



Request for Proposal Supply and Installation of Compactors

**Office of the Principal Accountant General (G&SSA),
Karnataka**

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Section I – Invitation to bid

- 1.1 The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru invites proposals from bidders for supply and installation of compactors in the cellar of its office premises towards enhancing the quality of preservation of records and files as well as optimizing the storage capacity.
- 1.2 Bidders are requested to submit their sealed proposals prepared in accordance with the requirements prescribed in this Request For proposal (RFP). The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru reserves the right to update, amend and supplement the information prescribed in this RFP before the stipulated last date and time of receipt of bids.
- 1.3 Bidders are also requested to take note of the following schedule and critical information relating to the bidding process.

Activity	Details
Addressee and address for bid submission	Shri R.Chandramouli Sr Deputy Accountant General (Admn) O/o Principal Accountant General (G&SSA) Karnataka 'Audit Bhavan' C Block Ground floor Near Vidhana Soudha, Bengaluru 560001
Issue of RFP	31 August 2018
Last date for receipt of written queries for clarifications	07 September 2018
Contact person for clarifications	Shri R.Chandramouli Sr Deputy Accountant General (Admn) email id: chandramoulir@cag.gov.in Phone: 080-22640350
Pre bid conference	11 September 2018 3-00 pm at O/o Principal Accountant General (G&SSA), Karnataka
Last date for providing clarifications to the written queries	17 September 2018
Last date and time for receipt of bids	28 September 2018, 16-30 hours IST
Place, date and time for opening of bids	O/o Principal Accountant General (G&SSA) Karnataka, Audit Bhavan, Bengaluru 560001 28 September 2018, 17-00 hours IST

- 1.4 The envisaged scope of work, general instructions to bidders, evaluation criteria and forms prescribed for submission of proposal are described in the subsequent sections of this RFP.

Section II- Scope of Work

- 2.1 The compactors have to be installed in a rectangular hall (Layout of the space is diagrammatically represented in Annexure I) in the cellar floor of 'A' Block in Audit Bhavan. The Scope of Work, for supply and installation of compactors, is denoted by the **technical specifications** of the compactors described below:
- a) **General description:** The compactors have to be installed in three columns 'A', 'B' and 'C' as described in the diagrammatic representation of the layout. Four bay contractor units are required in columns 'A' and 'B' while three bay contractor units are required in column 'C'. The compactors may consist of a combination of static and mobile storage units. The mobile storage units have to slide smoothly and effortlessly on rails.
 - b) **Main body/Super structure:** The main body/super structure of the compactors shall consist of components such as shelves, front panel, end panel, vertical rear panel and central partition etc., which are integral to the compactor storage system. The super structure shall consist of six loading levels and shall have a minimum height of 2700 mm, exclusive of ground clearance.
 - c) **Shelf:** Each shelf of a compactor unit shall have a default dimension of 3ft (Length), 1.5 ft. (Height) and 1.5 ft. (Depth). The height of the shelf/shelf level, however, has to be amenable to custom adjustment. Each shelf shall have an appropriate thickness to bear a minimum Uniform Distributed Load of 80 Kgs. The shelves shall also have support brackets to avoid bending.
 - d) **Material:** The material used for compactor units shall be made of CRCA Steel conforming to IS: 513 Grade D.
 - e) **Finish:** All components of the compactor units shall be powder coated with epoxy polyester powder and provided with anti-rust treatment.
 - f) **Movement mechanism:** The compactor units shall have a drive wheel with a chain and sprocket mechanism for movement.
 - g) **Locking system:** The compactor system shall have a centralized locking arrangement. However, each compactor unit shall have a manual locking facility.
 - h) **Label/Indexing facility:** The front panel shall have acrylic cardholders /any other equivalent mechanism for easy identification and retrieval of records/files.
 - i) **Warranty:** Bidders shall warrant that the materials supplied conform to the technical specifications prescribed and shall perform to the said technical specifications. Bidders shall provide a warranty of a minimum of one year.

