



# ESIC MEDICAL COLLEGE & HOSPITAL

कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

**E.S.I. CORPORATION**

(Ministry of Labour & Employment, Govt. of India)

Ashok Pillar Road, K. K. Nagar, Chennai-600 078.

(आई. एस. ओ. 9001-2015 प्रमाणित/ISO 9001-2015 Certified)



चिन्ता से मुक्ति

कार्यालय /Office :	044- 24748959	ई-मेल/Email :	deanesipgimsr@gmail.com
फैक्स /Fax :	044- 24742825	वेबसाइट/Website:	<a href="http://www.esipgimsrchennai.org">www.esipgimsrchennai.org</a>

**512-W-17-1-C&M-Dustbin bags-2018-19**

**Date: 01/12/2018**

## DATE EXTENSION OF E-TENDER

Sub: e-tender (Two Bid System) for Supply of Green Color Bags to ESIC Hospital, K.K.Nagar, Chennai-78 –**Reg.**

**Ref:** 512-W-17-1-C&M-Dustbin bags-2018-19

With reference to the above subject, it is informed that the period of submission of Tender forms and related document has been extended up to 14/12/2018 till 11:00 hrs. Interested bidders shall submit their tender online. Other contents of the notice remain unchanged. The date of opening of Tender/Technical bid will be on 14/12/2018 at 11:30 hrs. Those who have already applied need not re-apply.

Sd/-  
**DEAN**



# ESIC MEDICAL COLLEGE & HOSPITAL

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512-W-17-1-C&M-Dustbin Bags-2018-19

Date 02/11/18

## NOTICE INVITING TENDER

**E-Tenders are invited for the Double bid systems from the reputed contractors/service providers who have experience in similar nature for the following work.**

S.No.	NATURE OF WORK	CONTRACT VALUE	EMD	LAST DATE & TIME FOR RECEIVING TENDER	DATE & TIME OF OPENING OF TENDER
1.	Supply Of Green Color Bags for ESIC Hospital, K.K.Nagar, Chennai 78 for one year.	Rs.6.5 Lakhs/-	Rs.15,000/-	29/11/2018, 11:00 AM	29/11/2018, 11.30 AM

- Detailed information regarding the items, application / tender forms, EMD, specifications, Terms& Conditions can be downloaded from the websites: [www.esicmcpgimsrchennai.ac.in](http://www.esicmcpgimsrchennai.ac.in)/[www.esic.nic.in](http://www.esic.nic.in) / [www.esichennai.org](http://www.esichennai.org). The interested bidders shall submit their tender(s) only through online mode at the e-procurement portal <https://esictenders.eproc.in>.
- If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. Tender documents duly completed should be dropped on or before the date and time mentioned above in the tender box kept at the First floor of ESIC Hospital, K.K. Nagar, Chennai 78.

Sd

DEAN



# ESIC MEDICAL COLLEGE & P.G.I.M.S.R. & MODEL HOSPITAL

कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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512-W-17-1-C&M-Dustbin Bags-2018-19

Date: 02/11/18

## Tender Notice – 5

From

**THE DEAN  
ESIC HOSPITAL,  
ASHOK PILLAR ROAD,  
K.K. NAGAR,  
CHENNAI – 78.**

Sir (s),

**Sub:** Invitation of e-tender for “SUPPLY OF GREEN COLOR BAGS FOR ESIC HOSPITAL, K.K.NAGAR CHENNAI – 78”– Reg.

The Dean, ESIC Hospital, Ashok Pillar Road, K.K.Nagar, Chennai-78, invites e- tender under Two Bid system for “SUPPLY OF GREEN COLOR BAGS FOR ESIC HOSPITAL, K.K.NAGAR CHENNAI – 78”.

