

Annexure - I

Sealed tenders are invited from suppliers of reputed brand water in the following format.

Particulars	To be filled by the Tenderer
(a) Name of the Firm/Agency	
(b) Full Address	
Full Address of the plant(Site inspection will be there)	
(c) Name of the Proprietor	
(d) Telephone Number	
(e) Mobile Number	
(f) E-mail address	
(g) Name of Business partner if any	
Name of the contact person with e-mail ID, landline number, mobile number	
Registration and License number(Please provide attested copies of documents)	
GSTIN Registration Number (attested copy should be enclosed)	
PAN (Attested copy should be enclosed)	
If the firm is Authorized dealer/stockist of the packaged drinking water, Certificate duly attested for the same may be enclosed.	
License number issued by BIS (copy to be enclosed)	
Details of Logistics for supply of water cans at our office (own/outsourced)	
Details of EMD (i) Amount (ii) Draft No. (iii) Date of Issuing Bank	
Attested copies of IT returns of the Firm for 3 years namely FY-2022-23, 2023-24, 2024-25	

Annual turn over of the Company Audited balance sheets should be enclosed for three years FY- 2022-23, 2023-24, 2024-25	
Whether the firm is blacklisted by any Govt Department or any criminal case is registered against the firm or its Owner/Partners anywhere in India(if no, an undertaking to this effect is to be attached in this regard)	
Any other certificate obtained for Statutory requirements	
Water quality certificate obtained from respective authorities	
Work order in force from any Government offices and other Reputed offices (Minimum three work orders to be enclosed)	
Provision and maintenance of Water Dispenser at our office free of cost if any based on our volume (optional)	

OS/Estt

Signature of the Authorized person
Name:
Designation:
Seal:

Place:

Date: