

## TENDER FOR RATE CONTRACTING OF COIR MATTRESS

### CHECK LIST CUM OPENING SHEET

TO BE SUBMITTED IN DUPLICATE.  
(EACH PAGE IS TO BE SIGNED WITH SEAL AND DATE)

1. Name of the Tenderer ó
  2. Address and telephone number ó
  3. Tendering as : (Please Specify Manufacturer / Importer)
  4. Status of Manufacturer : P.S.U./Pvt. Limited / Limited/Others
  5. Registered Head Office ó
  6. A. Bihar State based office with address and phone no. (if available) ó  
B. Name and Post of the officer with address & phone no., who should be contacted, if required (enclose proper authority letter, Board of Resolution etc.)  
C. Locations of different manufacturing units/Factories (with complete address, manufacturing License Number, phone no. & Name of the officer, who should be contacted, if required)
  7. **Documents Enclosed** : - (page no. of the document must be mentioned)
- a. **Manufacturing Licence / Import Licence/Industrial License as per clause 'b' of NIT.**

Details of Licence & Renewal of Licence

Sl. No.	Particulars	Unit-I	Unit-II
1	Address of Mfg. Units		
	Mfg. licence Nos./ Import Licence No.		
	Date of Issue of Licence		
	Valid up to Page No.		
2	Date of Issue of renewal certificate		
	Valid up to		
	Page No.		
3	Product approval list (Enclosed/Not Enclosed)		
	Date of latest endorsement		
	Page No.		
4	Importer-Exporter Code (IEC) issued by		

a. A	Foreign Trade Development Officer		
	Number and Date of Issue		
	Valid upto t		
	Page Number t		

e

**b. Annual Turn Over (in Rs.) as per Audited Annual Report as per clause 'c' and 'd' of NIT.**

(Auditor / C.A. Certificate of turn over will not be accepted.)

Year	Turn over in Rs.	Audited Annual Report enclosed / not enclosed	Page No.
2010-11			
2011-12			
2012-13			

**c. PAN and Last three years Income Tax Return as per clause 'f' and 'e' of NIT.**

Sr. No.	Particulars	Enclosed / Not Enclosed	Page No.
i	PAN Card Write PAN No .....		
ii	IT Return submitted for the year 2011-12		
iii	IT Return submitted for the year 2012-13		
iv	IT Return submitted for the year 2013-14		

**d. Sales Tax / VAT Registration Certificate as per clause 'g' of NIT.**

i	Registration No. ....		
ii	Registration Certificate	Enclosed / Not enclosed	Page No.....

**e. Bureau of Indian Standard (BIS) Certificate of the quoted products (Mattress) , wherever applicable as per clause 'h' of NIT.**

i	Enclosed / Not enclosed	
ii	Date of issue	
iii	Valid upto	
iv	Page No.	

**f. I.S.O. certificate of the firm for quoted products as per clause 'i' of NIT.**

i	Enclosed / Not enclosed	
ii	Date of issue	
iii	Valid upto	
iv	Page No.	

- g. Manufacturer must have minimum of three years Experience of supplying of Coir Mattress. User list with supply order/indent must be enclosed as per clause ‘j’ of NIT.**

i	Enclosed / Not enclosed	
ii	Number of Years	
iii	Page No.	

- h. Affidavit from First Class Magistrate/Notary regarding Blacklisting /or de-registration/debar as per clause ‘k’ of NIT.**

i	Enclosed / Not Enclosed	
ii	Sworn before	Write the name and designation
iii	Sworning date	
iv	Page No.	

- i. Non-Conviction Certificate as per clause ‘l’ of NIT.**

i	Enclosed / Not Enclosed	
ii	Issuing Authority	Write the name & designation
iii	Issue date	
iv	Page No.	

- j. Production Capacity Certificate issued by the Industry Department/Inspector of Factory or Production Manager of the firm as per clause ‘m’ of NIT.**

i	Enclosed / Not Enclosed	
ii	Issuing Authority	Write the name & designation
iii	Issue date	
iv	Page No.	

- k. Article of Association or Memorandum of Association or Partnership deed as per clause ‘n’ of NIT.**

i	Article of Association	Enclosed / Not enclosed	Page No.....
ii	Memorandum of Association	Enclosed / Not enclosed	Page No.....
iii	Partnership deed	Enclosed / Not enclosed	Page No.....

- l. Earnest Money (original demand draft should be enclosed) as per clause ‘o’ of NIT.**

i	Amount	Rs
ii	Demand Draft No	Date -
iii	Page No.	

- m. Power of Attorney holder and Extract of Resolution as per clause ‘p’ of NIT.**

i	Power of Attorney holder	Enclosed / Not enclosed	Page No.....
ii	Extract of Resolution	Enclosed / Not enclosed	Page No.....

n. **Attestation of documents submitted as per clause 'q' of NIT.**

i	If all the documents have been duly attested ?	Write Yes or No -
ii	By whom the documents have been attested ?	Write the name and designation -
iii	Are all pages of the documents serially numbered ?	Write Yes or No -

o. **Affidavit from First Class Magistrate/Notary stating that the rate quoted in the financial bid is at least 20% less than the MRP and the rate quoted in this financial bid, is not more than the rate quoted in any other Government/Organisation for supply.  
( To be enclosed with the Financial Bid in both First and Second Copy)**

i	Enclosed / Not Enclosed	
ii	Page No.	
iii	Sworn before	Write the name and designation of the Magistrate
iv	Sworning date	

p. **Price list and MRP List  
( To be enclosed with the Financial Bid in both First and Second copy)**

Price list in Form -V for drug item	Enclosed / Not enclosed
Price List/MRP List/Trade Price List for Non-drug item	Enclosed / Not enclosed

q. **List of Mattress quoted (Proforma -B)**

i	Enclosed / Not Enclosed	
ii	Page No.	

r. **Proforma of Performance Statement (Proforma -C)**

i	Enclosed / Not Enclosed	
ii	Page No.	

s. **Annual Turnover Statement (Proforma -D)**

i	Enclosed / Not Enclosed	
ii	Page No.	

I/we do hereby declare that particulars furnished above are true to the best of my /our knowledge and belief and that if any of the particular is found to be materially incorrect / misleading, my/our tender shall be liable to be rejected and I/we will be liable for penal action as per terms specified in the Terms and Conditions of the tender

**Date .....**

**Full Signature of the Tenderer & Seal  
(Write Name and Designation of the  
Authorised Signatory)**