

F.No.18/7/2013-Genl 1059
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

E-TENDER DOCUMENT

For supply and installation of .Audio equipment to the DGFT, Ministry of Commerce & Industry, at Udyog Bhawan New Delhi by reputed suppliers/vendors.

Critical Dates

Date of issue of Tender Document	16 th March, 2015
Clarification Start Date and time	17 th March 10.00 AM
Clarification End Date and time	26 th March, 02.00 PM
Last Dates & Time for submission of Tender Document	Up to 3.00 P.M. on 26th March, 2015
Date & Time for opening of Tender Document	
Technical Bids	At 4.00 P.M on 26th March, 2015
Financial Bids of eligible Tenders	Would be indicated later.

DGFT

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F.No. 18/7/2013-Genl 1059
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Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi
Dated: 16th March, 2015

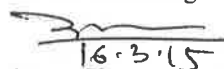
E- Tender Notice

Subject: Tender for supply and installation of Audio equipment at DGFT(Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites tenders for supply and installation of Audio equipment from Delhi/NCR based reputed, experienced and financially sound companies/ firms. Interested firms are requested to submit online tender. The Technical and Financial bids, in prescribed format and other required document as per tender notice should be submitted online on CPP portal website i.e. <https://eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all documents in pdf.format. Original EMD of Rs. 50,000/- or 5% of contract value, whichever is higher, drawn in favour of "Accounts Officer, Central Pay and Account office (DGFT), New Delhi" should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotations will not be considered. The last date of receipt of tender is by 3.00 P.M 26th March, 2015. The technical bid will be opened on 26th March, 2015 at 4.00 P.M. The financial bids of only those firms which will qualify the technical bid shall be opened after evaluation of technical bids.

2. The prospective bidders are requested to go through the enclosed General & Specific Terms and Conditions of the contract carefully as per annexure-I & II respectively. Details of required specification is at annexure -III. The bid documents (Technical and Financial) are to be submitted as per Annexure IV & V respectively. The list of required documents is enclosed at Annexure-VI. Manufacturer Authorization Form in prescribed Performa as per Annexure-IX, should be submitted along with Technical bid. The quoted rate should be inclusive of all charges except taxes. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof will not be considered. The tender document can be downloaded from the website <https://eprocure.gov.in/eprocure/app>. or from the DGFT website www.dgft.gov.in.

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement portal for obtaining guidance to fill online tender.


16.3.15
(Daya Shankar)
Dy. Director General of Foreign Trade
Tel. No: 23063669
Email address: [daya.shankar.@nic.in](mailto:daya.shankar@nic.in)

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal.

General Terms and conditions

1. The successful bidder will have to supply, install, test and commission (SITC) the equipments within 5 days from the date of placing the order.
2. Colour picture catalogues clearly indicating the items/ equipments should be attached with the Technical bid.
3. The contractor shall be responsible for behavior and conduct of its workers. No worker with doubtful integrity or having bad record shall be engaged by the supplier.
4. If items are not supplied within 5 days from the date of supply order, penalty of Rs.1000/- per working day may be levied. Further, this Directorate may put appropriate cut in the payment if supplied items are not found upto the mark/ as per specification.
5. Under no circumstances, the rates once approved will be changed during the contractual period. This revision of rates may be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended.
6. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
7. The contract is not transferable.
8. No advance payment in any case would be made.
9. **EMD of Rs. 50,000/-** or 5% of contract value, whichever is higher, from any commercial bank, payable in favors of the "Accounts Officer, CPAO, DGFT, payable at New Delhi, must accompany the Bid. The EMD/ Bid Security should be valid for 75 days from the date of closing of tender.. The Tenders received without EMD/Bid Security will be rejected.
10. EMD of all the unsuccessful bidders will be returned to them after finalization of the contract. The EMD of successful bidder will be returned after submission of performance security as at S.No. 13 below
11. The amount remitted towards Bid Security will be forfeited, if the bidder resiles from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract. The amount of EMD shall not be adjusted against the performance security as at S.No. 13 below.
12. No interest will be paid by the department on the Bid Performance Security Deposited/remitted.
13. The successful bidder shall have to deposit Performance Security of 5% of contract value in form of Demand Draft, FDR or a schedule commercial Bank Guarantee from a commercial Bank in favour of "Accounts Officer, C.P.A.O, DGFT, New Delhi". Security deposit shall be valid for a minimum period of sixty days beyond the period of the contract. The security amount shall be deposited with this Directorate within 15 days from the date of award of the contract.
14. The Security deposit will be refunded only after the satisfactory expiry of warranty period. If services of firm are not found satisfactory or if the firm fails to perform any of the term & conditions of the contract, this Directorate reserve the right to forfeit the security Deposit of firm.
15. In case the firm backs out of the contract midstream, without explicit consent of the Department, this Directorate will recover the difference of the higher rates vis-a-vis those contracted with the firm that may be incurred by this Directorate on purchase of any item for which contract has been entered for the balance period of contract through alternative means. The payment for that month and performance guarantee will be forfeited and the firm shall be debarred from any future contracts in the Department.

16. If the supply is found un-satisfactory or in disregard of the contract, this office is at liberty to entrust the job to any other firms/party at your risk/and cost;
17. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the workers(s) while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
18. Tax would be deducted at source as per rules.
19. The firm should not have been blacklisted by any Govt. Department/Organization.
20. The owner/manager of the firm should be available on his/her own direct telephone/ mobile. The telephone/mobile number should also be given.
21. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
22. In the event of any question, dispute or difference arising between the department and the company in relation to any matter arising out of or connected with the services/job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by ADG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.
23. The rates (excluding taxes) quoted by the bidders will be valid for a period of 6 months from the date of opening the bid and it will be obligatory on the part of the successful bidder to honour the work order during the period of 6 months.
24. The bidders whose Technical Bids are accepted will be informed about the time and date of the opening Financial Bid.
25. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi Court's only.

Specific Terms and conditions

1. The firm must have annual turnover of Rs. 50 Lakhs Per annum during the last 3 financial years. i.e 2011-12, 2012-13 & 2013-14.
2. The firms participating in the tender must have VAT Registration.
3. Contractor has to supply audio equipment as per specification mentioned in Financial Bid.
4. Upon receipt of notice from the department for defective material the firm shall within 7 days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on the department for the replaced goods thereafter. If firm fails to replace the defective goods within a reasonable period, the department may proceed to take such remedial actions as may be necessary, at the company's risk and expense.
5. The technical bid should contain the documents mentioned in Annexure –IV.
6. The financial bid should be in the same format as per Annexure- V. The percentage of VAT should be mentioned separately against the quoted price. The rates of items should be inclusive of all costs i.e. cost of item, delivery charges and all other taxes except VAT. The bidders should quote their unconditional rates, strictly as per the tender format. No cutting/overwriting in the tender will be accepted. The tenderer has to quotes rates of all the items, otherwise the Financial bid would not be considered by the Department.
7. The successful bidder will have to supply, install, test and commission the system.
8. The items should be under warranty for a minimum period of one year from the date of supply / installation of the items.
9. In case of any manufacturing defect, the items/component should be replaced with a new set, without any extra charges for the same.
10. Copies of at least three work/ purchase orders, relating to supply of audio/video equipments to Govt. Departments, having a value of more than Rs. 10/- lakhs in each case, carried out during the past 3 years, as on 28/2/2015 should be attached to the Technical Bid.
11. The bidder should be authorized dealer/ distributor of the brands for which the bidder is submitting bid. An authorization letter as per annexure-IX from the original equipment manufacturer, specifically addressed to the Dy. DGFT, General Section, DGFT(Hqrs.), bearing a date after issue of this bid invitation letter, should be attached in original with the Technical Bid
12. The Tender Acceptance letter in the prescribed Performa as per annexure-VIII signed and carrying company's seal should be submitted alongwith the Technical Bid.
13. Delivery and installation should be made at the following address within 5 working days of supply order:-
Conference Room No. 4 & 108 , office of DGFT, H-wing, Udyog Bhawan, New Delhi.

Annexure-III

Details of Required Specifications		
	Item Particulars	Specifications
1	Boundary Layer Microphone	The mic should be permanently installable into a hole drilled in the conference table. The mic should have a pickup pattern, which reduces ambient noise and pickup of room reverberation. The mic should have a 3-pin XLR type connector, powered by 12-48v power. The mic should have LED indicator and push to talk button.
2	Digital Signal Processor cum mixer	The automatic microphone mixer should incorporate an adaptive proportional gain mixing technique and automatic skewing between input channels to minimize comb filtering. The mixer shall contain eight input channels. Each input shall be electronically balanced and be capable of receiving mic or line level input signals. Phantom power shall be provided for each input as well as a direct output. (For Mixer Each input shall incorporate both high frequency and low frequency tone control.) The main output shall be electronically balanced and have an integral compressor/leveler and master level control. Expansion ports shall provide IO access to the main and mix audio busses. The mixer shall be controllable via an RS-232 serial port. The mixer shall be rack mountable and occupy 1 RU.
3	Feedback Suppressor/destroyer	2 Channel feedback suppression processor having 24 programmable filters per channel, stereo channel processing application specific filter type including music, speech, etc. should have XLR and TRS type balanced inputs and outputs.
4	Two Zone Power Amplifier	Should be a professional stereo amplifier having 600 watt per channel power output, electronically balanced XLR inputs, DC protection, circuit breaker and thermal protection. With Transformer having taping of different Voltages.
5	Wall Mount Speakers	Should have wide coverage, 150 Watt Power Output, suitable for sound and speech 6 ½" woofer and ¾" tweeter and 100V Transformer Taps.
6	Rack with castor wheels and electrical points, cooling fan, for mixer, amplifier all other items etc.	Should be of standard company/ make
7	Cables & Connectors	Should be of standard company/make
8	Laptop connectivity hub	Should have metal housing and be flush mounted on to the conference table, Should be of standard company/make. Should have provision for laptop, LAN, audio and power connectivity.
9	Professional DVD /Recorder	Should have 40 GB or more Hard Disk, balanced XLR Audio input. Should be of standard company/ make. Brand name should be mentioned.
10	All cabling, channeling on the floor/wall / ceiling, including civil works, if any required, shall be the responsibility of the supplier	

PROFORMA FOR TECHNICAL BID

To,

The Dy. DGFT (General)
 Directorate General of Foreign Trade
 Udyog Bhawan
 New Delhi-110011

Sub:- Tender for supply & installation of Audio equipment at DGFT(Hqrs), Udyog Bhawan, New Delhi.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No. 18/7/2013-Genl. Dated 12th March, 2015. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm Agency. : _____
3. Full Address of Reg. Office : _____
 Telephone No : _____
 Fax No. : _____
 Email Address : _____
4. The details of the PAN, VAT Registration and other Statutory Registration.(Attested Copy) : _____
5. EMD details (Amount, Name of the Bank, Branch: _____
 DD No.and Date etc.)
- 6.

Give details of similar work orders/ contacts awarded to the bidder by central Government Departments/Ministries during the last three years, as on 28.2.2015:				
	Name of Departments/ Ministries along with name, designation, address, telephone and FAX numbers of the concerned officer.	Items supplied	Date of supply	Value of work order/ contract (Rs.)
(a)				
(b)				
(c)				
	Time required for SITC			
	Additional information,if any			

*Attach copies of work orders along with Technical Bid.

SI No.	Item Particulars	Make	Specifications	Is your product in compliant with specifications given int his tender document? Say Yes or No.
1	Boundary Layer Microphone			
2	Digital Signal Processor cum mixer			
3	Feedback Suppressor/ destroyer			
4	Two Zone Power Amplifier			
5	Wall Mount Speakers			
6	Rack with castor wheels and electrical points, cooling fan, for mixer, amplifier, etc.			
7	Cables & Connectors			
8	Laptop connectivity hub			
9	Professional DVD Recorder			
10	Do you agree to lay all cables, channels on the floor/ wall/ ceiling, and carry out civil works, if any required,			

(If the space provided in the above sheet is insufficient, the Technical Bid can be prepared on any sheet, using the same format).

- I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

PERFORMA FOR FINANCIAL BID

To,

The Dy. DGFT (General)
 Directorate General of Foreign Trade
 Udyog Bhawan
 New Delhi-110011

Sub:- Tender for supply & installation of Audio equipment at DGFT(Hqrs), Udyog Bhawan, New Delhi,

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No18/7/2013-Genl dated 12th March, 2015. The information regarding Financial details as desired is as follows:-

1	Name of Bidding Firm:				
2	Item Particulars	Qty.	Make/Model/ Brand name and othr details, if any , for which price is being quoted	Rate/Unit	Total Rate (Rs.)
2.1	Boundary Layer Microphone (Delegate and Chairman)	26(24+2)			
2.2	Digital Signal Processor cum mixer	4			
2.3	Feedback Suppressor/destroyer	2			
2.4	Two Zone Power Amplifier	2			
2.5	Wall Mount Speakers	12			
2.6	Rack with castor wheels and electrical points, cooling fan, for mixer, amplifier, etc.	2			
2.7	Required cable and connectors	Lot			
2.8	Laptop connectivity hub	2			
2.9	Professional DVD Recorder	2			
2.10	Installation, testing & Commissioning Charges for the items/ equipments.	Lot			
2.11	Buy- back rates for the existing 2 No. of audio system	Lot			
2.12	Taxes				
2.12 (i)	VAT (Indicate the % and Sl. No. of items on which VAT will be applicable)				
2.12 (ii)	Service Tax (Indicate the % and Sl.no of items on which S. Tax will be applicable)				

List of Documents to be uploaded with technical bid

1. EMD of Rs 50,000/- or 5% of contract value, whichever is higher, drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN card.
3. Self Attested copy of VAT Registration Certificate.
4. Self Attested Copies Latest VAT/Sale Tax Clearance Certificate.
5. Self Attested Copies of at least three work/ purchase orders, relating to supply of audio equipments to Govt. Departments, having a value of more than Rs. 20/- lakhs in each case, carried out during the past 3 years, as on 28/2/2015.
6. Self Attested Income tax return for last 3 FYs . i.e. 2011-12, 12-13 & 13-14.
7. Self Attested Proof of Annual turnover for Rs. 50 Lakhs per year for last 3 FYs. i.e. 2011-12, 12-13 & 13-14
8. Certificate/self declaration on Stamp Paper of Rs. 10/-that firm has never been blacklisted by any Govt. Ministry/Department.

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “Online Bidder Enrollment” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro’ their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- 19) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be

a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to – cphp-nic@nic.in.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

MANUFACTURER AUTHORIZATION FORM

No. _____ dated _____

To _____

Dear Sir:

Bid No.

We _____ who are established and reputed Manufacturer of _____ (name and description of goods officered) having office/ factories at _____ (address of office/ factory) with factory registration no.----- do hereby authorize

(Name of the company along with Address (Name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the above bid.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer of OEM and should be signed by a authorized signatory.