



EXPRESSION OF INTEREST (EOI)
FOR
PROCUREMENT OF BIOMETRIC ATTENDANCE
SYSTEM FOR CLASSROOMS AT IIMK



भारतीय प्रबंध संस्थान कोषिकोड

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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

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Notice Inviting Expression of Interest (Eoi) For Procurement of Biometric Attendance System for Classrooms at IIMK

1.	Ref. No	11/01/BIOMETRIC/047/Eoi-09/2023-IIMK-PUR
2.	Name of Work	Expression of Interest (Eoi) for Procurement of Biometric Attendance System for Classrooms at IIMK
2.	Cost of Eoi Document	The Eoi form can be freely downloaded from IIMK Website: https://iimk.ac.in/tender as well as https://mhrd.euniwizarde.com
3.	Period of downloading of Eoi Document from IIMK Website	From 09.08.2023 to 30.08.2023 (Till 3:00p.m.)
4.	Last Date of Receipt of the Eoi	30.08.2023 up-to 03.00 PM
5.	Date of Opening Eoi	30.08.2023 at 04:00 PM
6.	Presentation by shortlisted Bidders	The date of presentation will be intimated after the evaluation of Eois.
7.	Contact Person	Chief Purchase Officer Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570 0495-2809499

Amendments to the Eoi (if any) will be issued only through website. www.iimk.ac.in and on E-Procurement Portal <https://mhrd.euniwizarde.com>.

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PART-I: GENERAL INFORMATION AND INSTRUCTIONS

A. INTRODUCTION

Indian Institute of Management Kozhikode (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today.

Currently the attendance records of the students attending various programmes are recorded manually and compiled in the system. It is proposed that the attendance records be captured through biometric recorder machines and then compiled in the system.

Expression of Interest are invited from eligible and qualified persons/firms for "Procurement of Biometric Attendance System for Classrooms at Indian Institute of Management Kozhikode".

B. GENERAL INFORMATION

1. The Bidders are required to submit their "Expression of Interest" as laid down in this document. The EoI documents will be available on official website of IIM Kozhikode, namely www.iimk.ac.in and also on e-procurement portal <https://mhrd.euniwizarde.com/>.
2. **Last date and time for submission of the EoI:** The bidder has to submit online bids i.e. EoI through e-procurement portal <https://mhrd.euniwizarde.com/> on or before **15:00 Hrs. on 15.07.2023**.
3. **Manner of submission of the EoI:** Tenders are to be submitted online through the website stated above. The EoI document may be downloaded from website & submission of proposal as per time schedule. No manual EoI will be accepted.
4. **Time and date for opening of EoI:** The EoI will be opened electronically on **30.08.2023 at 16:00 hrs**. Bidders can witness electronic opening of bid.
5. **Forwarding of EoIs:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
6. **Clarification regarding contents of the EoIs:** During evaluation and comparison of bids, the IIMK may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the EoI will be sought, offered or permitted. No post-EoI clarification on the initiative of the bidder will be entertained.

7. **Rejection of Eols:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.
 8. **Validity of Bids:** The Bids should remain valid till 120 Days from the last date of submission of bid.
 9. The selection of the successful vendor among the short-listed ones shall be based on technical and financial criteria. IIMK reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained. The vendors may please visit IIMK website at <https://iimk.ac.in> or <https://mhrd.euniwizarde.com/> or e-mail for technical details at purchase@iimk.ac.in.
- C. INSTRUCTIONS TO BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL.**

The bidders are required to submit soft copies of their Eol electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>).

I. Registration Process on Online Portal

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user
- f) ID/password and the password of the DSC / e-Token.
- g) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- h) As per portal norms Registration Fee will be applicable.

II. EOI Documents Search

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

III. EoI Preparation

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the EoI documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the EoI document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

IV. EoI Submission

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the EoI in time i.e. on or before the EoI submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the EoI document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during EoI submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of EoI opening.
- f) The uploaded documents become readable only after the EoI opening by the authorized bid openers.
- g) Upon the successful and timely submission of EoIs, the portal will give a successful EoI submission message & a bid summary will be displayed with the EoI no. and the date & time of submission of the EoI with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

V. Amendment of EoI Document

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the EoI documents.

VI. Assistance to Bidders

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online EoI submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com, eproc_helpdesk.06@gmail.com
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The EoI should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

PART II-SCOPE OF WORK

- IIMK plans to introduce Attendance Recoding through Biometric Attendance Recorder Machines in eighteen (18) classrooms, each having a strength of students varying from 40 to 80 numbers.
- In each classrooms having five to six sessions of duration 1.15 hrs.
- Students have to mark their attendance at the start and end of each session of duration 1 hours 15 minutes.
- Maximum leeway of 3 minutes after scheduled start of a session may be given for the student for marking attendance.
- If a student has marked her/his attendance for more than one time at the beginning of a session, the earliest one may be considered and for the end of the session, the latest may be considered.
- The attendance report should reflect the following details;
 - Details of students who have attended the session and are absent.
 - Details of students who have marked attendance after 3 minutes of grace period.

- Details of course and faculty.
- Date and Time of session.
- Data needs to be stored for six months from the start of the term.

PART III- TERMS & CONDITIONS

1. Eligibility Conditions / Pre - Qualifications Criteria:

- a) The bidder must have done similar type of work with any Govt/Ministry/Department/ Autonomous Institutions/PSUs/Private Organisations etc. in the last 3 years.
- b) The Bidder must have average annual turnover of ₹15 Lakhs and above.
- c) The bidder should not have been blacklisted by any Central/ State Government/ Public Sector Undertakings and shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.

Note: All relevant Certificates/Documents in support of qualification claim/ fulfilment of eligibility criteria must be submitted. If any bidder does not fulfil the mandatory minimum eligibility conditions its/their bid/s are liable to be summarily rejected.

2. If the bidder is not the OEM for the product, the bidder should have a letter of authority from the OEM to sell Biometric Attendance Machines shall be attached otherwise the EoI will be rejected.
3. Neither IIMK nor its employees accept any liability or claim of any sort in relation to this EOI, make any representation or warranty as to the accuracy, reliability or completeness of the information in this Expression of Interest and it is not possible for IIMK to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. Each Service Provider should conduct his/her own investigations and analysis, check the accuracy, reliability and completeness of the information in this EOI, and obtain independent advice from appropriate sources.
4. IIMK reserves the right to change, modify, add to or alter the process including inclusion of additional criteria, right to ask for additional information and to ask explanations and clarifications and the right to reject any or all of the proposals submitted in response to the EoI. Nothing in the EoI should be relied on, as a promise or representation as to the future.
5. The courts at Kozhikode shall have jurisdiction over any dispute regarding this EoI. Proposals must be made directly and must not be through subsidiaries or joint ventures/ consortiums / partnership.
6. Any conditional offers or any alterations/corrections made in the EoI form will not be considered. Similarly, incomplete and unsigned EoI documents are liable to be rejected straight away.

7. Dispute, if any, arising out of the lease agreement for lab accreditation activities will be settled by mutual discussion within a period of seven days, In case the same is not settled amicably, then the decision of The Director, IIM Kozhikode will be final.
8. No extra / advance payment in any case will be made by our office. No supplementary bills will be entertained.
9. Non-receipt of Security Deposit within stipulated time limit will result in automatic cancellation of the order for supply without any intimation.
10. The Bidder shall have to enter into the agreement in the prescribed Performa.
11. The right to accept or reject without assigning any reasons any or all EoI in part or whole is reserved with the Director, IIM Kozhikode and his decision(s) in all matters relating to acceptance or rejection of the EoI as a whole or in part will be final and binding to all.
12. Any conditional offers or any alterations/corrections made in the EOI form will not be considered. Similarly, incomplete and unsigned EOI documents are liable to be rejected straightway.
13. The EOI submitted by the bidders will remain valid for a period of 90 days from the date specified for the opening of EOI.
14. The vendor should have a technically qualified and well experienced strong in-house resource base.

PART IV - SELECTION METHOD

1. The shortlisted eligible firms will be asked to make a detailed presentation on the solution offered, with respect to the scope of work.
2. The selection of the suitable solution will be subject to the approval of the expert panel.
3. The selected solution will be considered for adoption and the institute may opt for procurement through a further process by floating a Request for Proposal (along with commercial bid).
 - IIMK shall circulate a detailed RFP through E-procurement portal <https://mhrd.euniwizarde.com> among the shortlisted vendors only.
 - The shortlisted vendors may also carry out the required study of the requirements, at their own cost, based on the RFP.
 - The shortlisted vendors shall submit a detailed Technical and Financial Proposal as per RFP document. The bidding process shall be a two- stage process.
 - The technical proposals submitted by the vendors shall include all details as per RFP shared with them (to be provided later to the shortlisted vendors only) and shall be

evaluated by a Technical Evaluation Committee and marks assigned, to a maximum of 70.

- The financial proposals shall be submitted as per RFP format shared with them (to be provided later to the shortlisted vendors only) and shall be evaluated by the Evaluation Committee and marks assigned to a maximum of 30, with the Lowest bidder getting 30 and all other bidders getting marks relative to the Lowest bid. The combined score of technical and financial will be taken into consideration and the vendors shall be ranked as per the combined score and shall be selected for further contract discussion.

PART V: STANDARD CONDITIONS OF EoI

1. **Authorized signatory:** If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
2. **Law:** The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
3. **Effective date of the contract order:** Normally the contract shall come into effect on the date of its acknowledgment by the bidder (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The delivery, supply and performance of the services shall commence from the effective date of the contract Order.
4. **Dispute resolution:** All disputes or differences arising out of or in connection with the Print Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Print Order or relating to Delivery of items, which cannot be settled amicably, shall be referred to the Director, IIMK whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
5. **Dispute resolution board:** Either party aggrieved by the decision of the Director IIMK may refer the dispute before Dispute Resolution Board. Dispute Resolution Board shall consist of a presiding officer as mutually agreed by both parties failing which will be nominated by the Director IIMK. The said Board may resolve the dispute as per procedure evolved by it however subject to compliance of principle of natural justice. Advocates are not allowed to participate in the proceedings before the Board and both parties shall be represented by their full time officers. The decision/order passed by the board shall be final and binding on both parties. The cost of proceedings will be borne by the both parties.

6. **Penalty for use of undue influence:** The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the work Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Bidder to such liability/ penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.
7. **Access to books of accounts:** In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
8. **Non-disclosure of contract documents:** Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
9. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

PART VI- PREPARATION OF EOI

1. Each page of the Eoi should be serially numbered and signed. The covering letter should clearly specify the total number of pages in the Eoi submitted by the Bidder.

2. EoI is to be signed by the authorized signatory. Unsigned EoIs will summarily be rejected and no correspondence shall be entertained.
3. No alternations in EoI document shall be made by the Bidder and if any such alteration is made, the EoI is liable to be rejected.
4. The acceptance of EoI will rest with the Institute, which does not bind itself to accept the lowest EoI and reserve to itself the authority to reject any or all of the EoIs received, without assigning any reasons.
5. The EoIs submitted shall clearly indicate the name of the firm/person in whose favour the final order is to be placed. Any request made after submitting the EoI for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
6. If the Bidder suggests any other alternative (option), this shall be separately mentioned and deviation from our specifications indicated clearly.
7. IIMK reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. In case of such alteration, the Bidders shall be duly notified.
8. Bidders are to abide by all the Terms and Conditions detailed above. In case these terms and conditions are not acceptable to any Bidder, he/she should clearly specify the deviations in his/her EoI. IIMK reserves the right to accept or to reject them.
9. Complete EoI documents can be downloaded from the through Ministry of Education's online procurement portal (<https://mhrd.euniwizarde.com/>) or from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this EoI will also be available on E-Procurement Portal and also in the website of the Institute.
10. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the EoI may be rejected and no clarification/ enquiry in this regard will be entertained.
11. **EoI Documents:** The services required to be rendered, EoI procedures and terms and conditions are prescribed in the EoI Documents. The Technical aspects of the EoI shall be uploaded with the following documents duly signed on all pages.
 - I. General Information and Instructions for the Bidders
 - II. Scope of Work
 - III. Terms & Conditions
 - IV. Section Method
 - V. Standard Conditions Of EoI
 - VI. Preparation of EoI
 - VII. Organizational Profile (Appendix-A)
 - VIII. Commercial Profile(Appendix-B)

IX. Non-Blacklisting Declaration(Appendix-C)

X. Tenderer Bank information for E-Payment(Appendix-D)

12. **Check List:** The vendor has to submit the check list as given in the format in **Appendix-E**. The bidder needs to fill up the columns, downloaded for the Check List (In Excel format) in the designated cell and upload the same in designated location of the Check List.

13. Submission of the bid:

- a) All bids should be done through Ministry of Education's online procurement portal at <https://mhrd.euniwizarde.com/>.
- b) The EoI and Check List shall be accepted only in online mode though E-Procurement Portal. EOI shall be open on due date and time as mentioned in the NIT.

FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT CHIEF PURCHASE OFFICER (PHONE: 0495-2809459; E-MAIL purchase@iimk.ac.in) BETWEEN 9:30 AM AND 5:00 PM ON WORKING DAYS.

Dated: 09.08.2023

Sd/-
Col Biju Warriar (Retd)
Chief Purchase Officer

PART A: PROFILE OF BIDDER

1. Name of Firm :
2. Type :
3. Name of Owner/Proprietor :
4. Year of establishment :
5. Brief Description (May add as a separate enclosure) :
6. Contact Number and Mobile Number:
7. Email Id :
8. Address :
9. Top Client list with contact reference
(Add as a separate enclosure as the table given below)

Sl. No.	Name of Client	Period of Service	Details of Service

10. Range of service provided/able to provide (May add as a separate enclosure)
11. GST Registration :
12. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

COMMERCIAL PROFILE

Name of the Bidder:

PROFORMA OF ANNUAL TURNOVER STATEMENT

Financial Year	Annual Turnover (Rs.)
2019-2020	
2020-2021	
2021-2022	

Details of the following (enclose copies for proof);

- (a) IT Return for the past three years
- (b) Balance Sheet and P&L Account for last three years
- (c) GST Registration
- (d) PAN

(Stamp & Signature of Bidder)

Non-Blacklisting Declaration

(To be submitted on Letter Head of bidder along with Technical Bid)

Dated:

To,

Indian Institute of Management Kozhikode

IIMK Campus P. O., Kozhikode,

Kerala, PIN - 673 570

Subject: Declaration for Non-Blacklisting

Tender Reference No:

Name of Tender/Work:

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

TENDERER BANK INFORMATION FOR E-PAYMENT

1	Name and Full address of the Tenderer	
2	E-Mail address	
3	Credit Account No.	
4	Account Type (SB or CA or OD)	
5	Name of the Bank	
6	Branch full address with Telephone No	
7	Telephone/Mobile/Fax No. of the Tenderer	
8	PAN (Permanent Account Number)	
9	GST Registration Number	

Check List

Sr No	Particulars	To check (Type "Submitted /Not Submitted")
1	General Information and Instructions	
2	Scope of Work	
3	Terms & Conditions	
4	Selection Method	
5	Standard Conditions of EoI	
6	Preparation of EoI Document	
7	Annexure-A: Organizational Profile	
8	Annexure-B: Commercial Profile	
9	Annexure-C: Non-Blacklisting Declaration	
10	Annexure-D: Tenderer Bank information for E-Payment	
11	OEM Authorization Letter	

Note: The check List is available in E-Procurement portal in excel format (.xlsx) under the Bid Document tab. If the bidder has submitted the relevant documents, they must fill out the 'To Check' Column with either 'submitted' or 'Not Submitted' and upload the same in the designated location of Check List.