

भारतीय प्रबंध संस्थान इंदौर

INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-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@iimdr.ac.in

निविदा क्रमांक/Tender No: IIMI/2018-19/29



दिनांक/ Date: December 17, 2018

चादर, तकिया कवर और बाथ तौलिया की आपूर्ति के लिए निविदा आमंत्रण सूचना NOTICE INVITING TENDER FOR SUPPLY OF BED SHEET, PILLOW COVER & BATH TOWEL

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित मदों के लिए प्रतिष्ठित ओईएम / अधिकृत वितरकों / अधिकृत विक्रेताओं / फुटकर विक्रेता से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।
Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from reputed OEM / authorized distributors / authorized dealers / Retailer for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	निविदा की अनुमानित कीमत Estimated Cost of Tender	अग्रिम जमा EMD	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes)
Supply of Bed Sheet, Pillow Cover & Bath Towel	₹11,02,000/-	₹30,000/-	₹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	17-12-2018	1800 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	17-12-2018	1800 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	17-12-2018	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	31-12-2018	1500 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	01-01-2019	1500 Hrs.

विषय सूची
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1. ABOUT IIM INDORE

Indian Institute of Management Indore (IIM Indore) is an Autonomous Institute under Ministry of Human Resource Development, Govt. of India.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

S. No.	Item Name	Item Specification	Quality	Quantity
1.	Single Bed Sheet	Single bed sheet Cotton of size 150 cm X 229 cm with minimum of 120 TC.	As Per Sample*	1300 Nos.
2.	Double Bed sheet	Double bed sheet Cotton of size 274 cm X 274 cm with minimum of 120 TC.	As Per Sample*	40 Nos.
3.	Towel	Brown/ Blue bath towel of size 75 cm X 150 cm with minimum 450 GSM	As Per Sample*	700 Nos.
4.	Pillow Cover	White cotton pillow cover of size 46 cm X 69 cm with minimum of 120 TC	As Per Sample*	700 Nos.

* The samples of Bed sheet, Pillow Cover and Bath Towel are available in the Institute and the same can be inspected before submission of the bid. One sample of each items are required to submit before due date and time, as stated in Para No. 17.4 (n) of this document.

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- b) **EMD of ₹30,000/- (Rupees Thirty Thousand only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- 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, or to submit a performance security before the deadline defined in the request for bids document, 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 receipt of Security Deposit towards Performance Guarantee as per Sl. No. 15 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- g) 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 remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

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 as detailed below
 - (I) Three similar works of 40% of the estimated cost **OR**
 - (II) Two similar works of 50% of the estimated cost **OR**
 - (III) One similar work 80% of the estimated cost

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 Annual Turnover should be at least 80% of the estimated cost 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 bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors / Retailer of the items having authorization for sales. Authorization letter from OEM is required to participate in this tender.

- f) The firm should supply the sample of each items duly sealed and signed as per the existing sample provided by IIM Indore. Duly completed undertaking to this effect is to be submitted as per the Annexure-V

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 with brochures of all items mentioning detailed specifications of the product.

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-VIII 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	17-12-2018	1800 Hrs.
b.	Bid Submission Start Date	17-12-2018	1800 Hrs.
c.	Bid Submission Close Date	31-12-2018	1500 Hrs.
d.	Closing Date & Time for Submission of EMD & Tender Fee	31-12-2018	1500 Hrs.
e.	Opening of Technical Bids	01-01-2019	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](#): Supporting documents as per tender clause 4.2 (e).
6. [Packet-6](#): Duly Completed Scanned PDF copy of Annexure-V
7. [Packet-7](#): Duly Completed Scanned PDF copy of Annexure-VI.
8. [Packet-8](#): Duly Completed Scanned PDF copy of Annexure-VII.

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-VIII.

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

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 31-12-2018 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) Technical Bids will be opened on 01-01-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online or EMD, tender fee & one sample of each items 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 and installation, 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 security deposit.

13. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give minimum one year onsite OEM warranty on supplied items.
- b) 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.
- c) 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 undelivered items subject to maximum 10% of the cost of undelivered items.

15. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security valid for **15 Months** in the form of DD / TDR / FDR / Bank Guarantee @10% of the total value of order (if Greater than Rs.2,50,000/-) at the earliest from the date of issue of the award letter. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

16. DELIVERY SCHEDULE

The successful bidder should execute the order within **30 days** at IIM Indore from the issue 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. The successful bidder may ask for providing a sample of each items, if required.

17. TERMS AND CONDITIONS

17.1 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

17.2 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.

17.3. Arbitration

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

17.4. 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.
- 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/Performance Security shall be forfeited.
- h) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- i) Conditional tenders will not be considered in any case.
- j) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- k) Institute reserve the right to increase/decrease the order quantity at any period of times.
- l) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- m) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time
- n) **The samples of Bed sheet, Pillow Cover and Bath Towel are available in the Institute and the same can be inspected before submission of the bid. One sample of each items are required to submit before due date and time.**
- o) **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.**
- p) **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

Tender No. IIMI/2018-19/29 dated 17-12-2018
(Notice Inviting Tender for Supply of Bed Sheet, Pillow Cover & Bath Towel)

Sir,

1. I /we hereby submit our tender for Supply of Bed Sheet, Pillow Cover & Bath Towel along with other required documents.
2. I/ We enclosed herewith the following in favor of Indian Institute of Management Indore towards EMD & Tender Fee.

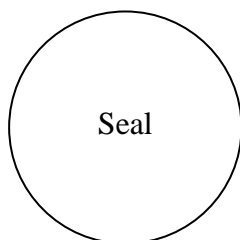
Particular	Amount	Transaction No. & Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	₹500/-			
EMD	₹30,000/-			

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 and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:

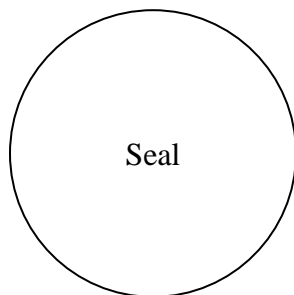
ANNEXURE – II

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.:

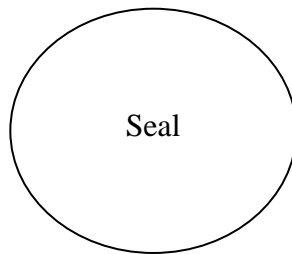
ANNEXURE – III

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 OR	1.		
		2.		
		3.		
2	Two similar works of 50% of the estimated value OR	1.		
		2.		
3	One similar work of 80% of the estimated	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.:

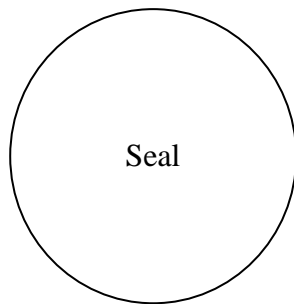
ANNEXURE – IV

Annual Turnover Details:

Evaluation Criteria		
Bidder's Annual Turnover for last three financial years 2014-15 to 2016-17 OR 2015-16 to 2017-18	Financial Year	Turnover in Rs.
	2017-18	
	2016-17	
	2015-16	
	2014-15	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts / CA Certificate) are to be attached along with the Annexure-IV.

Date:



Place:

Authorized Signatory:

Name:

Designation:

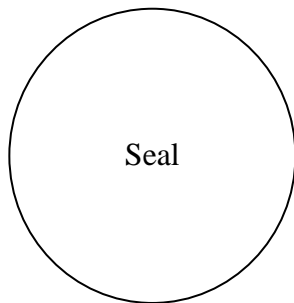
Contact No.:

ANNEXURE – VII

**Sample Inspection Certificate
(to be provided on letter head of the firm)**

With reference to your Tender No. IIMI/2015-16/29 dated 17/12/2017 for Supply of Bed Sheet, Pillow Cover & Bath Towel, I _____ hereby certify that I have inspected the sample of Bed Sheet, Pillow Cover and Bath Towel at IIM Indore on _____ and the bid is submitted for the items of the same quality / specification.

Date:



Place:

Authorized Signatory:

Name:

Designation:

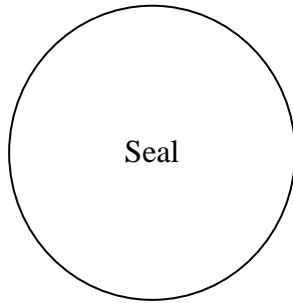
Contact No.:

ANNEXURE – VI

TECHNICAL BID

S. No.	Item Name	Item Specification	Quality	Quantity	Complied	Warranty
1.	Single Bed Sheet	Single bed sheet Cotton of size 150 cm X 229 cm with minimum of 120 TC.	As Per Sample*	1300 Nos.		
2.	Double Bed sheet	Double bed sheet Cotton of size 274 cm X 274 cm with minimum of 120 TC.	As Per Sample*	40 Nos.		
3.	Towel	Brown/ Blue bath towel of size 75 cm X 150 cm with minimum 450 GSM.	As Per Sample*	700 Nos.		
4.	Pillow Cover	White cotton pillow cover of size 46 cm X 69 cm with minimum of 120 TC.	As Per Sample*	700 Nos.		

Date:



Authorized Signatory:

Name:

Designation:

Place:

Contact No.:

ANNEXURE –VII

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:

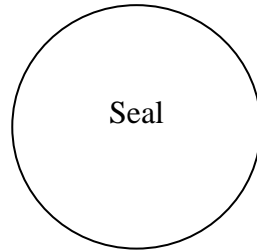
Designation:

Contact no.

Date:

ANNEXURE –VIII**FINANCIAL BID**

S. No.	Particulars	Qty. (A)	Rate (Inclusive of charges exclusive of Tax) (B)	Tax Percent	Tax Amount (C)	Rate (Inclusive of all taxes & charges) D = (B + C)	Amount (Inclusive of all taxes & charges) (A x D)
1.	Supply of Single Bed Sheet (Detailed specification as per Serial no. 1 of Technical Bid)	1300 Nos.		%			
	Supply of Double Bed Sheet (Detailed specification as per Serial no. 2 of Technical Bid)	40 Nos.		%			
	Supply of Towel (Detailed specification as per Serial no. 3 of Technical Bid)	700 Nos.		%			
	Supply of Pillow Cover (Detailed specification as per Serial no. 4 of Technical Bid)	700 Nos.		%			

Date:**Authorized Signatory:****Place:****Name:****Contact No.:****Designation:**