



MAHARISHI COLLEGE OF NATURAL LAW

SAHEED NAGAR, BHUBANESWAR - 751 007

NAAC Accredited B

Telefax : 0674-2541268

(Principal)

Mobile : 9437020962

E-mail : maharishicollegebbsr@gmail.com, Website : www.maharishicollege.ac.in

Ref. No. :

Date :

Tender No- 19052311/EST-865/193/455/2025-26/ DATE: 30/04/2026

Issued By:

**Principal, Maharishi College of Natural Law,
Saheed Nagar, Bhubaneswar**

Sub: Issue of Tender Call Notice to select supplier(s) to upgrade IT infrastructure through Supply & Installation of MULTI FUNCTION PRINTER (MFP) in the college.

Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khordha, Odisha hereby invites proposals from reputed eligible firms located within State of Odisha to upgrade IT infrastructure through Supply & Installation of following items to upgrade the IT Infrastructure of the college.

SI No	Description of Item	Required Qty	Total tender Cost
01	MULTI FUNCTION PRINTER(MFP)	01 No	45,000/-

The interested firms may download the Tender document from the college website i.e. www.maharishicollege.ac.in and submit their proposal to the Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khordha as per the terms and conditions mentioned in the Tender document.

B. Singha
Principal 30/04/26
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar



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SECTION-1 SCHEDULE OF TENDER

Sl. No	Particulars	Details
01	Tender Call Notice No	Tender No- 19052311/EST-865/193/455/2025-26/ DATE: 30/04/2026
02	Date of Issue of Tender	30.04.2026
03	Name of the Tender Issuer (PRINCIPAL):	Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar
04	Scope of Work	Upgrade IT infrastructure through Supply & Installation of MULTI FUNCTION PRINTER (MFP)
05	Method of Selection	Least Cost Selection Method
06	Dead line for submission of pre-proposal query	05.05.2026
07	Pre Proposal Meeting	06.05.2026 at 3pm through google meet Link will be notified in the college website
08	Issue of Pre Proposal Clarification if any	07.05.2026
09	Last date for submission of proposals	3 pm, 20.05.2026
10	Date of Opening of Technical Proposals	Opening Date will be notified In the College website
11	Date of Opening of Financial Proposals	Opening Date will be notified In the College website
12	Earnest Money Deposit (EMD) Refundable for unsuccessful firms	Rs 900/- (Rupees Nine Hundred)
13	Address /venue for submission/opening of such proposals.	PRINCIPAL, MAHARISHI COLLEGE OF NATURAL LAW, SAHEED NAGAR, BHUBANESWAR-751007 PRINCIPAL (M&WHATSAPP)-9437020962 Website- www.maharishicollegebbsr.ac.in E-mail-maharishicollegebbsr@gmail.com

Note: -

In case of any change in the scheduled date due to any unforeseen event the date may be shifted to the next possible working day or as decided by the Principal.

B. Singha
Principal 30/04/26
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar



MAHARISHI COLLEGE OF NATURAL LAW

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E-mail : maharishicollegebbsr@gmail.com, Website : www.maharishicollege.ac.in

Ref. No. :

Date :

Section 2: Notice of Invitation

Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khordha, Odisha hereby invites proposals from reputed eligible firms/suppliers/authorized dealers located within State of Odisha to upgrade IT infrastructure through Supply & Installation of MULTI FUNCTION PRINTER (MFP) in the college premises.

1. Firm will be selected under "Least Cost Selection" method as per criteria mentioned in the TENDER document.
2. The proposal must be complete in all respect as specified in the TENDER document and must be accompanied with the required financial instruments as specified in the TENDER.
3. EMD should be submitted in the form of a Demand Draft in Favour of Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar. Payable at STATE BANK OF INDIA, SAHEED NAGAR, BHUBANESWAR (IFSC-SBIN0005158) must be deposited along with the technical bid.
4. The proposals will be opened in the presence of the designated/ authorized representatives of the interested firm. Designated/authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
5. Interested firms may obtain the TENDER document from the official website of the college (www.maharishicollege.ac.in) and submit their proposal in a sealed document as per the instructions mentioned in this TENDER document.
6. The interested firms must accept all technical/ commercial terms & conditions mentioned in the TENDER document.
7. The Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar reserves the right to cancel the TENDER at any point without prior notice.

