

Tender Ref No: RGUKT-B/Proc/Rents/Xerox/T05/2016, dt.06.07.2016

## **BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Running of Xerox Centre**

**Rajiv Gandhi University of Knowledge  
Technologies, Basar**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES**

**BASAR**

**MUDHOLE MANDAL, ADILABAD DISTRICT**

**TELANGANA-504107**

**Phone: 9000665130**

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News paper advertisement

**Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES, BASAR,  
MUDHOLE MANDAL, ADILABAD DISTRICT,  
TELANGANA-504107**

Sealed Tenders are invited from registered experienced individuals/firms for running of (1) Xerox Centre (2) Cutting Saloon for boys, on rental basis in the premises of RGUKT-Basar.

**Interested parties can download the tender document from our website. The last date for receipt of Tender document along with Bid Processing Fee and EMD as specified in the bid document is on 21.07.2016 at 05:00 PM. For further details visit our website [www.rgukt.ac.in](http://www.rgukt.ac.in)**

**Date: 06 .07.2016**

**Sd/-**  
Director

## TENDER FORM

**Not transferable**

*Ref. No:* RGUKT-Basar/Proc/Rents/Xerox /05/2016, Dated:06.07.2016

*Subject:* Tender for running of Xerox & Stationary Centre in the premises of RGUKT-Basar located in Adilabad Dist of Telangana State - Reg..

Last date for submission of the tenders at RGUKT-Basar is 21.07.2016 up to 05:00 PM.

Dear Sir/Madam,

- A. RGUKT-Basar invites sealed tenders comprising technical bid and price bid separately from registered individuals/firms for running of Xerox and Stationary Centre in its premises.
- B. The Tender form consists of 20 pages of which pages from 5 to 15 are instructions, Pg.No. 16 is financial bid. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages, and the Price Bid should be kept in separate sealed covers and these sealed covers may be submitted in a sealed master envelope superscripted with "Tender for Xerox Centre".
- C. The Sealed Tenders shall be deposited in the Tender box kept in the "Procurement Section, Omega (ω)-11, Pre-fab campus, RGUKT, Basar " up to 05:00 PM. on 21.07.2016

For any clarification and further details on the above tender, please contact Telephone No: 9000665130/9652067897 or Contact Person during office hours.

Thanking you

Yours faithfully,

Director,  
RGUKT-Basar.

## TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 6000 students on rolls. RGUKT invites sealed tenders comprising technical bid and price bid from registered individuals/contractors for running of Xerox & Stationary Centre in the premises of RGUKT, Basar located in Adilabad District of Telangana State.

### SECTION - A

#### Important Dates

Bid calling date	06.07.2016
Bid closing date/time	21.07.2016 at 05:00 PM
Technical Bid Opening date/time	22.07.2016 at 03:00PM
Price Bid opening date/time	22.07.2016 at 04:00PM

### SECTION-B

#### STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee ( <b>Non Refundable</b> )	<b>Rs. 1,000/-</b> (by way of Demand Draft in favor of "the Director, RGUKT, Basar", payable at Basar from any Scheduled Bank).
EMD	<b>Rs.20,000/-</b> (by way of Demand Draft in favor of "the Director, RGUKT, Basar", payable at Basar from any Scheduled Bank. )
Bid Validity Period	90 days from the date of bid closing.
EMD Validity Period	90 days from the date of bid closing
Period for furnishing performance Security	Within 7 days from date of receipt of award
Performance security value	Six months rent
Period for signing the order Acceptance	Within 07 days from date of receipt of notification of award
Payment of Rent	The contractor shall be required to pay the rent monthly in advance.

## SECTION-C

### 1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders comprising technical bid and price bid separately from registered individuals/contractors for Xerox & Stationary Centre in the premises of RGUKT, Basar located in Adilabad District of Telangana State.

### 2. SCOPE OF WORK:

To run & maintain Xerox & Stationary Centre in the premises of RGUKT-Basar, which includes the following services:

1. Xerox
2. Printing
3. Lamination
4. Spiral Binding
5. Binding

The prices ds per the rates mentioned by the University as follows:

S.No	Service Description	Black & White		Color	
		Single Side	Double Side	Single Side	Double Side
1	Xerox (on 70 GSM Paper) A4/Legal size	Rs.1.00	Rs.1.50	Rs.10.00	Rs.15.00
2	Xerox (on 70 GSM Paper)A3 Size	Rs.2.00	Rs.3.00	Rs.20.00	Rs.25.00
3	Printing (A4/Legal)	Rs.2.00	Rs.3.00	Rs.10.00	Rs.15.00
4	Printing (A3 Size)	Rs.4.00	Rs.6.00	Rs.20.00	Rs.25.00
5	Lamination (A4/Legal)	Rs.15/-			
6	Spiral Binding				
	Up to 50 Pages	Rs.20/-			
	51 to 100 pages	Rs.25/-			
	101 to 200 Pages	Rs.30/-			

b) Any other service incidental to above.

### 3. PERIOD OF CONTRACT:

The contract period will be for One Year (1 year) from the date of commencement of services (as per the work order), which may be extended further, as decided by the competent authority, on the recommendations of the Committee.

### 4. EARNEST MONEY DEPOSIT / BID SECURITY DEPOSIT:

4.1 The tender should be accompanied by Earnest Money Deposit (EMD) for

**Rs.20,000/-** by way of crossed Demand Draft drawn from any Nationalized/Scheduled Bank in favor of “The Director, RGUKT, Basar” payable at Basar.

Tenders received without EMD (which should be in Cover ‘A’) will be summarily rejected.

Forfeiture of the EMD will be made in the following events:

- 4.1.1 Withdrawal of bid during the bid validity period.
- 4.1.2 In case of successful bidder, if the bidder fails to sign the contract in time or fails to submit performance guarantee.

## **5 PERFORMANCE SECURITY:**

- 5.1 The successful bidder has to deposit Six Months Rent as performance security deposit in the form of Demand Draft/Bank Guarantee from any nationalized bank.
- 5.2 The Performance Security Deposit / Bank Guarantee of successful Bidder will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any.
- 5.3 The Performance Security Deposit / Bank Guarantee shall not carry any interest.
- 5.4 After successful completion of the Contract. The security deposit is liable to be forfeited wholly or partially if:-
  - 5.4.1 Any damage is caused to the building/equipments and other installations belonging to the University.
  - 5.4.2 The bidder declines to render services at the item wise rates agreed upon, due to escalation in prices of raw materials or for any other reasons.
  - 5.4.3 The contractor fails to fulfill any of the terms & conditions of the agreement.

## **6. ELIGIBILITY CRITERIA:**

- 6.1. The contractor having minimum experience of three (3) years in running of similar business in a Government organization/ University /PSU or reputed institution/firm widely known in the market will be given preference during selection/short listing. Documentary evidence in this regard should be enclosed.
- 6.2. The Bidders should be able to provide all the services (Xerox/Printing/Lamination/Spiral Binding/Project Binding, etc.) from time to time as per the University requirement.
- 6.3. The Bidders should have Statutory Registration of PAN, Registration with

appropriate authorities for running Xerox & Stationary Centre. Documentary evidence in this regard should be enclosed with the Technical Bid.

- 6.4. List of Present Clientele with contact address & telephone numbers.
- 6.5. The Bidders shall certify that the age of the workers deployed will be more than 18 years and shall comply with all the statutory requirements.
- 6.6. Any other details, the contractors want to submit in support of their suitability.

**Note:** The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

## 7. INSTRUCTIONS TO BIDDERS

The University wishes to identify and engage a competent bidders to run Xerox & Stationary Centre in the premises of RGUKT-Basar..

- 7.1. Bidders responding to tender notice shall be deemed to be agreeable to the terms and conditions herein contained. All the terms and conditions laid down in the tender shall be binding on the Bidders.
- 7.2. Tender Form should be filled in neatly, legibly and carefully.
- 7.3. University will process the tenders as per University norms & procedures. The University shall not be under any obligation to give any clarification to the contractors/agencies whose bids are rejected.
- 7.4. Tenders must be enclosed in a properly sealed envelope addressed to the Director, RGUKT, Basar by designation and not by name.
- 7.5. While submitting tender, bidders must submit **EMD, Bid Document Fee and Technical and Financial Bid** in sealed envelope.
- 7.6. The tenders shall be opened in the presence of the bidders or their authorized representatives, who will like to be present, on the date and time mentioned in the tender notice/document. In case, the date of opening falls on a holiday declared by the University, tenders will be opened on the next working day, following the holiday, at the scheduled time.
- 7.7. Authorized signatory should put his/her signatures on all the pages of the tender document. Bids without signatures of authorized signatory will be rejected.



- 7.8. All the columns of the tender document shall be duly, properly and exhaustively filled in. The rates and units shall not be over-written. Quotations shall always be both in the figures and words. The word "No quotations" should be written across any or all of the items in the schedule for which a bidder does not wish to tender.
- 7.9. No alternation should be made in any of the terms and conditions of the tender or overwriting in the rates.
- 7.10. Bidders are advised to visit the University & see themselves the location of Xerox & Stationary Centre, during the office hours on any working day.
- 7.11. The successful bidders shall be required to execute an agreement with University on STAMPD PAPER of requisite value.
- 7.12. The University reserves the right to reject/cancel any or all or part of the tender of the bidder, without assigning any reason and shall also not be bound to accept highest tender. The decision of the University shall be final and binding.
- 7.13. The terms and conditions of contract should be returned to this office, duly signed along with technical bid and with details of items contained in Requirement, otherwise the tender will be ignored.
- 7.14. Tender failing to comply with the terms & conditions mentioned in the tender document would result in the tender being summarily rejected.
- 7.15. Conditional Tenders will not be accepted.
- 7.16. All disputes will be settled within the jurisdiction of the University.

## **8. General Terms & Conditions:**

- 8.1. Suitable shall be provided by the RGUKT. However, in extreme circumstances, RGUKT has right to reduce or relocate the space provided.
- 8.2. The successful bidder shall obtain necessary permissions from the police/Municipal departments at his own cost (if required).
- 8.3. That the contractor shall take all reasonable precautions to see that the staff while on duty attire themselves in proper uniform approved by the University and are civil, sober and honest in their dealings with the staff and the students in general.

- 8.4. That the contractor shall employ in his service only such persons whose antecedents have been verified and have also been medically examined at his own cost and to the satisfaction of the University.
- 8.5. That the employees of the contractor shall not be employees of the University. It is sole responsibility of the contractor to make payment of wages and to discharge any liability of such employee by way of ESI, Provident Fund, Compensation/ damages etc. In the event of injury or loss of life of any employee of contractor, the University shall not be liable for compensation or for any claim arising from financial or legal dispute between the contractor and his employees.
- 8.6. The rates for various items finalized will be valid for a period of 12- months. On the expiry of this period, the rate can be revised with mutual consent only, if the contract is extended on satisfactory performance. No escalation whatsoever, is permissible during the validity of the contract, however, due to some major conditions or unfavourable circumstances, the University may review the rates as a special case at its discretion. The contractor, however, shall not cause to stop the supply of items on this account awaiting revision.
- 8.7. That the Xerox & Stationary Centre will be fully operational during 07:00 AM to 08:00 PM daily (if required, the university has the right to change the timings).
- 8.8. The contractor will be under obligation to display prominently the rate list of all items/services available.
- 8.9. The contractor will have to obtain general insurance against risk, fire accident for his belongings etc. for the Xerox & Stationary Centre and his workmen etc.
- 8.10. The contractor shall pay the minimum wages as prescribed by the Ministry of Labour, Govt. of Telangana, to the persons engaged by him. Compliance with regard to payment of minimum wages as mentioned above shall be the sole responsibility of the Agency and any violation or non-compliance shall be viewed very seriously, resulting in penal action as well as termination of the contract, depending on the seriousness of the violation.
- 8.11. University reserves the right to terminate or withdraw the work entrusted to the contractor if the performance of the contractor is not found to be satisfactory. In case of any dispute arising thereof, the decision of the University authorities shall be final. The contract can be terminated by giving one month notice by either side, without assigning any reason.

- 8.12. Any credit facility extended by Contractors to students/employees will be at his own cost and risk. The University will not take any responsibility on this account.
- 8.13. Contractor should maintain the premises allotted to him at the highest degree of cleanliness.
- 8.14. The contractor should ensure that there is no short-circuiting, resulting in incidents of fire. There shall be no loose electrical connections and temporary fittings. Emergency fire extinguishers provided by University shall be kept at appropriate places of work, which shall be periodically got checked for proper use, by the University.
- 8.15. **Electricity Charges:** Electricity Charges are to be borne by the bidder as per the tariff on time. The Electricity bills are to be made in the first week of every month along with rent.
- 8.16. **Rent :** The contractor shall be required to pay an amount equal to six months rent in advance as performance security deposit. And every month rent in advance. If the contractor is failed to pay the rent of 2 consecutive months, the contract shall liable to be terminated.

**Note:** During summer vacation the contractor has to pay the rent @ 1/4<sup>th</sup> (i.e.25%) of the actual rent.

8.17. **Terms and conditions regarding Premises:**

- 8.17.1. The contractor will not transfer or sublet the contract.
- 8.17.2. The contractor will not make any kind of alternation or modification in the premises, without the permission of University in writing and further he shall have no right to use University property for his employees' personal purpose.
- 8.17.3. University has authority to inspect the leased space at any time without giving any notice to the contractor.
- 8.17.4. The contractor will keep the premises in good, clean and hygienic order and maintain it in its original architectural and aesthetic shape.
- 8.17.5. The contractor will not use or permit others to use the premises for the publicity purpose in any shape or form.
- 8.17.6. The contractor will not encroach upon the rights of other contractors, running their business in the University premises and maintain cordial relations with other functionaries.

- 8.18. **Period of Agreement:** Subject to other conditions appearing hereinafter, the contract shall be for a period of one year from the date of entering into contract. The contractor shall ensure that the services start operating from that date.
- 8.18.1. Without prejudice to other provisions herein, the contract can be terminated by University by giving a prior notice of one month on violation of conditions of contract or on the grounds of default/ deficiency in proper service, proper hygiene and deposit of payments by the contractor. The contract can also be terminated by the contractor with a notice of one month to the University on the grounds of failure of obligations on the part of the University. For operation of this clause, a Consultative Committee of four representatives, one from contractor and three from University shall be constituted which shall meet from time to time and submit their deliberations to the Director. The Director of University or any other person authorized by the Vice Chancellor, will be Chairman of the committee.
- 8.18.2. In case of termination of the contract done by the contractor during the contract period in violation of this agreement, or the termination of the same by the University on account of default or otherwise of the contract, the contract will be re-auctioned for the remaining period by the University and the contractor shall have to pay an amount which would be fixed, as the re-auction charges. He shall also have to compensate the University by the proportionate amount if the contract for the remaining period is awarded at lesser rate than the earlier contract. He shall not remove any of his equipments/Items from the University site, without the permission of the University before full and final adjustment of accounts.
- 8.19. The eligibility conditions can be relaxed to the deserving and otherwise competent and experienced parties at the discretion of the University.
- 8.20. The use & sale of alcoholic drinks/intoxicants and tobacco in any form and smoking shall be strictly prohibited.
- 8.21. **Arbitration:**
- 8.21.1. All disputes between the University and the contractor arising out of this agreement entered into or in relation thereto or regarding the interpretation of any clause, terms and conditions there of shall be referred to the Vice Chancellor, RGUKT, Basar acting as such at the time of reference or any other person as may be nominated by the Vice Chancellor who will be the sole

arbitrator and his decision will be final and binding. In case the nominated Arbitrator is unable to commence or continue Arbitral proceedings for any reason whatsoever, the VC shall nominate/ appoint another officer of University who shall then decide the reference.

8.21.2. The parties and agreement shall be subject to the jurisdiction of RGUKT, Basar.

## 9. METHOD OF SUBMISSION:

- 9.1 The bidder should submit the supporting papers of eligibility criteria as specified in Clause (6), Bid document signed on all pages by the bidder and Demand Draft towards EMD in cover 'A'.
- 9.2 The Price Bid shall be kept in cover 'B'.
- 9.3 Both cover 'A' and 'B' to be kept in cover 'C' and sealed with wax / gum tape. Strict adherence to the formats wherever specified is required. Non-adherence to the formats and / or submission of incomplete information may render the tender invalid and result in rejection of the bid.
- 9.4 Conditional tender will also be summarily rejected.
- 9.5 The sealed tenders should be superscripted with "**Tender for running of Xerox Centre**".

## 10. EVALUATION PROCEDURE:

- 10.1 The sealed Tenders will be opened as per the schedule by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.
- 10.2 The Cover - A consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the material within the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in Clause 6 above.
- 10.3 The rejection of the bidder on technical grounds will be based on the failure to meet eligibility requirements.
- 10.4 Cover - B consisting of Price Bid of only those bidders, who have fulfilled the eligibility criteria specified in Clause '6', 9.2 above, will be opened. and the envelopes containing the Price Bid of the bidder who does not fulfill the eligibility criteria will not be opened and their tender stands rejected.
- 10.5 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and

will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.

- 10.6 The Director, RGUKT, Basar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT, Basar, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT, Basar is final and binding.

## **11. DISCLAIMER:**

- 11.1. Neither RGUKT nor its employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this tender schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his or her own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independent advice from appropriate sources.
- 11.2. Director, RGUKT, Basar, reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 11.3. Director, RGUKT, Basar, reserves the right to change any or all of the provisions of this Request for Proposal.

## **12. REJECTION OF TENDERS:**

- 12.1. The Director, RGUKT, Basar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability as against the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 12.2. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule shall stand forfeited.
13. For breach of any of the conditions prescribed in the tender or as specified by the RGUKT from time to time, the EMD/PSD is liable to be forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on bidder.

**REQUIREMENT:**

**Details of the services to be provided**

6. Xerox
7. Printing
8. Lamination
9. Spiral Binding
10. Binding
11. Any other item as per requirement of the Hostellers, with prior approvals of the University authorities.

**Acceptance**

I/We hereby declare that all the terms and conditions of the tender document has/ have been read by me/us and I/we accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory: \_\_\_\_\_ Signature :

Name(s) of Tenderer(s): \_\_\_\_\_ Seal of firm :

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No : \_\_\_\_\_  
E-mail id : \_\_\_\_\_  
Date : \_\_\_\_\_

## Financial Bid

IN COVER 'B'

Providing Xerox and Stationary Centre in the Girls Hostel at **RGUKT,Basar (Adilabad Dist) on rental basis.**

Please quote amounts in numerals and words :

<b>Schedule</b>	<b>Description</b>	<b>Rent per month (Rs.)</b>	<b>Rent per Annum (Rs.)</b>
	<b>1</b>	<b>2</b>	
<b>Schedule - I</b>	<b>Running of Xerox Centre</b>	<b>Rs.</b>	

**Note:1) The bidders who fulfils the eligibility criteria and quotes the highest rent will be awarded the contract.**

**(Seal & Signature of Bidder)**



## Bid letter form

IN COVER 'B'

From:

(Registered name and address of the bidder)

To

The Director,  
Rajiv Gandhi University of Knowledge Technologies,  
Basar, Mudhole Mandal,  
Adilabad District, Telangana-504107.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide General stores services in Girls Hostels / General and Provisional Stores in the Shopping Complex (opposite to the boys hostels) at RGUKT, Basar as the case may be, in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide the above mentioned services, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs ..... (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT or its user organization.

If our bid is accepted, we undertake to:

- a. Provide General Store Services according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract,
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the highest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

## BIDDER INFORMATION

IN COVER 'A'

1	Name of the organization				
2	Year of establishment				
3	Complete postal address				
4	Name & Designation of Authorized person				
5	Phone No.				
6	Fax No.				
7	Email				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	<b>Bank Details of the Agency:</b>				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	TIN No.				
12	Total No. of branch offices in Telangana				
13	Bid Document Fee (Non refundable)	Amount Rs. :			
		DD No. :			
		DD Date :			
		Issuing Bank & Branch :			
14	EMD	Amount Rs. :			
		DD No. :			
		DD Date :			
		Issuing Bank & Branch :			
15	<b>Experience Details:</b>				
	S.No.	Period		Organization	Services provided
		From	To		

<b>16</b>	<b>Infrastructure available with agency (Yes/ No):</b>	
	Xerox Machine	
	Computer	
	Printer	
	Binding Machine	
	Any other information	
<b>17</b>	Details of certificates enclosed.	

IN COVER 'A'

**List of Major Customers**

<b>S. No</b>	<b>Customer Full Address along with contact details</b>	<b>Year</b>

## CHECK LIST

### IMPORTANT:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

S.No	Particulars	Page Number
1	Bidder Information	
2	Tender Processing Fee of Rs.1000/- by way of DD from any nationalized Bank .	
3	EMD from any Scheduled BankBank	
4	The contractor having minimum experience of three (3) years in running General Store services in a Government organization/ University /PSU or reputed institution/firm widely known in the market will be given preference during selection/short listing. Documentary evidence in this regard should be enclosed.	
5	The Bidders should have Statutory Registration of PAN, service tax and Registration with appropriate authorities for running of Xerox Centre or similar business. Documentary evidence in this regard should be enclosed with the Technical Bid.	
6	The Bidders shall certify that the age of the workers deployed will be more than 18 years and shall comply with all the statutory requirements.	
7	Power of Attorney, wherever applicable	
8	List of Present clientele with addresses & Phone numbers	
9	Any other details, the contractors want to submit in support of their suitability.	

**NOTE: All pages of the bid documents must be serially numbered and signed.**