

Check List

Following Document/Information must be enclosed along with Tender Bid.

1.	TURN OVER FOR THE LAST THREE YEARS MUST BE ATTACHED.
2.	LAST YEAR INCOME TAX RETURN SUBMITTED MUST BE SUBMITTED.
3.	UNDERTAKING THAT FIRM IS NOT DEFAULTER OF INCOME TAX DEPTT.
4.	UNDERTAKING THAT FIRM IS NOT CONVICTED OR BLACK LISTED BY ANY GOVT. DEPTT.
5.	PROOF OF MANUFACTURER /STOCKIST/DEALER GIVEN MUST BE ATTACHED.
6.	CERTIFICATE THAT THE RATES ARE NOT MORE THAN DGS&D/COS RATES
7.	CERTIFICATE OF BETTER SPECIFICATIONS.
8.	WARRENTY MUST BE OF AT LEAST ONE YEAR.
9.	RATES QUOTED SHOULD BE F.O.R. DESTINATION .
10.	BID MUST BE QUOTED ON PRESCRIBED TENDER FORM .
11.	TENDER FORM COST MUST BE ATTACHED.
12.	EARNEST MONEY MUST BE ATTACHED SEPARATELY FOR CATEGORY WISE.
13.	TERMS OF PAYMENT AS PER NIT.
14.	DELIVERY PERIOD MAX. 8 WEEKS.
15.	VALIDITY PERIOD SHOULD BE MIN. 120 DAYS.
16.	TECHNICAL LITERATURE MUST BE ATTACHED.
17.	VAT /SALES TAX NO. MUST BE MENTIONED.
18.	EXCISE DUTY @ IF ANY.
19.	OCTROI @.IF ANY.
20.	PACKING & FORWARDING IF ANY.
21.	DISCOUNT IF ANY
22.	SERVICE CENTERS IF ANY.
23.	REMARKS IF ANY