Tenderers are requested to submit the requisite information / documents as per the following annexure:-

- Annexure I (General tender terms & conditions)
- Annexure II (Special terms & conditions)
- Annexure III (Tender application form)
- Annexure IV (Declaration form)
- Annexure V (Bank details of the firm)
- Annexure VI (Price bid)

## **Important Instructions for Bidders regarding Online Payment**

- All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the E-Tenders.
- Bidders should get registered at <https://esictenders.eproc.in>.
- Bidders should add the below mentioned sites under Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites of Internet Explorer:

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.jpg-online.com>

- Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer → Tools → Internet Options → Advanced Tab → Security
- Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favor of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or Net Banking for participating in the Tender.
- Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>

**TENDER DOCUMENT**

<b>S.No.</b>	<b>DESCRIPTIONS</b>	<b>DETAILS</b>
1	Name of work	<b>SUPPLY OF GREEN COLOR BAGS FOR ESIC HOSPITAL, K.K.NAGAR CHENNAI – 78”.</b>
2	Period of contract	One Year ( 12 Months)
3	Earnest Money Deposit	<b>Rs.15000/-</b> (Fifteen thousand only) through <b>Demand Draft</b> in favor of <b>“ESI Fund Account No.1”</b> , payable at Chennai
4	Minimum Eligibility Criteria	<p>EMD in the form of Bank DD for <b>Rs.15000/-</b></p> <p>Copy of ESI Registration.</p> <p>Copy of EPF Registration.</p> <p>Copy of GST Registration.</p> <p>Copy of Latest Income Tax certificate.</p> <p>Copies of Annual Income Tax Return of Last 3 Financial years.</p> <p>Copy of Balance sheet and P &amp; L Account of last 3 Financial years.</p> <p>Affidavit on Non-Judicial Stamp paper that the agency/company is not Blacklisted by any Govt. / private organization as required in tender document.</p> <p>Certificate of incorporation/ Registration of Firm, Certificate/Memorandum and articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc.</p> <p>Experience certificate for 3 years as required in the tender document.</p> <p>Satisfactory experience certificate of similar work.</p>
5	Technical Eligibility criteria	The tenderer should have a minimum of three years’ experience as on date of opening of tender.
6	Performance Security	<b>10% of Contract Value</b> in form of <b>Bank Guarantee or Demand Draft</b> in favor of <b>“ESI Fund Account No.1”</b> , payable at Chennai.

Yours Faithfully

**DEAN**

**GENERAL TERMS AND CONDITIONS**

1. **SCOPE OF WORK:** This work involves supply of Green Color bags
2. As per specifications meeting requirements according to Plastic Waste Management Rules 2016 for ESIC Hospital, K.K. Nagar, Chennai which is a 410 bedded hospital.
3. **ELIGIBILITY:** The Tenderer should have at least 3 years' experience in required field as on date of opening of tender. Documentary evidence to be submitted in support thereof with the tender along with their address & contact number.
4. **PERIOD OF CONTRACT:** The contract shall be for a period of one year extendable for a further period of one year subject to satisfactory report/ performance of services and compliance of all terms and conditions of the agreement by the contractor.
5. **RESPONSIBILITY FOR EXECUTING CONTRACT:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
6. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Dean. In the event of the contractor contravening this condition, Dean is entitled to place the contract elsewhere on the contractors account at his risk of cost and the contractor shall be liable for any loss or damage, which the Dean, ESIC Hospital, K.K.Nagar, Chennai, may sustain in consequence or arising out of such replacing of the contract.
7. **EARNEST MONEY DEPOSIT:** The Tenderer shall have to deposit **Rs.15000/-** as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by Demand Draft drawn in favor of **“ESI Fund Account No.1”**, payable at Chennai. **NO CHEQUE WILL BE ACCEPTED.** In the event of the withdrawal /

revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited.

8. **SECURITY DEPOSIT:** The successful tenderer should remit **10% of the total contract value** in the form of **Bank Guarantee** or **Demand Draft** drawn in favor of **“ESI Fund Account No.1”**, payable at Chennai valid within 15 days from the award of contract. Security Deposit shall be kept valid for a period of 60 days beyond completion of all the contractual obligations in the prescribed format. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract. Performance Security will be discharged after completion of contractor’s performance obligations under the contract.
9. The tenderer should have registered with GST / other statutory document as applicable and produce attested copies of such certificates along with the tender papers, failing which the tender shall be liable to be rejected
10. **ASSISTANCE TO CONTRACTOR:** The Tenderer shall not be entitled to assistance either, in the supply of raw materials required for the fulfillment of the contract or in the securing of transport facilities.
11. The Tenderer should have a permanent place of business in Chennai and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
12. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
13. **VALIDITY OF CONTRACT:** The contract, if awarded, shall be initially for one year from the date of award subject to continuous satisfactory performance. However, on failure on any aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor

and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority. This period of one year can be further extended to a maximum of one more year, at the sole discretion of the hospital without prejudice to any other right of the hospital.

