

**ANNEXURE - I**  
**PROFORMA INFORMATION SHEET**  
*(To be filled and signed by the tenderer)*

1.	Status of the supplier (please √)		
	a) Foreign supplier		
	b) Sole Indian representative of foreign supplier		
	c) Indian representative for foreign supplier		
	d) Manufacturer		
	e) Authorized distributor		
	❖ Regional level		
	❖ National level		
	f) Sole selling agent		
	g) Authorized agent		
	h) Any other (please specify)		
2.	Brief particulars of the firm/company/unit		
3.	Name, address with FAX/Telephone No. & e-mail		
4.	Name, designation & telephone number of contact person		
	❖ At enquiry level		
	❖ After placement of order		
5.	Have you ever supplied similar items to any Gov. Lab? (If yes, enclose documentary evidence)	Yes	No
6.	Have you any authorized agents at Rajkot? (If yes, provide name, address, telephone/FAX No.)	Yes	No
7.	Have you any authorized agents at Gujarat? (If yes, provide name, address, telephone/FAX No.)	Yes	No
8.	Whether the specifications offered by you exactly meets with our requirement? (If not please indicate the variations)	Yes	No
9.	Whether code numbers of spare parts used in the unit can be provided	Yes	No
10.	Can you depute your representative for checking the site of installation prior to supply of the unit ordered for?	Yes	No
11.	Are you willing to give security deposit? (in addition to EMD as above)	Yes	No
12.	Are you willing to accept penalty clause for delayed delivery/installation	Yes	No
13.	Maximum warranty period offered	Years	
14.	Service proposed to be offered during warranty period		
15.	In the event of any performance problem with the item supplied, the defect will be rectified by: (please √)		
	❖ Deputing competent person at our cost		
	❖ Deputing competent person at your cost		
	❖ Item will be sent to us for repair & return at our cost		
	❖ Item will be sent to us for repair & return at your cost		
	❖ If the defects are beyond repair, the unit will be replaced with a new unit	Yes	No
16.	After expiry of warranty, please indicate briefly how you extend your support for maintenance of the item for trouble-free operation		
17.	Annual Maintenance Cost (vis-à-vis % of cost of item)		
	❖ With spares		
	❖ Without spares		
18.	Please furnish the technical features of instrument offered and indicate why your instrument should be preferred when compared with other makes/models presently available in the market.		

Certified that we have carefully read all the terms and conditions of the enquiry before submitting the tender and the information provided therein are correct to the best of our knowledge. We further certify that all the terms and conditions of the tender enquiry are acceptable to us and the rates quoted by us are not higher than what we generally offer to other Government Departments/Public Sector Undertakings”.

**Signature of the Tenderer**