

JAMIA HAMDARD
(HAMDARD UNIVERSITY)
(REACCREDITED BY NAAC IN GRADE 'A')
HAMDARD NAGAR, NEW DELHI-62
Phone: 91-011-26059688 (12 Lines): Telefax : 26059663 Ext. 5326
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TENDER DOCUMENT

(JH/PS/TENDER/01/2014)

Sealed Tenders are invited from manufactures / authorized distributors, for supply, installation and commissioning of **Campus Wide LAN Infrastructure in Few Blocks in Jamia Hamdard** as given below.

Sl.	Name of Equipments	EMD (Rs.)
1.	CAMPUS WIDE LAN INFRASTRUCTURE Detailed specifications are given in Annexure-A	30,000.00

1. Bonafide and reputed manufacturers / Indian agents (on behalf of their foreign Principals) may download Tender Form, detailed specifications etc. in respect of the above items from the University website www.jamiahamdard.edu on payment of Rs. 500/- through Bank Draft (non-refundable) drawn in favour of **Registrar, Jamia Hamdard**, during working days **upto 12.2.2014 between 10.00 AM to 3.00 p.m.**

The last date of the receipt of the Bids is 12.2.2014 upto 3.00 p.m.

2. **The Bids will be opened on 13.2.2014 at 11.00 a.m. in the Purchase Section.**
3. The Tender forms are to be submitted in two separate sealed envelopes- one envelope containing **Technical Bid (Part A)** and second envelope containing **Commercial Bid (Part B)**. Both the above sealed envelopes should be put in another duly sealed envelope and **superscribed appropriately with the type of bid, tender no., due date and other relevant details** and should be addressed to **The Registrar, Jamia Hamdard, Hamdard Nagar, New Delhi and dropped in Tender box available in the Purchase Section.**
4. On the due date, only Technical Bids (Part A) will be opened. Commercial Bids (Part B) shall only be opened after acceptance of Technical Bids by the competent authority. Date and time of opening the commercial bids shall be notified in writing / by post to the successful bidders of technical bids. Commercial bids shall be opened in presence of the Tender Opening Committee and the vendors who wish to be present.
5. **Fax Tender or Tender without EMD will be summarily rejected.**
6. Jamia Hamdard reserves the right to reject any / all the tenders without assigning any reason whatsoever.

STANDARD TERMS AND CONDITIONS OF TENDER

1. The specifications given in **Annexure-‘I’** should be strictly followed.
2. Earnest money should be enclosed with tender in form of DD/ Pay order in favour of Registrar, Jamia Hamdard.
3. The Tender should be neatly typed. The rates should be quoted in words and figures without any over writing/ erasure. Any over writing/ erasure will render the Tender of the particular item invalid. The tenderer should attest all corrections by affixing his signatures and each page of the tender should be signed by the tenderer.
4. The rates quoted should be per unit and should include charges for packing and delivery. However, the Sales tax, wherever applicable should be shown separately at the prevailing rate. If it is decided to ask for excise duty or any other levy as extra, the same must be specifically stated. In the absence of such a stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained. This University is not liable to pay any other charges over the above the rates quoted.
5. The firm should have annual turnover of not less than Rs.50 lakhs.
6. Tenderers are required to submit the following documents along with the Tender application without which the tender shall not be treated as valid.
 - a) Photocopies of up-to-date Sales Tax clearance certificate and Pan Card.
 - b) Photocopy of Trade License.
 - c) **Earnest money of Rs.30,000/-** as above in the form of Demand Draft /Banker Cheque/FDR/BG in favour of the Registrar, Jamia Hamdard, New Delhi; drawn on a nationalized/schedule bank, which may be forfeited if the supplier failed to supply equipments within the stipulated period.
 - d) Latest Income Tax Clearance Certificate, Annual Accounts and Profit and Loss Statement of the Company for last three financial years
 - e) Bidder should be ISO Certified Company.
 - f) The party should have executed at least 3 similar works in Govt./ R&D/ PSU/ Govt Educational Institute of at least Rs.50 Lakhs in last three years.
 - g) The bidder must have a Manufacturer’s (OEM) Authorization as per Annexure IV to quote in the Tender/Bid. Offers received without the authorization will not be taken in to consideration and will be summarily rejected.
 - h) Details of similar work done in last three years along with copies of the orders and certificates from the user agencies should be submitted along with the Offer as per Annexure of the Tender/Bid Document.
 - i) List of sufficient technically qualified and well-experienced manpower for cabling, networking and supply, installation, testing and commissioning of the hardware items and Software.
7. The products offered by the respective firms should mention specifically the name of the manufacturer, if not manufactured by the tenderer and photocopies certifying the current status as the authorized dealer of the firm should be attached along with the tender documents by the tenderer.
8. In case of any manufacturing defects in the equipment, it should be replaced immediately.
9. Minimum warranty period for each equipment / instrument should be for **three years** with spare parts from the date of installation and the successful tenderer will be liable to repair / replace the equipment / instrument if any defect is found within the warranty period. **However,**

for some instruments/equipments, the warranty has been mentioned against each. In such cases, warranty mentioned against the instruments/equipments shall be applicable.

10. Provide service for at least 7 years in writing specifying "Up time" & response time (usually less than 24 hours)
11. Local suppliers must possess an authorization from parent company & a counter guarantee of service in case of imported equipments.
12. All repairs/ replacements must be done within 5(five) days from the date of complaint otherwise a penalty @0.5% of the cost of equipment per day will be imposed after expiry of five days
- 13. The successful tenderer will have to deposit 5% of the total value of supply as Security Money in the form of Performance Bank Guarantee or FDR in favour of the Registrar, Jamia Hamdard, New Delhi; which will be refunded after completion of the warranty period and will be adjusted in case of violation of terms and conditions laid down above.**
14. Payment will be made after proper installation, documentation and after obtaining quality certificate from the competent authority.
15. Successful Tenderer will have the responsibility for arranging training and allied staff for smooth handling and proper functioning of supplied equipments through specified number of training sessions.
- 16. Jamia Hamdard will deduct an amount of 0.25% from all the bills for "Jamia Hamdard Relief and Welfare Fund".**

In case of Import, the following terms and conditions will be adhered to:

17. Prices should be quoted CIF Delhi and on F.O.R. Jamia Hamdard and inclusive of all taxes (except excise / custom duty).
18. Order Acknowledgement from principal company should be given within 10 days from date of purchase order, otherwise the order will stand cancelled automatically.
19. L/C Validity period: 90 days and will be opened on Usance (15 days D.A.)
20. Last date of shipment shall be 30 days from the opening date of L/C.
21. The beneficiary / local agent shall pay the bank amendment charges in case of any L/C amendment due to their fault/ requirements.
22. In case of payment through advance draft a photocopy of draft will be initially provided after receiving of Order Acknowledgement from Principal Company and original draft will be given only after the delivery and satisfactory installation of the equipment.
23. All bank charges outside India will be borne by the Supplier while only the bank charges in India will be borne by Jamia Hamdard.
- 24. Suppliers through their own clearing agent will clear the consignment on arrival at IGI Airport. All payment in respect of clearing & landing will be borne by supplier.**
25. Bank delivery order, CDEC & Custom duty will be provided by Jamia Hamdard only on receipt of following documents from supplier at least two days in advance.
 - i) Cargo Arrival Notice
 - ii) Master Airway Bill (MAWB)/House Airway Bill (HAWB).
 - iii) Commercial Invoice along with packing list.
26. Jamia Hamdard will make available the relevant documents within two days after receipt of required documents from Local Supplier provided no holidays fall in between.
27. The University shall not be responsible if the consignment incurs any demurrage.

28. The acceptance of tender rests with the Registrar, Jamia Hamdard. Jamia Hamdard reserves the right to accept/reject a part/whole or all tenders without assigning any reason and no inquiry in this regard, will be entertained.
29. The tenderers have to certify that these terms and conditions are acceptable to them.
30. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

DETAILED TERMS AND CONDITIONS FOR TENDER:

Tenders/ Bids are invited from experienced System Integrators/ IT Firms, who have executed similar nature of Campus Wide LAN Infrastructure projects for atleast 3 Govt./ PSU/ R&D/ Govt. Educational Institutions (for minimum order 50 Lakhs including supply, installation and related IT Services) under two bid system (Technical and Financial Bids sealed separately in different envelopes).

Tenderer /Bidder must have adequate infrastructure facilities and hands on experience to execute such jobs and satisfying criterion as per the Bid Evaluation Criteria (BEC) of this Tender/Bid.

In addition to the above mentioned experience criterion, bidders should comply to the Qualification criterion as mentioned in **Annexure III**.

INSTRUCTIONS TO BIDDER

1. Tender/Bid should be submitted complete in all respects with all schedules, documents etc. of the Tender/Bid document issued by Jamia Hamdard.
2. Tender/Bid shall be received in Stores Office, Jamia Hamdard within the stipulated deadline as mentioned in the Tender/Bid form.
3. Jamia Hamdard reserves the rights to reject any portion or all the Tender/Bid without assigning any reason thereof.
4. Jamia Hamdard is exempted from Customs duty and hence necessary documents can be collected by Jamia Hamdard for have rebate on equipments.
5. The compatibility of all the networking components is the essence of this tender for efficient working of the network, hence bidders shall essentially quote all active components of one make only and also passive components of one make only. **Any deviations in this matter will subject to disqualification.**
6. *Requisite earnest money of **Rs.30,000.00** in the form of DD/ FDR/BG drawn on a nationalized/Scheduled bank in the name of “**Jamia Hamdard**”, payable at / Delhi should be attached with the offer. Any Tender/Bid not accompanied by requisite earnest money shall be disqualified and no further consideration shall be given to such Tender/Bid. Bidders may note that no relaxation in this regard shall be made. EMD of unsuccessful bidder will be returned upon completion of the Tender/Biding procedure. No interest shall be paid on the EMD submitted by bidders.*

7. Validity of the quoted offer should cover the period of the completion of project. Offers without such validity shall be rejected.
8. Before submission of the Tender/Bid, Bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications, etc., so that no ambiguity arises on a later date in this respect.
9. All information in the Tender/Bid shall be in English. Information in any other language should be accompanied by its translation in English. Failure to comply with this may disqualify the Bidder.
10. The Tender/Bid must contain the name, address of residence and places of business of the person or persons submitting the Tender/Bids and should be signed with seal by the Bidder(s) with his/their usual signature(s).
11. Any approach from the Bidder, his representative or his agent to influence the decision on the Tender/Bid, officially or otherwise, shall render the Tender/Bid liable to be summarily rejected.
12. Tender/Bid should be submitted in TWO sealed envelopes containing the Technical Bid and Financial Bid separately.
13. Technical Bid should contain earnest money, documents as mentioned in the Bidder Qualification Criterion, Bid Evaluation Criteria, General Terms & Conditions, Special Terms & Conditions, declarations as per the Tender/Bid, brochure, literature etc. It should be super scribed with Tender/Bid detail, due date. Financial Bid should contain only the Prices and Commercial Terms like Taxes, Duties etc. Both the Bids, duly signed and sealed on every page and sealed in separate envelopes should be submitted in the single envelope.
14. The vendor must give a point-by-point compliance to the Technical Specifications of the quoted products as per **Annexure I** of the Tender/Bid Documents and enclose with the technical bid.
15. Any cutting and changes in the document must be initialed by the person/persons signing the Tender/Bid.
16. Each page of the Tender/Bid document should be signed & stamped by the Bidder as a token of acceptance to terms and conditions mentioned.
17. Bidders should quote for all accessories which are either part of an item or are necessary for proper functioning of that item. Thus, for accessories of individual items **Jamia Hamdard** shall not pay anything separately and if the functioning of any item is not proper or does not function at all, **Jamia Hamdard** shall have the full right to deduct complete payment of that item(s).

GENERAL CONDITIONS OF THE TENDER/BID

1. In this deed of contract, unless the context otherwise requires, the contractor shall mean the Bidder whose Tender/Bid shall be accepted by **Jamia Hamdard** and shall include such Bidders legal representatives, successors and assignees.
2. The contractor shall be deemed to have carefully examined all the papers, drawings, etc. attached in the contract. If he has any doubt as to the meaning of any portion of any condition/specification, etc. he shall before signing the contract submit the particulars thereof to **Jamia Hamdard** in order to remove such doubts.
3. The contractor shall have to comply with all rules, regulations, laws and bylaws enforced by local and State Govt. and also **Jamia Hamdard**, in whose premises the work has to be done.
4. The contractor shall not, without the consent in writing of **Jamia Hamdard**, transfer, assign or sublet the work under this contract or any substantial part thereof to any other party.
5. If the contractor fails to execute the work with due diligence or refuses/neglects/fails to comply with the reasonable orders given by the **JAMIA HAMDARD** within two days notice given in writing to the contractor, then in such a case **JAMIA HAMDARD** shall be at liberty to get the work or any part of it, executed through any other agency/contractor in the manner and on the terms it thinks proper. If the cost of executing the work as aforesaid exceeds the balance due to the contractor, and the contractor fails to make good the deficiency, **JAMIA HAMDARD** may recover it from the contractor in any lawful manner.
6. **JAMIA HAMDARD** shall have all the access to the works being carried out by the contractor under this contract. All the works shall be carried out by the contractor to the satisfaction of **JAMIA HAMDARD**.
7. Notices, Statements and other communications sent by **JAMIA HAMDARD** through registered post or telegram or telex or E-Mail to the contractor at his specified address shall be deemed to have been delivered to the contractor.
8. All information contained within this Invitation to Tender/Bid, including all Schedules and Appendices, must be kept in the strictest confidence and should not be disclosed to any employee of the Bidder or any third party for the purposes of submitting this Tender/Bid.
9. The work shall be carried out by the Contractor with prior approval of **JAMIA HAMDARD**. Work carried out without **JAMIA HAMDARD** approval shall not be accepted and the **JAMIA HAMDARD** shall have right to reject it and to recover the cost as so incurred, from the Contractor.
10. All equipment/material must be suitably packed for transport/carriage to the site and outdoor storage during transit. The Contractor shall be responsible for any damage to the equipment due to improper or inadequate packing/handling.
11. In consideration of the contract sum, which **JAMIA HAMDARD** shall pay to the contractor, the contractor shall provide to **JAMIA HAMDARD** everything necessary for the proper execution of the work and shall carry out and complete the work in accordance with the conditions of the tender and details given by the contractor in its tender and subsequent

clarifications. The contractor will ensure that the work is carried out and completed in the workman like manner with materials hereinafter specified, and to the satisfaction of the **JAMIA HAMDARD**.

12. All materials and workmanship shall be of the respective kinds described in brochure, benchmark, inspection and other specifications published and provided by the contractor for the machines and network equipments mentioned in the bid document. In case of any default in the above, **JAMIA HAMDARD** will get this done and recover full cost thereof from the contractor.
13. The contractor will not charge any thing either for spares or maintenance of the machines for one year from the date of their satisfactory commissioning to the satisfaction of **JAMIA HAMDARD**.
14. The contractor will provide all the support facilities required for the maintenance and updating the system (including System software, networking equipments) during the warranty period of 3 years on all equipments supplied in this tender.
15. The contractor will provide different support facilities indicated and ensure the availability of essential spares in the stock so that the time schedule for the support facilities specified in the bid is maintained.
16. The contractor will ensure that its knowledgeable person for the specific need should attend any breakdown or defect in hardware and software within 24 hours after lodging the complaint by concerned authority. Ordinary problems should be rectified immediately and in case of major breakdown, the contractor will ensure running of machine and network within 48 hours of the lodging of the complaint.
17. The contractor will ensure that all the equipments are in running condition and at least 99% (ninety eight per cent) uptime achieved 24 hrs *7 days *365 days.

SPECIAL CONDITIONS OF THE TENDER/BID

1. All quotations and payments shall be in **Indian Rupees** only. The payment will be done after successful installing, integration and commissioning.
2. All prices quoted shall be inclusive of all **taxes, freight and octroi** etc. and shall be **FOR JAMIA HAMDARD**. No separate payments shall be made whatsoever.
3. The bidder shall assume all responsibilities and incur all liabilities for the equipment during transport and shipment.
4. If there is any conflict, it is a fundamental term of the Tender/Bid that the Bidder acknowledges and accepts that the Terms and Conditions of **JAMIA HAMDARD** shall prevail.

5. All pricing shall be guaranteed not to increase, based on an order placed within the period of the completion of project.
6. The vendor must give a point-by-point compliance to the Technical Specifications of the quoted products as per Annexure I of the Tender/Bid Documents
7. The bidder must clearly mention the **make, model & enclose relevant datasheet/brochures along with requisite certificates of the products** as per the Technical specifications as mentioned in Annexure.
8. Additional similar pieces of equipment or components may be required at a later date, contingent on additional funding being made available.
9. In the event of the goods not being in accordance with the specification or the conditions of the contract or failure by the bidder to perform services as outlined in the Tender/Bid document, **JAMIA HAMDARD** reserves the right to cancel the contract at any stage.
10. **Bidder has to quote all the active components of the same make or as per Tender Specifications. Similarly, bidder has to quote all the passive components of the same make or as per Tender Specifications.**

EARNEST MONEY

11. *An Earnest Money Deposit of Rs. **30,000.00** must be submitted by the Bidder. It must be in the form of DD/ FDR/BG drawn on a nationalized/scheduled bank in the name of “**JAMIA HAMDARD** , ”, payable at Delhi should be attached along with the Bid. Any Tender/Bid not accompanied by requisite earnest money shall be disqualified and no further consideration shall be given to such Tender/Bid. Bidders may note that no relaxation in this regard shall be made. EMD of unsuccessful bidder will be returned upon completion of the Tender/Bidding procedure. No interest shall be paid on the EMD submitted by bidders.*

DELIVERY SCHEDULE

12. The delivery and installation of all the ordered items shall be completed within 4 weeks from the date of placement of order.

PERFORMANCE BANK GUARANTEE

13. Upon completion of the project, the vendor shall submit a Performance Security of 5% of the total Order Value. The Bank Guarantee shall be from any Nationalized/Scheduled Bank and shall be in favour of “**REGISTRAR, JAMIA HAMDARD, New Delhi**”. The Warranty shall be valid for a period of three years from the date of signing of contract.

WARRANTY / GUARANTEE

14. The system supplied or installed shall be guaranteed by the contractor for a minimum period of Three years in regards to quality of material, workmanship, performance,

efficiency, installation, etc. Defects developed in the system within guarantee period, shall be rectified by the contractor at his own expense promptly.

VARIATIONS IN QUANTITY

15. The quantity mentioned in the Tender/Bid is only indicative one. **JAMIA HAMDARD** reserves the right to increase/ decrease/ remove any/all quantities while placing the order. Cables/Jack Panels, Connectors, Fiber Racks, PVC channel, Fiber patch cords, Cat 6 patch cords, UTP Cable Box's will be on actual basis.
16. During the Site Survey, the successful Bidder may suggest additional equipment which **JAMIA HAMDARD** may have left by oversight or which the Contractor considers essential in Project Implementation, The same may be submitted with the BOM after site Inspection. However the total cost of such equipment may not exceed 20 % of the complete passive Tender/Bid value, and the price justification for the same shall be submitted by the Bidder, if the item is not a part of the Tender/Bid documents.
17. Any work not covered under this contract, but which is essentially required for the completion of job (to the satisfaction of **JAMIA HAMDARD**) shall be carried out by the Contractor as extra item with prior approval of **JAMIA HAMDARD** for which payment shall be made separately at the rates decided by **JAMIA HAMDARD**.
18. Due to the turnkey nature of the work, if during Project Implementation, the quantity of the material increases varies due to changes in the cable laying routes or site locations or any other reason considered justified by **JAMIA HAMDARD**, the Contractor may take a written permission for additional quantity of material/ Job work required and submit a separate bill against the same.

TERMS OF PAYMENT

19. The payment will be made after successful installing, integration and commissioning.

BID EVALUATION CRITERIA

The offers received from parties will be evaluated based on the following Bid Evaluation Criteria. Bids of only those parties who are found qualifying based on following Bid Evaluation Criteria will be taken into consideration:

1. Earnest Money in the prescribed form should be submitted along with the Bid.
2. Latest Income Tax Clearance Certificate, Annual Accounts and Profit and Loss Statement of the Company for last three financial years
3. Bidder should be ISO Certified Company.
4. The party should have executed at least 3 similar work in Govt./ R&D/ PSU/ Govt Educational Institute of at least 50 Lakh in last three years.

5. The bidder must have a Manufacturer's (OEM) Authorization as per **Annexure IV** to quote in the Tender/Bid. Offers received without the authorization will not be taken in to consideration and will be summarily rejected.
6. Details of similar work done in last three years along with copies of the orders and certificates from the user agencies should be submitted along with the Offer as per Annexure of the Tender/Bid Document.
7. The party should have sufficient technically qualified and well-experienced manpower for cabling, networking and supply, installation, testing and commissioning of the hardware items and Software.

Scope of Work

As a part of IT infrastructure build up, **Jamia Hamdard** desires to set up Campus wide LAN infrastructure along with related IT services using state of the art networking equipment and cabling system at **Jamia Hamdard, Delhi**.

The following summarizes the scope of work.

1. To Implement Inter Building network across the **JAMIA HAMDARD** Campus.
2. To Supply & Install L3 Switch & L2 switches as per the technical specifications.
3. To Implement Intra building UTP CAT6 structured cabling Network for approx. 650 users across the campus.

Registrar

The above terms & conditions are accepted.

Signature

Name

Designation

Company Seal

ANNEXURE – III
QUALIFICATION REQUIREMENTS

Qualification Criteria given below specify minimum Qualification Criteria in various areas to ensure that Bidder has necessary experience, expertise, financial and human resources to successfully supply, implement and provide the desired quality service. **Bidders and OEM's not meeting these qualification criteria should not participate in the process of bidding, as bids of those not meeting these conditions will be summarily rejected.** Bidder should fill in point by point compliance and attach relevant documents in serial against each of the clauses below.

1. Bidder should preferably be either an Original Equipment Manufacturer or should be an authorized System Integrator/ Certified Reseller representing the OEM. In case of a System Integrator/ Reseller, Bidder should furnish the Authorization Letter from Original equipment manufacturer (OEM) on Letter head duly signed by the Authorized OEM Representative. The authorization is required for all the components to be quoted.
2. Bidder should attach it's Memorandum of Understanding and Articles of Association, Power of Attorney of signatory (in case signatory is not the authorized Director of the quoting party), Sales Tax registrations, PAN numbers and PF number together with the offer.
3. Original Equipment Manufacturer of the Proposed Switches, or its Internationally Recognized Partner should have the presence in Indian Market at least from last 3-4 Years with registered office and logistics facility for easy access and availability of spare parts in India to ensure the proper back-end support for smooth execution and post sale maintenance operations of the Network. All the switches should belong to same generic family of the manufacturer and running the same Operating System & having same CLI. The proposed actives should be of most recent type with satisfactory installation base. The Switches supplied should not be end of sale, end of support or end of life models.
5. Annual Turn Over Should be Rs. 5 Crore in last 3 Financial Year. Bidders should be financially sound to undertake such kind of Projects and should furnish the documents such as Last Three Years audited balance sheet. The bidder is to attach Earnest Money Deposit along with the bid.

Annexure IV

MANUFACTURER'S AUTHORIZATION FORM

To,

Subject: Manufacturer's Authorization against Tender/Bid No. Due on

Dear Sir:

Weare established and reputable manufacturers
.....having factories at do hereby
authorize to submit this bid, and sign the
contract with you for the goods manufactured by us against the above mentioned Tender/Bid.

We hereby extend our full guarantee and warranty for the goods manufactured by us and offered
for supply by the above firm against this Tender/Bid.

Yours faithfully,

ANNEXURE – V

Details of similar work experience in last three years

(Information to be attached with the Offer)

Sr. No.	Name of the Company with full address and name & Tel. No. of the contact person	Ref. & date of the order	Work Description	Work Order Value	Remarks if any

- Copies of Work orders along with Work completion certificates should be attached with this information.
- If necessary, separate sheet may be used to submit the information.

ANNEXURE – VI

Details of Technical staff available with the company for execution of work
(Information to be attached with the Offer)

Sr. No.	Name	Qualification	Additional Certification, if any	Total Experience, no. of years	Remarks

- If necessary, separate sheet may be used to submit the information.

ANNEXURE – VII

GENERAL INFORMATION ABOUT THE BIDDER

1.	Name Of The Bidder	
2	Postal Address	
3	Telephone/Fax no	
4	E-mail address & URL	
5	Type of Company Attach Proof of Company Registration along with a copy of the Partnership Deed/ Article of Association and Memorandum of Understanding	Partnership/ Private Limited/ Public Sector Undertaking/ Government
6	Name and designation of the representative of the Bidder to whom all references shall be made to expedite technical co-ordination.	
7	Amount and reference of the EMD	
8	Financial capacity of the company/ firm. (Attach copies of I.T. Returns and Balance Sheets for last 3 years)	
9	Name and address of the Indian/Foreign collaborator(s) if any.	
11	PAN/TAN Number (A copy should be enclosed)	

CHECK LIST

To ensure that your offer submitted to JAMIA HAMDARD is complete in all respects, please go through the following checklist & tick mark for the enclosures attached with your offer:

SR. NO.	DESCRIPTION	ATTACHED	NOT ATTACHED
1	Earnest Money Deposit in the prescribed form		
2	Tender/Bid document duly signed & sealed on every page, as a confirmation of acceptance of the terms & conditions of the Tender/Bid.		
3	Annual accounts including Profit & Loss account statement, Balance sheet & its schedule for past three years along with the PAN		
4	Manufacturer's Authorization to the Bidder as per Annexure - II of the Tender/Bid document.		
5	Details of similar work done in last five years along with copies of orders, and certificates from the customers, their address phone/fax as per the Bid Evaluation Criteria and as per Annexure – III of the Tender/Bid document		
6	Authorization certificates from OEM		
7	Filling of Annexure I and II and III		
8	Photocopy of Trade License.		
9	ISO Certification		
10	List of sufficient technically qualified and well-experienced manpower for cabling, networking and supply, installation, testing and commissioning of the hardware items and Software.		