



PRESIDENCY UNIVERSITY
KOLKATA

TENDER DOCUMENT

FOR ENGAGEMENT OF

PUBLIC RELATIONS AGENCY

FOR

Inaugural Press Conference
for Bicentenary Celebration

OF

PRESIDENCY UNIVERSITY, KOLKATA

TENDER NOTICE

Tender Notice No: PU/Tender/ 2016-17/PRA-Bicentenary/1-R

Dated: 20-09-2016

Tender for Engagement of Public Relations Agency for Inaugural Press Conference for Bicentenary Celebration of Presidency University, Kolkata

Presidency University, Kolkata invites bids in sealed cover from the reputed, bonafide and resourceful service agencies for “**Engagement of Public Relations Agency for Inaugural Press Conference for Bicentennial Celebration of Presidency University, Kolkata**” to perform the jobs as mentioned in the Scope of Works in Annexure – II (General Conditions of Contract). Interested agencies/firms are requested to provide their bids as per General Conditions of Contract (Annexure-II), Signed Tender documents, Application and Declaration (Annexure – IV to V) under the Two-Bid System.

- i. Annexure I INSTRUCTIONS TO BIDDER
- ii. Annexure II GENERAL CONDITIONS OF CONTRACT
- iii. Annexure III BIDDER’S ELIGIBILITY CRITERIA
- iv. Annexure IV APPLICATION FORMAT
- v. Annexure V DECLARATION
- vi. Annexure VI CHECK LIST FOR THE BIDDER

The folder of Technical Bid should contain Annexure I to Annexure VI dully filled up and signed.

Financial Bid will be opened only if Technical Bid is found in order after technical evaluation.

The sealed cover containing the folders of Technical Bid and Financial Bid should be superscribed with the Tender Notice No. and date and is to be dropped in the Tender Box maintained at the Finance Office of the University at 1st Floor of the Main Building at Presidency University, 86/1 College Street, Kolkata – 700 073.

- **LAST DATE OF SUBMISSION OF BIDS: 27-09-2016 up to 3.00P.M.**
- **DATE OF OPENING OF THE BIDS: 27-09-2016 at 3.30 P.M.**

The University retains the right to cancel any of the items at a later date after the contract is awarded. The University at its own discretion may cancel any or all the bids without assigning any reason thereof. The University may not confine itself to issue work order in favour of lowest bidder.

Sd/-

**Registrar
Presidency University**

ANNEXURE - I

INSTRUCTIONS TO BIDDERS

Sealed Tenders are hereby invited by the Registrar, on behalf of the Presidency University, 86/1, College Street, Kolkata –700 073, for “**Engagement of Public Relations Agency for Inaugural Press Conference for Bicentenary Celebration of Presidency University, Kolkata**”.

1. Tender to be submitted as per the tender documents to be downloaded from the Official Website of the Presidency University (www.presiuniv.ac.in).
3. The tender shall be in two parts viz,
 - i) Technical Bid
 - ii) Financial Bid

Technical Bid- The intending bidders must read the terms and conditions carefully and should submit the technical bid in sealed Cover superscribing “TECHNICAL BID”. The sealed Folder of Technical bid should contain scanned copies of the following documents duly attested by the bidder:-

Earnest money

Tender Fees

Valid I.T. return for Assessment Years 2015-16, 2014-15 & 2013-14,

PAN (Company / Owner),

Valid Trade License,

Service Tax registration certificate,

Audited annual accounts of last three (3) years

List of credentials (List of present clients, copy of work orders and completion certificates for similar work handled in the past (preferably for reputed educational institutions, Govt. organizations, etc.) and other relevant details.

Tender without earnest money and tender fees in proper form will be rejected.

Financial bid- The bidders are required to fill the financial bid as per prescribed format and put the same in the sealed Folder superscribing “FINANCIAL BID”. Any bidder failing to do so will automatically be disqualified and the tender of that bidder will be rejected outright.

4. **Price**

- Price to be quoted should be inclusive of all taxes and expenses, direct and indirect, of the Agency for undertaking the work as detailed in the Scope of Work.
- No other incidental expenses including out of pocket expenses for attending meetings, client servicing, etc. would be borne by the University.
- Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever.
- The Bid Prices shall be indicated in Indian Rupees (INR) only.
- Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected.

5. **Fraud and Corruption:**

- The University authority requires that bidders, suppliers, and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:

- “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the University authority, designed to establish bid prices at artificial, noncompetitive levels; and
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

6. Bidder Qualification

- The "Bidder" as used in the tender documents shall mean the one who has signed the Tender Form. The Bidder may be either the Principal Officer or his/her duly Authorized Representative, in either cases he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by authorized representative or the principal as the case may be.
- Any change in the Principal Officer shall be intimated to University authority in advance.

7. Sub-Contract

Sub-contract is not allowed.

8. Contacting the University

No Bidder shall contact the University authority on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

9. Opening of Technical Bids by University

- The University will open the Technical Bid, in the presence of the representatives of the Bidders who choose to attend, at the time, date and place, as mentioned in the Tendering Process Flow.
- An evaluation committee will be formed for evaluation of the bids. Decision of the committee would be final and binding upon all the Bidders.
- The Bidder's names, the presence or absence of the requisite EMD and such other details considered appropriate will be announced at the Bid opening.
- Conditional tenders shall not be accepted.

10. Evaluation of Bids

- The selected Bidders must possess the requisite experience, strength and capabilities in providing the services necessary to meet the University's requirements, as described in the Tender Documents.

11. Preliminary Examination

- The University will examine the bids to determine whether they are complete, whether the bid format conforms to the Tender requirements, whether any computational errors have been made, whether required EMD & Tender Fee has been furnished, whether the documents have been properly signed.
- A bid determined as not substantially responsive will be rejected by the University.

12. Selected agency will be issued Work Order by the University Authority and the terms and conditions specified in the Work Order will have to be accepted by the selected agency before commencement of the work.

13. Earnest Money Deposit (EMD) -Tender must be accompanied by Earnest Money Deposit of Rs.5, 000/- (Rupees Five thousand) only. The Tenderers shall deposit EMD in the form of Demand Draft/Pay Order drawn in favour of

Presidency University, payable at Kolkata. Tender not accompanied by Earnest Money shall be summarily rejected.

14. **Tender Fee** – Bidders shall have to submit a tender fee of **Rs.250/- (Rupees Two hundred Fifty) only** towards tender fee (non-refundable) along with the tender. The tender fee shall be drawn in the form of Demand Draft/Pay Order drawn in favour of **Presidency University**, payable at Kolkata. Tender not accompanied by Tender Fees shall be summarily rejected.
15. The acceptance of a tender will rest with the Presidency University, Kolkata who does not bind themselves to accept the lowest tender and the University reserves the authority to reject any or all of the tenders received without assigning any reason. All tender not fulfilling any of the prescribed conditions or remaining incomplete in any respect are liable to be rejected.

The tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
16. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
17. On acceptance of the tender, the name of the accredited representative(s) of the agency who would be responsible for taking instructions from the University shall be communicated to the University authority.
18. Tenders shall remain open for acceptance for 90 days from the date of opening of the financial bid. If any tenderer withdraws his tender before the said period, then the owner shall be at liberty to forfeit Earnest Money paid along with the tender.
19. The Agency should be able to provide a qualified servicing and creative team for undertaking the work. The agency team would work closely with the Presidency University authority and should be available always at the call of the University.
20. The tenderers shall bear all costs associated with the preparation and submission of their bids.
21. The Technical and Financial Proposals to be submitted by the agency should be firm.
22. The tenderers shall acknowledge the tender conditions and all subsequent amendments and submit along with their bid duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal.
23. The selected agency may be invited for negotiations, if felt necessary by Presidency University. If such negotiations do not result in a conclusion, the University shall have the right to invite the next bidder for negotiations and finalization.
24. The notification of award of contract will be made in writing to the successful tenderer by the University.

Sd/-

Registrar

Presidency University

Annexure-II

GENERAL CONDITIONS OF CONTRACT

1. Scope of the work:-

The selected agency shall provide the following services with a view to highlighting the Presidency University Bicentenary event as the maiden step by the University commemorating the glorious past 200 years aligned with its vision of 'refashioning its esteemed traditions and continuing strengths into a leading institution of the future':

Pre-conference 1-1 interactions with (3-4 interactions):

- a) One top financial daily
- b) Two/three top mainline daily
- c) One / two national electronic channel

Press Conference/Events (1)

- Activity strategy and planning
- Media invitation, media call round and attendance follow up
- Press kit material development – draft/localize release, update executive profiles and company backgrounder and develop quotes
- Draft of briefing document for client/spokesperson (including key messages and Q and A)
- Media management at the press conference
- Facilitate 1-1 interaction with client/spokesperson at the side lines and attendance as best possible
- Issue post event press release to relevant media
- Follow up and report coverage
- Delivering mementos and press kits (production to be taken care of) to the delegates
- Decorating the entire University and venue for the Conference
- One number AV which will speak about the significance of the event

