be subject to the provisions of this clause, it shall be in the discretion of the purchaser to exercise his discretion to collect or not, the Security deposit from the firm on whom the contract is placed, at the risk and expense of the defaulted firm.
   d. Where action is taken under sub-clause (b) or sub-clause (c) above, the contractor shall be liable for any loss which the purchaser may sustain on that account, provided the purchase or if there is an agreement, to purchase, such agreement is made in case of failure to deliver the Stores/Services, within 6 months from the date of such failure and in case of repudiation of contract the Contractor/Supplier shall not be entitled to any gain on such the entire discretion of the purchaser to serve a notice of such purchase on the Contractor/Supplier.
   e. It may further be noted that clause (a) above provides for recovery of liquidated demurrages on the cost of contract price of delayed supplies (whole unit) at the rate of 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof. Liquidated demurrages for delay in supplies thus accrued will be recovered by the paying authority on instruction as specified in the supply order, from the bill submitted by the contractor/Supplier in accordance with terms of supply order on instruction from Purchaser regarding liquidated demurrages amount.
   f. Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered / SITE / SETC will be deemed to have been carried out only when all its components, parts are also delivered. If certain components of stores are not delivered in time/SITE/SETC not carried out in time, the stores/SITE/SETC will be considered as delayed until such time all the missing parts are also delivered.

31. ARBITRATION OF CONTRACTUAL DISPUTES: If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract or in respect of meaning of specifications, design, drawings, estimates, schedules/amendures, orders, instructions the construction, interpretation of this agreement, application of provisions thereof or anything hereunder (containing or arising hereunder or as to the rights, liabilities or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same, whether during the progress or work of stipulated/extended period or before or after the completion or abandonment thereof, it shall be referred to the sole arbitrator of the party appointed by the D D G (E), Doordarshan Kendra, M u m b a i. There will be no objection to any such appointment that the arbitrator so appointed is an employee of this Organization or that he had to deal with the matters to which contract relates and that in the course of his duties as an Organization’s employee he had expressed views of all or any of the matters in dispute or difference. If an arbitrator to whom the matter is referred dies or refuse to act or resigns for any reason from the position of arbitrator, it shall be lawful for the DDG(E), Doordarshan, M u m b a i to appoint another person to act as arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor if both the parties consent to DDG(E), Doordarshan Kendra, M u m b a i to this effect failing which the arbitrator will be entitled to proceed de-novo.

It is a further term of this contract that no person other than the person appointed by the D D G (E), Doordarshan Kendra, M u m b a i as aforesaid shall act as arbitrator and that, if for any reason that is not possible, the matter is not to be referred to the arbitration at all. The arbitrator(s) may from time to time, with the written consent of all the parties to the contract enlarge the time for making and Publishing the award. It is a term of the contract that the party invoking arbitration shall specify the disputes to be referred to arbitration under the clause.

It is also term of the contract that the contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not. The arbitrator shall give reasoned award in respect for each dispute or difference referred to him. The award as aforesaid shall be final and binding on all the parties to the contract in accordance with the law.

The Venue of the arbitration shall be at Mumbai (India).Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

32. All the pages of the tender document should be duly signed, stamped and serially numbered on submission, failing which the tender may not be considered as qualified tender.

33. Fall Clause

The price for the stores under the contract/Supply order by the contractor/ Supplier shall in no event exceed the lowest price at which supplier/contractor or his agent/principal/dealer as the case may be, sells the stores or offers to sell stores of identical description to any persons/organizations including the purchaser or any department or the Central Govt. or any Deptt. of State Govt. as the case may be during the currency of the contract supply order.

If at any time, during the said period the contractor the supplier or his agent/principal/dealer as the case may be reduces the sales price, sells or offers to sell such stores to any persons/organizations including the purchaser or any Deptt. of Central Govt. or any Deptt. of a State Govt. or any statutory undertaking of the Central or State Govt. as the case may be at a price lower than the price chargeable under the contract/supply order, he shall forthwith notify such reduction as sale or offer of sale to the Purchase Authority who has issued this supply order and price payable under the supply
order/contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced. The above situation will however, not apply to: Exports by the contractor/supplier or Sale of goods as original equipment at prices lower than the prices charged for normal replacement.

The contractor/supplier shall furnish the following certificate to the concerned Paying Authority along with each bill for payment for supplies made against this supply order/contract:

“I/we certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the (PRASAR BHARATI (BCI), DG : DOORDARSHAN, DOORDARSHAN BHAVAN, NEW DELHI) under the contract/supply order here in and such stores have not been offered/sold by me/us to any person/organization including the purchaser or any Deptt. of Central Govt. or any Deptt. of a State Govt. or any Statutory Undertaking of the Central or State Govt. as the case may be and that the order of delivery/during the currency of the supply order/contract whichever is later at a price lower than the price charged to the contractor under the contract/supply order except for quantity of stores categories under sub/clauses (a) and (b) of sub para, (ii) above details or which as follows:

34. PURCHASE PREFERENCE FOR PRODUCT OF PUBLIC ENTERPRISES:

This organization reserves its right to allow the public enterprises, purchase preference facilities as admissible under the existing policy of the Government Of India and not accept the lowest rate quoted by the Tenderer (Order No.P-45021/2/2017-B-E-Il Dt:15 June 2017,Unyog Bhavan,New Delhi.)

35. The L1 will be decided on the basis of consolidated total price . Bidders are requested to go through “Annexure-2” for “General Instructions to Bidders” and a “List of Mandatory Documents” for the e-procurement system. The bidder must visit the site to access the amount of work involved before submitting the bid.

36. There shall be a pre-bid meeting on 17.08.2020 at 1100 hrs at Doordarshan Kendra Mumbai, Worli.

The contractor shall arrange to dispatch the goods duly insured direct to the consignee under prior intimation for delivery at site by whichever mode of transport he may choose, to ensure safe delivery of goods at site. Unloading shall be done at site at the contractor’s expense. The consignee will provide only storage space. The contractor will provide his own security like locking etc., and store the materials at his own risk.

7. INSPECTION & TEST: The material & work will be inspected at site. All necessary tools equipments will be arranged by manufacturer/tenderer. If required any other tests are necessary and required to be carried out, the arrangements are to be made by manufacturer/tenderer. In case of disputes third party inspection will be carried out as per BS standard for which charges will be borne by the firm/tenderer. If any damages are found, material will be rejected. Will site if any damages are found material will be rejected.

8. INSURANCE: The contractor shall arrange for the insurance covering the risk during transit, storage and installation till commissioning. All the insurance premiums and other charges shall be borne by the contractor.

9. ADDITIONAL QUANTITIES: The purchaser reserves the right to place order for additional quantity up to 50% of the ordered quantity at the same rates and terms and conditions prevailing during the validity of the contract.

10. PENALTY FOR DELAY: If the contractor is unable to complete the work/Fabrication/supply/installation/testing within the stipulated time limit the purchaser may at his option allow such additional time as may be considered justified with/without penalty and without altering terms and conditions of the order. In the event of failure of the contractor to complete the supply, installation testing and commissioning within the stipulated time or the extended time, the purchaser has the right to impose penalty of 0.5% per week or part thereof of the contract price. The Contractor’s liability for delay, however, shall not exceed 10% of the total contract price.

11. CONDITIONS OF CONTRACT: a. DDS & D-68 (Revised) and DDS & D-71 as amended up to date in case of purchase is under rate contract. However, such of these conditions stipulated on this tender shall supersede corresponding conditions in DDS & D-71. b. The contractor shall submit the duplicate copy of supply order duly signed and stamped along with acceptance letter and Security Deposit within 7 weeks. No supplies will be made and no work shall start unless the acceptance is signed by the contractor.

12. ENFORCEMENT OF LABOUR LAWS: While engaging labour for carrying out obligations under the contract the contractor shall satisfy the conditions laid down under contract labour (Regulation and Audit) Act 1970 and (Central) Rules 1971 as amended from time to time and observe all formalities required as per the said Act/ Rules. The supplier shall also observe the provision under minimum wages act 1948(Central) Rules 1950 amended from time to time while engaging labour.

13. FORCE MAJEURE: a. If any time during the continuance of the contract the performance in whole or in part by the contractor shall be prevented or delayed by reason of any war, hostilities acts of the public enemy. Civil commotion, sabotage, fires, floods, explosions, epidemics, Quarantine restrictions, strikes, lock-outs or acts of God (therein after restrictions refer to as events and provided notice of happenings of any such eventuality is given by the contractor within 21 days from the date of occurrence thereof, the purchaser shall be by reason of such event, neither be entitled to cancel this order not shall have any claim for damages against the contractor in respect of such non-performance or delay in performance and delivery shall be resumed as soon as practicable after such events have come to an end or ceased to exist. b. Provided further that if the performance in whole or part or any obligation under this order is prevented or delayed by reasons of any such event for a period exceeding 180 days, the purchaser and the contractor shall meet to find a neutral agreement to any effect resulting the reform or the purchaser may at his option cancel order provided also if the order is cancelled under this clause, the purchaser shall be at liberty to take over from the contractor at order prices all unused, un-damaged and acceptable material bought out components and stores in course of manufacture in the possession of the supplier at the time of such cancellation or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the supplier may with the concurrence of the purchaser elect to retain.

14. CANCELLATION: The purchaser reserves the right to cancel the order in the event of non-performance/delay in execution of work or unsatisfactory performance by the contractor and payment recovery made already may be, if any, along with losses/ damages incurred.
**SCOPE OF WORK**

Supply, Installation and Testing of Fibre Connectivity between Film Server Room to Earth-Station, as per scope of work: Annexure 1

For proposed DD Cinema channel, it is decided to install two network switches, one at Film Server Room, 3rd floor, ASF, Building and another at Earth Station, 2nd floor, Old Building. Two 10G SFP+ uplink ports of these switches will be utilized for the purpose with Fiber cable.

The work involves following materials to complete the job.

1) 6 core multimode OM3 armoured cable ---------------200 meters
2) 6 or Higher fiber Rack mountable LIU LC-LC ---------2 Nos. (One each for Film Server Room and Earth Station)
3) Patch Cord LC-LC 5 meters multimode------------------12 Nos.
4) Fiber Splicing---------------------------------------12 Nos.
5) Cable laying, Installation and Testing.
6) Any other Hardware, accessories to complete the job.

*******************************************************************************

A) GENERAL INSTRUCTIONS TO BIDDERS

1. The Bid should be submitted duly signed.
2. All Corrigendum / Amendment/ Corrections, if any, will be published on the website.
3. All documents/papers submitted by the bidder must be legible.
4. Page No. shall be given on each and every paper/documents serially.
5. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as “0” (Zero).
6. The Earnest Money shall be in the form of Bank Draft/Bank Guarantee/Bankers Cheque from an Indian Scheduled Commercial Bank in case of Indian supplier or Bank guarantee/Demand Draft in equivalent freely convertible foreign currency in case of Foreign supplier, in favour of India's Public Service Broadcaster, Doordarshan Kendra, Mumbai
7. ‘Tender Fee/Fee receipt and EMD deposit’ shall be placed in a single sealed envelope superscripted with tender reference no. and date of opening so as to reach Assistant Engineer, Engineering Stores, Doordarshan, Mumbai before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected.
8. The successful tenderer will be required to furnish Security Deposit within 2 weeks of placement of contract at the rate of 10% (Ten percent) for indigenous supplier.
9. Tenderers may ask any clarification, if required, before the date stipulated in the details of tender items for the purpose. After that no request will be entertained.
10. Small Scale Units Registered with NSIC under Single Point Registration Scheme for the items required in NIT shall be exempted from payment in respect of cost of Tender/Earnest Money as per the Government instructions on the subject on submission of documentary evidence of valid Registration.
11. The purchaser reserves the option to give Purchase preference to the offer from Public Sector Units and/or from Small Scale Cottage Industries Units over those from other firms in accordance with policies of the Government of India from time to time.
12. Tenderers shall separately indicate the rate and amount of GST /Taxes etc., as applicable on the date of tendering in their offer failing which the offer will be summarily rejected.

B) LIST OF MANDATORY DOCUMENTS

1. EMD should be sent along with Quotation.
2. DD Tender Document complete along with all Annexure/Appendix, stamped and signed.
3. Original Equipment’s Manufacturers (OEM) Authorization for Equipment/Software quoted if applicable.
4. Vendor Registration Form (Annexure-3) to be filled.
5. Any other document asked for in this tender document.
6. In case of submission of EMD, authenticate E-mail ID and latest Contact no. of the EMD issuing authority should be furnished on a separate sheet.
**Annexure – 3**

**VENDOR REGISTRATION FORM**

**Company Details**
Name of Firm :
Regd. Office Address :
Work Office Address :

<table>
<thead>
<tr>
<th>Country Code</th>
<th>STD Code</th>
<th>Nos.</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile No.</th>
<th>Web</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

**Name and Designation of Principal Officers / Persons to be contacted**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Person</th>
<th>Designation</th>
<th>Department</th>
<th>Contact No.(Mob/Landline)</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Nature of Business (Please Tick )**

- [ ] Manufacturing
- [ ] Sole Selling Agent
- [ ] Dealer
- [ ] Trader
- [ ] Agent
- [ ] Assembler
- [ ] Service Provider
- [ ] Others (Pls mention)

**Nature of Company (Please Tick )**

- [ ] Proprietary
- [ ] Partnership/LLP
- [ ] Private
- [ ] Public Limited
- [ ] Others (Pls mention)

Date of Establishment

**Tax / PAN Credentials**

<table>
<thead>
<tr>
<th>PAN No.</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>GSTN</th>
<th>Date</th>
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</tbody>
</table>
ISO/ISI/Other Certification

Are you registered with ISO/ISI/Other  

[ ] YES  [ ] No

If No, whether you are in process to acquire ?  

[ ] Yes  [ ] No

If Yes, expected date of receipt of Certification  

Name of the Items produced / products / processed / services provided

Other Relevant Data

Bank Details

Name and address of Banker

Bank a/c type  

[ ] Current  [ ] Saving  [ ] Over -Draft

Account No.  

[ ] Branch Code

IFSC  

[ ] MICR

Whether any of your relative is working with us : ( If YES , please provide details)

Declaration

The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time.

Place :

[ ] Signature of Authorised Representative of the firm under proper seal.

Date :

** Note: Vendors are required to attach the documentary proofs of the information filled.