



NOTICE INVITING TENDER (E-Procurement mode)

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India

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Website: www.iiserpune.ac.in

IISER Pune intends to invite short term special e-tender under two packet system for the rental of Audio Visual Set-up to be installed at designated locations for an upcoming important conference hosted at the institute..

Brief Details of Tender:

Item Description	EMD (Rs).	Tender Fee (inclusive of all GST @18%) (Rs.)
Hiring of Audio Video and allied Set-up for an Important National Level conference hosted at IISER Pune during 06 th to 8 th December 2019.	30,000/-	1,180/-

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> or Institute website www.iiserpune.ac.in and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr.No.	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	31/10/2019	15:00 Hrs.
2	Bid Submission Start Date	31/10/2019	15:00 Hrs.
3	Bid Submission Close Date and Time	07/11/2019	15:00 Hrs.
4	Opening of Technical Bids	08/11/2019	15:00 Hrs.
5	Detailed Presentation by technically qualified bidders	11/11/2019	15:00 Hrs

No manual bids will be accepted. All quotation (both Technical and Financial should be submitted in the E-procurement portal).

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

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Instructions for Online Bid Submission:

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website www.iiserpune.ac.in . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Financial Bids can be submitted in PDF format (As per Chapter 5).
The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
4. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
6. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 91-8826246593**.

Chapter 1

INVITATION FOR TENDER OFFERS

Indian Institute of Science Education and Research (IISER), Pune intends to invite short term special e-tender under two packet system for:

Hiring of Audio Video and allied Set-up for an Important National Level conference hosted at IISER Pune during 06th to 8th December 2019.

1. The BIDDERS are requested to give detailed tender in two Bids i.e.
 - a. **Part - I: Technical Bid.**
 - b. **Part - II: Commercial Bid.**

2. TIME SCHEDULE

Sr.No.	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	31/10/2019	15:00 Hrs.
2	Bid Submission Start Date	31/10/2019	15:00 Hrs.
3	Bid Submission Close Date and Time	07/11/2019	15:00 Hrs.
4	Opening of Technical Bids	08/11/2019	15:00 Hrs.
5	Detailed Presentation by technically qualified bidders	11/11/2019	15:00 Hrs

3. DELIVERY PERIOD / TIMELINES:

The deliveries, installation and testing must be completed **on or before 29th of November 2019**. It is mandatory for the BIDDERS who respond to this bid to meet these expectations, as these timelines are tightly linked to IISER, PUNE's plans of completing the project within the time frame.

3A. DURATION FOR WHICH THE PROPOSED LEASED FACILITY REQUIRED:

The entire facility as tendered is required to be operational from **30th November 2019 without fail**. The Facility shall remain operational until **09th December 2019**. Hence the total duration for which the hired / leased facility is to be built is **10 (Ten) Days**.

4. AVAILABILITY OF TENDER:

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and be submitted only through the same website.

A. Technical Bid:

The online envelope clearly marked as "**Technical Bid - Envelope No. 1**" shall contain the all scanned copies of originals documents.

- a) Duly Signed Bidders Eligibility Compliance Sheet as per **Annexure-'A'**.
- b) Duly signed and certified printout of the entire 'CHAPTER - 4 : Schedule of Requirements Specification and Allied Technical Details'
- c) Scanned copy of Bid Security/EMD/ Tender Fee Instrument.
- d) Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed substantiating minimum achieved annual turnover of Rs. 1 Crore each during last three financial year (F.Y. 2015-16, 2016-17, 2017-18).
- e) Experience certificates / documents ascertaining the minimum required experience eligibility of the bidder as tendered. Refer Chapter 3: Bidders' Eligibility Criteria
- f) Unpriced room-wise / facility wise BoQ of the proposed installation with all relevant operational and design details.

- g) Technical literature/ leaflets and complete specifications of quoted model(s) / items along with operational details
- h) Bidder Information Form as per **Annexure –‘B’**.
- i) Blacklist Certificate as per **Annexure –‘C’**.
- j) Duly signed and stamped **Annexure –‘D’**.
- k) Solvency certificate for Rs. 4,40,000/- (Rupees Four Lakhs Forty Thousand only) not older than twelve months, issued by Scheduled/Nationalized bank with which BIDDER holds the current account.
- l) Copy of PAN/ GST Registration documents.
- m) Tender Fee & EMD instrument is required to be submitted in original, enclosed in a sealed envelope, superscribing the tender number and Name of tender in short, at the following office address before the bid closing date and time.

Assistant Registrar (Stores & Purchase)

Indian Institute of Science Education and Research (IISER), Pune

Dr. Homi Bhabha Road, Pashan Pune– 411008.

Tel: +91-020-25898017; Fax: +91-020-20251566

Website: www.iiserpune.ac.in

B. Envelope 2 : “Commercial Bid” shall contain:

- i. Cost of hiring of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only. The commercial offer should cover the entire BoQ as submitted for technical evaluation with priced entries against each item. The Priced BoQ should be submitted room wise / hall wise for the proposed facility in lump-sum. Please refer price schedule ‘Chapter -5’.
- ii. The prices quoted should be inclusive of Insurance claims / replacements, standby equipments, man-power, logistics etc.
- iii. The quoted price should cover the complete list of deliverables / Bill of materials and services as detailed in the technical bid.

Note:

IISER Pune is not liable for pay for any other item in addition to those listed in the commercial offer.

5. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- A. Tender Fee of Rs. 1,180/- (Rupees One thousand one hundred and eighty only)** in the form of Demand Draft from Nationalized/scheduled bank in favor of The Director, IISER Pune along with the technical bid.
- B. EMD of Rs. 30,000/-(Rupees thirty Thousand only)** in the form of Bank guarantee or Demand Draft of a scheduled bank in the name of Director, IISER, Pune valid for 60 days from the date of opening of the tender to be submitted as a part of compliance to the technical bid.

The bidder is required to submit the scanned copy of the Tender fee and EMD instrument with the technical bid. EMD of unsuccessful bidder shall be refunded without any interest. EMD of successful bidder will be retained as part of performance security deposit and refunded along with release of final payment.

6. BID OPENING

- 1. Technical Bids will be opened on date and Time Mentioned in the Time Schedule /NIT document.
- 2. Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- 3. Bids would be summarily rejected, if **EMD & tender fee are not submitted** within stipulated date / time. IISER Pune shall not be responsible for any postal delay for delayed receipt of EMD & Tender Fee before Tender closing date.

Note:

- (i) No request for extension of due date will be considered under any circumstances.
- (ii) No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/their authorized agents

7. TECHNICAL PRESENTATION OF THE PROPOSED SET-UP:

The bidders (through authorized representatives) are required to give a detailed presentation to the 'Technical Evaluation Committee' of the proposed set-up which the bidder intends to put in place for meeting the tendered requirements. The presentation may include power point slide presentation along with the detailed description of the items forming the part of the proposed set-up. The representative on behalf of the bidding firm should be present at the designated time (Refer time schedule) and place (shall be communicated separately via E-mail to the bidders). The representative(s) is/are required to be accompanied with a letter of authorization from the bidder firm through its authorized signatory.

8. TECHNICAL EVALUATION OF THE BIDS:

- I. All the bids received within stipulated time frame for the tendered services shall be evaluated by the **Technical Evaluation Committee**. The committee shall be duly constituted by the Director, IISER, Pune. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is the final and binding on all the parties.
- II. The Technical Committee shall examine all the Technical aspects of the bids received. Further, the Technical Committee shall seek additional information pertaining to the technical bids thus received from the individual bidders. The bidders are mandatorily required to give a detailed presentation to the 'Technical Evaluation Committee' of the proposed set-up which the bidder intends to put in place for meeting the tendered requirements.
- III. The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Pune and this criteria/recommendation will also form as a part of short-listing of the firms.
- IV. Technical Bid documents submitted in compliance to the tender and the detailed technical presentation by the bidder (through authorized representatives) shall both be vetted by the committee for ascertaining the 'Technical Eligibility' of the Bidder.

9. COMMERCIAL BID EVALUATION:

Based on results of the Technical evaluation, IISER Pune shall evaluate the Commercial Bid of only those Bidders who qualify in the Technical evaluation. The commercial bid document of the technically 'NOT QUALIFIED' bidders shall be returned un-opened along with the EMD Fee.

- a) IISER Pune shall correct arithmetical errors on the following basis:
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

- b) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order. **The bids shall be evaluated on the basis of proposed final cost for the services as incurred.**
- c) The Vague terms like “packing, forwarding, transportation..... etc. extra” without mentioning the specific amount/percentage of these charges in the commercial offer will not be accepted. **Such offers shall be treated as incomplete and rejected.**

10. IISER Pune Right to vary Quantities at the time of Award:

The IISER Pune reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in its' unit price or other terms and conditions. Further, at the discretion of the IISER Pune, the Quantity of equipment in the contract may be enhanced by 30% within the delivery period or the number of days for which the equipment is to be hired may be reduced by 30%.

11. Interpretation of the clauses in the Tender Document / Contract Document

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.**

12. Language of Bids:

All bids and supporting documentation shall be submitted in English and should be clear, free from jargons and unambiguous words or phrases requiring interpretation.

