



# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

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(A National University established by an Act of Parliament)

(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref. No. : IGNTU/P5/2015/15

Date : 26/05/2015

## Tender Form for Supply, fitting, Installation, Testing & commission of Kitchen Equipment & Utensils and commissioning of same for Mega Mess

### TECHNICAL BID

#### Section 1: Organisation Details and General Information:

1. Name of Company/ Organization/Firm : .....
2. Street Address : .....
3. P.O. Box and Mailing Address : .....

Postal Code : ..... City : .....

Country : .....

4. Tel. : ..... 5. Fax : .....

6. Email : ..... 7. Address : .....

8. Type of Business (Tick only)

Corporate/Limited :  Partnership :  Other (Specify) :

9. Nature of Business :

Manufacturer :  Authorised Agent :  Trader :

Consulting Company :  Other (Specify) :

If you mark "Authorized Agent" or "Trader", please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products to the University.

10. Year of Establishment .....

11. Other Information

(a) License No./ Regn. Details/Country .....  
where registered (Attach proof)

- (b) PAN No. ( attach photocopy of PAN Card)

- (b) CST No. (attach proof of regn. no)

VAT No.(attach proof of regn.no.)

#### Section 2: Financial Information (Please attach certified copy of recent balance sheet)

12. Annual Value of Total Turnover for the last 3 years :

Year ..... : Rs. .... Year ..... : Rs. ....

Year ..... : Rs. ....

13. Annual Value of Export Sales for the last 3 years :
- Year ..... : Rs. .... Year ..... : Rs. ....  
Year ..... : Rs. ....
14. Bank Name : .....  
Address : .....  
.....  
.....  
IFSC Code : .....
15. Bank Account Number : .....
16. Please attach a list of reference sources for kitchen equipment & utensils supplied & furnished the Mess by your organisation within the last 12 months. (*Please also indicate fax numbers and contact person for your reference sources.*)

**SECTION-3 : Technical Capability and other relevant Information:**

- 17.(a) . The Tender must be submitted in **Two BID, Technical Bid and Financial BID in two separate envelops, one containing only Technical BID with EMD.** The Technical offer should include all details on specifications asked for as mentioned. In technical Bid the details of specification, quality, manufacturing details, capabilities, previous supply commitments and other specifications should be given with the suppliers' credentials and second one should contain Price Bid only.
- (b) **ELIGIBILITY CRITERIA:** ORIGINAL MANUFACTURERS should have executed similar supplies in India in past 3 years including with Universities/ CSIR / Govt. Institutes/ IITs/ IISc / reputed educational institutions etc.  
The vendor should have reputed background and should be established in the similar business for at least 5 years. For the three years out of the last five years, Vendor must be a registered corporate entity in India. In case of companies incorporated outside India, they should mention an authorized service entity who would provide post purchase services on behalf of its principal. Vendor should be a registered OEM or Authorized dealer on behalf of such manufacturer having at least 5 years valid manufacturing license issued by Govt. of India. (**Please attach copy of the same**).  
Audited Balance sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.  
**Documentary evidence is to be submitted for supply in organization like Universities/ /Institutes/IITs/IISc with contact details, name, Tel Nos. and Fax. Nos. of the previous customers.**  
A complete list of all other organizations where the equipment has been supplied, fitted by the vendor is to be furnished duly countersigned.  
The Profile of the organization/ firm should be enclosed in the Technical bid with reference to domain expertise/ user base etc.
- (c) **SPECIFICATIONS** are basic essence of the product. It must be ensured that the offers are strictly as per our specifications. At the same time it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration. **Free Training Should be given to Mess People for operation of Equipments for a minimum period of 7 days.**  
**A quotation has to be supported with the printed technical leaflet/literature.**

Quoted/tendered specifications should invariably be highlighted in the leaflet/literature for easy reference.

- 18 Detail of EMD : Amount : .....  
 DD No. : ..... Bank Details : .....
- 19 Do the Goods being supplied by you confirm the National/International Standards?  
 Yes :  No  Please attach documentary evidence
- 20 Quote your Rate offered in the Financial BID proforma ( Separately given) for each department in separate envelopes.

**Section 4: Experience**

- 21 Recent supplies with the Government Organization :

Organization	Value	Year	Equipments Supplied	Destination
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____

**Section 5: Other**

- 22 Please list any current legal disputes in which your company may be involved.
- 23 List any national or International Trade or Professional Organizations of which your Company/ organization is a Member.
- 24 Certification: I, the undersigned, warrant that the information provided in this form is correct and true to the best of my knowledge.

Date: \_\_\_\_\_

Authorized Signatory with Seal

**25 List of attachments**

- 1.
- 2.
- 3.
- 4.
- 5.