B. Singha
Principal 30/04/26
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar

SECTION 3 :

SCOPE OF WORK

1. The Scope of Work must fulfil the requirements of the college like; supply of required number of items within the specific deadline.
2. The supplier must deliver & install the required items at college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the principal.
3. Once required numbers of items are supplied by the supplier at college campus, the training and demonstration of the items supplied must be given by the supplier.
4. If any issue arises with the item after installation, training and demonstration of the required items are finished; if any issue arises with the item, then the Principal of the college should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice to the college & the college will initiate the payment process within 15 working days of installation of the required items/goods.

B. Singha
Principal 30104126
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar

SECTION-4:

INSTRUCTIONS TO INTERESTED FIRMS

Pre-Qualification Criteria

The participating firms must produce copies of all the required supportive documents/information as part of their proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
01	Legal Entity	Firm must be a Company, Partnership Firm, Limited Liability Partnership, or a Sole Proprietorship Firm registered under the relevant Indian Act.	Certificate of Incorporation/Registration, Partnership deed (if applicable), GST Registration, PAN.
02	Experience	Interested firms must have supplied goods as mentioned in the TENDER DOCUMENT at least once to any of the offices/colleges/universities.	Supply Order copies.
03	Turnover	Average annual turnover during the last three Financial years should not be less than 10% of the cost estimated by the college.	Audited balance sheet and 'Profit & Loss account' along with all schedules certified by a practicing Chartered Accountant, Acknowledgement of Income tax returns.
04	EMD	EMD value fixed by the college is Rs 1,800/- (One Thousand Eight Hundred only)	Demand Draft in favour of 'Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar' payable at State Bank of India, Saheed Nagar, Bhubaneswar.
05	EMD Relaxation	Firms registered under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME/Start up proof.
06	Blacklist	The Firm should not have been banned/blacklisted/debarred/Suspended by the World Bank/ Central Govt./ State Govt./Central or State PSU Organisation/Central or State Govt. Universities or Colleges.	Self-Declaration from the Firm as per the prescribed format mentioned at 'FORM T4'.

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Saheed Nagar, Bhubaneswar

2. VALIDITY OF THE PROPOSAL

- The proposal submitted by the interested firms will remain valid for one year.
- The selected firms must supply and install required number of goods as per the approved rate and within 10 days of receipt of the "Supply Order" from the college.
- Deviation from this may lead to disengagement of the selected firm secured L2 position may be invited to supply the goods as per the terms and conditions of the TENDER DOCUMENT.

3. PRE-PROPOSAL QUERIES/MEETING

- Firms may submit their queries (if any) for pre-proposal meeting in respect of the TENDER DOCUMENT, to the Principal, College Name only through e-Mail at maharishicollegebbsr@gmail.com within the stipulated date & time mentioned in the TENDER DOCUMENT.
- Clarifications to the above will be hosted in the official website of college, after the pre-proposal meeting, as per the schedule mentioned in the tender document.
- The pre-proposal query meeting may be conducted in online mode.

4. SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the TENDER DOCUMENT.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hard bound.
- A sealed master envelope bearing the name, address, phone number and email id of firm along with the Tender name & number should contain two separate sealed envelopes i.e.

- 1) Technical Proposal
- 2) Financial Proposal

- The sealed " Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:

- EMD through Demand Draft.

- a) However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category wise certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.

- b) EMD deposited by the unsuccessful firms will be returned immediately.

FORMT1: Technical Proposal Submission Form.

FORMT2: Organization Details along with:

- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)

FORMT3: Experience Details

FORM T 4: Self-declaration from the firm confirming not have been banned/blacklisted/debarred/suspended.

FORM T 5: Technical Specifications Compliance Sheet.

FORM T 6: Financial Turnover Details along with:

- a) Copies of audited balance sheet, Profit & Loss account and all Schedules certified by the Chartered Accountant
- b) Copies of IT Return for the last three financial year i.e FY 2022-23, 2023-24, 2024-25

FORM F-1: Financial Proposal Submission Form.

- The sealed "Financial Proposal" must contain:
- The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
- No alternation/modification/overwriting/corrections in the format shall be accepted.
- The sealed proposal must be delivered at the specified address as per the "Schedule of TENDER DOCUMENT" through Speed Post / Registered Post / Courier only. The Principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.

5. **OPENING OF PROPOSALS**

- The Sealed envelope containing the proposal will be opened by the Principal in presence of the firm/their representative at the location, date and time specified in the tender document.
- Only one representative with proper authorization letter from the participating firm will be allowed to attend the tender opening meeting.