13. One Bid per Bidder:

Bidder shall submit only one bid. A bidder, who submits or participates in more than one bid, will be disqualified.

14. Late Bids:

IISER, PUNE will not be responsible:

1. For delayed / late quotations submitted / sent by post / courier etc.
2. For submission / delivery of quotations at wrong places other than the Purchase section of IISER, Pune. Fax / E-mail / Telegraphic / Telex tenders will not be considered.

Any bid inadvertently received by IISER, PUNE after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER.

15. Right to accept any bid or reject all bids:

IISER Pune reserves the right to accept or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, IISER Pune shall deem such bid as invalid. All direct and indirect costs associated with the preparation and submission of bid (including but not limited to clarification meetings and site visit, if any), shall be to Bidder's account and IISER Pune will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

16. Fraud and Corruption:

The IISER Pune requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

- (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and

(iv) **Coercive practice**” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(b) The IISER Pune will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question.

17. Payment:

No payment whatsoever shall be made in advance by IISER Pune. Post successful execution, the invoice has to be raised by the successful bidder (exactly to be in concurrence with submitted price bid)

18. Jurisdiction:

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

19. Force Majeure:

The Supplier shall not be liable for forfeiture of its performance bank guarantee, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the IISER Pune either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the IISER Pune in writing of such conditions and the cause thereof. Unless otherwise directed by the IISER Pune in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

CHAPTER - 2 : CONDITIONS OF CONTRACT

1. The bidder should submit the room-wise / facility-wise detailed BoQ of the items forming the part of proposed installation. The un-priced version of this document is required to be submitted with the technical bid documents. The Priced version summary of this detailed BoQ is required to be submitted as commercial bid including all incidentals, insurance costs, freight and logistics expenses etc. The invoices shall be strictly settled according to the commercial offer thus submitted by the successful bidder.

ALL THE BIDDERS SHOULD QUOTE PRICES FOR EACH AND EVERY ITEM SEPERATELY ALONG WITH THE CONSOLIDATED PRICES APPLICABLE. There should be no unpriced, arbitrary and vague entries.

2. The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish complete information required as per bid document or submission of bid which is not substantially responsive to the bid document in all respect shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of IISER PUNE's Authority shall be final and binding.

3. Bidder / Firm shall be directly responsible for any/all disputes arising between him and his Personnel / workers and shall keep organizers indemnified against all losses, damages and claims arising thereof.

4. Bidder / Firm shall be solely responsible for payment of wages/salaries and allowances to his personnel that are applicable under the laws in force including any new act or order of Government that may become applicable. IISER Pune shall have no liability whatsoever in this regard.

5. Bidder / Firm shall be fully responsible for theft, burglary, fire or any mischievous deeds by their staff.

6. All consumable items & material used by the firm shall be of standard make.

7. The Contract stands cancelled without assigning any reasons.

(a) On revocation of tender or increase in rates after opening of the tender but before validity of quotation expires.

(b) On refusal to enter into contract after the award of contract.

(c) If the work is not commenced on the given date after the work is awarded to the contract.

8. Successful contractor should complete the entire preparation of site as per dates and testing schedules of the event & get it inspected by IISER Pune nominated agency (which can be one of the premier government of India – National security agencies). The firm shall stipulate clearly the days required by them for completing the assigned work.

9. The dedicated team for above event their details with credentials and educational qualification, experience to be furnished with technical bid.

10. List of similar events organized particularly with Govt. bodies including PSUs, Various Ministries to be enclosed to ensure the credentials of the agency.

11 The bidder firm shall make it's own arrangement for watch and ward till the completion of the work. The contractor shall work in close co-ordination with the designated members on-board of the organizing committee of the aforesaid event.

12. Insurance of goods during execution of contract will be the responsibility of the firm and IISER Pune shall bear no responsibility in the case of fire, theft of goods, act of God etc.

13. The bidder may visit the premises and understand the exact requirements before submission of bids during the office hours of the institute. The bidder has to submit their design and work plan based on the requirements as tendered (Technical Presentation). Vendors are encouraged to visit the venue(s).

14. Arrangement for security fencing etc. To be done by the bidder firm as may be deemed necessary during the execution of contract. Proper care should be taken for water management in case of rain.

15. Transportation of materials, boarding & lodging, travel expenses of manpower deployed to carry out the work has to be completely borne by the bidder.

16. Liquidated Damage & Penalty

It may kindly be noted that in the event the service provider fails to comply with any one or more terms and conditions mentioned in this tender document and corrigendum thereto subsequently, IISER Pune would reserve its right to recover liquidated damage & Penalty up to 10% of the value of contract in addition to other rights and remedies available.

Similarly, for any delay, IISER Pune would have right to levy liquidated damage @ 2% per day of delay up to 10% of the contract value. The rental / hiring charges of the facility will be billed at actuals. The rental / hiring charges shall be only applicable after the complete installation of the facility for as many days until the conclusion of the proposed event.

17. The successful bidder is required to seamlessly co-ordinate with the event co-ordinators meeting their requirements. Utmost care had been taken to perfectly outline the requirements as received from the competent authority. The same is being put to tender. Any unforeseen shortfall in terms of the deployed functionality of the built facility as observed or pointed out by the event co-ordinating agencies are strictly required to be complied with. There shall be no financial implications of these unforeseen amendments and additions to the tendered facility for IISER Pune.

18. Structural Alteration to IISER Pune Buildings

(i) No structural member in the building shall be damaged/ altered, without prior approval from the competent authority through the Engineer-In-Charge of IISER Pune.

(ii) Structural provisions like openings, cutouts, if any, provided for the work, shall be used. Where these required modifications or fresh provisions are required to be made, such contingent works shall be carried out by the contractor at his cost. This will include but not limited to the cutting of wall acoustics and false ceiling if required.

(iii) Any alterations required in connection with the electrical works shall be provided and filled by the contractor at his own cost to the original architectural finish of the buildings.

(iv) Upon conclusion of the event; the site's architectural finish and aesthetics should be retained with exhibition of the highest degree of workmanship standards.

CHAPTER - 3 : Bidders' Eligibility Criteria

1. Bidder Company/Firm should have a Permanent Account Number (PAN). Copy of PAN Card to be enclosed.
2. Company/Firm should have a valid GSTIN Registration from the concerned authority. Copy of registration to be enclosed.
3. The bidder should have achieved a minimum annual turnover of Rs.1 Crore each during last three financial year (F.Y. 2015-16, 2016-17, 2017-18). Copy of Audited Balance Sheets/IT Returns/CA Certificate to be enclosed along with the bid.
4. The bidder should have experience of organizing and coordinating at least one (1) event, hosted by State/Central Govt./PSUs/Autonomous Bodies/ Banks in which either (at least one) of the following were the VVIP invitees:
 - a. Hon'ble Prime Minister of India.
 - b. Hon'ble President of India.
 - c. Hon'ble Vice President of India.
 - d. Hon'ble Union Home Minister of India.
 - e. Union Cabinet Minister(s) of IndiaValid proof/Copies of work order and bills or completion certificate for the same to be enclosed. The name and contact detail of the responsible authority may please be submitted to substantiate the submissions made.
5. Company/Firm black listed by Govt State/Central Govt./PSUs/Autonomous Bodies/ Banks are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of the institute, IISER Pune shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder. The bidder shall submit the certificate for this matter in the format as enclosed with the document (refer relevant annexure).

CHAPTER - 4 : Schedule of Requirements Specifications and Allied Technical Details

IISER Pune intends to invite short term special e-tender for the rental of Audio Visual Set-up for the upcoming important national level conference hosted during 06th to 08th December 2019. In totality, 3 designated halls / rooms/ facilities are to be built. The technical specifications of the proposed tendered facility to be sought on rental basis for the period specified.

Facility No: 01 **Conference Hall**

Venue:	HR4 (Guest House) Ground floor
Event Date and Time: Days	06 th to 8 th December 2019 from 08:00 to 20:00 Hrs – 3
Purpose:	Conference
Delegates to the conference:	80 (Including V/VIPs)
Maximum Number of attendees:	180

As Proposed, the dining area in the ground floor at HR-4 building (Guest House) is being converted into a temporary conference hall for the purpose. The aesthetics and civil work shall be carried out by the IISER Pune Estate Management office.

Scope of work:

1. The civil work including the acoustic wall panelling, false ceiling, acoustic tiling, floor carpeting, room lighting and Air-conditioning for the proposed conference hall shall be done by IISER.
2. The complete assembly of the conference tables and chairs shall be provided by IISER.
3. IISER Pune shall provide standalone 4 Nos of 55” and 7 Nos of 65” Professional Display units supporting 4K video resolution.
4. The arrangement of Video cameras with cameramen for the event (Total Maximum of 3 Nos.) shall be the responsibility of IISER Pune.
5. Except for the above (1,2,3 & 4) everything which is required to make the conference hall functional rests upon the successful bidder.

Technical Requirement of the Set-up:

1. The delegate units for the attendees (80 units + 10 Spare) to be fixed on the conference table (provided by IISER) with suitable cables and connectors in the best possible manner to retain the aesthetics of the hall. The delegate unit shall preferably have an adjustable gooseneck microphone attachment for the utmost comfort of it's intended users.
2. There can be possibly separate assembly of the delegate units for the VVIP attendees (Maximum 06) in number in addition to the 80 regular units which may be a superior grade product. This can be fixed for the VVIPs presiding the conference subject to the approval from the concerned protocol office.
3. The whole set of delegate units is to be:
(The Bidders to required to quote for both the options – otherwise the submitted bid shall be invalidated)

OPTION - I

- a. Centrally software controlled through a touch panel device for mute / unmute feature over-riding user delegate unit control buttons. In this case, the operator can be actively involved for the controllability.

OPTION – II

- a. Automatic turn-on facility of the delegate units upon actuation of the microphone control button available on the unit by the user, cutting away all the other active microphones in the zones. There can be at least 2 such zones for separate controllability of the delegate units assigned to 06 VVIP attendees.
4. There shall be a podium for the presenters. The podium shall have an HDMI, VGA video input at least two each and two 3.5 mm audio input jack. The podium connections are to be integrated with the audio visual setup of the proposed conference hall.
 6. The delegates and other attendees, for comfortable viewing shall be provided with 4 (Four) Nos. of 55” (inch) and 7 (Seven) Nos. of 65”(inch) Professional Display units to be fitted in the conference hall as per the directions of the IISER Pune nominated on-site representative.
The display units shall be **mirrored** and fed through video switching / Scaling / Mixing / video-splitting arrangement. The display units shall be preferably wall mounted in close co-ordination and instructions of IISER Pune Estate department. Alternatively; there should be provision for floor stand mounting of the displays (as may be required).
 7. There shall be sufficient number of delegate control units working in cohesion, audio mixer of adequate capacity, Digital Audio Signal processor (for noise and echo suppression) for audio mixing and processing. For speech reproduction there should be a system of at least 6 distributed sleek sound bar type of speakers (Active or otherwise) or alternatively sleek speakers mounted on the wall / ceiling shall be preferred. The bidder should keep in mind that the speakers thus selected should occupy least possible floor space of the room.
 8. There shall be adequate ports in video switcher thus selected, appropriate video scalar function to be implemented through video switching or otherwise. There shall also be a video mixer for real time video mixing and generating PIP view of the camera feed(s) and presentation content. There shall be at least three (3) local cameras to be integrated with video system. The Video cameras with cameramen shall be the responsibility of IISER Pune. The model / make of the Video cameras shall be shared with the successful bidder for meeting compatibility constraints, if any.
 9. Additionally, the audio system should have 04 each laveliar (Collar) microphones and handheld microphones seamlessly integrated with the audio system. The audio system should be capable of providing line level audio outputs through the PL55/ XLR ports (minimum – 06 Nos.) and at least 02 HDMI Ports with and / without embedded audio.
 10. An Audio – Video Setup control room to be set up in the same conference room. The control room should be installed within with necessary partitioning and blindings matching the room aesthetics with the consent of the concerned protocol office. The bidder shall provide a team of well qualified operators and technical experts to support and operate the installed facility.
 11. All the critical equipments forming the part of the solution deployment should be provisioned for adequate number of spare units which can be replaced in case of a malfunction. The critical elements like video mixers, scalars, audio mixers and digital

audio signal processors should be kept 1:1 redundant, stored per site / room for local availability in case of emergency

Important Note:

- a. The bidder (through its authorized representative) along with the nominated team of qualified operators and technical experts, are required to be available on-site from 2nd December 2019 until the conclusion of the event. There shall be repeated exhaustive testing of the setup, dry runs or rehearsals of the conference proceedings presided and directed by the various levels of the National security agencies.
- b. Schematics of the site cannot be shared due to security concerns.

Indicative BoQ of the Audio Visual Setup as received from the nodal event co-ordinating authorities				
Sr No.	Items	Approved Model / Make	Qty	Remarks
1	Microphone Delegate Units with control unit system.	Beyerdynamics/Bosch/Sennheiser	90	Including 10 Spare Units
2	Digital Podium with a pair of gooseneck microphones	—	1	Beyerdynamics/Bosch/Sennheiser/AKG for microphones
3	Laveliar Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	4	—
4	Handheld Wireless Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	4	—
5	Switcher / Scalar for system	Data Video/ Extron/ Kramer	2	including 1 spare Unit as standby
6	Video Splitter/(s)	—	—	As per the site requirement and video switcher selection. Adequately spare units to be provisioned
7	Audio System for the conference hall for normal speech reproduction	Bose/Bosch/Apart/JBL	—	As per the site requirement and selection of speakers

8	Audio Mixer for the audio system	—	—	Of Suitable capacity for meeting the overall audio requirement of the site. Adequately spare units to be provisioned
9	Video Mixer	—	—	for real time mixing of video feeds of the onsite cameras and presented content/ generating PIP view as per the requirement. Adequately spare units to be provisioned
10	Suitable mounting stands for display units and loud speakers	—	—	As per the site requirement
11	Cables and connectors	—	—	As per the site requirement

Note:

- a. The above BoQ is indicative and the bidder is required to submit the exhaustive detailed Room-wise BoQ of the installation meeting the tendered requirements.
- b. The bidders are required to follow the model / make and quantity where ever specified.
- c. Any other item/component/equipment required to complete the solution in its entirety shall be responsibility of the bidder.

Facility No: 02
Sir C.V. Raman Auditorium

Venue: Lecture Hall Complex Building
Event Date and Time: 06th to 8th December 2019 from 08:00 to 20:00 Hrs – 3 Days
Purpose: Award Function / Inauguration function/ Cultural program
Maximum Number of attendees: 450

The Existing Sir C.V. Raman Auditorium at Lecture Hall Complex building to be used for various types of functions namely:

- a. Inauguration
- b. Award function
- c. Cultural Program

The proposed auditorium is a fully functional facility with good acoustics, lighting, seating and Air-conditioning arrangements. Seating capacity of the auditorium is 550. 350 is the seating capacity of on the ground floor and remaining seats are poised in balcony.

Scope of work:

1. The civil work including the acoustic wall panelling, false ceiling acoustic tiling, floor carpeting, room lighting and Air-conditioning for the Auditorium is in place
2. IISER Pune shall provide 2 Nos of 55” and 4 Nos of 65” Professional Display units supporting 4K video resolution.
3. The arrangement of Video cameras with cameramen for the event (Total Maximum of 3 Nos.) shall be the responsibility of IISER Pune.
4. Except for the above (1,2&3) everything which is required to meet the Audio Visual requirements of the above events rests upon the successful bidder.

Technical Requirement of the Set-up:

1. The bidder is required to install the professional display units in the earmarked location as per the instructions of the site in charge thus nominated by IISER Pune. Three (3) of the displays to be mounted on floor erected stands and two (2) of them to be placed upon the stage facing the Dias seated delegates (preferably such displays are to be placed upon the stage inclined towards the viewers). The display units shall be all **mirrored** and fed through video switching / Scaling / Mixing / video-splitting arrangement.
2. Provide digital podiums 02 Nos. with 02 goose-necked microphones each on the stage for inaugural functions and award ceremony.
3. Additionally, the audio system should have 04 each laveliar (Collar) microphones and handheld microphones seamlessly integrated with the audio system. The audio system should be capable of providing line level audio outputs through the PL55/ XLR ports (minimum – 06 Nos.) and at least 02 HDMI Ports with and / without embedded audio.
4. Digital signal processors and audio mixers with adequate number of ports to be provided integrated with the set up.
5. The local cameras (minimum three) to be integrated with the video display with the aid of video switcher. There shall be adequate ports in video switcher thus selected, appropriate video scalar function to be implemented through video switching or

otherwise. There shall also be a video mixer for real time video mixing and generating PIP view of the camera feed(s) and presentation content. The Video cameras with cameramen shall be the responsibility of IISER Pune. The model / make of the Video cameras shall be shared with the successful bidder for meeting compatibility constraints if any.

6. Complete audio loud speaker system covering the ground floor and balcony audience.
7. The bidder is required to setup a local control room within the auditorium at designated location. The control room should be installed within with necessary partitioning and blindings matching the room aesthetics with the consent of the concerned protocol office. The bidder shall provide a team of well qualified operators and technical experts to support and operate the installed facility.
8. All the critical equipments forming the part of the solution deployment should be provisioned for adequate number of spare units which can be replaced in case of a malfunction. The critical elements like video mixers, scalars, audio mixers and digital audio signal processors should be kept 1:1 redundant, stored per site / room for local availability in case of emergency.

Important Note:

- a. The bidder (through it's authorized representative) along with the nominated team of qualified operators and technical experts, are required to be available on-site from 2nd December 2019 until the conclusion of the event. There shall be repeated exhaustive testing of the setup, dry runs or rehearsals of the event proceedings presided and directed by the various levels of the National security agencies.
- b. Schematics of the site cannot be shared due to security concerns.

Indicative BoQ of the Audio Visual Setup as received from the nodal event co-ordinating authorities				
Sr No.	Items	Approved Model / Make	Qty	Remarks
1	Digital Podium with a pair of gooseneck microphones	—	2	Beyerdynamics/Bosch/Sennheiser/AKG for microphones
2	Laveliar Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	4	—
3	Handheld Wireless Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	4	—
4	Switcher / Scalar for system	Data Video/ Extron/ Kramer	2	including 1 spare Unit as standby
5	Video Splitter/(s)	—	—	As per the site requirement and video switcher selection. Adequately spare units to be provisioned

6	Audio System for the Auditorium with balcony	Bose/Bosch/Apart/JBL	—	As per the site requirement and selection of speakers
7	Audio Mixer for the audio system	—	—	Of Suitable capacity for meeting the overall audio requirement of the site. Adequately spare units to be provisioned
8	Suitable mounting stands for display units and loud speakers	—	—	As per the site requirement
9	Cables and connectors	—	—	As per the site requirement

Note:

- a. The above BoQ is indicative and the bidder is required to submit the exhaustive detailed Room-wise BoQ of the installation meeting the tendered requirements.
- b. The bidders are required to follow the model / make and quantity where ever specified.
- c. Any other item/component/equipment required to complete the solution in its entirety shall be responsibility of the bidder.

Facility No: 03
Yoga Hall

Venue: Indoor Badminton Court, Sports Complex
Event Date and Time: 06th to 8th December 2019 from 06:00 to 08:00 Hrs – 3
Days
Purpose: Yoga Performance
Maximum Number of attendees: 200

Scope of work:

1. IISER Pune shall provide 2 Nos of 65” Professional Display units supporting 4K video resolution.
5. The bidder is required to integrate minimum two (2) Professional Display units supporting 4K video resolution with the local cameras via video switcher / scalar for the purpose. The arrangement of Video cameras with cameramen for the event (Total Maximum of 2 Nos.) shall be the responsibility of IISER Pune.
2. The bidder is required to provide two (2) laveliar microphones with suitable system of audio loud speakers in the hall.

Technical Requirement of the Set-up:

1. The Hall designated for yoga performance is indoor badminton court. There is no acoustic panelling for the facility. The bidder is required to operate a pair of leveliar (collar) microphone in such a noisy and echo prone environment. A good Digital Audio Signal processor for echo cancellation is essentially required.
2. The feed from cameras, at least two (2) is required to be switched to the display units through a video scalar. The Video cameras with cameramen shall be the responsibility of IISER Pune. The model / make of the Video cameras shall be shared with the successful bidder for meeting compatibility constraints if any.
3. The total audio setup (including microphones and loud speakers) should be provide echo-less sound reproduction.
4. All the critical equipments forming the part of the solution deployment should be provisioned for adequate number of spare units which can be replaced in case of a malfunction. The critical elements like video mixers, scalars, audio mixers and digital audio signal processors should be kept 1:1 redundant, stored per site / room for local availability in case of emergency.

Important Note:

- a. The bidder (through it's authorized representative) along with the nominated team of qualified operators and technical experts, are required to be available on-site from 2nd December 2019 until the conclusion of the event. There shall be repeated exhaustive testing of the setup, dry runs or rehearsals of the event proceedings presided and directed by the various levels of the National security agencies.
- b. Schematics of the site cannot be shared due to security concerns.

Indicative BoQ of the Audio Visual Setup as received from the nodal event co-ordinating authorities:				
Sr No.	Items	Approved Model / Make	Qty	Remarks
1	Laveliar Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	2	—
2	Handheld Wireless Microphone	Beyerdynamics/Bosch/Sennheiser/AKG	2	—
3	Switcher / Scalar for system	Data Video/ Extron/ Kramer	2	including 1 spare Unit as standby
4	Video Splitter/(s)	—	—	As per the site requirement and video switcher selection. Adequately spare units to be provisioned
5	Audio System for the Yoga Halls with beamforming speakers.	Bose/Bosch/Apart/JBL	—	As per the site requirement and selection of speakers
6	Audio Mixer for the audio system	—	—	Of Suitable capacity for meeting the overall audio requirement of the site. Adequately spare units to be provisioned
7	Video Mixer	—	—	for real time mixing of video feeds of the onsite cameras and presented content/ generating PIP view as per the requirement. Adequately spare units to be provisioned
8	Suitable mounting stands for display units and loud speakers	—	—	As per the site requirement

9	Cables and connectors	—	—	As per the site requirement
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Note:

- a. The above BoQ is indicative and the bidder is required to submit the exhaustive detailed Room-wise BoQ of the installation meeting the tendered requirements.
- b. The bidders are required to follow the model / make and quantity where ever specified.
- c. Any other item/component/equipment required to complete the solution in its entirety shall be responsibility of the bidder.

Chapter – 5: Price Schedule

Name of the Bidder _____ Tender No. _____

Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(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)							
NUMBE R #	TEXT #	TEXT #	NUMBE R #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Per day Hiring / Renting charges for the facility (Including Packing & forwarding charges, facility operating manpower charges, Installation, Commissioning & decommissioning charges for the facility, insurance, etc.) Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	8	10
1.01	Lump-sum cost against rental of Audio Video set-up as tendered for Facility No:01 / Per Day	Facility 1 Set up	10.000	Days		0.00	INR Zero Only
1.02	Lump-sum cost against rental of Audio Video set-up as tendered for Facility No:02 / Per Day	Facility 2 Set up	10.000	Days		0.00	INR Zero Only
1.03	Lump-sum cost against rental of Audio Video set-up as tendered for Facility No:03 / Per Day	Facility 3 Set up	10.000	Days		0.00	INR Zero Only
10	Service Tax	Tax Compon ent	10.000	Nos	0.00	0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words					INR Zero Only		

Bidders Eligibility Compliance Sheet

Tender No.: _____

Due Date _____

NOTE:

1. **Quotation will not be considered without submission of this format.**
2. **Kindly see the relevant terms & conditions of the tender document for each question before replying to it.**

S. No	Bidder's Eligibility as per tender document	Furnish the response in either 'Yes' or 'No' (preferably use different colour ink for 'No')	Submissions if any
1	Bidder Company/Firm should have a Permanent Account Number (PAN) and GSTIN registration.		
2	Bidder Company/Firm had a minimum annual turnover of Rs.1 Crore each during last three financial year (F.Y. 2015-16, 2016-17, 2017-18).		
3	Bidder Company/Firm possesses experience of organizing and co-ordinating at least one (1) event, hosted by State/Central Govt./PSUs/Autonomous Bodies/ Banks in which either (at least one) of the following were the VVIP invitees: a. Hon'ble Prime Minister of India. b. Hon'ble President of India. c. Hon'ble Vice President of India d Union Home Minister of India. e. Union Cabinet Minister(s) of India.		
4	Bidder Company/Firm is NOT black-listed by Govt State/Central Govt./PSUs/Autonomous Bodies/ PSU Banks as on date.		

BIDDER INFORMATION FORM

Company Name : _____
Registration Number : _____
Registered Address : _____

Name of Partners /Director : _____

City : _____
Postal Code : _____
Company's Establishment Year : _____
Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

CONTACT DETAILS

Contact Name : _____
Email Id : _____
Designation : _____
Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's CST No/LST No/WCT No/TIN No: _____x

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope-1(Technical-Bid) (Following documents to be provided as single PDF file)				
Sl. No.	Documents	Content	File Types	Document Attached
1	Technical Bid	Scan copies of both Tender Fee of Rs.1,180/- and EMD of Rs: 30,000/-	.PDF	(Yes /No)
2		Format/Questionnaire for compliance as per Annexure- 'A'	.PDF	(Yes /No)
3		Bidder Information form as per Annexure- 'B'	.PDF	(Yes /No)
4		Certificate Form as per Annexure- 'C'	.PDF	(Yes /No)
5		Duly Signed and stamped Annexure- 'D'	.PDF	(Yes /No)
6		Duly signed and certified printout of the entire 'CHAPTER - 4 : Schedule of Requirements Specification and Allied Technical Details'	.PDF	(Yes /No)
7		Copy of Audited Balance Sheets/IT Returns/CA Certificate as per bidder eligibility requirements.	.PDF	(Yes /No)
8		Experience certificates / documents ascertaining the minimum required experience as per tender document chapter - 3	.PDF	(Yes /No)
9		A copy of the Un-priced Commercial bid	.PDF	(Yes /No)
10		List of deliverables as per Chapter- 4	.PDF	(Yes /No)
11		Solvency certificate for Rs 4.40 lakhs (not older than twelve months) issued by scheduled/nationalized bank with which BIDDER holds the current account.	.PDF	(Yes /No)
12		Unpriced room-wise / facility wise BoQ of the proposed installation with all relevant operational and design details.	.PDF	(Yes /No)
13		Technical literature/ leaflets.	.PDF	(Yes /No)
14		Self-Attested copy of GST & PAN Number Registration documents	.PDF	(Yes /No)
Envelope-2(Financial-Bid)				
Sl. No.	Documents	Content	File Types	Document Attached
1	Financial Bid	Price bid should be as per online format made available to the bidders	.PDF	(Yes /No)