

CHECK LIST

Points to be noted while filling the Tender Form

1. The signature of the bidder must be present on the tender form. In case the bidder is a firm, the official seal / stamp of the firm must also be affixed on the tender form.
2. The bidder must attach the following documents along with the tender:
 1. Self-attested copy of PAN Number and TAN Number issued by the Income Tax Department.
 2. Bank Account Details of the Firm / Bidder including Account Number and IFSC Code.
 3. Self-attested copy of the Aadhaar Card of the bidder.
 4. If the bidder is an authorized distributor, an authorization certificate issued by the concerned company.
 5. Copy of GST Registration Certificate (wherever applicable).
 6. If the firm is registered under MSME, a valid MSME registration certificate must be attached clearly showing that the firm is authorized to supply the concerned items. In case the MSME certificate is not attached, the firm will be required to deposit both the Earnest Money Deposit (EMD) and Tender Form Fee.
3. The Earnest Money Deposit (EMD) will be liable to be forfeited by the Principal if any condition mentioned in the tender document is violated.
4. The rates written by hand in the tender form should be covered with transparent tape to prevent any alteration or tampering.
5. The bidder / firm must attach separate Demand Drafts for the EMD and Tender Form Fee along with the tender form.

Date: _____



PRINCIPAL

EKLAVYA MODEL RESIDENTIAL SCHOOL, INDU
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PM SHRI Eklavya Model Residential School
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