Media Monitoring (Print and Electronic Channels)

- Clippings on client will be sent via email post the press conference
- Soft Copy (CD) report compilation of coverage about client

2. Earnest Money Deposit

- a) All tenderer have to furnish Earnest Money Deposit of Rs.5,000/- only by way of Bank Draft/Pay Order drawn in favour of Presidency University payable at Kolkata. The tender received without Earnest Money deposit will be rejected.
- b) Earnest Money will be forfeited if the contract is not executed after acceptance.
- c) If the bidder backs out after the University has accepted his/her tender, it will be considered as default and the Earnest Money Deposit will be forfeited by the University by informing the agency as having done so.

- d) Earnest money deposit will be refunded to the unsuccessful tenderers after the tender is finalized against application by the respective bidders to the Finance Officer, Presidency University, Kolkata.
- e) Earnest Money deposit will not bear any interest.

3. Performance / Security Deposit:

In the case of the Selected Agency, the Earnest Money Deposit shall be converted as Performance/ Security Deposit. The Performance / Security deposit shall remain valid for a period of 30 days beyond the date of completion of the contractual obligation. No interest will be given on the security deposit.

4. Acceptance of Work Order

The selected agency has to submit the order acceptance promptly after the date of issue of work order.

5. Reporting Progress

- The services, to be provided by the Bidder under the Contract and the manner and speed of execution and maintenance of the work are to be conducted in a manner to the satisfaction of University authority in accordance with the Contract.
- The Bidder shall reply to the written notice giving details of the measures he proposes to take to expedite the progress so as to complete the works by the prescribed time. The Bidder shall not be entitled to any additional payment for taking such steps.

6. Information Security

- The Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the University, to any outside agency without prior written permission from the University.
- The Bidder shall adhere to the Information Security policy developed by the government.

7. Indemnity

The Bidder shall be responsible to compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract;
or
- Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- The indemnity shall be to the extent of 100% in favour of the University.

8. Risk- Purchase :

If the tenderer after submission of the tender and on the acceptance of the same fails to abide by the terms and conditions of the Tender Document or fails to complete the work within the specified time or at any time repudiates the contract, Presidency University will have the right to:

- a) Terminate the contract of the agency and further blacklist the agency.
- b) Invoke the Earnest Money Deposit.
- c) In case of completion through alternate sources at a higher price, the agency will have to pay the incremental value so incurred to Presidency University or will be recovered by the University through appropriate means.

9. Agency's Integrity

The selected Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

10. Agency's Obligations

a. The selected Agency is obliged to work closely with the University authority, act within its own authority and abide by directives issued by Presidency University.

The Agency will abide by the job safety measures prevalent in India and Presidency University cannot be held responsible for any eventual mishap for non-compliance of this provision. In case of any accident or accidental death of workman of the agency while on duty, the compensation as per relevant law shall have to be borne by the agency. The Agency will pay all indemnities arising from such incidents and will not hold the University responsible or obligated.

b. The Agency is responsible for managing the activities of its personnel or sub contracted personnel and will hold itself responsible for any misdemeanour.

c. The Agency will treat as confidential all data and information about Presidency University, obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the University.

11. Permits and Licences

Permits and licenses for release of materials which are under Government control will be arranged by the selected agency. The Owner will render necessary assistance, sign any forms or applications that may be necessary.

12. Government and Local rules

The selected agency shall conform to the provisions of all local Bye-laws and Acts relating to the work and to the Regulations etc. of the Government and Local Authorities and of any company with whose system the structure is proposed to be connected. The selected agency shall give all notices required by the said Act, Rules, Regulations and Bye-Laws etc. and pay all fees payable to such authority/authorities for execution of the work involved. The cost, if any, shall be deemed to have been included in his/her quoted rates, taking into account all liabilities for licenses, fees and shall indemnify the Owner against such liabilities and shall defend all actions arising from such claims or liabilities.

13. Taxes and Duties

The price quoted by the tenderers must be inclusive of all taxes and duties if applicable. No extra claim on this account will in any case be entertained. Income Tax Deduction at Source U/S 194J of the Income Tax Act 1961 will be made at the time of payment of Final Bills.

14. Other Persons Engaged By The Owner

The University reserves the right to execute any part of the work included in this contract or any work which is not included in the contract by other Agency or persons and contractor shall allow all reasonable facilities for the execution of such work. The main agency shall extend all cooperation in this regard.

15. Termination

Presidency University may terminate the Contract of the agency in case of the occurrence of any of the events specified below:

(i) If the Agency becomes insolvent or goes into compulsory liquidation.

(ii) If the Agency, in the judgment of Presidency University, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

(iii) If the Agency submits to Presidency University a false statement which has a material effect on the rights, obligations or interests of Presidency University.

(iv) If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Presidency University.

(v) Clear evidence is received that selected agency has breached copyright laws/ plagiarised from another source;

If the agency does not execute the contract to the satisfaction of the Presidency University then the University may invoke any or all of the following clauses:-

- (i) Forfeit the Performance / Security Deposit
- (ii) Terminate the contract without any liability of Presidency University towards the selected agency.

16. Liquidated Damages

Subject to clause for Force Majeure if the bidder fails to comply the contractual obligations before the scheduled completion date or the extended date or if Bidder repudiates the Contract before completion of the Work, the University, at its discretion, may without prejudice to any other right or remedy available to the University under the Contract recover Liquidated damage @ 1% per week subject to a maximum of 10%, will be computed on the value of contract will be recovered from the Agency for the delayed period to a maximum 10 weeks. Subsequently, University may consider cancellation of contract.

17. Dispute Resolution

The University and the Bidder shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

18. Conflict of interest

The Bidder shall disclose to the University in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as practical after it becomes aware of that conflict.

19. Severance

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

20. “No Claim” Certificate

The Bidder shall not be entitled to make any claim, whatsoever against the University, under or by virtue of or arising out of this contract, nor shall the University entertain or consider any such claim, if made by the Bidder after he shall have signed a “No claim” certificate in favour of the University in such forms as shall be required by the University after the works are finally accepted.

21. Publicity

The Bidder shall not make a public announcement or media release about any aspect of this Contract unless the University first gives the Bidder its written consent.

22. Force Majeure

For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

23. Specific Conditions

- a) Presidency University will have right to drop any agency without assigning any reason what so ever. Presidency University also reserves the right to modify the term and conditions for appointment.
- b) The Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to University’s interest. The Agency will maintain confidentiality on matters disclosed till proper instruction is issued for publication.
- c) The Agency should be able to execute order at short notices and even on holidays.
- d) The Agency should have all the required resources to execute the works.

e) residency University also reserves the right to employ any agency apart from the selected of agency.

24. Assignment

The whole of the works included in the contract shall be executed by the selected agency and the agency shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein nor, shall not take a new partner, without written consent of the University and no subletting shall relieve the agency from the full and entire responsibility of the contract or from active superintendence of the work during their progress.

25. Payment Schedule and procedure:

Payments will be released after successful completion of the assigned works. No advance payment would be made. Invoice should be raised in favour of Presidency University, 86/1, College Street. Kolkata -700 073. Invoice should be accompanied by work done certificate duly issued by the authorized University Representative.

26. Modification And Withdrawal Of Tender

(a)Tenderer may all the time can modify and correct or upload any relevant document in the portal till the last date and time of Tender submission, as published in the e-procurement portal.

(b) Once Bids are submitted, withdrawal of Bids is not allowed after the closing time and date of submission of the bids.

27. Arbitration

The provisions of the Arbitration and Conciliation Act 1940 or any statutory modification or re-enactment thereof and the rules made thereunder, and for the time being in force, shall apply to the Arbitration proceeding under this clause.

ANNEXURE- III

Bidder's Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria as given below:

SL.	Clause	Documents Required
1	The bidder should be a Fully Service Agency and Private/Public Limited company registered under the Companies Act, 1956 or a firm or sole proprietorship firm. The company/firm should be in existence for at least 5 (five) years as on 31.03.2016 and should have their registered offices in India. The company/agency must be registered with appropriate authorities for all applicable statutory duties/taxes.	<p><i>Valid documentary proof of:</i></p> <ul style="list-style-type: none"> ✓ Certificate of incorporation ✓ Certificate of Commencement ✓ Copy of Memorandum of Association <p><i>Valid documentary proof of:</i></p> <ul style="list-style-type: none"> ✓ Service Tax registration number. ✓ Income Tax registration/PAN number ✓ Income Tax returns for the last three Years
2	The bidder should have their functional setup in at least two metro cities including Kolkata	<p><i>Valid documentary proof of:</i></p> <ul style="list-style-type: none"> • Address • Trade Licence or similar documents issued by the local authority
3	The bid can be submitted only by an established house that has an experience of providing similar services to reputed organizations including educational institutions and should have been in the business for at least five (5) as on 31.03.2016.	<ul style="list-style-type: none"> • Self certification by authorized signatory with relevant documents in its support. • At least three Work Orders confirming year and area of activity
4	The bidder should have commissioned similar works during the last Five (5) years to reputed educational institutions	Copy of minimum three work orders / Completion certificates confirming the order value
5	The Bidder should provide a list of his manpower resources showing their profile of technical / professional qualification and experience / expertise	List in the Bidder's Letterhead duly signed under rubber stamp (attachment of supporting documents is preferable)
6	The bidder should furnish, as part of its bid, an Earnest Money Deposit of Rs.5,000/- (Rupees Ten thousand) only.	In the form of Demand Draft from a Nationalized/Scheduled Bank in India, in favour of "Presidency University", payable at 'Kolkata'.
7	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or	Declaration in Annexure V by the authorized

	blacklisted with any of the Government Agency.	signatory of the bidder.
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The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The University authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

Annexure-IV

APPLICATION FORMAT TO BE FILLED UP BY THE REPUTED / BONAFIDE AND RESOURCEFUL AGENCIES SUBMITTING TENDER FOR “ENGAGEMENT OF PUBLIC RELATIONS AGENCY FOR INAUGURAL PRESS CONFERENCE OF BICENTENARY CELEBRATION OF PRESIDENCY UNIVERSITY, KOLKATA”

1. Name of the Tenderer:
2. Profile of the tenderer (may attach separate sheet):
2. Status of the Tenderer:
(Attach relevant documents, if registered company/partnership/sole proprietary)
3. Details of key top official/authorized official:
Name:
Designation
E-mail id
Contact No. / Mobile No.
4. Income Tax Returns of the assessment years 2015-16, 2014-15 and 2013-14 (Attach photocopies):
5. Average Annual Turnover of bidder (to provide Annual Report & Audited Balance Sheet/Statement of Account of 2012-13,2013-14 and 2014-15) :
6. Profession Tax Registration No. (Attach photocopy):
7. List of clients with addresses where similar service have been successfully executed and value of such work order and completion certificate. (Attached photo copies of work orders and completion certificates)
8. Income Tax Permanent A/c No. (Attach photocopy):
9. Service Tax Registration No (Attach photocopy):
10. Valid Trade Licence (Attach photocopy):
11. Details of EMD: Bank Draft No. _____ Date _____ of Rs.5,000/- drawn on _____ Bank, _____ Branch. (Attach scanned copy)
12. Details of Tender Fees: Bank Draft No. _____ Date _____ of Rs.250/- drawn on _____ Bank, _____ Branch. (Attach scanned copy)

Certify that all above information are correct to the best of my/our information, knowledge and belief.

Signature of the Bidder
Name _____

Date _____

Designation _____
Seal

ANNEXURE – V

DECLARATION

1. I _____, Son /Daughter of Sri _____, Proprietor/Partner/CEO/MD/Director/Authorized Signatory of M/s. _____ am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services.
7. I/ our firm / company am / is /was /were not currently /previously involved in any corruption and fraudulent activities.

Signature of the Authorized Person

Date: _____ Full Name: _____

Place: _____ Company Seal: _____

Check List for the Tender

(These are the mandatory documents which needs to be uploaded with Technical Bid)

1. EMD & Tender Fees
2. Bidder's last 3 Financial Years (2012-13, 2013-14&2014-15) Audited Statement of Accounts.
3. Certificate of Registration in case of company / partnership deed in case of partnership firm/ Valid Trade License
4. Attested copies of PAN card, Service Tax Registration Certificate, Professional Tax Registration Certificate
5. Income Tax returns for the Assessment Years 2013-14, 2014-15 and 2015-16.
6. Technical Setup details in Kolkata and other metro city / cities in India and their plan to address issues about services, maintaining minimum service inventory etc.
7. Duly signed under Rubber Stamp Tender Documents.
8. Duly filled up & signed Application and Declarations.
9. At least three (3) no's work orders and completion certificate for similar type of work.
10. List of manpower resources showing their profile of technical / professional qualification and experience / expertise

All Bidders' are requested to follow the above Check List while quoting.

Tender Notice No.: PU/Tender/ 2016-17/PRA – Bicentenary /1

Dated: 06-09-2016

Price Schedule

Submission to be made in Seal Cover

Particulars	Amount (Rs)
Contract Price for all works as per the scope of work (Annexure II clause 1)	

In Words: Rupees _____