

Check list for the bidders intending to participate in the bidding process taken up by the SPMU Gujarat Ecology Commission for procurement of scientific instrument for the Gujarat Pollution Control Board under ICB procedure.

1. Please check the amount to be paid towards bid security, the mode of payment and its validity. The amount to be paid is Rs. _____ and if it is in the form of a Bank Guarantee, the Bank Guarantee should be valid up to _____.
2. The bidders should read and understand the qualification requirements as laid down in the ITB and check whether they meet with the qualification requirement.
3. The bidder should without fail enclose copies of the certificates from the client to whom they have supplied such instruments in past. Certified true copy should be attached. This is a mandatory requirement.
4. The bidder should ensure that they provide all the information / details to check their financial strengths along with the annual audited statement of accounts and balance sheet for the last three years from their statutory auditors to support that the bidders meet with the financial qualification criteria prescribed under the bid document. This is also a mandatory requirement.
5. If the bidder is bidding as a joint venture consortium, a joint venture consortium agreement defining the roles and responsibilities and the financial stake should invariably provided along with the bid submission.
6. The bidder if he is not a manufacturer of the instruments should invariably provide "**Manufacturer's Authorization Certificate**" in the format prescribed under the bid document. This is a mandatory requirement and therefore has to be provided. The format should not be changed.
7. The bidder shall fill up the prices in the price schedules contained in the bid document. If in case the bidder wants to provide computer print outs as their price schedules, this has to be in the same format prescribed in the bid document. Format should not be changed. In such cases, the bidder schedules contained in the bid document should write "**Separate Schedule in the form of a print out attached**". This schedule should be signed by the bidder. A computer printout should also be signed.
8. The bidder should not propose any deviation / change in the technical specification of the instruments for each package and quote their prices for the specifications contained in the bid documents. Alternative specifications cannot be accepted under any circumstances.
9. The bidder should not attach any commercial conditions contrary to the bid document. If any such conditions are mentioned, the bid will be treated as "**conditional**" and will not be accepted.

10. The bidding is for executing a single contract with the successful bidder. The bidder should therefore not propose placement of separate orders. Order will be placed to the party who comes as a bidder. In case if the bidder intends to have another sub agency for the transportation and installation components, the bidder should mentioned that these activities will be done by their sub agent (identify and provide the name and address with contacts) on their behalf and bidder will be responsible for proper installation and testing as per the bid document.
11. The bidder even if he gives a separate technical and financial proposal in the formats contained in the bid document, the original bid document issued to the bidder or downloaded by the bidder from the website should be invariably returned duly signed and stamped by the authorized signatory of the bidder.
12. Pre-bid minutes as well as corrigendum issued with regard to the bidding process, these documents should also be signed and returned along with the bid document.
13. Prices can be quoted in INR / Foreign currency prescribed under the bid document.
14. The bidder should put their bid proposals along with the original bid document, corrigendum etc. in a sealed envelope and submit the same as per the procedure prescribed in the bid document.
15. All pages of the bid document is issued to the bidder or downloaded from the website should be signed by the bidder and returned.
16. The payment conditions contained in the bid document, as far as possible should not be varied. If the bidder proposes payment terms in variation to the prescribed terms, the bid will be evaluated considering the loading of the differential payment terms as per prescriptions in the bid document.