

ANNEXURE - I

(To be filled in by the applicant)

1. Name of the firm :

2. Full postal address :
(Office & residence Telephone/Mobile/E-mail)

3. Two copies of passport size photograph of sole proprietor/all partner of firm as applicable duly attested :

4. Affidavit declaring sole proprietorship of firm in original duly attested by a Notary or partnership deed duly registered with Register of firm in original as applicable :

5. PAN Card Number with photocopy :

6. TIN No. with photocopy of certificate :

7. Copy of latest I.T. Return filled by the vendor/firm duly received by the concerned Income Tax Officer :

8. Bank Account Number, Name of the Bank & address :

The above facts are true & best of my knowledge.

Date :

Signature of the proprietor
& seal of the firm

ANNEXURE - II

Material list for New construction of double unit labour quarter

Sl. No.	Items	Specification	Quantity	Unit
1	Bricks	1st Class	27910	Pcs
2	Cement	Topchem	89	bags
3	Sand		457	CFT
4	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	8' X 3'	40	Pcs
5	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	7' X 3'	40	Pcs
6	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	9' X 3'	20	Pcs
7	Ridging G.I. (Sail/TATA) 0.45 mm X 10 ft	1½' X 10' long	5	Pcs
8	J. Hook		500	Pcs
9	M.S. Pipe	1½" dia	1400	Rft per kg.
10	M.S. Flate Iron	1½" X 5 mm	400	Rft per kg.
11	Nut & Bolt	3/8" X 1½"	5	Kgs
12	M.S. Angle	2" X 2"	210	Rft per kg.
13	M.S. Angle	1½" X 1½"	290	Rft per kg.
14	M.S. Flate Iron	3/4" X 4 mm	135	Rft per kg.
15	M.S. Plain Sheet	8' X 4' X 24 swg	11	Pcs
16	M.S. Rod ½" dia	8'x8'	64	Pcs per kg.
17	M.S. Rod ½" dia	2'x4'	8	Pcs per kg.
18	Bamboo Chatai for Ceeling		680	Sq.ft.
19	Jati Bamboo		50	pcs
20	Tower Bolt	4"	32	pcs
21	Tower Bolt	6"	20	pcs
22	Hinges	4"	92	pcs
23	Lock Ring		4	pairs
24	Binding wire		2	kgs.
25	Coconut string		2	kgs.
26	White lime		4	Tins
27	M.S. Bolt		20	pcs
28	Shoe Brush		4	pcs
29	Limpet washer		20	kgs.
30	Bitumin Washer		10	Pkt
31	Cemented Ventilator	1' X 1½'	10	Pcs
32	Welding Rod	No. 10	10	Pkt
33	Labour Charges		L/s.	

I agree to supply the materials as specified above if qualified in Tender.

Date :

Signature of the proprietor
Seal of the firm

ANNEXURE - III

GENERAL TERMS & CONDITIONS

1. The Firm/Contractor should preferably have experience in carrying out Civil job at Established Tea Estates (Photocopy of past formal Order to be attached).
2. The offer shall remain valid for 90 day's from the date of opening the Quotation.
3. The delivery of materials & construction site would be in around Dibrugarh, Jorhat & Golaghat District where Group Garden's are located, you should quote accordingly (FOR GARDEN).
4. Amount of VAT, CST, Central Excise and if any other, which are applicable should be quoted clearly specified indicating the Rate which it is charged.
5. The release of part payment shall be applicable on progress of work which would be clearly mentioned in the Work Order.
6. An amount equivalent to 10% of order value would be retained as security money for a period of 1 (one) year which shall be finally released.
7. Penalty clause shall be applicable in case of unnecessary delay in completion of work. Basis of Penalty shall be informed at the time of placing formal order.
8. Completion of work as per specification, approved drawing & bill of material / handing over the quarter shall be within 90 days from receipt of formal order.
9. The right to reject any or all quotation without assigning any reason is reserved by the Tender Committee.

I agree to all TERMS & CONDITIONS mentioned above.

Date :

Signature of the proprietor
Seal of the firm

ANNEXURE - IV

P I I B I I

Sl. No.	Particulars	Specification	Quantity	Unit	Net Rate per Unit (Rs.) (includ Freight for F.O.R. Garden delivery)	TAX % age (if any)	Total Amount (Including FOR delivery & Taxes)
1	Bricks	1st Class	27910	Pcs			
2	Cement	Topchem	89	bags			
3	Sand		457	CFT			
4	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	8' X 3'	40	Pcs			
5	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	7' X 3'	40	Pcs			
6	C.G.I. Sheet (TATA Shaktee) 0.50 x 910 mm	9' X 3'	20	Pcs			
7	Ridging G.I. (Sail/TATA) 0.45 mm X 10 ft	1½' X 10' long	5	Pcs			
8	J. Hook		500	Pcs			
9	M.S. Pipe	1½" dia	1400	Rft per kg.			
10	M.S. Flate Iron	1½" X 5 mm	400	Rft per kg.			
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26	White lime		4	Tins			
27	M.S. Bolt		20	pcs			
28	Shoe Brush		4	pcs			
29	Limpet washer		20	kgs.			
30	Bitumin Washer		10	Pkt			
31	Cemented Ventilator	1' X 1½'	10	Pcs			
32	Welding Rod	No. 10	10	Pkt			
33	Labour Charges		L/s.				

I agree that the above prices are inclusive of all Taxes & delivery FOR Garden.

Date :

Signature of the proprietor
Seal of the firm