



HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ – 211 019

TENDER DOCUMENT (PART- I & II)

TENDER NOTICE NO. HRI/02/2019

(Total Pages : 01 – 19)

PROVIDING AUTO (03 SEATER & 03 WHEELER) ON HIRE BASIS



**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211 019**

**(Hereinafter in this tender the Institute i.e. Harish-Chandra Research Institute is
also referred as HRI)**

TENDER NOTICE NO. HRI/02/2019

TENDER DOCUMENT (PART – I)

(Pages 02 – 15)

PROVIDING AUTO (03 SEATER & 03 WHEELER) ON HIRE BASIS

हरीश-चन्द्र अनुसंधान संस्थान

(परमाणु ऊर्जा विभाग, भारत सरकार)

छतनाग रोड, झूंसी, प्रयागराज (इलाहाबाद) - 211 019

निविदा संख्या : एच. आर. आई./02/2019

निविदा सूचना

निदेशक, हरीश-चन्द्र अनुसंधान संस्थान, छतनाग रोड, झूंसी, इलाहाबाद - 211 019 की ओर से मासिक किराये के लिये निम्नलिखित प्रकार के वाहनों को प्रदान करने हेतु निविदाएँ आमंत्रित की जाती हैं, जिनका पूर्ण विवरण संस्थान की वेबसाइट <http://www.hri.res.in> पर उपलब्ध है। वाहनों के प्रकार:

- 1) 01 कार - (Tata - Zest / Maruti - Dzire / Mahindra - Verito / Honda - Amaze), डीजल चालित
- 2) 01 ऑटो - (Bajaj - 03 wheeler) - पेट्रोल/सी एन जी चालित

निविदा प्रपत्र दिनांक 07.02.2019 से 06.03.2019 के मध्य किसी भी कार्य दिवस में रु. 500/- (नॉन-रिफंडबल) प्रति निविदा प्रपत्र का नकद भुगतान कर लेखा विभाग, एच. आर. आई., प्रयागराज के कार्यालय से प्राप्त किया जा सकता है। इस निविदा के संदर्भ में किसी प्रकार का परिवर्तन/संशोधन संस्थान की वेबसाइट <http://www.hri.res.in> पर ही उपलब्ध होगा, कृपया वेबसाइट को देखते रहें।

मुहरबंद निविदा, रजिस्ट्रार कार्यालय (कक्ष संख्या 106) में रखी हुई निविदा पेट्टी में दिनांक 06.03.2019 के अपराह्न 03.00 बजे तक जमा की जा सकती हैं। निविदा प्रपत्र उसी दिन (06.03.2019) को अपराह्न 03.30 बजे उपस्थित निविदा-दाताओं के समक्ष खोली जाएंगी। निदेशक, एच. आर. आई. को किसी भी अथवा सभी निविदा प्रपत्र को बिना कारण बताये अस्वीकृत/निरस्त करने का अधिकार सुरक्षित है।

रजिस्ट्रार, एच. आर. आई.

HARISH-CHANDRA RESEARCH INSTITUTE
(Department of Atomic Energy, Govt. of India)
Chhatnag Road, Jhunsi, Prayagraj – 211 019

INSTRUCTIONS TO TENDERERS

REF.: TENDER NOTICE NO. HRI/02/2019

1. The cost of the Tender Form will be Rs. 500/- (Rupees Five Hundred only) (Non-Refundable) which is Non-Refundable. The Tender Form can be obtained on cash payment of Rs.500/- from the office of the Accounts Officer, HRI, Prayagraj on any working day from 07.02.2019 to 06.03.2019. Tender can also be downloaded from the HRI website <http://www.hri.res.in/> under Tender Notice heading. The bidders down loading the tender should submit DD for the cost of tender document with the bid (Part-I) at the time of submission of the bid. This DD should be separate from the DD of EMD.
2. **Earnest Money/Security Deposit** : Earnest Money of Rs. 15,000/- (Rupees Fifteen Thousand only) (Refundable) in the form of Bank Draft (No FDR's shall be entertained as EMD) on any scheduled/Nationalised Bank in favour of the Harish-Chandra Research Institute, payable at Prayagraj, must be enclosed with the Tender Form (Part – I of the Tender Document), without which tender will be rejected. **The Earnest Money of the successful bidder shall be retained and converted into Security Deposit as a Performance Guarantee. The Demand Draft deposited with Harish-Chandra Research Institute (herein called HRI) shall not accrue interest, hence no interest will be payable.**
3. The EMDs of the tenderer whose rates have been approved will be refunded after satisfactory completion of the Contract Period. In other cases, the EMDs will be refunded within three weeks after finalizing the tender.
4. The Tenders received late or incomplete or without EMD/Cost of Tender or without required documents as mentioned in the Instruction to Tenderers (para 7) will not be considered in any case.
5. **Make** of the vehicle will be Auto (brand new, 3-seater & 3 Wheeler, Make – Bajaj, Petrol/CNG Driven) Preferred Black coloured and as detailed ahead in Part - II of the Tender. The vehicles must be registered under rules applicable for taxies.
6. Tender Document is in two parts i.e. Part - I & Part - II. The part - I of the Tender will be opened first. The part - II i.e “Financial Bid” of the Tender will be opened on a later date, only of such parties who qualify in Part – I. The date of opening will be informed to each qualified party separately.
7. **Eligibility Criteria:** The prospective bidders should satisfy the following Conditions (to qualify Part – I of the Tender): will be fixed as per check list mentioned below. The tenderer must enclose following documents with Part – I of the Tender.

- a) Self attested copy of the authentic driving license/PAN Card (Minimum the Tenderer must have).
 - b) Self attested copy of the Firm's Registration Certificate issued by the appropriate authority **OR** Firm's Registration Certificate issued by the Central Excise Dept. for Service Tax. If the tenderer's firm is not registered with Central Excise Department, it has to be registered (mandatory) with the Central Excise Department, before deployment of the Auto in Harish-Chandra Research Institute (HRI).
 - c) In the case of Partnership Firm, copy of Partnership deed and Power of attorney in respect of the partner as authorised signatory.
8. **The part - I & part - II segments of the tender documents should be submitted in separate envelopes & the envelopes be superscribed with part - I or part - II on the top of the envelope for identification.** Both the wax sealed envelopes should be put in one envelope superscribed with Tender Notice No., Name & Address of the Tenderer with date of opening of the Tenders.
9. If the bidder(s) do not submit the proper required documents/details with their bids then Institute may ask the bidder(s) to submit the details / documents after opening their Technical Bids. However, if three or more bidders are qualifying in the tender then bidders may not be asked to submit the details after opening of their technical bids and their bids may not be considered further. In view of this bidders are advised to be very careful.
10. Complete Tender Document (in original) can be dropped into the Tender Box, kept in the Registrar's Office, upto 3:00 p.m. on or before 06.03.2019. The Tenders received will be opened on the same day (**06.03.2019**) at 3:30 p.m. in presence of parties present. No column be left blank and, if needed, NIL or Not Applicable be written appropriately.
11. Tenderer must put authentic signature with official seal on each and every page of the Tender Document as well as enclosures.

(Ravindra Singh)
Registrar, HRI

**HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, PRAYAGRAJ - 211 019**

(Tender Notice No. HRI/02/2019)

Terms and Conditions

1. Tender Document is to be submitted in original, duly filled in, on enclosed prescribed Form, putting signature with covering letter and self-attested documents with the tender form, official seal on each sheet of Tender Document with all relevant documents required by the Harish-Chandra Research Institute, Prayagraj (herein after called HRI).

Type of Vehicle:

2. The Contractor shall be required to provide One Auto (3-seater & 3 wheeler, Make – Bajaj, Petrol/CNG Driven, newly purchased) brand new with standard body (Company Made) as described further in Part - II of the Tender document. The Auto to be provided should always be properly cushioned and upholstered and in excellent running condition to the satisfaction of the Institute. Further, the Auto to be provided should have been registered under rules applicable to taxis and should be covered under comprehensive Insurance cover. The Auto will run within the Allahabad City limits and as per HRI's needs. The cushions/covers must be replaced after 15 days, it needed earlier also.

Period of Contract/Termination of Contract:

3. The period of contract for hired Auto will be initially for **Two Year**. However, on the basis of satisfactory performance, it may be **extended for another One Year** on the same Terms & Conditions as may be mutually agreed upon in writing by both the parties. The Contract may be terminated by a written notice of 45 days from the either side, without assigning any reason therefor. The Contract will be effective from the date of deployment of the Auto.
4. If the Tender is awarded to a Transporter whose office is not at Prayagraj, then it will be necessary for Contractor to have an office at Prayagraj, with contact address and telephone nos. etc. for communication.
5. The Contractor shall not demand any increase in hiring rates from the Institute during the subsistence of the contract, **including fluctuation in fuel charges etc.**
6. The Contractor shall get concerned papers (copy of the document related to purchase of Chassis, Comprehensive Insurance, Appropriate Road Permit, Registration Certificate etc.) of the Auto verified, before entering into the engagement of the Auto. Such papers must be got verified from the Registrar of the HRI. In case the Auto which will be provided by the Service provider to

HRI and the Auto is not in his Firm's name, bidder has to submit a lease deed on proper Stamp Paper (Non-Judicial), initially for 02 years, which may be extended as per our Contract.

Amendment to Bid Document:

7. (i) At any time, prior to the date of submission of bid, HRI, may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

(ii) The amendments shall be notified only on our website <http://www.hri.res.in/> under Tender Notices heading and these amendments will be binding on all the bidders.

Basis of Lowest Bid (L-1):

8. All charges, including wages (as per Labour Laws) to the drivers of the Auto, fuel, upkeep, repairs & maintenance, any sort of contingent expenditure etc. shall be borne by the Contractor. The Brand New Auto shall be purchased only after, we place a confirm Work Order.
9. **Lowest (L-1) bid will be decided on the basis of least running/maintenance charges (inclusive of all charges) of the tender alone. The Tender will remain valid for 90 (ninety) days from the date of opening of the Financial Bids.**

Payment and calculation of Bills:

10. The engagement period of the Auto will be 16 hrs (Sixteen Hours) daily (365 days) and the running of the Auto will be fixed by the Institute as per its need basis.
11. In case the Auto is engaged beyond the fixed hours, while calculating detention period, fraction of an hour less than thirty minutes will be ignored and 30 minutes or more will be treated as one hour.
12. The Contractor shall raise bill (in duplicate) to HRI for payment, on monthly basis. The admissible amount shall be paid within Ten working days from the date of receipt of the bill. **Each bill must consist of Bill No., Bill date, Registration No., GST No., TIN/TAN No. email address (if any) and the landline / mobile number of the Contractor / office.**
13. The HRI shall be entitled to recover / deduct taxes, levies under the various Acts & Laws in force from time to time, from the dues payable to the Contractor.
14. The HRI shall not pay anything extra beyond approved rates for hired Auto.

Penalty Clauses:

15. Penalty will be imposed due to following reasons and the amount will be as under:-

Sl. No.	Reasons	Amount in (Rs.)
1	Late reporting of vehicle (15 minutes may be ignored on the sole discretion of the HRI Authority)	Rs.150/- per hour
2	Complete no show of an Auto or its replacement on a particular day	Rs.2000/- per day
3	On break down of an Auto and the replacement of a vehicle is not done within 01 hr. of reporting, beyond 04 hrs it will be treated as complete no show of an Auto and the penalty will be accordingly	Rs.200/- per hour and upto 03 hrs
4	No fuel refilling will be done when the passenger(s) are on board, vehicle(s) reporting for a particular duty must have sufficient fuel to perform the duty. Violation of this, penalty will be charged.	Rs.100/- in each case/ instance

16. The penalty amount will be recovered from the monthly bills.

17. Frequent complaints may lead to take necessary action against the Contractor and the Contract may be terminated.
18. A Penalty (which will be decided by the HRI Authority) on the contractor will be imposed if the Minimum Wages Act and the Child Labour Act are violated. If there are two penalties, for this reason, the contract may be terminated (appropriate penalty will be decided by HRI).
19. In case the Tenderer fails to execute the Work, after the Work Order is given, shall make the party liable for debarment for a period of One Year in addition the forfeiture of EMD.

Taxes:

20. **Any Statutory Taxes like GST etc applicable in respect of this Contract shall be paid by the Contractor, which can be claimed from HRI.**

Must abide by the following conditions:

21. Payments to the staff of the vehicle should be in accordance with the Minimum Wages Act. The staff of the vehicle be given greater than or equal to minimum wage for 8 hours of work per day.
22. The Contractor shall be allowed One day in a month, in case of monthly hired Auto for necessary repairing and servicing for which equally good vehicle will have to be made available by the Contractor without claiming any extra cost.
23. An attendance register will be kept at the main Institute gate for taking the attendance of drivers (for Auto) that no one is working beyond 8 hours a day.

24. No staff of the contractor(s) should be deputed to work beyond 8 hours daily in continuation and the staff deployed must be allowed all privileges such as Overtime Allowance & paid holidays, leave etc. as per existing Labour Laws.
25. Engagement period as well as running of the Auto will be fixed by the HRI. The HRI's actual requirement may be reviewed from time to time.
26. The Contractor has to abide by the Child Labour Act. No children below 14 years of age should be deployed.
27. The contractor shall provide a Mobile phone (only one mob. No.) in the On-Duty Vehicle, always in working condition, which will be kept with the driver on duty for tracing the vehicle. HRI will not pay any extra cost/expenditure for this purpose.
28. The rates once approved, will be fixed for the entire period of Contract. Any request for amendment in rate will not be acceptable till the termination of the Contract. No fluctuation in (increase or decrease) fuel price will be considered during the entire period of Contract.
29. The Contractor shall provide proper services, to the entire satisfaction of the HRI and any deficiency in hired vehicle(s) pointed out by the HRI to the Contractor will be made good by the Contractor within 3 days from the date of such pointing out. In case the Contractor fails to remove such deficiency in vehicle(s) within the stipulated period, the HRI will be free to get the same removed from some outside contractor and the expenses incurred on the same account will be deducted/recovered from the payment/EMD payable to the Contractor.
30. The Contractor shall deploy driver(s) in proper neat and clean uniform and according to weather conditions. They should be literate and atleast VIIIth class pass. The drivers should also possess at-least 03 years experience, as per their valid Driving License. They should also be in good health, punctual, honest and well behaved. The Institute will stand fully indemnified against any accident; loss or damage caused by the drivers, staff or vehicle of the Contractor and in such an event the entire responsibility will be of the Contractor.
31. It shall be the responsibility of the Contractor to get the character and antecedents of its staff (drivers' driving license etc.) verified at the time of their induction and proof of such verification must be furnished by the Contractor to the HRI.
32. The staff of the Contractor will not enter or remain on the campus of the HRI unless absolutely necessary for fulfilling obligations towards the HRI.
33. The staff of the Contractor shall not do or suffer to be done in or about the premises of the Institute or become a nuisance, annoyance, or danger or health hazard which may adversely affect the atmosphere, property, reputation or interest of the Institute.

34. The vehicle(s) must be free from all encumbrances.
35. The Contractor shall abide by all the Rules & Regulations formulated by the Institute from time to time.
36. The staff of the Contractor shall not do or suffer to be done in or about the premises of the Institute anything whereby any policy of insurance taken out by the Institute against loss or damage by fire/accident or otherwise may become void or voidable.
37. The Contractor shall be required to report One Auto at the main gate of the Institute at Chhatnag, Jhansi, Allahabad or at any other place as per instruction of the Institute. The duties shall be assigned to the Auto driver by the Transport In-charge or the Security Supervisor/ Security Gate. The reporting in and reporting out will be maintained from the main gate only. The distance between garage/ residence and HRI thus will not be considered in any case.
38. The staff of the Contractor deployed in the hired vehicle(s) in the HRI, shall be the employee of the Contractor and at no time will be treated as employee of the Institute, nor will they ever claim to be employee of the Institute during the contract or thereafter.
39. The driver and the staff deployed by the Contractor may be replaced, if needed, only with prior intimations / orders of HRI.
40. The Contractor shall agree and undertake to totally indemnify the HRI against all expenses, claims, payments, dues, fines, penalties, compensations, liabilities, and losses whatsoever which the HRI may suffer due to the default, violations, omissions, thefts, or non-compliance of the statutory and/or contractual obligations committed by the Contractor or its employees. The HRI shall also have the right to deduct and recover all such losses and expenses etc. from any payments due to the Contractor besides seeking appropriate legal remedies for the balance amount or relief, if any.
41. The Contractor shall provide the required services through men of integrity and good character only. In case any thing is found to be otherwise, the Contractor will be responsible for the consequences.
42. The Tenders received late or incomplete or without EMD or without required documents as mentioned in the **Instruction to Tenderers** (Para 7) will not be considered in any case.
43. Proper log-books shall be maintained by the driver of the vehicle and should be available for verification, as and when required by the Institute.
44. The vehicle (including additional cushions/ seat covers and side covers to escape from Rain/winter) should be kept clean and in good condition while on the Institute's duty.

45. The HRI reserves the right to accept or reject any or all the tenders or allocate to one or more Contractors or to none at all at its absolute discretion, without assigning any reason therefor.
46. In the event of any loss, theft or damage to HRI's properties due to negligence, carelessness, dereliction of duty directly or indirectly on the part of the driver of the hired vehicle(s), the loss will be made good by the Contractor. However, the Contractor will be given opportunity to represent his case before a final decision is taken.
47. The Auto should be cleaned, daily, before reporting to HRI. The staff of the Auto is expected to do their duty properly, they should be asked to clean the Auto on regular interval, while the Auto is not in use.
48. All disputes or difference arising out of OR in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of OR relating to the Contract OR relating to construction OR performance, which cannot be settled amicably, may be resolve through Arbitration. The Director of the Institute shall be the sole Arbitrator.
49. The HRI do not bind themselves to accept the lowest or any tender or to give any reasons for their decision. However, whosoever is selected, will have to execute an Agreement with HRI on Rs.100/- Samp Paper (Non-Judicial), as per draft Agreement annexed with this Tender Document as Annexure – I (page no.14 - 15).
50. In case of breach of any of the terms & conditions mentioned in the tender document, the Registrar, HRI will have the right to cancel the Work Order without assigning any reason thereof, and nothing may be payable by the HRI in that event and the Security Deposit will be forfeited.
51. Revise/backtrack after the last date of submission of the bid, bidder shall not be allowed to withdraw/revise the bid. In case the bidder(s) withdraw/revise on his own, does not follow our conditions, in this case their EMD will be forfeited.
52. In case the bidder is selected as a service provider Agency and after their selection, they backtracks, hence he will be declared as non-responsive, their EMD will be forfeited.
53. During the bid management process, any bidder does not respond to our issues/queries or becomes non-responsive to us, his bid may be declared as non-responsive bid.
54. Once the Work Order is placed to deploy the brand new purchased car, Contractor will be given to provide the services of that car within 30 days from the issue date of the Work Order, failing which, the work order may be treated as cancelled due to non-responsiveness and the EMD shall be forfeited. However, if the Contractor provides us some genuine reasons for delay, the extension may be allowed, but, decision of the HRI shall be final in this case.

55. Non-responsive bids shall be summarily rejected. During the contract period, violation of conditions of contract/tender shall also be treated as non-responsiveness, if service provider/bidder ignores the directives/instructions of HRI in this regard.
56. In this tender/contract, the term '**HRI**' refers to Harish-Chandra Research Institute, Prayagraj and '**Service Provider**' refers to the bidder who shall be later selected as service provider to provide vehicle/Auto on monthly basis as per conditions of this tender/contract.
57. The interpretation of any or all clauses by the Director, HRI, or an officer assigned by him in this regard, shall be final and binding on both the parties i.e. bidder/service provider and HRI.
58. All disputes will be subject to jurisdiction of Allahabad courts.

(Ravindra Singh)
Registrar, HRI

UNDERTAKING

I/We have read the Terms & Conditions, Instructions to the tenderers, mentioned earlier in this document and I/We _____ hereby declare that -

- 1) All the Instructions to Bidders and Terms & Conditions laid down by HRI in this Tender (No. HRI/02/2019) are agreeable to me/us and I/we will abide by all the instructions/rules/regulations and procedures formulated by HRI from time to time.
- 2) I/We would be responsible for any loss/damage/inconvenience caused to the staff/guests/property of HRI due to negligence on our part.
- 3) The Auto to be provided will be free from all encumbrances.
- 4) The tenderer and the person in whose favour the Registration Certificate is issued has/have never been convicted (criminally) under any law in force at any time.
- 5) The information given above is true.

Date:

Full Name of the Tenderer:

Signature of the Tenderer:

Name of Auth. Signatory:
(with supporting document)

Signature of the Authorised Signatory:
(Rubber-stamp of the firm with date)

Contact No. :

Complete Correspondence Address:

ANNEXURE - I

AGREEMENT

THIS AGREEMENT is made on the day of2019 between **Harish-Chandra Research Institute (an autonomous institute under Department of Atomic Energy, Government of India), Chattnag Road, Jhunsi, Prayagraj - 211019** (hereinafter called "HRI") of the one part and <... **Name of the selected Service Provider/Bidder...**> (hereinafter called "**the Service Provider**") of the other part:

WHEREAS

- a) The HRI is desirous to hire services of 01 Auto and the engagement period as well as running of the Auto will fixed by the HRI. The HRI's actual requirement will be reviewed from time to time as per the Institute requirement enunciated in the Work Order.
- b) The Service Provider having represented through bid (NIT No HRI/02/2019) to the HRI that he has the required capability and resources, has agreed to provide the services on the terms and conditions set forth in this Contract;

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

- a. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - a) Tender Document issued in reference to NIT no HRI/02/2019 (as Annex-'I' with this Agreement)
 - b) HRI Work **Order no** **dated** (as Annex-'II' with this Agreement)
- b. The Service Provider would be selected for a period of 2 years from the date of signing of the **Contract which** may be extended on mutual consent for such specific periods on the same terms & conditions and given in the Work Order **No** **dated**
- c. HRI requires that the Service Provider must provide professional services and at all times hold the HRI's interests paramount.

- IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of

[]

WITNESS:

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HARISH-CHANDRA RESEARCH INSTITUTE
CHHATNAG ROAD, JHUNSI, ALLAHABAD 211 019

TENDER NOTICE NO. HRI/02/2019

TENDER DOCUMENT (PART – II)

(FINANCIAL BID)
Pages 16 – 19)

PROVIDING AUTO (3 WHEELER) ON HIRE BASIS

TENDER FORM
(To be submitted in original)

REF.: No. HRI/02/2019

The Registrar
Harish-Chandra Research Institute
Chhatnag Road, Jhansi,
Allahabad - 211 019

Sub.: Providing Brand New Auto (03 seater 03 wheeler) on monthly hire basis.

Sir,

With reference to your Tender Notice No. HRI/02/2019, this is to state that we have gone through the Terms & Conditions specified earlier with this Tender Document as well as Instruction to the Tenderer. We have consulted the authorised officials of the Institute for getting necessary clarifications in this regard. Based on the above assessment, our rates are offered below for the engagement of new vehicle, as mentioned in the Tender Notice. The offer is valid for 90 days from the opening date of the Financial Bid.

Details of various engagements of Auto, Make-Bajaj (Petrol/ CNG Driven - 03 seater & 03 wheeler) :-

OFFER FOR ONE AUTO, BRAND NEW, 03 SEATER & 03 WHEELER

Sl.No.	Description of various engagements	No. of vehicle	Running/Maintenance Monthly hire charges for 01 Auto (rates inclusive of all charges but excluding of TAXES##), shall be mentioned in figures & words (without any over writing) (Rs.)
1	2	3	4
1(a)	Brand new Auto for engagements with 16 hrs. detention, daily (6.00 am to 10.00 pm – time may vary)	One Auto (03 Seater & 03 wheeler)	
1(b)	Beyond 1(a) detention per hr.	-----	

5. I/We undertake to provide Auto (as quoted) within 30 days of receipt of Work Order against this Tender.
6. I/We undertake to abide by all the terms and conditions attached herewith, and follow all rules, regulations and procedure formulated by the Institute, periodically.

Date:

Full Name of the Tenderer:

Signature of the Tenderer:

Name of Auth. Signatory:
(with supporting document)

Signature of the Authorised Signatory:
(Rubber-stamp of the firm with date)

Contact No. :

Complete Correspondence Address: