

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राज-पीथमपुर रोड, इंदौर - 453 556

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556

फ़ोन PHONE: +91-731-2439631-34; फ़ैक्स FAX: +91-731-2439800; ईमेल EMAIL: stores@iimidr.ac.in

निविदा क्रमांक/Tender No: IIMI/2018-19/32



दिनांक/ Date: December 28, 2018

विद्युत सामग्री की आपूर्ति के लिए निविदा आमंत्रण सूचना
NOTICE INVITING TENDER FOR SUPPLY OF ELECTRICAL ITEMS

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणाली में निम्नलिखित मदों के लिए ओईएम / अधिकृत वितरकों / अधिकृत विक्रेताओं/अधिकृत खुदरा विक्रेता से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bid systems from OEM / authorized distributors / authorized dealers/authorized retailers for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

| मद का विवरण Item Description | मात्रा Quantity | निविदा की अनुमानित कीमत Estimated Cost of Tender | अग्रिम जमा EMD | निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes) |
|---------------------------------|--------------------|--|-------------------|---|
| Supply of Electrical Items | 7 Items | ₹3,19,630/- | ₹10,000/- | ₹500/- |

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से ऑनलाइन जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

| क्रमांक/S. No. | विवरण/Particulars | दिनांक/Date | समय/Time |
|----------------|--|-------------|-----------|
| 01 | निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender | 28-12-2018 | 1730 Hrs. |
| 02 | बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time | 28-12-2018 | 1730 Hrs. |
| 03 | बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time | 14-01-2019 | 1500 Hrs. |
| 04 | अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing Date & Time for Submission of EMD & Tender Fee | 14-01-2019 | 1500 Hrs. |
| 05 | बोलियों का खोला जाना Opening of Bids | 15-01-2018 | 1500 Hrs. |

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

| S. No | Item Name | UOM | Quantity | Required Make |
|-------|---|-----|----------|-------------------------------------|
| 1. | PVC Insulation Tape | No. | 12 | Anchor or Equivalent |
| 2. | 30 Watt LED Lamp (Use in Post Top lantern Pole) | No. | 350 | Pharox or Equivalent |
| 3. | Batten Holder | No. | 350 | Anchor or Equivalent |
| 4. | Exhaust Fan 250 mm | No. | 30 | Bajaj/CG/Usha/Havells or Equivalent |
| 5. | Exhaust Fan 200 mm | No. | 30 | Bajaj/CG/Usha/Havells or Equivalent |
| 6. | Geyser Thermostat | No. | 25 | - |
| 7. | Heating Element Triangular Type (2 KW) | No. | 25 | - |

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes in the form of NEFT / RTGS / Bank Transfer / Direct Credit from Nationalized/scheduled bank in favour of Indian Institute of Management Indore, payable at Indore should be submitted.
- b) **EMD of ₹10,000/- (Rupees Ten Thousand only)** in the form NEFT / RTGS / Bank Transfer / Direct Credit from Nationalized/scheduled bank in favour of Indian Institute of Management Indore, payable at Indore, should be submitted.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3 (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract,, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after successfully completion of the order.

- f) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to complete the order.
- g) No interest will be paid on the EMD (if any) deposited / remitted.
- h) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2 Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The company should attach list of Purchase Order / Work Order where the similar type of work executed during the 7 years from the date of publication of tender.
 - (I) Three similar works of 40% of the estimated cost i.e. 1,27,852/-**OR**
 - (II) Two similar works of 50% of the estimated cost i.e. 1,59,810/-**OR**
 - (III) One similar work 80% of the estimated cost i.e. 2,55,704/-

The details of the same along with supporting document w.r.t. **satisfactory execution of work from clients** are to be submitted as per the Annexure-III.

- d) The firm should be **80% of the Estimated cost i.e. 2,55,704/-** during each of the previous three financial years (2014-15 to 2016-17) or (2015-16 to 2017-18). Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
- e) The firm should be OEM / Authorized Dealer / Authorized Distributer / Authorized Retailer of the Items. A duly completed valid certificate(s) to this effect is to be submitted.

4.3 Technical Criteria:

- a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.
- b) Queries / clarifications (if any) w.r.t. Technical Specification of items may be addressed: Estate Department, IIM Indore, Tel: 0731-2439619, Email: estateelect@iimidr.ac.in

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the Annexure-VII failing which the offer is liable for rejection. Kindly quote your offer on FOR IIM INDORE (inclusive of all taxes and charges).

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

| S. No. | Particulars | Date | Time |
|--------|--|------------|-----------|
| a. | Date of Online Publication of Tender | 28-12-2018 | 1730 Hrs. |
| b. | Bid Submission Start Date | 28-12-2018 | 1730 Hrs. |
| c. | Bid Submission Close Date | 14-01-2019 | 1500 Hrs. |
| d. | Closing Date & Time for Submission of EMD & Tender Fee | 14-01-2019 | 1500 Hrs. |
| e. | Opening of Bids | 15-01-2018 | 1500 Hrs. |

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

9. BID SUBMISSION

9.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

9.2 Online Bid Submission Procedure

Other Important Documents (OID): The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of Registration Certificate Details.
3. [Packet-3](#): Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transaction details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#): Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
4. [Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
5. [Packet-5](#): Certificate of OEM / Authorized Dealer / Authorized Distributer /Authorized Retailer of the Items to be supplied.
6. [Packet-6](#): Duly Completed Scanned PDF copy of Annexure-V.
7. [Packet-7](#): Duly Completed Scanned PDF copy of Annexure-VI.

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): Financial Bids in PDF version Filled with all relevant information as per Annexure-VII.

9.3 Online Submission of Tender Fee & Earnest Money Deposit (EMD)

It is also required to submit Tender Fee & EMD through NEFT / RTGS / Bank Transfer / Direct Credit at the following account before 14-01-2018 at 1500 Hrs.

Name of Beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

10. BID OPENING

- a) Bids will be opened on 15-01-2018 at 1500 Hrs.
- b) **Bids should be summarily rejected, if tender is submitted other than through online or original EMD & tender fee are not submitted within stipulated date / time.**

11. BID EVALUATION

Based on results of the Technical evaluation IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid with the lowest price will be the highest evaluated bid.

12. PAYMENT TERMS

- a) No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of IIM Indore and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the firm(s) immediately for which no extra payment shall be made.
- b) No part payment will be made against the part supply. In case of the undelivered items till due date of supply, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the EMD.

13. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give minimum one year's warranty on the item.
- b) The awardee shall give OEM warranty for all the items as applicable.
- c) The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
- d) Upon receipt of notice from IIM Indore for defective material, the firm shall **within 7 days** of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIM Indore for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, IIM Indore may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

14. LIQUIDATED DAMAGES

In case of delay in supply / replacement by the stipulated date, IIM Indore reserves the right of imposing penalty @0.5% per week on the value of the supplied items subject to maximum 10% of the cost of supplied items.

15. DELIVERY SCHEDULE

The successful bidder should execute the order within **30 days** at designated locations of IIM Indore from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced **within 7 days** at IIM Indore. The bidder has to make own arrangement for unloading of the items.

16. TERMS AND CONDITIONS

16.1 Termination for Insolvency

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

16.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

16.3. Arbitration

In the event of any dispute or difference arising under this SITC, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

16.4. Other Conditions

- a) **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.

- e) IIM Indore reserves the right to increase / decrease upto 25% of the quantities prior to issue of purchase order or during currency of the contract.
- f) IIM Indore reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
- g) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money shall be forfeited.
- h) Conditional tenders will not be considered in any case.
- i) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- j) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- k) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time
- l) **IIM Indore reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.**
- m) **IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

Undertaking

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Ref : - NIT No. IIMI/2018-19/32 dated 28-12-2018
(Notice Inviting Tender for Supply of Electrical Items)

- Sir,
1. I /we hereby submit our bid for Supply of Electrical Items.
 2. I/ We are enclosed herewith the following in favor of Indian Institute of Management Indore towards Tender Fee & EMD.

| Particular | Amount | Transaction No. & Date | Bank Name | Supporting documents are to be attached along with the Annexure-I |
|-------------------------------|-----------|------------------------|-----------|---|
| Tender Fee (Including Tax) | ₹500/- | | | |
| EMD | ₹10,000/- | | | |

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities, Penalty clause and all the contents stated therein.
4. I /we shall abide by all conditions set forth therein.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

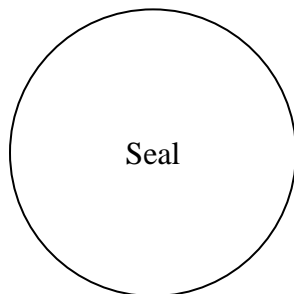
ANNEXURE – II

CERTIFICATE (to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

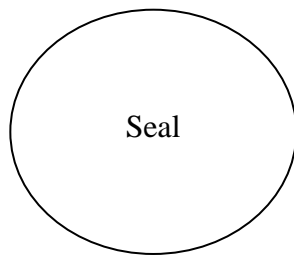
ANNEXURE – III

Work Order Details:

| S. No. | Evaluation Criteria | Name of the Client | Order No. & Date | Amount |
|--------|--|--------------------|------------------|--------|
| | List of Purchase Order / Work Order where the similar type of Work executed by you during the 7 years from the date of publication of tender | | | |
| 1 | Three similar works of 40% of the estimated value i.e. 1,27,852/- OR | 1. | | |
| | | 2. | | |
| | | 3. | | |
| 2 | Two similar works of 50% of the estimated value i.e. 1,59,810/- OR | 1. | | |
| | | 2. | | |
| 3 | One similar work of 80% of the estimated value i.e. 2,55,704/- | 1. | | |

