

## SECTION I

**TENDER NUMBER: Laser Therapy Machine/ CRC Sundernagar/2017-18 PS**

<b>Office of Issue</b>	<b>National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan)</b> (Under Ministry of Social Justice & Empowerment Govt. of India) <b>116, Rajpur Road, Dehradun -248001 (Uttarakhand) India</b>  <b>Tender Number: <u>Laser Therapy Machine/ CRC Sundernagar/2017-18 PS</u></b>	
<b>Tender No.</b>	<b><u>Laser Therapy Machine/ CRC Sundernagar/ 2017-18 P.S. dated 30.05.2017</u></b>	
<b>Tender forms available at Website</b>	<a href="http://www.nivh.gov.in">www.nivh.gov.in</a> , <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> , <a href="http://www.crcsnr.org">www.crcsnr.org</a>	
<b>Date and Time of Issue/Publishing</b>	31-05-2017	13: 30
<b>Document download/sale start date and time</b>	31-05-2017	13: 30
<b>Bid submission start date and time</b>	31-05-2017	13: 30
<b>Bid submission last date and time</b>	15-06-2017	15:00
<b>Date and time of opening of technical bid</b>	16-06-2017	16.00
<b>Place of opening of technical bid</b>	National Institute for the Empowerment of Persons with Visual Disabilities(Divyangjan) 116, Rajpur Road, Dehradun, Uttarakhand,( India)	
<b>Date of opening of financial bid</b>	Will be intimated later	

On behalf of the Director, Composite Regional Centre for PWD's, Near Maha Maya Temple, Sundernagar, Distt – Mandi, Himachal Pardesh, India on-line tenders through e-procurement portal are invited in twin bid systems i.e. techno commercial bid & price bid from Original Manufacturers (OEM) or authorized distributors/authorized dealers/vendors for the purchase of Laser Therapy Machine for Composite Regional Centre for persons with disability, Sundernagar, Himachal Pardesh. The description of the item is as follows:

<b>S. No</b>	<b>Name of item</b>	<b>Specifications</b>	<b>Approx. Qty</b>	<b>Approx. Estimated cost</b>
<b>1</b>	<b>Laser therapy unit</b>	<b>The system should have following features;</b>	<b>1 nos</b>	<b>Rs 4.00 lacs</b>
		<ul style="list-style-type: none"> <li>• Single Channel – with scanning and multispot mode</li> <li>• Class IV 1000 mW high power laser</li> <li>• More than 50 pre programmed protocols</li> </ul>		

		<ul style="list-style-type: none"> <li>• 15 inbuilt memory</li> <li>• Impulse frequency range 8-10000 Hz</li> <li>• Wavelength- 808 nm for max penetration</li> <li>• Large and clear backlit LCD display</li> <li>• Pulsed (10-100%) with continuous mode</li> <li>• Programmable treatment time up to 90 min</li> <li>• Must have interlock /safety.</li> <li>• Two pairs of protective goggles as standard accessory</li> <li>• Should have international safety standard CE/TUV</li> </ul>		
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Bidders shall have to deposit EMD of Rs 8,000/. in the form of demand draft/FDR in favour of the Director, CRC, Sundernagar payable at Sundernagar, Himachal Pardesh along with the technical bid along with separate envelop.

The tender document with terms and conditions is available on the Institute's Website [www.nivh.gov.in](http://www.nivh.gov.in), [www.ua.nic.in](http://www.ua.nic.in), [cppp-nic@nic.in](mailto:cppp-nic@nic.in), [www.crcsnr.org](http://www.crcsnr.org) and <http://eprocure.gov.in> for downloading purpose. A demand draft of Rs. 1000/- + 14.5% VAT totalling to Rs. 1145/-. (Not Refundable) should be paid in favour of the Director, CRC, Sundernagar payable at Sundernagar, Himachal Pardesh with the Techno Commercial Bid as tender fee amount. 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 and time for the tender. Scanned copy of the instrument should be uploaded as part of the bid & the original document should be posted in the name of Director, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan) 116 Rajpur Road, Dehradun, 248001 (UK)

The Director, CRC, Sundarnagar reserves the right to reject any or all on-line tenders without assigning any reason.

DIRECTOR

National Institute for the Empowerment  
of Persons with Visual Disabilities(Divyangjan)

## SECTION-II

### **INSTRUCTIONS TO BIDDERS**

#### **A. INTRODUCTION**

##### **1. DEFINITIONS:**

- (a) "The Purchaser" means the Director, Composite Regional Centre for persons with disability, Sundernagar, Himachal Pardesh.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- (c) "The Supplier" means the individual or firm supplying the goods.
- (d) "The Goods" means all the equipment, machinery, Computer Hardware/Software and/or other materials, which the Supplier is required to supply to the Purchaser under the contract.
- (e) "The Purchase Order" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- (f) "Validation" is a process through which the equipment/System is tested to ascertain its performance against set technical standards as per Tender Specifications.

##### **2. ELIGIBLE BIDDERS:**

This invitation for bids is open to Original Manufacturers (OEM)/ Authorized Dealers / Authorized distributors/Venders of the tendered equipment as given in **Annexure-I**. The Bidder must have a Permanent Account Number (PAN). A copy of PAN is to be submitted. The Bidder must have a currently valid Sales Tax/ VAT/ Service Tax/ Trade Tax Registration Certificate. A copy of Sales Tax/ VAT/ Service Tax/ Trade Tax Registration Certificate is to be submitted.

##### **3. COST OF BIDDING:**

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

##### **4. INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

- 4.1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement portal is a prerequisite for e-tendering.
- 4.2 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.
- 4.3 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.
- 4.4 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.

- 4.5 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.
- 4.6 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they can be in PDF/xls formats. If there is more than one document, they can be clubbed together and can be provided in the requested format.
- 4.7 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. Scanned copy of the instrument should be uploaded as part of the offer.
- 4.8 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 accepted.
- 4.9 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 without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 4.10 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. The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 4.11 Rates to be quoted in Indian rupee and the delivery on FOR at Sundernagar, Himachal Pardesh.
- 4.12 After sale service /AMC facilities in India should also be specified in the bid document

## **B. THE BID DOCUMENTS:**

### **5. BID DOCUMENTS:**

The Bid Documents include:

- (a) Notice Inviting Tender (Section I)
- (b) Instructions to Bidders (Section II)
- (c) Technical Specifications and Schedule of Requirements (Annexure I)
- (d) Format for Bid Form (Annexure II)
- (e) Price Schedule/Price Bid (Annexure III)
- (f) Format for Letter of authorization to attend bid opening (Annexure IV)
- (g) Format for Tender Acceptance Letter (Annexure V)

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

### **6. CLARIFICATION OF BID DOCUMENTS:**

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Purchaser online. The Purchaser shall respond online to any request for clarification of the Bid Documents in given specific date & time and clarification by the Purchaser shall be sent to the prospective bidder online. Any clarification issued by this institute in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document.

### **7 AMENDMENT OF BID DOCUMENTS:**

At any time, prior to the date of submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. The amendments shall be notified online only through corrigendum, if any.

## **C. PREPARATION OF BIDS**

### **8. DOCUMENTS COMPRISING THE BID:**

Online bids under two envelope/ cover systems comprising of (1) The Technical bid and (2) Financial bid should be submitted online on CPP Portal Website <http://eprocure.gov.in/eprocure/app>

The technical bid should contain the scanned copy of following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top of documents.

- (a) Bid security in the form of Bank Draft /FDR of Rs.8,000/- Kendriya Bhandar/ NCCF/National Small Scale Industries Corporation are exempted from submitting Bid Security (EMD) as per rule.

**(b) The Check list**

- Tender Fee of Rs 1,145/- in the form of demand draft in favour of the Director, CRC, Sundarnagar, Himachal Pardesh.
- EMD/bid security of Rs 8,000/- in the form of demand draft/FDR in favour of the Director, Composite Regional Centre, Sundarnagar, Himachal Pardesh.
- If experience certificate of any Govt, semi Govt/Private Organization for supply of Laser Therapy Machine.
- Relevant Technical Literature (Product should be certified by ISO/ISI/BIS/CE standard)
- List of accessories, if any, to be supplied along with the equipments free of cost.
- Letter of Authorization to attend bid opening
- Power of Attorney
- Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- Copy of Income Tax Return for last two Financial Years
- Copy of PAN
- Copy of Sales Tax/ VAT/ Service Tax/ Trade Tax Registration Certificate
- Tender Acceptance Letter
- Warranty/Guaranty Certificate.

**IMPORTANT**

- The bidders must carefully follow the instructions to submit the bids online through the CentralPublic Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>
- Tender Acceptance Letter should be filled, signed and stamped/certified properly.

**9. BID FORM:**

The bidder shall complete the Bid Form (Annexure-II) and the appropriate Price Schedule (Annexure-III) furnished in the Bid Documents, indicating the goods to be supplied, a brief description of the goods and quantity.

**10. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:**

The bidder should scan and submit online, as part of his bid documents establishing the bidder's eligibility all the following documents or whichever is required as per terms and conditions of bid documents.

