

## **ANNEXURE – A**

(To be submitted on the letterhead of the Firm)

### **TENDER UNCONDITIONAL ACCEPTANCE LETTER**

To,

**The Director,**

CSIR – National Institute for Interdisciplinary Science and Technology,  
Industrial Estate Post, Thiruvananthapuram – 695019. Kerala

**Sir,**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: NIIST/WKS/013/NIT(10-2)/2024-25 Dated 17/09/2024**

**Name of Tender / Work:** \_\_\_\_\_

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1. I/We have downloaded/obtained the tender Document (s) for the above-mentioned Tender/Work from the website namely <https://etenders.goc.in/eprocure/app.As> per your advertisement, given in the above-mentioned website.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No \_\_\_\_\_ to \_\_\_\_\_ (including all documents line annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender documents(s)/corrigendum(s) in its totality/entirely
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid of terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
7. Annexure-A is duly filled and enclosed by me/us with all necessary self-attested supporting documents.

Yours Faithfully

Date & Place:

(Signature of the Bidder with seal)

Encl: Check List / Eligibility Performa

## **CHECK LIST/ELIGIBILITY PERFORMA**

(This form will duly filled-up and uploaded with all annexures)

<b>Important Note: - All enclosures should be numbered in serial and mentioned at the top right corner of the first page of the PQ performa</b>	Total Page Enclosed ____ Nos
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Name of the work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

SN	Qualifying criterion/ parameter/ supportive document	The supporting Document must have the following salient information, which AAI would like to note	Reference to the documents submitted in support of Column 3
<b>1</b>	<b>GENERAL</b>		
1.1	Name and address of the firm/Bidder	Name: Address:  Email Id Contact No.	Copy enclosed YES / NO
<b>2.</b>	<b>Envelope – I : (Technical Bid and Pre-qualification): in pdf format</b>		
2.2	EMD – As per NIT Rs...../-		Copy enclosed: YES / NO
	<b>Technical Bid &amp; Pre-qualifying requirements of contractors/tenderers contain the following:-</b>		
<b>3</b>	<b>Technical Bid containing the following :</b>		
3.1	Unconditional acceptance letter	Annexure-A	Copy enclosed: YES/ NO
3.2	Undertaking regarding blocklisting/debarment on company's letterhead	Annexure-B	Copy enclosed: YES/ NO
3.3	Copy of Tools and Plant Undertaking on company's letterhead	Annexure-C	Copy enclosed: YES/ NO
3.4	Average Annual Turnover Details of the work exceeding the estimated cost of the present work proposed.	Annexure-D	Copy enclosed Yes / No
3.5	Contractor Registration Number: Validity up to:	Enclose documentary proof in support	Copy enclosed: YES/ NO
3.6	Permanent Account No. (PAN)	Enclose documentary proof in support	Copy enclosed: YES/ NO
3.7	GST Registration No.	Enclose documentary proof in support	Copy enclosed: YES/ NO

3.8	<b>Experience details (Refer to Tender Document)</b>		
	Bidder should have satisfactorily completed the similar nature works. i.e. (As per detailed NIT) during the last 5 years ending on the last Date (extended Date) of submission of bids	Certificate of completion of the Three / Two / One work (s) as Applicable	Details of EOT, if any, should be enclosed
3.81	<b>Work No.1</b> <ul style="list-style-type: none"> <li>- Name of work:</li>   <li>- Work Order / Agreement No. &amp; Date</li>   <li>- Contact Cost:</li>   <li>- Stipulated Date of completion as per contract agreement:</li>   <li>- Actual Date of Completion:</li>   <li>- Actual Completion Cost:</li>   <li>- EOT granted (if any) up to..... with/without levy of compensation:</li>   <li>- Name &amp; Designation of Completion certificate issuing authority:</li> </ul>		Copy of certificates enclosed: YES / NO
3.82	<b>Work No. 2</b> <ul style="list-style-type: none"> <li>- Name of work:</li>   <li>- Work Order / Agreement No. &amp; Date</li>   <li>- Contact Cost:</li>   <li>- Stipulated Date of completion as per contract agreement:</li>   <li>- Actual Date of Completion:</li> </ul>		Copy of certificates enclosed: YES / NO

	<ul style="list-style-type: none"> <li>- Actual Completion Cost:</li> <li>- EOT granted (if any) up to..... with/without levy of compensation.</li> <li>- Name &amp; Designation of Completion certificate issuing authority:</li> </ul>														
3.83	<p><b>Work No.3</b></p> <ul style="list-style-type: none"> <li>- Name of work:</li> <li>- Work Order / Agreement No. &amp; Date</li> <li>- Contact Cost:</li> <li>- Stipulated Date of completion as per contract agreement:</li> <li>- Actual Date of Completion:</li> <li>- Actual Completion Cost:</li> <li>- EOT granted (if any) up to..... with/without levy of compensation.</li> <li>- Name &amp; Designation of Completion certificate issuing authority:</li> </ul>	Copy of certificates enclosed: YES / NO													
3.9	<p><b>TURNOVER:</b> I annualized average financial turnover of not less than <b>Rs.</b></p> <ul style="list-style-type: none"> <li>- Against works executed during the last three financial years. As proof, a copy of the Abridged Balance Sheet of the Firm with profit and loss account shall be submitted along with the application.</li> </ul>	<table border="1"> <thead> <tr> <th>Year</th> <th>Turnover (in lakhs)</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> <tr> <td>Average</td> <td></td> </tr> </tbody> </table>	Year	Turnover (in lakhs)	2020-21		2021-22		2022-23		Total		Average		Proof of turnover enclosed (Abridged balance sheet & profit & loss A/C) Copy enclosed YES / NO
Year	Turnover (in lakhs)														
2020-21															
2021-22															
2022-23															
Total															
Average															
3.9	<p>Bank Account Details: Account Holder Name:</p>														

	Account Number: IFSC Code: MICR No: Bank Name: Branch Name: Branch Address: Account Type:	Copy enclosed Yes / No
<b>Envelope – II: - The Financial Bid</b>		
1.	Standard BOQ	BOQ Enclosed. Yes / No
2.	Details of any other information:	

**DECLARATION**

I/We \_\_\_\_\_ hereby declare that the documents submitted / enclosed are true and correct. In case any document at any stage found fake / incorrect, my EMD may be forfeited & action as deemed fit by The Director, CSIR – NIIST can be taken against me.

Also, certify that we have visited and inspected the site and fully acquainted ourselves with the conditions regarding the accessibility of the site, nature of and extent of ground, working conditions, etc. We have offered our rates considering all the above site conditions only. Further, we have also gone through all the terms and conditions of the Tender Document, and we are entirely agreeable to all the terms and conditions laid down in this tender Document

Place:

Date:

Signature Authorized Signatory of the contractor / Firm

Seal

**ANNEXURE – B**

**UNDERTAKING REGARDING BLACK LISTING/DEBARMENT**

(To be submitted on the letterhead of the Firm)

I/We----- (name and post of authorized signatory) on behalf of  
----- (Name of Firm) do hereby solemnly affirm  
and declare as follows:

1. Our Firm is not restrained/debarred/blacklisted by any CSIR Labs or any Central/State Govt. Depts./PSUs etc. and the debarment is not in force as on the Last Date of submission of the proposal.
2. None of the Proprietor/Partners/Board Members/Directors of M/s-----  
----- (Name of Firm) has remained blacklisted by any CSIR Lab or Central/State Govt. Depts./ PSUs etc. and the debarment is not in force as of the Last Date of submission of the proposal.
3. Our Firm understands that at any stage if the above statements are found to be false, our Firm shall be liable for debarment from bidding in CSIR-NIIST, Trivandrum apart from any other appropriate contractual legal action including debarment/blacklisting, termination of the contract, etc., as deemed fit.

Date :

Signature and name of the  
(Authorized signatory of the firm)

Place :

**ANNEXURE – C**

**TOOLS AND PLANT UNDERTAKING**

(To be submitted on the letterhead of the Firm)

I/We -----hereby undertake that in case the work is awarded to me/us, we will provide the required Tools/equipment as stipulated in the Tender Document. I/We also undertake that any additional Tools/T&P as and when required at site, as per work requirements will be deployed by purchase/leasehold/hire and the same will be deployed without claiming any extra cost from CSIR-NIIST, Trivandrum. Deployment shall be as per requirement at the site and decided by the Engineer-in-Charge.

Signature of Director/Proprietor

Name of Signatory -----  
Postal Address -----  
-----  
-----  
Email ID -----  
Phone No -----

**ANNEXURE – D**

**TURNOVER CERTIFICATE**

As per the Books and records produced before us, it has been certified that the Total Turnover of M/S-----is as follows:

<b>Financial Year</b>	<b>Total Turnover (in Rs.)</b>
F.Y.2020-2021	
F.Y.2021-2022	
F.Y.2022-2023	

Place:

Date:

Signature of CA with Address & Seal



