STATE PLANNING COMMISSION,
GOVERNMENT OF TAMIL NADU

REQUEST FOR QUALIFICATIONS
FOR EMPANELMENT OF
GRAPHIC DESIGN HOUSE AND PRINTING AGENCY

June 2019

State Planning Commission (SPC)
Ezhilagam, 5th Floor, Chepauk
Chennai -600 005
Phone : 044-28545460
E-mail :msspc.tn@nic.in
REQUEST FOR QUALIFICATIONS FOR EMPANELMENT OF GRAPHIC DESIGN HOUSE AND PRINTING AGENCY

Background:

Planning, Development & Special Initiatives (PD&SI) Department intends to showcase its publication at National, State and sub state levels on the performance/achievements of Tamil Nadu in various aspects. To pursue this intention, the Planning, Development and Special Initiative Department is planning to contract a Graphic Designer on an on-call basis, to help the office meet its growing need for quality design services. The successful entity will provide technical support to the Heads of Departments under Planning, Development and Special Initiative Department in designing the publications and contribute to the development and improvement of the design and layout of materials.

The Planning, Development and Special Initiatives (PD&SI) Department, GoTN has under its purview 3 agencies that play an advisory role in supporting the Government in the process of informed decision making on programmes and policies. These are the State Planning Commission (SPC), the Department of Evaluation and Applied Research (E&AR) and the Department of Economics and Statistics (DES). The SPC, E&AR, DES usually do and other Departments/Agencies of GoTN may require support in designing and layout of material to showcase its
performances which in turn will create awareness on Government Programmes and Policies.

Therefore, the Government (through the State Planning Commission) proposes to Empanel Graphic Designer to help the office meet its growing need for quality design services. The State Planning Commission proposes to Empanel organizations and institutions that to help the office meet its growing need for quality design services. The successful entity will provide technical support to the Heads of Departments under Planning, Development and Special Initiative Department in designing the publications and contribute to the development and improvement of the design and layout of materials.

The SPC therefore, in the role of the Tender Inviting Authority is issuing this Request for Qualifications (RFQ) to empanel list of Graphic Designer Consultancy. The RFQ documents received will be evaluated based on the criteria given

In the second stage, after Empanelment, as and when the need arises after getting concurrence/NoC from the Government Central Press, respective departments will issue a Request for Proposal (RFP) document to the empanelled agencies, and invite relevant technical and financial bids. The RFP documents will be evaluated by an evaluation committee appointed by the respective Department. The qualified agency will be selected and work will be awarded after necessary negotiations.

The entire RFQ and Bidding process will be done as per the Tamil Nadu Transparency in Tenders Act, 1998, (TT Act) latest and TT Rules 2000 there under. The TT Act can be downloaded from the below link:

Applicants must provide all the relevant information (in English or Tamil language only) as per the prescribed format (Annexure –II).
The Request for Qualification document for empanelment can be downloaded free of cost from the websites www.tenders.tn.gov.in and http://www.spc.tn.gov.in.

“RFQ document must be delivered in Hard copy along with **soft copy (PDF format)** in a CD in a sealed cover in the office of SPC by on or before 3.00 P.M on **04.07.2019** and document must be accompanied by a non-refundable Processing Fees of INR. 5000/- or (INR Five Thousand only/-) for each of the RFQ(s) submitted by means of Demand Draft from any Nationalised / Scheduled Bank drawn in favour of “The Accounts Officer, State Planning Commission, Chennai 600005” payable in Chennai.

A Pre-applicants meeting (if required) will be conducted with intimation in State Planning Commission, Chennai- 600 005.

**Invitation for Empanelment**

State Planning Commission, Government of Tamil Nadu invites applications from eligible and reputed organizations having in house graphic designing and printing facilities for empanelment through this Request for Empanelment (RFQ).

**Applicant Firms may note the following:**

a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on SPC in any form.

b) Empanelment shall in no way guarantee allotment of work to the shortlisted Firms. SPC reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.

c) The Applicants must submit their applications in accordance with the requirements contained in this RFQ.

d) SPC reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.
**Instructions**

1) The Applicants should provide details and relevant supporting documents as in Annexure I in English or Tamil language (with authorized translations) in the prescribed formats only.

2) The details and the information should be furnished in the prescribed format to the following address.

### Application Submission:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and address of the Tender Inviting Authority</td>
<td>The Member Secretary State Planning Commission (SPC), Ezhilagam, 5th Floor, Chepauk, Chennai -600 005. Phone: 044-28545460 E-mail :<a href="mailto:msspc.tn@nic.in">msspc.tn@nic.in</a></td>
</tr>
<tr>
<td>2.</td>
<td>Addressee and the address at which the application is to be submitted</td>
<td>The Member Secretary State Planning Commission (SPC), Ezhilagam, 5th Floor, Chepauk, Chennai -600 005. Phone: 044-28545460 E-mail :<a href="mailto:msspc.tn@nic.in">msspc.tn@nic.in</a></td>
</tr>
<tr>
<td>3.</td>
<td>Date of issue of this Request for Empanelment (RFE)</td>
<td>21.06.2019</td>
</tr>
<tr>
<td>4.</td>
<td>RFQ can be downloaded from the websites</td>
<td><a href="http://www.tenders.tn.gov.in">www.tenders.tn.gov.in</a>, <a href="http://www.spc.tn.gov.in">http://www.spc.tn.gov.in</a></td>
</tr>
<tr>
<td>5.</td>
<td>Processing Fees</td>
<td>INR. 5000/- or (INR Five Thousand only/-) without processing fees will be liable for rejection.</td>
</tr>
<tr>
<td>6.</td>
<td>Last date and time for submission of Applications</td>
<td>04.07.2019, 3.00 PM.</td>
</tr>
<tr>
<td>7.</td>
<td>Duration of Empanelment</td>
<td>2 Years (Extendable upto 1 year)</td>
</tr>
<tr>
<td>8.</td>
<td>Validity of the Application</td>
<td>180 days</td>
</tr>
</tbody>
</table>
3) The applicants providing inadequate information and/or without adequate non-refundable processing fees will be liable for rejection.

4) The information and the details received will be evaluated and qualified applicants only will be empanelled.

5) DEFINITIONS:
In this document the following words and expressions have the meaning hereby assigned to them.

Tender Inviting Authority means one of the following: State Planning Commission, Department of Evaluation & Applied Research, Department of Economics & Statistics or any other department/agency of Government of Tamil Nadu that specifically engages the services of any of the empanelled Applicants.

DEPARTMENT means The State Planning Commission (SPC), Government of Tamil Nadu (GoTN).

APPLICANT means an organization /institution that undertakes Graphics and Designing research, consultancy and policy advisory activities in the private and public.

The entity must have been in business in India for atleast three years with operational presence in India. **Individuals are not eligible to apply.**

6) General Information:

   a) Any other information and clarification concerning the application can be had from the office of the State Planning Commission, Ezhilagam, Chepauk, Chennai-600005 with prior appointment. Contact Details are Head of Division (PC), State Planning Commission, Chennai – 600 005. Phone No: 044-28550402 email id: hodspc_pc@nic.in.
b) The empanelment will be initially for a period of two years with an extension for one additional year based on a review of performance and requirement of the Department.

c) Pre-qualification / Empanelment does not necessarily mean that a job/offer will be assigned to the Applicant(s).

d) This is a multi-stage tendering process, where the first stage is RFQ for empanelment and the post RFQ stage would be conducted by the respective departments from the empanelled list of applicants based on need and requirement, as per the Tamil Nadu Transparency in Tenders Act, 1998, (TT Act) latest and TT Rules 2000 there under after getting NOC from the Government Central Press by the user Department.

e) Further communication/clarifications will be made with the applicants, if found essential before empanelling.

f) All information submitted will be the property of SPC and will not be returned.

g) All information requested for in the enclosed forms should be furnished against the respective columns in the format. If information is furnished in separate documents reference to the same shall be given against the respective column. No columns should be left blank. However, the applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.

h) Copies of the references, information, work orders, completion certificates, etc., obtained from the respective clients certifying the suitability, technical know-how, experience or capability of the applicant and submitted by the applicant, which may be verified by SPC, if considered necessary.

i) The applicants are advised to attach any additional information which is considered necessary in regard to proving their capabilities. No further information will be entertained after submission of the application unless it is called for by the SPC.
j) Applicants who wish to submit the application shall submit the application with a processing fee (non-refundable) of Rs. 5,000/- (Rupees Five thousand only).

k) The processing fee shall be paid along with the application form in the form of crossed Demand Draft payable at Chennai from a Nationalised / Scheduled Bank drawn in favour of “Accounts Officer, State Planning Commission, Chennai” **Applications received without processing fee shall not be considered for evaluation.**

l) The cost incurred by the applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the applicant and the Department in no case will be responsible or liable for these costs regardless of the conduct or outcome of the process.

m) The application shall be signed by a duly authorized person holding the Power of Attorney for signing the application, in which case a certified copy of the Power of Attorney or Board Resolution issued by the Board of Directors or appropriate resolution / authorization from the governing body shall accompany the application.

n) The Tender Inviting Authority reserves the right to reject all applications and to annul the process at any time without assigning any reason(s) thereof and without thereby incurring any liability to the applicants.

o) All financial information shall be given in Indian Rupees only.

7) Evaluation of RFQ:

The evaluation committee to be appointed by the Member Secretary, SPC will carry out its evaluation applying the evaluation criteria and system specified below. Each responsive proposal will be attributed a score.

8) **Termination of Empanelled Firms:**

9) The Contract of the Empanelled firms with the SPC/Other Departments / GoTN will be terminated in the following ways:
i. The term of RFQ expires;
ii. Termination of Empanelment due to non-performance during the execution of Assignments / Project:
   - Performance is below expected level.
   - Non adherence to the timelines of the Project.
   - Quality of work is not satisfactory.
   - SPC / Other Departments / GoTN shall terminate the contract on evidence of persistent non-performance by giving one-month notice.
iii. SPC / Other Departments / GoTN also reserves the right to assign the assignment/work to other empanelled Subject Specialist/Consultant (Individual/Institute) and split the work among more than one empanelled Subject Specialists/Consultants (Individuals/Institutes).

10) Pre-qualification Criteria

Applicants are expected to meet the following prequalification criteria. Applicants failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. SPC shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

11) Eligibility:
   1. The agency should have an experience in the business for at least three years.
   2. The printer should have appropriate Registration/Licence/Permission/Authority for handling such activities.
   3. The printer should have PAN, VAT and Service Tax Registrations.
   4. The publishing firm /organization should have an annual turnover of at least Rs. 25.00 lakhs.
   5. The publishing firm / organization should have at least one hundred (100) publications to its credit.
6. The publishing firm / organization should have at least five editors as its regular employee.

7. The publishing firm/ organization having exposure in dealing with Government sponsored assignment/ work shall be preferred.

**PRINTER:**

(a) The Applicant shall be a Printer and should be in the field of Printing/DTP work of examination material, gazettes, forms, books, periodicals, publications, etc. of the Govt. Departments/Ministries of Government of India/PSUs Corporate Sector/Universities at least for a period of three years as on 31.03.2019. *(Supporting documents experience certificate/Print order/Work Order shall be enclosed).*

(b) The Applicant shall possess valid registration under Press and Registration Act 1867 issued by the competent Authority. *(Copy of valid Certificate of Registration under Press and Registration Act 1867 issued by the competent authority should be and enclosed).*

(c) **Printing Capacity for Offset:** The Applicant shall have the following printing facility with the required minimum Plant, Machinery and Manpower at the Press to print books *(Documentary proof of list of Machineries and equipments should be and enclosed).*

i) Should have Offset Printing Machine of Single/Double Demy size a minimum of two machines.

ii) Facilities to print and supply copies of at least 300 pages of Demy Octavo/Quarto size number of copies varying from 500 to 10,000 per item of work, within a period of one week from the date of receiving the manuscript/negatives/CDs.

iii) Cutting machines

iv) Folding machines

v) Wire Stitching/Perfect Binding machines

vi) Lamination machine (Optional)
(d) **Digital Printer:** The Applicant should have a Digital Duplicator of A3 size and above.

(e) **Minimum Storage Space:** The Applicant should have a minimum storage space/godown of 500 sq.ft. either owned or hired for stacking the materials like Paper, Board and Printed textbooks. *(Necessary supporting documents for ownership/lease/rent should be furnished).*

(f) The Applicant should have a minimum Annual turnover of Rs.25.00 lakhs exclusively for printing work for the last three financial years from 2016-17, 2017-18, 2018-19. *(The annual turnover certificate for the last three years duly certified by a Chartered Accountant should be enclosed. Audited Profit & Loss statement and Balance sheet for the past three years should be enclosed).*

(g) The Applicant should have filed Income Tax Returns for the past three financial years from 2016-17, 2017-18, 2018-19. *(Copies of the IT returns for the three years should be furnished).*

**DTP Unit:**

(a) The DTP unit should be in the field atleast for a period of not less than three years as on 31.3.2019. *(Necessary documentary evidence for the experience should be furnished. Copies of the work orders and Client certificates should be enclosed).*

(b) The DTP operator should have at least the following facilities in their premises to carry out the DTP work.

i) Computer 2 Nos.

ii) Printer 1 No.

iii) Scanner 1 No.

iv) Capability to set text matter in DTP process English and Tamil and furnish proofs of approximately 64 pages of Demy Octavo/Quarto size at a time.
v) Facilities to set mathematical and scientific works.

vi) Facilities to set text, provision for printing the following languages such as Tamil and English should also be available in the DTP firm of the Applicant.

(c) The Applicant should have filed Income Tax Returns for the past three financial years from 2016-17, 2017-18, 2018-19. (Copies of the IT returns for the past three years should be notarized and furnished).

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<th>The Technical Evaluation will be in the following format</th>
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iv. Scope of Work:

*Terms of Reference (enclosed as Annexure I)*

The quality of the services is extremely critical and as part of their proposal the Applicant/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.
ANNEXURE –I

TERMS OF REFERENCE (ToR)

Artist / Graphic Designer Consultancy

Scope of Work

The agency/firm will work closely with the team of the Planning, Development and Special Initiatives Department and occasionally with the district and block level teams to develop and implement a knowledge management system for Tamil Nadu. The agency/firm will develop a knowledge system both online and offline. The Offline system will include publications such as newsletters, booklets, brochures, pamphlets, posters, films, good practice documents, periodic reports, process documents, short studies, manuals, etc. The agency/firm will also organize and/or support knowledge events such as trainings, workshops, conferences, seminars, interactive sessions, etc. and participate in knowledge activities of PD&SI Department. All knowledge activities and products of PD&SI Department will be bilingual – in English and Tamil.

The scope of services would broadly include the following for Graphic Design:

a) Conceptualize, design and develop creative ideas and plans for designing of various documents from time to time such as Vision Documents, Status Reports, Project Proposals, Brochures, Annual Report, and other documents etc.,

b) Designing and insertion of Newspaper advertisements.

c) Designing of advertorials/editorials and other publicity material including project reports, folders, brochures, posters, hoardings, calendars, diaries, etc. The Graphic Design Consultancy will also be called upon to do any activities required by the Department for its promotional efforts by preparing materials to popularize the various initiatives of Government.

d) Production of advertising material and promotional material.
e) The applicant agency must have full-fledged in-house unit for preparation of art-work, translation in English and Tamil. The agency must also have proof reading facilities in house.

**Printing**

The scope of services would broadly include the following for Printing Agencies:

a) Printing of project reports/ folders/ brochures/ pamphlets and other related printing jobs.

b) Hoarding & other outdoor advertisements.

c) Printing of Catalogues/ Booklets /Pocket Books/ Envelops/ Stationery/ Business Cards/ Letter Heads.

d) Printing of both flex/cloth banners, framing/lamination work on agreed rate and conditions.

e) The agency must have their in-house printing press for providing the above services.

f) The agency must be capable of undertaking all kind of digital, offset etc. printing jobs.

g) The agency should have adequate arrangements for packing, dispatching and delivering the printed material at the requisite locations.

**Deliverables:**

The assignment will commence from the date of signing of contract with the following main deliverables:

1) A range of publications (brochures, pamphlets, posters, booklets, short publications, manuals, newsletters, photographs, films, periodic reports, etc.)

2) Documentation support to all Planning, Development and Special Initiative Department activities.

3) Editorial support to all Planning, Development and Special Initiative Department documents and audiovisual material.

4) Advanced documentation, design and translation support for all offline content. The timelines will be indicated in the annual work plan and quarterly sub-plans.
subsequently.

The agency/firm will:

- Understand and adhere to the mandatory policies, procedures and standards of the Govt.
- Hire full time, part-time and need based consultants with relevant expertise and experience to deliver high quality knowledge support and products.
- Provide quality translation of all knowledge products from English to Tamil and vice-versa.

Key Tasks and Responsibilities:

Preparation of detailed Work Plan:

- The hired agency/firm will develop a detailed work plan and submit to the Department concerned for approval.
- The work plan will be developed jointly by the agency/firm with the team of Department concerned.
- The work plan will clearly list out the activities, outputs, delivery timeline and reimbursable costs.

The scope of work can be modified based on the needs and priorities of the mission whereby activities, processes and deliverables might be altered, enhanced or scaled down as might be the case. The scope of work will also be determined by the specific and overall performance of the firm.

While the above-mentioned activities are to give an idea on the nature and type of projects, there can be any additional activities of similar nature, which the empaneled firms/companies would be required to undertake, based on the requirements from time to time.

The quality of the services is extremely critical and as part of their proposal the Applicant/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.
Form No. 1
Legally binding signed declaration of undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards (“Core Labour Standards”) in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of India.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of India.

We hereby confirm that we/ our members in the Consortium (constitution of which has been described in the application) satisfy the terms and conditions laid out in the RFQ document.

We have agreed that …………………….. (Insert member's name) will act as the Lead Member of our consortium.*

We have agreed that …………………….. (Insert individual's name) will act as our representative/will act as the representative of the consortium on its behalf* and has been duly authorized to submit the RFQ. Further, the authorised signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

(Signature, name and designation of the authorised signatory)

for and on behalf of……………………………..

* Please strike out whichever is not applicable.

Place:

Date:
Annexure – II

TECHNICAL BID FOR PANEL GRAPHIC DESIGN HOUSE AND PRINTING AGENCY, STATE PLANNING COMMISSION, 600 005.

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<table>
<thead>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Applicant / Organization</td>
</tr>
</tbody>
</table>
| 2 | Nature of the Organization  
   Whether Govt. / Public / Private / Partnership / Proprietorship |
| 3 | Address of the Registered Office of the Applicant |
| 4 | Year of Establishment in the said business / Registration and incorporation particulars of the Applicant indicating legal status such as company, partnership/proprietorship concern etc.  
   Whether copies of relevant documents are attached  
   YES or NO  
   Enclosed vide Page No. From ............  
   To ............ |
| 5 | Contact Details of the Applicant  
   Phone No.  
   Fax  
   E-Mail  
   Contact Person Name  
   Mobile No. |
| 6 | Name of Proprietor / Director of the Firm / Agency |
| 7 | Location of the Firm with address |
| 8 | Applicant’s Bank and its address and his Current Account No.  
   YES or NO  
   Enclosed vide Page No. From ............  
   To ............ |
<table>
<thead>
<tr>
<th></th>
<th>Proof of minimum 3 years of experience in supplying the Item and Item based things to PSUs / Govt. Depts/Universities.</th>
<th>Copies of Print Orders received from Govt. Depts. / PSUs/Universities during the last three years as on 31.3.2019 should be attached. (2016-17, 2017-18, 2018-19) YES or NO Enclosed vide Page No. From .......... To ..........</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Printing Press License/Registration Number and Date, Month &amp; Year of Registration.</td>
<td>Copies of the certificates issued by the competent authority should be enclosed. YES or NO Enclosed vide Page No. From .......... To ..........</td>
</tr>
<tr>
<td>11</td>
<td>Press Declaration Certificate issued under Press &amp; Registration Act</td>
<td>Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From .......... To ..........</td>
</tr>
<tr>
<td>12</td>
<td>Pre-Press facility</td>
<td></td>
</tr>
<tr>
<td>1. No. of DTP Operators</td>
<td>: ....................................</td>
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<tr>
<td>2. No. of Computers for publishing Job</td>
<td>: ....................................</td>
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<tr>
<td>3. No. of Scanners/Drum Scanners</td>
<td>: ....................................</td>
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<tr>
<td>4. In-house Processing facility like developing Positives, Plates</td>
<td>: YES / NO</td>
<td></td>
</tr>
<tr>
<td>5. In-house power-backup</td>
<td>: YES / NO</td>
<td></td>
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<tr>
<td>6. No. of Printers Laser/Colour</td>
<td>: ....................................</td>
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<tr>
<td>13</td>
<td>Post-Press facility</td>
<td></td>
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</tbody>
</table>
| 1. No. of Printing Machine | ........... / ........... / ...........
4 Color / 2 Color / 1 Color |
<p>| 2. No. of cutting machines | : .................................... |</p>
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<tr>
<td>3.</td>
<td>No. stitching machines</td>
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<tr>
<td>4.</td>
<td>No. folding machine</td>
<td>: .............................................</td>
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<tr>
<td>5.</td>
<td>No. binding machine</td>
<td>: .............................................</td>
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<tr>
<td>6.</td>
<td>No. Lamination machine</td>
<td>: .............................................</td>
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<tr>
<td>7.</td>
<td>No. Shrink wrapping machine</td>
<td>: .............................................</td>
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<tr>
<td>8.</td>
<td>No. of Branch offices/Marketing outlets</td>
<td>: .............................................</td>
</tr>
<tr>
<td>14</td>
<td>Applicant should have a minimum Annual turnover of Rs.25.00 lakhs for the last three years.</td>
<td>Proof of Evidence for the Annual Turnover Certificate for the Last Three Years (2016-17, 2017-18, 2018-19) in the related field of business duly certified by the Chartered Accountant with Seal should be attached. Audited profit &amp; loss statement and balance sheet for the last three years should be enclosed. <strong>YES or NO</strong> Enclosed vide Page No. From .......... To ..........</td>
</tr>
<tr>
<td>15</td>
<td>Please furnish whether the press is hypothecated to any bank</td>
<td></td>
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<tr>
<td>16</td>
<td>Whether Copies of Permanent Account No. (PAN) / Income Tax Certificate of the Applicant enclosed</td>
<td>Copies of IT Returns for the last three years (2016-17, 2017-18, 2018-19) are to be attached <strong>YES or NO</strong> Enclosed vide Page No. From .......... To ..........</td>
</tr>
<tr>
<td>17</td>
<td>GST Registration details</td>
<td>Copies of relevant documents are to be attached. <strong>YES or NO</strong> Enclosed vide Page No. From .......... To ..........</td>
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<tr>
<td>18</td>
<td>The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed</td>
<td>Whether Tender Document (all Pages) duly signed and stamped by the Applicant is attached <strong>YES or NO</strong> Enclosed vide Page No. From ..........</td>
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</tbody>
</table>

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Seal & Signature of the Applicant
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
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</table>
| 19  | Whether Copies of Aadhar Card of the Applicant(any other competent authority enclosed) | Whether copies of relevant documents are attached  
YES or NO  
Enclosed vide Page No. From ..........  
To .......... |
| 20  | Has the firm been ever debarred/black listed by any organization             | YES or NO                                                               |
| 21  | **Processing Fee Payment Details:**                                          |                                                                         |
|     | No. of Demand Drafts enclosed                                                |                                                                         |
|     | **Sl. No.** **Amount** **D.D. No.** **Date** **Bank Name** **Branch Name** |                                                                         |
|     |                                                                              |                                                                         |
|     |                                                                              |                                                                         |
|     | **Note:** The Applicants should note specifically that the tender received without the above enclosures will not be considered and will be summarily rejected. |
|     | **APPLICANT'S DECLARATION**                                                    |                                                                         |
|     | I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us. |                                                                         |
|     | **OFFICE SEAL WITH DATE** **SIGNATURE OF THE APPLICANT**                     |                                                                         |
|     | **NAME:** **DESIGNATION:**                                                    |                                                                         |