

Mandatory documents to be submitted along with the Technical Bid

The online bid submitted by the bidder shall comprise documentary proof of the following:

1. Self Declaration as per Annexure1
2. Bid form as perAnnexure-2
3. Power of attorney for signatory of bid in Rs. 200/- stamp paper duly notarized.
4. GST Certificate (self attested copy).
5. Copy of Non Conviction certificate(self-certified)
6. Permanent Account Number (Self attested Copy)
7. Certificate of incorporation and associated documents like Article of Association and Memorandum of Association/Partnership deed/HUF etc. as applicable. (Self attested Copy).
8. Documentary evidence to establish the work experience (at least 3 years) in the field of market research of pharmacy/FMCG/retail auditing (Self Certified copy of previous work orders from reputed organisations / experience letters issued by reputed organisations / market survey reports published in reputed journals etc.).
9. Details of the Qualified Manpower (Name of the person, Designation, Full time / Part time engagement, Education Qualification, Experience certificates etc.) under disposal of the Applicant for engaging in the evaluation.
10. Documentary proof for establishing the average annual turnover of the tenderer in the last three financial years (2018-19, 2019-20, 2020-21 (original / provisional) of not less than Rs.5Crores duly certified by a chartered accountant.
11. Annexure 3 - Category details of organization, in case of MSME / MSE, If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar Memorandum Number issued to it under the MSMED Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012.”
12. Annexure 4 – Indemnity Certificate
13. Annexure 5 - Performance Bank Guarantee Format
14. Annexure 6 – Check List
15. Annexure 7 - Bid Securing Declaration