

**FORM - B
QUESTIONNAIRE**

The checklist should be submitted separately for each company / manufacturer, if the bidder has quoted on behalf of more than one company / manufacturer.

The EMD should be submitted separately for each and every company, i.e. if the bidder has quoted for more than one company, the EMD should be submitted for each and every company.

1 Name & Address of the Bidder :

2 Name & Address of the Manufacturer(s) :

3 Whether Authorisation letter of the manufacturer(s) to the Distributor / Dealer enclosed :

4 Manufacturers Details

a Date of Incorporation

b Type of Company : Proprietorship / Partnership / Private Ltd / Public Ltd.

c Manufacturing Licence No., Date and Validity

Licence No.	Issued by	Date of issue	Valid upto

d If the manufacturer is the direct importer, import licence No. and date

e Are the Items quoted are available in the local market? If so give the name and address of the retail outlet

f Name of the Banker(s) and address of the persons on whose name the account is opened

g Whether Registered with DGS&D

h Are you in the approved list of Suppliers in to Other Government Organisations? If so, give details

i Any Other Documents to confirm the reliability of the tenderer firm

j Phone No.

k Cell No.

l email id

m Contact Person

n TIN No. / Local Sales Tax Registration No.

o CST No.

p PAN

5 **List of Documents Enclosed**

(The enclosed documents should be arranged serially, page number must be given on the top of each page.)

(The page number of each of the documents to be mentioned in the page no. column.)

		Whether copies of the Documents / Certificates enclosed (Yes / No)	Enclosed in Page No.
1	Authorisation letter to the Bidder		
2	Manufacturing Licence(s)		
3	Product licence / endorsement details		

Sl. No.	Item Code	Item Name		

(the items quoted should be highlighted in the copies enclosed, the relevant page number should be mentioned the above tabular column.)

4	Copy of import licence, If the tenderer is the direct importer		
5	List of Quality Control Facilities		
6	Non Conviction Certificate		
7	Company's Profile		
8	Enlistment Certificate from DGS&D, if already registered with DGS&D		
9	Copies of approved List of suppliers from Other Government Organisations (letters)		

- 10 TIN / Local Sales Tax Registration Certificates

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- 11 CST Registration Certificate

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- 12 Excise Registration, if any

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- 13 Financial Documents for the last five years
(Copies of Balance Sheet, P&L, Sales Tax Assessment Orders, etc.)

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14 Any Other Documents / Particulars enclosed, details

Name of the document / Particulars

1	
2	
3	
4	
5	
6	

DECLARATION

I / We do hereby declare that I / We have carefully, read all the conditions of the Tender Schedule of Directorate of Health and Family Welfare Services, Puducherry for the Tender floated for the supply of "Medicines/Drugs – Tablets, Injections, IVFs, etc. including Hygiene Chemicals" for Health Institutions of U.T. of Puducherry and agreed to abide by the terms and conditions prescribed in the tender schedule

Place : Signature of the Tenderer Signature of the Manufacturer

Date : Seal of the Tenderer Seal of the Manufacturer