6. **DISQUALIFICATION/REJECTION OF PROPOSAL**

The proposal is liable to be disqualified in the following cases as listed below:

- Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the TENDER DOCUMENT".
- Submission of forged documents.
- Proposals submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the TENDER DOCUMENT.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/information.
- Firm trying to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal".
- If in case of a firm or any person acting on its behalf indulges in corrupt/fraudulent practices.
- Any other condition/ situation which holds the paramount interest of the PRINCIPAL during the overall selection process.
- The Principal reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reason thereof.

7. **EVALUATION OF PROPOSALS**

A two-stage process will be adopted as explained below for valuation of the proposals:

A) **Technical Evaluation**

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite Documents/information/financial instruments have been properly furnished by the firm.

* Technical compliance as submitted along with the proposal will be done to determine whether the Brand & model, proposed by the interested firm consists of all required minimum specifications as mentioned at "Form T 5" of the TENDER DOCUMENT.

B. Financial Evaluation

The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the scheduled date and time as mentioned in the TENDER DOCUMENT`.

"Least Cost Selection Method" will be followed.

The firm, who submits the lowest financial price proposal shall be declared as the "L1" bidder and shall be communicated for further process leading to issue of "Supply Order".

8. AWARD OF CONTRACT

- The L1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI).
- Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 10 days from the date of issue of the supply order.No further time will be allowed without any valid reason and without prior approval of the same from the principal.

9. GENERAL TERMS & CONDITIONS

- Firms who have a business or family relation with the PRINCIPAL, directly or indirectly. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the PRINCIPAL as this would amount to their disqualification and breach of contract.
- Disclosure:
- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- Anti-Corruption Measure:
- Any effort by firm(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related TENDER DOCUMENT process.

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Force Majeure:

- **"Force Majeure"** means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restrictions imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm. If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause there of and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the TENDER DOCUMENT terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserves the right to cancel the contract without any obligation to compensate the selected firm in any manner for what so ever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.
- **Governing Laws:**
- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and there after the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firm(s) who participated in the TENDER DOCUMENT process by awarding the same contract to L 2 bidder in the financial bid.
- In such case of premature cancellation of the contract, the principal reserves the right to withhold the Performance Security.
- The rights and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the District Court, Khordha

B. Singha
Principal 30/04/26
Maharishi College of Natural Law
Saneed Nayal, Bhubaneswar

SECTION 5: FORM
FORM T1: TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal,
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Submission of Technical Proposal to select supplier for "Supply and Installation of MULTI FUNCTION PRINTER (MFP)" at the college.

REF: TENDER DOCUMENT No..... & date..... issued by the college.

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for "Supply and Installation of **"Multi Function Printer"** at the college, in accordance with your TENDER DOCUMENT No:....."d t d ' I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER DOCUMENT. In case any provision of this TENDER DOCUMENTs are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORMT2:
ORGANISATION' SDETAILS**

Sl. No.	Particular	Details
1	Name of the Firm	
2	Type of Firm (Proprietary/Partnership/Pvt. Ltd./Public Ltd/Sole Proprietorship)	
3	Date of Establishment and Experience in business (In number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized person	
7	G.S.T.RegistrationNo.	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the TENDER DOCUMENT(Yes/No)	
10	Willing to accept all the terms and conditions as specified in the TENDER DOCUMENT(Yes/No)	

Yoursfaithfully,

Authorized Signatory of the firm with Date and Seal

**FORM-T3:
EXPERIENCE DETAILS**

Sl. NO	Name of the University/College Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items.	Remarks if any
01					
02					
03					

Yoursfaithfully,

Authorized Signatory of the firm with Date and Seal

**FORM T4:
SELF DECLARATION FOR NOT BLACK LISTED**

To,
**The Principal,
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007**

Sub: Self declaration for not blacklisted. Ref: TENDER DOCUMENT No:..... dtd.....

Sir,
I/We hereby confirm that our firm has not been Banned/blacklisted/debarred/suspended by the World Bank/Central Govt. /State Govt./ Central or State PSU Origination/Central or State Govt. Universities or Colleges.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORMT5:
Minimum Required Specifications Compliance Sheet

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications.

Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s). For Supply & Installation of MULTI FUNCTION PRINTER (MFP).

SI No	Items	Minimum Required Specification	Make	Model	Compliance Yes/No	Deviations	
01	MULTI FUNCTION PRINTER(MFP)	Specification Mentioned in Page No-15					Tenderer Must submit OEM Data Sheet

Yoursfaithfully

Authorized Signatory of the firm with Date and Seal

Specifications

Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
Print Technology	Inkjet
Type of Printing	Colour
Print Paper Size	A4, A3 and Legal
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size- Monochrome (Black) (in PPM)	21 to 25
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size- Colour (in PPM)	21 to 25
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size Mono (in PPM)	11 to 15
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Color (in PPM)	11 to 15
Auto Duplexing Printing/Coping (2-sided Feature)	Yes
Original Document Feeder Type (For Scanning and Copying)	Reverse/Duplex Automatic Document Feeders (RADF/DADF)
Number of Main Paper Tray	2
Connectivity	USB Port .Ethernet Port .Wi-Fi

B. Singha
30/04/26

FORM T6: FINANCIAL TURN OVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in INR
1	2022-2023	
2	2023-2024	
3	2024-2025	
4	Average Annual Turn Over for the Last Three Years (INR)	

Name of the CA Firm :

Firm Registration No:

Name of the Chartered Accountant :

Signature with Seal :

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

**FORM F 1:
FINANCIAL PROPOSAL SUBMISSION FORM**

TO
The Principal,
College Name & Address

Sub: Submission of Financial Proposal to select supplier for "Supply & installation of All in One Desktop MULTI FUNCTION PRINTER (MFP)" at the college.

REF: TENDER DOCUMENT No.....& date.....issued by the college

Dear Madam/Sir,

I, the undersigned, hereby submitting the Financial Proposal to select supplier for "Supply & Installation of MULTI FUNCTION PRINTER(MFP)" at the college in accordance of TENDER DOCUMENT NoDtd.....

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

SINo	Nameoftheitem	Numberofitems	Value Including GST per Item	TotalValue	Remarks
01	Supply & Installation of MULTI FUNCTION PRINTER(MFP)	01			

TheOtherCharges (*) mayinclude:

All necessary accessories which are instrumental for installation.

The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

SECTION 6
Standard Supply order from

To,

Sub: Upgrade IT infrastructure through Supply & Installation of MULTI FUNCTION PRINTER (MFP) at the college.

Sir/Madam,
 You are requested to supply the following items to our college & install the same within 10 days with reference to TENDER No- **19052311/EST/2025-26/...../26 DATE:** "Upgrade IT infrastructure through Supply & Installation of MULTI FUNCTION PRINTER (MFP) at the college accordance with TENDER No- **19052311/EST/2025-26/...../26 DATE:**".

SINo	Name of the item	Specification	Make	Model	Number of item	Value Including GST per Item	Total Value	Remarks
01	MULTI FUNCTION PRINTER(MFP)	As per Specification Mentioned in Tender Document						

Yours Sincerely

Principal

Terms & Conditions: -

1. The items should be delivered within 10 days from the date of receipt of the order and in case of delay of more than ten days; this order shall be reviewed/cancelled.
2. The Supplier/Firm may be advised to provide relevant papers/certificate to testify the genuineness & authenticity of the items so supplied.
3. All items supplied should adhere to the Specification, Model and quality prescribed for the items.
4. Other terms and conditions as mentioned in Tender Document bearing No- _____ DATE: _____.

Principal

Copy to: - Central Stock & Store/Acct. Section/HC for information.

Principal

SECTION-7
(Certificate of willingness to be submitted by all firms)

To

The Principal
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Submission of Willingness certificate for supply & Installation of MULTI FUNCTION PRINTER (MFP)s at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to Supply & Installation of MULTI FUNCTION PRINTER (MFP) s at the college. Within 10 days of receipt of work order from the colleges throughout Odisha, selected under college, if my firm is elected as L1, bidder during selection of tender.

In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMD will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

ANNEXURE-1
(ProposalSubmissionCheckList)

Sl. No	Description	Submitted (Yes/No)
1	Earnest Money Deposit (EMD)	
2	Copy of Certificate of Incorporation/ Registration	
3	Copy of Goods and Services Tax Identification Number	
4	Copy of PAN	
5	CA audited copies of Profit & Loss Account and Balance Sheet along with all schedules	
6	Copies of IT Returns for the last three financial years	
7	Technical Proposal Submission Form	
8	Organization's Details	
9	Experience Details	
10	Self-Declaration for not having been blacklisted	
11	Technical Specifications Compliance Sheet	
12	Financial Turnover Details	
13	Financial Proposal Submission Form	
14	Certificate of willingness to be submitted by all firms	