



Government of West Bengal

**OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR**

**জেলাশাসকের করণ, কোচবিহার, পশ্চিমবঙ্গ**

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal

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**NOTICE INVITING ONLINE TENDER (E-TENDER) NO. Nez/68 Dated 29/01/2021**

**Name of Scheme - SUPPLY & INSTALLATION OF DESKTOP COMPUTERS (18 Nos.), LINE INTERACTIVE UPS WITH AVR (18 Nos.), MULTIFUNCTION MACHINES MFM (9 Nos.), USB MODEM (35 Nos.), COMPUTER TABLES (18 Nos.) AND BRANDED PLASTIC CHAIR WITHOUT HANDLES (18 Nos.) IN DIFFERENT BLOCKS UNDER COOCH BEHAR DISTRICT.**

**SCHEDULE OF IMPORTANT DATES OF BID**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
1. Date of Publication of NIT	<b><u>29.01.2021 at 6 pm</u></b>
2. Document download start date & time	<b><u>29.01.2021 from 6 pm</u></b>
3. Document download end date & time	<b><u>08.02.2021 up-to 6 pm</u></b>
4. Bid submission start date & time	<b><u>29.01.2021 at 6 pm</u></b>
5. Last date & time of online submission of Technical Bid and Financial Bid	<b><u>08.02.2021 at 6 pm</u></b>
6. Date & Time of opening of Technical Bid at the Office of the District Magistrate, Cooch Behar	<b><u>10.02.2021 at 6 pm</u></b>
7. Date & Time of opening of Financial Bid at Office of the District Magistrate, Cooch Behar	<b><u>Date and time will be notified later through online.</u></b>
8. Validity of bid	<b><u>90 days</u></b>
9. Completion Period of the work	<b><u>30 days</u></b>

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For and on behalf of the District Magistrate, Cooch Behar, the Nezarath Deputy Collector, Cooch Behar invites e-tender for supply of the above mentioned items by two cover system (e-procurement) from resourceful & bonafide Manufacturer/Authorized Dealer/Distributor as mentioned in ANNEXURE-I below. The pre-qualification documents are to be uploaded in two separates folders. One of the folders shall contain Technical documents along with scanned copy of challan for Earnest money (EMD). Financial Bids are to be uploaded in another folder. The details are given below:

**ANNEXURE-I :**

1. Name of work	: <b>Name of Scheme – SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS (18 Nos.), LINE INTERACTIVE UPS WITH AVR (18 Nos.), MULTIFUNCTION MACHINES MFM (9 Nos.), USB MODEM (35 Nos.), COMPUTER TABLES (18 Nos.) AND BRANDED PLASTIC CHAIR WITHOUT HANDLE (18 Nos.) IN DIFFERENT BLOCKS UNDER COOCH BEHAR DISTRICT.</b>
2. Location of Work	: Supply and installation at below given sites under Cooch Behar District: 1)Changrabandha Club Town Library, Mekhliganj 2)Madhupur GPHQ Sub-Centre, Cooch Behar-II Dev. Block 3)Khagribari Sub-Centre, Cooch Behar-II Dev. Block 4)Chandanchoura Sub-Centre, Cooch Behar-II Dev. Block 5)Falimari GPHQ Sub-Centre, Cooch Behar-I Dev. Block 6)Ekmukha Sub-Centre, Cooch Behar-I Dev. Block 7)Pealaguri Sub-Centre, Dinhata-I Dev. Block 8)Kamtapur Sub-Centre, Dinhata-I Dev. Block 9)Dhangdhinguri GPHQ Sub-Centre, Cooch Behar-II Dev. Block
3. Specification :	(A) Desktop Computer of <b>HP,DELL,LENOVO,ACER</b> with following specifications:-  1. Processor Number: AMD Ryzen 3 PRO 3200G 2. Chipset Series: AMD B Series 3. Chipset Number: AMD B350 4. Graphics Type: Integrated 5. OS (Factory Pre-Loaded): Windows 10 Home 6. RAM Size(GB): 4 7. RAM Speed (MHz): 2666 8. RAM Expandability up to (using spare DIMM Slots in GB):128 9. Total HDD Capacity (GB): 1000 10. Cabinet Form Factor: SFF (7 TO 13 Litres) 11. Wireless Connectivity: Yes 12. Type of Ethernet Ports: 10/100/1000 on board Integrated Gigabit Port 13. LED Backlit Monitor Size (Inches): 21.5 14. Monitor Resolution (Pixels): 1920x1080

15. Number of Speakers integrated with Monitor: 2
16. Type of Mouse: Optical Scroll
17. Type of Keyboard: Standard
18. On Site OEM Warranty (Year): 3

**(B) LINE INTERACTIVE UPS WITH AVR of APC, CYBERPOWER, MICROTEK with following specification:-**

1. Rating in KVA/ min VAH capacity of battery (KVA/VAH): 0.6/84
2. Technology: MOSFET-PWM
3. Type of battery: SMF-VRLA confirming to JISC- 8702 Pt 1,2 &3
4. Warranty for the battery from the date of delivery: 1 Year
5. Warranty for the Line Interactive LINE INTERACTIVE UPS WITH AVR: 2 Years
6. Type of enclosure: ABS
7. Input (Volt): Single phase sine wave (160-280v)
8. Switching over time (Mili sec): Maximum 10 milli seconds
9. Overload Time (Minutes):  $\geq 10$  minutes
10. Load power factor:  $\geq 0.6$
11. Variation in AVR output in AC mode (%) AVR (Voltage regulation) output voltage in AC Mode: 230 Volts $\pm$ 15%, 50 $\pm$ 3 Hz

**(C) Multifunction Machines MFM of HP/ CANON/ EPSON with following specification:-**

1. Print Technology: Laser
2. Cartridge Technology: Composite Cartridge
3. Platen/ Flatbed Size: A4
4. Paper Size (Original/ Image): A4/A4
5. RAM size (MB): 512
6. Minimum Speed per Minute: 23
7. Scanning Feature: Yes
8. Network Feature: Yes
9. Wi-Fi Availability: Yes
10. Original Document Feeder Type: Platen
11. Main Paper Tray Capacity (Number): 250
12. Duty Cycle (No of Prints/month): 15000
13. On Site OEM Warranty (Year): 3

**(D) 4G Data Card USB Modem with Hotspot facility of ENTER/ D-LINK/ T P LINK with following specification:-**

1. Network Type: 4G /3G/ 2G
2. Data Speed: Up-to 150 Mbps
3. Charging Mode: USB Charge

	<p>4. Memory Extension: Support Micro SD 5. Memory extension up-to 32 GB 6. Any Network SIM Support</p> <p>(E) Computer Table with following specification:-</p> <p>1.Computer Table made of Pre-Laminated particle board with Key Board shelf, 2. one drawer, 3. one cupboard, 4. Space for computer CPU, UPS &amp; one hole at back side for wiring, 5. Size 4'L X 2'B X 2.5'H</p> <p>(F) Branded Plastic Chair without handle with following specification:-</p> <p>470" W X 510" D X 887" H</p>
4. Scope of Work	: Works as per the specification
5. Estimated Cost of work	: <b><u>Rs. 9,50,000.00 (Rupees Nine lakh fifty thousand) only.</u></b>
6. Completion Period	: <b><u>30 days</u></b>
7. Security Deposit against work	: The Security Deposit money of successful bidders will be refunded after successful completion of the work.
8. Bid Inviting Authority	: District Magistrate, Cooch Behar
9. Eligibility Criteria for "Pre Qualification"	<p><b><u>CREDENTIAL:</u></b> Intending tenderers should produce credentials of completion of a 'similar nature of work'* having minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issue of the tender notice;</p> <p style="text-align: center;">or</p> <p>i) Intending tenderers should produce credentials of 2(two) similar nature of completed works, each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice;</p> <p style="text-align: center;">or</p> <p>ii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;</p> <p>In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency , i.e, the tenderer.</p>

	<p><b>1. Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>a. Credential Certificate of same type of Govt. supply work with Work/Supply Order and Payment Certificate</li> <li>b. Manufacturer/ Authorized Dealer/Distributor certificate</li> <li>c. Filled in Form-I</li> <li>d. Filled in Form-II</li> <li>e. Latest Income Tax return</li> <li>f. 15 digit GST number</li> <li>g. Latest Professional Tax Return</li> <li>h. Balance Sheets of last 3 Financial years ( 17-18, 18-19, 19-20)</li> <li>i. Pan Card</li> <li>j. Trade License (up-to-date).</li> </ol> <p><b><u>TURNOVER</u></b></p> <ol style="list-style-type: none"> <li>1. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than <b>60%</b> of tender value i.e. <b><u>Rs.570000.00 (Rupees five lakh seventy thousand) only</u></b> from Contracting Business. Balance Sheets of three years shall have to be produced in support of the claim.</li> </ol>
<p>10. Earnest Money Deposit</p>	<p><b><u>2% of work value i.e. Rs. 19,000.00 (Rupees Nineteen thousand) only.</u></b></p> <p>EMD to be paid online through ICICI Bank or ICICI NEFT/RTGS in favour the Officer in Charge, Material Management Cell, Cooch Behar. The Bidder shall submit the soft copy of the Receipt of the EMD paid online (Scanned pdf file) in the Technical cover of this e-Tender. The L1 bidder shall submit the hard copy of the documents to the Tender Inviting Authority with the acceptance letter of the LOI (Letter of Intend). Failure to submit the hard copy with acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklist of the bidder. EMD should be deposited only at any ICICI Bank vide order No.3975-F(Y) dt.28.07.2016 of Finance Dept .Govt. W.B.</p> <p>The EMD of the successful bidder will be adjusted with the Security Money.</p> <p>Failure to submit RTGS/NEFT/CBS system only with LOI acceptance letter within the time period prescribed for the purpose may be constructed as an attempt to vitiate the tendering process and will be dealt with accordingly including blacklisting of the bidder. The earnest money of unsuccessful Bidder if submitted shall be returned back not later than 30 days from the bid validity period without interest.</p>

11. Bid document Requisition	:	Bid Document is available in the e-Tendering portal of Govt. of West Bengal, <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> . Bidders who have registered with <b>National Informatics Centre (NIC)</b> can participate in the tender. Interested bidders shall register with NIC in advance. Document requisition shall be done as per instruction given in the Information to Bidders (ITB).
12. Technical Bid Evaluation	:	The technical bid will be evaluated by the Tender evaluation committee, Office of the District magistrate, Cooch Behar. Bidders shall produce hard copies of the requisite documents during evaluation for the technical bid. Originals shall be shown for verification.
13. Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	:	<b><u>To be notified later through online.</u></b>
14. Financial Bid	:	Rate shall be quoted Item wise against the tender value.
15. Validity of Bid	:	90 days
16. E-Tender registration and bidding	:	<p><b><u>ONLINE BIDS:</u></b></p> <p>The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below:</p> <ul style="list-style-type: none"> <li>• Agencies/Bidders who are interested in participating the e-tender are requested to contact the representatives of <b>NIC</b> for registration, computer setting and clarification on e-tendering.</li> <li>• Online Tenders can be submitted by logging in the e-Tendering portal of Govt. of West Bengal <i>i.e.</i> <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>.</li> </ul> <p><b><u>ONLINE BID SUBMISSION:</u></b></p> <p>The Bidders are required to submit the Technical and Financial Bid documents ONLINE <i>i.e.</i> uploading of the documents complete in all respect by following the Online Bid submission procedure.</p>
17. Important Instructions	:	<ul style="list-style-type: none"> <li>• Names of the technically qualified bidders as per the bid criteria after verification with original &amp; evaluation will be displayed in the e-portal, this office notice board and official website.</li> <li>• The financial bid documents of the technically qualified bidders will only be opened.</li> <li>• List of Financial comparison chart of bidders will be published on the next day after opening. Tender inviting authority reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reasons whatsoever.</li> </ul>

**Nezarath Deputy Collector  
Cooch Behar**

## INFORMATION TO THE BIDDERS (ITB)

### **1. Download of Tender**

Tender to be downloaded only from the e-Tendering portal of Govt. of West Bengal i.e. <https://wbtenders.gov.in>.

The tender will be submitted in two bid system i.e. **Technical bid & Financial bid** only through online.

### **2. Online Bid submission procedure**

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating the e-tenders will have to get enrolled & registered with the Government e-Procurement system, through logging in to <https://wbtenders.gov.in>.
- ii) **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount or any service provide as may be allowed by the Finance Department, Govt. of West Bengal.
- iii) **Tender Download:** The contractor can search & download NIT & Tender Documents electronically from computer once he logs in to the e-Tendering portal <https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv) **Submission of Tenders:** General process of submission- Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly **digitally signed**. The documents will get encrypted (transformed into non readable formats).
- v) **Submission of Earnest Money Deposit:** The earnest money deposit has to be made and submitted following the clauses as mentioned in Sl. No. 10 of the tender notice.

#### **A. Technical Bid:**

The Technical proposal should contain scanned copies of the following (**all in PDF file**) in **2 (two)** covers (folders).

##### **Cover A-1 >Statutory Cover file Containing**

1. NIT (Properly upload the same Digitally Signed).
2. Condition of Contract
3. Scanned Copy of Bank Draft towards Earnest Money Deposit (EMD) as prescribed in the NIT.
4. Duly Filled in **FORM-I** (Declaration for Credential)
5. Duly Filled in **FORM-II** (Declaration for Turnover)

##### **Cover A-2 >Non- Statutory Cover (Mandatory Documents)**

All the documents as given under **TECHNICAL BID (Clause 2.1.1 Mandatory Documents)**

**Note:** *Failure of submission of any of the above mentioned documents (as applicable) i.e. statutory and non-statutory documents will render the tender liable to be rejected.*

### **B. Financial Bid:**

The financial proposal should contain the following documents in **one cover** (folder):  
The contractor shall quote the item wise rate online through Computer only in the space marked for quoting rate in the Bill of Quantities (**BOQ**). Only downloaded copies of the above documents **digitally signed** by the contractor are to be uploaded (**Excel file**).

## **2.1 TECHNICAL BID**

### **2.1.1 Mandatory Documents**

Relevant documents must be uploaded online for participating in this tender. If the relevant documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i. Credential Certificate of same type of Govt. supply work, Supply/Work Order and Payment Certificate within last 5 (five) years.
- ii. Manufacturer/ Authorized Dealer/Distributor Certificate
- iii. Filled in Form-I
- iv. Filled in Form-II
- v. Latest Income Tax return
- vi. 15 digit GST number
- vii. Latest Professional Tax Return
- viii. Balance Sheets of last 3 Financial years
- ix. Pan Card (Xerox Copy)
- x. Trade License (up-to-date).

**Note:** *The tender will be summarily rejected if any of these documents are not submitted online. Bidders shall produce original hard copies of the requisite documents during evaluation for the technical bid.*

### **2.1.2 Average Annual Turnover**

Average Annual Turnover during last 3 (three) years should be equal or more than **60% i.e. Rs. 5,70,000.00 (Rupees Five lakh seventy thousand) only** in business. This shall be ascertained from the audited balance sheets of the last three years.

**2.1.2.1** The Completion Certificate should be pertaining to the work specified in the NIT. The completion certificate should not be misleading the authority. If the completion certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

**2.1.3** If the applicant is an authorized signatory he should submit document of authorization (Power of Attorney) in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.



#### **2.1.4 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a minimum period of 2 (two) years.

#### **2.2 FINANCIAL BID:**

1. Rate (**Item wise rate**) shall be quoted in the specified space of the BOQ given under financial bid.
2. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. The tenderer shall include income tax, sales tax, service tax, cess etc. as applicable, octroi if any, toll, ferry charges, local charges, royalties, turn over tax and all other charges as applicable while quoting the rate.
3. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

#### **2.3 Taxes & duties to be borne by the Contractor:**

It may again be reiterated that Income Tax, VAT, Sales Tax, Royalty, other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

##### **2.3.1 Conditional and incomplete tender :**

Conditional and incomplete tenders shall be summarily rejected.

#### **3. Acceptance of Tender:**

Lowest valid rate may be accepted, however, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one Tenderer if required.

#### **4. Return of Earnest Money of the unsuccessful tenderer(s):**

The earnest money of unsuccessful Bidder if submitted shall be returned not later than 30 days from the bid validity period without interest.

5. The payment of RA as well as final bill for any work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

6. No bidder can hamper the progress of work by stating non-payment of bills or non-receipts of payment. The financial capabilities of the bidder are evaluated through his annual turnover and no bidder can cite the non-payment as a reason for delayed completion or slow progress of work. Authority may impose penalty for delay in completion of work.

#### **7. Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, the EMD shall be forfeited.

8. **Payment:**

- No advance will be paid to the contractor. Quality of the items will be justified by the engineers.
- Payment will be made only after completion of supply as per specification and duly certified by the Competent authority.
- Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he may be debarred for one year from the tender. Payment shall be made only after receiving signed bills and certificate of stock position given by the concerned. E-payment will be made for which contractors shall provide their Bank account detail along with IFSC code.

**8.1 Cost Escalation:** No escalation of cost is permissible at any time after the issuance of work order. Agency shall be barred from approaching the authority to claim escalation cost for reasons whatsoever.

**8.2 Defect liability Period:** starts from the date of completion of the work and release of Security Money (10% of the contract value) will be done as per the satisfactory supply certificate. It will be of 3 (three) years from the date of satisfactory supply certificate.

**8.3** Tender inviting authority reserves the right not to allow the agency to participate in future tenders under the following circumstances.

- i) Delay in completion of job.
- ii) Poor performance in terms of quality of materials and workmanship.

**8.4 Termination of Contract/ Supply/Work Order:**

The authority may terminate the contract/work order due to the following reasons.

- i) Poor Progress of work.
- ii) Poor Quality of work.
- iii) Adoption of any unfair means during execution of work.
- iv) Violation/Non-compliance of any instructions of the authority.

For termination of the contract/work, the authority will issue a 7 days' notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.

**8.5 Discretion of the authority inviting tender:** The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The quantity of work indicated in BOQ is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Tender inviting authority. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

Nezarath Deputy Collector  
Cooch Behar

Copy forwarded for information to the:-

1. The District Magistrate, Cooch Behar
2. The Additional District Magistrate (P), Cooch Behar
3. The District Panchayat & Rural Development Officer, Cooch Behar
4. D.I.O., NIC, Cooch Behar with request to upload the Notice in the website of the district and wtenders.gov.in web site.
5. DICO, Cooch Behar with request to display in his office notice board and also brief referral advertisement in the two daily news papers, one each in Bengali and in English.
6. Office Notice Board.

**Nezarath Deputy Collector  
Cooch Behar**

# FORM - I

## CREDENTIAL CERTIFICATE (100% PHYSICAL COMPLETION)

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Contractual amount against the tender	:	
5	Date of commencement of work	:	
6	Date of completion as per work order	:	
7	Actual date of completion	:	
8	Final gross value of the bill or RA bills	:	

**Note:** *In case of completion of multiple natures of works in a single tender, then the value of work as specified in the NIT shall only be taken for the eligibility of the bidder.*

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

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**(Signature of the Bidder)**

**Note:**

1. *While calculating the amount, i.e, money value of the major item 'Earthwork' stated above, amount of all sub-items like leads, lifts, disposal, transportation included in the major item should be arithmetically added.*
2. *Completion Certificate (s) should be supported by BOQ(s).*
3. *Completion Certificate for fully (100%) completed works will only be considered.*

## FORM - II

### STATEMENT OF ANNUAL TURNOVER FROM CONTRACTUAL BUSINESS

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of \_\_\_\_\_ for the last three consecutive years.

Sl. No.	Financial Year	Turnover (rounded of)	Remarks
1	2017-2018		
2	2018-2019		
3	2019-2020		
	<b>Total:</b>		
	<b>Average Turnover:</b>		

**Note:**

- i) *Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.*
- ii) *Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).*

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***(Signature of the Bidder)***