- 2.2 **Quantity:** An estimated quantity of 3,700 shelves (2,700 shelves for four bay units to be installed in Columns A and B referred to in para 2.1 (a) above and 1,000 shelves for the three bay units to be installed in Column C referred to in para 2.1 (a) above) would be required, subject to a variation of 10%. Bidders shall be required to bid for the entire quantity and bidding for a partial quantity is not admissible.
- 2.3 **Handing over of site:** The site in the cellar of 'A' block for installation of compactors shall be handed over to the successful bidder in an as-is-where-is condition. Successful bidder shall undertake any minor civil work required for levelling of the floor etc., required for proper installation of compactor units at no extra cost. Bidders may therefore inspect the site before submission of bids.
- 2.4 **Time schedule for delivery and installation:** Time is an essence of the contract. Successful bidder is required to ensure completion of delivery and installation of all compactor units within a period of two months from the date of award of the contract.
- 2.5 **Subletting:** Successful bidder shall not sub-let, transfer or assign the contract or any part thereof to any agency, without the written permission of the Competent Authority of the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru.
- 2.6 **Terms of payment:** The schedule of payment shall be as follows:

Milestone	Amount payable
On Delivery and Installation of compactor units/shelves	90% of value of supplies
On User Acceptance	10% of value of supplies

- 2.7 **User acceptance:** The successful bidder shall carry out the delivery and installation of compactor units to the satisfaction of the Competent Authority of the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru. User acceptance shall be carried out after all the compactor units have been supplied and installed. The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru, reserves the right to engage a third party for verifying the quality of material or workmanship/carrying out user acceptance, which shall be binding on the bidder. Where the quality of material used or workmanship is declared unsatisfactory and rejected, the successful bidder shall remove the rejected units and replace it with new units at no extra cost.
- 2.8 **Liquidated damages and Penalty:** Any unjustified delay in completion of work (other than delays beyond the control of the successful bidder), will render the successful bidder liable for liquidated damages at the rate of 2% for every week of delay subject to a maximum of five weeks or 10% of the total contract value, whichever is earlier. Thereafter, the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru, reserves the right to cancel the contract and award the unfinished work to another agency at the risk and cost of the successful bidder. Notwithstanding anything stated above, any willful negligence, or willful breach of terms and conditions or damages

caused to property of the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru, shall render the successful bidder liable for penalty upto a maximum of 20% of the total contract value.

2.9 **Repeat order:** The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru may within a period of three months after completion of this contract place a repeat order on the successful bidder on the same terms and conditions of this RFP.

2.10 **Arbitration and jurisdiction:** The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru and the successful bidder shall make every effort to amicably resolve any dispute or difference arising from the execution of the scope of work envisaged in this RFP by direct negotiation. In case of the dispute not being resolved amicably, it may be referred to an authority chosen by mutual consent, who shall act as the sole arbitrator for settlement of such disputes. The award of the arbitrator shall be binding on both the parties to the dispute. Such arbitration shall be governed by the Indian Arbitration Act, 1996 and the arbitration proceedings shall be held in Bengaluru.

The Contract shall be subject to the jurisdiction of the Competent Courts of Law in Bengaluru.

Section III- Instructions to bidders

3.1 Bidders may study this RFP carefully before participating. It shall be deemed that the bids have been submitted after careful consideration of the instructions, terms and conditions and full understanding of the implications.

3.2 This RFP is available on the website www.agkar.cag.gov.in and the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>), which can be downloaded online.

3.3 **Earnest Money Deposit (EMD):** Bidders are required to pay Rs.5,00,000 towards Earnest Money Deposit (EMD) along with the bid in the form of a Demand Draft/Bankers' Cheque drawn in favour of 'PAO, IAD, Bangalore' payable at Bengaluru. No interest shall be payable on the sum deposited as EMD. Bank Guarantee shall not be accepted in lieu of EMD.

Refund of EMD: The EMD of the unsuccessful bidders (bidders who fail to qualify in the evaluation process described in Section IV below) shall be returned within one month of completion of the tender process. The EMD of the successful bidder shall be returned on signing the contract and receipt of the Performance Security (as prescribed in Section IV below).

Forfeiture of EMD: The EMD shall be forfeited, if the bidder withdraws or modifies/alters the bid after opening of the bids and during the validity period or if the bidder tries to

influence the evaluation process. The EMD shall also be forfeited if the bidder quotes zero or unsustainable prices as compared to the industry prevailing prices.

3.4 **Validity period of the bid:** The bid shall be valid for 180 days.

3.5 **Forms for bid submission:** Bidders shall submit their bids and written queries in the following standard forms, provided in Section V of this RFP:

Bid Forms	Details
Form 1	Pre-qualification proposal
Forms 2 and 3	Technical bid
Form 4	Financial bid
Form 5	For written queries seeking clarification

3.6 **Last date for submission of written queries for clarification:** All queries should be received in the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru not later than the date prescribed in para 1.3 of Section I of this RFP. A bidder seeking any clarification shall send either an email or by post to the contact person mentioned in para 1.3 of Section I of this RFP in the prescribed Form 5.

3.7 **Last date and time for receipt of bids:** Bids shall be addressed to the Addressee and shall be received at the Address by the last date and time, all of which have been prescribed in para 1.3 of Section I of this RFP. Bids received after the stipulated date and time shall be returned unopened to the bidder.

3.8 **Pre bid conference and bid opening:** The pre bid conference and bid opening shall take place at the time and/or date prescribed in para 1.3 of Section I of this RFP.

3.9 **Procedure for submission of bids**

a) The bids shall be received in one large envelope (Bid cover), which shall be super scribed with the words '**Request For Proposal for Supply and Installation of Compactors**'. The bid cover shall also clearly indicate the name, address and telephone number of the bidder. The bid cover shall contain the following three envelopes:

- i. **EN 01-** This envelope shall contain the pre-qualification proposal along with supporting documents (as prescribed in Section IV of this RFP) and shall be duly sealed and super scripted with the words '**Pre-qualification proposal**' .
- ii. **EN 02-** This envelope shall contain the Technical bid along with supporting documents (as prescribed in Section IV of this RFP) and shall be duly sealed and super scripted with the words '**Technical bid**'.

- iii. **EN 03** - This envelope shall contain the Financial bid (as prescribed in Section IV of this RFP) and shall be duly sealed and super scripted with the words '**Financial bid**'.
- b) Each envelope shall clearly indicate the name, address and telephone number of the bidder.
- c) Bidders shall sign and seal the bids with the exact name of the Company/firm
- d) Pre-qualification proposal or Technical bid containing the financial bid information shall be declared non-responsive and shall be rejected.

3.10 Other conditions

- a) Bids from a consortium of agencies are not acceptable
- b) At any time prior to the last date of receipt of bids, the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru reserves the right to update, amend, modify or supplement the RFP. All such amendments or modifications shall be notified on the website www.agkar.cag.gov.in, and the Central Public Procurement Portal (<https://eprocure.gov.in/cppp>), which shall be binding on the bidders. Bidders are requested to frequently visit the website for updates.
- c) During evaluation of the pre-qualification proposal or technical bid, Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru may at its discretion seek clarifications from the bidders on their bids and the bidders are required to respond within the time-frame as prescribed in the clarification.
- d) **Disqualification:** The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru may at its sole discretion and any time during the evaluation process disqualify any bidder if the bidder
 - Makes misleading or false representation in the forms, statements and attachments submitted in proof of the statements or eligibility criteria.
 - Submits a bid that is not accompanied by required documentation or is non-responsive or submits more than one proposal
 - Is declared ineligible by Union/ any State Government/Union Territory for corrupt or fraudulent practices

Section IV- Evaluation criteria and award of contract

4.1 This section sets out the eligibility, evaluation criteria and the procedure for award of contract. The evaluation of bids shall be carried out in three stages - evaluation of the Pre-qualification, Technical bid and Financial bids. The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru may constitute an Evaluation Committee for evaluating the bids.

4.2 **Pre-qualification criteria:** Bidders are expected to meet the following pre-qualification criteria. The pre-qualification bids shall be evaluated with reference to information provided by the bidders in the prescribed Form 1 containing the pre-qualification proposal and the supporting documentation. Bidders failing to meet the criteria or to furnish the requisite supporting documents/documentary evidence are liable to be rejected and shall not be considered for the subsequent stages of evaluation.

SI No	Pre-qualification criteria	Supporting documents
1	Bidder shall be registered in India as a sole proprietor, firm, company or a society for the last three years and providing storage solutions. Bidders can either be an original equipment manufacturer or an authorized dealer of the manufacturer.	Certificate of Incorporation /Registration/Dealership certificate
2	Bidders shall have an average annual turnover of at least Rs.2.50 crore over the last three years (2015-16, 2016-17 and 2017-18)	Audited/Certified Annual Financial Statements for the years 2015-16 to 2017-18.
3	Bidder should be an individual organisation and consortium shall not be allowed	Certificate of Incorporation /Registration/Dealership certificate
4	Bidder should be registered with VAT/Service Tax/GST	Copy of the registration certificate
5	Bidder should have a valid PAN/TAN number	Copy of the PAN/TAN
6	Bidder should have submitted the EMD (as prescribed in para 3.3 of this RFP) along with the pre-qualification proposal	Demand draft/Bankers' Cheque
7	Bidder should not be blacklisted or declared as ineligible by any government agency for fraudulent or corrupt practices or inefficient /ineffective performance.	Certified statement from the bidder
8	Bidder should not be declared insolvent or undergoing insolvency proceedings	Certified statement from the bidder

4.3 **Technical bid evaluation:** The technical bids of all bidders who qualify the pre-qualification criteria shall be evaluated on the following criteria. The technical bids shall

be evaluated with reference to information provided by the bidders in the prescribed Forms 2 and 3 containing the Technical bid and the supporting documentation.

SI No	Evaluation criteria	Score (in points)								
I	<p>Organisational experience/capacity</p> <p>Bidders should demonstrate experience of having carried out similar works in the past three years and provide two completed contracts in the following slabs:</p> <table> <tr> <td>Contract Value (Rs)</td> <td>Score</td> </tr> <tr> <td>Upto 20 lakhs</td> <td>10</td> </tr> <tr> <td>20 - 40 lakhs</td> <td>15</td> </tr> <tr> <td>More than 40 lakhs</td> <td>20</td> </tr> </table>	Contract Value (Rs)	Score	Upto 20 lakhs	10	20 - 40 lakhs	15	More than 40 lakhs	20	20
Contract Value (Rs)	Score									
Upto 20 lakhs	10									
20 - 40 lakhs	15									
More than 40 lakhs	20									
II	<p>Financial strength</p> <p>Annual Turnover of the bidders shall be considered for evaluating this parameter.</p> <table> <tr> <td>Turnover (Rs in crore)</td> <td>Score</td> </tr> <tr> <td>>2.5 to 10 crore</td> <td>10</td> </tr> <tr> <td>>10 and < 40 crore</td> <td>15</td> </tr> <tr> <td>> 40 crore</td> <td>20</td> </tr> </table>	Turnover (Rs in crore)	Score	>2.5 to 10 crore	10	>10 and < 40 crore	15	> 40 crore	20	20
Turnover (Rs in crore)	Score									
>2.5 to 10 crore	10									
>10 and < 40 crore	15									
> 40 crore	20									
III	<p>Conformance with technical specification with reference to Scope of Work</p> <table> <tr> <td>Condition</td> <td>Score</td> </tr> <tr> <td>Essential features partially met</td> <td>10</td> </tr> <tr> <td>Essential features fully met</td> <td>20</td> </tr> <tr> <td>All essential features with additionalities</td> <td>30</td> </tr> </table>	Condition	Score	Essential features partially met	10	Essential features fully met	20	All essential features with additionalities	30	30
Condition	Score									
Essential features partially met	10									
Essential features fully met	20									
All essential features with additionalities	30									
IV	<p>Work plan- Approach and Methodology</p> <p>This parameter would be evaluated with reference to the plan provided by the bidders in Form 3 of the RFP</p>	30								
	Total	100								

- 4.4 **Minimum qualifying score:** The minimum technically qualifying score shall be 70 points
- 4.5 **Financial bid evaluation:** The financial bids of all bidders who qualify the technical evaluation by attaining the minimum qualifying score (of 70 as mentioned in para 4.4 above) shall be evaluated with reference to information provided by the bidders in the prescribed Form 4 containing the Financial bid. Any computational errors shall be corrected and in case of any dispute between the amounts expressed in words and figures, the former shall prevail. The bidder whose bid has been determined as lowest financial bid (LI bid) shall be considered for the subsequent process of award of contract.
- 4.6 **Award of contract:** The following process shall be followed for award of contract to the lowest selected bidder.

- The Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru shall issue a Letter of Intent to the selected bidder notifying that its bid has been accepted for award of contract.
- Upon receipt of the Letter of Intent, the selected bidder shall furnish a Performance Security within one week from the issue of the Letter of Intent.
- **Performance Security:** The successful bidder shall furnish an unconditional irrevocable and continuing Bank Guarantee for a sum of Rs.10 lakhs (Rupees Ten lakhs) from a Nationalized/Scheduled Bank as Performance Security. The Bank Guarantee shall be valid for three months, which may have to be extended, if required.
- The successful bidder shall also furnish an Integrity Bond.
- Upon furnishing the Performance Security and Integrity Bond, the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru shall award the contract to the successful bidder. Upon award of contract, a work execution plan would be agreed to between the two parties, to ensure that the work is completed within the envisaged time-frame.
- Failure of the successful bidder to furnish Performance Security or Integrity Bond shall constitute sufficient grounds for annulment of the award of contract and forfeiture of the EMD, in which case the Office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru may award the contract to the next lowest bidder or call for new bids.

Section V- Bid Forms

Form 1: Pre-qualification proposal submission form

SI No	Pre-qualification criteria	Supporting documents	Compliance (Yes/No)
1	Bidder shall be registered in India as a sole proprietor, firm, company or a society for the last three years and providing storage solutions. Bidders can be either an original equipment manufacturer or an authorized dealer of the manufacturer.	Certificate of Incorporation /Registration/Dealership certificate	
2	Bidders shall have an average annual turnover of at least Rs.2.50 crore over the last three years (2015-16, 2016-17 and 2017-18)	Audited/Certified Annual Financial Statements for the years 2015-16 to 2017-18.	
3	Bidder should be an individual organisation and consortium shall not be allowed	Certificate of Incorporation /Registration/Dealership certificate	
4	Bidder should be registered with VAT/Service Tax/GST	Copy of the registration certificate	
5	Bidder should have a valid PAN/TAN number	Copy of the PAN/TAN	
6	Bidder should have submitted the EMD (as prescribed in para 3.3 of this RFP) along with the pre-qualification proposal	Demand draft/Bankers' Cheque	

SI No	Pre-qualification criteria	Supporting documents	Compliance (Yes/No)
7	Bidder should not be blacklisted or declared as ineligible by any government agency for fraudulent or corrupt practices or inefficient /ineffective performance.	Certified statement from the bidder	
8	Bidder should not be declared insolvent or undergoing insolvency proceedings	Certified statement from the bidder	

Signature of the Authorised Signatory _____

Name and Designation of the Authorised Signatory _____

Name of the Firm: _____

Address: _____

Phone and email id: _____

Location and Date: _____

Form 2: Technical Bid submission form

Sl No	Technical evaluation criteria	Supporting documents	Compliance (Yes/No)
1	Organisational experience /capacity in each band		
a	Contract value up to Rs.20 lakhs (Two citations)	Work order copies /Certificate from clients	
b	Contract value between Rs.20 lakhs and Rs.40 lakhs (Two citations)	Work order copies /Certificate from clients	
c	Contract value more than Rs.40 lakhs (Two citations)	Work order copies /Certificate from clients	
2	Financial strength	Audited/Certified Annual Financial Statements for the years 2015-16 to 2017-18	
3	Conformance to technical specifications with reference to the scope of work		
a	The compactors may consist of a combination of static and mobile storage units. The mobile storage units have to slide smoothly and effortlessly on rails	Product brochure /Other technical brochure or leaflet	
b	The super structure shall consist of six loading levels and shall have a minimum height of 2700 mm, exclusive of ground clearance	Do	
c	Each shelf of a compactor unit shall have a default dimension of 3 ft. (Length), 1.5 ft. (Height) and 1.5 ft. (Depth). The height of the shelf/shelf level has to be amenable to custom adjustment	Do	
d	Each shelf shall bear a minimum Uniform Distributed Load of 80 Kgs. Shelves shall also have support brackets to avoid bending	Do	
e	Compactor units shall be made of CRCA Steel conforming to IS: 513 Grade D	Do	
f	All components of the compactor units shall be powder coated with	Do	

Sl No	Technical evaluation criteria	Supporting documents	Compliance (Yes/No)
	epoxy polyester powder and provided with anti-rust treatment		
g	The compactor units shall have a drive wheel with a chain and sprocket mechanism for movement	Do	
h	The compactor system shall have a centralized locking arrangement, However, each compactor unit shall have a manual locking facility	Do	
i	The front panel shall have acrylic cardholders /any other equivalent mechanism for easy identification and retrieval of records/files	Do	
j	Warranty for a minimum of one year to be provided	Do	
k	Bid shall be required to bid for the entire quantity of 3,700 shelves	Certificate/Undertaking by the bidder	
l	Any other feature (May be elaborated by the bidder)	Technical /Product brochure or leaflet	

Signature of the Authorised Signatory _____

Name and Designation of the Authorised Signatory _____

Name of the Firm: _____

Address: _____

Phone and email id: _____

Location and Date: _____

Form 3- Technical bid submission form

The work plan approach and methodology that we propose to adopt for supply and installation of compactor units in the office of the Principal Accountant General (G&SSA), Karnataka, Bengaluru is described below:

- A) **Sourcing supplies and delivery:** (This section should provide an overview of how the bidder proposes to obtain and augment the various components and arranging delivery)
- B) **Sourcing labour for arranging installation:** (This section should provide an overview of how the bidder proposes to augment manpower for installation- whether it is available in-house or has to be augmented from other sources)
- C) **Action plan for completing the delivery and installation of compactor systems:** (This section should indicate the work plan that the bidder proposes to execute for ensuring that the delivery and installation is completed within the envisaged time limit of two months)
- D) **Support /Warranty:** (This section should indicate the extent and the manner in which the bidder proposes to provide after sales support/warranty)

Signature of the Authorised Signatory _____

Name and Designation of the Authorised Signatory _____

Name of the Firm: _____

Address: _____

Phone and email id: _____

Location and Date: _____

Form 4 – Financial bid submission form

SI No	Description	Quantity (Nos)	Unit rate (Rs)	Total (Rs) (iii) x (iv)	Tax (Rs)	Total (v)+(vi)
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1	Shelf (For Four bay unit)	2,700				
2	Shelf (For three bay unit)	1,000				
Total		3,700				

Notes:

- 1) Nature of tax: (The Taxes included and the rates adopted may be provided here for information)
- 2) The prices quoted above are firm and all inclusive

Signature of the Authorised Signatory _____

Name and Designation of the Authorised Signatory _____

Name of the Firm: _____

Address: _____

Phone and email id: _____

Location and Date: _____

Form 5- Form for submission of queries

The following are the clarifications and deviations sought for on the terms and conditions and scope of work against this RFP. These clarifications are detailed and exhaustive.

Sl No	Section No	Para No	Page No	Statement of clarifications /deviations	Remarks

Signature of the Authorised Signatory _____

Name and Designation of the Authorised Signatory _____

Name of the Firm: _____

Address: _____

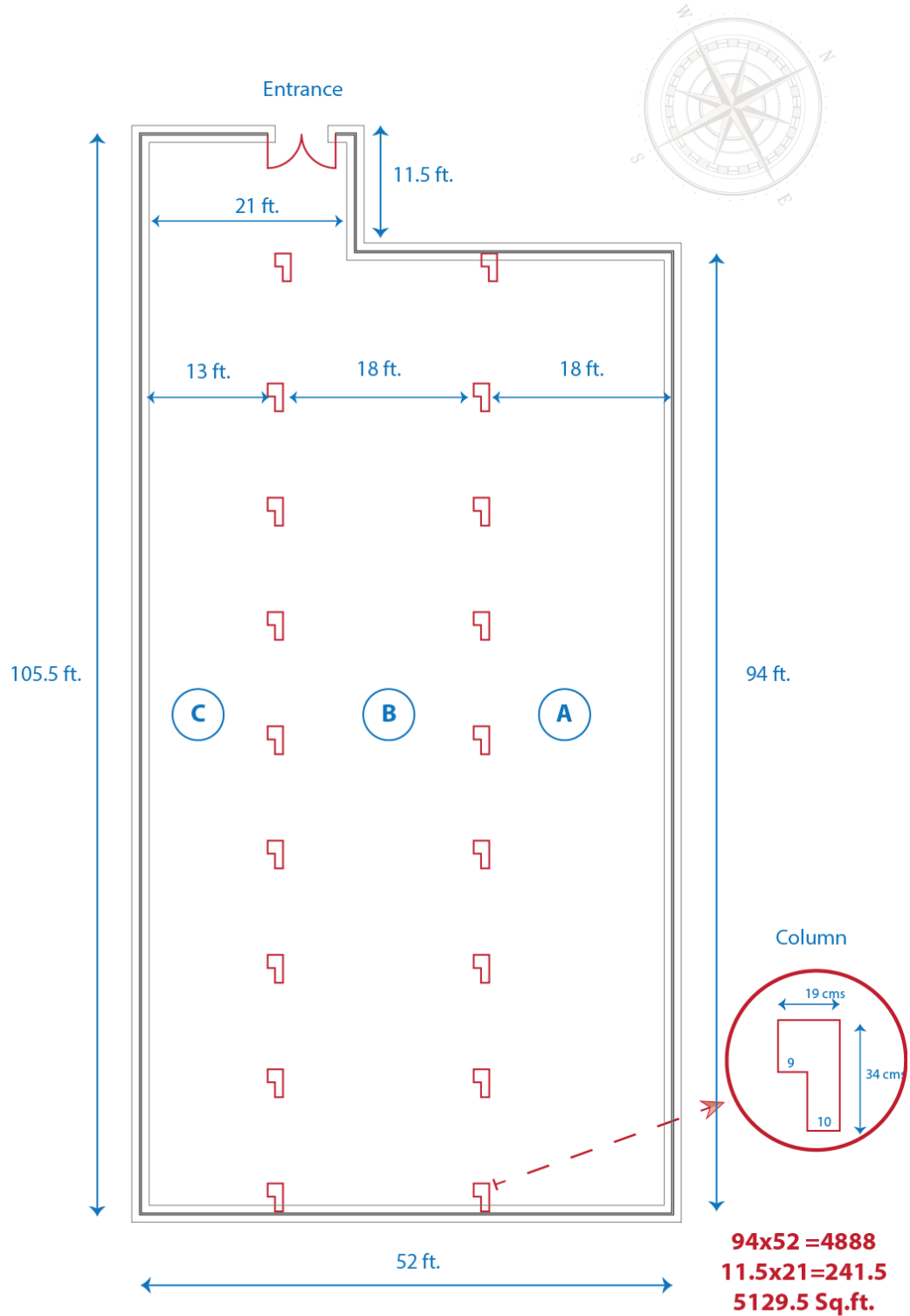
Phone and email id: _____

Location and Date: _____

Annexure I

(Please refer para 2.1 of Section II)

A - BLOCK CELLAR FLOOR



Layout for illustrative purpose