



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन), द्रौपदी घाट, इलाहाबाद-२११०१४

Office of the Principal Controller of Defence Accounts (Pensions),

Draupadi Ghat, Allahabad - 211014.

www.pcdapension.nic.in, e-mail: cda-albd@nic.in, EPBX Tel-
(0532)-2421877; 2421879; 2421880; Extn.-107, Call Centre No.(Toll
Free)- 1800-180-5325(Timing 9:30 AM to 6:00 PM)

No.AN.IV/GX/966/hot wather/2019

Dated: - 12/02/2019

BID DOCUMENT/RFP

**TENDER/ BID DOCUMENT OR RFP FOR COMPREHENSIVE
MAINTENANCE OF DESSERT COOLERS AND ONE TIME
SERVICING OF WATER COOLERS AND AIR CONDITIONERS IN
THE OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE
ACCOUNTS (PENSIONS), DRAUPADI GHAT, ALLAHABAD-211014**

(Visit at www.pcdapension.nic.in OR www.e-procure.gov.in for detailed information.)

Cost of Tender Document (Non – Refundable):- Rs. 500/- (Rs. Five hundred only)

Name of the Tenderer: -

.....
.....

Important Notice

An incomplete offer and/or late bid is liable to be ignored. To aid the bidders in submitting complete offers, a checklist is included in the bid document. The bidders must fill this and submit along with their offer in their own interest.

TENDER NOTICE

Sealed tenders are invited under two bid systems for comprehensive maintenance of Dessert coolers and one time servicing of Water coolers and Air Conditioner in the office of the Principal Controller of Defence Accounts (Pensions), Allahabad.

S.N.	Activity Description	Schedule
1.	Tender No.	No.AN/IV/GX/966/hot weather/2019
2.	Sale of Tender Document	13/02/2019 to 06/03/2019 (At 15:00 Hours) Tender document can be collected from O/o the PCDA (P), Allahabad or can be downloaded from our website www.pcdapension.nic.in . OR www.e-procure.gov.in .
3.	Time and last date of receipting of Tender/Bid	6 th March- 2019 upto 3:00 PM
4.	Time and Date of opening of Technical Bids	6 th March- 2019 at 4:00 PM
5.	Time and Date of opening of Financial/Commercial Bids	The financial/Commercial Bids will be opened after evaluation of technical Bid, which will be announced later.
6.	Minimum validity of tender offer	90 days from the date of opening of tender.
7.	Services to be offered	Comprehensive maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioner.
8.	Estimated cost of tender	Rs. 3, 25,000/- (Rs. Three LaKhs Twenty Five Thousand only) annually
9.	Amount of EMD to be deposited	7,000/- (Rs. Seven thousand only)
10.	Duration of contract	One year from the date of award of contract or may be for shorter period.
11.	Cost of one set of Tender Document	Rs. 500/- (Rs. Five hundred only) or Free if registration of NSIC exists for similar purposes.

PCDA (P), Allahabad

INVITATION OF TENDER / BID FOR

COMPREHENSIVE MAINTENANCE OF DESSERT COOLERS AND ONE TIME SERVICING OF WATER COOLERS AND AIR CONDITIONERS IN THE OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS), DRAUPADI GHAT, ALLAHABAD-211014

1. Sealed bids in two envelopes, viz., Technical Bid (containing an Earnest Money Deposit) and Financial Bid are invited from experienced firms for this purpose with impressive work credential pertaining to similar work from the tenderer of work, excellent track record and vast experience of different discipline of related to the tendered work. All the respective contents, i.e. Technical Bid, Earnest Money Deposit and Financial bid should be submitted in two different envelopes duly sealed and clearly marking the type of content, bidder's name & address on the top of the sealed envelopes.
2. The details of the work are given in the Schedule of Requirement. Those who are willing and are in a position to quote in accordance with the requirements stated in the schedule may submit tender to this office on Performa attached.
3. Bids should be complete in all respect and should be addressed to Jt CDA (Administration), O/o the PCDA (P), Draupadi Ghat, Allahabad – 211014. The same should reach latest by 06/03/2019 hours at 15:00 hrs.
4. The Technical Bids will be opened in the Conference Hall-1 of PCDA (P) on 06/03/2019 at 16.00 hours by B.O.Os in the presence of bidders or their authorized representatives, who choose to be present and whose EMD is found in order.
5. The Financial bids of only the technically evaluated and qualified vendors will be opened in the Conference Hall-1 of PCDA (P) after evaluation of technical Bid, which will be announced later in the presence of those technically qualified bidders or their authorized representatives who choose to be present.

INSTRUCTIONS TO BIDDERS/TENDERERS

1.1 Eligible Bidders

This invitation for bids is open to professional for maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners. Firms having sufficient experience, technical competence and organizational capacity who have worked to government departments/Public sector units in a financial year.

1.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid. PCDA (P) will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process. It will be responsibility of the bidder/vendor to borne all the costs if any accidents happen during currency of the contract. Further all safety rules and labour laws will be followed by the contractor and any compensation liable to be paid due reasons whatever may be will be borne by the contractor.

1.3 Empanelment/Award of Contract

- (a) The contract will be awarded to the technically accepted vendor whose financial quotes are supported by justification of rates and who have impressive credentials.
- (b) Maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work has to be executed strictly as per the schedule. Refusal to accept and execute the work order shall be viewed as violations of the provisions of terms of agreement.
- (c) Confidentiality will have to be maintained in all the PCDA (P) jobs.
- (d) A penalty in case of incomplete/unsatisfactory work will be imposed @ 2% of the particular job awarded to the bidder in addition to cost of work done through other contractor.

1.4 The Bidding Documents

1.4.1 The services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for bids, the bidding document for comprehensive maintenance work of dessert cooler and one time servicing of water cooler and Air Conditioners work includes:

- a) Instructions to bidders/tenderers
- b) Schedule of Requirements
- c) Bid/Tender form
- d) Bid Security Form (EMD)

1.4.2 The bidder is expected to examine all instructions, forms, terms and conditions, specifications, schedule to Tender, and other documents before quoting the rate. Failure to furnish all information required or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

1.5 Preparation of Bids

1.5.1 Technical and Financial Bids: The bids are to be submitted in two parts in separate sealed envelopes

- (a) Technical Bid and Earnest Money Deposit (EMD) – in one envelope marked “Technical bid”, and
- (b) Financial Bid – in another envelope marked “Financial bid”.

If the EMD is not received or is not in order, the technical bid will be rejected bid. No EMD is required if registration of NSIC exists for similar purposes

1.5.2 Technical Bid

- (i) The Technical bid prepared by the bidder shall be provided in the following Model Response Format. The technical bid shall be submitted on the format for Technical bid..
- (ii) Firm should be a PAN holder. It should have proper GSTN. A copy of the PAN, GSTN of the firm or the proprietor as the case may be to be submitted invariably.
- (iii) Standing of Bidder—The firm should have working experience in Comprehensive maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners of Govt in office/PSUs records/Autonomous Bodies Certificate in support to be enclosed
- (iv) At least one Performance Certificates from Government departments/Public sector units indicating that the same nature of work has been done by the firm is to be given.
- (v) Availability of two telephone lines (one mobile no. is a must).
 - (b) An Earnest Money Deposit of Rs.7,000/- (Rs. Seven Thousand only) is required to be submitted with Tender by way of either a Crossed Demand Draft or a Bank Guarantee (Sample format given at Annexure) in favour of The Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Allahabad – 211 014. Without EMD the tender will be summarily rejected. No EMD is required, if registration of NSIC exists for similar purposes

1.5.3 Financial Bid

- (i) The financial bid shall be submitted in the format for Financial bid.
- (ii) The bidders must quote their rates strictly as per Tender for Comprehensive maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners in separate envelopes.
- (iii) The rate must be stated for each item separately both in words and figures. If there is discrepancy between the price quoted in word and figures, the price whichever is the higher of the two will be treated as the bid price.
- (iv) The prices once accepted by PCDA(P) shall remain valid till the successful execution of the order. PCDA(P) shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Taxes/Government levies/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty.
- (vi) Rates should be valid at least for 90 days from the date of opening of the technical bids.

1.6 Submission of Bids

1.6.1 Sealing and Marking of Bids

- (i) The bids shall be submitted in two separate sealed covers which shall be marked as “Technical Bid” and “Financial Bid”.
- (ii) The outer envelope containing Technical Bid, EMD and Financial Bid shall be addressed to The Group Officer (Administration), PCDA(P), Draupadi Ghat, Allahabad – 211 014.
- (iii) The outer and inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared received late.
- (iv) Fax or bids sent through e-mail will not be entertained.

1.6.2 Deadline for Submission of Bids

- (a) Bids must be received by PCDA (P) at the mentioned address not later than the time and date specified on the “Invitation for bids”. In the event of the specified date for the submission of bids being declared a holiday for PCDA (P), the bids will be received up to the appointed time on the next working day.
- (b) PCDA(P) may, at its discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of PCDA(P) and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.6.3 Late Bids: Any bid received by PCDA (P) after the deadline for submission of bids prescribed by the PCDA (P) will be rejected and/or returned unopened to the bidder.

1.7 Bid Opening and Evaluation.

1.7.1 Opening of Technical Bids

PCDA (P) or Competent Authority nominated by him will open all technical bids in the first instance, if the EMD is submitted as per requirement, in the presence of bidders’ representatives, who choose to attend, at the time, on the date and at the place specified in the ‘Invitation for Bids’. The bidder or bidders’ representatives present there shall sign a register evidencing their attendance. No EMD is required if registration of NSIC exists for similar purposes

1.7.2 Clarification of Bids

- (a) During evaluation of the bids, PCDA (P) may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- (b) No Bidder shall contact PCDA (P) on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of PCDA (P), it should be done in writing.
- (c) Any effort by a Bidder to influence PCDA (P) in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder’s bid.

1.7.3 The Technical Bid evaluation will be done on the basis of experience and other requisite documents.

1.7.4 The bidders short-listed by PCDA (P) based on evaluation of their technical bids may be called for detailed discussions with a team selected by PCDA (P) for the purpose, at a specified date, time and venue, if needed.

1.7.5 Opening of Financial Bids

- i) PCDA (P) or BOOs nominated by him will open the Financial Bids of only those bidders who have been found to be technically qualified.
- ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date, time and venue indicated at the "Invitation for bids".

1.7.6 Evaluation and Comparison of Bids

- (a) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Vendor does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, whichever is the higher of the two will be treated as the bid price.

1.8 Award of Contract

1.8.1 Award Criteria

Subject to the signing of contract, PCDA (P) will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

1.8.2 PCDA (P)'s Right to accept or reject any Bid or all Bids

PCDA (P) reserves the right to accept or reject any bid in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for PCDA(P)'s action.

1.8.3 Notification of Award

- (a) Prior to the expiry of the period of bids validity, PCDA(P) will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.
- (b) The notification of Award will constitute the formation of the Contract.

1.8.4 Signing of Contract

At the same time as PCDA (P) notifies the successful Bidder that its bid has been accepted, PCDA (P) will send the Contract to the Bidder. The bidder will sign the same return it to PCDA (P). No material deviations in the contract shall be allowed.

1.8.5 Performance Security

- (i) The Vendor/Contractor should furnish performance security to PCDA (P) for an amount of 10% of the total value of the contract valid up to twelve months from the date of implementation of the Contract.
- (ii) The proceeds of the performance security shall be payable to PCDA (P) as compensation resulting from the Vendor's failures to complete its obligation under the contract.

- (iii) The performance security shall be in one of the following forms:
 - (a) A Bank guarantee from a scheduled bank in form provided by PCDA(P) as per format given)
 - (b) A Demand Draft.
 - (c) Bank Deposit receipt or fixed deposit receipt of any scheduled Bank or N.S.C. and K.V.P in favour of PCDA(P), Allahabad or Pledged in favour of PCDA(P), Allahabad.
- (iv) The performance security deposit would be refunded after two months of completion of contract and no interest would be paid.

Failure of the successful Bidder to comply with the requirement of signing of contract shall constitute sufficient grounds for the annulment of the award in which event PCDA (P) may make the award to the next evaluated bidder or call for new bids and forfeiture of the EMD.

