

ANNEXURE-I

**PART – I
TECHNICAL BID**

[Information should be submitted in this format on the letterhead of the tenderer]

To be filled by the Tenderer

A. Documents/details to be mandatorily submitted

Sl.No.	Particulars	Details
1	Name of registered contractor/Firm/Company/Co-operative Society (with Proof of Registration)	
2	Address	Present Address: Permanent address:
3	Mobile No: Telephone & Fax No: E-mail:	
4	EMD, Bank Draft No & Date, Banker's Name & Branch	
5	Annual turnover (Approximate)	
6	Details of infrastructure (Provide details in Part-'D' of Annexure-I).	[Attach as enclosure & refer here]
7	Details of Name of the bank, address, account number, IFSC code of the tenderer	
8	PSARA License details	License no: Date of Issue: Valid up to: Issued by: Valid thru: All India/ Telangana (strike off irrelevant)
9	Photo copy of a License issued by the State/Central Labour Department under Contract Labour Act (in respect of any completed/running contract)	
10	Details of major contracts completed earlier (experience certificates should be enclosed)	[Attach as enclosure & refer here]
11	Are you on the approved list of any Govt./Public Sector Organization. If so, furnish particulars.	[Attach as enclosure & refer here]

12	Copies of Income Tax Return (last three years)	[Attach as enclosure & refer here]
13	Photo copy of PAN	
14	Photo copy of TAN	
15	Photo copy of GST Registration Certificate	
16	Photo copy of ESIC Registration certificate	
17	Photo copy of EPF Registration certificate	
18	Photo copy of Professional Tax Registration	
19	An affidavit certified by a Notary that the partners of the firm or sole proprietor or company has never been black listed or changed the name of the firm. And The tenderer is not an employee or a close relative (including son, daughter and siblings of self or spouse) of any employee of IITH (in original).	[Attach as enclosure & refer here]
20	An affidavit duly certified by a Notary that the partners of the firm or sole proprietor or company is/are not involved in any police case/vigilance enquiry pending or ever been punished by any Hon'ble court (in original).	[Attach as enclosure & refer here]
21	Any other relevant information	

I/We certify that the above information is true to the best of my/our knowledge and I/We do not have any relative of the rank of Under Secretary or equivalent working in IITH.

Signature and Seal of the Tenderer

Place:

B. Details of Experience: attach a separate experience certificate for each client:

Relevant Experience during the period _____ to _____ only:

Sl. No.	Name of the client	Experience period in Years & Months
1		
2		
3		
4		
5		

Important: Only certificates issued by the clients on letter head with date of issue and containing requisite details **will be considered. Copies of irrelevant documents like copies of work orders, extension letters, bills, and the like will not be considered and will entail deduction of FIVE PENALTY points from the overall score during evaluation.**

C. Documents to be submitted by the successful Tenderer before award of work:

1	Proof of Financial Capacity from his bankers/Chartered Accountant
2	Audited balance sheet and Profit/Loss A/c for 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20.

D. Details of Infrastructure

[Information should be submitted in this format on the letterhead of the tenderer]

Sl. No.	Description	Details
1	Address of the Head/Registered Office	
2	Address of branch office(s), if any within 50km radius/ Hyderabad	

E. Details of personnel available in head office and branch office(s):

Name	Designation	Duties Assigned