

TENDER DOCUMENT

**To provide consultancy for transition from ISO
9001:2008 to ISO 9001:2015**

3-10/2017-MM/TEC Dated 15.02.2018



ISO 9001:2008

**Government of India
Ministry of Communications & IT
Department of Telecommunications
Telecommunication Engineering Centre
Khurshid Lal Bhawan, Janpath, New Delhi - 110001**

(Visit us at www.eprocure.gov.in or www.tec.gov.in)

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SECTION - I NOTICE INVITING TENDER

**Government of India
Ministry of Communications & IT
Department of Telecommunications
Telecommunication Engineering Centre
Gate No. 5, Khurshid Lal Bhawan, Janpath,
New Delhi – 110001**

Tender No.: 3-10/2017-MM/TEC
Dated 15.02.2018

Tenders are invited by Sr. DDG, Telecom Engineering Centre (TEC), on behalf of President of India, from Reputed and Experienced companies to provide consultancy for transition from ISO 9001:2008 to ISO 9001:2015 for their HQ at Khurshid Lal Bhawan Janpath New Delhi.

Approximate cost of Tender	Rs. 6.00 Lacs
Earnest Money Deposit	Rs. 15,000
Date/Time of Publishing of e-Tender	15:00 Hrs of 15.02.2018
Document Download Start Date/Time	15:00 Hrs of 15.02.2018
Document Download End Date/Time	15:00 Hrs of 26.03.2018
Clarification Start Date/Time	15:00 Hrs of 15.02.2018
Clarification End Date/Time	17:00 Hrs of 22.02.2018
Bid Submission Start Date/Time	15:00 Hrs of 16.03.2018
Bid Submission End Date/Time	15:00 Hrs of 26.03.2018
Date/Time of opening of Techno-commercial Bid	15:00 Hrs of 28.03.2018

The tender document is available on website <http://eprocure.gov.in>. The intending bidders may download the e-tender document from the above mentioned website. The interested bidders may submit the bids online at <https://eprocure.gov.in> in two bids systems {i.e. (i) Techno-commercial Bid and (ii) Financial Bid} in the prescribed proforma. Bids are to be submitted online through the e-procurement portal <https://eprocure.gov.in/eprocure/app> only. All the documents in support of bid are also to be scanned and uploaded alongwith the tender document. Bid sent by any other mode will not be accepted.

The bidder shall upload the e-bids and submit original Demand Drafts/Banker's Cheque/FD i.r.o. EMD drawn in any Scheduled Bank in India, in favour of Accounts Officer (Cash) TEC, New Delhi, payable at New Delhi, in Room No 257, Khurshid Lal Bhawan, TEC, before scheduled date & time. E-Bid submitted without EMD in the prescribed formats will not be accepted.

**ADG (MM)
TEC, New Delhi
FAX No.: 011-23725144**

SECTION - II

INSTRUCTIONS TO BIDDERS

1.0 DEFINITIONS:

- a. "The Purchaser" means the Telecommunication Engineering Centre (TEC).
- b. "The e-bidder" means a company or firm who participates in this tender and submits its e-bid. (hereafter e-bidder shall be referred as bidder).
- c. "The Contractor" means a company or firm providing the services under the contract.
- d. "The Advance Purchase Order" means the intention of Purchaser to place the Purchase Order on the successful bidder.
- e. "The Work Order" means the order placed by the Purchaser on the Contractor signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The Work order shall be deemed as "Contract" appearing in the document.
- f. "The Contract Price" means the price payable to the Contractor under the work order for the full and proper performance of its contractual obligations.
- g. The services means all the jobs that the Contractor is required to perform under the contract.

2.0 REGISTRATION AT E-PROCUREMENT PORTAL:

For participating in bidding through the e-procurement portal, it is necessary for the bidders to be the registered users of the e-procurement portal; <http://eprocure.gov.in>. For Bidders guidance **Bidders Manual Kit** is available at <http://eprocure.gov.in/eprocure/app>.

3.0 ELIGIBLE BIDDERS:

- 3.1 The bidder should have extensive and proven mix of skill and expertise in the field of ISO 9001 certification. Previous experience of similar work is essential. The consultant must meet the following minimum experience criteria:
 - a. Consultant should have executed minimum three (3) ISO 9000 projects in the government/PSU sector/ large public limited organizations.
 - b. Consultant should have a minimum of 5 years of professional experience in ISO 9000 consultancy
 - c. The team members of the Consultant will be qualified lead assessors.
- 3.2 Following documentary evidence shall be submitted by the bidders to support eligibility:
 - a. Contract/ work orders indicating the details of assignment, client, value of assignment, date and year of award.
 - b. Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
 - c. Certificate of lead assessor course undergone by the team leader and team member(s).
 - d. Completion certificates of previous projects undertaken. In case the organization is not able to submit completion certificates, submission of complete contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.
- 3.3 Bidders shall also submit Technical Proposal alongwith other documents in Techno-commercial Bid as mentioned below:

3.3.1 Technical proposal should be prepared considering the Scope, Detailed Approach & Methodology, Activity Schedule & Deliverables, Time period and any other information to highlight the capability of the consultant.

3.3.2 Technical Proposal must include:

- a. Brief description about the consultant
- b. Consultants experience: In addition to overall experience of the consultant, details of specific consultancy projects/studies undertaken may be provided including Assignment / project name, description of services provided, approx. Value of assignment, location, duration of assignment, name of client, starting & completion dates, names of associates (other than employees), if any. Consultancy experience of helping government departments / PSUs / large public limited organizations in obtaining ISO 9001 may be specifically mentioned.
- c. Approach for migration from ISO 9001:2008 to ISO 9001:2015
- d. Methodology alongwith time lines for certification of ISO 9001: 2015
- e. Work plan and schedule
- f. Team Size
- g. Detailed Resume of the Team leader and team members of the consultant (with copies of certificates to support qualifications)

3.3.3 Technical Proposal should be a complete document and should be bound as a volume. The documents should be page numbered and duly signed by Authorized Representative who has the capacity to sign along with Authorization Letter.

4.0 COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for any costs, regardless of the conduct or outcome of the bidding process.

5.0 DOCUMENTS COMPRISING THE e-TENDER:

5.1 The services required, bidding procedures and contract terms are prescribed in the Bid Document. The Bid Document includes:

- a. Notice inviting tender
- b. Instructions to bidders
- c. General (commercial) conditions of contract
- d. Special conditions of contract
- e. Schedule of requirement
- f. Profile of bidder
- g. No near Relative Declaration/Certificate
- h. Performance security bond form
- i. Bid Form
- j. No blacklisting declaration/certificate

5.2 Price Schedule shall be filled separately in Financial Bid of the tender, as per the procedure given in Bidders Manual Kit.

5.3 The bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Tender Document and amendments/ clarifications, if any, before submitting it. Failure to furnish all information as per the e-tender document or submission of e-bid not as per the requirement of e-tender document in every respect will be at the bidder's risk and result in rejection of the said e-bid.

6.0 CLARIFICATIONS/AMENDMENTS OF e-TENDER DOCUMENT:

- 6.1 A prospective bidder requiring any clarification on the tender document shall upload its queries on e-procurement portal prior to 17:00 Hrs of 22.02.2018.
- 6.2 Purchaser shall upload the response to such queries, which are received in due time, generally by 7 days prior to the date of opening of the bids.
- 6.3 At any time, prior to the date of submission of bids, Purchaser may, for any reasons whether at its own initiative or in response to a clarification sought by a prospective bidder, modify the e-tender document by amendments.
- 6.4 The amendments/clarifications, if any, which are uploaded on the portal www.eprocure.gov.in, shall form an integral part of the tender document, and shall be binding on all bidders.
- 6.5 It shall be the sole responsibility of the prospective bidder to check the web site <http://eprocure.gov.in> from time to time for any amendment in the e-tender documents. In case of failure to get the amendments, if any the department shall not be responsible for it. Interested bidders are required to keep abreast of latest corrigendum (s) issued by Purchaser till the date of submission of bid.

7.0 DOCUMENTS COMPRISING THE BID AND MARKING THEREOF:

The bid prepared by the bidder shall comprise of:

- (1) **Techno-commercial bid, and**
- (2) **Financial bid**

All documents to be submitted under the bid must be uploaded in pdf format alongwith scanned copy of Demand Draft/Banker's Cheque/FD for Earnest Money Deposit. However, original Demand Drafts/Banker's Cheque i.r.o. EMD shall be submitted in Room No 257, Khurshid Lal Bhawan, TEC upto 15:00 Hrs of 26.03.2018. The purchaser reserves the right to seek actual documents for any uploaded documents during evaluation of the e-bid.

- 7.1 The **"Techno-commercial e-Bid"** for tender no. **3-10/2017-MM/TEC** should contain
- a. Scanned copy of Demand Draft/Banker's Cheque/FD from any Scheduled Bank of India for the prescribed amount Rs. 15,000 (Rs. Fifteen Thousand only) of Earnest Money Deposit, if applicable.
 - b. Latest NSIC certificates and documents, if applicable
 - c. Authorization letter for signing the bid document(s) in the form of duly attested Board Resolution/Power of Attorney or letter of authorization duly signed by all partners/proprietor on the letter head of the firm/company, as applicable.
 - d. Contract/ work orders indicating the details of assignment, client, value of assignment, date and year of award.
 - e. Detailed resume of the team leader and team members indicating the details of qualifications and professional experience.
 - f. Certificate of lead assessor course undergone by the team leader and team member(s).
 - g. Completion certificates of previous projects undertaken. In case the organization is not able to submit completion certificates, submission of complete contact details (Telephone no, address, organization name) of the contact person where the work has been done is mandatory.
 - h. Scanned copy of **"Technical Proposal"** as per clause no. 3.3 of Section II.

- i. Certification of registration of company/firm, as applicable.
- j. Copy of GST Registration Certificate.
- k. Duly filled and signed Profile of bidder as per Annexure I.
- l. No near relative Certificate/Declaration as per Annexure-II.
- m. Self-Certificate for not being black listed/ debarred from participation in tender process by any office of the central government as per proforma in Annexure-III
- n. Duly filled Bid Form as per Annexure V.
- o. Tender document consisting of all sections and annexures, subsequent amendments/clarifications if any, duly filled and signed by the authorised signatory of the bidder.

7.2 **Price schedule for tender no. 3-10/2017-MM/TEC dated 15.02.2018** shall be filled separately as given in financial bid.

7.3 The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Tender Document and amendments/ clarifications, if any, and submit the bid accordingly.

7.4 The bidder shall furnish a clause-by-clause compliance of all the terms & conditions of the tender demonstrating substantial responsiveness in the form of signing & stamping all the pages of the original bid document and supporting documents by the authorized person/persons. In case of deviations, a statement of deviations and exceptions shall be given by the bidder.