1.8.6 Corrupt or Fraudulent Practices

- (a) Vendors shall observe the highest standard of ethics during the procurement and execution of the contract.
- (b) PCDA (P) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

1.8.7 The vendor may be black-listed, if it does not meet the obligations of the Contract or does not provide the satisfactory service. The quality of service will be reviewed after every month.

1.9 Miscellaneous

- (a) It will be imperative on each bidder to fully acquaint himself of all the local conditions and factors, which would have effect on the performance of the contract.
- (b) During the validity of this bid or during the extended period, if any, if the bidder provides the same or equivalent services to any other Department/Organization in India at a price lower than the price fixed for PCDA (P), the bidder shall automatically pass on the benefits to PCDA(P).

1.10 Factors Affecting the Award of Contract

- (a) The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.
- (b) Conformity with the Request for Bid/Tender required and conditions.
- (c) The assessment based on the response to Model Response Outline.
- (d) The assessment of the capability of the bidder to meet the terms and conditions.

1.11 Payment Conditions

- (a) Payment will be made within 30 days after receiving bills in duplicate and satisfactory completion of Comprehensive maintenance of Dessert coolers on monthly basis and one time servicing of water coolers and Air Conditioners in office of the PCDA (P) subject to availability of funds. PCDA (P) reserves the right to make suitable deduction from the binder's bill, in case the work is delayed and the quality of work is not satisfactory.
- (b) All payments will be made subject to deduction of TDS as per Income Tax Act 1961, Goods and Service Tax Act and other taxes if any as per Government of India rules.

1.12 Penalty clause:

If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more than the schedule fixed time then the firm will be liable to penalized @2% of the total value of contract in addition to cost of work done through other agency. In such cases PCDA(P) also reserves the right to terminate the contract without any advance notice and the firm will be blacklisted.

Schedule of Requirements

2.1 Maintenance of 360 Dessert coolers, one time servicing of 22 water coolers and 92 Air Conditioners (Spilt AC- 26 numbers and Window AC- 66 numbers) installed at various places of this office. This maintenance/servicing work is of without material and tenderer is also advised to visit the site before quoting the rate. The expected date for starting the work for maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work will be 16/03/2019 and the bidder should be in position to undertake the work from this date.

The detail of work of desert coolers is as under.

- (1) Cleaning of tank
- (2) Change of wood wool pad
- (3) PVC pipe connection for water circulation
- (4) Fitting of submersible pump
- (5) Checking of float ball & fitting of new float ball.
- (6) Water connection and arrangement of water supply where required.
- (7) Replacement of damaged parts of desert coolers.
- (8) Emergent situations as and when arise.
- (9) Checking water supply line/pipe.

Servicing of Air conditioners/water coolers consists work of cleaning, checking and putting them in working conditions without fixing any material as per standard definition of servicing.

Performa of Technical Bid

Maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work

1. Reference No. of NIT.....
2. Name of Firm.....
3. Name of Proprietor:.....
4. PAN No.....
(Enclose self –certified copy of PAN Card)
5. GST No.....
(Enclose self-certified copy of Registration Certificate. In case the bidder is exempted from GST, the documentary proof of exemption from GST from Govt authority must be attached.)
6. Earnest Money Deposit (EMD) Rs.....DD No...../Date.....(Enclose bank draft in original)
7. Details of past experience in maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work in Central Govt./State Govt/Govt Undertaking/Autonomous Bodies etc.

Sl No	Name and address of organization where worked	Nature of work	Duration of work experience	Remarks

8. Other details (As per Point-2) terms & conditions of “Technical Bid”

- i).....
- ii).....
- iii).....
- iv).....

Details of documents enclosed

- 1.
- 2.
- 3.
- 4.
- 5.

Certified that the information provided above are true and correct to the best of my knowledge.

Date:

(Signature and Seal of the Proprietor/

Bidder Form
(Financial Bid)

To,

The ACDA (Administration),
The Principal Controller of Defence Accounts (Pension)
Draupadi Ghat,
Allahabad – 211 014

Ref: Bid document No.

Dated:.....

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to carry out maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake that, in the event of acceptance of our bid, the com shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services. Maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners work shall be executed by our trained and experienced staff who will report to the site .

We enclose herewith the complete Financial Bid as required by you. This includes:

- (a) Bid Letter
- (b) Price Schedule (Schedule to tender enquiry, quoting rates, duly signed & stamped)
- (c) Statement of deviations from Financial terms and conditions, if any.

We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor.

OR

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

OR

A company and the person signing the bid document is the constituted attorney.

(Note: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the bid document)

We do hereby undertake, that, until formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated thisday of 2019

Signature of Bidder

List of enclosures

Full Address:

Telephone No.....Telegraphic Address:

Fax No.: E-mail:

Company Seal

Performa for Price Bid

Maintenance of Dessert coolers and one time servicing of water coolers and Air Conditioners
work

1. Reference No. of NIT:
2. Name of Firm.....
3. Name of Proprietor.....

Price Bid:

Accordingly, you are requested to submit your quotation clearly noting the rate (figure & words) for following work as mentioned in table appended below.

Sl No	Particulars/ works	Rate
1	Rate for maintenance of 1 number of Desert Cooler for first month without material	
2	Rate for maintenance of 1 number of Desert Cooler for second and subsequent months without material	
3	Rate of one time servicing for 01 window Air conditioner	
4	Rate of one time servicing for 01 spilt Air conditioner	
5	Rate of one time servicing for 01 water cooler	

(Signature and Seal Of the Proprietor/Bidder)

**PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE
SECURITY OR BANK DRAFT**

(To be stamped in accordance with the Stamp Act)

Ref : Bank Guarantee

No. :

To
The Principal Controller of Defence Accounts (Pension)
Draupadi Ghat, Allahabad – 211 014

Dear Sir,

In accordance with the Award of contract for Comprehensive Pest Control at PCDA(P), M/s (hereafter called the Vendor) having their Registered/Head Office atwish to avail the same. As an irrevocable Bank Guarantee against the above work for an amount of **10% of the total amount of contract** is required to be submitted by the Vendor as a condition precedent for the award of contract, which amount is liable to forfeited/adjusted on the happening of any of the following :

1. If the Vendor withdraws his contract during the period of contract specified by the Vendor on the bid form.
2. If the Vendor, having been accepted the Award of contract :
 - (a) Fails or refuses to execute the contract within the stipulated time.
 - (b) Fails or refuses to provide the satisfactory services.

We, the Bank at having our head office at and local office Guarantee and undertake to pay immediately on demand by The Principal Controller of Defence Accounts (Pension), Draupadi Ghat, Allahabad – 211014, the amount of Rs..... (Rs.) without any reservation, protest, demur and recourse. Any such demand made by The Principal Controller of Defence Accounts (Pension), Draupadi Ghat, Allahabad – 211 014 shall be conclusive and binding on us, irrespective of any dispute or difference raised by the Vendor.

The Guarantee shall be irrevocable and shall remain valid up to, if any further extension of any guarantee is required, the same shall be extended to such required period on receiving instructions from M/s on whose behalf this guarantee is issued.

In witness whereof the bank through its authorized officer, has set its hand and stamps on this day of, 2019.

Witness

(1) Signature.....

Signature.....

Name

(in Block Letters).....

Address

.....

Name

(Designation with Stamp)

(2) Signature.....

(in Block Letters).....

Address

BID SECURITY FORM

Whereas¹(hereinafter called the “Bidder”) has submitted its bid dated (date of submission of bid) for the Execution of (name of work) (hereinafter called the “Bid”).

KNOW ALL PEOPLE by these presents that WE (name of bank) of (name of the country), having our registered office at (address of Bank) (hereinafter called “the Bank”), are bound unto (name of Purchaser) (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of 2019..... THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

¹Name of Bidder

Check List for Bid/Tender Submission

The following check-list must be filled in and submitted with the Technical Bid/Tender document:

Technical Bid

1. Has the bid document been issued to you?	Yes/No
2. Have you attached the bid/tender form	Yes/No
3. Have you submitted?	Yes/No
4. Have you attached copies of relevant work orders from Govt. Department/PSUs/Autonomous bodies?	Yes/No
5. Have you attached EMD details?	Yes/No

Financial Bid

Have you attached the Financial Bid?	Yes/No
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Signature of the bidder