Note: Supporting documents (purchase order/work order and **satisfactory execution of work from clients) are to be attached along with the Annexure-III.**

Date:



Place:

Authorized Signatory

Name:

Designation:

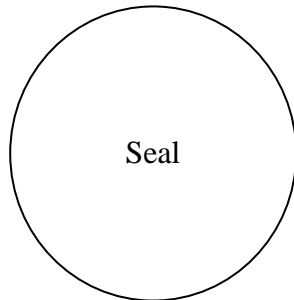
Contact No.:

ANNEXURE – IV

Annual Turnover Details:

| Evaluation Criteria | | | Remark |
|--|-----------------------|------------------------|---|
| Bidder's profit during last three financial years 2014-15 to 2016-17 OR 2015-16 to 2017-18 | Financial Year | Turnover in Rs. | - |
| | 2017-18 | | Supporting Documents are to be attached along with the Annexure-IV |
| | 2016-17 | | |
| | 2015-16 | | |
| | 2014-15 | | |

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

COMPANY DETAILS

| | | |
|---|-----------------------|--|
| Name of the Party | | |
| Date of Incorporation / Establishment | | |
| PAN Number | | |
| GST Registration Number | | |
| Bank Details | Account Number | |
| | IFS Code | |
| | Bank Name | |
| | Branch Name | |
| Office Address for Postal Communication | | |
| Authorized Signatory Details | Name | |
| | Designation | |
| | Email | |
| | Phone | |
| Details of Contact other than Authorized Signatory | Name | |
| | Designation | |
| | Email | |
| | Phone | |

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

TECHNICAL BID

| S. No | Item Name | UOM | Quantity | Required Make | Complied (Yes / No) | Offered Make & Model | Offered Warranty |
|-------|--|-----|----------|-------------------------------------|---------------------|----------------------|------------------|
| 1. | PVC Insulation Tape | No. | 12 | Anchor or Equivalent | | | |
| 2. | 30 Watt LED Lamp (Use in Post Top lantern Pole) | No. | 350 | Pharox or Equivalent | | | |
| 3. | Batten Holder | No. | 350 | Anchor or Equivalent | | | |
| 4. | Exhaust Fan 250 mm | No. | 30 | Bajaj/CG/Usha/Havells or Equivalent | | | |
| 5. | Exhaust Fan 200 mm | No. | 30 | Bajaj/CG/Usha/Havells or Equivalent | | | |
| 6. | Geyser Thermostat | No. | 25 | - | | | |
| 7. | Heating Element Triangular Type (2 KW) | No. | 25 | - | | | |

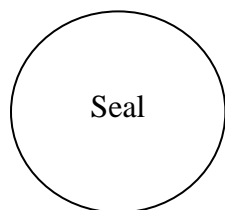
Note- The bidder has to quote only for those items for which he is having authorized OEM / Authorized Dealer / Authorized Distributer / Authorized Retailer certificate

Date:

Authorized Signatory:

Place

Name:



Designation:

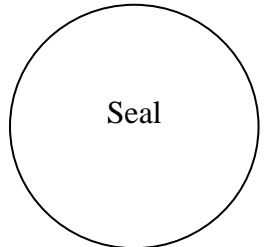
Contact No.:

ANNEXURE –VII

FINANCIAL BID

| S. No | Item Name | UOM | Quantity (A) | Rate (Inclusive of charges exclusive of Tax) (B) | Tax Percent | Tax Amount (C) | Rate (Inclusive of all taxes & charges) D = (B + C) | Total Amount (Inclusive of all taxes & Charges) (A x D) |
|-------|---|-----|--------------|--|-------------|----------------|---|---|
| 1. | PVC Insulation Tape | No. | 12 | | % | | | |
| 2. | 30 Watt LED Lamp (Use in Post Top lantern Pole) | No. | 350 | | % | | | |
| 3. | Batten Holder | No. | 350 | | % | | | |
| 4. | Exhaust Fan 250 mm | No. | 30 | | % | | | |
| 5. | Exhaust Fan 200 mm | No. | 30 | | % | | | |
| 6. | Geyser Thermostat | No. | 25 | | % | | | |
| 7. | Heating Element Triangular Type (2 KW) | No. | 25 | | % | | | |

Date:



Authorized Signatory:

Place:

Name:

Contact No.:

Designation: