



SCIENCE COLLEGE (AUTONOMOUS)  
HINJILICUT-761102, GANJAM, ODISHA

Request for Proposal (Rfp) to Select Supplier for  
“PRINTING & SUPPLY OF  
ANSWER SCRIPTS FOR SEMESTER EXAMINATION”

RfP No: SCH/COE/ 2024-25/1

Dated: 02.09.2024

**ISSUED BY:**

Principal,  
Science College (Autonomous),  
Hinjilicut-761102,  
Ganjam, Odisha

*Upal*  
02/09/24

*[Signature]*  
21/9/24  
Principal  
Science College (AUTO)  
Hinjilicut (Ganjam)

**TABLE OF CONTENTS**

SECTION	DESCRIPTION	PAGE NO.
1	Schedule for RfP	3
2	Notice for Invitation	4
3	Scope of Work	5
4	<b>INSTRUCTION TO INTERESTED FIRMS</b> Pre-Qualification Criteria Validity of Proposal Pre-Proposal meeting Submission of Proposals Opening of Proposals Disqualification of Proposals Evaluation of Proposals Award of Contract General Terms & Conditions	6 - 12
	<b>FORMS</b>	
	T1: Technical Proposal Submission	13
	T 2: Organization's Details	14
5	T 3: Self declaration for not black listed	15
	T 4: Minimum Required Specifications Compliance Sheet	16
	F 1: Financial Proposal Submission Form	17
6	Certificate of Willingness	18
7	Annexure 1: Proposal Submission Check List	19

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Principal  
Science College (AUT)  
Hinjilicut (Mankani)



**SECTION 1: SCHEDULE OF RfP**

Sl. No.	Particulars	Details
1	RfP No.	RfP No: SCH/COE/ 2024-25/1
2	Date of Issue of RfP	02.09.2024
3	Name & Address of the RfP issuer	Principal Science College (Autonomous), Hinjlicut-761102, Ganjam, Odisha Contact number: 06811-280024/ 9437621504 E-Mail: principalsch@gmail.com
4	Scope of Work	Printing & supply of Answer scripts for semester examination in premises of Science College (Autonomous), Hinjlicut-761102, Ganjam, Odisha
5	Method of Selection	Least Cost Selection Method
6	Deadline for Submission of Pre-Proposal Query	12.09.2024
7	Pre-Proposal Meeting	13.09.2024
8	Issue of Pre-Proposal Clarifications if any	14.09.2024
9	Last date for Submission of Proposals	23.09.2024
10	Date of Opening of Technical Proposals	24.09.2024 at 11.30 AM
11	Date of Opening of Financial Proposals	24.09.2024 at 12.30 PM
12	Earnest Money Deposit (Refundable for unsuccessful Firms)	Rs 9,000
13	Performance Security (To be Submitted by L 1 Firm Only)	3% of L 1 Estimate Value)
14	Address for Submission/Opening of such proposals	Science College (Autonomous), Hinjlicut-761102, Ganjam, Odisha
15	Website where Any corrigendum/other information to be uploaded. (No further advertisement will be given)	• <a href="http://www.sch.edu.in">www.sch.edu.in</a>
16	Cost /fee of Tender Documents	• Tender document is free of cost. • Tender documents can be downloaded from the college website i.e. <a href="http://www.sch.edu.in">www.sch.edu.in</a>

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Principal  
Science College (Autonomous)  
Hinjlicut (Ganjam)  
21/9/24

## SECTION 2 : NOTICE OF INVITATION

The Principal, Science College (Autonomous), Hinjilicut hereby invites proposals from reputed printing agency/press for printing & supply of answer scripts for semester examination of Science College (Autonomous), Hinjilicut.

1. Firm will be selected under "Least Cost Selection" method as per criteria mentioned in the RfP document.
2. The proposal must be complete in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of "Principal, Science College (Autonomous), Hinjilicut" Payable at "Hinjilicut" drawn in any Nationalised bank, without which the proposal will be rejected.
4. If required, Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designated/ authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the "Schedule of RfP". Designated/authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college [www.sch.edu.in](http://www.sch.edu.in) and submit their proposal in a sealed document as per the instructions mentioned in this RfP document.
7. The interested firms must accept all technical / commercial terms & conditions mentioned in the RfP document.
8. The Principal, Science College (Autonomous), Hinjilicut reserves the right to cancel the RfP at any point of point without prior notices.


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Principal  
Science College (AUTOM)  
Hinjilicut



### SECTION 3 : SCOPE OF WORK

1. The Scope of Work includes Printing and Supply of Answer Scripts as per specification within the specific dateline e.g. within 15 days of issued of the "Supply Order".
2. The supplier must deliver items at the college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the principal.
3. After all issues are resolved, the supplier will submit the invoice to the college & the college will initiate the payment process within 15 working days.

  
Principal  
Science College (AUTO)  
Hinjilicut (Ganjam)

## SECTION 4: INSTRUCTIONS TO INTERESTED FIRMS

### 1. PRE-QUALIFICATION CRITERIA


The participating firms must produce copies of all the required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies act Or A Partnership Firm registered under the Indian Partnership Act Or A Limited Liability Partnership registered under the limited Liability Partnership Act Or A Sole Proprietorship Firms	<ul style="list-style-type: none"><li>• Certificate of Incorporation/ Registration</li><li>• Partnership deed</li><li>• GST Registration</li><li>• PAN</li></ul>
2	EMD (EMD of unsuccessful firms will be returned immediately)	The interested firm should submit EMD of Rs 9,000	Demand Draft in favour of "Principal, Science College (Autonomous) " Payable at Hinjilicut
3	EMD relaxation criteria	Firms registration under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME/Start Ups proof.
4	Blacklist	The Firm should not have been banned/ blacklisted/ debarred/ Suspended by the World Bank / Central Govt./ State Govt. / Central or State PSU Origination /Central or State Govt. Universities or Colleges.	Self -Declaration from the Firm as per the prescribed format mentioned at "FORM T4".

### 2. VALIDITY OF PROPOSAL

- The proposal submitted by the interested firms will remain valid for a period of 24 months. The authority/Principal reserves the right to procure further requirement of the items given in the tender from the selected firms within the validity period
- The selected firms must Supply the Printed Answer scripts as per the approved rate within 15 days of receipt of the "Supply Order" from the college.
- Deviation from this may lead to disengagement of the selected firm and firm secured L2 position may be invited to supply as per the terms and conditions of the RfP.

*Handwritten signature*

  
Principal  
Science College (AUTO).  
Hinjilicut (Ganjam)



### 3. PRE-PROPOSAL QUERIES/MEETING

- Firms may submit their queries (if any) for pre-proposal meeting in respect of the RfP, to the principal, Science College (Autonomous), Hinjilicut only through e-mail [principalsch@gmail.com](mailto:principalsch@gmail.com) within the stipulated date and time mentioned in RfP document.
- Clarification to the above will be hosted in the official website of the college i.e. [www.sch.edu.in](http://www.sch.edu.in) after the pre-proposal meeting as per the schedule mentioned in RfP document.
- The pre-proposal query meeting may be conducted either in online or physical mode.

### 4. SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hard bound.
- A sealed master envelope bearing the name, address, phone number and email id of firm along with the RfP name & number should contain two separate sealed envelopes i.e:
  - 1) Technical Proposal
  - 2) Financial Proposal
- The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:
  - ✓ EMD through Demand Draft.
    - a) However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category wise certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.
    - b) EMD deposited by the unsuccessful firms will be returned immediately.
    - c) EMD deposited by the selected firm will be returned after submission of "Performance Security".
  - ✓ **FORM T 1:** Technical Proposal Submission Form
  - ✓ **FORM T 2:** Organization Details along with:
    - i) Copy of Certificate of Incorporation/ Registration

- ii) Copy of PAN
- iii) Copy of Goods and Services Tax Identification Number (GSTIN)
- **FORM T3:** Self declaration from the firm confirming not have been banned/ blacklisted/ debarred/suspended.
- **FORM T4:** Technical Specifications Compliance Sheet.
  - **FORM F 1:** Financial Proposal Submission Form.
- ✓ The sealed "Financial Proposal" must contain:
  - The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
  - No alternation / modification / overwriting / corrections in the format shall be accepted.
  - The sealed proposal must be delivered at the specified address as per the "Schedule of RfP" through Speed Post/Registered Post / Courier only. The Principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.

## 5. OPENING OF PROPOSALS

- ✓ Sealed envelope containing the proposal will be opened by the Principal in presence of the firm/their representative at the location, date and time specified in the RfP document.
- ✓ Only one representative with proper authorization letter from the participating firm will be allowed to attend the RfP opening meeting.

## 6. DISQUALIFICATION/REJECTION OF PROPOSAL

The proposal is liable to be disqualified in the following cases as listed below:

- Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RfP".
- Submission of forged documents.
- Proposal submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.



- Proposal which is not accompanied by all the required documents/information.
- Firm trying to influence the proposal evaluation process by unlawful / corrupt/ fraudulent means at any point of time during the bid process.
- Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal"
- If in case of a firm or any person acting on its behalf indulges in corrupt/ fraudulent practices.
- Any other condition / situation which holds the paramount interest of the PRINCIPAL during the overall selection process.
- The principal reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reasons thereof.

## 7. EVALUATION OF PROPOSALS

A two-stage process will be adopted as explained below for evaluation of the proposals:

### A. Technical Evaluation

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents/ information/ financial instruments have been properly furnished by the firm.
- Technical compliance as submitted along with the proposal will be done to determine whether the quality, size, etc, proposed by the interested firm consists of all required minimum specifications as mentioned at "Form T 5" of the RfP document.

### B. Financial Evaluation

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the scheduled date and time as mentioned in the RfP document.
- "Least Cost Selection Method" will be followed.
- The firm, who submits the lowest financial price proposal shall be declared as the "L1" bidder and shall be communicated for further process leading to issue of "Supply Order".

## 8. AWARD OF CONTRACT

- The L1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI)" and to



submit the "Performance Security" within 15 days of issuance of the Lol".

- The "Performance Security" is unconditional and irrevocable.
- Performance Security amount is mentioned at Para 1 of "Section 4" and the Performance Security must remain valid till warranty period of the goods.
- After receiving the acknowledgement of Lol along with the "Performance Security", the PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RfP document.
- After issue of "Lol" or after receipt of the acknowledged "Lol", if due to any reason(s) the L1 bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm securing the L 2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 15 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the principal.

#### 8. GENERAL TERMS & CONDITIONS

- The selection for procurement of Answer Scripts will be based on quality and performance along with cost. In this context decision of tender committee is final based on documentary evidence or actual physical verification.
- Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or the contract will be cancelled.
- The contract shall not be sublease or sub-contract to any other agency.
- The printer/supplier shall print, bind and deliver the work in clear and legible type, form and style with proper material in good and workman like manner.
- The proof reading /checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given by the Controller of Examination Section of Science College (Autonomous), Hinjilicut
- Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
- **Conflict of Interest Exists in The Event of:**
  - Firms who have a business or family relation with the PRINCIPAL, directly or indirectly.



- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the PRINCIPAL as this would amount to their disqualification and breach of contract.

➤ **Disclosure:**

- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
  - ✓ A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
  - ✓ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
  - ✓ Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

➤ **Anti Corruption Measure:**

- Any effort by firm(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related RfP process.

➤ **Force Majeure:**

- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, riots, civil



commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm.

- If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause thereof and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the RFP terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserves the right to cancel the contract without any obligation to compensate the selected firm in any manner for what so ever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.

➤ **Governing Laws:**

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and thereafter the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firm(s) who participated in the RfP process by awarding the same contract to L 2 bidder in the financial bid.
- In such case of premature cancellation the contract the PRINCIPAL reserves the right to withhold the Performance Security.
- The rights and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.



**SECTION 5: FORMS**

**FORM T 1: TECHNICAL PROPOSAL SUBMISSION FORM**

To,

The Principal,

Science College (Autonomous), Hinjilicut

Sub: Submission of Technical Proposal to select supplier for Printing and Supply of Answer Scripts at the college.

REF: RfP No: SCH/COE/ 2024-25/1

Dear Sir,

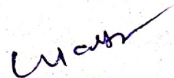
I, the undersigned, offer to participate in the selection process to select supplier for "Printing and Supply of Answer Scripts" at the college, in accordance with your RFP No: SCH/COE/ 2024-25/1 Dated: 02.09.2024

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal



Principal  
Science College (AUTO)  
Hinjilicut (Canjara)  
29/9/24

## FORM T 2: ORGANISATION'S DETAILS

No	Sl.	Particulars	Details
1		Name of the Firm	
2		Type of Firm (Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd/ Sole Proprietorship)	
3		Date of Establishment and Experience in business(In number of years)	
4		Registered office Address & Complete postal address	
5		Local office in Odisha (along with address & contact details).	
6		Telephone & e-Mail id of authorized person	
7		G.S.T. Registration No.	
8		PAN No.	
9		Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10		Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

  
Principal  
Science College (AUTO)  
Hijilicut (Ganjam)

*Signature*

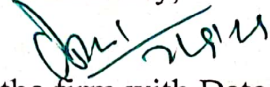


**FORM T 3: SELF DECLARATION FOR NOT BLACK LISTED**

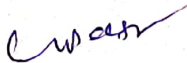
To,  
The Principal,  
Science College (Autonomous), Hinjilicut  
Sub: Self declaration for not black listed.  
Ref: RfP No: SCH/COE/ 2024-25/1 Dated: 02.09.2024

Sir,  
I/We..... hereby confirm that our firm has not been  
banned/ blacklisted/ debarred/suspended by the World Bank/Central  
Govt./State Govt./ Central or State PSU Origination/Central or State Govt.  
Universities or Colleges.

Yours faithfully,



Authorized Signatory of the firm with Date and Seal  
Principal  
Science College (AUTO)  
Hinjilicut (Canjann)



### FORM T 4: Minimum Required Specifications Compliance Sheet

Interested firm(s) must confirm that, the Answer Scripts they are proposing to supply is satisfying the below mentioned minimum required technical specifications. Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s).

“Paper Conforming to Indian Standard IS 1848 or latest “	Yes	Remark
The quality of paper shall be such that the matter can be written on both sides using a latem pattern nib and ink conforming to IS:220-1988 without any loss of legibility.	Yes	
Number of pages inclusive of covers and 2 graph sheets	32	
Height of Paper	13.25 inches	
Width of Paper	8.5 inches	
Cover pages GSM	75 gsm	
Inner pages GSM	65 gsm	
Tint	white	
Type of paper	printing paper	
Ruling	Yes (30 Rows)	
The horizontal lines shall be drawn in ink	Blue	
Distance between two lines	9mm	
Whether Margin required?	Yes	
If Margin Required, Distance of Margin from the spine	1 Inch	
If Margin Required, Length of Top Margin	1.5 Inch	
If Margin Required, Length of bottom Margin	0.75 inch	
Type of Binding	Stapled at 3 place	
Perforations(design of perforation will be submitted by the Buyer at the time of bid creation)	Yes	
The entire book shall be punched with perforated letters "SCH" at the top left corner one inch away from the Spine	Yes	
Printing Required	Yes	
Printing on the cover or inside the answer book shall be as required will be provided (the sample of printing material) at the time of bidding.	Yes	
The first page containing the columns for student and examination particulars and table for markings and its overleaf page containing instructions to candidates in English in blue colour ink.	Yes	
The answer script shall contain 02 (two) sheets of graph.	Yes	
It shall contain 30 lines/rows in one colour on each of 30 inner pages below the double lined upper margin in one colour	Yes	
Printing of logo in one colour in top centre on each page	Yes	
Printing of page numbers on top right in circle in blue colour on each page	Yes	
The packing of paper shall be done so as to ensure that the paper is not damaged due to handling and transportation and shall be as agreed to between the purchaser and the supplier	Yes	
The Answer Books are to be packed in packets of 100 copies each (accurate counting serial number 1-100) in wrapping paper and then packed in bundles of 500 each in polythene.	500	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

Principal

Page 16 of 19 Science College (AUTO)

Hinjilicut (Ganjam)

*C. M. S.*

*C. M. S.*  
2/5/17



**FORM F 1: FINANCIAL PROPOSAL SUBMISSION FORM**

To,  
The Principal,  
Science College (Autonomous), Hinjilicut

Sub: Submission of Financial Proposal to select supplier for Printing and Supply of Answer Scripts

REF: RfP No: SCH/COE/ 2024-25/1 Dated: 02.09.2024

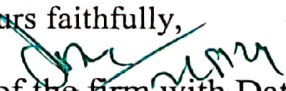
Dear Madam/Sir,

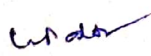
I, the undersigned, here by submitting the Financial Proposal to select supplier for "Printing and Supply of Answer Scripts" at the college in accordance of RfP No: SCH/COE/ 2024-25/1 Dated: 02.09.2024

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No	Name of the items	Quantity	Rate per 1000 in fig. (Rs.) including GST if any
1	Main Answer Books of 32 PAGES as per specification given in FORM T 4	30,000 per year	
2	Supplementary Answer Books of 10 PAGES as per specification given in FORM T 4	10,000 per year	

Yours faithfully,

  
Authorized Signatory of the firm with Date and Seal  
**Principal**  
Science College (AUTO)  
Hinjilicut (Ganjam)



**SECTION-6**

(Certificate of willingness to be submitted by all firms)

To

The Principal

Science College (Autonomous), Hinjilicut

Sub: Submission of Willingness certificate for Printing and supply of Answer Scripts at college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to Supply Printed Answer Scripts within 15 days of receipt of work order from your college, if my firm is elected as L1, bidder during selection of tender.

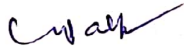
In the event of my firm's failure to supply the required items in the selected L1 cost, my EMD/Performance Security will be forfeited.

Yours faithfully,



Authorized Signatory of the firm with Date and Seal

Principal  
Science College (AUTO)  
Hinjilicut (Ganjam)





**ANNEXURE-1**  
**(Proposal Submission Check List)**

Sl. No	Description	Submitted (Yes/No)
1	Earnest Money Deposit (EMD)	
2	Copy of Certificate of Incorporation / Registration	
3	Copy of Goods and Services Tax Identification Number	
4	Copy of PAN	
5	Technical Proposal Submission Form	
6	Organization's Details	
7	Self-Declaration for not having been blacklisted	
8	Technical Specifications Compliance Sheet	
9	Financial Proposal Submission Form	
10	Certificate of willingness to be submitted by all firms	

*C. P. A. S.*

*21/5/24*  
Principal  
Science College (AUT)  
Hinjilicut (Kasaragod)