



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान
(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)
Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India

By Ordinary Post



पीडब्ल्यूएस/PWS/141/21/2017

Date: 21 FEB 2018

सेवा में/To,
M/s

Subject : Annual Maintenance Contract for Telephone Maintenance and Repairing

प्रिय महोदय / Dear Sir,

यह संस्थान उपर्युक्त विषयानुसार सामग्री/सेवाएँ की खरीद करना चाहता है। इसलिए, इच्छुक बोलीदाताओं से अनुरोध है कि अपनी तकनीकी तथा कीमत बोली निम्नलिखित निर्देशानुसार प्रस्तुत करें :

This Institute wishes to procure goods/services as per subject cited above. Therefore, interested bidders are requested to submit their Technical and Price bids as per the instructions given below: -

बोली प्रस्तुत करने की अंतिम तिथि को बढ़ाया गया है। 20/02/2018 से 14/03/2018 तक 1500 बजे तक।

The last date of submission of bids is extended from 20/02/2018 से 14/03/2018 up to 1500 hrs.

आपूर्ति की संभाव्यता, कार्य, तकनीकी विशिष्टीकरण, विनियम एवं शर्तों की विस्तृत जानकारी के लिए <http://www.mstcecommerce.com/eprochome/iitm> पर उपलब्ध निविदा सं. पीडब्ल्यूएस/141/21/2017।

For more details of requirement, scope of the supply / work, technical specification, terms & condition; may please refer Tender No. PWS/141/21/2017/ available on <http://www.mstcecommerce.com/eprochome/iitm>

बोलीदाता जो उपर्युक्त निविदा में भाग लेना चाहते हैं, उन्हें वेब पोर्टल <http://www.mstcecommerce.com/eprochome/iitm> पर उपलब्ध सूचना के अनुसार पंजीकृत करना होगा। Bidders willing to participate for the above tender, has to get registered themselves on web portal <http://www.mstcecommerce.com/eprochome/iitm> as per the instruction available at there.

धन्यवाद/Thanking you,

भवदीय/Yours faithfully,

(वाय.एस.बेलगुडे /Y. S. Belgude)

सहायक प्रबंधक /Assistant Manager

कृते निदेशक/for Director

ईमेल/E-mail : pws@tropmet.res.in

निविदाप्रस्तावके लिए अनुदेश/INSTRUCTIONS TO TENDER

1. नियत तारीख के बाद प्राप्त दर सूची पर विचार नहीं किया जाएगा।
Quotation received after the due date will not be considered.
2. दर सूची स्पष्ट अक्षरों में भरी जानी चाहिए और अधिलेखन/सुधार, काटछांट आदि हो तो उनको विधिवत अनुप्रमाणित करना चाहिए और आपके पत्रशीर्ष पर ही होना चाहिए।
Quotation must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and ON YOUR LETTERHEAD ONLY.
3. पूछताछ पत्र में दर्शाई गई इकाइयों के अनुसार दरें प्रस्तुत की जानी चाहिए। जब दरें विशेष रूप से उल्लिखित इकाइयों से अलग हों तब इकाइयों के बीच संबंध दर्शाया जाए।
The rates shall quoted according to the units indicated in the enquiry letter. When the rates are quoted in units different from those specified, the relation between the units shall be furnished.
4. वस्तु एवं सेवा कर की रियायती दर के लिए फार्म (डी) या फार्म (ए.एफ.) जो भी उपयुक्त हो, उसे संस्थान नहीं दे सकेगा।
The Institute will not be in position to furnish form (D) or form (AF) as the case may be for concessional rate of GST.
5. आपूर्ति के लिए जारी आदेश में दी गई निर्धारित अवधि के अंदर पूर्णरूप से सुपूर्दगी दी जानी चाहिए। आपूर्ति में या रद्द सामग्री को बदलने में असफल होने पर आदेश बिना पूर्व सूचना से रद्द किया जा सकता है तथा आगे आपके जोखिम और लागत पर अन्य स्थान से सामग्री प्राप्त की जाएगी।
An order for supply when placed must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.
6. ऊपर बताए गए अनुदेशों की पूर्ति न करनेवाली दर सूचियों पर विचार नहीं किया जाएगा।
Quotations, not fulfilling the above instructions, are not likely to be considered.
7. किसी निविदा दर सूची या उसके किसी अंश को संस्थान बिना कारण बताए स्वीकृत अथवा अस्वीकृत करने का अधिकार सुरक्षित रखता है।
The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
8. दर पत्र में निम्नांकित बातों के संदर्भ में स्पष्ट जानकारी दी जानी आवश्यक है जैसे कि युनिट कीमत, वस्तु एवं सेवा कर, परिवहन, संक्रमणकालीन बीमा, स्थापित करने का खर्च और उसकी वॉरंटी। वस्तु एवं सेवा कर में कोई माफी या छुट मिलने के बारे में संस्थान कोई प्रमाणपत्र जारी नहीं करेगा। अपुरी जानकारी देनेवाले दरपत्रोंके बारे में कोई विचार नहीं किया जाएगा तथा रद्द किया जायेगा।
Quotations must clearly indicate the features offered Unit Price [GST, Transport, Transit Insurance, Installation charges and one year on-site warranty. Institute cannot furnish any certificate for exemption or reduction in GST Tax etc. Incomplete Quotation will not be considered and rejected.
9. **अग्रिम का भुगतान नहीं किया जाएगा।**
No advance can be paid.
10. कोटेशन सामान्यतः खोलने की तिथि से कम से कम 90 दिन तक मान्य रहेंगे।
The quotation shall normally remain *valid for a minimum period of 90 days from the date of opening*

11. बोलीकर्ताओं को सलाह दी जाती है कि वे ई-प्रोक्योरमेंट वेबसाइट पर उपलब्ध 'वेंडर्सगाइड' में दिए गए निर्देशों का पालन करें। एमएसटीसी ई-प्रोक्योरमेंट पोर्टल से संबंधित कोई भी पूछताछ/तकनीकी मदद हेतु, बोलीकर्ता एमएसटीसी लिमिटेड के निम्नलिखित अधिकारियों से सीधे संपर्क कर सकते हैं:

Bidders are advised to follow the instructions provided in 'Vendor's Guide' available on the said e-procurement website. For any query / technical help regarding MSTC E-procurement portal, bidders may directly contact to the following officials of MSTC Limited :-

- i) Shri. Tejas V., Executive - (022) 22882854 / +91 9535718617
- ii) Shri. Ganesh Yadav, Senior Manager - (022) 22866261 / +91 9869043055

Indian Institute of Tropical Meteorology, Pashan, Pune – 411 008

(Enclosure to Enquiry Letter No. PWS/141/21/2017/ dated 21/2/18)

Scope of Work for Annual Maintenance Contract for Telephone Maintenance and Repairing

Annexure – I

- 1) Checking of all BSNL Main and Intercom lines (Total 350 Lines extendable up to 500)
- 2) Maintenance of entire cabling network of telephone system installed in IITM.
- 3) Repair & Maintenance of all types of Telephone Instruments (Roset Boxes), and keep the same in working orders.
- 4) Checking of all extension lines and keep the same in working orders.
- 5) Repairing of faulty analog instruments (Beetal, LEXSTAR, Panasonic make).
- 6) Complaint shall be attended within 24 hours on receipt of the complaint failing which penalty as deemed considered by IITM shall be imposed.
- 7) The awardee party will not open/alter/modify/change/temper etc. with the cabling connected with the EPABX System, without the prior written approval of the IITM.
- 8) In case awardee party does not turn up for maintenance of cabling etc. IITM will have the right to get the job done from other party and contract firm shall bear the cost of additional repairs.
- 9) Scope will be include of all the repairs, which requires material upto Rs 100/-
- 10) The material costing above Rs 100/- will need to be informed to institute. Based on the confirmation from the institute such repairs will be carried out by the bidder.
- 11) The items that are defective and need to be replaced would be first informed to the component authority of IITM and thereafter replaced with the suitable/proper components as per the rate mentioned at price schedule Annexure -A with prior approval throughout AMC Period.
- 12) The contract shall cover both preventive as well as corrective maintenance of all Telephone Instruments, accessories, MDF and internal telephone cabling for all the working days and holidays as and when required. The maintenance shall cover services of attending major and minor complaints regarding telephone, fault finding, rectification and repairs of telephone instruments/cabling.
- 13) The contractor would carry out preventive maintenance once in every 3 months. Failure to do so shall attract penalty as deemed fit.
- 14) The contractor shall not further sublet of the AMC under any circumstances to a third party/ sub-contractor for the maintenance.
- 15) The successful bidder shall submit a Performance Security Deposit (i.e.10% of the cost of AMC) within a period of 15 days on the receipt of work order valid up to the period of contract plus 60 days.
- 16) In case of any dispute regarding maintenance, The Director, IITM, Pune will be the final authority to decide the appropriate action it will be binding on the vendor.
- 17) The Contract will be valid for a period 3 years. Institute can terminate the AMC if found services are not satisfactory.
- 18) The Director, IITM reserves the right to terminate the contract at any stage.

19) **Payment Terms & Conditions.**

a. The payment of AMC charges will be made on quarterly basis after completion of each successful quarter and certification by the concerned divisions.

b. No advance payment. Payment would be made on actual work basis by end of the quarter.

20) Contractor should ensure the safety of its workmen through suitable insurance cover. Institute will not be responsible for payment to any injury to any worker.

21) The contractor has to pay for any damage occurs to the institute properly through his workers during the execution of work.

PRICE SCHEDULE

(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)

Tender No: _____ Tender Date: _____
Quotation No. _____ Date: _____ Quotation Valid Upto: _____

NAME OF WORK :- ANNUAL MAINTENANCE CONTRACT FOR TELEPHONE MAINTENANCE AND REPAIRING

Description	Year	Basic Cost	Taxes & Duties	Total Cost.
Annual Maintenance Contract for Telephone Maintenance	First Year			
	Second Year			
	Third Year			
Grand Total				

NOTE: Detail Taxes structure schedule should be clearly mentioned.

SIGNATURE OF AUTHORISED PERSON

PRICE SCHEDULE FOR SPARES FOR REPAIRING - (A)

(Bidder should quote in this format however, if quoted in different format; all parameters given below should be covered)

Tender No: _____ Tender Date: _____
Quotation No. _____ Date: _____ Quotation Valid Upto: _____

NAME OF WORK :- ANNUAL MAINTENANCE CONTRACT FOR TELEPHONE MAINTENANCE AND REPAIRING

Sr. No.	Spares for Repairing	Unit/Head	Name of Brand	Rate per Mtr /No. (₹)	Rate of GST in %	Total	Remarks
1	Repairs of Telephone Instruments with materials	No.					
2	Telephone Indoor Cabling Work						
	With Spares, Materials	Mtr.					
3	Supply of Roset Box	No.					
4	Supply of Line Cord	No.					
5	Supply of Coil Cord	No.					
6	Joint kit with grease and button	No.					
7	Krone	No.					
8	Cable 2 pair	Mtr.					
9	Cable 5 pair	Mtr.					
10	Supply of 5 pair jelly filled cable	Mtr.					
11	Supply of 10 pair jelly filled cable	Mtr.					
12	Supply of 20 pair jelly filled cable	Mtr.					
13	Supply of MDF with Krone						
	50 Pair	No.					
	20 Pair	No.					

- NOTE:**
- a) Any other Spares for Repairing (excluding above) respective supplier may be added.
 - b) Detail Taxes structure schedule should be clearly mentioned.
 - c) Delivery Period of the above spares
 - d) Manufacturer's Warranty of the above materials

SIGNATURE OF AUTHORISED PERSON

Eligibility Criteria should have the documentary proof for below points

Sr. No.	Item	Compliance Yes / No	Remarks
1	Bidder should not have any record of having been black listed by any Govt. / Public sector organization in the last Three years.	Yes / No	
2	Bidder should be a company registered under the Companies Act, 1956 since last 3 years.	Yes / No	
3	Bidder must have GST and Income Tax Registration Certificate.	Yes / No	
4	Bidder should provide Excise details (Excise no/ Excise Range/ Excise Division/ etc...)	Yes / No	
5	Bidder should be registered with GST/ CST/LST/Service Tax/ GST certificate. (should enclose the copies)	Yes / No	
6	Bidder should provide copies of registration certificates for GST along with the technical proposal.	Yes / No	
7	Bidder should possess PAN card in the name & style of the Company. The copy should be attached along with the technical proposal.	Yes / No	
8	Bidder should have a dedicated & well-equipped, Pune based Office of operation that will also act as a spare parts stocking center.	Yes / No	
9	Bidder should provide complete escalation matrix elaborating their organizational details.	Yes / No	

Date:

Signature of the
Tenderer

Bidder Information Form

- (a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No : [Insert number from Invitation for bids]

01.	Bidder's Legal Name [Insert Bidder's legal name]
02.	In case of JV, legal name of each party: [Insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [Insert actual or intended Country of Registration]
04.	Bidder's Year of Registration: [Insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [Insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information Name: [Insert Authorized Representative's name] Address: [Insert Authorized Representative's Address] Telephone/Fax numbers: [Insert Authorized Representative's telephone/fax numbers] Email Address: [Insert Authorized Representative's email address]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date : *[insert date (as day, month and year) of Bid Submission]*

Tender No. : *[insert number from Invitation For Bids]*

To : *[insert complete name and address of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 13 of the terms and condition, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

ANNEXURE-C

Eligibility Certificate

This is to certify that we are not associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory

Name: _____

Designation: _____

ANNEXURE-D

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name: _____

Designation: _____

SERVICE SUPPORT DETAIL FORM

Sr. No.	List of similar type of equipments serviced in the past 3 years	Address, Telephone Nos., Fax No. and e-mail address of the buyer	Nature of training Imparted/ service provided	Name and address of service provider

Signature and Seal of the manufacturer/Bidder.....

Place :

Date :

PERFORMANCE STATEMENT FORM

Details of similar equipment / systems supplied & installed during past 3 years

Name of the Firm _____

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the equipment been installed/ working satisfactory? (Attach a certificate from the purchaser / Consignee)	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder

Place :

Date :

DEVIATION STATEMENT FORM

PART -I

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

**Signature and seal of the
Manufacturer/Bidder**

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

This is an E- Procurement event of IITM, Pune. The E-Procurement service provider is MSTC Ltd., 225C, A.J.C. Bose Road, Kolkata-700 020.

Bidders are requested to read the terms & conditions of this tender before submitting their online tenders. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender process for opening of Commercial bid.

Process of E-Tender :

A) Registration: The process involves Bidder's registration with MSTC E- Procurement portal which is free of cost. Only after registration, the Bidder(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Bidder should possess Class III signing type digital certificate. Bidders have to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID, COMMERCIAL BID HAVE TO BE SUBMITTED ON-LINE AT
www.mstcecommerce.com/eprochome/iitm

- Bidders are required to register themselves online with www.mstcecommerce.com/eprochome/iitm/ -> Register as vendor -- Filling up details and creating own user id and password and submit the details.
- Bidders will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact IITM, Pune /MSTC, (before the scheduled time of the e- tender).

Contact person (IITM):

Y.S.Belgude

Assistant Manager

Telephone No. : 020 25904483

Contact person (MSTC Ltd):

1. Shri Tejas V

Executive

Tel: 022 22882854 / +91-9535718617

e-mail: ganeshyadav@mstcindia.co.in

3.Smt. Lisbeth Dias

Sr. Manager

Tel No: 022 22883501 / +91-9820158988

email: lpadickan@mstcindia.co.in

2.Shri Ganesh Yadav

Sr. Manager

Tel. No.: 022 22022096 / +91-9869043055

B) System Requirement:

System Requirements are indicated under **Vendor Guide** available on Login Page of Website:

www.mstcecommerce.com/eprochome/iitm

Latest version of Java software to be downloaded and installed in the system.Security level should be medium

To enable ALL active X controls and disable 'use pop up blocker' under Tools->Internet Options-> custom level (Please run IE settings from the page www.mstcecommerce.com once). **Prospective vendors are suggested to refer to "Vendor Guide" at www.mstcecommerce.com/eprochome/iitm.**

- Part I Technical bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.
- Part II Commercial bid will be opened electronically of only those bidder(s) whose Part-I Technical Bid is found to be acceptable by IITM, Pune. Such bidder(s) will be intimated date of opening of Part-II Commercial bid, through valid email confirmed by them.

- All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

D) Special Note towards Transaction fee: Transaction fee is to be paid by RTGS/NEFT to **MSTC Limited**. Vendor required to use link "Transaction Fee Payment" for generating. The detail procedure and to generate Challan for bank account details can be checked under **Vendor Guide** provided on Login Page of Website :

OR

Vendor Guide Can be Downloaded from below URL:

<http://www.mstcecommerce.com/eprochome/Vendor-Guide-V5.pdf>

- **NOTE:** The bidders should submit the transaction fee **ON OR BEFORE THE PRESCRIBED DATE** as they will be authorized for bid submission only after receipt of transaction fee by MSTC.
- Click on Transaction Fee Payment -> Select event no from the drop down box -> Select NEFT/ RTGS or Online Payment.
On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. **ake the printout of the challan and make the payment. There shall be auto authorization of payment. Bidder shall be receiving a system generated mail.**
- Bidders may please note that the transaction fee should be deposited by debiting the A/C of the bidder only; **transaction fee deposited from or by debiting any other party's a/c will not be accepted. Transaction fee is nonrefundable.**
- In case of failure to submit the payment towards Transaction fee for any reason, the Bidder, will not have the access to online E-Tender.

E)	All notices. /corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by IITM, Pune. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of Bidder with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
F)	E-Tender cannot be accessed after the due date and time mentioned in NIT.
G)	<p>Bidding in E-Tender:</p> <ul style="list-style-type: none"> • Bidder(s) need to submit necessary Transaction fees to be eligible to bid online in the E-Tender. Transaction fees are non refundable. • The process involves Electronic Bidding for submission of Technical and Commercial Bid • The bidder(s) who have submitted the above fees can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com/eprochome/iitm/ → Vendor Login → My menu→ Auction Floor Manager→ live event →Selection of the live event • The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that clicking on the Technical bid. If this application is not run then the bidder will not be able to save/submit his Technical bid. • After filling the Technical Bid, bidder should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to filled up and then bidder should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the bidder can click on the "Final submission" button to register their bid • Bidders are instructed to use 'Attach Docs' link to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
H)	In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
I)	During the entire E-Tender process, the bidders will remain completely anonymous to one another and also to everybody else.
J)	The E-Tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
K)	All electronic bids submitted during the E-Tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply.
L)	It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
M)	Purchaser reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
N)	<p>Submission of bid in the E-Tender floor by any bidder confirms his acceptance of terms & conditions for the tender.</p> <ul style="list-style-type: none"> • Unit of Measure (UOM) is indicated in the E-Tender. Rate to be quoted should be as per UOM indicated in the E-Tender floor.
	<ul style="list-style-type: none"> • The Purchaser has the right to cancel this E-Tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
	<ul style="list-style-type: none"> • The online tender should be submitted strictly as per the terms and conditions and procedures laid down on website www.mstcecommerce.com/eprochome/iitm/ of MSTC Ltd.
	<ul style="list-style-type: none"> • The bidders must upload all the documents required as per terms of NIT / Tender Document. Any other document uploaded which is not required as per the terms of the NIT / Tender Document shall not be considered. The bid will be evaluated based on the filled-in technical & commercial formats.
	<ul style="list-style-type: none"> • The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, appropriate punitive action / legal action can also be taken against defaulting bidders.
	<ul style="list-style-type: none"> • Bidders are requested to read the Bidder guide and see the video in the page www.mstcecommerce.com/eprochome/iitm/ to familiarize them with the system before bidding.