

Institute of Infrastructure, Technology, Research And Management Ahmedabad

Date: 03/01/2023

Tender No: 2023/01

INVITATION OF BIDS

E-Tender for Techno-Commercial Bid Form for Providing Housekeeping Services at IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research and Management (IITRAM) invites quotations for **Providing Housekeeping Services** at IITRAM under two bid system in e-Tender format. Interested parties who wish to participate in this e-tender may obtain the tender documents from IITRAM website www.iitram.ac.in or from <https://education.nprocure.com>. Bidders need to submit all the necessary documents online and in physical form as mentioned in this e-tender through RPAD, speed post or in person till the last date and time prescribed for submission. Hardcopy of Tender Document, EMD and other essential documents should be submitted on or before **25/01/2023 till 17:00 hrs.** in the office of the IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site.(<https://education.nprocure.com>).

E-Tendering Schedule

Date of issue	03/01/2023
Tender Fee	Nil
EMD	Rs. 2,25,000/-
Last date of online bid submission	25/01/2023 till 17:00 hrs.
Last date of physical bid submission	27/01/2023 till 17:00 hrs.
Opening of technical bid	30/01/2023 at 11:00 hrs.
Date and Time of Opening of Financial Bid	To be announced later
Tender inviting Authority and address	I/c. Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026 Phone- 9601451282
Bid Validity	90 days from opening technical bid

SECTION I

INTRODUCTION

Institute of Infrastructure, Technology, Research and Management has been established vide Act No.5 of 2013 in Gujarat. The Institute is having following premises:

Sr. No.	Name of the Premise	Approx. Covered Area (in sq. ft.)
1.	Academic Building (Basement + GF + 6 Floors)	346748
	Workshop Area at Academic Building	27216
	Cafeteria at Academic Building	16764
2.	Hostel Building, AMC Staff Quarters, Nr. Somnath School, Maninagar (East) – 24 Flats	43200
3.	Hostel Premises, Hathijan (10 Duplexes)	15700
Approx. Total Area		449628

Housekeeping of above Institute premises is the required work. The following tasks are included in it:

- Cleaning of all the common passages of the building including foyer, circulation area, general toilet, officer's toilet, and ladies toilet.
- Cleaning of passages and gallery of all the floors.
- Cleaning of Workshop building with surrounding space.
- Cleaning of the stairs of the building.
- Cleaning of the roofs of the building.
- Cleaning of parking area.
- Cleaning of the cellar.
- Cleaning of the side roads.
- Cleaning of adjoining approx. area:
 - (a) Academic Building 82405 sq ft.
 - (b) AMC Staff Quarters 23000 sq ft
 - (c) Hathijan Hostel 10000 sq ft
- Total approx. area 115405 sq ft**
- Cleaning of Cafeteria building with surrounding space.
- Maintenance of the garden within Institute.

In this way, cleaning of all the above mentioned areas is required with appropriate use of ultra-modern instruments and machinery. Also Garden lawn of the Institute is to be maintained in the same way. Above mentioned tasks are to be executed by the agency and under the supervision of the agency supervisor in consultation with Institute authorities. In addition to that, Institute may increase or decrease the area as per the need in future. Agency interested in the said work may visit the Institute for a fair understanding of work. The shortlisted bidders will have to give a presentation to the Institute Authorities, when called, at IITRAM. 60% weightage will be given to a presentation on technical parameters and remaining 40% will be given to commercial part. L1 bidder will be considered based on combined weighted score of Techno-Commercial bid.

SECTION II

SCOPE OF WORK

The Institute building comprises of basement, ground floor and 6 floors which includes 2 Gents and 2 Ladies washrooms on each floor. Presently, the Institute uses its full capacity of ground floor including all six floors with basement, workshop and cafeteria building. In addition to that, Institute maintains hostel facilities for students at AMC Staff Quarters, Khokhra (24 Flats) and Hathijan (10 Duplex).

1. Required Daily Cleaning Tasks:

- Dusting, sweeping and mopping of the staircases, walls, partition etc. of the building on each floor including ground floor. Besides this, from the entrance of the building including the whole compound areas, gardens, open space areas and parking areas should be cleaned.
- Toilets, Bathrooms, Toilets Blocks etc. should be cleaned with cleaning materials wherein the check-list must be kept for the cleaning person.
- Complete cleaning of the Building Compound.
- Cleaning of student's hostel rooms, washrooms, stairways and premises, etc.
- Waste gathered during the cleaning process along with the waste gathered from the various offices must be disposed at a designated place in consultation with Ahmedabad Municipal Corporation (AMC).
- Spit pans and dustbins should be cleaned regularly.
- Entire office area including glass partitions of the offices on the ground floor.
- Main foyer and other foyer if required twice a day (more frequently in case of events).
- To develop the garden and maintain it (including irrigation, sprinkling manure and pesticides)
- To clean all class rooms including the furniture and glasses etc.
- The fixed work must be done twice a day, while Ground floor offices and foyer must be cleaned thrice in a day.

2. Weekly Cleaning Tasks:

- Each floor areas must be cleaned with water and detergent.
- Basement Parking and ducts must be cleaned.
- Windows and doors.

3. Monthly Cleaning Tasks:

- Every month, the whole building must be cleaned including cleaning cob-webs, wall cleaning, roof cleaning, terrace, balconies etc.
- Cleaning of main and back foyers including 7th floor foyer at least twice in a month.
- Cleaning of gutters as well as ducts.

Schedule of Daily Cleaning:

- **Tasks before the Office hours (Between 8 a.m. to 9 a.m.)** Before the arrivals of the official staff in the building, the building as well as the compound should be cleaned thoroughly.
- **Tasks during the day (Between 9 a.m. to 5.30 p.m.)** During the day, areas getting dirty frequently due to the people moving around, frequently used places like toilets, bathrooms, toilet blocks, building lobby etc. should be cleaned at regular interval of two to three hours so that the building premises remain clean and hygienic.

Estimated details of the materials and consumables used in cleaning

(Per month basis/ Material is to be provided by the bidder):

- Bathroom Cleaners
- Air Fresheners
- Toilet Cleaners
- Floor Cleaners
- Sanitary Cubes
- Vacuum Cleaners
- Brooms (big and small)
- Mops
- Brushes

Note: Bidder has to personally visit and examine the details of tasks of cleaning at Institute of Infrastructure, Technology, Research and Management before filling up the details of the tender. Presently, the Institute is using its full capacity, so all the areas must be cleaned regularly. Bidder has to estimate the cost according to the present use and for additional area, if any, in future, it has to come up with the cost per square feet per month.

SECTION III

TENDER PROCESS

1. This Tender document can be downloaded from website www.iitram.ac.in or from <https://education.nprocure.com>. The tender document filled in/complete in all respect must be submitted with EMD in the form of Demand Draft in separate cover in favor of the Registrar, IITRAM payable at Ahmedabad. Please mention tender number and name of bidder on back side of DD.
2. The bidder has to submit the tender in two parts viz, (1) Technical Bid and (2) Financial Bid / Price Bid
3. The bidder has to submit the technical bid in two parts viz, (a) Technical detail and (b) EMD Cover in a single cover.
4. EMD cover shall contain DD of EMD as per tender document.
5. Technical bid shall consist of technical details as per INDEX. The duly signed tender form shall be submitted with this bid by the bidder.
6. Technical bid and demand draft should be sealed in different covers with the respective post-script on the cover and then both the covers should be sealed in a single cover.
7. Bidders have to submit all the required documents as mentioned in this e-tender in online and physical through RPAD, speed post or in person till the last date and time prescribed for submission. Bidders are required to submit INDEX (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.
8. The bidder has to submit Financial Bid/Price Bid (SECTION-VI) online only at n-Procurement website.
9. First, the technical bids will be opened.
10. The bidders which are provisionally approved in technical bid will have to come and demonstrate their procedure of work and make a presentation. Out of 100, 60 marks will be for technical evaluation. In the presentation, the bidder will have to include the procedure they will execute, the list of material and quantity they will use, list of machinery they are to use, how those machines are useful and the quantity of those machines, if for monitoring any modern technique they will use then details of those techniques as well as the action plan / methodology. It is assumed that the bidders submitting the bids have gone through all tender terms, has acquainted themselves with scope of work and visited the Institute (if so needed) and agreed with all the terms of this e-tender.
11. For Presentation, the bidders will be informed through e-mail/phone.
12. Financial bids will be opened in online format of technically qualified bidders only. Technical proposals scoring not less than 60% (60 marks of the technical evaluation) of the points will only be considered for financial evaluation.

Points for technical evaluation is as given below:

Sr. No.	Particulars	Maximum Marks
1	Company profile	05
2	Experience of similar kind	10
3	Planning of cleaning at IITRAM (presentation)	50
4	No. of cleaning staff and supervisor to be deputed at IITRAM	05
5	Machinery to be used for cleaning purpose, its type, usage, experience of same machinery and ownership	15
6	Planning of Garden at IITRAM (presentation)	15
	Total Marks	100

13. IITRAM will compare and evaluate the financial bids of the technically qualified Bidders to decide on the lowest evaluated bid by applying of the weighted evaluation method.
14. The final selection of the successful bidder (L1) from the qualified bidders will be done by considering both, presentation and price quoted, using the following criteria and weightage.

Sr. No.	Criteria	Maximum Marks (Weightages)	Method of allotting marks for combined score
1	Technical Score	60	The bidder with the maximum technical score will be awarded 60 marks and other bidders will be awarded proportionately less marks (e.g. if the highest score for Presentation is 100, Bidder having this will get 60 marks. Bidder having score of Presentation 80 will get $(80/100) \times 60 = 48.00$ marks)
2	Weighted Score for commercial Bid	40	The Bidder with Lowest quote will be awarded 40 marks and other bidders will be awarded proportionately less marks (e.g. if the lowest quote is Rs. 1.00 lakh, the bidder quoting this price will get 40 marks. A Bidder quoting Rs. 1.20 lakh will get $(1.0/1.2) \times 40 = 33.33$ marks)
	Total Marks	100	

All marks will be given rounded upto two decimal places. The bidder getting the maximum combined score out of 100 above a specific cut of score, will be short listed for further consideration.

15. Agency which is selected for the contract will have to execute a contract on a specified format using Rs. 100 Non Judicial Stamp paper.
16. The Contractor will be required to furnish Performance Security amounting to 3% of the contract value in accordance with the Conditions of Contract within 10 (Ten) days of receipt of the notification of award of contract in any one of the forms (1) D.D. of any schedule bank (2) Bank Guarantee of nationalized bank or bank approved by finance Department GR No. EMD/10/2013/655/DMO Dtd. 31/03/2014 (3) FDR of nationalized bank. DD and BG is required to submit in favour of the "The Registrar, IITRAM" payable at Ahmedabad. The Performance Security should remain valid for a period of 60 days beyond the date of all contractual obligations including warranty obligations.
17. Incomplete or Conditional Tender will not be considered.

SECTION IV TECHNICAL BID

All the bidders are required to submit the copy of following documents:

1. Copy of firm Registration, PF registration and PAN card is to be submitted.
2. Copy of Goods and Service Tax (GST) Registration is to be submitted.
3. The bidder must have a representative office in Ahmedabad / Gandhinagar, Gujarat. The proof of the same is required to be submitted.
4. The bidder will have to attach one attested copy of registration under labour department, where the agency has worked.
5. The bidder has to submit a Demand Draft of Rs. 2,25,000 in favour of Registrar, IITRAM as EMD.
6. The bidder will have to attach copy of atleast 05 work completion certificate, where it has provided housekeeping services during 01/04/2019 to 31/03/2021.
7. The bidder will have to attach copy of atleast 02 work orders of providing housekeeping services with minimum 20 persons for housekeeping in each order for the entire duration of 01/04/2021 to 31/03/2022.
8. The bidder will have to attach copy of work completion certificate of minimum 1 contract for at least one year of any Government agency of housekeeping with minimum 10 persons.
9. The bidder should have minimum financial turnover in last three years for providing Housekeeping Services as below:

One similar completed work costing Rs. 60 Lakh	OR
Two similar completed work costing Rs. 30 lakh each	OR
Three similar completed work costing Rs. 22.50 lakh each	
10. The bidder has to submit e-tender document duly filled and signed with the stamp on each page of the tender document (except Section-VI) and on the enclosures to show that the bidders have read and understood all the details and terms & conditions of the tender thoroughly.
11. The list of the useful material and it's quantity, list of useful machines and it's quantity and details of the monitoring system if any required to be used, etc. is required to be included in the presentation.

Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will be considered as disqualified. All the bidders must have to submit all the necessary documents in online and physical form both.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

SECTION V TERMS AND CONDITIONS

1. Bid validity period - 90 days.
2. The bidder must comply with all statutory requirements regarding labor law / welfare law as imposed by Government authorities from time to time.
3. The approved contract for cleaning will be for a year. Wherein, the first three months will be considered as a probation period within which if the working system would be proved to be unsatisfactory, the contract will be assigned to the lower quoted next agency.
4. If the work will be proved as a satisfactory one after a year, the next contract will be of another one year with the same price. Although, due to administrative or any other reasons, if this service is required for termination, then intimation before a month is required to be given.
5. The bidder has to quote on per square feet basis.
6. Taxes should be paid as per goods and service tax (GST) norms.
7. The bidder will have to produce all necessary documents as mentioned in this e-tender and on the basis of their work experience, (in the presentation) they will be preferred.
8. **Penalty:**
 - If more than three complaints are received and remain unresolved for one week, then Rs. 500 per complaint will be deducted as a penalty from the total payable amount.
 - As per the demonstration in the presentation by the bidder, if the daily manpower is not deputed then Rs. 500 per day penalty will be deducted for supervisor and Rs. 300 per day penalty will be deducted for shortage of unskilled / semi-skilled worker from the total payable amount.
 - If bidder will not provide the workers / supervisors attendance register or failure in confirmation given by the Institute Authorities, then, per day Rs. 500 as a penalty will be deducted from the bill.
 - If the worker will be found without uniform, per day per worker Rs. 50 as a penalty will be deducted from the bill.
 - Non-submission of bill by 10th day of every month may attract a penalty of Rs. 5000/- per monthly bill.
9. Generally, all the tasks of the cleaning are to be done as demonstrated in SECTION II (Scope of Work). If though, for any reason, the filth comes up, immediately the cleaning has to be done. Moreover, if for any accidental reason, the office asks for cleaning, then immediately, the cleaning has to be done.
10. The bidder will be responsible for the maintenance, repairing and security of the machines which will be used for cleaning.
11. The bidder has to maintain a register for regular use of the materials and the supervisor has to present the register to the institute periodically.
12. To check the regular cleaning process, proper Supervisors, with the degree of sanitation or any bachelor degree holder must be appointed and required details of it should be presented in the demonstration only.

13. The bidder has to appoint workers who are mentally and physically fit and are more than 18 years of age for the cleaning process. Their identity cards showing their names, residential addresses, with passport size photo has to be submitted in the office. If during the year supervisor or workers are to be changed then their identity cards showing their name, residence address with passport photos are to be submitted in the office.
14. The bidder has to pay the prevailing minimum wages as fixed by the Labour Department, Government of Gujarat to all the staff appointed by the agency. Moreover, bidder has to follow the laws of Indian Government/ Gujarat Government. Proof has to be submitted every month for the same.
15. Any of the Government / semi-Government employees who has been removed / asked to resign or has been asked for compulsory retirement cannot be employed as a worker for cleaning this Institute premises.
16. If the work of any of the worker is not found satisfactory or not following the instructions of the Institution head or Institute officer, then that worker has to be changed by the concerned bidder.
17. If any worker is found drunken or taking drugs or gambling or found doing any misconduct then that worker will be required to be withdrawn. Institute's opinion in this regard will be considered final.
18. All the workers will have to humbly behave with the staff and work with discipline and should not affect negatively the working atmosphere of the Institute as well as have to work in a way, so that the discipline of the Institute is maintained.
19. The bidder will have to provide attendance muster, salary muster etc. registered under labour act whenever the Institute authority asks for examination.
20. During working hours, if the staff members occupied by the agency met with any sort of accident or physical injury / death occurrences etc., then the bidder will be legally responsible to attend. The Institute will not be responsible for paying any medical allowance, cost for any loss, price for medicines etc. in this regard.
21. The bidder will have to abide the rules of labour contract as well as PF contract. Proofs are to be submitted at regular interval of 3 months without fail. In case of, non submission of such certificates, payment for that month will not be sanctioned.
22. The successful bidder only, who has been given the contract has to provide all the services. Any other party or sub-agency should not be given the task by the selected agency. If found doing so, the security deposit will be forfeited and the contract will be terminated.
23. During the tenure of the contract, if any of the workers is found tormenting the rules of the contract, the contract will be terminated as well as the security deposit amount will be seized. In this case, bidder with whom the deal is finalized will not have any right for legal action.
24. If any of the workers during the working hours is found causing harm to Institute property or stealing anything, the sole responsibility will remain with the bidder and the bidder will be responsible to compensate the harm besides facing penal action.
25. The bidder will have to present two copies of bill and advance receipt every month for cleaning tasks. With this, documents like the satisfactory work certificate issued by the authority of the Institute, attendance muster, list of used material, other necessary documents, etc. will have to be submitted to get examined by the office and if found worthy, the payment will be made within 10 days.

26. If any bidder by one or other way will be found doing any sort of forcing or influencing on selection procedure, then such bidder's tender will not be taken into consideration.
27. At the time of opening the tender, the representative of the bidder can remain present if they wish. Other than that, Institute is not going to wait for them and the bidder coming late than the prescribed time will not be entertained with their arguments.
28. The office of the Institute will be authorized for the acceptance or rejection of the pricelist without any reason.
29. None of the contractors or the workers will use any of the rooms or compound area of the Institute as their residence or office.
30. Due to any adverse reason, if the authorized persons' death occurs, the contract will be automatically terminated. Even though, the final decision will be taken by the Institute.
31. If any of the workers get harmed/ meets with any sort of accident or permanent physical deficiency, the bidder will be the sole responsible authority.
32. If any of the persons from the Institute will have any sort of material or physical harm by any of the workers, the bidder will be solely responsible to compensate the harm caused by their employees. The bidder will have to repay on his own. If it is not paid by the bidder, the payment will be done from the running bill amount or at the last it will be reimbursed as a revenue charge from the bidder to the office of the Institute.
33. Contract will be given with the sole purpose of cleaning. So the purpose is limited to its contractual tasks only. Besides the cleaning tasks, no other activities like other business or work will be tolerated if found.
34. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
35. After satisfactory completion of tasks, submission of the bill and after the necessary deduction of the tax, the payment will be done within 10 days.
36. The bidder will have to give the uniform and i-card with specific logo fixed by the Institute to the workers mandatorily (minimum 2 pairs for every calendar year i.e. 1 pair for every 6 months).
37. The bidder must provide police verification certificate for all the employees deployed at IITRAM.
38. All the employees deployed at IITRAM by the bidder will perform duty in proper uniform and have to work for all days except Sunday and Public Holidays unless specified otherwise by the Institute.
39. In case of any function, occasion, extra-curricular activities planned on Sundays and Public Holidays, then cleaning must be done on those days; no extra cost will be paid for the same.
40. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
41. In case of any third party claim against IITRAM for any act of the employees of the bidder, the bidder shall act as guarantor and indemnify IITRAM to the extent of all claims and expenses arising out of this work contract.

SECTION VI

FINANCIAL BID

(Format for Submission of Financial Details)

(Data Sheet to be Submitted ONLY Online at n-procure website)

Agency will have to quote in Indian Rupees.

Sr. No.	Description	Rate per Sq.ft/ Month	Total Rate (Rs.) Per Month
A	B	C	D=C*449628 sq ft
1	Rate per square feet per month including all charges relating to EPF, ESI etc. relating to work to be engaged (No. of workers ____ / supervisors ___ to be provided is to be mentioned in the tender document)		
2	Taxes, if any		
3	Any other Statutory / Other charges		
4	Service Charges, if any		
5	Total (Per Month)		
6	Grand Total (Per Year)		

Note:

1. For Cleaning material, list of items required and total quantity per month should be submitted.

Authorized Signature
With stamp, email address and fax number

Date:
Time:

Annexure-I
FORMAT FOR SUBMISSION OF COMPANY DETAILS
(DATA SHEET TO BE SUBMITTED AT IITRAM)

Sr. No.	Particulars	Details to be filled by the organization
1	Name of firm/ organization/ establishment/ company	
2	Registered Office Address: Telephone Number: Fax number: email:	
3	Correspondence Address : Telephone Number: Fax number: email:	
4	Details of the authorized person (Name, designation, address): Telephone Number: Fax number: email:	
5	Is the firm - <ul style="list-style-type: none"> • Government/Public Sector Undertaking • Proprietary Firm • Partnership firm (if yes, give partnership deed) • Limited Company or Limited Corporation • Member of a group of companies (if yes, give name and address, and description of other companies): • Subsidiary of a large corporation (if yes, give the name and address) of the parent organization) • If the company is subsidiary, state what involvement if any, will the parent company have in the project 	
6	Permanent Account Number (PAN) of the firm	
7	GST Number of the firm	
8	Is the firm blacklisted in Semi Government/ State Government / Central Government / Government Undertaking? If Yes, provide the detail.	YES / NO

Client's List: Please attach Separate sheet showing the client list of only Govt./Semi Govt. department with name and addresses of the department.

Date:

Name of Authorized Person

Time:

with Sign and Stamp

(To be printed on Firm's Letter Head)

Annexure-II

Declaration by the Agency

1. I/We certify that I/We have gone through & agree to the terms & conditions of tender and undertake to comply with them during the currency of the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents / certificates attached are true of the best of my / our knowledge and no erasing / overwriting / cuttings / corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions stipulated by the IITRAM in this connection, including penalty etc.
5. I/We understand that IITRAM reserves the right to reject any or all tenders including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.

Date:

Name of Authorized Person

Time:

with Sign and Stamp

INDEX

Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will be considered as disqualified. All the bidders must have to submit all the necessary self attested documents in online and physical form both.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

Bidders are required to submit index (in online and physical) showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender and also mention Yes/No (in below table) based on the documents attached by you. All the bidders are required to arrange & submit the documents as mentioned in the sequence of Index only. Bidders are instructed not to attach any unnecessary documents.

S r. N o.	List of documents attached (self attested)	Please mention below Yes/No based on your submitted documents		Page Numbers
		Online	Physical	
Name of your firm/Company:				
1	Copy of firm registration			
2	Copy of PF registration			
3	Copy of PAN Card			
4	Copy of GST registration			
5	Proof of registered office in Ahmedabad / Gandhinagar, Gujarat			
6	One attested copy of registration under Labour department, where agency has worked			
7	Copy of atleast 05 work completion certificate, where out housekeeping have been provided during 01/04/2019 to 31/03/2021			
8	Copy of at least 02 work orders of providing housekeeping services with minimum 20 persons for housekeeping in each order for the entire duration of 01/04/2021 to 31/03/2022.			
9	Copy of work completion certificate of min. 01 contract for at least 01 year of any Government agency of housekeeping with min.10 persons			
10	CA statement showing annual turnover of last three years			
11	Duly filled, signed & stamped on each page of tender document & all enclosures (Except Section VI)			
12	DD of EMD			
13	Annexure-I			
14	Annexure-II (Declaration)			

Authorized Sign & seal of Firm/Agency/Company