



PROJECTS & DEVELOPMENT INDIA LIMITED
(A GOVT. OF INDIA UNDERTAKING)

SHEET
1 of 1

PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA-390 023, INDIA.
PHONE: EPBAX-2388418, 19, 20, 21, TELEFAX : 91(0265) 2388398, 99
E-MAIL: pdilwro@wro.pdilin.com

INVITATION TO BID (ITB)
(OPEN DOMESTIC TENDER)

<p>Published in CPP e-Publishing Portal (Tender ID 2018_MCF_306171) & Hosted at PDIL Website</p>	ITB NO. : PVMM/ARCS/17-18/E-24/100996	
	TYPE OF BID (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	TWO BID SYSTEM
	TYPE OF OPENING	PUBLIC
	BID ISSUE DATE	23.03.2018
	BID CLOSING DATE & TIME	04.04.2018 (15.00 Hrs.)
	UNPRICED TECHNO-COMMERCIAL BID OPENING DATE & TIME	05.04.2018 (16.00 Hrs.)
	PRICE BID OPENING DATE & TIME	To be intimated later.
	VENUE OF BID OPENING	PDIL, Vadodara
	EARNEST MONEY DEPOSIT (EMD)	Rs.13,000/- (Rupees Thirteen Thousand Only)
	CONTRACT PERIOD :	18(Eighteen) Months w.e.f. the date of Order.


1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhavan, A-14, Sector-1, Noida-201 301, India (hereinafter referred to as **PDIL or OWNER**), a Govt. of India Undertaking under the administrative control of the Dept. Of Fertilizers, Ministry of Chemicals & Fertilizers. We, **PDIL, Vadodara, Gujarat, invites Bids** from the qualified & experienced bidders for the following under **National Competitive Bidding**.

SL	DESCRIPTION OF JOBS/SERVICES	QUANTITY
	Annual Service Contract for Deployment of Diesel Driven AC Vehicles (5 Seater) on Monthly Retention basis AND CALL BASIS as mentioned below for PDIL's Project Site at IOCL, Nagpur (Maharashtra) and as per attached Scope of Job and other conditions mentioned at Annexure-IV (Doc. No. PVP/PC000128/Hiring VEHICLE, Rev.0) and commercial terms & conditions of ITB for a tentative period of 18 Months w.e.f. award of Oder.	=====
1.0	Deployment of DIESEL DRIVEN AC VEHICLE- 05 Seater (Model 2014 or later on) on MONTHLY RETENTION BASIS & on LUMP SUM CHARGES for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 1500 KM or less whichever is higher in a month excluding SUNDAYS .	01 No. (for 18 Months)
2.0	Deployment of Diesel Driven AC VEHICLE- 05 Seater (Model 2014 or later on) on PER DAY CALL BASIS ON SUNDAYS for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 50 KM per day.	01 No. (for Approx 78 Sunday)
3.0	ADDITIONAL CHARGES APPLICABLE FOR BOTH REGULAR AND CALL BASIS DEPLOYMENT (ABOVE SL NO.1 & 2) (Shall be operative based on the requirement to be confirmed by Site Incharge / RCM)	APPROX QTY. (As Below)
3.1	Rate Per KM Run Beyond 1500 KM for SI no.1 & Beyond 50 KM for SI no.2	7200 KM in 18 Months
3.2	Overtime Rate Per Hour beyond 12 hours duty.	468 Hours in 18 Months
3.3	Night Halt Charges (8.00 PM to 8.00 AM)	18 Halts in 18 Months

2.0 The following enclosed documents are the part of ITB.

1.0	Pre Qualification Criteria (PQC)	ANNEXURE-I, Rev 0	Sheets-1
2.0	Instructions to Bidder- e Publish	ANNEXURE-II, Rev 0	Sheets-1 to 3
3.0	General Conditions of Contract (GCC)	ANNEXURE-IIIB, Rev 0	Sheets-1 to 3
4.0	Special Conditions of Contract (SCC)	ANNEXURE-IIIC, Rev 0	Sheets-1 to 1
5.0	Scope of Job & other conditions Doc. No. PVP/PC000128/Hiring VEHICLE, Rev.0 Dt. 22.03.18	ANNEXURE-IV, Rev.0	Sheets-1 to 3
6.0	Price Schedule (Submit Separately- in PRICE BID ENVELOPE)	ANNEXURE-V, Rev.0	Sheets-1 to 1
7.0	Checklist / Agreed Commercial Terms & Conditions (ACTC)	ANNEXURE-VI, Rev.0	Sheet-1
8.0	Declaration by Bidder	ANNEXURE-VII, Rev.0	Sheet-1
9.0	RTGS/NEFT Format For E-Payment	ANNEXURE-VIII, Rev.0	Sheet-1
10.0	Details Of Contractor / Company	ANNEXURE-IX, Rev.0	Sheet-1
11.0	Format of BG for Performance Security Not Attached	ANNEXURE-X, Rev.0	Not Attached

for and on behalf of
PROJECTS & DEVELOPMENT INDIA LIMITED
(Signature)
Bishwanath Banerjee
Manager (MM)

	PRE QUALIFICATION CRITERIA (PQC) ANNEXURE – I	PVMM/ARCS/17-18/E-24/100996/ANX-1	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Please refer the below [Pre-Qualification Criteria \(PQC\)](#):

1. **Bidders must have minimum 06 Months experience** in similar type of assignments on Rate Contract basis viz. providing Taxi(s)/passenger vehicles Services preferably in any Government/ PSUs/ Corporate Sector/ Multi-National Companies etc. during the last (03) years ending last day of month previous to one in which tenders are invited.

The bidders are required to submit duly signed & Stamped copy of Work Order/ Rate Contract/ Experience certificates towards proof of duration of experience.


2. **Bidders should have at least one latest model cars (Model 2014 or later on)** registered in the name of the firm /name of proprietor of the firm.

Bidders are required to enclose duly signed & Stamped copy of registration certificates of Cars & detail of Available vehicles issued from RTO.

3. **Bidders must have their office in Nagpur or Butibori Area** for proper coordination of jobs.

Bidders are required to submit copy of Registration certificate of establishment or any other Documents issued from Government authorities.

Note: **Bidders shall submit self attested documents towards above mentioned PQC (Sl.1 to 3) duly signed & stamped alongwith unpriced offer.**

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PMMM/ARCS/17-18/E-24/100996 /ANX- II	0
		DOCUMENT NO	REV
		SHEET 1 OF 3	

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A)

- i. Earnest Money Deposit (EMD) as per Cl. 6.0 below.

OR

A copy of valid Registration Certificate, in case of NSIC/MSE registered Companies.

- ii. Format of Bank Details (RTGS) for on line payment, all the details duly filled in [Annexure-VIII](#).

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of ‘Pre-Qualification Criteria for Bidders’ indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with “Deviations”/”Exception” sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer **keeping price blank** (hiding the price) and **in place indicating "Quoted" or "√"**, as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of [Check List / ACTC](#) enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid GST registration certificate
- vii. Any other document as per the requirement specified in the ITB.


Envelope (C): Price Bid

Price Schedule as per Annexure-V with quoted rates in Rs. and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective Envelope no., **ITB No.** and **closing date of the bid.**

All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our ITB No. and closing date of the bid and addressed to the under mentioned :

**HOD(MM),
Projects & Development India Limited,
PDIL Bhawan, Samta, Subhanpura,
Vadodara-390023, Gujarat, India,
Email : bnbanerjee@wro.pdilin.com; ansisodiya@wro.pdilin.com; kswaroop@wro.pdilin.com**

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/17-18/E-24/100996 /ANX- II	0
		DOCUMENT NO	REV
		SHEET 2 OF 3	

3.0 Opening of Bids

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties, on overall lowest (L1) bidder for all items & considering the Tax Input Credit benefit (as applicable) to PDIL.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

6.0 Earnest Money Deposit (EMD)

Earnest money deposit **Rs.13,000/- (Rupees Thirteen Thousand Only)** shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of 'Projects & Development India Ltd.' **Payable at Vadodara** **Quotation/Bid without EMD may not be considered.** However, NSIC/MSEs registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

6.1 EMD shall be refunded:

- To the unsuccessful bidders after acceptance of order by the successful bidder(s).
- To the successful bidder(s) after deposition of Security money/ confirmation by the Bank for the Security cum Performance Guarantee submitted by bidder.
- No interest shall be payable on EMD.


6.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:

- a) If a bidder withdraws his bid during the period of bid validity specified by the bidder
- OR
- b) In the case of successful bidder, if the bidder fails to accept the order
- OR
- c) If a bidder is found to have furnished Mis-representation or wrongful declaration/ presentation of qualifying data and other facts in their Bid

7.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum **period of 90 days from the date of opening of technical bids.** PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/17-18/E-24/100996 /ANX- II	0
		DOCUMENT NO	REV
		SHEET 3 OF 3	

incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

- 9.0** Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 10.0** Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 11.0** Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0** PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- to cancel the tender without reference to the bidders.
 - to postpone the due date and time.
- 13.0** Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0** **SITE VISIT:** If needed, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:
- Shri M B Dhandre**
HOD (Project Management)
Projects & Development India Limited
Vadodara
Phone:0265-2388418-21 FAX: 0265-2388398/99
Email: mbdhandre@wro.pdilin.com
- 15.0** Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0** PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0** Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD(MM), Projects & Development India Limited, PDIL Bhawan, Samta, Subhanpura, Vadodara-390023, Gujarat, India**, or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0** To know more about PDIL, please visit our website <http://www.pdilin.com>



GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB

PVMM/ARCS/17-18/E-24/100996 /ANX-
IIIB

0

DOCUMENT NO

REV

SHEET 1 OF 3

1.0 Scope of Contract

The Scope of Contract/ Purchase Order (P.O), shall be as per 'Technical Specification' and/or 'Price Schedule', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis : Duly executed at location specified elsewhere in this ITB.

4.0 Taxes and duties (To be read in conjunction with SCC)

4.1 Rate of **Goods & Service Tax (GST)**, should be indicated in the 'Price Schedule' and which shall be paid as extra.

4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.

4.2.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.

4.2.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.

4.3 The Contractor has to submit / furnish all necessary documents / information to enable PDIL claim Input Tax Credit in respect of GST.

4.4 ~~PDIL shall not issue any form other than Form-38 i.e. Road Permit, if required, on written request by the Contractor.~~

5.0 Effective date of Contract/ P.O: Shall be the date of issuance of LOI/ P.O/ **tentatively the date of award of order.**

6.0 Completion Period/ Time Schedule

6.1 Mobilization Period: ~~...days from the date of intimation by PDIL.~~

Completion Period: ~~___ days/ weeks/ month~~ from the date of handing over site **PO/LOI whichever is earlier.**

6.2 For Annual Maintenance Contract (AMC)/ Annual Rate Contract (ARC)

The Contract shall be valid for a period of **Eighteen (18) Months w.e.f. date of award of order** from the Effective date. This period can be further extended on mutual agreement.

7.0 Payment Terms

~~100% Payment shall be released, within 30 days after completion of job/work as per milestone defined, elsewhere in the ITB, on the invoice, duly certified by Engineer In Charge of PDIL.~~

7.1 Payment For AMC/ ARC:

100% ~~quarterly~~ **monthly** payment shall be released within 30 days of submission of invoice duly certified by Engineer In Charge of PDIL. The ~~quarterly~~ **monthly** bills shall be submitted by the contractor with all necessary documents to the Operator of the Contract.



GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB

PVMM/ARCS/17-18/E-24/100996 /ANX-
IIIB

0

DOCUMENT NO

REV

SHEET 2 OF 3

The above payments shall be released subject to submission of Security cum Performance Guarantee/ Security Deposit, **if applicable**, as mentioned herein below, failing which the same amount shall be deducted from the Contractor's Bill(s)

All payments will be made by account payee cheque or direct transfer in bank account through RTGS.

7.1 Tax deduction at source

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

8.0 Security Deposit

Security Deposit shall be applicable for P.O value more than Rs.2.00 lac.

8.1 ~~Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover completion period.~~

~~Bank Guarantee (BG) for Security Deposit shall be entertained for value \geq Rs 1.00 lac. PBG shall be valid to cover completion period plus three (03) months claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at [Annexure-X](#).~~

In the absence of submission of Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.

8.2 **In case of ARC, Earnest Money deposit (EMD) shall be retained as Security Deposit for faithful performance of contract.**

8.3 No interest shall be payable on Security Deposit.

8.4 PDIL ~~Noida~~ / Vadodara, however, reserves the right to encash/ forfeit the Security Deposit, if the Contractor fails to execute the Contract and/or abide by all the terms and conditions of the P.O.

8.5 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor.

9.0 Price reduction clause (Not Applicable)

~~In the event of delay in completion beyond contractual completion period, price reduction @0.5% per week or part thereof subject to maximum 5% of total P.O value shall be recovered from Contractor's bill(s).~~

10.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.


11.0 Statutory obligation and Safety Rules (For AMC/ ARC)

The Contractor will have to follow all safety rules and measures during contract period and will be fully responsible for implementing rules, obligations and statutory provisions of government and all the consequences in the event of any eventuality.

The Contractor shall be responsible to observe and comply with all statutory requirement including contract labour act 1970, minimum wage act – 1948 and EPF act 1952 etc. including all amendments thereof in vague both of central and state government. PDIL shall be kept indemnified against any action brought against it or any violation / non –compliance of any act /acts, all expenses for compliance of above acts and regulations shall be borne by the contractor.

The Contractor shall comply with at his cost all safety norms such as Fire and Safety regulation act as applicable at site.

The Contractor shall be responsible for all risk involved in respect of their personnel and material at site and arrange proper insurance coverage at his cost.

	GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB	PVMM/ARCS/17-18/E-24/100996 /ANX- IIIB	0
		DOCUMENT NO	REV
		SHEET 3 OF 3	

Personnel deployed should be medically fit to work should possess good conduct and should have no past criminal record and shall maintain high standard discipline, decency and decorum. PDIL reserves the right at its sole discretion to ask for replacement of any person employed by the contractor.

12.0 Termination

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.

13.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 Arbitration

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 Jurisdiction

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.



SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC

PVMM/ARCS/17-18/E-24/100996 /ANX-
IIIC

0

DOCUMENT NO

REV

SHEET 1 OF 2

- 1.0 **SCOPE OF JOB** : As per **Scope of Job** enclosed with this ITB as **Annexure-IV** (Doc. No. [PVPM/PC000128/Hiring VEHICLE, Rev.0 Dt.22.03.18](#))
- 1.1 The prices shall be inclusive of cost of diesel, Oil, Driver's Remuneration, Maintenance & other related charges etc., but **excluding GST**.
- 2.0 **PART ORDER/SPLIT ORDER**: Part Order / Split Order is **NOT APPLICABLE** for this tender, hence, evaluation shall be carried out on overall basis.
- 3.0 **DISCREPANCIES IN QUOTED PRICES**: **The prices must be written both in figures and words. Unit prices shall be considered correct in the event of any discrepancy with regard to total price. In the event of difference, prices written in words shall be valid & binding. If the bidder has submitted prices in the price schedule & also on their own letter head/format, the prices written in the Price Schedule shall be considered valid & binding, in case of any discrepancy.**
- 4.0 **PRICE BASIS** : The bidder shall quote prices as below **strictly as per Price Schedule-Annexure-V** The quoted Prices shall be **Duly executed the job/supplied** at PDIL'S Site at [IOCL, NAGPUR \(MAHARSHTRA\)](#) basis **inclusive** of cost of diesel, Oil, Driver's Remuneration, Maintenance & other related charges etc., but **excluding GST**.
- 4.1 **FIRM PRICE**: The quoted prices shall remain **FIRM** during the period of contract. **NO VARIATION SHALL BE PAID ON ANY ACCOUNT.**
- 5.0 **Goods & Service Tax (GST)**: GST shall be paid **EXTRA** as applicable as per **GST Rule** against **GST Registration Number** Only. **Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) and enclose copy of GST registration certificate alongwith unpriced offer.**
- 5.1 **In case, PDIL is eligible to avail Input TAX Credit (ITC) against payment of GST**, the credit amount will be considered while evaluating the price to arrive at the net landed cost.
- 5.2 Imposition of any new taxes & duties and changes in quoted taxes & duties after issuance of LOI/PO by statutory authorities during contractual period shall be considered on production of documentary evidence
- 6.0 **TENURE OF JOB**: Tentatively **Eighteen(18) Months w.e.f. award of order**, subject to site requirement.
- 7.0 **PAYMENT TERMS** : Within 30 days of submission of Invoice duly certified by the CONTACT PERSON, PDIL on **Monthly end basis** on completion of monthly service satisfactorily.
Invoice shall be in the name of "Projects & Development India Ltd, Vadodara" and shall be submitted by the contractor to RCM / Site Incharge of PDIL, Project Site on monthly basis for certification of the services rendered during the preceding month and forward for payment purposes through project management dept,
- 7.1 In case the vehicle is not made available by the contractor for any reason not attributable to PDIL, PDIL shall make payment on pro-rata basis and engage vehicle from outside at contractor's risks and costs as per [Clause 12](#) of attached scope of job.
- 7.2 Parking Charges, Toll Taxes etc. shall be paid at actual against claim in invoice alongwith documentary evidence duly certified by the RCM/Site Incharge as per [Clause A.4](#) of attached scope of job.
- 7.3 The mode of Payment to Supplier/Contractor in PDIL is generally E-Payment through RTGS/NEFT. To facilitate the same, Successful Bidder to fill up the required details in the format for E-Payment through RTGS/NEFT ([Refer Annexure-VIII](#)) and submit the same alongwith EMD in Envelope-A.
- 7.4 **If you are eligible / entitled for any privilege/benefit under any statutory body/act/law like MSMED Act 2006 for MICRO/MEDIUM/SMALL Scale Company etc, please submit the valid documentary evidence.**
- 8.0 **PERFORMANCE SECURITY DEPOSIT**: **Submitted EMD** of Successful bidder shall be retained as **Performance Security deposit** for the satisfactory execution of contract. **In case of exemption of EMD**, the successful bidder will provide the Security Deposit equivalent to EMD amount through DD with reference to the GCC clause 8.0 as applicable. Security Deposit will not bear any interest. The Security Deposit will be refunded after expiry of the contract on the certification of contact person for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by PDIL, if any on account of any failure on the part of the Contractor.



SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC

PVMM/ARCS/17-18/E-24/100996 /ANX-
IIIC


0

DOCUMENT NO

REV

SHEET 2 OF 2

- 8.1 In case of non submission of Performance Security Deposit as indicated above, equivalent amount to EMD shall be deducted from the first Bill/s of the contractor as retention money towards Security Deposit.
- 8.2 Security Deposit shall be refunded after 30 days on satisfactory completion of contract as per certification of contact person.
- 9.0 **CONTACT PERSON:** RCM / Site In charge of PDIL at **IOCL, NAGPUR (MAHARASHTRA) Project Site** or his authorised representative.
- 10.0 **WORKING HOURS:** Please refer clause no.B.15 of Other Terms & Conditions of technical Enquiry specification Annexure-IV.
- 11.0 **GENERAL :**
- 11.1 The Driver will report to the **Contact Person/RCM** daily with regard to the official requirement for the day.
- 11.2 It shall be the responsibility of the contractor to get all licences, statutory clearances, etc. from the local administration or any other statutory authority/Insurance company wherever necessary for undertaking the subject job including comprehensive insurance policies for the vehicles, the drivers & the passengers in respect of all the insurable liabilities under the Motor Vehicles Act, the workman compensation Act, fatal accident, personal injuries, riots, arson etc.
- 11.3 PDIL will not be directly or indirectly responsible about the deputed Driver except for the job under contract.
- 11.4 The Driver deployed at PDIL's **Project Site**, shall be the employees of contractor for all legal purposes and consequences. It must be clearly understood by the contractor that PDIL shall not be liable to give permanent employment to any person engaged by the contractor for executing the contract and Contractor shall solely be responsible for their personnel. **On acceptance of the contract by contractor, it shall be deemed that PDIL is indemnified towards in no way have any liabilities for any such claim whatsoever for contractor's personnel.**
- 11.5 The contractor shall ensure that the Driver employed by them do not engage in any undesirable or unlawful activities, whether within or outside the PDIL premises, failing which the contractor shall be liable to replace them with other suitable hands with the written approval of PDIL and the Contractor shall liable to make good to PDIL any losses caused by their activities without prejudice to the right of PDIL to terminate the contract without any liability on the part of PDIL.

	Scope of Job & Other Conditions for Hiring VEHICLE for IOCL Nagpur Site. ANNEXURE-A/ANNEX-IV	PVPM/PC000128/Hiring VEHICLE	0
		DOCUMENT NO.	REV.
		SHEET 1 OF 3	

A) **SCOPE OF JOB:** Service Contract for Deployment of Vehicles as under for our IOCL, Nagpur Project Site:

1. 01 (ONE) Diesel Driven - AC VEHICLE - 05 Seater (Model 2014 or later on) on **Monthly Retention basis** & on Lump Sum charges for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 1500 KM or less whichever is higher in a month excluding SUNDAYS..
2. 01(ONE) DIESEL DRIVEN – AC VEHICLE - 05Seater (Model 2014 or later on) on **PER DAY CALL BASIS ON SUNDAYS** for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 50 KM per day.
3. Besides the above SI no.1 & 2, Bidders are requested to quote the following **Additional Charges which shall be paid extra.** (Shall be operative based on the requirement to be confirmed by RCM):
 - a) Rate per KM Run beyond 1500 KM for SI no.1 & beyond 50 KM for SI no.2)
 - b) Overtime Rate Per Hour beyond 12 hours duty.
 - c) Night Halt Charges (8.00 PM to 8.00 AM)
4. Parking Charges, Toll Taxes etc shall be paid at actual against claim in invoice along with documentary evidence duly certified by RCM/Site-In charge.
5. Deployed vehicle must be installed with muffle at exhaust.
6. Contractor shall obtain the permit/Gate pass or any other documents which may be required at his own cost and expenses before starting of taxi Services. Contractor shall also arrange for Police Verification for driver. Following documents shall be obtain the permit. The list mentioned below is tentative and contractor shall obtain any other documents whatsoever required to enter the premises.

Documents for Vehicle:

- i. Registration Certificate
- ii. PUC Certificate
- iii. Insurance Policy
- iv. Road Tax Receipt

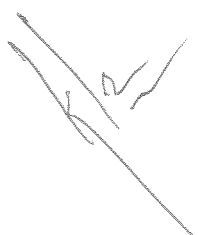
Documents for Driver

- i. Driving License
- ii. Police Verification
- iii. Address Proof
- iv. Insurance Policy

7. Bidder should comply, all the statutory rules & regulation obligatory for Services for deployment of Vehicle at Nagpur Project Site.

B) OTHER TERMS & CONDITIONS:

1. The quoted charges shall be inclusive of cost of diesel, drivers' remuneration, maintenance, insurance and other related charges etc., all taxes & duties but excluding GST.
2. The Contract rates shall remain FIRM during the period of contract. **NO VARIATION SHALL BE PAID ON ANY ACCOUNT**
3. The vehicle would be deployed exclusively for PDIL's regular detainment, as necessary gate passes of respective authorities are to be made for the supplied vehicle. **In case of changes of vehicle all expenses for preparation of the said gate passes would be borne by the vehicle supplier.** Vehicle supplier will coordinate himself for preparation of required passes. Only necessary letters and






**Scope of Job & Other Conditions for
Hiring VEHICLE for IOCL Nagpur Site.
ANNEXURE-A**

PVPM/PC000128/Hiring VEHICLE	0
DOCUMENT NO.	REV.
SHEET 2 OF 3	

- documents will be made available to them for the same by PDIL. The statutory payment if any required to be made for preparation of Gate Passes (for which confirmation in writing would be obtained from PDIL) then the same would be reimbursed by PDIL on production of valid documents.
4. **Vehicle should be good enough in all respect including compliance of all safety norms applicable movement inside the IOCL, Nagpur.**
 5. It shall be the responsibility of the contractor to get all the licenses, statutory clearances from the local administration or any other statutory authority wherever necessary for undertaking the subject job.
 6. The drivers should possess valid driving license. They will carry documents like Road tax, driving license, Registration book, insurance, passenger permit etc. while on duty and the same shall be provided to the authority of PDIL/or other Govt. agencies for inspection as and when required on demand.
 7. Experienced, gentle and well mannered drivers are only deputed.
 8. The vehicles shall be properly insured covering the driver, and the passengers.
 9. The contractor shall provide cars in good condition and vehicle to be kept in Tip Top condition throughout tenure of the contract. Offered vehicle shall have spare tires, upholstery of seats etc. maintained nicely, vehicle de-dusted and cleaned regularly including foot mat.
 10. In case of break-down of the vehicle, suitable replacement shall be provided by the contractor at his cost under intimation to the user as well as to PDIL.
 11. **In case the vehicle is deployed for less than a month (applicable in case of monthly retention vehicles), pro-rata payment shall be made.**
 12. **In case the vehicle is not made available by the contractor for any reason on any day, PDIL shall make payment on pro-rata basis and engage vehicle from outside at contractor's risks and costs.**
 13. The drivers are required to possess Mobile phone (whenever outside IOCL's Premises) for easy monitoring of the movement of vehicles.
 14. The driver shall follow all safety norms and shall be responsible for any accident/injuries caused to the passengers or drivers. PDIL will have no liability whatsoever on this account.
 15. Normal time of duty of the Drivers with Car shall be **from 08.00AM to 08.00 PM with half an hour lunch break in between.** Separate intimation will be given by Contact Person, if vehicle is required beyond the above time limit or on call basis on Sundays. Above timings shall also be changed depending on PDIL's requirement. Overtime shall be paid for working beyond normal working hours.
 16. Log books are to be properly recorded by the driver with reference to: name of driver, vehicle number, name of user, places visited, kms run, time in and out, signature of user etc.
 17. **The mileage KM of run will be calculated from the Residence of PDIL, RCM/Site Engineer at Pipk-up point at Butibori city to IOCL Nagpur, at Nagpur Site and back to the same location.**
 18. **In case of breach of contract/non-compliance of contractual obligations for providing of requisite vehicle as per contract or performance of CAR / DRIVER not found satisfactory, PDIL reserves the right to terminate the contract with 15(Fifteen) Days notice Period and the Security Deposit shall be forfeited**
 19. **PDIL also reserves the right to terminate the contract with 15(Fifteen) Days notice at any stage in the contractual period.**
 20. Contractor shall be solely responsible for traffic violations by drivers and penalty imposed by traffic authorities on this account.
 21. Any liability arising out of accident including public liability shall rest with the contractor and PDIL shall not be responsible for any liability whatsoever arising on this account.
 22. In case of any dispute, PDIL's decision will be final and binding on the contractor.
 23. The drivers deployed shall be the employees of the contractor for all legal purposes and consequences. It must be clearly understood by the contractor that PDIL shall not be liable to give

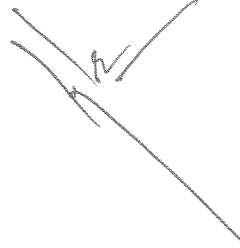
	Scope of Job & Other Conditions for Hiring VEHICLE for IOCL Nagpur Site. ANNEXURE-A	PVPM/PC000128/Hiring VEHICLE	0
		DOCUMENT NO.	REV.
		SHEET 3 OF 3	

permanent employment to any person engaged by the contractor for executing the contract. PDIL will not be directly or indirectly responsible about the deputed Driver except for the job under contract.

24. Items & Quantity for evaluation:- Following items shall be considered for evaluation purpose as per below mentioned estimated quantity :-

Description	Unit	Quantity for evaluation purpose only
01 (One) Diesel Driven Vehicle (5 Seater)-01 Nos for 12 Hrs -1500 KM on monthly retention basis.	Monthly	Total: 18 Months
Call basis on Sundays	Nos	78
Extra KM beyond 1500 KM & beyond 50 KM for Sundays FOR 5 SEATER VEHICLE	KM	7200 KM
Overtime Hours after 12 Hrs duty	Hours	468
Call Basis on Night halt	Nos	18

Above mentioned quantities are only for Evaluation purpose. PDIL may issue order based on the actual requirement.





PRICE SCHEDULE ANNEXURE-V

PVMM/ARCS/17-18/E-24/100996/ANX-V	0
DOCUMENT NO	REV
SHEET 1 OF 1	

Name of Bidder _____

Offer No. _____


Sl. No.	Description of Services	QUANTITY	QUOTED MAKE/ MODEL	QUOTED RATE FOR VEHICLE	
				IN FIGURE (₹)	IN WORDS (Rupees)
	Annual Service Contract for Deployment of Diesel Driven AC Vehicles- (5 Seater) on Monthly Retention basis AND CALL BASIS as mentioned below for PDIL's Project Site at IOCL, NAGPUR (MAHARASHTRA) and as per attached Scope of Job and other conditions mentioned at Annexure-IV (Doc. No. PVPM/PC000128/Hiring VEHICLE) and commercial terms & conditions of ITB for a period of 18 Months w.e.f. award of Oder.	=====	====	=====	=====
1.0	LUMP SUM CHARGES for Deployment of DIESEL DRIVEN-AC VEHICLE (5 SEATER) - (Model 2014 or later on) on MONTHLY RETENTION BASIS for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 1500 KM or less whichever is higher in a month excluding SUNDAYS.	01 No. (for 18 Months)	Make: _____ Model: _____	₹ _____ per month	₹ _____ per month
2.0	Deployment of Diesel Driven AC VEHICLE (5 SEATER) (Model 2014 or later on) on PER DAY CALL BASIS ON SUNDAYS for 12 hours regular working hours per day (from 8.00 AM to 8.00 PM) for Run upto 50 KM per day.	01 No. (Approx 78 Sundays/calls per year)	Make: _____ Model: _____	₹ _____ per day	₹ _____ per day
3.0	ADDITIONAL CHARGES APPLICABLE FOR BOTH REGULAR AND CALL BASIS DEPLOYMENT (ABOVE SL NO.1 & 2) (Shall be operative based on the requirement to be confirmed by Site incharge/RCM).	APPROX QTY. (As Below)	====	====	====
3.1	Rate Per KM Run Beyond 1500 KM for SI no.1 & Beyond 50 KM for SI no.2	7200 KM (In 18 Months)	====	₹ _____ per KM	₹ _____ per KM
3.2	OVERTIME RATE Per Hour beyond 12 hours duty.	468 Hours (In 18 Months)	====	₹ _____ per Hour	₹ _____ per Hour
3.3	NIGHT HALT Charges (8.00 PM to 8.00 AM) per Halt.	18 Halts (In 18 Months)	====	₹ _____ per Halt	₹ _____ per Halt

NOTES/CONFIRMATIONS:

- 1) Bidders shall clearly indicate **Quoted Make/Model of Vehicle** in Unpriced as well as Price Schedule.
- 2) The above quoted prices are inclusive of cost of diesel, Oil, Driver's **Remuneration/ Maintenance & other related charges etc., but excluding GST.**
- 3) **Quantity** for items sl no. 2.0 and 3.1 to 3.3 above is tentative and may vary as per PDIL's requirement.
- 4) We confirm that quoted Prices shall remain **FIRM** during the tenure of contract.
- 5) We confirm acceptance of all terms & conditions as per ITB.

Date : _____

AUTHORISED SIGNATORY WITH OFFICIAL SEAL

	CHECKLIST/AGREED COMMERCIAL TERMS & CONDITIONS (ACTC) ANNEXURE-VI	PVMM/ARCS/17-18/E-24/100996 /ANX-VI	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

This ACTC should be duly filled and to be **Submitted/uploaded, as applicable** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	BIDDER'S NAME & ADDRESS with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	BIDDER'S OFFER NO. & DATE	
2.0	Confirm Submission of Earnest Money Deposit OR MSME/NSIC document as per Clause 2.2 of Annexure-II of ITB.	
3.0	Confirm submitted all the relevant documents as per requirement of Annexure-I, in respect of PQC.	
4.0	Confirm submitted Price Confirmation Copy (Unpriced Schedule) - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties along with un-priced techno commercial bid.	
5.0	Confirm acceptance of SCOPE OF WORK & TECHNICAL ENQUIRY SPECIFICATIONS & Terms & Conditions as per Annexure-IV , of ITB.	
6.0	Confirm acceptance of Commercial Terms & Conditions of ITB as per GCC (ANNEXURE-IIIB) and SCC (Annexure-IIIC).	
7.0	CONFIRMATION OF FOLLOWING TERMS AND CONDITIONS:	=====
7.1	Confirm PRICE BASIS – The QUOTED Prices are based on duly executed the services as per ITB and shall be FIRM and inclusive of all charges except GST.	
7.2	GST shall be Extra as Applicable as per law. Indicate Present applicable rate in percentage (%)	SGST Extra @ ____% CGST Extra @ ____% OR IGST Extra @ ____%
7.2.1	Please Note & Confirm that in case, PDIL is eligible to avail Input TAX Credit (ITC) against–payment of GST, the credit amount will be considered while evaluating the price to arrive at the net landed cost.	
7.2.2	Indicate GST REGISTRATION No. (Enclose copy of Certificate)	
7.2.3	In Case GST is not applicable, Confirm that you are not coming under the purview of GST Registration.	
7.2.4	Indicate SAC Code	
7.3	Confirm acceptance of PAYMENT TERMS AS PER ITB.	
7.4	Indicate PAN Card No. (Enclose copy)	
7.4.1	In Case submitted PAN card is in Individual name, Please Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR" of the company and note that income from the subject contract shall be under the indicated PAN No.	
7.5	Confirm PERFORMANCE SECURITY AS PER ITB	
7.6	Confirm acceptance of VALIDITY of Offer (90 Days from technical Bid opening date)	
7.7	We hereby Confirm that we are neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution and a self declaration on our letterhead (as per Annexure-VII) regarding the above has been submitted with unpriced bid.	
7.8	CONFIRM THAT The invitation to Bid together with all its attachments thereto shall be considered to be read, understood and accepted by the Bidder while submitted their offer.	
7.9	It is confirmed that in case any of the TERMS & CONDITIONS mentioned in this Summary are at variance with those indicated anywhere else in our offer, the conditions indicated in this summary shall prevail.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal



DECLARATION BY BIDDER ANNEXURE – VII

PVMM/ARCS/17-18/E-24/100996 /ANX-VII

0

DOCUMENT NO

REV

SHEET 1 OF 1

(To be submitted on Bidder's Letterhead as per below performa)

DECLARATION

To,

Projects & Development India Ltd.,
Vadodara-390023

Subject : ITB No. _____ Dt. _____

Sir,

We hereby declare that M/s _____ is neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution.

Signature:

Name:

Designation:

Seal of the Bidder:



**RTGS/NEFT FORMAT FOR
E-PAYMENT
ANNEXURE – VIII**

PVMM/ARCS/17-18/E-24/100996 /ANX-VIII

0

DOCUMENT NO

REV

SHEET 1 OF 1

Date:

To,

Projects & Development India Ltd.
PDIL, Bhawan, Samta, Subhanpura,
Vadodara-390 023.
Gujarat.

Dear Sir,

With reference to your letter/E-mail, we hereby agree to accept the payment of our bills through "EFT/RTGS/Internet". The bank account details are as given below:

1	Beneficiary's Name	
2	Name of the Bank (to which payment should be sent)	
3	Branch name	
4	Address of the Branch	
5	STD Code No. and Telephone no. of Branch	
6	Branch Code	
7	9 digit code no. of Bank & Branch as appearing on the MICR cheque (copy of cancelled cheque must be enclosed.)	
8	Bank account number (As appearing on the cheque book)	
9	Account type (SB/CA/CC)	
10	Branch IFSC Code (Applicable only for RTGS payments)	
11	Copy of blank cancelled cheque or photocopy of a cheque for verifying the accuracy of the 9digit code number to be enclosed.	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete.


(Signature of Account Holder)
Seal of the Vendor

Encl : Cancelled Cheque No.

**** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (PDIL vendor) is maintained at our bank branch .

(Name of Bank & Branch)
Authorized Signatory

**** Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to PDIL office.

	DETAILS OF CONTRACTOR / COMPANY (for updating Award of Contract at CPP Portal (e-publishing)) ANNEXURE – IX	PVMM/ARCS/17-18/E-24/100996/ANX-IX	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

In Case of Order, the contractor shall provide the below information [for updating Award of Contract at CPP Portal \(e-publishing\)](#), without fail.

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	CONTRACTOR'S/COMPANY NAME	
2.0	CONTACT PERSON	
3.0	CONTACT PERSON'S DATE OF BIRTH	
4.0	COMPANY's REGISTRATION NO.	
5.0	COMPANY's REGISTERED ADDRESS	
6.0	COMPANY'S ESTABLISHMENT YEAR	
7.0	COMPANY'S NATURE OF BUSINESS	
8.0	COMPANY'S LEGAL STATUS (TICK ✓ appropriate option)	<input type="checkbox"/> LIMITED
		<input type="checkbox"/> UNDERTAKING
		<input type="checkbox"/> JOINT VENTURE
		<input type="checkbox"/> PARTNERSHIP
		<input type="checkbox"/> OTHERS
9.0	COMPANY CATEGORY (TICK ✓ appropriate option)	<input type="checkbox"/> MICRO
		<input type="checkbox"/> SMALL
		<input type="checkbox"/> MEDIUM
		<input type="checkbox"/> ANCILLARY UNIT
		<input type="checkbox"/> PROJECT AFFECTED PERSON OF THIS COMPANY
		<input type="checkbox"/> SSI
		<input type="checkbox"/> OTHERS
10.0	With reference to GOI Gazette Notification No.503 dt.26.03.12, Please confirm whether you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and submit documentary evidence in this respect.	
11.0	Further to Above, If you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and OWNED BY SC/ST ENTREPRENEURS, please confirm and submit documentary evidence issued by government authority in this respect.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal