

Cost of Tender Document is ₹ 500/- Only

Tender No: F7/1/2016-FS/MTU

INVITATION OF TENDER FOR Mess Contract For Hostels of MTU, Imphal



MANIPUR TECHNICAL UNIVERSITY

(A university established under the Manipur Technical University Ordinance, 2016)

2nd Floor, Secured Office Building, North A.O.C. Imphal-795001

Tender document sold to:

M/s _____

Contains total 17 pages, including this page. This tender document is not transferable.

TENDER DOCUMENT

Tender for work for: **Mess Contract at Hostels of MTU, Imphal**

Date of Issue of Tender Documents from **23.07.2016 to 12.08.2016**

Last date for submission of tender : **12.08.2016**(14:00 hrs.)

Date of opening of technical bids : **15.08.2016** (14:00 hrs.)

Date of opening of commercial bids : To be announced

Issued to:

Important Instructions

1. This Tender Document contains 17 pages.
2. Read the tender document carefully before filling.
3. Each page of the tender document must be signed with seal of the firm/agency.
4. Part A (**Annexure – I**) i.e. Technical bid should contain
 - i. Profile of the firm/agency, with all relevant signed documents as mentioned in Terms and Conditions (General).
 - ii. Earnest Money Deposit (EMD).
 - iii. Sealed cover with superscription **“Tender for Mess Contract at Hostels of MTU, Imphal -Part A: Technical Bid”**.
5. Part B (**Annexure – II**) should contain only Commercial Bid.
6. Seal the cover with superscription **“Tender for Mess Contract at Hostels of MTU, Imphal- Part B: Commercial Bid”**.
7. Put Part ‘A’ and Part ‘B’ in separate sealed covers and put both the sealed covers in one cover with superscription on the covers as **“Tender for Mess Contract at Hostels of MTU, Imphal”**, and send it to the **“The Registrar, MTU, Secure Building Office, 2nd Floor, North A.O.C Imphal, Manipur – 795001”**. It should reach on or before the closing date and time as given in **Annexure – IV** (Important Dates).
8. Application form may be downloaded from the Institute website www.mtuniversity.in. Completed application should be accompanied with the Demand Draft of ₹ 500/-, drawn in favour of **‘Manipur Technical University’** payable at Imphal towards the cost of the Tender Document.

Application without the prescribed fee will not be considered.

Sd/-

Registrar
MTU, Imphal

1. Scope of Work:

- i. The contract of mess will be awarded to successful tenderer for students residing at Hostel of MTU, Imphal and the mess will be organized for around 22 students which might increase.
- ii. The main function of the contractor will be to prepare and serve breakfast, lunch and dinner for students, guests and visitors of the Institute as per the menu decided by the Hostel authorities. It is required to maintain the mess and its surroundings neat and clean. The workers have to work under the guidance of the mess supervisors. The workers will work in the kitchen and the dining hall in coordination with other staffs of MTU. Cleaners will not be engaged for cooking and serving, to maintain hygiene.

2. Job Specification:

- i. To provide breakfast, lunch and dinner. The number of boarders in the mess will be approximately 22, which may increase.
- ii. To make necessary arrangement of all cooking utensils, crockery, gas cylinder, stoves, cutleries, etc. including but not limited to utensils for serving food to the students, plates, bowls, stainless steel tumbler glasses, tea spoons, table spoons and forks.
- iii. The food should be prepared in clean, hygienic and safe conditions and as per the menu.
- iv. The garbage collected from the kitchen, dining hall, and dish wash area should be disposed of every morning and evening through garbage van in closed bins by separation of biodegradable waste from non-biodegradable waste. The surroundings shall be kept clean and hygienic.
- v. The kitchen, dining hall, hand wash area, dish wash area etc. should be washed with water and soap solution and mopped, after every meal (breakfast, lunch and dinner) and disinfected at least once in a month or as and when required.
- vi. High quality of hygiene, sanitation and safety should be maintained at kitchen and dining halls. All the surrounding area of the mess premises should be cleaned and washed daily.
- vii. The mess should open at 5.00 a.m. and close at 10.00 p.m. on all seven days of the week. After closing the mess, the key should be deposited with the authorized person appointed by the University. Any changes in the timings will be as approved by the concerned authorities.
- viii. Food should be served through counters on a self-service basis. Water should be served on the dining tables.
- ix. After every meal (breakfast, lunch and dinner) all the plates, cups, bowls, glasses, spoons, forks, knives etc., should be cleaned in soap solution and hot water and dried and kept ready for the next meal. All the vessels used for cooking also should be washed in soap solution and hot water and properly cleaned vessels should be available for cooking the next meal. The cleaning material used should be of good quality.
- x. After every round of meal, tables and floors should be cleaned/wiped before serving the next batch of students.
- xi. Food can also be served to the hostel rooms for sick students if required with prior permission of Hostel authorities.

- xii. Water coolers and purifiers should be cleaned after every 15 days and should be maintained as per the instructions of the authority.
- xiii. Proper cleaning of all vessels, utensils, dining area, kitchen, water coolers etc. should be of high quality.
- xiv. The contractor will be responsible for the safe-keeping of kitchen and dining inventories such as tea spoons, table spoons, forks, knives, stainless steel tumbler glasses, bowls, etc. These should be counted on a regular basis (preferably weekly) and the contractor will make up the loss, if any.
- xv. Any shortcoming in maintaining a high hygienic standard will be viewed strictly, which may lead to the termination of the contract.

3. Terms and Conditions (General):

- i. Tenderer should be a registered and licensed contractor/firm/caterer for the said job type as specified in Section-2. Appropriate documents /certificates issued from appropriate authorities should be enclosed to support this.
- ii. Tenderers should have a minimum of two years' experience in providing similar type of services. A tenderer who has worked with Government /Public Sector Undertakings /large industrial establishments /organizations /companies /institutions shall be given preference and a certificate of performance should be enclosed duly indicating the period of contract and type of payment received.
- iii. The tenderer should have an average annual turnover of ₹ 20, 00,000/- (Rupees Twenty Lakhs only) or more during the last three years ending on the date of notification of this tenders Supporting balance sheets of these years, duly certified by a Chartered Accountant, should be submitted with the tender document.
- iv. The tenderer should have valid TIN, PAN, Service Tax and CST/VAT Registration.
- v. The tenderer should provide documents showing details of ESI and EPF payment in respect of existing employees for preceding one year.
- vi. The Tenderer shall deposit EMD of ₹ 19,000/- (Rupees Nineteen Thousands only) by way of crossed Demand Draft / Fixed Deposit receipt/ Banker's Cheque, drawn in favour of "Manipur Technical University" payable at Imphal. EMD should be valid for at least 45 days beyond final bid validity period. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender whichever is later. Any tender without EMD in Part-A will be similarly rejected.
- vii. Only successful vendor's EMD will be retained as a part of security deposit and is refundable after termination of the contract without any interest, after deducting dues if any, to the University.
- viii. The tender document is non-transferable.
- ix. Tender should be submitted in two parts, namely, Part A and Part B.
- x. If the contractor fails to carry out the jobs as per the terms and conditions agreed upon, he is liable for forfeiture of EMD/Security Deposit in additions to penalty.

- xi. The contractor shall be solely responsible either for any injury, damage, accident to any worker by the agency or for any loss or damage to the equipment/property in the areas of work.
- xii. The workers employed by the contractor shall wear uniform and name badge, which is provided by the contractor and the agency, shall be responsible for the discipline of his workers. The workers are not employees of the University and shall not have any claim whatsoever on the University and shall not act detrimental to the interest of the University. The workers shall have to follow the security regulations as directed by Security and Fire Fighting unit of the University. Workers shall not form union or carry out trade union activities in the campus.
- xiii. The University reserves the right to terminate the contract with two months' notice, without assigning any reason. The contractor can also terminate the contract by giving two months' notice and clearing all the dues to the University, if he is not willing to continue the contract.
- xiv. The University reserves the right to terminate the contract on one month's notice, if the performance of the contractor is deemed not satisfactory.
- xv. If, at any time, it is found that the tender was awarded based on any false /misleading information furnished by the tenderer, the University reserves the right to terminate the contract immediately.
- xvi. The contractor will have no right to ask for any accommodation or space, in the campus, for mess-workers, etc.
- xvii. Sub-letting/sub-contracting the work is not permissible under any circumstances.

4. Submission of Tender:

- i. The tender should be submitted under "*Two Cover System*", and consist of two parts:
 - a. **Part A:** This part consists of the technical bid, and the cover should contain the following:
 - 1. Profile of the Tenderer (See Annexure – I)
 - 2. Tender Document duly signed and stamped
 - 3. Earnest Money Deposit(EMD) of ₹ 19,000/- (Rupees Nineteen Thousand only)
 - 4. Self-Evaluation Sheet (See Annexure – V)
 - 5. This cover should be superscribed with "**Tender for Mess Contract at Hostels of MTU, Imphal Part-A: Technical Bid**".
 - b. **Part B:** This part consists of the commercial bid, and the cover should contain the **Commercial Bid**(see Annexure – II)stating the rates, subject to the following:
 - 1. Quoted price should be for the tentative menu given in **Annexure – III**.
 - 2. Quoted price should be inclusive of all taxes and duties.
 - 3. The quoted price per day should preferably not exceed ₹120 (Rupees One Hundred and Twenty only) per day.

4. The offer should be valid for a period of at least 6(six) months beyond the date of the tender opening and no condition whatsoever can be attached to the price offered.
5. This cover should be superscribed with **“Tender for Mess Contract at Hostels of MTU, Imphal Part-B: Commercial Bid”**.
 - ii. Both covers should be placed in a bigger cover with the superscription **“Tender for Mess Contract at Hostels of MTU, Imphal”**, addressed to **the Registrar, Manipur Technical University, Secure Building Office, 2ndFloor, North A.O.C., Imphal– 795 001** and submitted on or before the last date of tender submission.
 - iii. The contract will be for a period of one year, which could be extended further, on satisfactory services and on mutual consent of both the parties at the end of one year.
 - iv. The University reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof. In all matters pertaining to this tender, the decision of the Competent Authority shall be final and binding.
 - v. All tenders and covers should bear the name and address of the tenderer and all the pages of the tender document must bear the seal and signature of the tenderer.
 - vi. The tenderer should be prepared to come to the University office to take part in discussions, if required, at a short notice.
 - vii. The tenderers who require any clarifications on the terms and conditions or other items of the tender documents may attend the meeting.
 - viii. The completed tenders should reach to the Office of the Registrar, Manipur Technical University as per the schedule mentioned in **Annexure – IV**.
 - ix. Request for any further extension of the above deadline shall not be entertained. Delayed and/or incomplete tenders shall not be considered.
 - x. The technical bids will be opened as per the schedule mentioned in **Annexure – IV** in the Office of Manipur Technical University in the presence of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
 - xi. On the above date, only Part A i.e., technical bids will be opened. Short listing of tenderers will be based on the information provided in Part A. Part B submitted by the short listed tenderers will be opened at the later date with intimation to such tenderers.
 - xii. The University may form a committee to inspect the food quality provided by the tenderer elsewhere. The institute may also ask the tenderer to provide the items or sample testing before the finalization of the bids.
 - xiii. The contractor shall fulfill all statutory requirements pertaining to minimum wages and other statutory benefits like EPF, ESI etc., and proper account of payments including minimum wages being made to the workers of the agency. The contractor shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the University against all such liabilities, which are likely to arise out of the agencies failure to fulfill such statutory obligations.
 - xiv. In case of any conflicting and /or conditional terms and conditions in the tender, the tender shall be summarily rejected.

- xv. Proper mention of minimum number of workers of suitable skill set e.g. cooks, chapatti makers, bearers, cleaners (both utensil and floor separately) should be specified per fifty students or part thereof.
- xvi. **The workers employed by the contractor should not have any criminal background; an affidavit to this effect must be attached with the tender by the tenderer.**
- xvii. All the documentation in the tender should be in English.
- xviii. Successful contractor shall execute an agreement on a prescribed format.
- xix. The Tender shall be complete in all respects.

5. General Definitions

- i. MTU, Imphal or University means the Manipur Technical University, Imphal.
- ii. Registrar means the Registrar of Manipur Technical University or his/her authorized representatives.
- iii. The tenderer means the firms/agency/individuals who will be entering the tender process.
- iv. The contractor means the tenderer who would be the successful bidder.

6. Terms and Conditions as part of agreement

- i. **Disputes:-**All disputes that may arise shall be referred to **the Vice Chancellor, Manipur Technical University, Imphal** whose decision shall be final.
- ii. **Insurance to Employees:** All employees engaged by the contractor shall be comprehensively insured for accidents and injuries by the contractor at his cost. The tenderer must make ESI and EPF payment in respect of each employee and details (payment vouchers) need to be furnished within one month after payment.
- iii. **The duration of the contract:** The duration of this contract is for a period of **one year**, this may be extended further, on mutual consent and subject to satisfactory performance of the contract.
- iv. **Payment Terms:** The payment will be made monthly on satisfactory completion of job contract services and related miscellaneous works mentioned in the scope of work and job specifications and as per actual manpower supplied. **Actual manpower required shall be specified in the Technical Bid.** In case of shortfall in supply of manpower, the payment will be deducted at the rate of 1.25 times of the applicable wages in addition to the penalty as specified in our tender document under Penalty clause. The bill should be submitted on or before 10th of succeeding month and payment will be made within 20 days after the bills are duly certified by concerned person of the Institute, who will supervise the above work. The contractor has to indicate bank account no. for arranging ECS payment. The proof in the form of copy of challans for payment of statutory taxes to be furnished to the Institute quarterly.
- v. **Indemnity:** The Institute shall be indemnified for all losses due to commissions and omissions of any person deployed by the contractor. There shall not be any loss or damage caused to the Institute (people and/or property) on account of any employees or staff and the same shall be commissions of contractors. It shall be made very clear that the employees /staff engaged by the contractor shall not be treated or considered as employees of the

Manipur Technical University, Imphal under any circumstances. The contractor shall defend, indemnify and hold the Institute harmless from any liability or damage, law suits, penalties imposed by any State and Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The Institute shall not be liable for any damage or compensation payable to any worker or to any person as a consequence of his work and the Institute shall be completely indemnified accordingly.

- vi. **Security Deposit:** The contractor shall provide Performance Bank Guarantee as Security Deposit of ₹ 47,500/- (Rupees Forty Seven Thousand and Five Hundred Only) from a nationalized bank in favour of the “**Manipur Technical University**” payable at Imphal before the commencement of the contract.
- vii. If the contractor fails to carry out the entrusted job contract services and related miscellaneous works within the stipulated time and as per the scope of work and job specification, the University reserves the right to impose penalty as specified in the Penalty Clause and has the right of getting the work done through someone else.
- viii. The security deposit furnished by the contractor will not carry any interest and will be refunded:-
 - a. On completion of job contract service entrusted to the contractor satisfactorily. If the work is not satisfactory he is liable for forfeiture of security amount deposited.
 - b. The security deposit made by the contractor to be released only after producing the proof of compliance and provident fund, minimum wages etc.
- ix. The books of accounts regarding attendance, acquaintance, wage paid, PF accounts etc., are to be maintained properly and produced for inspection to the Institute, whenever asked for and the Institute can take penal action for the non-compliance.
- x. The contractor shall provide the required number of efficient and reliable workers, in the respective categories for all shifts on all the days of week.
- xi. The contractor shall be responsible for the discipline of his workers.
- xii. The normal working hours of all the mess are from 5.00 am to 10.00 pm. However, the University may call for special services that may be at times beyond these hours on special occasions, without any additional payments.

7. The guidelines for the workers employed by the contractor

- i. Shall not act in any way detrimental to the interest of the Institute.
- ii. Are not employees of the Institute and shall not have any claim whatsoever on the Institute.
- iii. Uniform: All personnel appointed by the contractor shall wear approved uniforms provided by the agency during working hours for proper identification of employees of different agencies.
- iv. The Contractor shall provide ID cards to the staff. It will be verified and certified by any Officer authorized by the University.

- v. How to follow the security instructions as directed by the Security Supervisor /any Officer appointed by the University for the purpose.
- vi. They shall not participate in any strike or protest in any form.
- vii. The Contractor's workers can take rest in the dormitory provided in the messes during break timings.
- viii. All the contractor workers are required to do their duty maintaining hygienic, cleaning and safety.
- ix. The list of workers profile has to be submitted to Warden of concerned Hostel for approval and should be employed only on the approval by the Competent Authority.
- x. The workers should not have any criminal background.
- xi. Contractor shall ensure that the behaviour of the workers/staff with the students/mess users is decent. Contractor shall be responsible for any misbehavior and/or abusive language by the workers/staff and necessary action may be taken in any of such occurrence.
- xii. **Smoking and consumption of alcohol or any narcotic substance by any of the mess staff in the University premises is strictly prohibited**, and adequate actions will be taken against any non-compliance.
- xiii. All the required quantity of materials and labourers' for Mess Contract and related miscellaneous works will be at the cost of the contractor, he shall furnish the staff position, implements, equipment, tools and plants for this work as proposed to be deployed by him. Whenever any claim for the payment of whether liquidated or not, money arises out of or under this contract against the contractor, the Institute shall be entitled to recover such sum by appropriating part or whole, the security deposit by the contractor. In the event of security deposit money being insufficient, then the balance or the total sum recoverable, shall be deducted from any sum then due or which at any time thereafter may become due to the contract under this or any Security Deposit shall be withheld till such claims of the Institute and finally adjudicated upon and paid by the contractor.

8. Other Conditions

- i. All records shall be maintained by the contractor as a part of record of day-to-day work done, they shall be daily authenticated by the concerned person designated for the work. They shall become the basic documents for preparation of bills on monthly basis. They shall be maintained in duplicate, one set each with the supervisor of the contractor and the Institute.
- ii. The works as specified in job specifications have to be carried out as per the schedule and also within the stipulated time given. The contractor shall employ as much manpower as required (after approval) and utilized such quality and quantity of material as required for maintaining high standard of cleanliness within the stipulated time.
- iii. A complaint book / register is to be maintained by the contractor in each mess and should be made immediately available on demand by any of the mess user. This register should be provided to mess committee for periodic examination.

9. Termination of contract in the initial stage

- i. The Institute reserves the right to cancel the award of the contract in case the food items /meals are not found satisfactory for first 15 days from the date of the commencement of the contract.

10. Penalty Clause

- i. Work not done satisfactorily would be recorded and rejected for payment. Reasons for rejection would also be recorded (Cleanliness, sufficient staff, service quality, food quality & quantity, quality of raw material etc. are some of the parameters for evaluation.)
- ii. Penalty shall be a maximum of ₹ 10,000/- per fault/unsatisfactory work to be decided by Wardens as per the recommendations of the Mess Committee.
- iii. If a written complaint is received (verified by a minimum of 10 students) on shortage of food, an amount equivalent to 100 student's meals shall be deducted from the payment on three such occasions the contract shall be liable to be terminated.
- iv. The cost of execution of the work at the risk as well as the penalty shall be recovered in the next bill that falls due and if the amount of recovery exceeds the bill amount, recoveries shall be made from the Security Deposit, which has to be made good within 15 days of the short fall.
- v. If the quality of raw materials are not up to the mark in surprise/routine checking by the authority, 10-50% amount of that day will be deducted based on the low grade quantity. If any eatable of expiry date is found, penalty of ₹ 2000 per incidence shall be imposed and all such material will be seized by the Institute. On three such occurrences the contract will be liable to be terminated.
- vi. If the food quality is not up to the mark and/or insufficient quantity on inspection, 10-50% amount of that day will be deducted. On three such occurrences, the contract will be liable to be terminated.
- vii. Periodic feedback will be taken from the students/ mess users. Contractor has to take care of the suggestions/concerns of the mess users and should report the action taken to the concerned warden.

Annexure – I

Part A: Technical Bid

Note: Put in Part A

Tender for Mess Contract at Hostels of MTU, Imphal: Part A

Profile of the Tenderer (Technical Bid)

1. Name of the firm/ Organization:
2. Address:

3. Telephone No. / Mobile No. & Name of the Contract person:

4. Fax No. :
5. Email Id:
6. Do you have an office at Imphal? If so, please provide the address and Telephone No.

7. Month and year of establishment:
8. Name of Proprietor /Partners /Directors
9. No. of years of experience in this field, with references and Certificate

10. Annual Turnover during the last three financial year
 - i. (Enclose copies of Audited Financial Statement)
 - ii. 2015-16
 - iii. 2014-15
 - iv. 2013-14
11. PAN No. and Copy of the latest assessment in order

12. Registration No. (Attach Proof)
13. EPF No. (Attach Proof)
14. ESI No. (Attach Proof)
15. CST/TIN No. (Attach Proof)

16. Bank Details (Bank Name, Account No., IFSC Code, & Branch Name) (For ECS Payment)

17. Details of EMD

18. Details of Previous Contracts (Attach Separate Sheet if necessary)

Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Remarks
From	To				

19. Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

Period of Contract		Name and address of the organization with reference letters	Name of the contact person & Phone No.	Value of contract and other details	Remarks
From	To				

Place:

Date:

Signature of the Tenderer

Annexure – II

Commercial Bid

Note: Put in Part B

Tender for Mess Contract at Hostels MTU, Imphal: Part B

Rates to be quoted per students per month per meal (breakfast /lunch /dinner) as per attached menu (see Annexure – III).

Breakfast (Rates per students per month)	Lunch (Rates per students per month)	Dinner (Rates per students per month)	Total * (Rates per students per month)

NOTE: 'Month' means 30 days for any calculation purpose, irrespective of actual number of days in a particular month.

* No conditions to be attached. Prices to remain valid for 6 months beyond the date of the tender opening.

Annexure – III

Tentative Mess Menu

Day	Breakfast	Lunch	Dinner
Monday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Fish curry /Paneer (for vegetarians)
Tuesday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Papad
Wednesday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Chicken curry /Paneer (for vegetarians)
Thursday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Papad
Friday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Fish curry /Paneer (for vegetarians)
Saturday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma /Vegetable Curry + Egg curry /Paneer (for vegetarians)
Sunday	Milk + Tea + Bread Toast + Butter /Jam + 1 Fruit Item (banana /apple /mango /guava /orange etc.)	Rice + Dal + Local dish + Vegetable fry + Salad	Rice + Dal + Rajma/Vegetable Curry + Noodles /Soup /Kheer + Chicken curry/Paneer (for vegetarians)

Menu may be changed from time to time (not very frequent) to replace items with suitable alternatives (seasonal), which are within similar price band of 10% on recommendation of the competent authority

Annexure – IV
Important Dates

Date of Issue of Tender Documents from **23.07.2016 to 12.08.2016**

Last date for submission of tender : **12.08.2016** (14:00 hrs.)

Date of opening of technical bids : **15.08.2016** (14:00 hrs.)

Date of opening of commercial bids : To be announced

Annexure – V Self-Evaluation Sheet

Please fill up this “Self-Evaluation Sheet” and indicate the appropriate reference (PageNumber) for following items to establish technical eligibility. ***Failing to fill up this sheet may lead to disqualification.***

Keep this sheet on top of all other documents, for easy evaluation.

Sl. No.	Particulars	Mentioned Yes/ No	Mentioned Ref. No./ Page No.
1	Copy of valid licenses/registration certificates		
2	Affidavit for not convicted by the court of law		
3	Copy of balance sheet for the last three financial years or any authentic document in support of Annual Turnover		
4	Documents in support of experience for last two years		
5	Copy of VAT/CST/Service Tax registration certificates		
6	Copy of ESI, EPF and TIN certificates		
7	EMD in favour of Manipur Technical University, Manipur at Imphal		
8	Copy of PAN Card		
9	Technical bid (all pages) signed by tenderer		
10	Financial bid (all pages) signed by tenderer		

s

Place :

Date :

(Signature of the Tenderer)

With name and Seal