**14.DELIVERY:** Delivery of goods shall be made by the supplier within 15 days of placing of purchase order; however, in case of emergent requirement firm has to supply the required quantity of goods within 7 days of placing of order also. In special cases the items are to be delivered at a very short notice i.e. within 24 hours. No transportation/ cartage charges will be provided for the same.

**15.LIQUIDATED DAMAGES:** Supply of material will have to be completed within 15 days or period mentioned in the purchase order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

**16.PENALTY:** The contractor shall be responsible for supply of bags as per the need of ESIC Hospital, Chennai within period of time mentioned in work order failing of which may impose a penalty of about **10% of work value** if there is delay in delivering bags & which will be recovered from contractor's bill for unsatisfactory performance of work, as determined by the Dean. The decision of Dean will be final in this regard.

17.The successful tenderer shall have to enter into an agreement with the hospital and the cost incurred in this connection, shall be borne by the contractor.

18.The rate shall be quoted for items mentioned in Annexure-VI inclusive of all taxes. The rate once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.

19.Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality,



the same shall be replaced immediately, for which no extra payment shall be made

20. The Successful Tenderer shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to ESIC Hospital, K.K.Nagar, Chennai.
21. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.
22. Dean, ESIC Hospital K.K.Nagar, Chennai, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the tender as a whole and selected bidder shall execute the work at the rate quoted by him.
23. In case any difference or dispute arise in connection with this tender, all legal proceedings relating to the matter shall be instituted in the court within the jurisdiction of the Chennai.
24. Any attempt on the part of the tenderer or their agents to influence the departments in their favor by personal canvassing with the officers concerned will disqualify the tenders.
25. Tenderer should be prepared to accept orders subject to the penalty clause for forfeiture of security deposit in the event of default in transportation or failure to supply within the stipulated period.
26. The Contractor should be willing to render their assistance round the clock including holidays/to be able to contact them at any time in case of emergencies.
27. No advance payment can be made as per the rules. Payment will be released on successful completion of supply of bags and on submission of original invoice.
28. Tenders will be opened at Dean's Cell, ESIC Hospital, K.K.Nagar, Chennai-78, on the stipulated date and time in the presence of the tenderers / representatives who choose to be present.

29.A certificate that the quoted items have not been supplied to any other organization/institution at a rate, lower than quoted here, should be enclosed.

**PROCEDURE FOR SUBMISSION OF TENDERS /BIDS:**

The tender should be submitted in “**TWO BID SYSTEM**”

The bids prepared by the bidder shall comprise of (a) Technical Bid and (b) Financial Bid:

**(a) Technical Bid:** To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- ☞ Demand Draft for Rs.15000/- from any nationalized bank drawn in favor of The “**ESI Fund Account No.1**”, payable at Chennai towards EMD, which is refundable to the unsuccessful bidder.
- ☞ Duly filled format of Technical Bid as per Annexure –I.
- ☞ Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- ☞ Copy of Income Tax Return Acknowledgement for last Three years.
- ☞ Copy of PAN Card.
- ☞ Copy of GST registration.
- ☞ Details of clients where similar services are presently provided by the tenderer separately for govt. and private clients.
- ☞ The bidder must have adequate experience of execution of similar working Govt. offices/ PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
- ☞ Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.
- ☞ Sample of Green Color bags must be attached, Bid(s) received without sample of cover will be summarily rejected.

∩ The tenderer should be duly signed in all pages of copy of the tender conditions.

**(b) Price (Financial) Bid** is to be submitted in **SEPARATE** sealed envelopes, super scribed with the wordings **“PRICE (FINANCIAL) BID”**. This should be followed meticulously failing which the tender is liable to be cancelled.

∩ The “Price/Financial Bid” will contain consolidated price for Green color bags with other terms and conditions if any.

∩ Both the Technical Bid envelope and the Price (Financial) Bid envelope, prepared as above, are to be kept in a larger single envelope super-scribed with **“TENDER (TWO BID SYSTEM) FOR SUPPLY OF Green Color BAGS”** so as to give a double cover protection.

∩ The rate shall be quoted for items mentioned in Annexure-VI inclusive of all taxes. The rate once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.

∩ The outer cover should also be sealed and addressed to the Dean in the address mentioned here in before.

**Signature with Date & Seal of the company**

**DEAN**

**SPECIAL TERMS AND CONDITIONS**

1. **COMMENCEMENT OF WORK:** The contractor is required to commence the work at the time and date as mentioned in the allotment of work order. In the event of failure, Dean has the full right for any penalty/and other action in the matter his/ her decision will be final.
2. Plastic waste management rules, 2016 wherever applicable should be followed by the contractor at his premises.
3. The Ministry of Environment, Forest and Climate Change, Government of India has notified the Plastic Waste Management Rules, 2016. As per the rules, carry bag made of virgin or recycled plastic, shall not be less than 50 micron in thickness. The persons engaged in manufacture or import of carry bags or multi layered packaging or plastic sheets or like shall obtain registration certificate from the State Pollution Control Board.
4. All plastic bags shall be as per BIS standards.
5. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Institute reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
6. The Specification of the item needed is mentioned in Technical Bid (Annexure - III). The payment would be made for actual supply taken and no claim in this regard should be entertained.
7. Supply should be made from the latest batch of production with maximum life period & original packing.
8. Successful bidder must provide Lab Test report of quoted materials from recognized Govt. Approved Lab, if necessary.
9. Rejected items must be removed by the Bidders within 10 days of the date of rejection

at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

**10.DETERMINATION OF QUALITY OF WORK/ SERVICE:** The decision of the Dean with regard to the determining the quality of work/ Services done by the contractor shall be final and acceptable to the contractor. The contractor shall therefore rectify the defect so pointed out without any extra payment. In case of failure, the Dean reserves the right to get the work / service so rejected, done from some other source at the risk and cost of the contractor. The expenditure so incurred shall be recovered from the pending bills of the contractor or any other outstanding dues or by all parts of the security deposits as he may think proper.

**11.TERMINATION OF CONTRACT:** The contract may be terminated by the Dean in any of the following contingencies,

- ☞ In case the services rendered by the contractor are found unsatisfactory.
- ☞ If there is breach of any terms & conditions of the Contract Agreement with one month Notice.
- ☞ In case the contractor assigns the contract or any part thereof or benefit or interest therein or there under to any other person, without any notice.
- ☞ If contractor being declared insolvent by the competent Court of law without any notice.

**12.SUPERVISION & CONTROL:**

- ☞ The Hospital authorities shall demand and be supplied with a sample of any bags for inspection and analysis & if required to be sent for testing by the approved laboratory.
- ☞ The Hospital authorities will have unfettered right to inspect the company at any time and contractor shall co-operate with the authorities.

**13. AUTHENTICITY AND OPERATIONAL CAPABILITY:**

- ☞ Firm shall submit list of organization where it is running its services in the last three years. Contractor is required to submit performance report from such organizations where it has been providing services.
- ☞ Tenderer will give a certificate that his firm has not been black listed by any of the Govt. / private institution with whom they had / have entered in to contract for similar service in the past 3 years.
- ☞ Tenderer has to give an affidavit on a non-judicial paper that there is no vigilance / CBI / Police case pending against them.

**SPECIFICATION**

<b>S. No.</b>	<b>Color</b>	<b>Size</b>
1.	Green Color Bags Big Size	32" * 30" (and as per Requirement)
2	Green Color Bags Small Size	24" * 20" (and as per Requirement)

**Note:** Sample of Green Color bag of both sizes must be enclosed with Technical Bid; Bid(s) received without sample of quoted color will be summarily rejected.

**DEAN**

**ANNEXURE – III****TENDER APPLICATION FORM**

<b>S.No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1	Name of the Firm	
2	Full Address	
3	Telephone No.	
4	Telex / Fax No.	
5	Date of Establishment of Firm	
6	Is your firm registered under	
	a   Indian Factories Act	
	b   Companies Act	
	c   Any other Act	
7	Name & address of the Bankers stating the name in which the Account stands	
8	Are you on the list of approved contractors of any other authority (if so, please give details)	
9	Give details of any Government contract executed during the last 12 months	
10	List of private hospital for which you are undertaking similar works	
11	Any other information which you consider necessary to furnish	

## UNDERTAKING

- a) I, \_\_\_\_\_ the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of **Rs.15000/-** to be deposited by me has been enclosed Demand Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_ drawn on \_\_\_\_\_
- d) I/We give the rights to Dean to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) I hereby undertake to supply the items as per direction given in the tender document/supply order within stipulated period.
- f) I shall be vacating any space that may be proved to me by the hospital authority to carry cut the job or otherwise, before I put up the last bill of the contract period for payment.

Date:

Signature of the tenderer:

Place:

Full Name:

Designation:

Office seal of the tender:



**ANNEXURE IV**

**DECLARATION FORM**

We.....having our office  
at.....do declare that we have carefully read all the conditions  
of Tender for the ..... and abide by all the  
conditions set forth therein by the Dean, ESIC Hospital , K.K.Nagar, Chennai 78.

We further declare that we.....possess valid license bearing  
No.....valid up to.....

DATE:

SIGNATURE:

SEAL:

NAME & ADDRESS:

BANK DETAILS OF THE COMPANY**From****To**

**THE DEAN,  
ESIC HOSPITAL,  
K.K.NAGAR,  
CHENNAI - 600 078.**

**Sir,****Sub:** Request for refund of EMD Amount – **Reg.**

With reference to your advertisement dated \_\_\_\_\_, we have submitted tender for \_\_\_\_\_. In case we are not successful bidder, we request you to kindly refund the EMD amount of Rs. \_\_\_\_\_. The amount may be kindly be sent through RTGS/ ECS in favor of \_\_\_\_\_

Beneficiary's Name :

Bank Name :

Branch Name &amp; Address :

Account No. :

A/C Type :

IFSC Code No. :

MICR Code :

Yours faithfully

(SIGNATURE & SEAL)

**PRE-RECEIPT**

Received on amount of Rs..... vide cheque  
No..... dated..... from ESI Corporation towards refund of EMD  
amount.

(SIGNATURE &SEAL)

**ANNEXURE VI****PRICE BID****TENDER FOR “SUPPLY OF GREEN COLOR BAGS FOR ESIC HOSPITAL,  
K.K.NAGAR CHENNAI – 78”**

Name and address of the Tenderer:

Telephone No:

Mobile No:

E-mail ID of Tenderer:

Earnest Money Deposit:

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ issued by \_\_\_\_\_ Bank.

PAN No/TAN No.:

License No.:

Date of Issue and Validity:

I/We \_\_\_\_\_ hereby offer to the **“SUPPLY OF GREEN COLOR BAGS FOR ESIC HOSPITAL, K.K.NAGAR CHENNAI –78”** as indicated in the Tender document at the rate given below and agree to hold this offer open till 3 months from the date of contract, and for further period if extended.

**FINANCIAL BID**

<b>S.No.</b>	<b>ITEMS</b>	<b>SIZE</b>	<b>RATE In Rs. (Per Kg. / ITEM)</b>	<b>TAXES</b>	<b>TOTAL AMOUNT (Incl. of Taxes)</b>
1	Green Color Bags Big	32" * 30" (and as per Requirement)			
2	Green Color Bags Small	24" * 20" (and as per Requirement)			
<b>TOTAL</b>					

1. Original to be submitted Blank in Technical Bid, duly signed and stamped. In Price Bid, photocopy of the same is to be submitted, duly filled, signed and stamped.
2. I/We \_\_\_\_\_ have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
3. No other charges would be payable by the Institute.

**Signature of Tenderer with Date & Stamp**