

लोकप्रिय गोपीनाथ बरदलै शैलीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(Ministry of Health & Family Welfare, Government of India)
Website- www.lgbrimh.gov.in
Post Box No. 15 :: FAX No. (03712) 233623
TEZPUR:: 784001 :: ASSAM

LGB/NAZ/1364/23-24/P-I/ 7011

Date: 08/12/2023

TENDER NOTICE

Online e-tender i.e. two bid systems (Technical Bid and Financial Bid) are invited through the e-procurement portal <http://eprocure.gov.in.cppp> by the Director, LGBRIMH, from primary dietary items manufactures or their authorized dealers or distributors for supply of dietary items to LGBRIMH, Tezpur.

CRITICAL DATE SHEET

Milestones	Start Date	Start Time	Last Date	Last Time
Tender Publishing	08.12.2023	6:50 PM		
Tender Download	08.12.2023	6:50 PM	28.12.2023	12:00 PM
Bid Submission	08.12.2023	6:50 PM	28.12.2023	12:00 PM
Pre Bid Meeting	14.12.2023	11:00 AM	14.12.2023	12:00 PM
Technical Bid Opening	29.12.2023	12:30 PM		

Sd/-
Director
LGBRIMH, Tezpur

Terms & Conditions for Submission

Sl.No	
1	<p>Online e-tenders i.e. two bid systems (Technical and financial) are invited through the e-procurement portal http://eprocure.gov.in/cppp by the Director, LGBRIMH from primary dietary items manufacturers or their authorized dealers or distributors for supply of dietary items to LGBRIMH, Tezpur</p> <p><u>Instructions for submission of bids:</u></p> <p>a. Physical Documents:</p> <p>i) Self-attested photocopies of all the documents mentioned in E-bid Cover I.</p> <p>b. E-bid Cover-I: will contain the Technical Bids consisting of following in a single PDF file in the following sequence:-</p> <p>(i) Scanned copy of EMD in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.</p> <p>(ii) Scanned copy of a declaration by the proprietor of the firm, in case, the firm is in proprietorship <i>on non –judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>. A scanned copy of partnership deed duly registered by the Registrar of Firms, in case of partnership firm.</p> <p>(iii) Scanned copy of performance report from Govt/ Semi-Govt/Autonomous organization served for at least one year in the same field.</p> <p>(iv) Scanned copy of recent non-conviction/ non-blacklisting certificate <i>on non – judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i>.</p> <p>(v) Scanned copy of updated Income Tax return documents for the financial year 2022-23 (assessment year 2023-24)</p> <p>(vi) Scanned copy of PAN Card.</p> <p>(vii) Scanned copy of financial status. (annual turn over of last 3 years from certified CA)</p> <p>(viii) Scanned copy of duly filled of all Schedule of annexure I.</p> <p>(ix) Scanned copy of duly filled Undertaking as per annexure II.</p> <p>(x) Scanned copy of duly filled annexure III.</p> <p>(xi) Scanned copy of valid Trade License or incorporation certificate.</p> <p>(xii) Scanned copy of GST registration certificate.</p> <p>(xiii) Scanned copy of FSSAI license and other applicable documents (like authorization letter from manufacturer) for bakery items.</p> <p>(xiv) Scanned copy of document to prove sales outlet at Tezpur.</p> <p>c. E-bid Cover-II: Financial bid packet will be submitted as Cover II and will consist of following:-</p> <p>Financial bid in the form of “BOQ” (BILL OF QUANTITIES) only. Financial bid will be submitted online only. Kindly fill up the colored cells. In case you do not wish to quote for any item leave the cell blank and do not fill up zero. The GST column in BOQ is in INR.</p> <p>N.B.: L1 bidder for all schedules will be considered on item wise basis respectively on rate without GST.</p>
2	Period of Contract: One year or may be extended as per Institute’s requirement.

CRITICAL DATE SHEET

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Technical Bid Opening	29.12.2023	12:30 PM		

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time as notified.

Sl.No **General Conditions**

1 **Pre-bid meeting will be held in MS conference room of administrative building (ground floor), LGBRIMH, Tezpur on 14.12.2023 at 11:00 AM to clarify any queries by the bidders.**
The Process of submission of online bid:
 The bidders are requested to submit the soft copies of their bid electronically on the CPP portal using valid Digital Signatures (DSC).

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (<http://eprocure.gov.in/cppp>).
- b) The bidders will be required to choose a unique username and assign a password for their accounts and are advised to register their valid email address and mobile numbers as part of the registration process.
- c) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile. Only one valid DSC should be registered by a bidder.
- d) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- e) Bidder should take into account any corrigendum published on the tender document before finally submitting their bids in the CPP portal (<http://eprocure.gov.in/cppp>).
- f) **Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.**
- g) Bidder should log into the site and upload their bids on or before the bid submission time.
- h) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- i) A standard BOQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the exact format provided and no other format is acceptable. The BOQ filename must not be changed and if in any case the BOQ is found to be modified by the bidder the bid will be rejected.
- j) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission also.

- k) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender. Bidder can contact via email id: lgbetender@gmail.com.
- l) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

- 2 a) The collection of road permit, if any, will be the responsibility of the bidder.
b) Rates are to be quoted FOR destinations i.e., LGBRIMH, Tezpur.

3 **SAMPLES**
All samples of grocery items Schedule –I are to be submitted in transparent plastic containers before last date of bid submission labeled with the name of bidder.

- 4 **EMD/ PERFORMANCE SECURITY**
- a) Bidder should submit EMD (as per schedule given below) in the form of DD/FDR/BG drawn in favor of Director, LGBRIMH, Tezpur, Assam, payable at Tezpur, failing which the tender shall not be considered for acceptance and will be summarily rejected. Cash, cheque or any other mode of payment will not be accepted at all. The EMD deposited against previous tender cannot be adjusted or considered for this tender. The EMD of the approved bidder will be released only after the concerned firm deposits necessary performance security.
- b) **The DD/FDR/BG of EMD should reach LGBRIMH before the stipulated time of opening of technical bid.**

Sl. No	Schedule no.	Details of items	Earnest Money (in Rs)
1.	Schedule No.1	Grocery Items	62,000.00
2.	Schedule No.2	Egg/Paneer Items	13,000.00
3.	Schedule No.3	Bakery Items	5,000.00
4.	Schedule No.4	Green Items	11,000.00
5.	Schedule No.5	Fruits Items	7,000.00
6.	Schedule No.6	Festival Items	1,500.00
7.	Schedule No.7	Miscellaneous	1,500.00

- d) Performance Security, equivalent to 5% of the total cost of the items approved shall have to be deposited by the successful bidder through DD/FDR/BG drawn in favour of Director LGBRIMH, payable at Tezpur. Performance Security should remain valid for a period of two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The same amount will be released after fulfillment of contractual obligations and no interest shall be payable thereof.
- d) Tender Number, its due date and complete address of the firm should also be clearly written on the **BACK SIDE OF THE DEMAND DRAFT SO AS TO ENSURE** safe return of the demand draft to the unsuccessful or successful tenders as the case may be.
- e) EMD of all bidders will be returned in due course of time.

5 **SIGNING OF BID:-**
The bid is liable to be ignored if incomplete information is given or documents asked for are not dully filled or furnished.
Individual signing the bid or other documents concerned with the bid must specify whether he signed as :
(a) A sole proprietor of the firm, or constituted Attorney of such proprietor.

(b) A partner of the firm, if it is a partnership concern, in which case, he must have legal authority to sign, answer and admit to refer dispute to arbitration.
Constituted Attorney if it is a company.

NOTE:-

** In case of (b), a copy of the Partnership Deed, General Power of Attorney, in each case, duly attested by a Notary Public, as affidavit on a stamp paper to the effect that all the partners admit execution of the partnership agreement and authority of the general power of attorney should be furnished.

** In case of partnership firm, where no authority to refer disputes concerning the business or the partnership has been conferred on any such partner, the bid and all other related documents must be signed by every partner of the firm.

** A person signing the bid form or any documents forming part of the bid on behalf of another shall be deemed under warranty that he has the authority to bind himself with such person. If on enquiry, it appears that the person so signing has no authority to do so, the purchaser without prejudice to other Civil & Criminal remedies can cancel the contract and hold the signatory responsible for all cost & conveyances arising there from.

6

TERMS OF SUPPLY :-

- a) **Liability for late Supply & Non supply:-** If the vendor fails to supply the goods (partly or whole) within the time as per purchase order, a sum equivalent to 1 (one) percent of the order value for each week of delay up to the extended period will be deducted from the order value/security deposit, as liquidated damages (subject to maximum deduction of 5 (five) % percent of the order value).
- i. In case the supplier fails to supply the goods (partly or whole) within the stipulated time as indicated in the supply order or even within the extended supply date, the supply order lying with the supplier will stand automatically cancelled and LGBRIMH shall be at liberty to get the goods supplied from other available sources at the cost of the defaulting supplier. The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per the law of the land.
- ii. If the bidder fails to supply any stocks as per terms and conditions of acceptance of tender or fails to replace any stock rejected by the direct demanding officer within a period as stipulated by the institute or any person authorized by the institute on his behalf, the institute is **entitled to purchase such stock /partial stocks from any other source at such price or at market price without notice to the contractor.** The additional expenditure so incurred for getting the goods shall be borne by the defaulting supplier in addition to forfeiture of security money deposit and if he fails to compensate the entire loss and if the security money deposits are not sufficient, action may be taken to realize the loss as per law of the land. **The quantity of stock/partial stocks if purchased will automatically stand canceled from the order.**
- b) Regarding brand of certain products as applicable, during submission of the bids, **four different brands fulfilling the laid down standard of quality such as AGMARK/ISO/ISI/FSSAI etc. must be mentioned.**
- c) It will be the responsibility of the bidder for safe transport of goods to the destination

address i.e., LGBRIMH, Tezpur.

- d) **No payment shall be made for any rejected material.** The bidders would remove the rejected items within two weeks of the date of rejection at their own cost by replacement immediately. In case these are not removed, these will be disposed off in manner as deemed fit by the authorities at the risk and responsibility of the supplier without any further notice.
- e) Extension of delivery period in exceptional case will be entirely at the discretion of the Director.
- f) The supplier shall have to present the bills only after completion of indented supply.
- g) **The bidders must have sales outlets at Tezpur, Assam.**
- h) **Items like tea leaves should be aromatic and less crumbled or dusty.**
- i) Fresh vegetables are to be supplied on daily basis, before 9 am. (**regularly on scheduled time**)
- j) All grocery items (dry ration) should be supplied within first week of every month.
- k) Paneer and eggs are to be supplied on scheduled days before 9 am on every scheduled day.
- l) The General Store has a capacity to store goods for 7 (seven days) only. So groceries should be brought keeping that capacity in mind.
- m) The monthly goods are to be supplied at 4 (four) installments on weekly basis.

7

Force Majeure : If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restrictions, strikes, lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof. Neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, LGBRIMH, Tezpur may, opt to terminate the contract.

RIGHT OF ACCEPTANCE :-

8

- a) Director, LGBRIMH, reserves the right to reject/accept any or all tenders without assigning any reasons thereof and also have the right to place order on one or more firms. No correspondence will be entertained.
- b) The dietary items to be supplied will be of good quality. In case it is found that any particular dietary items is found not of standard quality, substandard or spurious, supplier will be liable to be blacklisted for a period of five years besides other legal action that may be initiated .In case the suppliers fail to supply dietary items within the stipulated time, the institute will procure the same from open market and the supplier will be liable to pay the liquidated damage which will be recovered from bills or security deposit or as the case may be..
- c) If the bidder gives false statement on any of the above information, the firm / supplier will not be considered and their tender shall be deemed to be rejected and the security

	<p>deposited will be forfeited.</p> <p>d) It will be the prerogative of the institute to place the supply order for the whole lot / item or in piecemeal basis depending upon the requirement of the institute.</p> <p>e) Name, Designation and specimen signature of the person/ representative authorized by the competent authority of the firm to deal with the tender and sign all the tender documents enclosed by the tenderer.</p> <p>f) Tenderer must provide address, along with the telephone number and email id. with tender for all correspondence.</p> <p>g) The bidders have to submit sample for Schedule I items in transparent polythene packets labeled with the name of the bidders in each sample.</p> <p>h) The offer rate should be valid for 1 year from the date of opening of the tender and the Institute is at liberty to purchase additional items if required, at the quoted rate within the validity period.</p> <p>i) If any Sub- Standard/ inferior quality of products are supplied, same should be replaced at the risk, cost and responsibility of the supplier.</p> <p>j) The quantity of item/items may be increased or decreased as per requirement of the institute.</p> <p>k) The Institute reserves the right to cancel the contract at any point of time during the contract period.</p> <p>l) The suppliers must ensure supply of good quality dietary items (as mentioned in Annexure I)</p> <p>m) The food items like rice, cereal & pulses, spices must be free from any foreign materials like worms, pests, stones, dirt and grit etc.</p> <p>n) Vegetables & fruits supplied must be fresh, uniform in size & shape & free from defects.</p>
9	<p><u>AGREEMENT:-</u> An agreement will have to be executed on non judicial stamp paper of Rs.100 /- by the Successful bidder with the institute authority, in the format (Annexure IV) prescribed by the institute, within a period of 7 days from the date of Award of Contract.</p>
10	<p><u>REJECTION OF THE TENDER :- Terms & Conditions</u> The Bid will be rejected due to any of the reason or reasons mentioned below:-</p> <p>a) Failure to upload the Tender Documents as per para 1 (b) and 1(c).</p> <p>b) Submission of tender without Bid Security or proof of exemption of Bid security.</p> <p>c) Conditional & vague offers.</p> <p>d) Rates indicated in other than designated document (E-bid Cover II).</p> <p>e) Rates not indicated to include all taxes.</p> <p>f) Uploading of misleading /contradictory /false statement or information & fabricated /invalid documents.</p> <p>g) Tender not duly filled up.</p>
11	<p><u>DISPUTE ADJUDICATION:-</u> In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction shall be within the limit of the Tezpur District Court.</p>

Supply of Dietary items having the following requirements:

ITEM SCHEDULE

Schedule I:

Sl. No.	Name of item & Specification (Best Quality)	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Salt (iodized)		
2.	Tea		
3.	Mustard oil		
4.	Refined oil		
5.	Jelly		
6.	Suji		
7.	Milk powder		
8.	Soyabean		
9.	Thin arrowroot biscuits		
10.	Turmeric Powder (Haldhi Gura)		
11.	Dry Chilli		
12.	Gota Dhania		
13.	Garam Masala		
14.	Panchfuran		
15.	Gota jeera		
16.	Tezpat		
17.	Masur dal		
18.	Gota gram		
19.	Moong dal		
20.	Arahar dal		
21.	Dry Pea		
22.	Chana Dal		
23.	Lobia		
24.	Kabuli Chana		
25.	Besan		
26.	Atta		
27.	Rice (Ranjit)		
28.	Sugar		
29.	Chira		
30.	Rajmah		
31.	Garlic		
32.	Ginger		
33.	Onion (Large, Red)		
34.	Potato (Large)		

Schedule 2:

Sl. No.	Name of item & Specification	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Eggs (farm p/no.)		
2.	Paneer		

Schedule 3:

Sl. No.	Name of item & Specification (from licenced bakery)	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Bread (400 gms)		
2.	Suji Kata Biscuits		

Schedule 4:

Sl. No.	Name of item & Specification (Fresh)	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Cabbage		
2.	Brinjal		
3.	Papaya		
4.	Radish		
5.	Bottle gourd		
6.	Cucumber		
7.	Cauliflower		
8.	Marrow		
9.	Carrot		
10.	Sweet gourd		
11.	Olkobi		
12.	Lesera		
13.	Dhunduli		
14.	French bean		
15.	Red pumpkin		
16.	Bhol		
17.	Kash kol		
18.	Patal		
19.	Jika		
20.	Squash		
21.	Paleng sak		
22.	Green peas		
23.	Tomato		
24.	Lemon		
25.	Green Chillies		

Schedule 5:

Sl. No.	Name of item & Specification		
1.	Orange		
2.	Banana (jahaji) (approx. 100 gms. each)		
3.	Apple (approx. 150 gms. each)		

Schedule 6:

Sl. No.	Name of item & Specification	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Curd		
2.	Molasses		
3.	Til-pitha		
4.	Bor-pitha		
5.	Narikal Ladu		
6.	Boondia Ladu		

Schedule 7:

Sl. No.	Name of item & Specification	Made with (AGMARK/ FSSAI Certification/ ISO etc.) as applicable	Brand if any
1.	Disposable Glass		
2.	Disposable Plate		
3.	Disposable Tea cup		

Undertaking

To,

The Director
LGB. Regional Institute of Mental Health
Tezpur, Dt :- Sonitpur Assam

Sir,

1. I /we hereby submit our tender for the supply of dietary items along with other required documents.
2. I /we hereby agree to all terms and conditions, stipulated by the LGBRIMH, and contained in Tender Documents in this connection including delivery, penalty etc. and the rate quoted in the financial bid will remain unchanged during the entire period of supply.
3. I /We undertake to sign the contract / agreement within 7 days from the issue of the AOC letter, failing which Director LGBRIMH shall have the right to take appropriate action and impose penalty as deemed fit and our / my name will be deleted from the list of the supplier at LGBRIMH, Tezpur.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Note: - All terms & conditions including rates and taxes etc, has been indicated separately in the tender. During the rate contract period, basic price of the items will remain unchanged. Other terms and conditions are also as per the requirement of the institute.

YOURS FAITHFULLY

SIGNATURE OF THE TENDERER
RUBBER STAMP

- | | | |
|----|--------------------------|-------|
| A | 1 WITNESS SIGNATURE | |
| | 2. FULL NAME | |
| | 3. ADDRESS & Contact No. | |
| | | |
| B. | 1 WITNESS SIGNATURE | |
| | 2. FULL NAME | |
| | 3. ADDRESS& Contact No. | |

Organization's contact details and EMD Payment Details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
Phone	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
EMD details	
GST Number	

DEED OF CONTRACTUAL AGREEMENT

THIS AGREEMENT made the.....day of, 2023, Between Director, *Lokopriya Gopinath Bordoloi Regional Institute of Mental Health, Tezpur Assam* (hereinafter "the Purchaser") of the one part and _____ (hereinafter called "the Supplier") of the other part:

WHEREAS in response to the notification No. LGB/NAZ/.....Dated the bidder has submitted to the LGBRIMH a tender for supply of dietary items specified there in all the Schedules of Annexure - I subject to the terms & conditions contained in the said tender.

AND WHEREAS the bidder has also deposited with the Government a sum of Rs. as performance security for the execution of an agreement undertaking the due fulfillments of the contract, in case this tender is accepted by LGBRIMH.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) The Letter of Acceptance issued by the purchaser/ Supply Order.
 - b) The Notice Inviting Tender
 - c) The supplier's bid including enclosures, annexure, etc.
 - d) The Terms and Conditions of the Contract
 - e) The Schedule of Requirement
 - f) The Technical Specification
 - g) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.
2. In case the bidder fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, the purchaser shall have the power and authority to recover from the supplier any loss or damage caused to LGBRIMH by such breach as may be determined by LGBRIMH by appropriating the security money deposited by the supplier and take appropriate action as per penalty clause of the tender. If the security deposit is found to be inappropriate, the deficit amount may be recovered from the supplier from his outstanding bill or such other manner as the purchaser may deem fit.
3. On inspection if any article found not as per specification of the supply order it shall be replaced by me/us in time as asked for, to prevent any inconvenient at my/our expenses. In case of non-fulfillment of the terms and conditions of the contract/ supply order, the Director LGBRIMH shall have right to take appropriate action and impose penalty as deem fit.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services

without interruption and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. In case of any dispute the same shall be mitigated as per provision of the tender and territorial jurisdiction **shall be within the limit of the Tezpur District Court.**

In the presence of witness:

Signature of the Purchaser or his/her nominee

(with seal)

1

2

In the presence of witness:

Signature of the Supplier

(with seal)

1

2

CHECKLIST

Sl. No.	Documents to be submitted along with the techno-commercial bid	Attached page no.	
		From	To
1.	Scanned copy of EMD in the form of DD/FDR/BG in favor of Director, LGBRIMH, Tezpur payable at Tezpur, Sonitpur, Assam or proof of EMD exemption should be submitted.		
2.	Scanned copy of a declaration by the proprietor of the firm, in case, the firm is proprietorship <i>on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public</i> . In case of partnership firm, a scanned copy of partnership deed duly registered by the Register of Firms.		
3.	Scanned copy of statement of financial status (Annual turnover for last 3 years from Chartered Accountants).		
4.	Scanned copy of performance report from Govt / Semi-Govt / Autonomous organization served at least for one year in the same field		
5.	Scanned copy of recent non-conviction/ non-blacklisting certificate on non-judicial stamp paper of worth Rs100.00 – duly attested by Notary Public.		
6.	Scanned copy of updated Income Tax return documents for the Financial year 2022-23 (Assessment Year 2023-24)		
7.	Scanned copy of PAN Card and GST registration certificate.		
8.	Scanned copy of Bank Details.		
9.	Scanned copy of duly filled annexure -II.		
10.	Scanned copy of duly filled annexure -I, III and V		
11.	Scanned copy of valid Trade License or incorporation certificate		
12.	All Hardcopies uploaded		
13.	Proof of outlet at Tezpur, Sonitpur, Assam		
14.	Scanned copy of FSSAI license and other applicable documents (like authorization letter from manufacturer) for bakery items.		