

INSTRUCTIONS TO TENDERERS

1.1 PREPARATION OF TENDER:

- 1.1.1 Before submission of the tender, the tenderers are required to make themselves fully conversant with the important note, instructions to tenderers, special conditions for tender, Technical Specifications, Drawings, General requirement of Specifications including schedules and General Conditions of contract of form 'B' as may be applicable so that no ambiguity arises at a later date in this respect. If any clarification in respect of the tender specification is necessary the Tenderers are welcomed to obtain the same from the Purchaser before opening of the tender.
- 1.1.2 Any inconsistency or ambiguity in the offers made by tenderer shall be interpreted to the maximum advantage of PVVNL and disadvantage to the tenderer. The tenderer shall have no right to question the interpretation to the purchaser in all such cases and the same shall be binding on the tenderer.
- 1.1.3 The tender should be prepared and submitted strictly in accordance with the instructions contained in these specifications. The tender shall be complete in all respect. Tender must be submitted in the manner specified on the attached prescribed schedule and / or copies thereof. To complete the proposal, the tenderer must fill in the tender form, declaration, all schedules & data sheet, annexed with the specification, item by item in accordance with the instructions and notes supplementary thereto. The interpolations, insertions, cutting & corrections made in the tender offers should be duly initialed by the tenderer.
- 1.1.4 Tenderer shall supply the data required in sheets annexed with the specification by typing at appropriate places against each item to facilitate preparation of comparative statements. These sheets must be properly signed by authorized representative of the tenderer/manufacturer testifying the data submitted. All schedules must be duly filled in and shall be enclosed/ uploaded. In case the tenderer does not supply any of the required information at the time of tender, necessary loading may be made while evaluating the prices of his offer without giving him any further opportunity to supply or clarify the same. The tenderers are notified that in case the required information's are not furnished in the specified proforma/schedules attached with the specification, the purchaser shall not be responsible for any error in the evaluations of their tender on this account. Further, the failure to comply with this requirement may result in the rejection of the tender at the discretion of the purchaser.
THE DOCUMENTS IN THE TENDER SUBMITTED BY THE TENDERER SHALL BE SERIALLY MARKED WITH THE PAGE nos.
- 1.1.5 Purchaser may revise or amend these specifications and drawing etc. prior to date notified for opening of tenders. Such revision/amendment, if any will be uploaded on e-procurement portal.
- 1.1.6 Any portion of the terms and conditions as laid down in these specifications which are not clear to the tenderer should be got clarified from the purchaser before submission of the tender so that no ambiguity / confusion arises at a later date in this respect.
- 1.1.7 A set of technical, descriptive and illustrative along with drawing must be uploaded with tender by the tenderer so that clear understanding of equipment offered is obtained.
- 1.1.8 Tender shall be accepted only through E-tendering process by E-tendering **portal www.etender.up.nic.in**. Tenderer, if so desire, may authorize one representative for attending tender opening on his behalf. In such instance, the representative shall be required to submit the authorization certificate with his signature duly attested by the person signing tender or on behalf to the tenderer. This certificate shall be submitted to the authority opening the tender. In absence of such certificate, no representative shall be allowed to participate in tender opening.

1.2 **PRE-QUALIFYING CONDITIONS:**

- 1.2.1 Tenderer shall meet the pre-qualifying conditions as mentioned in “PQR (PRE QUALIFYING REQUIREMENTS)” of tender documents.
- 1.2.2 The purchaser at his discretion may consider to award trial order of small quantity to those bidders who have proven design and meet the requirements of clause for trial supplier as mentioned in “PRE-QUALIFYING REQUIREMENTS”. In case of award the firm shall be offered rates as approved by the department for other regular suppliers.
- 1.2.3 **QUALIFICATION OF TENDERES:**
The bidder shall be a Central Govt/State Govt body or a Central/State PSU or a Autonomous body/other institute affiliated from Central/State Govt. or Union Territory. Documentary proof shall be submitted in support of above failing which bid shall not be considered.
or as mentioned in section (F) pre qualification criteria and proof of eligibility.
- 1.2.4 **EXPERIENCES:**
The bidder shall have experience of quality inspection of electrical material or quality inspection of electrical work and have successfully executed the inspection work in government/semi government/ Government undertaking/power utilities in the last 5 years.

2. **DATE OF CONSIDERATION:**

The above cited experience and manufactured quantities shall be counted as on the date of opening of the tender.

All statements and claims should be duly supported by authenticated copies of documents without which the tender is liable to be rejected summarily

3. **SUBMISSION OF TENDER:**

3.1 The tenderer shall submit his tender through online in three separate parts.

- (i) **TENDER BID PART- I & II (Online):** This part shall contain the tender fee, earnest money and a confirmation of validity of offer of 180 days. This part shall also contain technical & commercial particulars and other terms & conditions except prices.
- (ii) **TENDER BID PART- III (Online):** This part shall contain prices.
- (iii) In case tenders are not submitted in separate parts as above, the same may not be considered.
- (iv) The tenders of those firm who do not submit the required tender fee and earnest money shall not be considered.

3.2 **TENDER BID PART- I & II** (Tender Fee, Earnest money, Validity, Technical & Other terms):

- 3.2.1 Tenderer is required to deposit tender fee as specified in the tender notice. The tender fee will have to be deposited on-line through RTGS/NEFT in **Account No. 3493639431 of SE, Head Quarter, PVVNL Meerut in Jail Chungi Branch Meerut of Central Bank of India having IFSC Code No. CBIN0282337**. The Scanned copy of Pay in slip/UTR No., as a proof of depositing tender cost has to be uploaded on the e-procurement portal of PVVNL www.etender.up.nic.in.

Tenderer is required to deposit earnest money as specified in the tender notice for full tendered quantity. In case any tenderer wishes to quote lesser quantity. The amount of earnest money may be reduced proportionately. In case any tenderer deposits earnest money of a lesser amount, his offer shall be considered for the proportionate quantity only unless specified otherwise in the instructions. There shall be no exemption from earnest money, even if the tender is registered with DGS & D, store purchase section of U.P. or U.P. small-scale industries. The earnest money shall be accepted in any of the following forms only.

- (a) The EMD will have to be deposited on-line through RTGS/NEFT in **Account No. 3493639431 of SE, Head Quarter, PVVNL Meerut in Jail Chungi Branch Meerut of Central Bank of India having IFSC Code No. CBIN0282337**. The

Scanned copy of Pay in slip/UTR No., as a proof of depositing EMD, has to be uploaded on the e-procurement portal of PVVNL www.etender.up.nic.in.

OR

- (b) Bank Guarantee from a schedule Bank in India, executed on a non-judicial stamp, paper of requisite value as per U.P. Stamps Act STRICTLY on the specified proforma appended with form 'B' (only applicable when amount of earnest money exceeds Rs. 500/-). The validity of the Bank guarantee would not be less than 270 days from the date of tender opening plus claim period of 6 months thereafter. Any deviation or addition/deletion from the text of the specified proforma of a Bank Guarantee/inadequate value of stamp paper shall render the Bank Guarantee invalid for the purpose of opening of tender Bid Part – III.
- 3.2.2 Offers without proper earnest money and a undertaking on prescribed format given in Schedules, confirming the validity for 180 days shall not be considered under any circumstances. The earnest money shall be refunded after, award is finalized. The earnest money of successful tenderer shall however be retained till such time he deposits security.
- 3.2.3 The following provisions have been made **for micro and small scale industries (MSE's) and startups**, vide OM No. 8930/PVVNL-MT/MM/21-22 dated 16.02.2022 of Chief Engineer (MM) PVVNL Meerut in compliance of MD UPPCL Lucknow OM No. 634 dated 09.04.2021 and OM 1499 dated 13.09.2021-

पविनिनिलि की उत्पादों एवं सेवाओं हेतु आमंत्रित निविदाओं में प्रतिभाग करने वाले सूक्ष्म एवं लघु उद्यमों (MSE's) को निम्नलिखित लाभ प्रदान किये जाते हैं-

1/4½ लघु उद्यमों के लिए:-

- 1.1 यदि टेण्डर में एल-1 आफर देने वाली फर्म उत्तर प्रदेश में स्थित सूक्ष्म एवं लघु उद्यम से इतर है (अर्थात् मध्यम या बृहद फर्म है) और किसी सूक्ष्म एवं लघु उद्यम के द्वारा एल-1 आफर के मूल्य के 15 प्रतिशत की सीमा तक अधिक मूल्य अंकित किया गया है तो ऐसी दशा में उक्त सूक्ष्म एवं लघु उद्यम(या एक से अधिक ऐसे उद्यमों की दशा में 15 प्रतिशत बैंड में स्थित सभी सूक्ष्म एवं लघु उद्यमों) को यह अधिकार होगा कि वे अपने मूल्य को एल-1 स्तर पर लाकर कुल निविदा मूल्य के 25 प्रतिशत तक की सीमा तक आपूर्ति कर सकते हैं। ऐसी स्थिति में विभाग या उपक्रम द्वारा अनुमति दी जायेगी तथा आपूर्ति भी सुनिश्चित की जायेगी। एक से अधिक सूक्ष्म एवं लघु उद्यमों की दशा में उनसे ली जाने वाली आपूर्ति को उनके द्वारा निविदित मात्रा के अनुपातिक रूप में बांटा जायेगा।
- 1.2 टेण्डर के उपरांत सूक्ष्म एवं लघु इकाइयों के पक्ष में निर्णय लेते समय गुणवत्ता के मानकों में किसी प्रकार की छूट संबंधित इकाइयों को नहीं दी जायेगी और आशय का उल्लेख टेण्डर में स्पष्ट रूप से अंकित भी किया जायेगा।

1/2½ सूक्ष्म उद्यमों के लिए:-

उ0प्र0 पावर कारपोरेशन लि0 एवं सहयोगी वितरण निगम आदेश निर्गत होने की तिथि से अपने अधीन प्रस्तावित कुल वार्षिक कय (उत्पाद एवं सेवाओं को सम्मिलित करते हुए) का न्यूनतम 25 प्रतिशत लक्ष्य उत्तर प्रदेश में स्थित सूक्ष्म और लघु उद्यम के उत्पादों या सेवाओं से कय द्वारा आपूर्ति करने के उद्देश्य से निर्धारित करेगा। शर्त यह है कि यदि 25 प्रतिशत कय के लिये उत्तर प्रदेश में स्थित सूक्ष्म एवं लघु इकाई उपलब्ध नहीं है अथवा 25 प्रतिशत के लक्ष्य में कमी आती है तो देश में स्थित किसी भी सूक्ष्म एवं लघु इकाई से 25 प्रतिशत की पूर्ति की जायेगी।

1/3½ सूक्ष्म उद्यमों के लिए:-

- 3.1 बृहद उद्यमों को दिए गए कयादेशों के सापेक्ष उनके द्वारा सूक्ष्म एवं लघु उद्यमों को निर्गत उप निविदाओं के माध्यम से की गयी आपूर्ति।
- 3.2 उत्तर प्रदेश लघु उद्योग निगम द्वारा गठित सूक्ष्म एवं लघु उद्यम संघों की उप निविदाओं के माध्यम से की गयी आपूर्ति।

1/4½ सूक्ष्म उद्यमों के लिए:-

व्यवसाय चलाने की संव्यवहार लागत में कमी लाने के उद्देश्य से सूक्ष्म और लघु उद्यम (MSE's) तथा स्टार्टअप्स को निम्नलिखित सुविधाएं दी जायेगी:-

- 4.1 निविदा सेट निःशुल्क उपलब्ध कराया जाएगा।
- 4.2 ईएमडी से छूट प्रदान की जाती है।

NOTE:- If the bidder firm comes under the criteria of exemption from Tender fee and EMD as per terms-condition of tender, being MSE's or startup firm, and seeking the exemption from Tender fee and EMD, they have to submit an under taking giving the reason for exemption mentioning the category of the firm i.e. small/micro/startup with relevant certificate issued by the competent government authority.

3.2.4 Beside earnest money & validity offer, this bid shall also contain all Technical, Commercial and other terms and conditions. The following documents duly filled in, must also accompany the tender bid Part- I:

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|----|-------------------------|---|--|
| 1 | Schedule A | : | Tender Form. |
| 2 | Schedule B | : | Documents regarding pre-qualification details of the tenderer. |
| 3 | Schedule C | : | Declaration. |
| 4 | Schedule D | : | Proforma for joint undertaking by collaborator/Associate and the tenderer. |
| 5 | Schedule E | : | General particulars. |
| 6 | Schedule F | : | List of drawing/literature enclosed with the tender. |
| 7 | Schedule G | : | Schedule of deviation from Technical specification. |
| 8 | Schedule H | : | Schedule of deviation from Instructions to tenderer. |
| 9 | Schedule I | : | Schedule of deviation from General requirement of specifications. |
| 10 | Schedule J | : | Schedule of deviation from General conditions of contract form-B. |
| 11 | Schedule K | : | Schedule of quoted guaranteed delivery. |
| 12 | Schedule L | : | Certificate of reasonability of rates |
| 13 | Schedule M | : | Statement giving details of proprietorship / partnership of |
| 14 | Schedule N | : | Certificate of financial capability |
| 15 | Schedule P ₁ | : | Schedule of quantities and prices for main equipment. |
| 16 | Schedule P ₂ | : | Financial incidence of deviations from technical Specification. |
| 17 | Schedule S | : | Schedule of Guaranteed Technical Particulars |

Note- No price is to be indicated in any form in any of the above schedules for any item in tender bid Part- I whatsoever.

3.2.5 **TENDER BID PART- III (PRICES)-** The following documents, duly filled in, must be submitted in Part- III bid:

Schedule P₁ : Schedule of quantities and prices of main equipment.

Schedule P₂ : Financial incidence of technical deviations if any.

3.2.6 **PROCEDURE FOR OPENING AND PROCESSING OF TENDERS:** Part- I & II: 'Tender fee, Earnest Money', Validity & Technical / Commercial pre- qualifying conditions of the offer shall be opened through online on the due date as specified / notified Part-I of the tenders accompanied with the required tender fee, earnest money & validity shall be scrutinized and processed in this office to ensure whether the same are conforming to the technical requirements of the specifications. Queries as raised by the purchaser on the technical matters as may be necessary shall be referred to the tenderers to give them a chance to clarify only technical details furnished or any wanting information, in order to ensure whether the tenderer can supply the equipment strictly in accordance with the technical specification. Such queries when raised from this office should be replied within the time stipulated from the date of dispatch of such letters from this office falling which, tenders shall be finalized on the basis of the information as may be available. It shall be, therefore in the best interest of the tenderers to give complete and comprehensive technical particulars / description and details of the equipment offered by them confirming to the technical requirement.

After scrutiny of technical and commercial terms and conditions, the price part of only those tenderers whose offers have been found technically and commercially acceptable and who fulfill pre-qualifying clause, shall be opened through online on e-procurement portal.

The purchaser reserves the right to open the Part III of any tenderer for any reason. Opening of the part III does not mean the tenderer qualifies for the order

3.2.7 Any action on the part of the tenderers to revise the price / prices and / or change the structure of price (s) at his own instance after the opening of the tender may result in rejection of the tender and / or debarring the tenderer from participation in purchase by the PVVNL for one year in the first instance. In such cases earnest money submitted in Part – I can also be forfeited.

3.2.8 Tenderer shall ensure to put initials on each and every page of the tender. Last page of each document forming part of the tender shall bear full signature under official seal fully disclosing the name, designation and relationship with the firm of the signatory. In case of partnership concern, the tender may be signed by all the partners of the firm or one of them holding power of attorney (copy to be furnished along with the offer). In case of corporation / company, tender may be signed either by the president or secretary of such authority to be furnished along with the offer).

Besides this, the tenderer shall ensure to furnish the following information.

- (i) Name, designation, profession with postal address of all the partners / directors and other persons authorized to conduct business in respect of this tender.
- (j) Postal addresses of the firm's works, regd, and head offices, sales office and local office etc.
- (k) Names and postal address of their authorized local representative / liason officers.

Scanned copy of **A power of attorney on Rs. 100 stamp paper** duly authorized by a Notary Public indicating that the person(s) signing the bid have the authority to sign the bid and thus that the bid is binding upon us during the full period of its validity shall be uploaded on the E-procurement portal www.etender.up.nic.in. The original power of attorney will then be sent to this office within 7 days.

4. **VALIDITY :** The tenders shall be valid for a period of 180 calendar days from the date of opening tenders with lesser validity are liable to be rejected.

4.1 **PRICE & PRICE STRUCTURE :** The tenderers are required to quote **firm** prices without ceiling limit on either sides as per schedule “NATURE OF PRICES”.

Wherever the tenderer has been asked to quote unit **firm prices** but he quotes **variable prices**, his offer shall not be considered.

Wherever the tenderer has been asked to quote unit **variable (ex-works) prices** only, without any ceiling limit on either side, but he quotes either **FIRM** price or **VARIABLE PRICES WITH CELLING**, no advantage shall be given to the tenderer.

4.1.1 The work shall be carried out at different place in PVVNL hence the tenderer must quote unit F.O.R. destination price.

4.1.2 The tenderers must quote unit prices exclusive GST of these components individually.

4.1.3 **TAXES & DUTIES :** In the Schedule P-I (Price Bid), the price quoted for Ex- works and Packing, forwarding, freight and insurance charges should be exclusive of GST. GST should be quoted separately in the Schedule P-I (Price Bid).

4.1.4 **EVALUATION OF TENDER:**

- 4.1.2 In comparing tenders and in making awards, the purchaser may consider such factors as, compliance with specifications, relative quality and adaptability of suppliers of services, experience, record of integrity in dealing, ability to furnish repairs and maintenance services, the time delivery, capability to perform and available facilities such as adequate shops, plant equipment, technical organization etc.
- 4.1.3 If the tenderer fails to quote prices for any of the item (s) \ component (s) as asked for or confirm its supply/work free of cost the highest price as quoted by the other tenderer (s) for the same shall be added to arrive at F.O.R. destination computed prices or such tenderer for comparison purposes only.
- 4.1.4 The price shall be compared inclusive of GST.
- 4.1.5 Loading on any account as may be deemed necessary in the opinion of the purchaser to bring the various offers at par to each for comparison purpose may be done at the discretion of the purchaser.

5. **SPLITTING OF ORDER & ALLOTMENT OF QUANTITY:**

- 5.1.1 The Purchaser reserves the right to split the order among various successful tenderers in any manner he chose without assigning any reasons what so-ever.
- 5.1.2 The Purchaser reserves the right to reduce the ordered quantity upto any extent without assigning any reasons what so-ever at any stage of tender even after placing the order or agreement with firm, if it is observed that the firm is not adhering the delivery schedule and hence the supply of material is adversely affected.
- 5.1.3 The quantity reduced in this manner from poor performing firm may be allotted to other firms who show better performance.
- 5.1.4 If the tender quantity is split among various successful tenderers and the extension of tender quantity is needed, the performance of firms may be taken into consideration by the purchaser for allotment of this extended quantity among the firms.

5.2 **AWARD OF CONTRACT:**

- 5.2.1 The purchaser is not bound to accept the lowest or any tender and may reject any or all the tenders without assigning any reason.
- 5.2.2 The order to the successful bidder(s) shall be placed on finally accepted unit F.O.R. destination price inclusive GST by the Discom. GST shall be payable extra as applicable.
- 5.2.3 The successful Tenderer, if required to do so, may have to enter in to a contract/rate contract agreement with the purchaser as per General conditions of Form-A and other conditions attached with the tender specification. However, the rate contract shall be for one year, which may be extended for on other one year with mutual consent.
- 5.2.4 For signing the contract, a duly authorized representative of the successful Tenderer shall be required to sign and accept the contract at Meerut within the time specified in the letter of intent, failing which it shall be considered that he is not interested in accepting the offer and actions as deemed fit shall be taken by purchaser without making any further correspondence with successful tenderer.

- 5.3 **INCOME AND SALES TAX CLEARANCE CERTIFICATE :** ~~The tenderer shall furnish with the tender, income tax and sales tax clearance certificate of current, as well of the preceding year from the competent authority. Alternatively, the tenderer shall give valid reasons for his inability to furnish such a certificate. The purchaser reserves the rights to reject any tender if income tax / sales tax clearance certificates are not furnished or the reasons for the tenderer's inability to furnish such certificates, are not given in the tender.~~

- 5.4 **DEVIATIONS :** The offer should be strictly in line with the conditions, specifications and other requirements mentioned in this tender specification document. No deviations are permitted except

under special circumstances. Should the tenderer wish to depart from the general requirements of Technical Specification or General Conditions of contract form 'A' in any way, he must draw specific attention to such departure (s). All such deviations shall specifically be filled up in the relevant deviation schedule. If deviations are not specifically recorded in these schedule and submitted along with the tender documents, it will be presumed that there are no deviations and this interpretation will be binding upon the tenderer. Purchaser is, however, not bound to accept all or any deviations as mentioned in such schedule. Tenderers are also advised not to enclose their own standard or printed terms and conditions for sale etc. as the same shall not be considered.

- 5.5 **CANVASSING**: No tenderer shall canvass any PVVNL official or the Engineer, with respect to his own or other tender. Contravention of this condition will result in rejection of the tender, This clause shall not be deemed to prevent the tenderer, from supplying to the Engineer any further information / clarification asked for by Engineer.
- 5.6 **SPECIAL NOTE** : It may very clearly be noted by all that no modification in price reduction clause of contract form 'A' shall be accepted i.e. broadly a price reduction of 1/2 % per week subject to a maximum of 10% shall be applicable.
- 5.7 **DEVIATION FROM SPECIFICATION**: This specification is mainly for the guidance of the tenderer / manufacturer. These requirements of necessity included some specific elements of construction and materials but are not intended to preclude ingenuity or improvement. If the tenderer proposes any deviation from this specification these will be considered provided, they are necessary either to improve the utility, performance and efficiency or to secure overall economy. This will be clearly and explicitly explained in the tender. Such deviations shall also be brought out clearly use in the prescribe schedule.
- 5.8 **VARIATION IN QUANTITY OF MATERIAL / EQUIPMENT**: The requirement indicated in this specification can vary to the extent of 20 % on either side.
- 5.9 **DELIVERY SCHEDULE**: The delivery shall be quoted specifically and explicitly for each complete item separately in schedule 'K' and shall be guaranteed under price reduction clause of general condition of form 'A' annexed.
6. **FOREIGN EXCHANGE** : Tenderer offering equipment /work without involving any foreign exchange and commitment on the part of purchaser will be considered.
 - 6.1 Tenderers are cautioned to take a special note of Clause (Taxes & Duties) and as Vague Statements may lead to REJECTION of their BID.
 - 6.2 Tenderers offering quantity less than that of mentioned in clause 1.2 of “Schedule of quantities, desired delivery & earnest money” of the required individual material shall not be considered and their offer shall be summarily rejected.
 - 6.3 The tenderer and their principal shall have to submit the documentary evidence of having financial capability to execute the offer. The bankers certificate in this regard shall be preferred.
 - 6.4 The tenderers and their principals shall have to submit a certificate of reasonability of the rates (in the schedule L) that the rates quoted by the tenderer are lowest from any rates quoted by them during last one year. In case the prices are not lowest, they will have to mention the percentage variation from the lowest prices alongwith the reason of variation. Further they will also quote the variation in the prices from the lowest prices of last three years, copies of order of these shall also be enclosed with the tender.
 - 6.5 The purchaser reserves the right to open the Part III of any tenderer for any reason. Opening of the part III does not mean the tenderer qualifies for the order.

- 6.6 Orders issued by UPPCL/ PVVNL either before or at any stage shall be applicable and binding on the tenderer.
- 6.7 The firm shall be responsible for any defects found in report during occasional random checking by representative of MD PVVNL – Meerut even if the payments have been cleared.
- 6.8 Purchaser reserves the right to relax any condition mentioned anywhere in the tender document without assigning any reason whatsoever.
- 6.9 For Price variation, the base date mentioned in Price schedule “P1” (Price Bid) shall prevail over the base date mentioned at anywhere in tender documents.
- 6.10 **FORFEIT THE AMOUNT OF EARNEST MONEY** : PVVNL will be entitled to forfeit the amount of Earnest Money without any prejudice under any of the following conditions:
- If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this tender;
 - If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the bidder from time to time,
 - In the case of the Selected bidder, fails to sign the contract or provide the Performance Security within the specified time limit.
 - If the Applicant commits any breach of terms of this tender or is found to have made a false representation to PVVNL.
- 6.11 The tenderer has to submit the original copy of documents which are required in tender (in original) within 7 days of date of bid opening failing which the bid may be rejected-
- 1) Pay in slip of RTGS/NEFT of tender fee and EMD.
 - 2) BG against EMD, in case EMD is submitted in form of BG.
 - 3) Schedule-C on affidavit of Rs.100 Stamp Paper with notary.
 - 4) Blacklisting/debarred under taking on affidavit of Rs.100 Stamp Paper with notary.
 - 5) Power of Attorney authorizing to sign the bid on affidavit of Rs. 100 stamp paper with notary.
- 6.12 The bidders have to put the serial number on each page of the tender documents before uploading. An “INDEX of Enclosures” is provided with the SCHEDULES. The “INDEX of Enclosures” duly filled should be uploaded along with Part-II of bid.