



GOVERNMENT OF MADHYA PRADESH

TENDER DOCUMENT FOR

ANNUAL SUPPLY OF PRINTED STATIONERY ITEMS

AT

MADHYA PRADESH BHAWAN

29 C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021



MADHYA PRADESH BHAWAN

A- NIT, Technical Bid & Financial Bid

OFFICE OF THE RESIDENT COMMISSIONER

MADHYA PRADESH BHAWAN

PLOT NO. 29C-D, JESUS & MARY MARG, CHANAKYAPURI,

NEW DELHI -110021

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

Website: www.mpbhawan.gov.in or www.mptenders.gov.in
Tel.No.+011-267772001/ 2002

TENDER DOCUMENT FOR

Annual Supply of Printed Stationery Items

at Madhya Pradesh Bhawan, Plot No. 29C-D, Jesus & Mary Marg,
Chanakyapuri, New Delhi -110021

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OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021
Website -www.mptenders.gov.in
Tel.No.+011-267772001/ 2002

NIT No. 02/JANUARY/PRINTED STATIONERY/MPB/2024

Dated: 19/01/2024

1. NOTICE INVITING TENDER

- 1.1 Online tenders for Annual Supply of Printed Stationery Items at Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi in single stage two envelope systems (Technical bid & Financial bid) through online e-Tendering in the prescribed proforma from interested parties/ Registered Firms/ Registered Companies/ Reputed Organizations/ Agencies for 01 Year which may be extended to 01 year from the date of work order, on same terms & conditions, rates and on mutual consent.
- 1.2 Detailed job and items descriptions are made in the relevant section of the body of tender document.
- 1.3 Offers in Physical form will not be accepted in any case.
- 1.4 Incomplete and / or illegible document will not be considered and such documents tender / bid will be considered as NON - RESPONSIVE
- 1.5 Tender documents to be downloaded from the website: www.mptenders.gov.in and submission of bids through e-tendering with non-refundable cost of the form ` 500/- (Rs. Five Hundred only) to be paid online.
- 1.6 Technical bid must be submitted along with online e-payment receipt of EMD 3,600/- (to be paid online)
- 1.7 The last date of submission of online Technical Bid is 13/02/2024, up to 03:00 PM and the same will be opened in the presence of such bidder who may wish to be present in the office Madhya Pradesh Bhawan, 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi on 14/02/2024 at 03.00 PM.
- 1.8 The financial bid to be submitted online through e-tendering process till 03:00 PM on 13/02/2024 on website: www.mptenders.gov.in. In no case financial bids would be received and accepted on by hand or in hard copy. Financial bid would be opened in respect of bidders whose technical bids are found acceptable by the committee constituted for this purpose on 21/02/2024 at 03:00 P.M
- 1.9 A pre-bid conference will be held on 05/02/2024 at 03.00 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi - 110021
- 1.10 The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.

Addl. Resident Commissioner,
M.P. Bhawan, New Delhi

SECTION-2

**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021**

NIT No. 02/JANUARY/PRINTED STATIONERY/MPB/2024

Dated: 19/01/2024

2. BRIEF INFORMATION ON BID DOCUMENT

Name of Work : **Online tenders are invited for Annual supply of Printed Stationery Items at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi**

Cost of Tender form : **` 500/- to be paid online (non-refundable)**

Time for completion of work : **One year from the date of acceptance, which can be extended for another one year on mutual consent**

S. No	Description of Items	Remarks
2.1	NIT No. & Date	NIT No. 02/JANUARY/PRINTED STATIONERY/MPB/2024 Dated 19/01/2024
2.2	Issuance of tender	M.P. Bhawan, New Delhi website (www.mptenders.gov.in)
2.3	Date of Submission of tender	Submission on or before 13/02/2024 up to 15.00 hrs.
2.4	Date of Opening of technical bid	14/02/2024 on 15.00 hrs
2.5	Date of opening of financial bid	21/02/2024 on 15.00 hrs
2.6	Probable Amount of Contract	` 1,20,000/-
2.7	Cost of Tender cost	` 500/- (to be paid online)
2.8	Earnest Money Deposit (EMD)	` 3,600/- (to be paid online)
2.9	Pre-bid conference	05/02/2024 at 03.00 PM in the conference hall of Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus Mary Marg, Chanakyapuri, New Delhi -110021
2.10	Security Deposit	` 3,600/-
2.11	Email ID	aempbhawan@mp.gov.in
2.12	Contact Name & No.	Sh. Neeraj Lal, Assistant Engineer, Mob. No. 9313280984

**Any other website related technical queries,
please call at 24 x 7 Help Desk Numbers 0120-4001002,
0120-4001005 & 0120-6277787**

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

SECTION-3

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

3. PROFORMA FOR TECHNICAL BID

**TENDER FOR ANNUAL SUPPLY OF PRINTED STATIONERY ITEMS AT
MADHYA PRADESH BHAWAN, NEW DELHI**

Technical Bid			Page No.
Annexure- 3.1	Particular of Firm		
3.1.A	Name of Firm		
3.1.B	Constitution of Firm		
3.1.C	Office Address		
3.1.D	Telephone/ Mobile Number		
3.1.E	Fax No.		
3.1.F	E-mail Address		
3.1.G	Alternative E-Mail Address		
Annexure-3.2	Full Particulars of The Bankers Of Firm, With Full Address / Tel. No. (Attach Self Cancelled cheque)		
3.2.A	Name of the Bank		
3.2.B	Bank Account Number		
3.2.C	IFSC Code		
3.2.D	Address of the Bank		
3.2.E	Telephone No.		
3.2.F	Fax No.		
3.2.G	E-mail address		
Annexure-3.3	Registration Details of firm		
3.3.A	PAN	Attach Photocopy	
3.3.B	GST Registration No.	Attach Photocopy	
Annexure-3.4	Details of Earnest Money Deposit & cost of Tender Fee		
3.4.A	Tender document cost (`) as mentioned in bid document	Rs. 500/-	
3.4.B	EMD amount (`) as mentioned in bid document	Rs. 3,600/-	
3.4.C	Online payment receipt date	Attach photocopy	
3.5	Returns of Income Tax Department for last three financial years (FY 2020-21, 2021-22, 2022-23)	Attach Photocopy	
3.6	Whether Agency has been blacklisted by any of the Department /Organization (attach undertaking on the letter Head of the Firm duly signed and stamped)	Attach	
3.7	Supply of Printed Stationery Experience certificates for completed work in Government	Attach Proof (Experience/ Completion Certificate)	

Technical Bid			Page No.
	Departments/ Public/ Pvt. Sector or any reputed organization		
3.8	Any other relevant document.	Attach proof	

Note: -All uploaded documents should be clear, legible, stamped and self-attested.

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ ourselves to abide by the same.

Date

Place

Authorised Signature

Name

Seal

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

4. UNDERTAKING

**TENDER FOR ANNUAL SUPPLY OF PRINTED STATIONERY ITEMS AT
MADHYA PRADESH BHAWAN, NEW DELHI**

- 4.1 I/We hereby tender for **Annual supply of Printed Stationery items** as per schedule attached to this tender form for one year, M.P. Bhawan New Delhi.
- 4.2 I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto (Section-6) so far as applicable, or in default thereof to forfeit and pay to the Governor of Madhya Pradesh or his successor in office the sum of money mentioned in the said conditions.
- 4.3 The Earnest Money Deposit of **Rs. 3,600/- (Rupees Three Thousand Six Hundred Only)** is to be paid online forwarded as earnest money deposit as per the terms & Condition of contract.
- 4.4 I/We.....have not been blacklisted by any of the Department/ Organization during last three years.

Dated / /2024

Signature of Contractor

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29C & 29D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI - 110021

5. Brief Description of the Items**Scope of work:**

Annual supply of Printed Stationery items as and when required during contract period at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi

S. No.	Description	Make	Estimated Annual Requirement
1	2	3	4
5.1	विजिटर बुक (आगन्तुक रजिस्टर) - 80gsm (100 pages both side good quality paper)	As per sample	40 nos.
5.2	कैश रजिस्टर - 80gsm (100 pages both side with good quality paper)	As per sample	20 nos.
5.3	वाहन रजिस्टर - 80gsm (100 pages both side with good quality paper)	As per sample	30 nos.
5.4	बिल बुक (Triplicate Copy) (1st Page - 80gsm, 2nd & 3rd page - 56 gsm) (50 pages book)	As per sample	50 nos.
5.5	रसीद बुक (1st Page - 80gsm, 2nd & 3rd page - 56 gsm) (50 pages book)	As per sample	150 nos.
5.6	कूपन बुक (Complimentary Breakfast Coupon) - 70 gsm (50 pages book)	As per sample	30 nos.
5.7	लेटर हेड - 90gsm (JK Excel Bond Paper 90 GSM)	As per sample	3000 Pages
5.8	विजिटिंग कार्ड (Both Side) - 300gsm		
8a	Regular card stock	As per sample	500 nos.
8b	important paper	As per sample	100 nos.
8c	Premium card stock	As per sample	100 nos.
8d	Plastic	As per sample	100 nos.
5.9	लेजर रजिस्टर - 80gsm (100 Pages with both side print)	As per sample	01 no.
5.10	चेक रजिस्टर - 80gsm 100 Pages with both side print	As per sample	01 no.
5.11	Invitation Card with Envelop Print (card - 300gsm, Envelop-95gsm) size 7"x5"	As per sample	300 nos.
5.12	Invitation Card with Envelop Print (card- 300gsm, Envelop-95gsm) size 6"x4"	As per sample	300 nos.
5.13	Invitation Card with Envelop Print (card- 300gsm, Envelop-95gsm) size 8"x5.5"	As per sample	300 nos.
5.14	सांसदों हेतु प्रदाय की जाने वाली मानसून एवं शीतकालीन सत्र संबंधी पुस्तक - 75gsm	As per sample	45000 pages (180 nos. books - 250 page in each book)

5.15	बिल रजिस्टर -80gsm (200 pages both side with good quality paper)	As per sample	02 nos.
5.16	Cash Book -80gsm (200 pages both side with good quality paper)	As per sample	02 nos.

5.17 Printed Stationery items only with paper quality as per sample approved will be accepted.

5.18 Offset/ Digital/ Screen printed items only will be accepted.

5.19. The sample of each item to be printed and supplied can be seen in the office.

Addl. Resident Commissioner
M.P. Bhawan, New Delhi

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG
CHANAKYAPURI, NEW DELHI – 110021

6. General Conditions of Contract (GCC)

6.1 ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

- 6.1.1 Legal Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Proprietorship, Partnership & Limited Company or a Private Limited Company registered under the Companies Act, 1956. **Bidder in the form of JV/consortium, is not permitted.**
- 6.1.2 Registration: The Bidder should be registered with the Income Tax Department (PAN card) and GST Department.
- 6.1.3 Returns: The Bidder should also submit returns of Income Tax Department for last three years (FY 2020-21, 2021-22, 2022-23).
- 6.1.4 Experience: The bidder should have experience in the similar field for supply of Printed Stationery Items in the Government Departments / reputed public/ private sector organizations or any reputed organization at least any one year during last three years. Copy of work order supported with details of transaction of payment to be submitted.

6.2 EARNEST MONEY DEPOSIT

- 6.2.1 The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 3,600/- to be paid online. The Tender received without EMD shall be rejected summarily.
- 6.2.2 The EMD of successful Tenderer will be forfeited if he fails to deposit the Security Deposit amount within 15 (fifteen) days after the issue of Letter of Acceptance.
- 6.2.3 The EMD of unsuccessful Tenderer shall be released only after signing of the contract.
- 6.2.4 M.P. Bhawan reserve the right of forfeiture of the EMD in additions to other claims and penalties in the event of the bidder's failure to fulfill any contractual obligation or in the event of termination of contract as per terms and conditions of the contract.

6.3 SECURITY DEPOSIT

Security Deposit Amount is Rs. 3,600/- The Security Deposit must be deposited by account payee bank draft /D.D. of any scheduled commercial bank drawn in favour of "**Additional Resident Commissioner, M.P. Bhawan, New Delhi**" payable at New Delhi. Any compensation or other sums payable by the contractor to the MP Bhawan under the terms & conditions of this contract may be deducted from his security deposit or from any sums which may be due or may become due to the contractor by the MP Bhawan on any account whatsoever. The security deposit will be returned to the bidder after successful completion of the contract.

6.4 BID EVALUATION CRITERIA

- 6.4.1 Online Technical Bids shall be evaluated by a Tender Evaluating Committee based on the documents submitted online by the tenderer.
- 6.4.2 The Online Financial Bid of those bidders who are found eligible in Technical Bid shall be opened on/...../2024 in the presence of bidders who choose to be present.

6.4.3 M.P. Bhawan Authority reserves the right to seek confirmation / clarification on the supporting documents submitted by the tenderer.

6.5 TERMS AND CONDITIONS OF CONTRACT

- 6.5.1 Material quality will as per standard specification & sample approved.
- 6.5.2 Initially the agreement shall be executed for a period of one year and may be extendable for further period of one year on basis of satisfactory performance, with mutual consent on the same terms and conditions and rates.
- 6.5.3 The earnest money of the awardee of the contract is refundable after completion of contract period and EMD of other bidder's/ tenderer's will be refunded after the finalization of the contract
- 6.5.4 Price should be quoted for all the items listed in Price Bid.
- 6.5.5 The tender will be appraised by committee formed by M.P. Bhawan. The tender will be decided based on the lowest Grand Total Amount under column No. 6 (Total Amount) of table (Section-7) in Financial Bid. However order will be placed as per actual requirement as and when required.
- 6.5.6 The quantity shown in the Section-7 may increase or decrease and no claim on the accounts will be entertained what so ever.
- 6.5.7 The time period for supply of Printed Stationery items should not be more than 07 days from the date of supply order.
- 6.5.8 Payment will be made after supply of printed stationery items as per work order and bill will be raised in the duplicate copy.
- 6.5.9 A penalty of Rs. 200/- per day will be levied for delay.
- 6.5.10 Conditional tender will not be accepted.
- 6.5.11 Place of work (supply): Madhya Pradesh Bhawan, Plot No. 29 C-D, Jesus & Mary Marg, Chanakyapuri, New Delhi
- 6.5.12 In situation where two or more contractors/ bidders are at par with each other in respect of their rates after all the arithmetic and other checks are carried out, then the Rebate on the quoted amount from all the agencies whose rates are at par shall be invited, in sealed envelopes, which shall be opened in the presence of the agencies or their authorised person whosoever choose to remain present.
- 6.5.12 Total amount shall be quoted in financial bid. Total lowest quoted amount (L-1) shall be considered as successful bidders. If L-1 bidder fails to execute the contract within the stipulated time limit, then the E.M.D. of L-1 bidder will be confiscated and the competent authority reserves the right to award the contract to L-2 bidder on L-1 quoted rates.
- 6.5.13 Tender received without the receipt of cost of tender from and EMD shall be considered as non-responsive and all such tenders shall be liable to be rejected.
- 6.5.14 Resident Commissioner Govt. of M.P. reserves the right to accept or reject in full/ part any quotations received, without assigning any reason thereof. The decision of the Resident Commissioner shall be final, conclusive and binding on the parties of the contract.

6.6 CONTRACTOR'S LIABILITY

If the contractor be hindered in the supply of some materials so as to necessitate an extension of the time allowed in the supply order, he shall apply in writing to the Addl. Resident Commissioner who shall grant it in writing, if reasonable grounds be shown for it, and without such written authority, the contractor shall not claim exemption from any recovery which may be made.

6.7 QUALITY

The contractor shall supply printed stationery items as per standard specification as approved by M.P. Bhawan Authority and get the receipt of the materials supplied, if it is found that the materials are not up to the standard, no receipt shall be issued by the receiver.

6.8 RISK AND COST

In the event of the quality of any material being considered by the competent authority to be inferior to that described in the specification, the contractor shall remove the same at his own risk and cost. In the event of his neglecting to do so within such period as may be given by the competent authority have such materials removed at the contractor's risk and cost. The expense incurred being liable to be deducted from the security deposit or from any sum due, due or which may become due, to the contractor. No responsibility shall attach to the authorized person for the safe custody of the materials supplied in excess, disapproved or not so removed.

6.9 DELAY

The contractor shall supply printed stationery items at Madhya Pradesh Bhawan within 07 days from the date of receiving of the supply order. In case of delay, penalty of Rs. 200/- day will be levied for next three days. On further delay or if the contractor refuses to supply the client may purchase printed stationery items from the open market any material ordered, not so supplied and recover from contractor or from his security deposit the difference between the actual cost of purchase and the amount that would have been payable for the materials under this contract plus 10% supervision charges. If the client purchases the materials from the open market at cheaper rates, the contractor shall have no claim for payment of the difference in cost, but will have to pay 10% supervision charges.

6.10 PENALTY CLAUSE

On the breach of any terms or conditions of this contract by the contractor, the Addl. Resident Commissioner shall be entitled to terminate the contract and to forfeit the security deposit or the balance thereof that may at that time be remaining, and to retain the same as damages and compensation for the said breach, but without prejudice to the right of the MP Bhawan to recover any further sums as damage from any sums due or which may became due to the contractor by MP Bhawan. Further, in the event of termination of the contract the contractor shall have no claim for any compensation for loss in respect of any materials.

6.11 TENURE OF TENDER

The initial period of Contract is one year from the date of acceptance of contract which can be extended for one year subject to satisfactory services and mutual consent of both parties on same Terms & Conditions.

6.12 VALIDITY OF TENDERS

Tenders shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Tenders.

6.13 GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- 6.13.1 The contractor shall be responsible for all rules/regulations of central and state Government.
- 6.13.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including terms may be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the Client in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be New Delhi and the decision of the arbitrator shall be final and binding on the parties.
- 6.13.3 Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

**Addl. Resident Commissioner
M.P. Bhawan, New Delhi**

**OFFICE OF THE RESIDENT COMMISSIONER
GOVT. OF MADHYA PRADESH, MADHYA PRADESH BHAWAN
PLOT NO. 29 C-D, JESUS & MARY MARG,
CHANAKYAPURI, NEW DELHI - 110021
Phone No. 011-26772001/ 2002**

7. FINANCIAL BID

I/we hereby tender for annual supply of Printed Stationery items for the Governor of Madhya Pradesh of the work specified by in the underwritten memorandum within the time specified in such memorandum at the amount specified therein and in accordance in all respects with Terms & conditions.

Name of work	:	Annual supply of Printed Stationery Items at Madhya Pradesh Bhawan, Chanakyapuri, New Delhi
Amount of Contract	:	Rs. 1,20,000/-
Amount of Earnest Money	:	Rs. 3,600/- (To be paid online)
Period	:	One year from the date of acceptance, which can be extended for another one year on mutual consent.

ITEMS RATE CONTRACT**(Rate in Rs.)**

S. No.	Description of items	Unit	Appx. Qty. Per Year	Rate Per Unit (Excluding GST)	Amount (Excluding GST)
1	2	3	4	5	6 (4x5)
7.1	विजिटर बुक (आगन्तुक रजिस्टर) - 80gsm (100 pages both side good quality paper)	each	40		
7.2	कैश रजिस्टर - 80gsm (100 pages both side with good quality paper)	each	20		
7.3	वाहन रजिस्टर - 80gsm (100 pages both side with good quality paper)	each	30		
7.4	बिल बुक (Triplicate Copy) (1st Page - 80gsm, 2nd & 3rd page - 56 gsm) (50 pages book)	each	50		
7.5	रसीद बुक (1st Page - 80gsm, 2nd & 3rd page - 56 gsm) (50 pages book)	each	200		
7.6	कूपन बुक (Complimentary Breakfast Coupon) - 70 gsm (50 pages book)	each	30		
7.7	लेटर हेड - 90gsm (JK Excel Bond Paper 90 GSM)	Page	3000		
7.8	विजिटिंग कार्ड (Both Side) - 300gsm				
	7.8.a Regular card stock	each	500		
	7.8.b Important paper	each	100		
	7.8.c Premium card stock	each	100		
	7.8.d Plastic	each	100		

S. No.	Description of items	Unit	Appx. Qty. Per Year	Rate Per Unit (Excluding GST)	Amount (Excluding GST)
1	2	3	4	5	6 (4x5)
7.9	लेजर रजिस्टर - 80gsm (100 Pages with both side print)	each	01		
7.10	चेक रजिस्टर - 80gsm 100 Pages with both side print	each	01		
7.11	Invitation Card with Envelop Print (card - 300gsm, Envelop-95gsm) size 7"x5"	each	300		
7.12	Invitation Card with Envelop Print (card- 300gsm, Envelop-95gsm) size 6"x4"	each	300		
7.13	Invitation Card with Envelop Print (card- 300gsm, Envelop-95gsm) size 8"x5.5"	each	300		
7.14	सांसदों हेतु प्रदाय की जाने वाली मानसून एवं शीतकालीन सत्र संबंधी पुस्तक - 75gsm (180 nos. books - 250 page in each book)	Page	45000		
7.15	बिल रजिस्टर -80gsm (200 pages both side with good quality paper)	each	02		
7.16	Cash Book -80gsm (200 pages both side with good quality paper)	each	05		
			Total Amount (Rs.)		

GST extra as applicable

Note: It is mandatory to fill all the columns.

Signature of Tenderer _____

Name of the Signatory _____

Name of the Firm/ Agency _____

Seal of the Firm/Agency _____