- (i) Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- (ii) Registration Certificate
- (iii) Copy of Income Tax Return for last two Financial Years

- (iv) Copy of PAN
- (v) Copy of Sales Tax/ VAT/ Service Tax/ Trade Tax Registration Certificate

**11. EMD/bid security:**

The bidders shall furnish, as part of his bid, an EMD/bid security for an amount of Rs 8,000/- (Rupees Eight Thousand Only) in the form of Demand Draft/FDR in favour of the Director, CRC, Sundarnagar, HP valid for a period of 3 months from the date of tender opening and shall be delivered physically to the Director, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), 116, Rajpur Road, Dehradun on or before bid submission end date & time. Tender fee also needs to be delivered physically at the same address on or before bid submission end date & time. Kendriya Bhandar/ NCCF/ National Small Scale Industries Corporation are exempted from submitting Bid Security (EMD) as per rule.

The bid security of the unsuccessful bidder will be returned to the bidder at the earliest after evaluation of the bid and latest on or before the 30th day after the award of the contract.

The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on TheBid form or
- (b) In the case of a successful bidder, if the bidder withdraws or amends the tender or impairs or derogates from the tender:
  - . to furnish performance security
  - . to supply the items within stipulated time as given in Purchase Order

**12. PERIOD OF VALIDITY OF BIDS:**

Bid shall remain valid for Six months after the date of bid opening & can be extended for next six month. In exceptional circumstances, the Purchaser may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

**13. SUBMISSION OF BIDS**

While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time. 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 last moment.

#### **14. LATE BIDS:**

Any bid will not be strictly received by the Purchaser after the deadline for online submission of bids is over.

#### **15. OPENING OF BIDS:**

Bid opening committee will open the bids online in the presence of bidders or their authorized representatives who chose to attend on opening date and time. Also the bidders can participate online during the bid opening process from their remote end through their dashboard. The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in Annexure IV ).

A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening process physically. The date fixed for opening of bids, if subsequently declared as holiday by the Govt., the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

#### **16. CLARIFICATION OF BIDS:**

To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion, ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

#### **17. TECHNICAL EVALUATION:**

Purchaser shall evaluate the technical bids to determine whether they are complete, required securities/ sureties have been furnished, the documents have been properly signed and the bids are generally in order and would upload the result of Technical Evaluation online on CPP Portal.

#### **18. FINANCIAL BID OPENING:**

The purchaser shall shortlist those who are eligible and have submitted substantially technical responsive bid for opening of financial bid. Successful Bidders would be called to attend opening of financial bids. The Financial Bids of Technically unsuccessful bidders would not be opened.

The evaluation shall be done on L-1 and L-2 vendor of Total Cost of tendered items. Also the result of Financial Evaluation would be uploaded online on CPP Portal. If the L-1 vendor will be fail to supply the material in the stipulated time, order will be cancelled and earnest money will be forfeited. Thereafter the order will be placed to L-2 vendor.

The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.



## **19. CONTACTING THE PURCHASER:**

No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award, decision shall result in the rejection of the bid.

## **20. PLACEMENT OF ORDER**

The Purchaser shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically, commercially and financially acceptable and whose goods have been approved/validated by the purchaser.

## **21. PURCHASER'S RIGHT TO VARY QUANTITIES:**

In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order within a period of Six months from the earliest date of acceptance of Purchase Order.

## **22. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever.

## **23. PERFORMANCE SECURITY:**

The successful bidder shall furnish performance security to the purchaser for an amount equal to 5% of the value of the contract within 7 days from the date of issue of Purchase Order by the Purchaser.

The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations as per order.

The Performance Security Bond shall be in the form of Bank Guarantee only issued by a Scheduled Bank. The validity of Performance Guarantee shall be 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security Bond will be discharged by the Purchaser without interest after a period of sixty days beyond completion of the supplier's performance obligations including any warranty obligations under the contract.

## **24 INSPECTION AND TESTS**

The Purchaser or his representative shall have the right to inspect and test the goods as per prescribed test schedules for their conformity to the specifications. Should any inspected or tested goods fail to conform to the specifications, the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the purchaser.

Notwithstanding the pre-supply tests and inspections, the equipment and accessories on receipt in the Purchaser's premises will also be tested during and after installation before "take over" and if any equipment or part thereof is found defective, the same shall be replaced free of all cost to the purchaser .

**25. DELIVERY:**

Delivery of the goods and documents shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements and the goods shall remain at the risk of the Supplier until delivery has been completed. The delivery of the equipment shall be to the ultimate consignee as given in the purchase order.

The delivery of the goods and documents shall commence immediately on placement of Purchase Order and be completed within the specified period mentioned in the Purchase Order.

**26. WARRANTY:**

The supplier shall warrant that the stores to be supplied shall be new and free from all defects and faults in materials used workmanship and manufacture and shall be consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The supplier shall be responsible for any defect such as corrosion of the equipment and/or otherwise and shall remedy such defects at his own cost when called upon to do so by the Purchaser who shall state in writing in what respect the stores are faulty. Kindly Specified the warranty/ grantee period.

**27. PAYMENT TERMS:**

100% Payment shall be made on receipt of goods by the consignee. For claiming this payment, the following documents are to be submitted to the paying authority.

- (i) Invoice
- (ii) Delivery Challan/ Bills in duplicate duly pre-receipted
- (iii) Excise gate pass / invoice or equivalent document in case of manufacturer.
- (v) Consignee receipt
- (vi) Payment will be made by Officer Incharge, CRC Sundernagar, Himachal Pardesh.

No payment will be made for goods rejected at the site on testing.

**28. TERMINATION FOR DEFAULT**

The Purchaser may, without prejudice to any other remedy for breach of order, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- i) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the order.
- ii) If the supplier fails to perform any other obligation(s) under the Contract; and
- iii) If the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default.

**29. ARBITRATION:**

In case of any dispute whatsoever, decision of the Director, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), Dehradun will be final. For any legal dispute, the territorial jurisdiction will be Dehradun, Uttarakhand only.

**ANNEXURE-I**

**TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS**

<b>S. No</b>	<b>Name of item</b>	<b>Specifications</b>	<b>Approx. Qty</b>	<b>Approx. Estimated cost</b>
<b>1</b>	<b>Laser therapy unit</b>	<b>The system should have following features;</b> <ul style="list-style-type: none"><li>• Single Channel – with scanning and multispot mode</li><li>• Class IV 1000 mW high power laser</li><li>• More than 50 pre programmed protocols</li><li>• 15 inbuilt memory</li><li>• Impulse frequency range 8-10000 Hz</li><li>• Wavelength- 808 nm for max penetration</li><li>• Large and clear backlit LCD display</li><li>• Pulsed (10-100%) with continuous mode</li><li>• Programmable treatment time up to 90 min</li><li>• Must have interlock /safety.</li><li>• Two pairs of protective goggles as standard accessory</li><li>• Should have international safety standard CE/TUV</li></ul>	<b>1 nos</b>	<b>Rs 4.00 lacs</b>

BID FORM

Tender No. Date.....

Name of the Tender/Work:

To,  
(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver ..... in conformity with conditions of contract and specifications for sum of \_\_\_\_\_ (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within \_\_\_\_\_ months and to complete delivery of all the items specified in the contract within \_\_\_\_\_ months calculated from the date of issue of your purchase order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 5 % of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of \_\_\_\_\_ from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

(Signature)

Signature of.....

in capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Address.....  
E-Mail Address:-  
Tele No.(s):-  
FAX No.(s) :-

**ANNEXURE -III**

**PRICE SCHEDULE (PRICE BID)**

**(The price bid must be submitted online in the .xls format only)**

1. Name of the e- tender/Work .....
2. The tender shall remain valid for acceptance, for six month from the date of opening of E-tender& can be extended for next six month.
3. Place & date on which delivery is to be made : CRC, Near Mahamaya Temple, Sundernagar, Distt Mandi, Himachal Pardesh.

Sl.No.	Item Description along with full specification given by the firm	Make	Quantity	Unit price	Taxes	Total price
1.						

Charges (if any)\_\_\_\_\_

Signature of the Supplier with seal

Address

Fax/E.mail

Tel no.

Station

**ANNEXURE-IV**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ----- (date) in the tender no. -----  
----- of \_\_\_\_\_

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ----- (Bidder) in order of preference given below:

Order of Preference	Name	Specimen signature
---------------------	------	--------------------

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid

Documents on behalf of the bidder.

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case Authorization as prescribed above is not recovered.

**TENDER ACCEPTANCE LETTER  
(TO BE GIVEN ON COMPANY LETTER HEAD)**

Date:

To

-----  
-----  
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**Sub: Acceptance of Terms and Conditions of Tender**

**Tender Reference No.** \_\_\_\_\_

**Name of the Tender/Work :**

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Dear Sir/Madam,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work \_\_\_\_\_ from the website(s) \_\_\_\_\_ namely \_\_\_\_\_
2. As per your advertisement, given in the above mentioned website(s), I/We certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_\_ including all documents like Annexures etc. 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/organization 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 and agree to supply/commission/erect the equipments and complete the whole of the work and hand over to the purchaser within a period of \_\_\_\_\_ weeks from the date of date of supply order.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder with official seal)

