

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH  
GOREGAON (EAST), MUMBAI**

**TENDER DOCUMENT FOR**

**Annual Rate Contract for Supply of Housekeeping Cleaning Materials at  
IGIDR**

NIT No.: IGIDR/Tender/2021/ED/15 Date: 20.09.2021

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 6909 6200/596/9967606457. FAX: 022 69096399.

## INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

### Notice Inviting Tender

“NAME OF THE WORK: “Annual Rate Contract for Supply of Housekeeping Cleaning Materials” at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. IGIDR invites sealed bids from vendors/suppliers of repute for the following work:

| Name of work   | EMD (Rs.)         | Period of Contract |
|--|-------------------|--------------------|
| (1)  | (2)               | (3)                |
| <b>Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR</b> | <b>Rs. 5000/-</b> | <b>1 Year</b>      |

The tender being invited for the above-mentioned service. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) along with the bid.
3. The EOI bids in two bid system are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) : “Email-1: EMD and Pre-qualification/Technical Bid” and “Email-2: Financial bid”. Subject of email should be mentioned as “Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” and “Email-2: Financial Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” respectively. **All the bid documents should be attached as a PDF document or zip file and the financial bid file should be protected with a password.**
4. Last date of submission of Tender document shall be up to **03:00 PM on 11<sup>th</sup> October 2021.**
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

**SECTION-A**

*(\*To be submitted on letterhead)*

**Letter of Offer**

Date \_\_\_\_\_

The Registrar,  
Indira Gandhi Institute of Development Research,  
Gen. A.K. Vaidya Marg, Film city Road,  
Goregaon (East), Mumbai- 400065.

Subject: Tender for “**Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**”.

Reference: Tender Advertisement No. IGIDR/Tender/2021/ED/15 dated 20<sup>th</sup> September 2021

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited **NEFT/DD/FDR/BG** of Rupees Five thousand only or MSME exemption Certificate as an earnest money deposit to the IGIDR, which will not bear any interest. Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

**Signature**

Name & seal of bidder

**SECTION - 'B'**  
**GENERAL INSTRUCTIONS TO BIDDERS**

Sealed Tender bids through email should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.

1. Bidder has to submit Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of tender document towards Earnest money.
2. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
3. The tender bids in two bid system are invited through two separate Emails to [tender@igidr.ac.in](mailto:tender@igidr.ac.in) : “**Email-1: EMD and Pre-qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as “**Email-1: EMD and Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**” and “**Email-2: Financial Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR**” respectively. **All the bid documents should be attached as a PDF document or zip file.**
4. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **3:00 PM on 11<sup>th</sup> October 2021**. Each copy of the tender document under their stamp and signature. No tender will be accepted after 3:00 PM on **11<sup>th</sup> October 2021** under any circumstances whatsoever.
6. The Email bid with subject “EMD & Pre-qualification/Technical Bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” shall be opened by REGISTRAR or his authorized representative in his office on the next day **12<sup>th</sup> October 2021 at 11:30 AM** through online meeting platform. The link of meeting will be shared with participated bidders. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. The Email bid with subject “Financial bid for Annual Rate Contract for Supply of Housekeeping Cleaning Materials at IGIDR” of only qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders. The date of opening of financial bid and link for online meeting shall be informed by the institute to the qualified bidders. **The bidders should provide the password of financial bid PDF file during the opening of the financial bid. In case bidder can NOT provide password for financial bid at the opening then their bid shall be rejected.**
8. Tender bid shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
9. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
10. The Tender form must be filled in English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
12. Each Page of the Tender Documents should be stamped and signed by the authorized person or persons submitting the Tender in token of his/their having acquainted himself/themselves with the General terms & conditions, specifications, special conditions of contract, etc. as laid down. Any Tender with any of the documents not so signed will be rejected.
13. A tender which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder may be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

14. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
15. Institute reserves the right to sub-divide the work mentioned in the tender, amongst two or more bidders at its own discretion and the successful bidders will have to execute orders for part of the items placed with them at the quoted rates. Institute also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.
16. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
17. No bidder will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract within 15 days of award of order), for what so-ever reasons, their EMD will be forfeited.
18. The rates quoted in the bid shall include all charges like material rates, applicable GST, transportation, loading and unloading, any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.
19. **The intending bidder can obtain any clarifications regarding the tender document, technical scope etc. if any by contacting to Mr. Amit Gaikwad (Estate Officer) on email [amitg@igidr.ac.in](mailto:amitg@igidr.ac.in) or mobile - 9881070122 or from the Estate Department of the Indira Gandhi Institute of Development Research, Goregaon (E), Mumbai-400 065 on any Institute`s working day.**

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder with seal

Date :

## SECTION - 'C'

### SPECIAL CONDITIONS

1. Permission if any, required from the local bodies shall be obtained by the successful bidder at his cost.
2. Overall L1, overall L2, overall L3, etc. bidders will be calculated on basis of quoted rates for individual items with minimum quantity of that item. After comparing the total amount of overall L1, L2, L3, etc. quote, L1 bidder will be empanelled for the rate contract. The contract may be sub-divided between two or more bidders for their individual lowest quoted items.
3. In case the successful bidder contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
4. The successful bidder shall supply only approved brand and quality of materials.
5. If the quality of product and services provided is not found satisfactory, IGIDR reserves the right to cancel or amend the contract.
6. **Quoting of Price:** Price quoted should be in Indian Rupees, free delivery at IGIDR Campus & including applicable GST.
7. Financial bid must be submitted in enclosed Financial Bid Form only.
8. The successful bidder shall carry out the contract strictly in accordance with specification details and instructions of the Institute's In Charge.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Date :

Signature of Bidder with seal

**SECTION - 'D'**  
**TERMS AND CONDITIONS**

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Contract to be executed with the Institute.

1. The successful bidder shall not assign the sub-contract. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
2. In all matters of dispute arising on the contract, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

**4. Performance Security Deposit:**

The EMD of successful bidder for Rs. 5000/- (Rupees Five thousand only) shall be converted in to Performance Security Deposit and will be retained with the IGIDR till the expiry/termination of the rate contract without interest. In case the successful bidder submitted the MSME certificate instead of EMD, need to deposit PSD of amount Rs. 5000/- after receipt of purchase order. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated prematurely.

**5. Payment Terms:**

Payment shall be made to the supplier after successful delivery of materials within 15 days of submission of certified invoice along with supporting documents (Delivery challan etc.).

**6. Tenure of Contract:**

The contract period shall be for 1 Year from date of issue of Purchase order however it can be extended for further 02 years on annual basis after review of performance of contractor at same rates, terms & conditions if their performance found satisfactory.

**7. Termination Clause:**

7.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the vendor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the



Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the vendor.

7.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the vendor subject to clause 7.5 hereunder.

7.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the vendor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The vendor may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

7.4 Forthwith on the expiry or earlier termination of this Contract, the vendor shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the vendor a time when it can collect its equipment stored in the Institute and the vendor shall collect the same. In the event that the vendor does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.

7.5 Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the vendor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the vendor.

7.6 On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of bidder with seal

Date :

**SECTION - 'E'**  
**QUALIFICATION CRITERIA**

- **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**
  - a) The bidder should have minimum 03 years' experience for supply of similar kind of materials in last 07 years.
  - b) The bidder should be registered with the appropriate registration authorities. Copy of Registration in Shop & Establishment or Certificate of Incorporation or Partnership deed to be submitted.
  - c) Copy of Registration of Goods & Service Tax and PAN
  - d) The bidder should have an annual turnover of **Rs. 5, 00,000/-** (Rupees Five Lakh only) for supply of similar materials in the last 3 financial years. The bidder will submit the audited balance sheet, financial statements and P & L account of last 3 financial years duly certified by CA.
  - e) The bidder should have experience in successful executed at least **one** rate contract for supply of similar Housekeeping Cleaning materials for **1 year** during last 07 years ending last month. Copy of Purchase orders/contract agreement/completion certificate to be submitted.
  - f) The bidder may submit the List of clients, contact person name & number and copy of completion certificate if any.
  - g) The bidder should have either the Registered Office or one of the Branch Office located in the territory of Mumbai, Mumbai suburban, Thane or Navi Mumbai districts.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company duly stamped and signed by the authorized person of the agency and attached as PDF file, to be submitted along with the qualification bid (Email-1).

- **Information to be furnished by the bidder:**

| <b>Sr. No.</b> | <b>Item</b>   | <b>Information to be filled by Bidder</b>            |
|----------------|---|--|
| 1              | Name of the bidder  |  |
| 2.             | Address   |  |
| 2              | Telephone Number: Office /Residence:<br><br>Mobile Number:<br><br>Fax No.<br><br>E-Mail address-              |  |
| 3              | Details of Registration (number & date)   |  |
| 4              | Month and Year in which the firm / company was formed/ incorporated.  |  |
| 5              | Type of organisation (Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.)                             |  |
| 6              | Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)                      |  |
| 7              | Average Annual Turnover of Last Three Financial Year (attached audited balance sheet & profit & Loss account) | FY 2018-19 -<br><br>FY 2019-20 -<br><br>FY 2020-21 - |

**SECTION 'F'**  
**TECHNICAL BID**

**1. List of Materials and Specifications:**

| Sl.No. | Item  | Specifications                    | Name of the Manufacturer/Brand | Unit of Measurement | Minimum Quantity |
|--------|---|-----------------------------------|--------------------------------|---------------------|------------------|
| 1      | Floor Duster  | Size:50x 45, Cotton               | Navbharat                      | Nos.                | 1 No.            |
| 2      | Table Duster  | Size:50x48, Cotton                | Navbharat                      | Nos.                | 1 No.            |
| 3      | Soft Broom  | Plastic Handle                    | United Broom Industries/Jugnu  | Nos.                | 1 No.            |
| 4      | Hard Broom  |                                   | UVA                            | Nos.                | 1 No.            |
| 5      | Ceiling Broom with Extension 10/12 Feet (Aluminium) | 10/12 feet, aluminium pipe        | Gala                           | Nos.                | 1 No.            |
| 6      | Wet Mop Set (Flat)                                  | Stainless Steel rod               | Gala                           | Nos.                | 1 No.            |
| 7      | Wet Mop Refill (Flat)                               |                                   | Gala                           | Nos.                | 1 No.            |
| 8      | Dry Mop Set   | Stainless Steel rod               | Gala                           | Nos.                | 1 No.            |
| 9      | Dry Mop Refill                                      |                                   | Gala                           | Nos.                | 1 No.            |
| 10     | Garbage Bag (19x21)                                 | Size:19X21 inch                   | Kiran                          | Packet              | 1 No.            |
| 11     | Garbage Bag (29x39)                                 | Size: 29X39 ubcg                  | Kiran                          | Packet              | 1 No.            |
| 12     | Ariel Powder  |                                   | Procter and Gamble             | 1 Kg.               | Packet           |
| 13     | Odopic Powder                                       |                                   | Dabur India Ltd                | 1 Kg.               | Packet           |
| 14     | Vanish Powder                                       |                                   | Reckitt Benckiser (India) Ltd  | 400 gm              | Packet           |
| 15     | Lizol   | Liquid                            | Reckitt Benckiser (India) Ltd  | 500 ml              | Bottle           |
| 16     | Prill   | Liquid                            | Jyothy laboratories            | 425 ml              | Bottle           |
| 17     | Choke up pump                                       | G-22                              | Geol                           | Nos.                | 1 No.            |
| 18     | Tissue Roll   | Size:11x10cms, 1500 sheets, 2 ply | Mystique                       | Roll                | 1 No.            |
| 19     | Stable Bleaching Powder                             | Stable, Lion brand                | Grasim Industries/GACL         | 25 Kg. bag          | 1 Bag            |
| 20     | Floor Scraper                                       | Plastic                           | NACS                           | Nos.                | 1 No.            |
| 21     | Bucket (20 ltr)                                     | Virgin PVC                        | Ratan Plastic Ware             | Nos.                | 1 No.            |
| 22     | Bucket (10 ltr)                                     | Virgin PVC                        | Ratan Plastic Ware             | Nos.                | 1 No.            |
| 23     | Bucket (16 ltr)                                     | Virgin PVC                        | Ratan Plastic Ware             | Nos.                | 1 No.            |
| 24     | Bucket (50 Ltrs.)                                   | Virgin PVC                        | Ratan Plastic Ware             | Nos.                | 1 No.            |

|    |                                      |                            |                                 |       |         |
|----|--------------------------------------|----------------------------|---------------------------------|-------|---------|
|    | (Garbage)                            |                            |                                 |       |         |
| 25 | Hand Gloves (Long)                   | 33x13 cms                  | Diamond                         | pair  | 1 No.   |
| 26 | Face Mask                            | 15x8 cm/cotton             | C-cure                          | Pc.   | 1 No.   |
| 27 | Spray Bottle                         | 1 liter, PVC               | Ratan Plastic Ware              | Nos.  | 1 No.   |
| 28 | Scotch-Brite Scrub pad               | Large, 10 cm x 14 cm       | 3M India                        | Nos.  | 1 No.   |
| 29 | Feather Brush                        | 2 feet, plastic feather    | Static Duster                   | Nos.  | 1 No.   |
| 30 | T Brush (Outdoor) / Floor hard brush | 15" and 3 mm               | Krishnakripa Cleaning Solutions | Nos.  | 1 No.   |
| 31 | T Brush (Indoor) (Wooden)            | 11-20 inch                 | Laxmi Brush Works               | Nos.  | 1 No.   |
| 32 | T Brush (Pool cleaning type)         | 18" Aluminium Handle       | Sarrah                          | Nos.  | 1No.    |
| 33 | Garbage Bin with wheels              | 120 Liters, Polyethylene   | Sulo                            | Nos.  | 1 No.   |
| 34 | Garbage Bin with wheels              | 240 Liters, Polyethylene   | Sulo                            | Nos.  | 1 No.   |
| 35 | Mop Clip Wet                         | Stainless steel            | Gala                            | Nos.  | 1 No.   |
| 36 | Toilet Brush Round                   | TB-704, Goldy              | BRW Impex                       | Nos.  | 1 No.   |
| 37 | Toilet Brush double sided            | TB-713, Prince D/Hokey     | BRW Impex                       | Nos.  | 1 No.   |
| 38 | Wiper Refill                         | KW-209                     | BRW Impex                       | Nos.  | 1 No.   |
| 39 | Nu-Glass wiper                       | KW-209 with handle         | BRW Impex                       | Nos.  | 1 No.   |
| 40 | Square Basket                        | Size:                      | Nayasa World                    | Nos.  | 1 No.   |
| 41 | Dustpan                              | Stainless Steel            | Limetro                         | Nos.  | 1 No.   |
| 42 | Mosquito repellent machine           |                            | Goodnight                       | Nos.  | 1 No.   |
| 43 | Mosquito Refill                      | 45 ml                      | Goodnight                       | Nos.  | 1 No.   |
| 44 | Drainex Powder                       | 50 gm                      | Mr. Muscle Kiwi                 | Nos.  | 1 No.   |
| 45 | Phenyl                               | Liquid                     | Sunny                           | 1 Ltr | 1 No.   |
| 46 | Acid                                 | Liquid                     | Morry                           | 1 Ltr | 1 No.   |
| 47 | Tarpaulin Sheet                      | Size:21X30 Ft, 200 micron  |                                 | Nos.  | 1No.    |
| 48 | Tarpaulin Sheet                      | Size: 12X27 Ft, 200 micron |                                 | Nos.  | 1No.    |
| 49 | Tarpaulin Sheet                      | Size: 12X12 Ft, 200 micron |                                 | Nos.  | 1No.    |
| 50 | White Plastic Sheet                  | 12 Feet                    |                                 | Mtrs. | 1 Meter |
| 51 | Nylon Rope                           | 6 mm                       |                                 | Kg.   | 1 Kg.   |

Date :

Signature of bidder with seal

**ANNEXURE - A**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,  
The Registrar  
Indira Gandhi Institute of Development Research  
Film City Road, Santosh Nagar,  
Goregaon (East),  
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s \_\_\_\_\_

Authorized Signatory

Date:

*\*To be submitted on company/firm letterhead.*