7.5 No tender shall be uploaded after 15:00 Hrs of 26.03.2018. Only in case the last date of submission of bids is declared as Central Government holiday in Delhi, the original EMD will be accepted up to the next working day till the same time and the Techno-commercial bid will be opened on the next working day at the scheduled time.

7.6 Tender document, as downloaded, must be submitted without making any additions, alternations. Tender document modified in any manner is liable to be rejected.

7.7 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons authorized for signing the bid.

7.8 In case any requisite document(s) is submitted with bid in any language other than Hindi or English, the duly signed copy of the translation of that document from any authorised translator shall also be submitted along with the bid document.

7.9 In case of power of Attorney for participation in tender and signing the document(s), on behalf of the Company/ Institution/Body corporate/Firm, same should be executed on the non-judicial stamp paper of appropriate value and as per prevailing guidelines in the respective state(s).

7.10 Any bid unaccompanied by EMD in variance with the instructions herein, is liable to be rejected summarily.

8.0 BID PRICES:

8.1 The prices should be quoted only in Indian Rupees as per Price Schedule only. No foreign exchange shall be made available by the purchaser.

8.2 The price schedule to be submitted online in separate BoQ sheet.

8.3 In case any column other than "Unit Rate (After discount, if any) in Figures, to be entered by the Bidder" of Price Schedule is left blank the value of that component shall be treated as inclusive in the unit price quoted.

8.4 All the prices quoted shall be for one unit, and shall be in absolute amounts (not in percentage).

- 8.5 A bid submitted with an adjustable or variable price will not be accepted.
8.6 The GST shall be paid on actual basis at prevailing rates.

9.0 EARNEST MONEY DEPOSIT (BID SECURITY):

9.1 FURNISHING OF EMD

- a. Earnest Money Deposit (refundable) of Rs. 15,000 (**Rs. Fifteen Thousand only**) is to be furnished with the bid by way of demand draft, banker's cheque, pay order, or Bank Guarantee / fixed time deposit receipt valid up to 225 days, from the date of opening of bids, from any scheduled bank in India, drawn in favour of AO (Cash), TEC, payable at New Delhi.
- b. The bidder registered with National Small Scale Industries Corporation (NSIC) for the tendered item under single point registration scheme and desirous of claiming concessions available to such units inclusive of Earnest Money Deposit, shall submit their latest and valid NSIC certificate and documents in respect of their monetary limit and financial capability duly certified by NSIC.
- c. Any previous payment/deposit due on TEC/DoT, will not be adjusted against the EMD or Performance Security under this contract. Failure to furnish Earnest Money Deposit shall result in summary rejection of the bid.

9.2 FORFEITURE OF EMD

The EMD shall stand forfeited if

- a. The bidder withdraws his offer before initial bid validity.
- b. The successful bidder, whose tender is accepted, fails or refuses to furnish the security deposit amount within the stipulated time, or fails or refuses to execute the contract.
- c. It is established that bidder has submitted any wrong information or misrepresented the facts
- d. In case it is found that tender document submitted by the bidder has been altered by way of tampering or doctoring.

In the above cases, the bidder will also not be eligible to participate in the tender for same item for one year from the date of any of the above events.

9.3 REFUND/RELEASE OF EMD

- a. No interest would be payable for any period on EMD or on any other amount lying with the purchaser.
- b. The EMD amount/BG will be refunded/released only after finalisation of tender, and on receipt of written request from the unsuccessful bidders.
- c. The EMD of the successful bidder if deposited by way of demand draft, banker's cheque or pay order, will not be adjusted against performance security deposit. It will be refunded / released only after the receipt of the prescribed Performance Security Deposit/Bank Guarantee.

10.0 PERIOD OF VALIDITY OF BIDS:

- 10.1 The prices quoted in the bid shall remain valid for acceptance by the purchaser for a period of 180 days from the date of opening of bids.
- 10.2 In case the Purchaser requests, in writing, the bidders to extend the period of validity of their bids, they may confirm the extension of the validity of their bids in writing, unconditionally. In such a case, the validity of the EMD, if furnished, should also be extended suitably. A bidder may refuse the request without forfeiting its Earnest Money Deposit. A bidder accepting the request and granting extension will not be permitted to modify its bid.

11.0 SUBMISSION OF BIDS:

- 11.1 The bidders shall upload their bids online at e-procurement portal, in response to the e-tender published by the department. Bid submission can be done from 15:00 Hrs of 16.03.2018 till 15:00 Hrs of 26.03.2018 of receipt of e-bids, as mentioned in the schedule in NIT (Section-I). **Payments for EMD must be received by the Purchaser at the address Assistant Director General (MM), Room No. 257, TEC, Gate No.5, Khurshid Lal Bhawan, Janpath, New Delhi not later than the prescribed time on due date [15:00 Hrs of 26.03.2018].** In case, the last date of submission of bids is declared as central government holiday in Delhi, the original EMD will be accepted up to the next working day till the same time and the Techno-commercial Bid will be opened on the next working day at the scheduled time.
- 11.2 The bidders should start the bid submission process well in advance so that they can submit their e-bid in time. The bidder should submit their e-bid considering the server time displayed in the e-procurement website. This server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule.
- 11.3 Once the e-bid submission date and time is over, the bidders cannot submit their e-bid.
- 11.4 The Purchaser shall not be responsible for delay in submission of e-bid due to any reasons. No other mode of submitting the bid except the online method should be entertained
- 11.5 The Purchaser shall not be responsible if the bids are uploaded in any other portal than the one specified.
- 11.6 The Purchaser may, at its discretion extend this deadline for the submission of the bids by amending the tender document in accordance with clause 6 of Section II in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 11.7 Not more than one bid shall be permitted from a single bidder otherwise all the bids submitted by such bidder shall be summarily rejected.

12.0 LATE BID:

The server time indicated in the bid management window on the e-procurement website <http://eprocure.gov.in> will be the time by which the e-bid submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid submission date and time is over, the bidder cannot upload the e-bid.

13.0 MODIFICATION AND WITHDRAWAL OF BIDS:

The bidder may modify, withdraw or re-submit its e-bid online only, before the bid submission date and time as per provisions available in CPP Portal.

14.0 OPENING OF BIDS:

- 14.1 A two stage process shall be adopted in the evaluation of the bids. The purchaser shall open Techno-commercial bids online and check the Techno-commercial bids of proposal online.
- 14.2 Authorized Representatives may check portal for status of tender opening, online.
- 14.3 The date fixed for opening of bids, if subsequently declared as central government holiday in Delhi, the revised date of schedule will be notified.

However, in absence of such notification, the bids will be opened in the next working day at the same time.

15.0 CLARIFICATION OF BIDS BY THE PURCHASER:

To assist in the examination, evaluation and comparison of bids, the purchaser may, in exceptional situations, at its discretion, seek clarification/document(s) of its bid from the bidder. Only the information furnished, by the bidder, shall be considered in future evaluation. However, no post-bid clarification at the initiative of any bidder shall be entertained.

16.0 TECHNO-COMMERCIAL BID EVALUATION:

- 16.1 The bids will be evaluated Techno-Commercially to determine whether they are complete, whether documents have been properly submitted, and whether bids are generally in order and qualify for opening and evaluation of financial bid.
- 16.2 Bid shall be considered substantially responsive if it conforms to the terms and conditions of the tender document.
- 16.3 The purchaser or his authorized representatives shall have the right to inspect the works, offices etc. of the techno commercially rectified bidder, for verification of facts furnished by the bidder in support of his bid documents before opening the financial bid and the bidder is bound to answer any query made by the purchaser during the course such inspection.

17.0 FINANCIAL BID OPENING/FINANCIAL EVALUATIONS AND COMPARISON OF BIDS:

- 17.1 The purchaser shall shortlist only those bidders who are eligible and have submitted substantially techno-commercially responsive bid for opening of financial bid. Successful bidders would be intimated regarding opening of financial bids. The Financial Bids of techno-commercially unsuccessful bidders would not be opened.
- 17.2 Prices quoted in the Price Schedule only will be considered for evaluation.
- 17.3 The evaluation and comparison of responsive bids shall be done on the basis of quoted price of all tendered items including all taxes, levies, duties etc., as indicated in the Price Schedule.
- 17.4 For the purpose of determination of lowest (L-1) bidder, price comparison will be done considering the Total Price of all the items as per the price schedule.
- 17.5 The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

18.0 CONTACTING THE PURCHASER:

- 18.1 No bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 18.2 Any effort by a bidder to influence the purchaser in the purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid of that bidder.

19.0 PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

20.0 PLACEMENT OF ORDER:

- 20.1 The Purchaser shall consider placement of Advance Purchase order on the bidder whose offer has been found techno-commercially and financially acceptable. The tender will be awarded to the lowest (L-1) bidder.
- 20.2 The purchaser shall place an Advance Purchase Order of the tendered quantity on the bidder whose offer has been accepted. The bidder shall, within the stipulated time, furnish performance security in conformity with the terms and conditions, in the form of a bank guarantee as per the proforma enclosed at Annexure IV, from any scheduled bank in India.
- 20.3 Failure to furnish performance security within the stipulated time may result in cancellation of Advance Purchase Order along with forfeiture of the EMD.
- 20.4 Work Order will be placed only after acceptance of the performance security submitted by the bidder.
- 20.5 The issue of Work Order shall constitute the Award of Contract on the bidder.

21.0 DISQUALIFICATION OF BIDDER:

- 21.1 Purchaser reserves the right to disqualify the contractor for a suitable period who habitually failed to supply the items in time. Further, the contractor who does not perform satisfactorily may also be disqualified for a suitable period as decided by the purchaser.
- 21.2 Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.
- 21.3 The bidder should give a certificate that none of his/her near relative is working in the units where he/she is going to apply for the tender, as per Annexure II. None of the near relative of proprietor OR all partners of partnership OR all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state should be working in the unit where the tender is being applied. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Earnest Money Deposit will be forfeited at any stage whenever it is noticed and TEC will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
The near relatives for this purpose are defined as:-
 - a. Members of a Hindu undivided family.
 - b. They are husband and wife.
 - c. The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

SECTION - III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1.0 APPLICATION:

The General Conditions shall apply in contracts made by the Purchaser to provide consultancy for transition from ISO 9001:2008 to ISO 9001:2015 for their HQ at Khurshid Lal Bhawan Janpath New Delhi..

2.0 STANDARDS:

The Services provided under this contract shall conform to the requirements mentioned in Section V & Special Conditions in Section IV.

3.0 PATENT RIGHTS:

The Contractor shall indemnify the purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof.

4.0 PERFORMANCE SECURITY:

- 4.1 The Contractor shall furnish performance security to the purchaser for an amount equal to 10% of the contract value for the goods as prescribed in Advance Purchase Order within 15 days of issue of the Advance Purchase Order.
- 4.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the Contractor's failure to complete its obligations under the contract.
- 4.3 The performance security may be submitted in the form of a Performance Bank Guarantee (PBG) issued by a scheduled bank and in the proforma provided in Annexure IV of this tender document.
- 4.4 The Performance Bank Guarantee (PBG) shall be valid for at least 1 year from the date of Advance Purchase Order. The PBG shall be renewed from time-to-time till all the liabilities of the supply of goods are resolved by the Contractor.
- 4.5 In case, any amount of Liquidated Damages (L/D) is recovered from PBG, the Contractor shall replenish the PBG to original value within 30 days of recovery.
- 4.6 The purchaser will discharge the performance security, deducting the pending dues, liquidated damages, if any, after completion of the Contractor's performance obligations including warranty obligations under the contract, and after furnishing of the Performance Bank Guarantee as per Annexure-IV.
- 4.7 No interest shall be paid on the security deposit amount.

5.0 DELIVERY:

- 5.1 The ISO 9001:2015 shall be implemented in Four months time from the date of issue of Work Order.
- 5.2 Delivery of the services and documents shall be made by the Contractor in accordance with the Schedule of Requirements (SOR) and the Special Conditions of the contract.

6.0 PAYMENT TERMS:

- 6.1 Payment shall be made according to the following schedule:
 - a. 10% - After the first workshop and briefing to officers
 - b. 25% - After completion of documentation
 - c. 25% - After completion of conduct of all scheduled trainings
 - d. 15% - After completion of internal audits

- e. 25% - After certification of the department
- 6.2 For claiming the payment, Bills in duplicate duly pre-receipted must be submitted by the contractor to ADG (MM) TEC.
- 6.3 Deductions of liquidated damages, if any, shall be made from the relevant bill.

7.0 PRICES:

- 7.1 The accepted prices shall remain valid and operative during currency of the contract.
- 7.2 Prices for services once fixed will remain valid for the currency of the contract. However, increase/decrease only in the rates of statutory levies/taxes by the Government, during the original delivery period will be allowed.

8.0 SUBCONTRACTS:

No subcontracts are permitted.

9.0 DELAYS IN THE CONTRACTOR'S PERFORMANCE:

- 9.1 Delivery of the services shall be made by the Contractor in accordance with the time schedule specified by the purchaser in its work order. In case, it is not completed in the stipulated delivery period, as indicated in the work Order, purchaser reserves the right to short close/cancel this work order and/or recover liquidated damage charges. The cancellation/short closing of the order shall be at the risk and responsibility of the Contractor and purchaser reserves the right to purchase balance unsupplied item at the risk and cost of the defaulting Contractors.
- 9.2 Delay by the Contractor in the performance of its delivery and warranty obligations shall render the Contractor liable to any or all of the following sanctions, viz., imposition of liquidated damages, forfeiture of its performance security and/or termination of the contract for default.
- 9.3 If at any time during the performance of the contract, the Contractor encounters condition impeding timely delivery of services, the Contractor shall promptly notify to the Purchaser in writing the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, the Purchaser shall evaluate the situation and may at its discretion extend the period for performance of the contract.

10.0 LIQUIDATED DAMAGES:

- 10.1 The date of delivery of the services stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed not later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after expiry of the contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of his right to recover liquidated damage under Clause 10.2 below.
- 10.2 Should the Contractor fails to deliver the services or any part thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5 % of the value of the delayed supply for each week of delay or part thereof for a period up to 10 (TEN) weeks and thereafter at the rate of 1% of the value of the delayed supply for each week of delay or part thereof, subject to a maximum 10% of the total value of the concerned work order. In case the delayed portion of the supply materially hampers the achievement of intended objectives, L/D charges

shall be levied as above on the total value of the concerned package of the work Order. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the Contractor.

- 10.3 The payment of LD shall not in any way relieve the Contractor from any of it's obligation/ liabilities to make supplies of services/ goods under the contract.

11.0 FORCE MAJEURE:

- 11.1 If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

- 11.2 Provided, also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the Contractor at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture which may be in possession of the Contractor at the time of such termination or such portion thereof as the purchaser may deem fit, except such materials, bought out components and stores as the Contractor may with the concurrence of the purchaser elect to retain.

12.0 TERMINATION FOR DEFAULT:

- 12.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this contract in whole or in part
- a. if the Contractor fails to deliver any or all of the goods within the time period(s) specified in the contract, or any extension thereof granted by the purchaser pursuant to Clause 11;
 - b. if the Contractor fails/delays to perform any other obligation(s) under the Contract; and
 - c. if the Contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.
- 12.2 In the event the purchaser terminates the contract in whole or in part pursuant to Clause 14.1 the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the Contractor shall be liable to the Purchaser for any excess cost for such similar goods. However the Contractor shall continue

the performance of the contract, including warranty, to the extent not terminated.

- 12.3 The purchaser reserves the right to ban a Contractor to quote in further tender enquiries for a specified period, in case he fails to honour his bid/contractual obligations, without sufficient and reasonable grounds.

13.0 TERMINATION FOR INSOLVENCY:

The Purchaser may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

14.0 ARBITRATION:

- 14.1 In the event of any dispute or difference arising as to the execution of the contract or as to the respective rights or liabilities of the parties or the interpretation of any condition of agreement (except as to any matters the decision of which is specially provided for any by those or the special conditions) the same shall be referred to the sole arbitration of Sr. DDG, TEC, New Delhi or of his nominee. The award of the arbitrator shall be final and binding on the parties to the agreement.
- 14.2 The arbitrator may from time to time with the consent of the parties to the agreement enlarge the time for making the award.
- 14.3 Upon every such reference, the assessment of the cost incidental to the reference and award respectively shall be the discretion of the arbitrator.
- 14.4 The agreement to appoint an arbitrator will be in accordance with the Arbitration and conciliation Act. 1996.
- 14.5 In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever another person shall be appointed to act as arbitrator by Department of Telecom in accordance with terms of agreement and person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- 14.6 The venue of arbitration shall be New Delhi, the place from which the acceptance note is issued or such other places, as the Sr. DDG, TEC at his discretion may determine. In this clause, the terms Sr. DDG, TEC includes any other officer who is for the time being discharging the duties of Sr. DDG, TEC, whether in addition to other functions or otherwise.

15.0 SET OFF:

Any sum of money payable to the Contractor (including security deposit refundable to him) under this contract may be appropriated by the purchaser or the purchaser or any other person or persons contracting through the purchaser and set off the same against any claim of the purchaser or purchaser or such other person or persons for payment of sum of money arising out of this contract or under any other contract made by the Contractor with purchaser of the purchaser or such other person or persons contracting through the purchaser.

16.0 COURT JURISDICTION:

This Contract/Work Order is subject to jurisdiction of the competent Courts at New Delhi only.

17.0 PAYMENT METHOD:

- 17.1 Payment shall be made to the Contractor electronically or through cheque for which a Contractor shall provide the necessary details of his bank account.
- 17.2 Income Tax or any other applicable taxes shall be deducted at source at the time of payment to the Contractor, in accordance with the provisions of the relevant applicable Acts.

18.0 PAYING AUTHORITY:

Sr. DDG (TEC), New Delhi shall be the paying authority for supply of goods and disbursing authority shall be AO (Cash), Telecommunication Engineering Centre, Khurshid Lal Bhavan, Janpath, New Delhi.

19.0 REPORTING/CONTROLLING OFFICER:

ADG (R), Telecom Engineering Centre, Gate No. 5, K.L. Bhawan, Janpath, New Delhi or the authority designated by the purchaser shall be Reporting/Controlling Officer for complete project under this tender.

SECTION - IV

SPECIAL CONDITIONS OF CONTRACT

1.0 The special conditions of contract shall supplement the 'Instructions to the Bidders' as contained in Section II & "General (Commercial) Conditions of the Contract" as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III. If there is any discrepancy in NIT published in newspapers and eligibility, terms & conditions stipulated in tender document, provision in the tender documents shall prevail.
For interpretation of any condition of this tender document, the decision of Purchaser shall be final and binding on the Bidder.

2.0 SPECIAL CONDITIONS:

- 2.1 The quality of services should strictly be as per the schedule of requirements given in the section V and specification mentioned at Section-V.
- 2.2 Quality checking will be done by the Reporting/Controlling/Designated Officer. No payment shall be made for the services rejected due to deficient quality.
- 2.3 All the responsibilities of getting support from third parties for services shall be with the Contractor. Purchaser shall not have any obligation to contact such third parties.
- 2.4 After expiry of the contract all the documents and related material are to be handed over to Purchaser within five working days of expiry of contract and a certificate to effect is required to be obtained by the vendor from concerned Officer and to produce along with the final claim.
- 2.5 The Contractor shall also provide his contact phone number to the purchaser, so that he may be approached in case of any requirement.
- 2.6 The personnel deployed by the Contractor for the job shall be medically fit and possess good conduct and be amenable to discipline.
- 2.7 On repeated defaults, the contract is liable to be cancelled at the risk and cost of the Contractor.
- 2.8 No hindrance shall be caused by the Contractor or his workforce to the purchaser's staff/work.
- 2.9 All employees of the Contractor shall be employees of the Contractor and shall remain so. Purchaser will not have any liability to absorb them at any point of time, nor can the employees of Contractor claim any right for employment in TEC.
- 2.10 Payment of all kinds of Government taxes or duties will be the liability of the Contractor.
- 2.11 The Contractor shall abide with all local/municipal/state/central laws and regulations.
- 2.12 Any liability under any Act or Statute shall be of the Contractor and under no circumstances shall purchaser assume responsibility.
- 2.13 If any of the persons engaged by the Contractor is not working satisfactorily or misbehaves with any of the officials of the purchaser, the Contractor shall replace him immediately. In case the purchaser feels that the working/conduct of any of Contractor's employees is detrimental to the interests of the purchaser, it shall have unqualified right to request for the removal of such employee for incompetence, unreliability, misbehavior, security reasons, etc., while on or off the job. The

Contractor shall comply with any such request to remove such personnel at his own expense unconditionally. The Contractor will be allowed a maximum of two working days to replace the person by competent qualified person.

2.14 The Contractor shall submit a letter mentioning the details of the Professionals deployed in TEC under this contract, to Reporting/Controlling Officer.

2.15 The Contractor shall provide necessary insurance coverage to his workmen, keeping in view the scope of work and material to be handled by them, so as to indemnify the purchaser for any act from Contractor's workmen in case of any accident, or mishap, including death. The insurance cost of personnel working for the Contractor at the site, shall be borne by the Contractor.

SECTION - V

SCHEDULE OF REQUIREMENT

1. Present QMS:

The Telecommunication Engineering Centre, New Delhi is presently having certificate of registration for Quality Management System ISO 9001:2008 with validity up to 22.02.2018. The scope of present QMS is as follows:

“Development of Requirement Documents/ Specifications (GR, IR, SR, SD & TSTP) for Telecom Products, Testing & Certification of Telecom Products and Advise on matters related to Telecommunication to Agencies/Organizations at Telecommunication Engineering Centre, New Delhi, excluding Regional Offices at Kolkata, Mumbai and Bangalore.”

2. Scope of work: To provide consultancy for transition from ISO 9001:2008 to ISO 9001:2015 for their HQ at Khurshid Lal Bhawan Janpath New Delhi. This will have two components namely:

(a) Transition to new QMS ISO 9001:2015

- (i) To carry out 'gap analysis between existing Quality Management System (ISO 9001:2008) and Proposed ISO 9001:2015 and to evolve policy, prepare objectives, targets & management programs, develop Quality manual, procedural manual etc required for transition to the new Quality Management System (ISO 9001:2015).
- (ii) Assistance in certification of TEC as per ISO 9001:2015 version

(b) Training

- (i) Half-day awareness module on ISO 9001:2015 version for top management and divisional heads.
- (ii) One-day Auditing module on ISO 9001:2015 version for 20-25 Internal Auditors.
- (iii) One-day training of general awareness for 20-25 other officers.

3. Terms of Reference:

The terms of reference for the consultant will include the following: -

- a) To assist the TEC through the ISO project team who will be responsible for implementing ISO 9001:2015 requirements
- b) To determine the scope of transition from ISO 9001:2008 to ISO9001:2015 and finalize the same through discussion with the project team.

- c) To perform gap analysis of the existing documentation of the department against the requirements of ISO9001:2015 and produce a gap analysis report.
- d) To plan together with the ISO project team of the department on the ways to address the gaps in order to develop the necessary documentation for ISO9001:2015 certification.
- e) To develop all mandatory procedures as required in ISO9001:2015 and guide the ISO project team on implementing the same.
- f) To develop customized trainings, course material in soft copy for conduct of all necessary trainings.
- g) To conduct required trainings that will include (i) top/senior management briefing; (ii) auditing, (iii) awareness programme for all employees.
- h) To advise the ISO project team on change management and the success factors to support effective implementation of ISO9001:2015.
- i) To conduct Internal Auditors training and guide the Internal Auditor team in conducting required numbers of audits of ISO9001:2015.
- j) To assist in evaluation of implemented ISO9001:2015 quality management system through internal audits including closure actions.
- k) To offer close guidance in the preparation and review of final documents prior to certification.
- l) To assist in coordination of required management reviews prior to certification.
- m) To guide the ISO project team to take the necessary corrective actions on identified non-conformities and final review of documents.
- n) To guide the ISO project team in making an application for certification.
- o) To co-ordinate during final certification of the department and ensure the department is certified by a select certification body.
- p) Any other task to ensure the certification of the department.

4. The responsibility of the Consultant shall include (but not limited to):

- Carry out all the activities as specified in the terms of reference so as to help TEC in obtaining ISO9001:2015 certification.
- Depute trainer(s)/expert(s) to assist and guide the TEC in all the activities and facilitate submission of application to certification Body for ISO9001:2015 certification.

- To submit the progress report to the TEC management on weekly basis or as and when required.

5. The responsibility of the Government Department shall include (but not limited to):

- Provide all the support to Consultant like facilitation in holding meeting, organizing and conduct of training programs, the provision of office facilities, document/record availability and any other requirements for timely completion of ISO9001:2015 implementation.
- To ensure that there is compliance to the required certification as suggested by consultant in a timely manner so that delays in implementation of requirements of ISO9001:2015 are avoided.

6. Deliverables:

The deliverables will include the followings (but not limited to)

- Project schedule with defined milestones
- Gap analysis report as mentioned in terms of reference
- Necessary documentation like quality manual, procedures, instructions, records, as required in ISO9001:2015 standard
- Customized training modules for all necessary trainings
- Internal audits reports
- Progress reports of activities covered under terms of reference

7. Duration

Get certification for ISO 9001:2015 within 4 months from the PO.

8. Others

- TEC shall depute a senior officer for coordination with the consultant in matters related with the project.
- If for any reason the work is delayed, the project shall be rescheduled to mutual agreement between TEC and the consultant.

ANNEXURE - I PROFILE OF BIDDER

1. Full Name of Bidder
2. Registered Address
3. Address of correspondence
4. Details of Contact/Authorized Person
Name & Designation _____
Address _____
Tel No. (Landline) _____ Mobile _____
Email _____ ID
_____ FAX: _____
5. Type of Firm: Private Ltd./Public Ltd./Co-operative/PSU/Proprietary
(Please tick the appropriate)
6. Name(s) of Directors/ partners/ proprietor
7. PAN/GIR No.: _____
8. GST Registration No.: _____
9. Proof of Annual Turnover of :
10. Earnest money details: DD No. _____ dated _____ for
Rs..... drawn on _____
11. Bank Account details of the bidder:
 - a. Name and address of Bank
 - b. Account no.
 - c. MICR no.
 - d. IFSC code of Branch
12. Any other relevant information:

(Signatures of authorized signatory)

Name _____

Designation _____

Seal:

ANNEXURE – II
NO NEAR-RELATIVE
DECLARATION/CERTIFICATE

(To be submitted by either authorized signatory or proprietor, or each partner/director in case of partnership firms/companies)

I _____ son/daughter/wife
of Shri _____
Proprietor/Partner/Director/Authorised signatory/Representative of
M/s _____ (Name and address of the bidder)
is competent to sign this declaration and execute the tender document regarding
"To provide consultancy for transition from ISO 9001:2008 to ISO 9001:2015 at
Telecom Engineering Centre at Khurshid Lal Bhawan, Janpath, New Delhi";

I _____ resident of _____
hereby certify that none of relatives of mine/proprietor/partners/directors is/are
employed in the units where he/she is going to apply for the tender. In case at
any stage it is found that the information given by me is false/incorrect the
purchaser shall have the absolute right to take any action as deemed fit/without
any prior information to me.

I have carefully read and understood all the terms and conditions of the tender
document and undertake to abide by the same;

I also undertake that our firm will observe all legal formalities or/and obligations
under the contract well within time. In case of failure to observe any of the legal
formalities or/and obligations. I shall be personally liable under the appropriate
law.

The Information/documents furnished, along with the tender document are true
and authentic to the best of my knowledge and belief. I am well aware of the fact
that furnishing of any false information/fabricated documents would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

(Signature of Proprietor/Partners/Director/Authorized Signatory)

Full Name:

Date:

Address:

Place:

Seal:

**ANNEXURE – III
NO BLACKLISTING
DECLARATION/CERTIFICATE**

(To be submitted by either authorized signatory or proprietor, or each partner/
director in case of partnership firms/companies)

I _____ son/ daughter/
wife _____ of
Shri _____ Proprietor/
Partner/ Director/ Authorised signatory/ Representative of M/s

(Name and address of the bidder) is competent to sign this declaration and
execute the tender document regarding "To provide consultancy for transition
from ISO 9001:2008 to ISO 9001:2015 at Telecom Engineering Centre at
Khurshid Lal Bhawan, Janpath, New Delhi";

I _____ resident of _____
hereby certify that our company has not been black-listed by any Ministry/
Department/ PSU of the Central Government. In case at any stage it is found
that the information given by me is false/ incorrect the purchaser shall have the
absolute right to take any action as deemed fit/without any prior information to
me.

I have carefully read and understood all the terms and conditions of the tender
document and undertake to abide by the same;

I also undertake that our firm will observe all legal formalities or/and obligations
under the contract well within time. In case of failure to observe any of the legal
formalities or/and obligations, I shall be personally liable under the appropriate
law.

The Information/documents furnished, along with the tender document are true
and authentic to the best of my knowledge and belief. I am well aware of the fact
that furnishing of any false information/fabricated documents would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

(Signature of Proprietor/ Partners/ Director/ Authorized Signatory)

Full Name:

Date:

Address:

Place:

Seal:

ANNEXURE - IV

PERFORMANCE SECURITY BOND FORM

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt ----- (hereinafter called 'the said Contractor(s)') from the demand, under the terms and conditions of an agreement / (Work Order) No. ----- Dated - ----- made between ----- and ----- for the supply of ----- (hereinafter called 'the said Agreement'), of performance security for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on Production of a bank guarantee for ----- we, (Name of the bank) ----- (hereinafter referred to as 'the Bank') at the request of ----- Contractor(s) do hereby undertake to pay to the TEC an amount not exceeding ----- against any loss or damage caused to or suffered or would be caused to or suffered by the TEC by reason of any breach by the said Contractor(S) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank) ----- do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the TEC stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the TEC by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the TEC in these counts shall be final and binding on the bank. However, our Liability under this guarantee shall be restricted to an amount not exceeding -----.

The Bank further agrees that the guarantee herein contained shall remain in full force and effect for a period of 1 year from the date hereof and also that the extension of this guarantee will be provided for by the Bank for such period beyond the period of 1 year as the Purchaser may feel necessary in this behalf.

3. We undertake to pay to the TEC any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s)/ Contractor (s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) ----- Further agree that the guarantee herein contained shall remain in full force and effect during for a period of 1 year from the date of Advance Purchase Order (Date.....). And that it shall continue to be enforceable till all the dues of the TEC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ----- (TEC) certifies that the terms

and conditions of the said Agreement have been fully and properly carried out by the said Contractor(S) and accordingly discharge this guarantee.

- 5. We (Name of the bank) ----- further agree with the TEC that the TEC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contract(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the TEC Against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contract(s) or for any forbearance, act or omission on the part of the TEC or any indulgence by the TEC to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- 6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/ supplier(s).
- 7. We (name of the bank) ----- lastly undertake not to revoke this guarantee during its currency except with the previous consent of the TEC in writing.

Dated the ----- day of -----, Two Thousand Fifteen only.

For -----

--

(Indicate the name of the bank)

Witnesses: (Name & Signature)

1.

Telephone No.(s):-
 STD Code-
 FAX No.
 E-Mail Address:-

2.

ANNEXURE - V BID FORM

3-10/2017-MM/TEC

Dated 15.02.2018

Sr. DDG (TEC),
Telecom Engineering Centre,
K.L. Bhawan, Janpath, New Delhi 110001.

Dear Sir,

Having examined the conditions of tender and specifications including clarifications/addenda the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the items quoted in Price Schedule of this bid document in conformity with said conditions of contract and specifications for a sum of amount as quoted in Price Schedule or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete deliveries as prescribed in the tender document. We also undertake to indemnify purchaser and user against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof, supplied against the tender. Further we also undertake to indemnify the purchaser and user in respect of any damages, claims, loss or action against purchaser and user for acts of commission or omission on our part or on the part of our agents or servants.

If our Bid is accepted, we will obtain and provide to TEC the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Bid submitted by us is properly prepared and protected so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of2018

(.....)

Signature of.....

in capacity of.....

(Duly authorised to sign the bid for and on behalf of.....)

Witness.....

Tele No.(s):-

Signature.....

FAX No.(s):-

Address.....

E-Mail Address:-

