



**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
**NAAC Accredited (A+) Grade**

**University Institute of Engineering and Technology**

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**BIDDING DOCUMENT FOR PURCHASE OF ENVIRONMENT ENGINEERING LAB  
EQUIPMENTS FOR CIVIL ENGINEERING DEPARTMENT, UIET  
PART-1: COMPLETE BIDDING DOCUMENT**

**Name of Work: PURCHASE OF ENVIRONMENT ENGINEERING LAB EQUIPMENTS FOR  
CIVIL ENGINEERING DEPARTMENT, UIET, M.D.UNIVERSITY, ROHTAK.**

**PRESS NOTICE**

<b>MAHARSHI DAYANAND UNIVERSITY, ROHTAK</b>	
<b>Notice Inviting Short Term E-Tender</b>	
<b>Name of Work:</b>	<b>PURCHASE OF ENVIRONMENT ENGINEERING LAB EQUIPMENTS for Civil Engineering Department, UIET</b>
<b>Estimated Cost:</b>	<b>Rs. 4.2 lacs</b>
<b>Earnest Money:</b>	<b>i) 2% of the Quoted Amount</b>
<b>e-Tenders to be uploaded upto 24.03.2022 at 05:00 P.M.</b>	
<b>i) The tenders will be received only through e-tendering. For further details visit website <a href="https://www.etenders.hry.nic.in">https://www.etenders.hry.nic.in</a></b>	
<b>ii) Cost of Bid document is Rs.2000/- (non-refundable) which will be deposited through online mode from <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></b>	
<b>iii) Earnest Money (as mentioned above) will be deposited through online mode (<a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>)</b>	
<b>iv) Willing bidders shall have to pay Rs.1180/- as the e-Service/ Processing Fee through online mode (<a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>)</b>	
<b>v) The interested parties/bidders should visit the University website (<a href="https://www.mdu.ac.in">https://www.mdu.ac.in</a>) or <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms &amp; conditions etc., as corrigendum(s) will not be published in newspapers.</b>	
<b>vi) The Bidder who is registered as MSME of Haryana State only for the same work are exempted from payment of EMD but Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of Department of Industries &amp; Commerce, Govt. of Haryana.</b>	

**REGISTRAR,  
M.D. University, Rohtak**

## DETAILED NOTICE INVITING SHORT TERM E-TENDER

**E-Tender** is invited for purchase of below mentioned item in single stage two cover system i.e. request for Pre-Qualification/Technical Bid (online Bid under PQQ/Technical Envelope) and request for Commercial Bid (comprising of price bid proposal under online available commercial Envelope):

Sr. No.	Name of work	EMD to be deposited by bidder	Tender Document Fee & E-Service Processing fee (non Refundable)	Start date & time of Bid Preparation & Submission	Last Date & time of Bid Preparation & submission
1.	<b>PURCHASE OF ENVIRONMENT ENGINEERING LAB EQUIPMENTS for Civil Engineering Department, UIET as mentioned in Annexure-I</b>	2% of the quoted Amount	Rs.2000/- for Tender/Bid Document Fee and Rs.1180/-for e-Service/ Processing fee	16.03.2022 (06:00 PM)	24.03.2022 (05:00 PM)

- Any clarification regarding the detailed notice inviting tender can be sought from the Director(UIET)during office hours at **8059385333**or E-Mail: **dir.uiet@mdurohtak.ac.in**
- Tender document is available on website <http://etenders.hry.nic.in> and <https://www.mdu.ac.in>
- The Bidders would submit bid through e-Tendering only on the website <http://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical online bid application as well as online Price Bid shall be invited at single stage under two covers i.e.PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) and with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents. The tenderer should read the terms & conditions and specification in tender documents strictly before submission of e-tender. Tender documents can be downloaded/uploaded online on the Portal: <http://etenders.hry.nic.in>

- The payment of Tender Document fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode only from <https://etenders.hry.nic.in>
- The interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://www.etenders.hry.nic.in> to be eligible to participate in the e-tender.
- The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates: -

### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date & time of bid submission	Last date & time of bid submission
1		Tender Document Download and Bid Preparation / Submission	16.03.2022	24.03.2022

			(06:00 PM)	(05:00 PM)
2	Technical Bid Opening		25.03.2022 at 11:00 A.M.	
3	Financial Bid Opening		After evaluation of the Technical Bids	

**Important Note:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / Bidder fails to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application / Bid status will be considered as 'Application / Bid not submitted'.
- 2) Applicant / Bidder must confirm and check his/her bids even after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his / her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service Fee and EMD and PQQ/Technical Envelope shall be opened. After that the financial bid quoted against each of the item by the shortlisted bidder/agency wherever required shall be opened online and if the bidders want to participate, they are welcomed to participate during the process. The bidder has to submit online Bids as per the dates mentioned in the scheduled/Key dates above.
- 5) The bids shall be submitted online in two separate envelopes: -

**Envelope 1: Technical Bid**

The bidders shall upload the required Eligibility & Technical Documents online in the Technical Bid.

**Envelope 2: Commercial/Financial Bid**

The bidders shall quote the prices in Price Bid format under Commercial/Financial Bid.

**Conditions:-**

- 1- The tenderer will keep in touch with the University Website for any change in the DNIT till the last date/revised last date of online invited tender and incorporate such changes in DNIT and the tender bids.
4. DNIT and prequalification criteria can be seen on the Haryana Govt. portal (<https://www.etenders.hry.nic.in>) or on the University website ([www.mdu.ac.in](http://www.mdu.ac.in)) and for any clarification regarding the detailed notice inviting tender can be sought from the Director(UIET)) during office hours at **8059385333** or E-Mail: **dir.uiet@mdurohtak.ac.in**
- 2- Conditional tenders will not be entertained & are liable to be rejected.
- 3- In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of opening of tenders and other conditions will remain unchanged.
- 4- The University reserve the right to reject any tender or all the tenders without assigning any reasons.

- 5- The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
- 6- The Jurisdiction of court will be at **Rohtak**.
- 7- The tender of the bidder who does not satisfy the eligibility/qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- 8- The bid for the contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenders withdraws his bid/tender before the said period or makes any modification in the Terms and Conditions of the bid, during the fix validity period, the Earnest Money shall stand forfeited. Bids shall be valid for three months from the date of bid closing i.e. from last date of submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
- 9- Any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
- 10- The **Committee constituted by the CPC / VC** is competent to increase/decrease the quantity of items without any prior intimation. In case of decrease of quantity of items, the bidder shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work/order in full.
- 11- The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
- 12- The Earnest Money (EMD) of the successful agency / firm shall be returned on completion of all the Tender process.
- 13- In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor whose decision shall be binding on both the parties.
- 14- Rates should be carefully filled-up both in words and figures without any cutting, erasing or overwriting.
- 15- In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
- 16- Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
- 17- The agency / firm shall also append the following declaration with the tender:-

### **DECLARATION**

I/We (Name) of the firm \_\_\_\_\_ do hereby solemnly affirm and declare that the facts stated in the Technical Bid are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Tenderer)

with full name and Address

with seal & stamp



## TERMS AND CONDITIONS GOVERNING THE TENDERS FOR THE SUPPLY

1. Every e-tender shall be accompanied by the **Earnest Money 2% of the quoted amount and Rs.2000/- as tender fee and Rs.1180/- the e-service fee** should be deposited **through online mode only**.
2. The e-tender received without earnest money or after the due date shall not be entertained except with the special approval of the competent authorities.
3. **The e-tenders shall be opened in the office of Director (UIET), M.D. University, Rohtak on 25.03.2022 at 11:00A.M. by the Purchase Committee.** The quotes or their authorized representatives are allowed to attend the meeting of the Tender Opening Committee at their own costs.
4. The goods shall be supplied by the Supplier within the time limit specified in the supply order. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Asstt. Registrar (P&S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** Appeal against these orders shall, however, lie with the Vice-Chancellor, M.D. University, Rohtak whose decision shall be final.
5. **The following charges and terms may be spelt out in your offer clearly: -**
  - i. **F.O.R shall be University Main Store, M.D.University, Rohtak.**
  - ii. **Rates of VAT/Excise Duty (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'**
  - iii. **Payment terms.**
  - iv. **Delivery period.**
  - v. **Guarantee/Warranty period.**
  - vi. **After-sales service.**
  - vii. **Installation charges, if any.**
  - viii. **Validity period of the tender.**
  - ix. **Bank Draft charges, if any.**
  - x. **Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.**
7. Only the firm(s) which has possessed the GST No. can quote their rates for required items.
8. **HSN Code if applicable must be entered in the hard copy while quoting the rates.**
9. **All the charges including packing, forwarding and installation, taxes and other levies should be specified in the tender. if any extra charges not specified in the tender shall not be paid.**
10. **The EMD, tender fee etc. exemption be allowed for those MSMEs registered with Govt. of India (Ministry of Micro Small and Medium Enterprises)who are having manufacturing unit located in State of Haryana(as per Haryana State Public Procurement Policy for MSMEs 2016 vide G.O. No. 02/02/2016-41B11(1) dated 20/10/2016).**
11. The quantity of material/supplies shall be subject to increase or decrease on the tendered rates. This increase or decrease shall be communicated by the University within 180 days of acceptance of the tender.
12. Supplies shall be made as per the schedule and within such time as is indicated in the supply order.
13. The rates accepted by the University shall be applicable up to 180 days and the supplier shall

have to make supply during the period as and when required.

14. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.
15. Guarantee/warrantee of items must be mentioned.
16. **The University is registered with the Department of Scientific & Industrial Research, Ministry of Science & Technology, New Delhi in terms of Govt. Notification No. 10/97-Central Excise dated 1 March, 1997 and Notification No. 51/96-Customs dated 23.7.1996 vide Registration No. TU/V/RG-CDE(244)/2020 dated September, 18,2020 upto 31-08-2025. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee shall issue necessary certificates duly countersigned by the Registrar, M.D. University, Rohtak to avail of exemption.**
17. No tender documents will be issued separately and rates are to be offered on company's letter pad.
18. If a holiday occurs on the opening day, the tenders will be opened on the next working day.
19. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".
20. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
21. As a general policy, the University tries to make 100% payment as early as possible after the receipt of the material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee. No advance payment or payment against documents negotiated through Bank shall be made.
22. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/Experts Committee.
23. The samples of the material, if necessary and possible, shall be supplied with the tender. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of "**Freight to Pay**". Samples **costing less than** Rs. 100.00 shall not be returned to the **quotees**. However, if the **quotees** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.
24. The acceptance of the tender shall rest with the Registrar who does not bind himself to accept the lowest tender and reserves the right to reject any or all items of tender without assigning any reason thereof. The Registrar also reserves the right to accept tender in part i.e. any item or any quantity and to reject it for the rest.
25. It may be certified that you have not been debarred/blacklisted for any reason/period by

DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

26. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. **8059385333** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).
27. The Sub Committee reserves the right for negotiation thereafter if considered necessary.
28. The items be purchased from the firm(s) on the basis of quality and not merely on the lowest rates.
29. The rates should be quoted for required specifications. The technical specifications equipment's required must accompany the tender. The decision of the University will be final with regard equipment's to be purchased.
30. The tender should be submitted only if the material is readily available in your stock or can be supplied within 15 days after the order is placed.
31. The bidder should possess minimum 3 years' experience in direct supply, installation, testing and commissioning of similar equipment's / software's and support to the Govt. / PSU / reputed institutions. Proof of the direct dealership details i.e OEM Authorization letter / dealership certificate for supply along with prime customers contact details and photocopies of purchase orders and / or installation report, to whom the similar products have been supplied by the tender, is required to be submitted along with the technical bid.
32. Terms and conditions printed on tender/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order of MDU, Rohtak, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.
33. The acceptance of the tender shall rest with the undersigned who does not bind himself to accept the lowest tender and reserve the right to reject any or all items of tender without assigning any reason therefore. The undersigned also reserves the right to accept tender in part i.e any item or any quantity and to reject it for the rest.
34. EMD of unsuccessful bidders will be returned subsequently. No interest shall be paid on EMD.
35. The dispute, if any, shall be subject to the jurisdiction of Courts at Rohtak. Any other jurisdiction mentioned in the tender or invoices of the manufacturers/distributors/ dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

**Director(UIET)**

**The above terms & conditions of the University mentioned at Sr. No.1 to 35 are acceptable.  
Signature of the Authorized signatory of the firm (With seal/stamp of the firm)**

**TECHNICAL DOCUMENT**

<b>Sr. No.</b>	<b>Description</b>	<b>Bidders Response (Yes/No)</b>	<b>Remarks</b>
1.	Copy of PAN Card / GST No.		
2.	Copy of latest Income Tax Return along with last two years ITR certified by the Chartered Accountant. (Total Three years ITR certified by Chartered Accountant)		
3.	List of institutions where the <b>LAB EQUIPMENTS IN as mentioned in Annexure-I</b> has been supplied, if any		
4.	Name and address of the agency / bidder /manufacturer / supplier, etc.		
5.	Name of Contact person of the agency / bidder / manufacturer / supplier with phone number and e-mail id		
6.	The bidder should submit a proof of having an average turn-over of <b>Rs.20 lac or above</b> for during the last three years relating to manufacturing/supply of <b>supply of LAB EQUIPMENTS as mentioned in the annexure -I</b> . Proof to be duly certified by a registered Chartered Account is required		
7	Affidavit on non-judicial stamp paper duly attested by 1 <sup>st</sup> Class Magistrate to the effect that they have not been debarred / blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization as <b>Annexed-II</b> .		

## ANNEXURE-I

Sr. No.	Equipment Name	Quantity	Specifications
1	<b>Microprocessor based Conductivity meter</b>	2	<ul style="list-style-type: none"> <li>➤ Micro controller based</li> <li>➤ Read out: 7 digits LED (3 digits for Temp. and 4 digits for Cond.)</li> <li>➤ Printer interface for 80 Column D.M. Printer</li> <li>➤ Conductivity meter with cells (1.0 CC&amp; 0.1 CC and temperature probe</li> <li>➤ Frequency: 100 Hz or 1 kHz automatically</li> <li>➤ Conductivity Range: 0.1uS to 100 mS (6 decadic range)</li> <li>➤ Accuracy: <math>\pm 1\%</math> of FS, <math>\pm 1</math> digit</li> <li>➤ Resolution: 0.001 uS</li> <li>➤ Temperature range: 0°C - 100°C automatically</li> <li>➤ Weight: 1.25 kg app</li> <li>➤ Power: 230V, 50Hz, single phase</li> </ul>
2	<b>Micro Controller Based Turbidity Meter</b>	2	<ul style="list-style-type: none"> <li>➤ Micro controller based</li> <li>➤ Range : 0 – 1000 NTU (Automatic)</li> <li>➤ Readout : 2 Line 16 Character LCD</li> <li>➤ Data storage : Calibration &amp; Data Stored in Memory</li> <li>➤ Printer interface for 80 Column D.M. Printer</li> </ul>
3	<b>Micro- controller based Flame photometer</b>	1	<p>With Na, K, Filter and Air compressor.</p> <ul style="list-style-type: none"> <li>➤ Determine up to four elements with single aspiration (Na, K, li &amp; Ca.)</li> <li>➤ Interferences filters: Na and K.</li> <li>➤ Reproducibility: Low Conc. <math>\pm 1\%</math>, f.s. high conc. <math>\pm 2\%</math> f.s.</li> <li>➤ microcontroller based Flame Photometer with Na, K , (Ca &amp; Li optional) Filter along with compressor</li> <li>➤ Elements, Na- 10ppm to 100 ppm</li> <li>➤ Elements, K- 10ppm to 100 ppm</li> <li>➤ Elements, Li- 2ppm to 50 ppm</li> <li>➤ Elements, Ca- 100ppm to 300 ppm.</li> <li>➤ Reproducibility: Low Con- <math>\pm 1\%</math> f.s., High: <math>\pm 2\%</math> f.s.</li> <li>➤ Minimum sample volume: 3 ml.</li> </ul>
4	<b>Microprocessor based pH Meter</b>	2	<ul style="list-style-type: none"> <li>➤ Range: 0 to 14 pH.</li> <li>➤ Resolution : 0.01 pH</li> <li>➤ Stability: 0.002 pH per hour</li> <li>➤ Relative Accuracy: <math>\pm 0.002\text{pH}</math>, <math>\pm 1</math> Digit</li> <li>➤ Buffer Deviation <math>\pm 0.05</math> pH Other Working Buffers : 0 to 14pH (Value entered through numerical Keys)</li> </ul> <p>Accessories: pH electrode (combined) temperature probe (Pt-100 sensor), electrode stand &amp; clamp.</p>

5	<b>Jar Test Apparatus</b> ➤	1	➤ Variable speed range:20 to 200 RPM approximately ➤ RPM Indication: Digital RPM Indication ➤ Motor Watt:25 watt / 40 watt ➤ Operation on:230 Volts, 50 Hz, Single Phase, AC Supply ➤ Manifold 4 tests ➤ Digital speed meter ➤ Timer: 0-60 min.
6	<b>Water Analysis Kit</b>	1	➤ Micro controller based ➤ Measure: pH, mV/ORP, Conductivity/TDS, Salinity, Dissolved Oxygen, Temperature, Colorimeter & Turbidity Meter ➤ pH: 0 to 14.00 pH, Resolution: 0.01pH, ➤ Sensor combined electrode ➤ mV/ORP: Range: ±1999 mV, Resolution: 1mV, Resolution:±1mV,±1 digit, combined electrode ➤ Conductivity TDS: Range: 0- 100mS (5 ranges), 0 ppm to 100 ppt (5 ranges) at TDS factor: 0.5 app. ➤ Salinity: 0-40 ppt, resolution: 0.1ppt, ➤ Dissolve Oxygen: 0 to 20 ppm, resolution: 0.1 ppm, accuracy: ±1% of FS ±1 ➤ Temperature: Range: 0-100°C, Resolution: 0.1°C, accuracy: ± 0.5°C, ±1digit ➤ PT-100 sensor. ➤ Colorimeter: Ranges: 0 to 2.00 Abs, 0-100% T, Conc.0-1999, acc:± 0.05Abs, Resolution: 0.001Abs/ 0.1% T ➤ Turbidity: Range: 0-1 NTU, 0-10 NTU & 0-100NTU, ➤ accuracy: ±2% of FS ➤ sensor: Photodiode
7	<b>DO Meter with memory of 50 result</b>	1	➤ <b>Oxygen Measurement</b> ➤ Range: 0.20 ppm ➤ Accuracy: ±1% of full scale ➤ Resolution: 0.1 ppm ➤ Microcontroller based ➤ 0 – 20 ppm Range ➤ 0 – 500 C Temperature Range ➤ Input for mains adaptor 9-12V ➤ Sensor D O Probe: Gold and Silver with FEP Gas permissible membrane
8	<b>COD Digestor</b>	1	➤ Min. No. of cavities 6-holes to accommodate 6 samples ➤ Temperature: ambient +5°C to 150°C but microprocessor based digital temperature indicator cum controller within built timer

**Undertaking (on Non Judicial stamp paper)**

This is to certify that M/s \_\_\_\_\_, address  
\_\_\_\_\_ has not ever been debarred / blacklisted from  
any **by any School / Board / University / Organization / Government Agency, etc.** for any  
reason at any point of time and no legal case / proceedings is pending against the Agency  
as on date.

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

Signature of the Tenderer  
with full name and Address  
with seal & stamp