

E Tender No. KIAL/TDR/HR002/2016-17

KANNUR INTERNATIONAL AIRPORT LIMITED (KIAL)

TENDER

FOR

OUTSOURCING THE PROCESS OF RECRUITMENT TO VARIOUS POSITIONS  
IN KANNUR INTERNATIONAL AIRPORT LIMITED



'Parvathy', T.C36/1, NH Bypass, Chacka, Thiruvananthapuram, Kerala - 695024, India

TENDER COST: Rs 500/- +5 %VAT

November 2016

## Tender Notice

KANNUR INTERNATIONAL AIRPORT LIMITED (KIAL) Parvathy', T.C 36/1, N H Bypass,Chacka,Thiruvananthapuram,Kerala-695024 invite Proposal (both Technical and Financial) from Agencies meeting the eligibility criteria of the tender for "Outsourcing the process of recruitment to various positions in Kannur International Airport Limited". Tender document will be available in website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) from 30 November 2016 to 23 December 2016. The cost of the tender document is Rs 500/- + 5% VAT.

The due date for submission of proposal is up to 5 PM on 23 December 2016.

The Technical Proposal will be opened on 24 December 2016 at 11:00 AM at the Office of KIAL at Thiruvananthapuram in the presence of the Bidders or their duly authorized representative who choose to be present. The Financial Proposal of those companies/agencies who meet the eligibility criteria and whose Technical Proposals have been found acceptable will be opened at a later and the date will be intimated to the eligible bidders later.

Managing Director  
Kannur International Airport Ltd

## 1. IMPORTANT DATES AND INFORMATION

Sl. No.	FAQ	Answer
1	Cost of Tender Document	Rs 500/- + 5% VAT (non-refundable)
2	EMD	Rs.20000/- should be submitted in favour of <b>Kannur International Airport Ltd</b> through NEFT/RTGS
3	Performance Security Deposit	Rs 2,00,000/- by Bank Guarantee from any of the nationalized/scheduled banks should be submitted in favour of <b>Kannur International Airport Ltd</b> (Applicable for successful bidder only)
4	Address of Owner	<b>Kannur International Airport Limited</b> <b>'Parvathy' T.C 36/1</b> <b>NH Bypass Chacka</b> <b>Thiruvananthapuram, Kerala-695024 India</b>
5	Tender Document Delivery Mode	E Tender
6	Last date and time of Submission	23 December 2016 upto 5:00 PM
7	Date of opening Technical Bid	24 December 2016 at 11:00 AM
8	Date of opening Financial Bids for technically qualified bidder	Will be intimated to shortlisted applicants through E-portal and email.
9	Venue of opening tender	<b>Kannur International Airport Limited</b> <b>'Parvathy' T.C 36/1</b> <b>NH Bypass Chacka</b> <b>Thiruvananthapuram, Kerala-695024 India</b>
10	All the bid documents need to be duly signed, scanned and uploaded.	If signature & stamp in any of the section found missing, the bidder shall communicate on the same, on the day of opening for acceptance.
11	Duration of contract	Till the assigned work gets completed.
12	Validity of Tender	120 days from the date of opening of tender
13	Total Number of pages of Tender Document	19 pages

## 2. GUIDELINES TO BIDDERS:

- a) Tender documents can be downloaded from the Web site [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). The bids shall be submitted online through this portal.
- b) Bidders should have a Class II or above Digital Signature (DSC) to be procured at their own cost from any Registration Authorities under the Certifying Agency in India (details available on [www.cca.gov.in](http://www.cca.gov.in)). The Office of Controller of Certifying Authorities (CCA), issues Certificate only to Certifying Authorities (CA). CA issue Digital Signature Certificate to end-user. Bidders can approach any one of the seven CAs for getting Digital Signature Certificate. The website addresses are given below:

[www.safescrypt.com](http://www.safescrypt.com)  
[www.idrbtca.org.in](http://www.idrbtca.org.in)  
[www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)  
[www.ncodesolutions.com](http://www.ncodesolutions.com)  
[www.e-Mudhra.com](http://www.e-Mudhra.com)

- c) Subsequently, bidders have to register (one time process) on the website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). For participating in this tender. For any type of assistance, bidders may contact the e-procurement support desk of Kerala State IT Mission through email: [etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) with a copy to [etenderenquiry@kannurairport.in](mailto:etenderenquiry@kannurairport.in)

Telephone:0471-2577088 / 2577188 / 2577388 OR 0484-2336006 / 2325262

- d) The bidders shall submit their Technical bid and Financial Bid online on [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) along with online payment of tender document fees and EMD. Finally click on “Freeze bid” link /icon to complete the submission process (which is necessary for the successful submission)

For detailed instructions on bid submission process, please visit [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in) and click “Bidders Manual Kit” link on the Home page.

- e) **TENDER DOCUMENT FEES AND EARNEST MONEY DEPOSIT (EMD)**  
The bidder shall pay, a tender document fees of Rs. 525/- (inclusive of VAT) and Earnest Money Deposit of Bid security of Rs 20,000/-. The Bid security is required to protect the purchaser against risk of Bidder’s conduct, which would warrant the forfeiture of security.

**Online Payment modes:** The tender document fees and EMD can be paid in the following manner through e-payment facility provided by the e-procurement system:

f) STATE BANK OF TRAVANCORE (SBT) INTERNET BANKING :

If a bidder has a SBT internet banking account, then, during the on bid submission process, bidder shall select SBT option and then select Internet banking option. The e-procurement system will re-direct the bidder to SBT's Internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.

g) NATIONAL ELECTRONIC FUND TRANSFER (NEFT) / REAL TIME GROSS SETTLEMENT (RTGS) :

If a bidder holds bank account in different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT / RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT / RTGS payment otherwise payment would result in failure in e-procurement system.

**Bidders are advised to exercise NEFT mode of payment option at least 48 hours and RTGS payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.**

h) NEFT / RTGS Payment Guidelines:

i) Bidder should ensure that the tender document fees and EMD are remitted as one single transaction.

ii) Bidder should ensure that the tender document fees and EMD are remitted only to the account number given in the remittance form provided by the e-procurement system for that particular tender.

iii) Only NEFT / RTGS remittance are allowed. Bidder must ensure that the banker does NEFT / RTGS transaction only (for above 2 lakhs payments as per RBI guidelines). No other payments modes are accepted.

iv) Bidder should ensure that the amount being remitted is exactly the same as shown in the remittance form.

v) Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the e-procurement system for tracking the payment.

vi) The remittance form provided by the e-procurement system shall be valid for that particular bidder and bid only and should not be re-used for any other tender or bid or by any other bidder.

vii) Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier / contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.

3) **CRITICAL DATES :**

SL No.	EVENT	DATE and TIME	
1	Document Download Sale	Start Date : 30 November 2016 1400 hrs	End date : 23 December 2016 up to 1700 hrs
2	Clarification	Start Date : 30 November 2016 1500 hrs	End date : 3 December 2016 up to 1700 hrs
3	Bid Submission	Start Date : 1 December 2016 1000 hrs	End date : 23 December 2016 up to 1700 hrs
4	Pre-Qualification & Technical Bid Opening Date	24 December 2016 at 1100 Hrs	
5	Financial Bid Opening Date	Will be notified after the Technical Bid opening process	

**NOTE \*\***

- i) KIAL may at its discretion extend / change the schedule of any activity by intimating the bidders through a notification on the e-tender portal.
- ii) Purchase preference to Central Public Sector Undertaking shall be applicable as per the directives of Govt. Of India prevalent on the date of acceptance.

**iii) Clarification on Tenders:**

a) All enquiries/clarifications in connection with this tender should be addressed to the Managing Director, through clarifications in the e-Procurement system (Tender management). The Clarifications/queries shall be replied through the e-Procurement System.

b) To assist in the examination, evaluation and comparison of Tenders, the Purchaser may, at its discretion, ask the Bidder for a clarification. All responses to requests for clarification shall be through the e-Procurement System only.

c) The Purchaser may, at its discretion, extend the deadline for the submission of Tender by amending the Tender Documents in accordance with clause 5(xiii), in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### 4. SCOPE OF SERVICES:

Agency shall undertake and complete the following process in connection with recruitment of personnel in various departments of KIAL:

- a) Prepare and issue newspaper advertisements inviting applications in connection with the recruitment. Advertising Charges will be reimbursed at actual.
- b) Develop and implement an online application portal, which shall enable the applicant to fill the application along with uploading necessary supporting documents. The module should have provision to capture the land/property details of those applicants who have surrendered their house/land during acquisition of land for Kannur Airport. Necessary checks/options to be incorporated in the online application. A link to the module should be operated through Kannur Airport's website ([www.kannurairport.in](http://www.kannurairport.in)) only.
- c) Scrutiny of applications based on the eligibility criteria specified for each post. Documents in support of the priority to be given to the expropriated house owners should be verified properly, in accordance with the policy guidelines issued by KIAL in this regard.
- d) Publish the list of accepted applications and also rejected applications, with rejection reasons, in the KIAL website within 15 days from the last date of receipt of online application.
- e) Wherever applicable written test should be conducted within 45 days from the last date of receipt of online applications including preparation of appropriate question papers. Centres for written test will be at Kannur.
- f) Separate objective type OMR tests shall be conducted for all the posts for those candidates short listed after scrutiny of their applications.
- g) OMR sheet should be bar-coded and should have two sections. These sections will be separated by a horizontal perforation. Upper section of the OMR will have the candidate's details and bottom section will have the QP Booklet Series and Answers. Both sections should have a common barcode which is the only key that can correlate between both sections. After the written test these sections will be separated at the test centre and will be packed in separate envelopes.
- h) The Question Paper shall be prepared by agency as per the syllabus applicable for each post. Utmost secrecy in preparing, printing, safe custody and distributing the Question Paper for the Test shall be maintained and in case of any leakage of Question paper, the KIAL shall have the right to cancel the agreement forthwith and conduct re-test and to realize the loss from the agency. The valuation of the OMR answer sheet shall be carried out with utmost secrecy and there shall not be any possibility for access to third parties, during the evaluation process.

- i) Intimation to the qualified candidates for written test (call letters) shall be sent by email followed by SMS. Candidates called for the written test should be able to generate admit card online.
- j) The test shall contain 80 multiple choice objective type questions for 80 marks answerable in 90 minutes duration. For every correct answer one mark will be awarded and for every incorrect answer ¼ mark will be deducted from the total marks scored.
- k) After the test, the answer keys shall be published in the website of KIAL Complaints if any, from the candidates regarding the question/answer keys, with supporting documents can be sent to agency, so that it may reach their office by e-mail or post within five calendar days from the date of publication of answer key. Agency shall seek the opinion of the experts on the question paper and answer keys and their decision shall be final and binding. The instructions to the candidates given on the Question Paper shall contain this information.
- l) The answer part of the OMR Answer sheet (bottom section) shall be scanned first. Scanning will be done twice and the difference in the readings, if any, shall be checked manually and appropriate decision regarding the resolution of discrepancies, if any, shall be taken by agency. Scanned data of the bottom portion will be handed over to KIAL in a sealed CD and scanning of the upper section (candidate details) of OMR will only be taken up after that.
- m) Scanned image of the OMR Answer Sheet of all candidates/any one candidate has to be provided to KIAL, upon request.
- n) Maximum confidentiality shall be maintained throughout the process of the test and evaluation and there shall not be any room for complaints from any quarters on the selection process and selection of candidates and on the integrity of process.
- o) A list of candidates with their marks in hard copy as well as soft copy should be forwarded to KIAL after evaluation.
- p) Conduct of trade/physical endurance tests for the candidates who have passed the written test wherever such tests are prescribed.
- q) The interview shall be held by the Selection Committee of Board of Directors or such persons as authorized by that committee. Agency shall render necessary assistance and support in conducting the interview and preparation of final merit list. Agency shall bear the cost of providing senior subject expert for each post, who shall be recommended by agency as and when advised by Selection Committee. Agency shall also nominate one of its senior consultants as member of interview committee, if asked by the Selection Committee.



- r) Separate final rank lists for each category of posts shall be prepared from among those who have qualified in the Physical/Trade/Skill tests and based on the marks scored at the written test and interview taken together.
- s) The tests and interview shall be held in Kannur only. Suitable examination centre shall be selected which should be convenient for the candidates to reach from railway station and bus station. Also the written test will be conducted on Sunday/Second Saturday.
- t) The recruitment process should be completed in all respects and final rank lists should be given within 2 months from the date of publishing the list of valid applicants for each post.
- u) If the tests could not be conducted on the scheduled date for reasons beyond the control of agency, such as hartal, strike, natural calamity the test should be conducted on another day not beyond 15 days from the earlier scheduled date. Accordingly the date of physical/trade/skill test and interview shall be suitably rescheduled. If, after the work is started by agency, for any reason the work is to be discontinued or abandoned at the instance of KIAL or the selection happens to be set aside by a Court of Law not due to the fault of agency, agency shall be entitled to the fee for the completed portion of the work and shall refund the balance amount within 15 days of such cancellation.
- v) The valued OMR answer sheets and other related documents shall be kept in the safe custody of agency for a period of one year from the publication of the rank list by the KIAL and shall be handed over to KIAL after the period of one year.
- w) All enquiries regarding the selection process shall be dealt with by the KIAL. Necessary information shall be supplied to KIAL by agency on request, in such cases.
- x) All legal issues connected with conduct of tests and other selection process shall be dealt with by agency.

## 5. ELIGIBILITY CRITERIA

- i) Agencies/Firms who want to participate in the tender should meet following criteria;
  1. The agency should have been in existence and providing recruitment services to various organizations for not less than five years.
  2. Should have handled recruitment process of 5 or more companies in the last 5 years. Out of these companies, 3 or more should be Government Organisations or Public Sector Undertakings or Companies formed under PPP. Experience certificates should be attached as proof.
  3. Agency should have prior experience of handling recruitment process of organizations in Kerala. Work Completion Certificate should be attached as proof.
  4. Agency should have full-fledged offices in Kerala.
  5. It should be registered with appropriate authorities as per legal requirements and a copy of the registration certificate shall be attached with the Proposal.
  6. It should have PAN number and Sales Tax/Service Tax registration. Proof should be attached with the Proposal.

7. It should not have been blacklisted by any organization. An undertaking should be submitted by the agency that their firm has not been blacklisted or any court case is not pending against them related to their 'Recruitment Services' for last three years.
  8. An Earnest money deposit of Rs 20,000/- (Rupees twenty thousand only) is to be submitted along with the tender document only in the form of NEFT/RTGS in favour of "Kannur International Airport Limited".
- ii) Validity of the Bids: The quoted bids shall have the validity for a period of 120 days from the date of opening of the tenders.
  - iii) The rates must be quoted in Indian Rupees (not in percentage) exactly in the BOQ format.
  - iv) The rates should be both in figures and words. In case of any discrepancy between rates mentioned in figures and words, the later (i.e., in words) shall prevail. If there is any discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be corrected accordingly.
  - v) The relative position of the qualified bidders for award of contract shall be determined based on the on the total quoted amount excluding taxes.
  - vi) Financial bids where the bidder has quoted the rates unreasonably low, will be summarily rejected.
  - vii) In case more than one agency is reckoned as L-1 based on the service charges quoted, the preference will be given for more experience. The decision of KIAL in this regard shall be final and binding.
  - viii) Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of the tender. In case the bidder fails to observe and comply with the stipulations made herein or back out after submitting the bids the EMD will be forfeited.
  - ix) Opening of Tender: The bidder either himself or may authorize any person to be present at the time of opening of the tender. The person attending the opening of the tender on behalf of the bidder should bring with him a letter of authorization as proof.
  - x) Right of Acceptance: KIAL reserves the right to reject any or all tenders without assigning any reason.
  - xi) Communication of Acceptance – Successful bidder shall give acceptance within 10 days from the date of receipt of the work order, failing which, the work order issued stands cancelled and the EMD will be forfeited.
  - xii) The successful bidder shall pay Rs 2,00,000/- towards Performance Security. Security Deposit can be paid through Bank Guarantee from any of the Nationalised/Scheduled Bank.
  - xiii) KIAL has the right to make Corrigendum/Amendment to the tender if required. KIAL also

have the right to extend the date of submission of the tender, if necessary.

- xiv) The bidder shall bear all cost associated with preparation and submission of tender form.
- xv) The bidder shall fill up the tender form legibly in English. All corrections, interlineations should be properly attested with the signature of the bidder and attach copies wherever required.

## 6. Tendering Process:

This tendering is carried out through e-procurement System of National Informatics Centre via Kerala State IT Mission, is an open e- tender process with single currency option and consists of 3 Covers as follows:

**Cover-1:** Compliance statement (Annexure-IV) duly filled confirming the online submission of the Tender Fee and Earnest Money Deposit (EMD) by the bidder.

**Cover-2:** The Bidder shall submit the Technical Details (Annexure-I) and Pre-Bid Qualification documents Compliance statement (Annexure-V) duly filled in, along with the scanned copies of the necessary supporting documents.

**Cover-3:** Financial Bid: \*\* The Bidder shall upload the duly filled Bill of Quantity in BOQ.xls file document.

\*\*Note: The blank price bid (BOQ.xls file) should be downloaded and saved on bidder's computer without changing file-name otherwise bid will not get uploaded. The bidder should fill in the details in the same file and upload the same to the website.

Bidders have to submit their documents pertaining to the Pre-Qualification Criteria/ Technical Criteria and Financial Quote, strictly on line, in the website [www.etenders.kerala.gov.in](http://www.etenders.kerala.gov.in). No manual submission is allowed and manual bids shall not be accepted under any circumstances.

- 7. The Technical Bid will be opened on in the said date and time at the office of KIAL, Teivandin the address shown above. If the said day happens to be a holiday day due to any reasons the Technical Bid will be opened in the next working day at the same time
- 8. After opening of Technical bids and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meet the eligibility criteria as specified in the tender document.
- 9. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, KIAL may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by KIAL shall not be considered. KIAL request for clarification and the response shall be in writing.

10. If a bidder does not provide clarifications of its bid by the date and time set by KIAL, their bid may be rejected.
11. The Financial bids of those bidders who meet the eligibility criteria on evaluation of Technical bids will be opened on a day and time fixed by KIAL which will be intimated to the qualified bidders.
12. The successful bidder shall enter in to contract and the authorized signatory shall execute and sign the contract agreement in accordance with the terms and conditions contained in the tender document before commencement of service. The agreement will be valid till the assigned work gets fully executed, unless terminated in writing.

TECHNICAL DETAILS

Sl. No.	Particulars	To be filled in by the bidder
1	Name of the Agency	
2	Details of EMD	
	(i) Amount	
	(ii) NEFT/RTGS Ref#	
	(iii) Date	
	(iv) Bank	
3	Date of Registration of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobil Number and name of the contact person	
5	Whether registered with all concerned Government Authorities.  (Copies of all certificates of registration to be enclosed)	
6	Company's Kerala Office Address (if the company is not head quartered in Kerala)	
7	PAN/TAN Number (copy also to be enclosed)	
8	Service Tax Registration Number  (Copy also to be enclosed)	
9	Whether the firm is blacklisted by any organisation or any criminal case is registered against the firm or its owner/partner anywhere in India. (If no, an undertaking is as per Annexure VI to attached in this regard)	

10	Length of experience in the recruiting field	
11	Experience in dealing with Govt./other organisations.  (Indicate the names of the Departments and attach copies of experience certificates/work completion certificates issued by those organisations)	
12	Whether Unconditional Acceptance Letter ( as per Annexure- III), duly signed, in token of acceptance of the terms and conditions, is attached?	
13	Whether agency profile is attached?	
14	List of other clients	
<p>Date:</p> <p>Place</p> <p style="text-align: right;">Signature of the authorized Person Full Name: Seal:</p>		

<b>Tender Inviting Authority: Kannur International Airport Limited</b>			
<b>Name of Work: Outsourcing of Recruitment Process of Various Positions in Kannur International Airport Ltd</b>			
<b>Contract No: KIAL/TDR/HR002/2016-17</b>			
<b>Bidder Name :</b>			
<b><u>PRICE SCHEDULE</u></b>			
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>			
Sl. No.	Item Description	BASIC RATE In <b>Figures</b> To be entered by the <b>Bidder</b> Rs. P	TOTAL AMOUNT In Words
1	2	3	4
1	Development of online module, collecting online applications, scrutiny of applications and preparation of list of eligible applicants		
1.01	Total Eligible Applicants less than or equal to 500 (Quote Lumpsum rate)		
1.02	Total Eligible Applicants greater than 500 and less than or equal to 1000 (Per eligible candidate)		
1.03	Total Eligible Applicants greater than 1000 (Per eligible candidate)		
2	Conduct of Written Test (include designing and printing of QP and OMR Answer sheets, arranging test centres, conduct of test, evaluation of answer sheets and preparation of test results)		
2.01	Total Eligible Applicants less than or equal to 500 (Quote Lumpsum rate)		
2.02	Total Eligible Applicants greater than 500 and less than or equal to 1000 (Per eligible candidate)		
2.03	Total Eligible Applicants greater than 1000 (Per eligible candidate)		
3	Conduct of Physical Endurance Test (Rate will be charged as per the number of candidates called for Physical Test) (Wherever applicable)		
4	Conduct of Skill (Rate will be charged as per the number of candidates called for Skill Test) (Wherever applicable)		
5	Conduct of Interview and preparation of final merit list (per post)		

UNCONDITIONAL ACCEPTANCE LETTER  
(On the letter head of the company)

Date:

To,

The Managing Director,  
Kannur International Airport Limited

Sir,

Sub: Acceptance of KIAL's Terms and Conditions

We are in receipt of the quotation documents for **Providing Recruitment Services** for **Kannur International Airport Limited** for their different offices. We hereby unconditionally accept the terms and conditions of **Kannur International Airport Ltd** mentioned in the tender document in entirety, for Providing Recruitment Services. Any conditions submitted by us stands automatically withdrawn.

Yours faithfully

(Signature of the bidder with office seal)



**TENDER COST& EMD SUBMISSION :Compliance Statement**

(This Compliance statement duly filled, along with the scanned copies of the documents to be submitted in Cover-1: Fee)

SL No .	DOCUMENTS	“YES “for Complied “NO” for not Complied
01	Online submission of Tender Cost / Fee : Rs 525/- (Rupees Five Hundred Twenty Five only)	
02	Online submission of EMD (Earnest Money Deposit) : Rs. 20,000/- (Rupees Twenty Thousand only)	

AUTHORIZED SIGNATURE :

NAME OF THE SIGNATORY :

NAME & ADDRESS OF THE BIDDER :

OFFICIAL SEAL & Date :

Pre-Bid Qualification Documents :Compliance Statement

(Scanned copy of this Compliance statement duly filled, along with the along with copies of the documents to be submitted in Cover-2)

SL No	DOCUMENTS	“YES “for Complied “NO” for not Complied	Page No
01	Duly filled and signed Technical Details (Annexure I)		
02	Self attested/attested copy of Certificates of Incorporation / Partnership Deeds or any other valid document issued by the respective Registrar of firms/companies. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice		
03	Copy of PAN card & Proof of Service Tax Registration		
04	Experience Certificates from minimum 5 Organisations (out of these five, 3 or more should be Government Organisations or Public Sector Undertakings or Companies formed under PPP)		
05	Attested copy of relevant documents showing that the firm has minimum five years’ experience in providing similar services. (the Name & address of the Clients need to be enclosed)		
06	Income Tax Return of the company/firm /proprietor for the past three years		
07	Undertaking for not having been Black Listed (Annexure-VI)		
08	Signed unconditional acceptance letter (as per Annexure III)		
09	Signed Compliance Statement with regard to Tender Cost and EMD (as per Annexure IV)		

AUTHORIZED SIGNATURE :  
NAME OF THE SIGNATORY :  
NAME & ADDRESS OF THE BIDDER :  
OFFICIAL SEAL & Date :

\*Note: Ambiguous statements & incomplete supporting documents for vital tender requirements may attract the risk of rejection without further reference.

UNDERTAKING FOR NOT BEEN BLACKLISTED

(Duly filled in the letter head of the bidder, scanned copy to be submitted in Cover-2)

We do hereby undertake that our firm or its partners or Directors have not been blacklisted or any case is pending or any complaint regarding irregularities is pending, in India or abroad, by any Organization or any Indian State/Central Governments Departments or Public Sector undertaking of India

Date:

Signature of bidder with seal