

**KISAN SAHKARI CHINI MILLS LTD.,  
Powayan -SHAHJAHANPUR (U.P.)**

Telephone: 7880888976	Email: <a href="mailto:powayan.sugar@gmail.com">powayan.sugar@gmail.com</a> Website: <a href="http://www.upsugarfed.org">www.upsugarfed.org</a>
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**COMPETITIVE e-bidding  
FOR  
SALE OF BROWN SUGAR PRODUCED IN SEASON 2023-24**

<b>E-bid REFERENCE</b>	418/GM/2024-25 date - 10-10-2024
<b>LAST DATE AND TIME FOR SUBMISSION OF E-Bids</b>	17-10-2024 UPTO 06:55 PM
<b>DATE AND TIME OF OPENING OF ON LINE TECHNICAL e-Bids</b>	18-10-2024 AT 11:15 AM
<b>PLACE OF OPENING OF e-Bids</b>	KISAN SAHKARI CHINI MILLS LTD., Powayan SHAHJAHANPUR. (UTTAR PRADESH) PIN CODE-242401
<b>ADDRESS FOR COMMUNICATION</b>	GENERAL MANAGER KISAN SAHKARI CHINI MILLS LTD., Powayan SHAHJAHANPUR. (UTTAR PRADESH) PIN CODE-242401
<b>e-Bid E.M.D</b>	Rs.25/- Per Qtls

This Document Contains -- **Pages 30**

It will be the responsibility of the e-Bidders to check U.P. Government e-Procurement website <http://etender.up.nic.in> for any amendment through corrigendum in the e-tender document. In case of any amendment, e-Bidders will have to incorporate the amendments in their e-Bids accordingly.

e-tender Document Processing /Cost : **Rs 1180/-**

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**KISAN SAHKARI CHINI MILLS LTD, POWAYAN, SHAHJAHANPUR**  
**TENDER NOTICE FOR SEASON 2024-25**

Ref. 418 /GM/2024-25

Dated:- 10-10-2024

E-tenders are invited from reputed buyers **Sale of Brown Sugar PRODUCED IN SEASON 2023-24**. Tenders will be opened on the due date as stated below at 11:00 AM & negotiation will be held if seems necessary. The e-tender documents with detailed specifications, Earnest money, Tender form fee, Tender form, terms and conditions etc can be downloaded from <http://www.etender.up.nic.in> Tenders will have to deposit earnest money, tender form fee through Bank draft in favour of mill society as per details given in E portal. Right to reject any or all the tenders without assigning any reason is reserved with undersign.

Sl. No.	Name of the item	Technical bid opening at 11:00 AM	Commercial bid opening at 11.30AM	Qty.	E.M.D. (in Rs.)	Starting date of uploading of E-Tender
1	Sale of Brown Sugar In produced in season 2023-24	18-10-2024	19-10-2024	1750 Qtls (50 Kg./Bags)	25/- per qtls	11-10-2024

**General Manager**

## INVITATION FOR e-Bids

1. Online e-bids are invited for SALE OF BROWN SUGAR PRODUCED. Bidders are advised to study the tender Document carefully. Submission of e-Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender Document with full understanding of its implications.
2. The e-Bid prepared in accordance with the procedures enumerated in ITB **Clause 15** of Section-I should be submitted through e-Procurement website <http://etender.up.nic.in>.
3. The tender document is available at e-Procurement website <http://etender.up.nic.in> or Federation's website [www.upsugarfed.org](http://www.upsugarfed.org) from 11-10-2024 at 11:00 AM. Interested bidders may view, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:

(a)	Date of publication of e-tender notice & availability of Tender Document	Tender Notice has been published over e-Procurement website <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> and Federation's website <a href="http://www.upsugarfed.org">www.upsugarfed.org</a> and tender Document will be available from 11-10-2024 at 11:00 AM e-Procurement website <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> and Federation's website <a href="http://www.upsugarfed.org">www.upsugarfed.org</a>
(b)	Availability of tender document on website	11-10-2024 at 11:00 AM e-Procurement website <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> And Federation's website <a href="http://www.upsugarfed.org">www.upsugarfed.org</a>
(c)	Clarification start date & time	11-10-2024 at 11:00 AM
(d)	Clarification end date & time	17-10-2024 up to 06:55 PM
(e)	e-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF/XLS format)	11-10-2024 at 11:00 AM
(f)	e-Bid submission end date & Time	17-10-2024 up to 6.55 PM
(g)	Online technical e-Bid opening date & time	18-10-2024 at 11:00 AM
(h)	Online financial e-Bid opening date & time (Only of technically qualified bidders)	19-10-2024 at 04:00 PM

(i)	Venue of opening of technical & financial e-Bids	THE KISAN SAHKARI CHINI MILLS LTD POWAYAN-SHAHJAHANPUR (UTTAR PRADESH) PIN CODE-242307
(j)	Contact officer	Name: Chief Chemist Mob. No. 9412986925
(k)	Cost of e-Bid document	Rs 1180/- (Rupees One thousand one Hundred Eighty only) (Non-refundable)
(l)	e-Bid E.M.D	Rs. 25/- Per Qtls
	Bank Detail	Bank Holder Name- Kisan Sahkari chini mills Ltd., Powayan. Bank Name- Bank of Baroda Bank Account No.- 0077020000129 IFSC Code No.- BARB0POWAYA Bank Branch- Powayan ( Shahjahanpur)

4. The bidders need to submit the proof/cost of e-Bid document/processing as stated in the above table in Cash in the Purchaser's office or through Demand Draft in favour of **Kisan Sahakari Chini Mills Ltd.** (herein after referred as KSCM /Purchaser) payable at **Powayan-Shahjahanpur**. The scanned copy of the Cash Deposit Receipt or Demand Draft or Banker's Cheque must be enclosed along with the e-Bids but the original Demand Draft or Banker's Cheque should reach the office of KSCM / Purchaser **at Powayan** before opening of technical e-Bid.
5. All e-Bid must be accompanied by e-Bid Earnest Money Deposit (EMD) in the form of Demand Draft, drawn in favour of **Kisan Sahkari Chini Mills Ltd., Powayan**. The scanned copy of the e-Bid EMD must be submitted along with the e-Bid and the original should reach the Chini mill's office at **Powayan** before opening of technical e-Bids. No Interest would be payable on e-Bid (Earnest Money) deposited with the Chini Mill.
6. The e-Bids will be electronically opened in the presence of bidder's representatives, who choose to attend at the venue, date and time mentioned in the above table. An authority letter of bidders'/OEM representative will be required to be produced.
7. The Chini Mill reserves the right to cancel any or all the e-Bids/annul the e-Bid process without assigning any reason thereof. The decision of Chini Mill will be final and binding.
8. In the event of date specified for e-Bids opening being declared a holiday for Chini Mill's office then the due date for opening of e-Bids shall be the following working day at the appointed time and place.
9. All the required documents including Price Schedule/BOQ should be uploaded by the e-Bidder electronically in the PDF/XLS format. The required electronic documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) schedules/packets can be clubbed together to make single different files for each label.

10. The companies/firms who are registered at e-Procurement portal for e-tendering with UP Electronics Corporation Ltd, 10 Ashok Marg, Lucknow-226002, would only be eligible for participating in this e-tender as well as in e-tendering system of U.P. Govt. departments. All companies/firms who have not registered themselves with UPLC Ltd ,Lucknow for e-tendering till date can get their registration done by depositing a filled in form issued by UPLC Ltd, Lucknow along with registration fee of Rs. 6000.00 (Rupees Six thousand only) for participating in this e-tender and other e-tenders of U.P.Govt. Departments. The companies/firms, who are not having digital signature, can also get their digital signature on deposit of processing fees of Rs.1708.00 (Rupees One thousand seven hundred eight only). The companies/firms may contact the officials on phone numbers (0522) 4130303 Extn 305 & 307, 09721451211, for their Registration/Digital Signature Certificate related queries. The registration fee may also be deposited through RTGS. The details of RTGS are as under:

M/s U.P. Electronics Corporation Ltd, Lucknow  
Indian Bank  
Ashok Marg, Lucknow  
A/C No. - 772819168  
IFC code - IDIB000L002  
CBS code - 00527  
Rs.6000/-

### For E-Tendering Enquiry Please Contact Following Persons

01.Sri Govind Kumar                      C.C.                      (Chini Mill Powayan)9412986925

## **SECTION I : INSTRUCTIONS TO BIDDERS (ITB)**

### **(A) THE BID DOCUMENT**

#### **1-Cost of e-Bid**

- a) The bidder shall bear all costs associated with the preparation and submission of its e-Bid and **Kisan Sahakari Chini Mills Ltd,** Powayan here in after referred to as “the Purchaser”, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-Bid process.
- b) This tender document is available on the web site <http://etender.up.nic.in> and [www.upsugarfed.org](http://www.upsugarfed.org) to enable the bidders to view, download the e-Bid document and submit e-Bids online up to the last date and time mentioned in e-Tender notice/e-tender document against this e-Tender. The bidders shall have to pay e-Tender document fee of **Rs 1180/- (Rupees One Thousand One Hundred Eighty)** in cash or through Demand Draft or Banker’s Cheque payable in favour of **Kisan Sahkari Chini Mills Ltd, Powayan.** The scanned copy of the Cash Deposit Receipt or Demand Draft or Banker’s Cheque must be enclosed along with the e-Bid but the original Demand Draft or Banker’s Cheque should reach the Mill office before opening of the technical e-Bid.

#### **2-Contents of e-Bid Document**

- 2.1 The goods required to be supplied; e-Bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-Bid document includes:  
Invitation for e-Bid

Section I	: Instruction to bidders (ITB);
Section II	: Conditions of E-tender/ Contract (CC);
Section III	: Technical e-Bid;
Section IV	: Financial e-Bid;

- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-Bid document or submission of e-Bid not responsive to the e-Bid document in every respect will be at the bidder’s risk and may result in rejection of the said e-Bid.

#### **3-Clarification of e-Bid Document**

A prospective bidder requiring any clarification of the e-Bid document may raise his/her point of clarification through Bid Management Window after successfully login to the e-Procurement website <http://etender.up.nic.in>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek Clarification" option in the view e-tender details window for e-tender which can be selected through my tender option of e-Bid submission menu. The clarification will be replied back by the Purchaser through the e-Procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu.

The Purchaser may also respond to clarifications raised by the prospective bidders on Purchaser's e-mail address [powayan.sugar@gmail.com](mailto:powayan.sugar@gmail.com).

#### **4. Amendment of e-Bid Document**

- 4.1 At any time prior to the deadline for submission of e-Bid, the Mill may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) and Purchaser's web site [www.upsugarfed.org](http://www.upsugarfed.org) through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid document shall be treated as amended accordingly.
- 4.2 It shall be the sole responsibility of the prospective bidders to check the web site <http://etender.up.nic.in> and [www.upsugarfed.org](http://www.upsugarfed.org) from time to time for any amendment in the e-tender document. In case of failure to get the amendments, if any, the Mill shall not be responsible for it.
- 4.3 In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, the Mill, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in> and Mill web site [www.upsugarfed.org](http://www.upsugarfed.org).

#### **(B) PREPARATION OF e-Bid**

#### **5 Language of e-Bid**

- 5.1 The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and the Mill shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-Bid.

#### **6 Documents Constituting the e-Bid**

- 6.1 The e-Bid prepared by the bidder shall comprise the following components:
  - (a) **Technical e-Bid** - Technical e-Bid will comprise of:
    - (i) **Fee Details** includes copies of e-tender document processing/Cost and e-Bid Earnest Money Deposit furnished in accordance with ITB Clause 12 in PDF format.
    - (ii) **Qualification Details** – includes copies of required documents as per ITB Clauses 10 and 11 in PDF format justifying that the bidder is qualified to perform the contract if his/her bid is accepted and that the bidder has financial, technical and production capability necessary to perform the contract and meets the criteria outlined in the Qualification Requirement and Technical Specification and fulfill all the conditions of the Contract and that the goods and ancillary services to be supplied by the bidder conform to the e-Bid document and Technical Specifications.



- (iii) **e-Bid Form** – includes copy of filled in e-Bid Form as per Section-III(A) of e-tender document in PDF format justifying that the bidder is complying with all the conditions of the Contract and Technical Specifications of the e-Bid Document as no deviation will be acceptable to the Purchaser.
- (iv) **Technical Specification Details** – includes copy of filled in Technical Specifications as per Section-III(C) of e-tender document in PDF format.
- (b) **Financial e-Bid** – Financial e-Bid will comprise of:
  - (i) **e-Bid Form** – includes copy of filled in e-Bid Form as per Section-IV (A) of e-tender document in PDF format.
  - (ii) **Price Schedule/BOQ** includes Price Schedule/BOQ in XLS format to be filled in after downloading from the e-Procurement website for this e-tender.

### **7-e-Bid Form**

- 7.1 The bidder shall complete the e-Bid Form and the appropriate Price Schedule/BOQ furnished in the e-Bid document, including the goods to be supplied, their quantities and prices in the format given in the e-Bid document.

### **8 e-Bid Price**

- 8.1 The Bidder shall quote separately in the downloaded spread sheet file for the price of **Sale of Brown Sugar produced in 2023-24** be supplied to Mill.
- 8.2 The price of **Sale of Brown Sugar produced** in 2023-24 including all duties and other taxes already paid.
- 8.3 Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account subject to ITB Clause 25.1. A e-Bid submitted with an adjustable price quotation unless asked for shall be treated as non-responsive and rejected.

### **9 e-Bid Currencies**

Prices shall be quoted in Indian Rupees only.

### **10 Documents Establishing bidder's Qualification**

- 10.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its Technical e-Bid, documents establishing the bidder's qualification to perform the Contract if its e-Bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format.

The documentary evidence of bidder's qualification to perform the Contract if its e-Bid is accepted shall be as per Qualification Requirements specified in Section III (D) of e-tender document.

**11 Documents Establishing various Sale of Brown Sugar produced in 2023-24.**  
Conformity to e-Bid Documents.

11.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, documents establishing the conformity to the e-Bid documents of all goods and services which the bidder proposes to supply under the contract. The documentary evidence should be in the PDF file format.

**12 e-Bid Earnest Money Deposit (EMD)**

12.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, an e-Bid EMD of Rs.25/- Per Qtls in form of Demand Draft, in favour of Kisan Sahkari Chini Mills Ltd., Powayan. The scanned copy of the e-Bid EMD must be submitted along with the e-Bid and the original should reach the Mill office at Powayan before opening of technical e-Bid. No Interest on EMD will be paid.

12.2 The e-Bid E.M.D is required to protect the Mill against the risk of bidder's conduct which would warrant the E.M.D's forfeiture, pursuant to ITB Clause 12.7.

12.3 The e-Bid E.M.D shall be in Indian Rupees and shall be in the following forms only:

A Demand Draft payable in favour of Kisan Sahakari Chini Mills Ltd payable at Powayan-Shahjahanpur.

12.4 Any e-Bid not secured in accordance with ITB Clauses 12.1 and 12.3 above shall be treated as non-responsive and rejected by the Purchaser.

12.5 Unsuccessful bidder's e-Bid E.M.D will be returned upon the written request through cheque or DD in original submitted at the time of E-bid as promptly as possible after the expiration of the period of e-Bid validity prescribed by the Mill, pursuant to ITB Clause 13.

12.6 The successful bidder's e-Bid E.M.D will be converted in security and in addition to EMD equal amount of security will be deposited with Chini Mill, pursuant to ITB Clause 28, and furnishing the performance security, pursuant to ITB Clause 29.

12.7 The e-Bid E.M.D may be forfeited:

(a) if a bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the bidder on the e-Bid Form; or (ii) does not accept the correction of errors pursuant to ITB Clause 22.2; or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the bidder on the e-Bid form or

(b) In case of a successful bidder, if the bidder fails:

(i) to sign the Contract with the Mill in accordance with ITB Clause 28; or

(ii) To furnish performance security in accordance with ITB Clause 29.

### **13 Period of Validity of e-Bid**

- 13.1 e-Bid shall remain valid up to **90 days** and the Rate contract for the period up to which the crushing of season 2024-25 continues of the **Kisan Sahakari Chini Mills Ltd., Powayan-Shahjahanpur** or whichever is later after the date of e-Bid opening prescribed by the Mill, pursuant to ITB Clause 16. An e-Bid valid for a shorter period shall be rejected by the Mill as non-responsive.
- 13.2 In exceptional circumstances, the Mill may solicit the bidder's consent to an extension of the period of e-Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-Bid security. A bidder granting the request will not be required nor permitted to modify its e-Bid.

### **14 Format and Signing of e-Bid**

- 14.1 The bidder shall prepare one electronic copy each of the Technical e-Bid and Financial e-Bid separately.
- 14.2 The e-Bid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. The letter authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the e-Bid. All the pages/ documents of the e-Bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.

### **15. Submission of e-Bid**

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online in response to this e-tender published by the Mill. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-tender. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of e-Bid due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their e-Bid:

- 15.1 For participating in e-Bid through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves with U.P. Electronics Federation Limited, Lucknow if they have not done so previously for registration. Refer to details given in Invitation for e-Bid Clause 10.
- 15.2 In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital

Signature Certificate (DSC) is one time activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause 15.1 above.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise as described in clauses 15.1 and 15.2 above even before e-Bid submission date starts. The Mill shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.

- 15.3 The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for which the bidder intends to e-Bid, from "My Tenders" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view tender details form. Before this, the bidder should download the e-tender document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).
- 15.4 After clicking the 'Pay Offline' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the Tender Fee and EMD offline payment details. After entering and saving the Tender Fee and EMD details, the bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical e-Bid, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.
- 15.5 Next the bidder should upload the Technical e-Bid documents for Fee details (e-tender fee and EMD), Qualification details as per "ITB Clause 10 or 21", e-Bid Form as per "Section-III(A)" and Technical Specification details as per "Section-III(C):Technical Specifications" and Financial e-Bid documents as per "Section-IV(A):e-Bid Form" and "Section-IV(B):Price Schedule/BOQ" of e-tender document. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if

necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.

- 15.6 The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
- 15.7 After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- 15.8 Mill reserves the right to cancel any or all e-Bids without assigning any reason.

#### **16-Deadline for Submission of e-Bid**

- 16.1 e-Bid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> not later than 17-10-2024 upto 6.55 P.M and the date as mentioned on page 4 (as the server time displayed in the e-Procurement website).
- 16.2 The Mill may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document in accordance with ITB Clause 4, in which case all rights and obligations of the Mill and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **17 Late e-Bid**

- 17.1 The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

#### **18 Withdrawal and Resubmission of e-Bid**

- 18.1 At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should

then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.

- 18.2 The bidder has to request the Mill with a letter, attaching the proof of withdrawal and submission of e-Bid EMD in the office of Mill, to return back the e-Bid security/EMD as per the manual procedure.
- 18.3 No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval may result in the bidder's forfeiture of his/her e-Bid E.M.D, pursuant to ITB Clause 12.7.
- 18.4 The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bid documents by following the methodology provided in clauses 15.4 to 15.7.
- 18.5 The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- 18.6 No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

### **(C) e-Bid OPENING AND EVALUATION OF e-Bid**

#### **19(A) Opening of Technical e-Bid by the Mill.**

- A-1 The Mill will open all technical e-Bids, in the presence of bidders' representatives who choose to attend at **11:00 AM on 18-10-2024 Kisan Sahakari Chini Mills Ltd., Powayan-Shahjahanpur**. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Mill, the e-Bids shall be opened at the appointed time and place on the next working day.
- A-2 The bidder's names and the presence or absence of requisite e-Bid security and such other details as the Mill at its discretion may consider appropriate will be announced

at the opening. The name of such bidders not meeting the Technical Specifications and qualification requirement shall be notified subsequently.

A-3 The Mill will prepare minutes of the e-Bid opening.

A-4 General Manager reserves the right to postpone the date and time of opening of Technical & Financial E-Bid in unavoidable circumstances and all the bidders will be informed.

#### **19(B) Opening of Financial e-Bid**

B.1 After evaluation of technical e-Bid, the Mill shall notify those bidders whose technical e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the technical specifications and Qualification Requirements indicating that their financial e-Bids will not be opened. The Mill will simultaneously notify the bidders, whose technical e-Bids were considered acceptable to the Mill. The notification may be sent by letter, fax or by e-mail.

B.2 The financial e-Bids of technically qualified bidders shall be opened on **19-10-2024 at 04:00 PM** in the presence of bidders who choose to attend the opening of financial bid. The name of bidders, Unit Price quoted for various items etc will be announced at the meeting. . The name of bidders, Unit Price quoted for various items etc will be announced at the meeting.

B.3 The Mill will prepare the minutes of the e-Bid opening.

#### **20 Clarification of e-Bid**

20.1 During evaluation of e-Bid, the Mill may, at its discretion, ask the bidder for a clarification of his/her e-Bid. The request for clarification and the response shall be in writing.

#### **21 Evaluation of technical e-Bid and Evaluation Criteria**

The Mill will examine the e-Bid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required e-tender fee, e-Bid EMD and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-Bids are generally in order. Any e-Bid or e-Bids not fulfilling these requirements shall be rejected.

The bidders shall submit the scanned copies of following as documentary proof for evaluation of their technical e-Bids:-

21.1 The bidder should have adequate experience of **Sale of Brown Sugar produced in 2023-24** for **our sugar factory for which past three years order.**

Copies along with performance certificate should also be enclosed with the tender..

21.2 The bidder shall submit required documentary proof, failing which the tender shall be rejected.

21.3 The bidder shall submit the copies of the detail of E.M.D.

21.4 The bidder shall submit the copies of the Authorization letter by the competent authorities for the authorized person.

21.5 The bidder shall submit the copies of registration certificate of industries department of the state and license issued from BIEC for **Sale of Brown Sugar produced in 2023-24.**

The bidder shall submit the copies of orders for satisfactory of sugar plant of **Sale of Brown Sugar produced in 2023-24**. The bidder should submit the detail of last three years turnover duly certified by Chartered Accountant.

- 21.6 The bidder shall submit the copies of the last submitted Income Tax Return & PAN card (copy self attested).
- 21.7 The bidder shall submit the copies of the details of Trade Tax/ CST registration/ TIN NO/Central Excise Registration.
- 21.8 The bidder shall submit the documentary proof of the Status of the company along with names of Directors/Partners/Proprietor along with documents.
- 21.9 The bidder shall submit the sample of the product to be given by the party along with technical bid( if feasible)
- 21.10 The e-Bids found to be not responsive to and not fulfilling all the conditions of the contract and not meeting Technical Specifications and Qualification Requirements to the satisfaction of Mill shall be rejected and may not be subsequently made responsive by the bidder by correction of the non-conformity. The e-Bids of bidders mentioning any of their conditions which are not mentioned in the e-tender document or are not in conformity with the conditions of the contract shall be rejected.
- 21.11 It shall be the discretion of the Mill to decide as to whether an e-Bid fulfils the evaluation criterion mentioned in this e-tender or not.
- 21.12 The bidders are advised not to mix financial bid documents with the PDF documents submitted for technical bid. The e-Bids of the bidders having financial bid document in the technical bid will out rightly be rejected

## **22 Financial Evaluation and Comparison of e-Bid**

- 22.1 The Mill will evaluate and compare the financial rates of individual items quoted in the price schedule/BOQ of e-Bids of those bidders whose technical e-Bids are found responsive as per the conditions of the e-tender only for those items of the bidders which have been technically accepted by the Mill.
- 22.2 No additional payments shall be made for completion of any contractual obligation beyond the quoted prices. If the supplier does not accept the correction of errors if any, its e-Bid shall be rejected and its e-Bid security may be forfeited.
- 22.3 No weightage/preference shall be given to the bidder quoting any higher technical specifications against the technical specifications of the items asked in the e-tender.
- 22.4 The Mill's evaluation of a Financial bid shall be based on in terms of rate quoted including VAT of Govt of Uttar Pradesh/CST/GST, by the bidder including supply of ordered quantity. **Sale of Brown Sugar produced in 2023-24**.

Offered such price to include all costs as well as duties and taxes paid , payable on components and raw material incorporated or to be incorporated in the goods, and



Excise duty on the finished goods, if payable and price of incidental services, freight, insurance and other costs within India incidental to the delivery of the goods to their final destination as mentioned in para 8.2 of ITB.

- 22.5 The Financial Bids will be opened by Tender Evaluation committee (TEC) in the presence of Bidders' representatives (only one) who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance.

The name of Bidder, Bid Prices etc shall be announced at the meeting. The commercial quotes of the lowest Bidder shall be notified as L-1. The Quantity offered by the L-1 shall be first taken into consideration.

In case L-1 offers to supply the complete order quantity and is assessed to have the adequate capacity to supply the complete order quantity as per the delivery schedule by the Tender Evaluation committee (TEC) then L-1 shall be contracted to execute the complete supply order.

In case L-1 offers to supply partial order quantity and is assessed to have adequate capacity to supply the offered partial order quantity as per the delivery schedule by the Tender Evaluation committee (TEC) then the L-1 bidder shall be contracted to supply the reduced quantity ( which shall be more than the guaranteed minimum quantity ) and rest of the quantity shall be allotted to subsequent bidder(s) provided the successful Bidder(s) are ready to offer the quantity at the rates quoted by L-1.

The quantity resulting from the split as mentioned above in case (b) shall be offered to the successful Bidder(s) after the assessment by the TEC in terms of their capacity to manufacture and supply.

In case L-1 backs out, the RFP shall be cancelled & Bids shall be invited again L-1 shall however be blacklisted from participating in any future bidding and are liable for legal action taken by **KSCM Powayan-Shahjahanpur.**

23 **Contacting the Mill**

- 23.1 Subject to ITB Clause 20, no bidder shall contact the Mill on any matter relating to his/her e-Bid, from the time of the e-Bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Mill, he/she can do so in writing.
- 23.2 Any effort by a bidder to influence the Mill in its decisions on e-Bid evaluation, e-Bid comparison or contract award may result in rejection of the bidder's e-Bid.

**(D) AWARD OF CONTRACT**

24 **Award Criteria**

- 24.1 The Mill will determine to its satisfaction whether the bidder(s) that is selected as having submitted the lowest rate (L-1) evaluated responsive bid meets the criteria specified in ITB Clause 10.2, and is qualified to perform the contract satisfactorily.
- 24.2 Subject to ITB Clause 26, the Mill will award the contract to the lowest rate (L-1) evaluated successful Bidder whose bid has been determined to be responsive to all the conditions of the contract and meeting the Technical specification and qualification requirement of the Bidding Document.

- 24.3 In case L-1 offers to supply partial order quantity and is assessed to have adequate capacity to supply the offered partial order quantity as per delivery schedule by the tender Evaluation committee (TEC) then the L-1 bidder shall be contracted to supply the reduced quantity (which shall be more than the guaranteed minimum quantity) and rest of the quantity shall be allotted to subsequent bidder(s) provided the successful Bidder(s) are ready to offer the quantity at the rates quoted by L-1. The quantity resulting from the split as mentioned above in case 22.5 (b) shall be offered to the successful Bidder(s) after the assessment by the TEC in terms of their capacity to manufacture and supply.

**25 Mill right to vary Quantities at the Time of Award**

- 25.1 The Mill reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, depending upon the requirement of end-customer. The purchaser may also increase or decrease the quantity even after award of contract up to the validity period of E-bid.
- 25.2 If any taxes/duties are increased/ decreased by the Government during the contract period, the same shall be adjusted mutually after submitting the proof by the successful bidder to the Purchaser.

**26 Mill right to accept any e-Bid and to reject any or all e-Bids**

- 26.1 The Mill reserves the right to accept or reject any e-Bid, and to annul the e-Bid process and reject all e-Bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**27-Notification of Award**

- 27.1 The Mill will notify the successful bidder in writing by letter/e-mail/fax, that its e-Bid has been accepted. Normally it will be informed within 30 days after opening of E-commercial/financial bid except in unavoidable circumstances.
- 27.2 The notification of award will constitute the formation of the Contract.
- 27.3 **Successful bidders will have to deposit equal amount security money in addition to E.M.D.** No interest shall be paid on the security deposit/EM.D. The refund of the cash security deposit, if accepted shall be subject to timely and satisfactory completion of crushing season.

## 8-Signing of Contract

At the same time as the purchase notifies the successful bidder that it's e bid has been accepted, the mill will inform the bidder accordingly

## 29- Performance/ Supply Security

The successful bidder shall deposit the security money as equal amount of E.M.D. No interest will be paid on security. The security deposited with Federation shall be subjected to timely & satisfactory supply of ordered quality of material & on full & final adjustment of claims/dues of our units recoverable from them after deducting penalty if any, under these terms.

### SECTION II: CONDITIONS OF E-Tender/CONTRACT (CC)

#### 1. Eligibility:

22.5 E Tender are invited from reputed Contractors for **Sale of Brown Sugar produced in 2023-24.**

#### **Delivery:**

The **Sale of Brown Sugar produced in 2023-24** work tentatively start from Last week of July to end of crushing season 2024-25

The Mill reserves the right to amend, postpone, reduce or cancel any order force major condition without any notice and without liability for damage/ claims on this account.

The scope of work can be increase or decrease according to requirement and information may be provided by giving advance notice of at least 03 days.

#### • Negotiation

Normally negotiation of rate shall not be done, if required negotiation of rate can be done with L-1 bidder. The proprietor/partner of the bidder shall either be present personally or depute their Senior Executive capable of taking spot decision.

## **QUALITY**

The **Brown Sugar** is being sold on the as where it is basis.

In Case of delay in lifting beyond control of the buyer the validity period may be extended after reviewing the situations with necessary documentary evidenced by the General Manager **KISAN SAHKARI CHINI MILLS LTD. Powayan**

### 1. **EARNEST MONEY**

Each Tender shall be accompanied by an earnest money **1750 qtls of 50 kg bags @ Rs. 25.00 per quintal (Rs. Twenty Five per Quintal)** in form of the Bank Draft in favour of **Kisan Sahkari Chini Mills ltd, Powayan, Shahjahanpur**. The Tender without earnest money shall be liable to be rejected. No interest shall be payable on the earnest money.

### 2. **PAYMENT**

The payment shall be made in advance through Bank Draft/RTGS before the lifting. The payment against the cost of **Brown Sugar** should be made in favour of **Kisan Sahkari Chini Mills Ltd, Powayan**. and the payment for duties and taxes shall be made through Bank draft in favour of concerned unit.

### 3 **ARBITRATION:**

Any dispute arising out of the above sale order of **Brown Sugar** shall be the purchaser or by the **Chini Mill Powayan**. The General Manager, **KISAN SAHAKARI CHINI MILLS LTD** will act as Sole Arbitrator, under the Arbitration and Conciliation Act 1996 which shall be deemed to be a reference on behalf of both the parties and his award shall be binding on both the parties as per law.

4. **GENERAL CONDITIONS :**

**किसान सहकारी चीनी मिल्स लि०. पुवायॉ (शाहजहॉपुर )**

**उ०प्र०**

**निविदा प्रपत्र—ब्राउन शुगर बिक्री**

1. निविदा प्रपत्र मूल्य रु० 1180 /— जी०एस०टी० सहित ( (नान रिफन्डेवल)
2. निविदा प्रपत्र प्रस्तुत करने की अन्तिम तिथि व समय 17.10.2024 अपरान्ह 06.30 बजे
3. निविदा प्रपत्र खोलने की तिथि व समय 18.10.2024 11.00 AM बजे
4. निर्धारित धरोहर राशि रु० 25 प्रति कु० मात्र

रसीद संख्या..... दिनांक .....

विवरण	उत्पादन वर्ष	मात्रा कु० मे	दर रु० प्रति कु०/	उत्पादन शुल्क व अन्य कर अतिरिक्त
ब्राउन शुगर	2023—24	1750 /—	(50 कि०ग्रा०/बैग्स)	.....

**नियम व शर्तः—**

1. ब्राउन शुगर की बिक्री केवल वास्तविक औद्योगिक उपभोक्ताओं/प्रमाण पत्र धारकों को ही की जायेगी जिसका लाइसेन्स निविदा प्रपत्र के साथ संलग्न करना होगा।
  2. जी०एस०टी० एवं पेन कार्ड की छायाप्रति प्रस्तुत करनी होगी।
  3. निविदादाता को निविदा खुलने से पूर्व रु० 25 /—प्रति कु० की दर से धरोहर धनराशि मिल के पक्ष में देय बैंक ड्राफ्ट/आर०टी०जी०एस० के माध्यम से जमा करना अनिवार्य होगा। बिना धरोहर धनराशि के निविदा पर विचार नहीं किया जायेगा।
  4. निविदा/नीलामी से प्राप्त उच्चतम दरों को संघ कार्यालय द्वारा अनापत्ति एवं सभापति महोदय से अनुमोदन के उपरांत ही ब्राउन शुगर का उठान करना संभव होगा।
  5. उधार बिक्री किसी दायित्व में मान्य नहीं होगी।
  6. निविदा प्रपत्र की समस्त शर्तें निगोसियेसन अथवा नीलामी में यथावत् लागू रहेंगी।
  7. निविदादाता की कोई शर्तें मान्य नहीं होगी।
  8. ब्राउन शुगर की बिक्री 'जहाँ है जैसी है' की स्थिति में होगी, जिसकी गुणवत्ता के संबंध में निविदा डालने से पूर्व निरीक्षण किया जा सकता है। निविदा डालने के बाद गुणवत्ता के संबंध में कोई विवाद मान्य नहीं होगा।
  9. निविदादाता को ब्राउन शुगर का उठान करने में यातायात का प्रबन्ध स्वयं करना होगा, यदि निविदादाता के वाहन या कर्मचारी से मिल के किसी कर्मचारी या सम्पत्ति को कोई क्षति पहुँचती है, तो उसकी क्षतिपूर्ति क्रेता से की जायेगी।
  10. समस्त निविदादाता को ब्राउन शुगर का उठान समस्त औपचारिकतायें पूर्ण करने के बाद ही करना संभव होगा।
  11. उ०प्र० के बाहर ब्राउन शुगर की निकासी करने पर फार्म—सी मिल को उपलब्ध कराना होगा, अन्यथा उस पर देय प्रवेदना कर जमा करना होगा।
  12. निविदादाता को उल्लिखित ब्राउन शुगर की मात्रा के आधार पर ही उत्पाद शुल्क जमा करना होगा।
  13. प्रधान प्रबन्धक को बिना कारण बताये किसी एक अथवा समस्त निविदाओं को निरस्त करने का पूर्ण अधिकार सुरक्षित होगा।
  14. किसी भी विवाद की स्थिति में जिलाधिकारी/सभापति, शाहजहॉपुर का निर्णय दोनों पक्षों को अंतिम रूप से मान्य होगा।
  15. सफल निविदादाता को इस आदेश का प्रमाण पत्र प्रस्तुत करना होगा कि उक्त चीनी को रिप्रोसिंग/गलाई के पश्चात् ही बाजार में बिक्री की जायेगी।
  16. केवल एच०—1 निविदादाता से ही निगोसियेसन किया जायेगा।
  17. विक्रय आदेश निर्गत होने के बाद निविदा की स्वीकृति दर से कुल ब्राउन शुगर का 10 प्रतिशत भुगतान अग्रिम जमा कराना होगा, जो अन्तिम उठान पर समायोजित किया जायेगा।
- मैं/इस उपरोक्त नियम व शर्तों के तहत  
उक्त देय दर पर ब्राउन शुगर विक्रय करने में सहमत हूँ।

प्रधान प्रबन्धक

हस्ताक्षर निविदादाता.....

नाम व पता .....

पैन कार्ड नं० .....

दूरभाष सं० .....

**SECTION III: TECHNICAL E-BID**

- III (A) e Bid FORM**
- III (B) Schedule of Tender Quantity**
- III (C) General Information/Capability statement (CS)**

SECTION III (A): E- bid FORM

Date- 10-10-2024

IFB No 418/GM/2024-25

To:

The General Manager  
Kisan Sahakari Chini Mills Ltd.  
Powayan, Shahjahanpur -242401

Dear Sir,

Having examined the e-Bid Documents, we, the undersigned, to buy / lift 1750 quintals of 2023-24 Brown Sugar in conformity with the said e-Bid (Section II) of the e-Bid Document and will Lifting Brown Sugar from your factory in addition to this, required e-Bid /EMD for Rs. 25.00 per Bag/quintal (Rupees Twenty Five per quintal) in the form of Demand Draft, pledged in favour of Kisan Sahakari Chini Mills Ltd, Powayan, is furnished with this e-Bid form.

We further undertake, if our e-Bid is accepted, to lift Brown Sugar in accordance with the lifting validity period.

We agree to abide by this e-Bid for the e-Bid validity period specified in Clause 13.1 of the ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This e-Bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us. All the terms and conditions of the e-Tender Document are acceptable to us.

We undertake that in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1998".

We understand that you are not bound to accept the Highest or any e-Bid you may receive.

Dated this.....day of

-----  
Signature

-----  
(in the capacity of)

Duly authorized to sign e-Bid for and on behalf of .....

**Section III (B) Schedule of Requirement/Tender Quantity**

वर्ष विक्रीत मात्रा कुं0बोरा  
2023-24 1750 कुं0



**SECTION III (C): GENERAL INFORMATION/CAPABILITY STATEMENT (CS)**

1. General Information
  - (a) Name and complete mailing address of the Bidder
  
  - (b) Name of authorized Official
  - (c) Phone Nos:
  - (d) Fax:
  - (e) E-Mail:
  - (f) Website:
  
2. CST/VAT Registration and PAN No.  
(Upload copy of the registration certificate)
  
3. Status of the company:  
Proprietary/Partnership firm or company
  
4. Whether the bidder is Bonafide User
  
5. Particulars of the person authorized to sign the e-Bid.
  
6. Details of e-tender document processing Cost (Rs. 1180/-) DD NO ..... Dated .....  
drawn on .....
  
7. Details of Earnest Money Deposit (@Rs. 25.00 per quintal) DD NO ..... Dated .....  
drawn on .....

**SECTION IV: FINANCIAL e-bid**

**IV (A) e –Bid FORM**

**IV (B) PRICE SCHEDULE/BOQ**

**SECTION IV(A) : e bid FORM**

Date – 10-10-2024

**IFB No 418/GM/2024-25**

**To:**

The General Manager  
Kisan Sahakari Chini Mills Ltd.  
Powayan, Shahjahanpur -242401

Dear Sir,

Having examined the e-bid Documents, we the undersigned, offer to buy / lift (Brown Sugar) inconformity with the said e-bid Documents for the rates as may be ascertained in accordance with the agreed rates and hereby undertake that we accept all terms and conditions of the e-bid Document and will buy/ lift ..... quintals Brown Sugar. The required e-bid EMD in the form of Demand Draft, pledged in favour of KISAN SAHAKARI CHINI MILLS LTD. Powayan that are furnished with this e-bid form

We further undertake, if our e-bid is accepted, to buy the in accordance with the validity period schedule of order latter for the sale of Slight moist Sugar.

We agree to abide by this e-bid for the e-bid validity period specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

This e-bid, together with you, written acceptance thereof and your notification of award shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1998".

We understand that you are not bound to accept the highest or any e-bid you may receive.

Dated .....day of

.....  
(Signature & Name of official) ( In the capacity of )

Duly authorized to sign e-bid for and on behalf of

**IV (B) PRICE SCHEDULE/BOQ**

**IV (B) PRICE SCHEDULE/BOQ**

## CHECK LIST

Sl No	Clause	Instrument/ Documents required	Page No
1	Clause 4 (Invitation for e-bids)	Cost of e-bid Document in Physical Form	
2	-do-	Scanned Copy of Cost of e-bid Document	
3	Clause 5 (Invitation for e-bids)	E-bid EMD in Physical Form	
4	ITB Clause 21.5A	Copy of Registration from Registrar of Firm along with Partnership deed/ Sales Tax Certificate	
5	ITB Clause 21.5B	Copy of Certificate of Incorporation issued by ROC along with Memorandum of Article of Association, and the names of Directors/Partners/ Proprietor along with the document	
6	ITB Clause 21.6	Copies of VAT/CST/GST Registration/ PAN No.	
7	SECTION II	Acceptance to the Conditions of Contract	
8	SECTION III(A)	E-Bid Form	
9	SECTION III(B)	Schedule of Tender quantity	
10	SECTION III (C)	Bid quantity unit wise offered by the buyer	
11	SECTION III (D)	General Information/ Capability Statement	
12	SECTION IV (A)	E-bid Form	