



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

Tel: +91 361-2332125; email: spd@arias.in; website: www.arias.in

RFQ No. ARIAS/APART/OS/197/2017/Pt-II/5

Dated Guwahati the 27th October, 2021

REQUEST FOR QUOTATION (RFQ)
RATE CONTRACT
FOR
SUPPLY OF STATIONERY ITEMS, CONSUMABLES ETC. AT THE
OFFICE OF THE ARIAS SOCIETY, KHANAPARA

ISSUED BY

STATE PROJECT DIRECTOR

ARIAS SOCIETY, Agriculture complex, Khanapara

G.S. Road, Guwahati-781022

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IFB No. ARIAS/APART/OS/197/2017/Pt-II/5

Dated Guwahati the 27th October, 2021

REQUEST FOR QUOTATION (RFQ)

For 'Rate Contract for supply of stationery items, consumables, etc.'

Sealed quotations are invited from interested & eligible bidders for 'Rate Contract for supply of stationery items, consumables, etc. at the office of the ARIAS Society'. Further details may be seen in the detail RFQ available at the URL - <http://www.arias.in/procurements.html>.

**Sd/-
State Project Director
ARIAS Society**

SECTION I

ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society

(An Autonomous Body of the Govt. of Assam)

Project Coordination/ Management Unit (PCU/ PMU) of the World Bank Financed Assam Agribusiness and Rural Transformation Project (APART) Assam Citizen-Centric Service Delivery Project (ACSDP)

Agriculture complex, Khanapara, G.S. Road, Guwahati-781022

Tel: +91 361-2332125; email: spd@arias.in; website: www.arias.in

RFQ No. ARIAS/APART/OS/197/2017/Pt-II/5-A

Dated Guwahati the 27th October, 2021

REQUEST FOR QUOTATION

DETAILED PROCUREMENT NOTICE

1. The Government of Assam (GoA), through the Government of India (GoI) has received loans from the International Bank for Reconstruction and Development (IBRD) [the World Bank] towards the cost of Assam Citizen-Centric Service Delivery Project (ACSDP) and Assam Agri-Business Rural Transformation Project (APART). The ARIAS Society now intends to apply a portion of the aforementioned loans for 'Rate Contract for supply of stationery items, consumables etc. at the office of the ARIAS Society located at Agriculture Complex, G.S. Road, Khanapara-22', for which this Request for Quotation(RFQ) is issued.
2. The State Project Director (SPD), ARIAS Society now invites sealed quotations from interested and eligible bidders for providing the aforementioned service.
3. The RFQ document is attached to this detailed Procurement notice and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by bidders. The Procurement notice along with the RFQ document may be seen at the url <http://www.arias.in/procurements.html> and the bidders are requested to download the bid.
4. Quotations shall be submitted in a sealed envelope addressed to **"The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022"** on or before **2.00 PM on 12th November'2021**.
5. The sealed envelope should be super scribed as **"Rate contract for supply of stationery items, consumables, etc.; Not to be opened before 12th November'2021 at 2.15 PM"**.
6. The quotations will be opened on the same day, i.e. **12th November'2021 at 2.15 PM** in presence of the bidders or their representatives who choose to attend. If the office happens to be closed on the date of opening of the quotations as specified, the quotations will be opened on the next working day at the same time.
7. The SPD, ARIAS Society shall not be held liable for any delay in the receipt of quotations. No hard copy of the RFQ will be provided by the office to the bidder.
8. The SPD, ARIAS Society reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all the Bids at any time prior to Contract Award, without thereby incurring any liability to the Bidders.

**Sd/-
State Project Director
ARIAS Society**

SECTION-II
INSTRUCTION TO BIDDERS

The Office of the State Project Director, ARIAS Society, Assam would be referred in the document as the Employer and the firm/agency participating in the RFQ would be referred to as bidder.

1. This RFQ document is in connection with supply of stationery items, consumables etc. at the office of the ARIAS Society located at Agriculture Complex, GS Road, Khanapara-22 for a period of one (1) year from the date of issue of the work order.
2. **Eligibility:** A Bidder **(a)** shall not participate in more than one Quotation; **(b)** shall not have conflict of interest as defined in the Bank's Procurement Regulations; and **(c)** should not have been **(i)** temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework; or **(ii)** blacklisted or suspended by Central or any State Government Departments in India.
3. **Clarification:** A prospective bidder requiring any clarification may write to the office before the closing date and time of bid submission to get clarifications on the quotation.
4. **Amendments or corrigendum to the Bidding document:** The bidders are advised to periodically browse the website- <http://www.arias.in/procurements.html> for any amendments or corrigendum issued in connection with this bid and satisfy themselves before submission of the bid.
5. **Preparation of Quotation:**
 - a) Quotation shall be addressed to **"The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam)."**
 - b) Quotations shall be submitted as per the format given at Section-IV along with other supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as **"Rate contract for supply of stationery items, consumables, etc.; Not to be opened before November 12, 2021 at 2.15 PM"**. The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.
 - c) All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
 - d) Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
 - e) All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.
6. **The Quotation shall comprise the following:**
 - a) Letter of Quotation-Financial Part (Section-IV);
 - b) Bid Security;
 - c) Evidence in accordance with Section-III establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
 - d) Complete address and contact details of the Bidder having the following information:
 - i. Name of Bidder
 - ii. Registered address for communication in Guwahati
 - iii. Telephone No(s): Office
 - iv. Mobile No.
 - v. Electronic Mail Identification (E-mail ID)
7. **Bid Security:** The bidder shall furnish a bid security of **Rs. 5,000.00/- (Rupees Five Thousand)** only in the form of either a Demand Draft/Fixed Deposit/Term Deposit Receipt issued by a nationalized/scheduled bank in favour of the **"ARIAS Society, Khanapara-22"** payable at Guwahati with 45 days validity beyond the bid validity period. Any Bid not accompanied by the Bid Security shall be rejected by the Department as non-responsive. The Bid Security will be returned to unsuccessful bidders after submission of Performance Security by the successful bidder(s). **The bid security of the successful bidder(s) shall be returned upon submission of the performance security (ies).**

8. **The Bid Security may be forfeited –**
- a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Quotation form.
 - b) If the successful bidder fails to furnish performance security.
9. **Bid Prices:**
- (a) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment/modification on any account.
 - (b) Rates should be quoted for all items mentioned in the bid. Incomplete bid will be rejected.
 - (c) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
 - (d) The rates quoted should be inclusive of taxes.
 - (e) GST and any other taxes, which will be payable on the items at the time of invoicing in connection with the service, shall be shown separately. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
 - (f) While quoting the rates, the bidder must mention the brand/make/quality (whichever is applicable) for the items/articles for which the rates are quoted. The brand/make/quality should be of market standard must confirm to the specifications mentioned in the bid. However, for evaluation purpose only the rates shall be considered and not the brand/make/quality. The selected bidder shall have to supply items as per industry standard.
 - (g) The Prices shall be quoted in Indian Rupees only.
11. **Validity of Quotation:** Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.
12. **Signing of Quotation:** The name and position held by person signing the quotation and related documents must be typed or printed below the signature.
13. **Conformity of Goods:** The Bidder shall furnish as part of the Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalogue, warranty/ guarantee etc.
14. **Quotation Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box earmarked by the Employer. The copies of all the supporting documents shall be signed/self attested by the Bidder.
15. **Evaluation of Quotations:**
- a) The SPD, ARIAS Society shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed;
 - ii. have submitted the required documents and meet the criteria specified as indicated above;
 - b) The quotations would be evaluated item wise and supply order shall be placed to L1 bidder against the item.
 - c) Mere submission of quotation does not entitle a bidder for award of contract.
16. **Award of contract:**
- a) The State Project Director, ARIAS Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
 - b) If two or more Firms offer the same price for an item, in such scenario an approximate equal distribution of the purchase/supply/work order will be made among them during placing the order.
 - c) Notwithstanding the above, the SPD, ARIAS Society reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

- d) The bidder whose quotation is accepted will be notified of the award of the contract by the SPD, ARIAS Society prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

17. Performance Security:

- a) The successful bidder shall be required to submit a **Performance Security Deposit of Rs. 5,000.00** (Five Thousand) only in the form of Bank Guarantee/Fixed Deposit/Term Deposit from any Nationalised/Scheduled Bank, drawn in favour of “**ARIAS Society, Khanapara-22**”. The Performance Security Deposit should have validity for at least 45 days beyond the contract period.
- b) The Performance Security Deposit will be retained during the entire contract period by the State Project Director, ARIAS Society, and will be returned after the completion of the contract period.
- c) The Performance Bank Guarantee is liable to be forfeited to the ARIAS Society, Khanapara without any prejudice to any other rights and remedies of the ARIAS Society, Khanapara in case the contractor fails to undertake the contract work, as per the terms and conditions given in the work order during the term of the contract including the extended period, if any.

- 18. Contract Period:** The Contract Period is for 01 (One) year, which may further be extended based on the mutual understanding & satisfactory service delivery by the supplier.

19. Payments:

- a) Payment shall be made in full after the receipt of all the items against each supply order in good and satisfactory condition and after the same has been certified by the concerned authority of ARIAS Society. The bills should be raised in triplicate and should be addressed to the “State Project Director, ARIAS Society” along with the necessary challan signed by the concerned authority of ARIAS Society & order copy.
- b) All payments to the successful bidder shall be made by Account Transfer only.
- c) All taxes (including GST, etc.) shall be dealt with as per the Govt. laws
- d) No advance payment will be considered for supply of items mentioned in the quotation.

- 20. Delivery:** The selected suppliers/firms shall ensure the quality of supplied material as per specifications given at the time of the supply order and will have to supply the items/articles immediately. If the items/articles are found to be inferior, the employer shall not make any payment to the supplier.

21. The bidder shall deliver items/consumables at the office of the ARIAS Society, Agriculture Complex, G.S. Road, Khanapara for which no transportation cost/incidental charges shall be paid by the office.

22. The SPD, ARIAS Society, Assam reserves the right to discontinue the engagement of the selected vendor at any time if the service is not found satisfactory. The decision of the SPD, ARIAS Society in this regard shall be final and binding to the bidder.

23. If any supplied articles/items are found to be of inferior quality, the same shall be rejected outright and must be replaced at the risk and responsibility of the selected bidder.

24. The bidders may be required to produce samples as and when called by the employer.

25. In case of non-fulfillment of any condition of the Supply Order, Employer shall have the right to forfeit the Performance Security or penalty may be imposed on the bills raised as may be decided by the ARIAS Society.

Note: Stationery/Consumables articles mentioned in the bid are day-to-day use by the office. Experience Certificate/Work Order relating to supply of Computer/Laptops/Printers shall not be considered. However, Stationery/Consumables articles together with IT equipment Work Order will be considered for evaluation.

SECTION-III
ELIGIBILITY CRITERIA TO QUALIFY TECHNICALLY

Sl. no.	Eligibility Criteria	Supporting Document Required (Self attested)	Page no.
1)	The firm/agency must be in business for the past 5 years (i.e. 2016-17, 2017-18, 2018-19, 2019-20 & 2020-2021)	Certificate of registration/ Incorporation/Certificate by Shops & establishment	
2)	The firm/agency should have experience of doing business with Central/State Govt./ Corporation/PSU in similar capacity for atleast three (3) years (FY 2018-19, 2019-20 & 2020-21)	Attach copies of minimum three (3) Work orders/Completion Certificates for the period (starting from latest)	
3)	The firm/agency should have not been blacklisted/debarred/suspended/banned from business dealing by the world bank/any Ministry/Department of State/Central Government/PSU/Private sector as on date of filling the responses of this RFQ.	Self declaration on official Letter Head of the Agency as per Section V	
4)	Principal place of Business in Guwahati	Complete registered address of the Agency with communication details.	
5)	The firm/agency should have valid Pan Card	Attach self attested copy of Pan Card	
6)	The firm/agency should have valid GST Registration	Attach self attested copy of GST details	
7)	Trade License	Attach up-to-date copy of trade license.	
8)	Bid Security; Rs 5000/-	Details of bid security to be provided by the agency	

SECTION-IV

Letter of Quotation-Financial Part

(This proforma must be submitted using official letterhead of the agency only)

RFQ no. ARIAS/APART/OS/197/2017/Pt-II/5 dated Guwahati the 27th October, 2021

Our reference no.....dated.....

To,

State Project Director

ARIAS Society, Agriculture Complex, G.S. Road
Khanapara, Guwahati-781022

Sub: Rate Contract for supply of stationery items, consumables, etc. at the office of the ARIAS Society, Khanapara.

Sir,

1. We, the undersigned, hereby submit our Quotation:
2. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** We have examined and have no reservations to the RFQ document;
 - (b) **Conformity:** We offer to provide goods in conformity with the RFQ document and in accordance with the specifications specified in the RFQ document;
 - (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 45 days, from the deadline fixed for the Quotation submission;
 - (d) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
 - (e) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case being invited for the award of contract.
 - (f) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as the State Project Director, ARIAS Society wish to take.

Sl.	Items	Specifications	Quantity	Brand name to be mentioned by the Agency	Unit Rate exclusive of GST (In Rs)	GST		Total amount inclusive of GST
						In %	In Rs	
1.	Copier Paper (A4)	75 GSM, 500 sheets	Per ream					
2.	Copier Paper (Legal)	75 GSM, 500 sheets	Per ream					
3.	Copier Paper (A3)	75 GSM, 500 sheets	Per ream					
4.	Note Sheet Paper (Legal)	90 GSM, 500 sheets (slightly-green-colored)	Per ream					
5.	Photo Glossy Paper	A4, 200 GSM	Per packet					
6.	Plastic Folder (General)	Hard Quality, Size: 14" x 10" (L x B), Type - Button, double folder	Per unit					
7.	Transparent plastic folder	A4 size, General	Per unit					
8.	Transparent plastic folder	A4 size, Button type	Per unit					
9.	Writing Pad (Plain)	Size - A5, Pages-20 (10 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.	Per unit					
10.	Writing Pad (Plain)	Size-A5, Pages-40 (20 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.	Per unit					
11.	Writing Pad (Ruled)	Size - A5, Pages-20 (10 leaves) excluding cover, Paper- 70 GSM, Cover- Hard Board good quality.	Per unit					
12.	Ball Point Pen	Red/Blue /Black/ Green (Good Quality)	Per unit					
13.	Gel Pen	Red/Blue /Black/ Green (Good Quality)	Per unit					

Sl.	Items	Specifications	Quantity	Brand name to be mentioned by the Agency	Unit Rate exclusive of GST (In Rs)	GST		Total amount inclusive of GST
						In %	In Rs	
14.	Marker Pen	Red/Blue /Black (Good Quality)	Per unit					
15.	Highlighter	Transparent	Per unit					
16.	Correction Pen (Stick)	15 gm	Per stick					
17.	Pencil	Wooden	Per unit					
18.	Eraser	Good Quality	Per unit					
19.	Permanent Marker Pen	Black/Red/Blue	Per unit					
20.	Stamp Pad	Good Quality	Per unit					
21.	Stamp Ink	Blue/Black/Red	Per unit					
22.	White Board Marker Pen (Erasable)	Red/Blue/Black/Green	Per unit					
23.	White Board Duster	Magnetic (With 2 Pen Holding Mould)	Per unit					
24.	Transparency Sheet	A-4 size	Per packet					
25.	Binding Register	No. 6 (200 pages)	Per unit					
26.	Binding Register	No. 8 (200 pages)	Per unit					
27.	Binding Register	No. 10 (200 pages)	Per unit					
28.	Binding Register	No. 12 (400 pages)	Per unit					
29.	Binding Register	No. 16 (400 pages)	Per unit					
30.	Peon Book	6" x 8"	Per unit					
31.	Log Book-Rolling	12"x5"	Per unit					
32.	Vehicle Log Book	12" x 5"	Per unit					
33.	Cash Book Cover	Legal size, Plastic	Per unit					
34.	Service Envelope (General)	10" x 4" good quality; Brown	Per unit					
35.	Envelope Laminated	10" x 4.5" good quality; Yellow	Per unit					
36.	Envelope Laminated	10" x 12" good quality; Yellow	Per unit					
37.	Envelope Laminated	16" x 12" good quality (Inner laminated); Yellow	Per unit					
38.	Envelope Laminated	11" x 5", good quality (Inner laminated); Yellow	Per unit					
39.	Legal size envelop	Plain (inner cloth)	Per unit					
40.	Stapler Machine	No. 10	Per unit					
41.	Staple Machine	No. 24	Per unit					
42.	Staple Pin	No. 10	Per packet					
43.	Staple Pin	No. 24	Per packet					
44.	Paper Punching Machine (one hole)	Punching capacity of min 30 sheets	Per unit					
45.	Paper Punching Machine (two hole)	Punching capacity of min 50 sheets	Per unit					
46.	Punching Flat File	Medium Size	Per unit					
47.	Paper Clip	Nickel Plated-Rust Proof	Per packet					
48.	Wall Pin	Brass made	Per packet.					
49.	Binder Clips	15 mm	Per packet.					
50.	Binder Clips	19 mm	Per packet.					
51.	Binder Clips	25 mm	Per packet.					
52.	Binder Clips	32 mm	Per packet.					
53.	Binder Clips	41mm	Per packet.					
54.	Binder Clips	51mm	Per packet.					
55.	Paper Cutter Knife	Min. 18 mm	Per unit					
56.	Tag (cotton) (100 per bundle)	6" best quality	Per bundle					
57.	Tag (cotton) (100 per bundle)	12" best quality	Per bundle					
58.	Green Tag (cotton) (100 per bundle)	18", Pack of 50pcs.	Per bundle					
59.	Sutli plastic (Loose)	Core Thread	Per kg					
60.	Sutli plastic (Ball)	Core Thread	Per unit					
61.	Adhesive Tape	24 mm x 65 meters (transparent)	Per unit					
62.	Adhesive Tape	24 mm x 65 meters (brown)	Per unit					

Sl.	Items	Specifications	Quantity	Brand name to be mentioned by the Agency	Unit Rate exclusive of GST (In Rs)	GST		Total amount inclusive of GST
						In %	In Rs	
63.	Adhesive Tape	48 mm x 65 meters (transparent)	Per unit					
64.	Adhesive Tape	48 mm x 65 meters (brown)	Per unit					
65.	Adhesive Tape	50 mm x 120 mtrs. (transparent)	Per unit					
66.	Adhesive Tape	50 mm x 120 meters (brown)	Per unit					
67.	Page Marker	25 mm x 75 mm, 4 colors	Per packet					
68.	Post it Pad	3" x 3", 100 Sheets in a packet	Per packet					
69.	Glue Stick	25g	Per unit					
70.	Gum liquid	150 ml	Per unit					
71.	Gum liquid	700 ml	Per unit					
72.	Dendrite/Fevicol	20 ml	Per unit					
73.	Calculator	10 Digits.	Per unit					
74.	Calculator	12 Digits.	Per unit					
75.	Plastic Scale	30 cm	Per unit					
76.	Blank CD	4 X -10X, 80 Min, 700 MB	Per unit					
77.	Lever Index File/ Guard file/Box File	Best Quality Index File (Arch), Laminated	Per unit					
78.	File Tray (Plastic)	385x285x65 mm	Per unit					
79.	Poker	Plastic Handle	Per unit					
80.	Table Calling Bell	Remote	Per unit					
81.	Scissor	Size: 10", Stainless Steel	Per unit					
82.	Scissor	Size: 9", Stainless Steel	Per unit					
83.	Paper weight	Decorated Square Glass Paperweight	Per unit					
84.	Laminated File cover (with printing) & hard Board	For Cover -14"x10", 300 GSM, Light Blue/Black color For hard board-14.5" x10.5"	Per unit					
85.	Pencil battery	Good Quality AA Battery	Per unit					
86.	Pencil battery	Good Quality AAA Battery	Per unit					
87.	Lock & Key 5 liver	40 mm	Per unit					
88.	Lock & Key 7 liver	60 mm	Per unit					
89.	Pen stand	Mesh Pen Stand, Round Shape, Black Color	Per unit					
90.	Waste paper Basket without cover	Good Quality, Size: 23x18x28cm,	Per unit					
91.	Pen Drive	16 GB	Per unit					
92.	Hard Disk	2 TB	Per unit					
93.	Surgical Mask	Good Quality	Per unit					
94.	N95v Mask	Good Quality	Per unit					
95.	Sanitizer	WHO standard, 50 ml	Per unit					
96.	Sanitizer	WHO standard, 100 ml	Per unit					
97.	Sanitizer	WHO standard, 500 ml	Per unit					
98.	Sanitizer	WHO standard, 5 Ltr	Per unit					
99.	Automatic Sanitizer Dispenser	1000 ml, white, Automatic wall mounted Sensor Touchless Hand Sanitizer	Per unit					
100.	Hand Gloves	Good Quality	Per unit					

Yours faithfully,

(Authorized Signature)

Name of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the Quotation]

Name of the Bidder _____

Address _____

Telephone no. _____

email id. _____

Dated on _____ day of _____, 2021 [insert date of signing]

SECTION V

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

State Project Director, Assam
Agriculture Complex, Khanapara
G.S. Road, Guwahati-781022

Sub: Undertaking for not being blacklisted

Sir,

This is inform you that my/or agency/firmhas not been blacklisted by Central/State Government/PSU and there has been no litigation with any Government agencies.

Yours faithfully,

(Authorized Signature)

Name of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the Bid]

Name of the Bidder _____

Address _____

Telephone no. _____

Email id. _____

Dated on _____ day of _____, 2021 [insert date of signing]