

## **TENDER CHECKLIST**

**Please check and sign against each statement to confirm that the following information has been provided in the bid:**

- i. Name of the Manufacturer / Tenderer
- ii. Full postal address with Telephone, Tele fax, E-mail and Name, address and contact No. of authorized person for correspondence.
- iii. Please specify whether Public Limited, Company, Private Organization or Partnership Firm.
- iv. Nature of the Business.
- v. Date of Establishment.
- vi. Present Turnover.
- vii. Permanent Income Tax Ref. No.
- viii. G.S.T. / N.T.N #.
- ix. Address & Telephone Nos. Of your branch office in GOA (please specify whether Distributing/Serviceing/Marketing the products)
- x. Reference of reputed Customers.
- xi. Details of the highest order executed and value thereof.
- xii. Authorization from Manufacturer/Supplier attached.
- xiii. List of Support Centers/Offices in Punjab
- xiv. C.D.R. attached with FINANCIAL BID.
- xv. Infrastructure facilities required for installation & commissioning attached.
- xvi. Technical Specifications/Literature/Brochure attached.
- xvii. Tender Acceptance.
- xviii. Demand Draft of Rs500/- non refundable in favor of PD DSD (in case bid document downloaded from website only).**

# **TENDER ACCEPTANCE UNDERTAKING**

To

The Program Director/ Senior Purchase Officer  
Directorate of Staff Development

**Subject: TENDER ACCEPTANCE UNDERTAKING**

Having examined the tender document for supply, Installation & Commissioning of Items/equipment as per tender, we the undersigned, hereby offer to supply the equipment in conformity with all specifications and conditions set out in the tender document.

We enclose all the relevant documents as per the tender.

We understand that you are not bound to accept the lowest or any tender received.

Date:

(Signature of Bidder)

Name :

Designation :

Seal