

NO. D.26017/1/2014-NHM/MSHS(SPMU)
STATE PROGRAMME MANAGEMENT UNIT
OFFICE OF THE MISSION DIRECTOR, NATIONAL HEALTH MISSION
MIZORAM STATE HEALTH SOCIETY

Dated Aizawl, the 9th March 2018

NOTICE INVITING TENDER

TENDER FOR EMPANELMENT OF LIGHT MOTOR VEHICLE OPERATOR IN 9 HEALTH DISTRICTS FOR MOBILE HEALTH TEAMS OF RASTRIYA BAL SWASTHYA KARYAKRAM UNDER MIZORAM STATE HEALTH SOCIETY,

For and on behalf of The Mizoram State Health Society (MSHS), Sealed Tenders are hereby invited on the prescribed format duly affixed with Revenue stamps worth Rupees 7.50 only and accompanied with Earnest Money in the form of Deposit at Call amounting to 2% of the bid amount, of any scheduled Bank duly pledged to The Mission Director, National Health Mission from bonafide Car Rental Service Provider, for rendering below mentioned service requirements for a period of one year.

Sl. No	Name of district	No. of MHT	No. of Vehicles required	Period of Engagement
1.	Aizawl East	4	4	-do-
2.	Aizawl West	3	3	-do-
3.	Champhai	4	3	-do-
4.	Kolasib	2	2	-do-
5.	Lawngtlai	3	2	-do-
6.	Lunglei	4	4	-do-
7.	Mamit	4	3	-do-
8.	Serchhip	2	2	-do-
9.	Siaha	3	2	-do-

Nature of tender will be two envelop tendering process consisting of the "Technical Bid and "Financial Bid". The Technical Bids shall be opened first and evaluated and the Financial Bids of only those bidders to be opened whose technical bids are found qualified after evaluation.

The tenders complete in all respects should reach the Office of The Mission Director, National Health Mission; The Mizoram State Health Society (MSHS) on or before 10.04.2018 upto 12:00 noon. Illegible, ambiguous tender(s) and tender(s) without Deposit at Call or received after the stipulated date and time shall be outrightly rejected. The tender(s) will be opened on the same day at 2:00 PM in the presence of such tenderers who may like to be present on the spot.

The tender documents containing detailed terms and conditions along with tender format can be had from the Office of The Mission Director, National Health Mission; Mizoram State Health Society, against a cash payment of Rs 100 (one hundred only) on any working day or the same can be downloaded from our website health.mizoram.gov.in in which case the cost of tender has to be paid in the shape of Demand Draft (DD) drawn in favour of the Mission Director, must be enclosed along with the offer.

Incomplete tender i.e. tenders without earnest money of stipulated amount, without experience chart, without tender cost or not filled as per terms and conditions of tender or received late shall be rejected.

Sd/- (DR LALROZAMA) IAS
Mission Director
National Health Mission
Mizoram State Health Society

Detailed Terms and Conditions to Notice Inviting Tender

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Section -1

DESCRIPTIVE, DIRECTIVE AND ABBREVIATIONS

The Mission Director (NHM), State Health Society, Mizoram, Dinthar, Aizawl (hereinafter referred as Tender Inviting Authority/Purchaser unless the context otherwise requires) invites – Tender for engagement of dedicated vehicles for Mobile Health Teams under RBSK, National health Mission, Mizoram”

1. **Purchaser** : Mizoram State Health Society.
2. **Bidder** : Participants in Tender process for supply of goods.
3. **Supplier** : Successful Bidder to whom contract is awarded.
4. **Language of Bid** : English
5. **List of items** : Details of Vehicles (make, type, name of manufacturer etc.)
6. **EMD** : As per amount indicated
7. **Cost of Tender Form** : Rs.100.00 (Non-Refundable)

8. **Tender System** : Two bid system i.e.
 - (a) Technical Bid in Envelope No.1
 - (b) Financial/Commercial Bid in Envelope No.2.

10. **Validity of rate Contract** : One year from date of awarding contract.

11. **ADDRESS FOR COMMUNICATION** :
The Mission Director
(National Health Mission)
Mizoram State Health Society
Dinthar, Aizawl-796001
Mizoram: Aizawl

ABBREVIATIONS

- MD: Mission Director
- NHM: National Health Mission
- RBSK: Rashtriya Bal Swasthya Karyakram
- MHT: Mobile Health Team
- PAN: Permanent Account Number
- GST: Goods and Services Tax
- TIN: Taxpayer Identification
- MSHS: Mizoram State Health Society

ELIGIBILITY OF BIDDER

ELIGIBILITY CRITERIA:

1. The tenderer must be a bonafide vehicle rental service provider in the state of Mizoram
2. The tenderer must have at least 3 vehicles registered for Rental Service.
3. All the vehicles offer for service should be registered, Road tax cleared, and must have valid comprehensive insurance policy.
4. The tenderer must have PAN.
5. The tenderer must have GST Registration.
6. The tenderer must be able to provide details of the driver plying the vehicle offered for service.

The tenderer must submit the following documents along with the tender. The following self-certified/self-attested documents should be submitted along with the tender in the Technical Bid. All the documents should be self-certified.

- i. Photocopy of PAN.
- ii. GST Registration.
- iii. Photocopy of Registration for operating Vehicle Rental Service from competent authority.
- iv. The tribal tenderer should furnish attested copy of Tribal Certificate issued by the competent authority. Original copies should be produced at the time of opening of tender if demanded.
- v. Photocopy of House Tax Payee Certificate.
- vi. Registration copies of the concerned vehicle(s) from the concerned Regional transport office.
- vii. Photocopy of Road Tax Clearance Certificate.
- viii. Photocopy of valid Driving License of the driver plying the vehicle.
- ix. Copies of valid Comprehensive Insurance Policy for the concerned vehicle(s).
- x. Turnover statement of last 1 year.
- xi. Affidavit on non-judicial stamp paper of Rs. 100/- regarding the firm has not been found guilty of malpractice, misconduct or blacklisted/ debarred either by Health & Family Welfare Department, Government of Mizoram or by any local authority and other State Government(s)/Central Government's organization on the past three years.

Section – II
INSTRUCTIONS TO BIDDERS:

- a) The interested parties may tender for one or more vehicles, the parties may quote the rates on mileage basis/ monthly basis including that of drivers, insurance, taxes, repairs and POL.
- b) The vehicle must be Four Wheeled. Details of Vehicles (make, type, name of manufacturer etc.) must be enclosed in the application
- c) The vehicle(s) must not be below the model of 2015 and should be in excellent running condition with complete renewed documents required under rule.
- d) The rate quoted shall be inclusive of all Taxes. No other charges shall be paid extra.
- e) The cost of tender form in the shape of Demand Draft (DD) must accompany the downloaded tender form, in absence of which the offer/tender shall not be accepted.
- f) The quantum of service demand mentioned in the Tender Format is indicative in nature and can be increased/ decreased according to the agreement from time to time during the rate approval period
- g) The authority reserves the right to approve rates of more than one bidder declaring them as “successful Tenderers” and split the demand during the period under reference.
- h) The authority further reserves the right to reject, accept or prefer any tender in part or full and is not bound to accept the lowest rates or any workable rates in view of the prevailing local market rates without assigning any reason whatsoever at any stage. It also reserves the right to re-invite the tender at its own discretion.
 - i) To ensure quality control, tenderer being declared as successful by the authority shall maintain consistency in service for the period being endorsed in the agreement. They must be in a position to supply additional vehicle if the vehicle in service meets with accident/failure in some parts causing irregularity in operation, to avoid inconsistency in operation/monitoring.

1. EARNEST MONEY DEPOSIT (EMD)

- a. All tenders must be accompanied with Earnest Money Deposit (EMD), which is fixed at 2% of the tendered amount, in the form of Demand Draft/ Deposit at Call in original from any Nationalized Bank of India or Postal Saving Certificate duly pledged in favor of Mission Director, National Health Mission, Mizoram, Aizawl.
- b. The tenders submitted without EMD will be summarily rejected.
- c. Unsuccessful tender’s EMD will be discharged/returned within a period of 30 days after award of contract to successful bidder.
- d. Tenderer shall not be entitled for any interest on EMD/ Security Deposit.
- e. The successful tender’s EMD will be discharged after signing the contract and submitting the security deposit as stipulated.

The EMD shall be forfeited:

- i. If a tenderer fails to accept the empanelment order.
- ii. If a tenderer withdraws its tender during the period of bid validity as specified in the Tender.
- iii. In case of a successful tender, if the tenderer fails to sign the Contract in accordance with terms and conditions.

2. CLARIFICATION OF BIDDING DOCUMENTS/ OTHER IMPORTANT INSTRUCTIONS

A prospective Bidder requiring any clarification of the Bidding Documents may notify the Mission Director, National Health Mission, MSHS, in writing, however no such clarification shall be entertained 5 days before the closing date of the tender. Tender inviting authority reserves the right to take decision on nature and extend of amendments required.

3. AMENDMENT OF BIDDING DOCUMENTS

At any time prior to the deadline for submission of bids, the Tender inviting authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

4. THE TENDER PROCESS

4.1. Schedule Opening of Tender:

The tender cover shall contain the following particulars clearly mentioned on the top:

- 1) Reference number with date of tender notice
- 2) Name of the tender subject
- 3) Date of opening of the tender
- 4) Full name & address with telephone/mobile/fax/e-mail.

4.2. Every envelope and forwarding letter of various parts of the tender shall be addressed to:-

The Mission Director (NHM)
Mizoram State Health Society
Dinthar, Aizawl – 796 001
Mizoram

NOTE: The name of the firm/company along with e-mail id and contact number should be mentioned in the bottom left portion of each envelope.

4.3. Last Date of Submission of Tender:

Tender should be submitted on or before last date of submission and should be submitted through Speed Post/ Registered Post/ Courier Services/by hand only in sealed cover addressed as mentioned under Sub-Clause 4.2 in two envelopes i.e. Technical Bid in Envelop-1 & Financial Bid (Commercial Bid)

The EMD as required in the tender documents should invariably be submitted before the last date and time of submission of bid. Late tender fee, EMD or others papers delay due post or any other reason will not be condoned.

4.4. Period of Validity of Tenders:

The tenders shall remain valid for 120 days after the date of opening.

4.5. Formats and Signing of Tenders

i) The tender shall be neatly typed and shall be signed by an authorized signatory (i.e) on behalf of the Firm. All pages of the Tender, except for un-amended printed literature, shall be initialed by the person or persons signing the Tender.

ii) The Tender shall contain no interlineations, erasures or overwriting. In order to correct error made by the Firm all corrections shall be done & initiated by the authorized signatory after striking out original words/ figures completely.

4.6. Sealing and Marking of Tenders:

The Tender shall have to be sealed and marked as follows:

i) **Technical bid** in one envelop super-scribed with words **“Empanelment of light motor vehicle operator in 9 health districts, for the Mobile Health Teams under RBSK, National Health Mission, Mizoram”** with Quotation Notice no. & date.

ii) **Financial bid** in one envelope super-scribed with words **“Financial Bid for Empanelment of light motor vehicle operator in 9 health districts, for the Mobile Health Teams under RBSK, National Health Mission, Mizoram”** with Quotation Notice no. & date (shall be sealed in a covering envelope.)

All two envelopes (Technical and Price Bids) shall be sealed in a covering envelope super-scribed with words **“Tender Enquiry No.D.26017/1/2014-NHM/MSHS(SPMU) Dated Aizawl, the 09.04.2018.**

4.7. Evaluation of Tenders:

i) After opening of Envelope-1(**Technical Bid**) on the schedule date, time and venue, the purchase committee shall examine the contents of the tenders received.

ii) The Purchase committee shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.

iii) The Purchase committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.

iv) The technical scrutiny shall be on the basis of submitted substantiation documents and Rules.

v) Any tender during the evaluation process do not meet the tender conditions laid down in the tender document will be declared as not acceptable and such tenders shall not be considered for further evaluation.

vi) Tenders which are in full conformity with tender requirements and conditions shall be declared as Eligible Tender for opening Envelop-2, such tenderer shall be opened later, on a given date, time & venue.

4.8. Opening of Envelope-1 (Technical Bid)

- i) The technical bids shall contain all the documents except the rate which shall be given in financial bid only. A list of documents with EMD, with number of pages shall be given along with the technical bids.
- ii) The technical bids shall be opened first. Tenderer is free to attend himself or depute or authorize an officer as his representative(s).

4.9 Opening of Envelop No-2 (Financial Bid):

- i) The technical bids shall be opened first and on fulfillment of conditions, the financial bids will be opened for consideration. In case of change in time and date, the changed time and date will be communicated through phone or e-mail
- ii) After completing the entire evaluation process for the responsive bids, it will be entered into a ranking statement in ascending order of the evaluated prices (for example L1, L2, L3...) along with other relevant details, so that a clear picture of their standing as well as comparative financial impact is available at a glance
- i) In the financial bid price should be quoted as below: - Basic **price + All applicable taxes = Total Final Price of the item**. Total final Price will only be considered for the evaluation.
- ii) Only required documents to be produced. If unnecessary documents are submitted, the tender maybe rejected.
- iii) A firm shall submit only one bid either individually or as a partner of a joint venture. A firm that submits either individually or as a member of a joint venture, more than one bid will cause all the proposals with the firm's participations to be disqualified.
- iv) The bidder shall bear all cost associated with the preparation and submission of its bid, and the Tender inviting authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- v) **Modification and withdrawal of bids:-**The bidder may modify or withdraw its bid after submission, provided that written notice of the modification, or withdrawal of the bids duly signed by an authorized representative, is received by the Tender inviting authority prior to the deadline prescribed for submission of bids.
 - a) The bidder's modification shall be prepared, sealed, marked and dispatched as follows:-
The bidder shall provide an original and the number of copies specified in the Bid Data Sheet of any modification of its bids, clearly identify as such, in two inner envelopes duly marked "BID MODIFICATION- ORIGINAL" and "BID MODIFICATION-COPIES". The inner envelopes shall be sealed in an outer envelope, which shall duly marked "BID MODIFICATION".
 - b) A bidder wishing to withdraw its bid shall notify the Tender inviting authority in writing prior to the deadline prescribed for bid submission. A withdrawal notice shall be received prior to the deadline for submission of bids. The notice of withdrawal shall:
 - i) be addressed to the Mission Director, National Health Mission, Mizoram, Aizawl, at the address named in the Bid Data Sheet
 - ii) bear the specific identification of the bidding process(Contact name), the tender title and tender reference number, and the words "BID WITHDRAWAL NOTICE", and
 - iii) be accompanied by a written power of attorney authorizing the signatory of the withdrawal to withdraw the bid.
- vi) **Opening and evaluation of bids:-**The Purchase committee will open all bids, including withdrawal notices and modifications, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. Envelopes marked "WITHDRAWAL" shall be read out and the envelope with corresponding bid shall not be opened but returned to the bidder. Envelopes marked "MODIFICATIONS" shall be read out and opened with the corresponding bid.
- vii) **Clarification of Bids:-**During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid .The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.
- viii) **Confidentiality:-**From the time of bid opening to the time of contract award, if any Bidder wishes to contact the Purchaser on any matter related to its bid, it should do so in writing.

- ix) If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the Bidder by correction of nonconformity.

Section – III CONDITIONS OF CONTRACT

1. AWARD OF CONTRACT:

1.1. The Purchaser will award the contract to the successful tenderer whose tender has been determining as lowest evaluated tender.

1.2. Mission Director, NHM, Mizoram State Health Society reserves the right to increase or decrease the number of vehicle to be engaged and also accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.

2. SECURITY DEPOSIT:

2.1 Rupees 5% of the bid amount district wise will have to be deposited as security money by demand draft in favor of Mission Director, NHM, Mizoram State Health Society from any Nationalized Bank by the supplier / tenderer within 10 (ten) days from the date of issue of engagement order failing which the engagement order shall be deemed to be invalid. The security money will be released after completion of engagement time within stipulated period.

2.2 The Mizoram State Health Society will award the contract to the successful tenderer whose tender has been determining as lowest evaluated tender.

3. CONTRACT AGREEMENT

- 1) All costs associated with Repair & Maintenance of vehicle shall be borne by the rental service provider.
- 2) No advance payment shall be made in any case.
- 3) No holding cost shall be entertained and cannot be claimed during the period being endorsed in the agreement.
- 4) The successful tenderer shall be in a position to render service at the indicative date and time detailed by the authority without any sign of sluggishness unless the authority postponed the date and time.
- 5) In case of breakdown, the vehicle will be repaired by the rental service provider within 2 days at his own expense and substitute vehicle of the same/ comparable model/brand shall be provided by the Rental service provider if the repair require more than 2 days, in case of failing to do so a penalty of Rs 1000/- per day will be imposed after 2 daysonwards upto 15 days after which the contract for that vehicle may be terminated.
If any complaint is lodged against frequent breakdown of vehicle offered for service which hamper the execution of activities, the successful tenderer shall be able to replace the vehicle with the required model and brand.
- 6) The successful tenderer must maintain vehicle log book neatly. The team leader of the RBSK Mobile Health Team will sign on the Vehicle Log book at the end of the day after accomplishing the assigned visit. Any sign of discrepancy indicating an intention of manipulation to claim for better bargain shall not be entertained, and under such circumstances, the agreement shall be out rightly forfeited without prior notice.
- 7) Remuneration/salary of driver and his fooding & lodging cost shall be borne by the rental service provider.
- 8) The driver of the vehicle should not indulge in drinking alcohol/any form of substance abuse while he is operating the vehicle. The successful tenderer will be responsible for the driver's conduct, if any complaint is lodge against the driver operating the vehicle, he/she will be able to agree of changing the driver.
- 9) Full payment shall be made only after the successful completion of service rendered by the successful tenderer.
- 10) The rate approval order shall remain in force for a period of one year from date of approval of rate contract and the first purchase of service demand order placed with the approved firm. Revising of rates during the period of validity of rates from either party shall not be entertained in any case.
- 11) The vehicles engaged should be branded with RBSK logo and other IEC materials, the prototype of which may be had from the schoolhealth section of Directorate of Health

Services. The successful tenderer should ensure that the vehicle offered for service be branded with these.

- 12) The undersigned reserves the right to forfeit the whole or part of the Security Deposit for inadequate or unsatisfactory supply or for breach of any terms and conditions laid down by the MSHS.
- 13) These terms and conditions will form an integral part of the contract agreement with the successful tenderer(s), which the tenderer shall have to enter into with the undersigned.
- 14) In case of legal dispute, the jurisdiction will be the Guwahati High Court, Aizawl Bench.

Annexure-I

TENDER FORM

To,

The Mission Director (NHM)
Mizoram State Health Society
Government of Mizoram
Aizawl.

Dear Sir

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to render our service under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. 2 which is made part of this tender.

We undertake, if our tender is accepted, to provide our service in accordance with the terms and conditions specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of tenderer

Note: This form must be signed & Stamped in original to be submitted to this office along with Tender fee + EMD +2 affidavits on or before sale close of tender

ANNEXURE –II
TENDER FORMAT FOR FINANCIAL BID

Name of the Tenderer: _____

Address: _____

Amount of EMD with number and date: _____

To,

The Mission Director,
National Health Mission,
Mizoram State Health Society,
Government of Mizoram

Sir,

I _____ from M/s _____

Hereby submitted my tender for rendering vehicle service alongwith our prevailing service rates:

Sl. No	Description of Vehicle				Name of district opted for service	Rental rate inclusive of all taxes offered per month	Rental rates per Km covered inclusive of all taxes	Service benefit offered for the department (if any)
	Type	Make	Model	Name of Manufacturer				

I further affirm that I have read and completely understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed as a token of my acceptance. In case, I fail to abide by the conditions or to carry on the contract to the entire satisfaction of the authority, I shall be liable to the penalties as laid down in the terms and conditions. I further hereby declare that my firm is not Blacklisted.

Yours faithfully,

Signature: _____

Name of Tenderer: _____

M/s: _____

Ph: _____ (O) _____ (m)

Fax : _____

ANNEXURE-III

PROFORMA FOR PAST PERFORMANCE STATEMENT

(For a period of last 1Year) i.e. 2017-18

Sl. No	Name of district where service was rendered	Name of purchaser	Order no & date	Last date of engagement

Note:-

In support of above statement, enclose the copies of supply orders and client's satisfactory certificates.

ANNEXURE -IV

DISTRICTWISE REQUIREMENT OF LIGHT MOTOR VEHICLES AND UPPER CEILING OF ESTIMATED COST

Sl. No	Name of district	No. of MH T	No. of Vehicles required	Estimated Upper limit of hiring cost per month per vehicle, inclusive of vehicle maintenance and driver's salary, food and lodging in Rupees	Estimated Upper limit of hiring cost per year per vehicle up to 1000kms coverage each month, inclusive of vehicle maintenance and driver's salary, food and lodging in Rupees	Tentative Period of Engagement
1.	Aizawl East	4	4	33000/-	396000/-	1 year
2.	Aizawl West	3	3	30000/-	360000/-	-do-
3.	Champhai	4	3	38000/-	456000/-	-do-
4.	Kolasib	2	2	33000/-	396000/-	-do-
5.	Lawngtlai	3	2	43000/-	516000/-	-do-
6.	Lunglei	4	4	33000/-	396000/-	-do-
7.	Mamit	4	3	43000/-	516000/-	-do-
8.	Serchhip	2	2	33000/-	396000/-	-do-
9.	Siaha	3	2	43000/-	516000/-	-do-

ANNEXURE – V

DECLARATION FORM

I/We having my/our.....office at.....do declare that I / We have carefully read all the terms & conditions of tender of the Mission Director (National Health Mission), Mizoram State Health Society for the **Empanelment of light motor vehicle operator in _____district(s), for the Mobile Health Teams under RBSK, National Health Mission, Mizoram**. The approved rate will remain valid for a period of one year from the date of approval. I will abide with all the terms & conditions set forth in the tender paper Reference no.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized/black listed by any State Govt. /Union Territory/ Govt. of India/Govt. organization/Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and blacklist me/us for a period of 3 years, if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & conditions.

I/Wedo hereby declare that I / we will render our service as per the terms, conditions & specifications of the tender document.

Signature of the bidder:

Full name (in capital letter):

Date:

Place: