



**SBI LIFE INSURANCE COMPANY LIMITED**

Tender No. AMC/MGNT SER/02-2016-2017

Dated: 25-11-2016

**Notice Inviting Bids for Supply of Housekeeping Materials**

SBI Life Insurance Company Limited invites bids for supply of '**HOUSEKEEPING MATERIALS**' for Central Processing Centre at Navi Mumbai (Seawoods, Navi Mumbai) from reputed and financially sound firms, for a period of 24 months from the date of award of contract.

Tender document can be obtained from the Office of the Advisor-Administration, SBI Life Insurance Company Limited, Central Processing Centre, 7th Level (D Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 or downloaded from our website [www.sbilife.co.in](http://www.sbilife.co.in)

***The Last date of submission of tender documents shall be 05-12-2016 at 03.00 PM***

***Term of Contract will be effective from 01.01.2017 to 31.12.2018***

Interested parties may submit tender in a sealed cover super scribed "**Tender for supply of Housekeeping Materials**" addressed to Advisor-Administration, 7<sup>th</sup> floor, Central Processing Centre, SBI Life Insurance Co Ltd, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706.

SBI Life reserves the right to reject any/all proposals without assigning any reason whatsoever.

**Advisor-Administration**

## **TENDER DOCUMENT**

### **For Supply of Housekeeping Materials**

**NAME OF TENDERER** : \_\_\_\_\_

**ADDRESS** : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PIN CODE** : \_\_\_\_\_

#### **Contact Nos.**

**Landline** : \_\_\_\_\_

**Mobile** : \_\_\_\_\_

**Fax** : \_\_\_\_\_

**E-mail** : \_\_\_\_\_

**Last date of submission of the Tender: On or before December 05<sup>th</sup> 2016 by 15:00 hrs.  
(3.00 PM)**

## **TENDER FOR SUPPLY OF HOUSEKEEPING MATERIALS**

### **SBI LIFE INSURANCE COMPANY LIMITED**

#### **Table of Contents**

<b>Sr. No</b>	<b>Content</b>	<b>Page Nos</b>
<b>1.</b>	<b>Instructions to Bidders</b>	<b>4</b>
<b>2.</b>	<b>General Instructions for the Tendering Company/Firm/Agency</b>	<b>5</b>
<b>3.</b>	<b>General Terms &amp; Conditions</b>	<b>6-7</b>
<b>4.</b>	<b>Eligibility Evaluation Criteria</b>	<b>8</b>
<b>5.</b>	<b>Special Terms and Conditions</b>	<b>9</b>
<b>6.</b>	<b>Acceptance Certificate</b>	<b>10</b>
<b>7.</b>	<b>Technical Bid</b>	<b>11</b>
<b>8.</b>	<b>Financial Bid</b>	<b>12-15</b>
<b>9.</b>	<b>Checklist</b>	<b>16</b>

## Instructions to Bidders

1. Sealed tenders are invited under two bid system(Technical & Financial bid) from reputed and registered suppliers / Firms / Agencies / Companies for entering into Rate Contract to supply housekeeping Consumables / General Items on regular basis to Central Processing Centre, 7th Level (D Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 for a period of two years from the 01.01.2017 to 31.12.2018 to the selected firm (s) and may be extendable for maximum period of 1 year, on review of satisfactory performance on the same terms and conditions of this tender document.
2. Complete tender document may be obtained in person from the undersigned on any working day from 9.00 AM to 1.00 PM from the date of publication of the tender notice. The tender notice may also be downloaded from this office web-site [www.sbilife.co.in](http://www.sbilife.co.in)
3. The bid duly completed in all respects along with the Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Banker's Cheque in the name of SBI Life Insurance Company Limited, payable at Mumbai, should be submitted in the sealed cover-I marked as "Technical Bid". Another sealed cover-II should be marked as 'Financial Bid'. Both Cover-I "Technical Bid" and Cover-II "Financial Bid" submitted in the prescribed form should be submitted in separate sealed cover super scribing as "**Tender for supply of Housekeeping Materials**" and addressed to Advisor-Administration, Central Processing Centre, 7th Level (D Wing), Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706, may be dropped in the tender box kept at the Security area on 7<sup>th</sup> Floor, latest by 3 pm on or before 05.12.2016. The outer and inner envelopes must indicate the name and address of the bidder. The tender shall not be accepted beyond the stipulated date and time under any circumstances.
4. The Technical bid will be opened by the Committee constituted by this office at the discretion of SBI Life.
5. The Advisor-Administration, reserves the right to cancel the tender at any time or relax / amend / withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason, there for. Any inquiry after submission of the quotation will not be entertained.
6. Bidders shall not be permitted to withdraw their tender till the finalization of the tendering process / award of contract to firm (s).

## General Instructions for the Tendering Company/Firm/Agency

1. The tendering Firm/Agency/Company must fulfil the following specifications/conditions:

a) The Registered Office or Branch Office of the Company/Firm/Agency should be located in Mumbai / Navi Mumbai and a person should be available on all working days between 9.00 AM to 6.30 PM.

b) The tendering Firm/Agency/Company should have its own Bank Account, TAN/TIN/VAT Number and shall be registered with Sales Tax departments. The tendering Firm/Agency/Company, to whom the tender shall be awarded, will be required to submit their bank account number so that the payment shall be transferred electronically in its respective bank accounts. No payment through cheque/bank draft shall be made by SBI Life, CPC for supply of housekeeping consumables.

c) The housekeeping Consumables/General Items supplying company/Firm/Agency should be a reputed housekeeping Consumables/General Items supplier having at least three years' experience for supply of housekeeping Consumables/General Items to Govt. Organization / Public Sector / Pvt. Limited Company, etc. Proof of experience certificate, not older than one year from the Govt. Organization / Public Sector / Pvt. Limited Company, etc should be enclosed.

d) The tendering Firm/Agency/Company is advised in their own interest to quote their rates for all the items as per the specifications indicated in Financial Bid. Those firms not quoting rates for all the items shall not be entertained and would be liable for rejection. In case, any item rate is not quoted, the highest rate quoted will be taken among the bidders for that particular item.

e) The tendering Firm/Agency/Company should submit a self-attested copy of the income tax returns for the last three financial years.

f) The tender should be submitted under two bid system. The interested tendering Firm/Agency/Company are advised to submit two separate envelopes super scribing "Technical Bid" (Cover-1) and "Financial Bid" (Cover-2). Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words "**Tender for supply of Housekeeping Materials**".

g) The tendering Firm/Agency/Company should give a self-certificate stating in clear and unambiguous language that it has neither been black listed by any of the Govt. Organization / Public Sector / Pvt. Limited Company with whom, it had contract for supply of housekeeping consumables/general items etc. during the last three years nor has it been penalized by such offices/ organizations for supply of poor/spurious items etc.

## **General Terms & Conditions**

1. The Rate contract shall be for a period of two years from 01.01.2017 to 31.12.2018 or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable for another period of 1 year on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful housekeeping consumables/general items Supplier firm/ Agency/Company and SBI Life Insurance Company Limited, CPC, Seawoods, Navi Mumbai.
2. The selected tendering Firm/Agency/Company services would be required to supply the housekeeping Consumables / General items on regular basis to Central Processing Centre, 7th Level (D Wing) & 8th Level, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 on all working days between 9.00 AM to 6.30 PM. No separate charges whatsoever, for delivery of goods would be paid by this office.
3. The Selected Tendering Firm/Agency/Company shall also provide the name and mobile number of a person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangements for supply of the desired items, even at short notice. The order will be placed on email or on phone as per the requirement of the SBI Life, CPC.
4. Order for items shall be placed on requirement basis and its delivery must be ensured within two days of receipt of the supply order. Bills in duplicate / triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released only after it is ensured that the items/quantity of items supplied is to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quantity etc. the same shall be replaced by the selected firm (s) immediately for which no extra payment shall be made.
5. Liquidated damages (LD): Any delay in supply of the items, replacement of defective items within stipulated delivery period it is treated as delayed supply and 0.5% of LD will be levied for every week delay up-to maximum of 5%.
6. SBI Life, CPC shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/ place of supply for which, no additional payment shall be made.
7. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on the bill. The bill shall be signed by the authorized signatory of the firm. Validity of the tax registration during the currency of contract shall be sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately.
8. The tendering Firm/ Agency/ Company shall be bound by the details furnished by it to SBI Life, CPC while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by it are found to be false or the quality of the articles or sets are found of poor quality /different specifications, it would be

deemed to be breach of the contract shall be cancelled and Security Deposit amount shall stand forfeited.

9. All the corrections made anywhere in the tender form will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 or L3 or any other position. Decision of SBI Life, CPC will be binding in this case.

10. The tendering Firm/ Agency/ Company shall submit the bills correct/accurate in all respects with required challans / receipts and with all relevant documents as required by SBI Life, CPC from time to time for the material supplied in the previous month and the same shall be settled by SBI Life, CPC within 10-12 working days. Applicable TDS, etc. will be deducted at source as per rules.

11. The rate quoted by the selected tendering Firm/ Agency/Company and as approved by SBI Life, CPC shall remain valid throughout the period of contract and request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.

12. SBI Life, CPC reserves the right to obtain the sample materials from the L1 vendor before placing the Work order.

13. The selected firms(s) shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency /lies without prior written consent of SBI Life, CPC. If it is found that the firm has given sub-contract for supply of housekeeping Consumables / General Items on the basis of procurement / supply order, the contract shall stand cancelled & the Security Deposit amount shall stand forfeited.

14. The conditional / incomplete bids shall not be considered and shall be declared un-responsive.

15. All entries in the tender form should be legible and filled clearly in prescribed Financial Bid Form only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached.

16. The tender documents should be sealed and clearly super scribed with the words "**Tender for supply of Housekeeping Materials**".

## Eligibility Evaluation Criteria

The tendering Firm/Agency/Company must fulfil the following specifications (all documentary Proofs, self-attested, are required to be submitted along with the technical bid):

(a) The registered office or Branch office of the tendering Firm/Agency /Company should be located in Mumbai / Navi Mumbai. The tendering Firm/Agency/Company should submit a proof of its office address.

(b) The tendering Firm / Agency / Company should have its own Bank Account, TIN / VAT Number. Self-attested copy of the same should be enclosed.

(c) The housekeeping Consumables / General items tendering Firm / Agency / Company should be a reputed & financially sound supplier having two years' experience and expertise in supplying housekeeping and cleaning materials. (Copy of Income Tax Return for the last three years shall be also be enclosed with the Technical Bid.

(d) The Firm / Agency / Company should have an annual turnover for not less than Rs. 25 Lakhs. Copy of stipulated proof may also be enclosed with Technical bid.

(e) The tendering Firm / Agency /Company are advised in their own interest to quote their rates for all the items is as per the specifications indicated in the Financial Bid falling which highest quote of that particular item, among the bidders, will be considered.

(f) The Earnest Money Deposit of Rs. 10,000 (Rupees Ten Thousand only) refundable (without interest), should be necessarily accompanied with the technical bid of the tendering Firm/Agency/Company in the form of Pay Order /Banker's Cheque drawn in favour of SBI Life Insurance Company Limited, payable at Mumbai, failing which the tender shall be declared unresponsive.

(g) The successful tendering Firm/ Agency/Company shall have to deposit a Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand Only). The non interest bearing security deposit will be deposited and remain with SBI Life and remain till the term of the contract of 2 years. In case, the contract is further extended beyond the initial period of two years, the Security Deposit will continue to be deposited with SBI Life. Earnest Money Deposit shall be refunded to the successful bidder on receipt of Security Deposit.

(h) Details regarding quality, brand, specification etc. have been given against various items in the financial Bid. Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for good quality product and SBI Life, CPC shall determine the quality for acceptability.

(i) The tendering Firm / Agency / Company are advised in their own interest to submit the desired papers / documents with their bids as per the specifications indicated in Check list, failing which their bids shall be declared un-responsive.



## **Special Terms and Conditions**

1. SBI Life, CPC shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for housekeeping Consumables/General Items
2. The Competent Authority of SBI Life, CPC reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents if doing so is in the interest of SBI Life, CPC.
3. The Tender should be dropped only in the designated Tender Box kept at the Management Services department, 7<sup>th</sup> Floor, D-Wing, Seawoods Grand Central, Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706 (Near Security Area). The closing time and date for acceptance of tenders shall be 1500 hours on/before by 05.12.2016. Any tender received after the stipulated date & time or from other modes/ Place shall not be entertained & shall be declared unresponsive.
4. The SBI Life, CPC reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise to any other firm (s) in emergency/unavoidable situation.
5. This office shall have the full authority to reject any / all offer(s) without assigning any reason there for. Any enquiry after submission of the quotation will not be entertained.
6. The contract will be valid from 01.01.2017 to 31.12.2018 for a period of 2 years. This office however, reserves the right to conduct performance review at any time during the contract period. Any deficiencies if noticed shall be rectified and compliance reported to this office. This office reserves the right to terminate the contract by giving two months' notice at any point of time.

## Acceptance Certificate

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri. \_\_\_\_\_ Proprietor / Director / authorized signatory of the agency / Firm, mentioned above, is 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 undertake to abide by them;

3. I, do hereby certify that the rates of each Housekeeping Items, have been quoted in the Financial Bid.

4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. 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.

5. I, do hereby certified that our firm has neither been blacklisted to by any of the Govt. Organization / Public Sector / Pvt. Limited Company, etc with which the firm had contracted for supply of housekeeping Consumables/General Items etc. during the three years nor has been penalised by such Offices/organizations for supply of poor/spurious Housekeeping consumables etc.

6. The supply of items / services will be done as per the specification mentioned in the tender form.

Signature of authorised person

Full Name:

Date:

Place:

Seal:

## Technical Bid

### SBI Life Insurance Company Limited

Central Processing Centre, 7th Level (D Wing) & 8th Level, Seawoods Grand Central,  
Tower 2, Plot No R-1, Sector-40, Seawoods, Nerul Node, Navi Mumbai-400 706

Sr. No	Particulars		
1.	Name of the Supplier Company/Agency/Firm		
2.	Name of the Proprietor		
3.	Full Address of Registered Office of the Agency /Firm		
4.	Contact No. & Fax No. of the firm /Agency		
5.	Details of Permanent Account Number (PAN) (Attached documentary proof):		
6.	Banker of Firm /Agency with full Address & Telephone No		
7.	Bank A/c No. of Firm /Agency for e-payment		
8.	TIN/TAN No. of the Firms/ Agency (Attach Copy)		
9.	Details of Tender Fee and EMD		
10.	Certificate of Registration of Service Tax : (Attached documentary proof):		
11.	Financial Turnover of the bidder for the last three years (Stipulated proof required)	Financial Year	Turnover (Rs. In lakh)
		2013-14	
		2014-15	
		2015-16	

(SIGNATURE OF THE TENDERER WITH SEAL)

### FINANCIAL BID

Sr. No	House Keeping Items	Brand/ Make	Size/Qty/ Measure	Rate to be quoted per Litre/Kg/Pkt/ Pcs.	Price
1	Floor Wiper (Plastic)	Gala	18 inch	Per Piece	
2	Bleaching Powder	Local	1 Kg	Per Kg	
3	Brasso	Reckitt Benckiser	90 ml	Per Piece/Bottle	
4	Carpet Brush (Hard)	Gala	Hard Medium	Per Piece	
5	Carpet Brush (Soft)	Gala	Soft Medium	Per Piece	
6	Caution Board	Gala	Board (133699)	Per Piece	
7	Checked Cloth Duster	Local	Medium / Thick Quality	Per Piece	
8	Cleaning Acid	Local	1 Ltr	Per Litre	
9	Colin	Reckitt Benckiser	500 ml	Per Bottle	
10	Dettol Antiseptic iquid	Reckitt Benckiser	100 ml	Per Bottle	
11	Dettol Antiseptic Liquid	Reckitt Benckiser	500 ml	Per Bottle	
12	Disposable Face Mask	Local	-	Per Piece	
13	Domex	Unilever	200 ml	Per Bottle	
14	Drainex	Kiwi	50 mg	Per Packet	
15	Dry mop Refill (Without Stick)	Gala	18" X 5"inch Size	Per Piece	
16	Dry mop Refill (Without Stick)	Gala	24" X 5"inch Size	Per Piece	
17	Dry mop Set (With Stick)	Gala	18" X 5"inch Size	Per Piece	
18	Dry mop Set (With Stick)	Gala	24" X 5"inch Size	Per Piece	
19	Dust Bin	Local	30 No Size	Per Piece	
20	Dust pan (Supadi)	Gala	Dustgo Set (132759)	Per Piece	
21	Feather Brush	Local	28"/ Thick Quality	Per Piece	
22	Fem Hand wash Liquid	Fem	5 Litre	Per Can	

<b>Sr. No</b>	<b>House Keeping Items</b>	<b>Brand/ Make</b>	<b>Size/Qty/ Measure</b>	<b>Rate to be quoted per Litre/Kg/Pkt/ Pcs.</b>	<b>Price</b>
23	Floor Duster	Local	Medium	Per Piece	
24	Garbage Bag (Big)	Shalimar	10 No. Size	Per Pkt	
25	Garbage Bag (Small)	Shalimar	30 No. Size	Per Pkt	
26	Glass Cloth Duster	Local	Medium	Per Piece	
27	Glass Wiper 14	Gala	Medium (133694)	Per Piece	
28	Hand Gloves (Blue)	Local	Blue Coloured	Per Pair	
29	Hand Gloves (Orange)	Local	Orange Coloured	Per Pair	
30	Hard Broom	Local	Thick Quality	Per Piece	
31	Harpic Toilet Cleaner	Reckitt Benckiser	500 ml	Per Bottle	
32	Hit Black	Godrej	320 ml	Per Bottle	
33	Kitchen Wipe	Gala	Wipe(133655)	Per Piece	
34	Lizol	Reckitt Benckiser	200 ml	Per Bottle	
35	Mop Sticks	Local make	4 feet	Per Piece	
36	Mop Wringer Trolley	Gala	Single Bucket 133832	Per Piece	
37	Napthelene Balls	Terzo	500 gms	Per Pkt	
38	Nylon Scrubber	Local	Good Quality	Per Piece	
39	Odonil Cake	Dabur	75 gms	Per Piece	
40	Odonil Stick	Balasara	100 gms	Per Piece	
41	Pheynol (Green)	Sunny	1 Litre	Per Litre	
42	Plastic Buckets	Local	Medium (10 Ltr)	Per Piece	
43	Plastic Dustbins (Push & Open)	Local	10 no. Size	Per Piece	
44	R-1 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
45	R-2 - Taski	Johnson Diversy	5 Ltr Can	Per Can	

<b>Sr. No</b>	<b>House Keeping Items</b>	<b>Brand/ Make</b>	<b>Size/Qty/ Measure</b>	<b>Rate to be quoted per Litre/Kg/Pkt/ Pcs.</b>	<b>Price</b>
46	R-3 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
47	R-4 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
48	R-5 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
49	R-6 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
50	R-7 - Taski	Johnson Diversy	5 Ltr Can	Per Can	
51	Room Freshener (machine Refill)	Air Wick	300 ml	Per Piece	
52	Sanitray Cube	12 Cakes Pkt	400 Gms	Per Packet	
53	Scotch Brite	Wipro	3 x 4 inch	Per Piece	
54	Soft Broom	Local	Thick Quality	Per Piece	
55	Spiral - Taski	Johnson Diversy	5 Ltr Can	Per Can	
56	Spray Bottles	Local make	1 Ltr	Per Piece	
57	Table Duster	Local	Medium	Per Piece	
58	Toilet Brush	Gala	315 Toilean	Per Piece	
59	Toilet Roll	Jackson	200 gms	Per Piece	
60	Wet Clip Mop Refill	Gala	240/R Cotton Mop Refill	Per Piece	
61	Wet Clip Mop Refill	Gala	205/R Mop Refill	Per Piece	
62	Wet Clip Mop Set (With Stick/Handle)	Gala	240 -Clip n Fit Cotton Mop	Per Set	
63	Wet Clip Mop Set (With Stick/Handle)	Gala	205/C MopKin g Cotton	Per Set	
64	Yellow Duster	Local make	Medium	Per Piece	
65	Glass Squzzi	Local make		Per Piece	
66	Glass Wiper	Local make		Per Piece	
67	Jumbo Garbage	Local make	KG	Per Kg	
68	Plastic Cups	Kings/Samrat	130 ml	Per Pkt (100 Pcs)	

<b>Sr. No</b>	<b>House Keeping Items</b>	<b>Brand/ Make</b>	<b>Size/Qty/ Measure</b>	<b>Rate to be quoted per Litre/Kg/Pkt/ Pcs.</b>	<b>Price</b>
69	Rin Washing Powder	Unilever	500 gms	Per Pkt	
70	M Fold Tissue Napkin	Local	1 Pkt - 150 Pulls	Per Pkt	
71	Tissue Paper Dispense	Kimberly Clark	Per Piece	Per Piece	
72	Ambi Pur	Procter & Gamble	300 ml	Per Bottle	
73	Urinal Screen	Local	Per Piece	Per Piece	
74	Buckets (Plastic)	65 Ltr	Per Piece	Per Piece	
75	Buckets (Plastic)	50 Ltr	Per Piece	Per Piece	
76	Tissue Box	Maruti / Premier	Per Box	Per Box	

<b>Check list for Submission of Bids</b>	<b>Yes / No</b>
Forms for Submitting Bids for Housekeeping / Cleaning Material	
1. All documentary Proofs to be self-attested	
2. Proof of its office address – Shop & Establishment Act	
3. Copy of Cancelled Cheque	
4. Copy of Income Tax Return (Last 3 years)	
5. EMD Amount – Rs. 10,000/-	
6. Enclose the acceptance of all terms and conditions	
7. Check if all the required documents have been enclosed.	
8. All the Tender Documents duly stamped and signed by the authorized person	
9. Technical Bid – Cover I	
10. Financial Bid – Cover II	
11. Final Cover – Super scribed - Tender for supply of Housekeeping Materials”	