

No. 22/5/2016-DGAD
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Anti-Dumping and Allied Duties

4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi - 110001
Dated: 16th August, 2016

e-TENDER NOTICE

Directorate General of Anti-Dumping and Allied Duties (DGAD) is an Attached Office under Department of Commerce, Ministry of Commerce & Industry of Govt. of India and invites e-tender for Purchase of "**Chairs and Sofas**" for its office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi from the interested firms/agencies.

Critical Date Sheet

Published Date & Time	17 August,2016 (3:00 PM)
Bid Document Download Start Date & Time	17 August,2016 (3:00 PM)
Seek Clarification Start Date & Time	17 August,2016 (3:00 PM)
Seek Clarification End Date & Time	5 September,2016 (3:00 PM)
Bid Submission Start Date & Time	17 August,2016 (3:00 PM)
Bid Submission Closing Date & Time	6 September,2016 (1:00 PM)
Bid Opening Date & Time	7 September,2016 (11:00 AM)



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e-TENDER NOTICE

For "Purchase of Chairs and Sofas" for the office of Directorate General of Anti-Dumping and Allied Duties (DGAD) located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi from the interested firms/agencies.

E-tenders are invited by Directorate General of Anti-Dumping and Allied Duties (DGAD) under two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid from reputed, experienced and financially sound firm/agency for **"Purchase of Chairs and Sofas"** for its office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi. The details of items required is given at **Annexure-I**. The quantity of items required may vary as per the requirements of the Directorate.

(a) **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app>.**

(b) The interested firm/agency may submit the **tenders online** at **<http://eprocure.gov.in/eprocure/app>** in two bid systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted **only** online through the Central Government e-Procurement portal **<http://eprocure.gov.in/eprocure/app>** as per the instructions contained in **Annexure-III**. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded while submission of the Tender. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

(c) The Earnest Money Deposit (EMD) of Rs. 80,000/- only (Rupees Eighty Thousand Only) in the form of Account Payee **Demand Draft drawn in favour of Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi** valid for a minimum period of three months after the date of issue, has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th

Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD i.e. after closure of online bidding time, will make the bidder disqualified and his bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The earnest money is towards an undertaking by the tenderer that the tenderer will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to DGAD. Should the tenderer fail to observe or comply with the said stipulation, the entire amount shall liable to be forfeited by DGAD. The EMD shall be refunded to the unsuccessful Tenderers after finalization of the contract. The EMD shall be refunded to the successful bidder on receipt of Performance Security Deposit.

(d) The Technical Bids will be opened online on 7/9/2016 at 11:00 AM by a Committee of 3 Officers in the Directorate General of Anti-dumping & Allied Duties. The bidder who choose to attend the online opening of e-tender or their authorized representative (one person only) having valid authorization letter (**Annexure-VIII**) may present in the office located at 4th Floor Jeevan Tara Building, Parliament Street, New Delhi on the scheduled date & time of tender opening. Initially the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Directorate. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at later stage and the financial bids of only technically qualified bidders will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected alongwith a comparative statement duly signed by the members of the TEC.

(e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of 5% of the total cost of the tender quoted/approved, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the 'Under Secretary (Cash), Department of Commerce, Udyog Bhavan, New Delhi'. Performance Security should remain valid for a period of One year beyond the date of completion of delivery and installation.

(f) The competent authority in the Directorate General of Anti-dumping & Allied Duties (DGAD) reserves the right to:-



- (i) Cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- (ii) Accept or reject any or all the Technical and financial Bids without assigning any reasons.
- (iii) Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of DGAD.
- (g) The tenderer will have to submit an analysis of rates if called upon to do so by DGAD. DGAD may call for original documents for verification of the copies of the documents submitted by a tenderer, if found necessary by DGAD.
- (h) For any clarification regarding any terms and conditions of the tender, bidders may contact to the Section Officer (AD-I), DGAD, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001 (Ph. No. 011-2334 9435).



(P.K.Verma)
Under Secretary to the Government of India
Tel No. 23349439

Copy To:

- (i) Central Public Procurement Portal, Govt. of India
(ii) NIC, DOC for uploading on official website of DOC.

Details of Items required

S.No.	Item required	No. of items required	Specifications
1	Main Chair for Officers	14	<p>The seat shall be made up of 1.2 ± 0.1 cm thick hot pressed plywood & upholstered with leather and moulded polyurethane foam.</p> <p>Type - 360° Revolving with pneumatic height adjustment Seat height from ground – min 46 cm to max 58 cm. Overall dimensions of Chair - Width of Chair – 77cm, Depth of Chair -77cm (as measured from pedestal below). Height of back from ground – min 128 cm to max 137 cm. Tilt tension adjustment, 5-position locking with antilock back mechanism which should prevent the backrest from impacting the user when the lock is released</p>
2	Visitor Chairs for Officers	46	<p>The seat shall be made up of 1.2 ± 0.1 cm thick hot pressed plywood & upholstered with leather and moulded polyurethane foam.</p> <p>Type - Not revolving (fix type) Seat height from ground –46 cm. Overall dimensions of Chair - Width of Chair – 59 cm, Depth of Chair -68 cm. Height of back from ground – 89 cm.</p>
3	Chairs for Workstations/staff	20	<p>The seat and back shall be made up of 1.2±0.1 cm. thick hot-pressed plywood and upholstered with fabric upholstery covers and moulded Polyurethane foam.</p> <p>Type - 360° Revolving with pneumatic height adjustment Seat height from ground – min 43 cm to max 55 cm. Overall dimensions of Chair - Width of Chair – 76cm, Depth of Chair -76cm (as measured from pedestal below). Height of back from ground – min 85 cm to max 97 cm.</p>
4	Conference Room Chairs (Rev.)	16	<p>The seat shall be made up of 1.2 ±0.1 cm thick hot pressed plywood & upholstered with leather and moulded polyurethane foam.</p> <p>Type - 360° Revolving with pneumatic height adjustment Seat height from ground – min 46 cm to max 55 cm. Overall dimensions of Chair - Width of Chair – 76cm, Depth of Chair -76cm (as measured from</p>



			pedestal below). Height of back from ground – min 100 cm to max 110 cm.
5	Conference Room Chairs (Fix)	20	The seat shall be made up of 1.2 ±0.1 cm thick hot pressed plywood & upholstered with leather and moulded polyurethane foam. Type - Not revolving (fix type) Seat height from ground –46 cm. Overall dimensions of Chair - Width of Chair – 59 cm, Depth of Chair -68 cm. Height of back from ground – 89 cm.
6	3 Seater Sofa for Officers	10	It shall be made of SS J4 Grade tube dia 4.44cm x 1.5mm thick The mounting frames shall be made of MS ERW tube dia 5.08±0.03cm. x 3.15±0.0252 cm thk black painted. The seat/ back shall be mounted on 4.0±0.03cm x 2.0±0.02cm x 0.2±0.016cm thk MS rectangular tube. The seat/back assembly shall consists of 1.2±0.1cm thk plywood insert with Polyurethane foam having density= 45 ±2 KG/m3. The sofa shall be upholstered with stain repellent “Velvetine plus” fabric as a standard offering. The velvet fabric should be vacuum cleaned in order to remove dirt& grit from the fabric surface. Upholstery covers made from Velvetine fabric should not be soap washed or dry cleaned. Overall Dimensions shall be Seat Height- 41.5 cm, Height- 74.5 cm. Width & Depth as measured from pedestal- Width- 183.0 cm and Depth- 77.5cm. The overall dimensions may vary as the dimensions of the Officer’s rooms are not exactly same. Hence the actual dimensions are to be confirmed before supply.
7	2 Seater Sofa for Officers & Lounge	13	It shall be made of SS J4 Grade tube dia 4.44cm x 1.5mm thick The mounting frames shall be made of MS ERW tube dia 5.08±0.03cm. x 3.15±0.0252 cm thk black painted. The seat/ back shall be mounted on 4.0 ±0.03cm x 2.0 ±0.02cm x 0.2 ±0.016cm thk MS rectangular tube. The seat/back assembly shall consists of 1.2 ±0.1cm thk plywood insert with Polyurethane foam having density= 45 ±2 KG/m3. The sofa shall be upholstered with stain repellent “Velvetine plus” fabric as a standard offering. The velvet fabric should be vacuum cleaned in order to remove dirt& grit from the fabric surface. Upholstery covers made from Velvetine fabric should not be soap washed or

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			dry cleaned. Overall Dimensions shall be Seat Height -41.5 cm , height -74.5cm, Width & Depth as measured from pedestal – Width-125.7cm and Depth-77.5 cm. The overall dimensions may vary as the dimensions of the Officer's rooms are not exactly same. Hence the actual dimensions are to be confirmed before supply.
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General specification required for the Chairs

High Resilience (HR) polyurethane foam should be used in making seat & back which shall be moulded with density $45 \pm 2 \text{ kg/m}^3$ and hardness load $16 \pm 2 \text{ kgf}$ as per IS:7888 for 25% compression. All the chairs are with the standard armrest assembly.

The revolving chairs should have twin wheel castors made up of Nylon injection moulded in black colour.

The overall dimensions tolerance/variations shall be within $\pm 0.5 \text{ cm}$.



TERMS & CONDITIONS

1. **Scope of Work:** Scope of work covered under this includes supply, transportation and installation at site and warranty for a specified period.
2. The interested agency must have proven track record and having minimum of 5 years experience in Supply of Chairs, Sofas, Tables works etc. They should have experience in working in Government & PSU's Organization. It is mandatory for the bidder to have registered office, branches and operation based in New Delhi.
3. **TECHNICAL CAPACITY:** The bidder shall have completed following works successfully from start to finish during the past 3 years (ending last day of month previous to the one in which applications are invited, excluding modular furniture work):-
 - (a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost **or**
 - (b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost **or**
 - (c) One similar completed works costing not less than the amount equal to 80% of the estimated cost.
4. The bidder should submit client certificate in support of such completed works.
5. The firm/agency should have its own Bank Account in Delhi. The Certified copy of the accounts maintained for the last two years (2014-15 & 2015-16) issued by the Bank should be provided.
6. **Financial Turnover:** Minimum average annual turnover of the bidder during last three years ending 31st March 2016 should be at least Rs. 2 Crore annually duly supported by the CA's certificate.
7. **Submission of Audited Balance Sheet:** The bidding Company/Firm shall attach the copy of the audited Balance Sheet for the last three years including year ending 31st March 2016, duly certified by Chartered Accountant.
8. **Income tax assessment order / return:** Bidder shall be submitting Income Tax clearance certificate for the last three assessment years (i.e. 2013-14, 2014-15, 2015-16).
9. **Estimated cost of the Project:** The estimated cost for the said work is Rs. 40.00 Lakhs (inclusive of all statutory taxes).
10. **Warranty:** At least 12 months countable from the date of successful delivery and installation.
11. The firm must have a service centre at New Delhi to provide after sales service within 48 hours on call during Guarantee/warranty period.



12. **Time for Completion:** Delivery of the items to be completed within 30 days of award of tender at DGAD office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi on free delivery i.e. no cost as freights/transportation paid etc.
13. The period of Guarantee/warranty should also be specified in the Financial Bid proforma.
14. **Payment Terms:** Payment will be made after completion of satisfactory Delivery and Installation and Performance Security Deposit will be released after one year from the date of delivery and installation. Advance payment will not be made under any circumstances. TDS and all other taxes will be deducted as per applicable Rules.
15. Required Quantity mentioned against each items are not fixed it may increase or decrease subject to actual requirement of this Office.
16. The contract shall be governed by the Laws and Procedures established by the Government of India and subject to exclusive jurisdiction of Competent Court in Delhi only.
17. **One sample of each item shall be shown at the site of DGAD Office before finalization of the tender. One week's time will be given to the Firms for this purpose. Members of the Tender Evaluation Committee shall inspect the samples.**
18. Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Under Secretary (DGAD) and the decision conveyed by him in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and the decision conveyed shall be final and binding.

19. **METHOD OF SELECTION**

The Tendering Agency/Firm must fulfil the qualifying criteria in order to be eligible for clearing the **two stages of Technical Evaluation** of the bids and Firms.

FIRST STAGE

The technical bids of the bidders will be opened in the first stage and will be evaluated on the basis of documents which must be scanned and uploaded in the Technical Bid.

SECOND STAGE

The shortlisted supplier from the First Stage may be asked to arrange physical inspection of some sample items for ensuring quality of the products being offered. The Bidders will be bound to supply the same quality of the product after award of the tender.



The finally shortlisted suppliers, after the second stage of technical evaluation, will be eligible for opening of Financial Bids.

The financial evaluation will be done on the basis of total price quoted by the bidder for entire scope of work and the L-1 will be determined accordingly.

Final Selection of tender will be made after considering the financial quote, quality of furniture, after sale service facility and other terms & conditions. The Lowest rate will not be only criteria for awarding the tender. Decision taken by the competent authority of DGAD on the recommendations of Tender Evaluation Committee of DGAD in this respect will be final and binding.

A handwritten signature in blue ink, appearing to read 'J. James', with a horizontal line extending to the right.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.



- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. 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 the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured



(unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



CHECK LIST FOR DOCUMENTS TO BE SCANNED AND UPLOADED

- (i) Tender Acceptance Letter (**Annexure-VII**) duly signed with official seal of the Firm/Agency.
- (ii) Demand Draft of Rs. 80,000/- (Rupees Eighty thousand only) towards Earnest Money Deposit (EMD).
- (iii) Proof of address having an office located in Delhi/New Delhi/NCR
- (iv) The bidder shall also submit the copy of registration certificate under Service tax/VAT.
- (v) Copy of TIN number allotment/certificate.
- (vi) Copy of PAN Card.
- (vii) The Certificate/statement of Bank account for the last two years (2014-15 & 2015-16) issued by the Bank.
- (viii) Copies of Income Tax Returns for the last 3 Assessment years, i.e. 2013-14, 2014-15 and 2015-16.
- (ix) Work Orders indicating at least 5 years experience in any Central/State Govt./Public Sector Undertakings in similar works.
- (x) Work Orders/Client Certificates in support of Point No. 3 of Terms & Conditions.
- (xi) CA certificate for Financial Turn Over during last 3 years.
- (xii) Certified Balance Sheets for the last 3 years.
- (xiii) Duly filled and signed proforma for Technical Bid (**Annexure-V**)

Bidders to ensure

- A. That all Documents being uploaded have been stamped and signed by the authorized person(s).**
- B. All the relevant/supporting documents should be scanned in PDF format and submitted along with the Technical bid.**
- C. That scanned copies of all the documents are clear & legible (clearly readable). DGAD reserves the right to reject the bid in case of illegible copy of documents uploaded.**



**PROFORMA FOR TECHNICAL BID
For Purchase of Chairs and Sofas for office of DGAD
(Information related to firm/supplier)**

Sl.No.	Particulars	To be filled by the Bidder
1.	Name of Firm/Bidder	
2.	copy of registration certificate under Service tax/VAT	
3.	Office address of the Firm/Bidder in details with telephone No., Mobile No., Fax No., email	
4.	Self attested photocopy of PAN Card	
5.	Self attested photocopy of TIN Certificate	
6.	Average Financial annual turnover for last 3 years	
7.	Details of Local Service Centre with Mobile No. And Email address	
8.	Details of EMD	
9.	Bank Statement Years	
10.	Income Tax Return/Certificate Years	
11.	Name of Govt./PSU Offices for 7 Years experience	

(Signature of the Bidder)

Name of the Bidder :
Full address with Mobile No. & email :



FINANCIAL BID EVALUATION

The financial bids will be opened only in respect of those firms, which qualify in the technical bid evaluation. The Financial Bids will be evaluated as per the criteria given below and as per the rates quoted by the bidders in the BoQ file as described in the "Instructions for online bid submission" (**Annexure-III**).

- i. The bidder is required to quote unit rate for all the 7 category of items. Bids which are not for all 7 categories of items will not be considered.
- ii. The rates should be filled in carefully after considering all the aspects of work as described in the "Terms & conditions" given in **Annexure-II**. Any request for change or variation in rates or terms and conditions of the contract shall not be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.
- iii. The Evaluation shall be done on the basis of total price quoted by the bidder for entire scope of work and the L-1 will be determined accordingly.



TENDER ACCEPTANCE LETTER

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement 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/ organisation too 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.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,



(Signature of the Bidder, with Official Seal)

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for Purchase of "Chairs and Sofas" for DGAD office.

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of
(Bidder) as per details given below.

Name of representative

Specimen Signature

.....

.....

Signatures of Bidder
with seal of the Firm/Agency

Note: Only one representative will be permitted to attend bid opening. Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

