

Documents to be submitted along with the price proposal

S. No.	Particular	Document to be attached (Self Attested)
1	Legal Status	Any document (certificate of incorporation / Memorandum/ partnership deed etc.) establishing the minimum experience of 05 years.
2	Financial Statements	Copies of income tax return for the last two financial years.
3	PAN, TIN, GST certificates	Copy of PAN, TIN and GST registrations.
4	List of Clients	Company either may submit standard brochure/profile of the organization indicating the entire client list OR submit the list of clients in official letterheads if company profile not available.
5	References	Company must provide 5 existing clients (reputed) and other details as per the template provided below.
6	Ecological and sustainable parameters (this is not a mandatory condition but Company engaging in sustainable practices will be given more weightage in the tender.	<p>The company should provide a self-declaration that “-</p> <ol style="list-style-type: none"> 1. It is using environment friendly material or recyclable material in the equipment’s wherever possible 2) that environment friendly methods are employed in disposing the equipment’s not in use 3) that no child labour has been employed in the manufacture of the equipment’s . <p>Company should briefly respond upon the ecological and sustainable parameters (in company letterhead) .</p>
7	Company profile/Business card/Terms & Conditions	Covering letter with terms & conditions on letter head, duly signed and stamped

Other Conditions:-

- 1) The supplier should provide 1-year warranty from the date of installation of the equipment and shall be fully responsible for quality and the proper functioning of all equipment, accessories, etc.
- 2) The supplier shall also provide backup equipment (on need basis) when the new equipment delivery / installation is taking more than 24 hours from the date of placing the order.
- 3) The supplier should provide information on which of the equipment’s will be covered under 'buy back' scheme.

Five existing clients for reference check

S. No.	Name of the client & address	Contact Person	Contact Number	Email ID	Years of Association
1					
2					
3					
4					
5					