

Terms and conditions

1. **Mode of Submission:** Proposals complete in all respect should be submitted to the inviting authority through Speed Post/Registered Post only. Delivery in person will not be accepted. Each envelope should bear the name of the firm/Supplier along with the tender Number.
2. Each page of the tender paper has to be signed and stamped by the firm/Supplier.
3. **Earnest Money Deposit (EMD):** EMD (also known as Bid Security) is to be submitted by the bidder along with the bid in shape of either account payee or demand draft in favor of Principal, Maharishi College of Natural Law, Bhubaneswar, payable in any of the nationalized Bank at Bhubaneswar.
4. The amount of EMD to be submitted by the bidder shall be 5% of the estimated value of procurement.
5. The Bid securities/EMD is to be returned to the unsuccessful bidders after expiry of the final bid validity period or within 7 working days from the date of issue of the work order whichever is earlier without any interest and the EMD of the successful bidders shall be returned without any interest after deposit of Performance Security which is 5% of bid value. It can also be adjusted against part of Performance Security.
6. **Documents to be submitted along with bid proposals**

The bidders have to furnish the following documents (as per relevance and estimated value) along with the proposal:

- **Separate Tenders & Documents must be submitted for different items.**
- **Filled in Annexure-I & Annexure-II**
- GST Registration Certificate
- Authorization certificate from the manufacturer
- PAN Card of the firm
- Audited Financial Statement of preceding 3 financial years
- Income Tax return of preceding 3 financial years

ANNEXURE-I

DETAILS OF THE TENDERER

Sl No	Particular	
1	Name of the Firm/Agency	
2	Registered office Address & Complete Postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory(In Block Letters)	
5	Contact No.of authorized signatory	
6	Type of Firm (Proprietary/Partnership/Pvt.Ltd/ Public Ltd.)	
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T. Registration Number	
9	PAN Number	
10	ESI Registration Number	
11	EP.F Registration Number(if any)	
12	Details of Earnest Money Deposit i.e Draft No, Date and Bank Name	

Date:-

Place:-

SIGNATURE WITH SEAL OF THE TENDERER

ANNEXURE-II

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal
Maharishi College of Natural Law
Saheed Nagar
Bhubaneswar
751007

Ref: Tender No _____ dated _____.

Sir,

I/We _____ here by confirm that our firm has not been banned or blacklisted by any Government organization/Financial Institution/Court/Public Sector Unit/Central Government.

Date:-

Place:-

**SIGNATURE WITH SEAL
OF THE TENDERER**