

**THE ODISHA STATE COOPERATIVE MILK PRODUCERS' FEDERATION LTD.,
D-2, SAHIDNAGAR, BHUBANESWAR-751007**

**TENDER DOCUMENT
For
Office Stationery & Printing Items**

2022-23



12.04.2022

**Cost: Rs.560.00
(inclusive GST)**



TENDER DOCUMENT

for

Office Stationery & Printing Items

Tender Notice No.192(A):HRD:P&S:2022-23(Vol-XI)

Date:12.04.2022

Cost of Tender Document—**Rs . 560 . 00 (inclusive GST)**

Sale of Tender Documents

Upto **2 P.M Dt. 29.04.2022**) and
Last date submission of filled in Tender
Document up to 3.P.M on 29.04.2022
Address for submission of document &
Opening of Tender at 4.00P.M
At: OMFED CORPORATE OFFICE,
D-2, SAHID NAGAR, BHUBANESWAR

Name /Address of the Tenderer: E-mail

Tel.No.

Kind Attention for taking Assistance if any, Dy.General Manager(HR)

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD
D-2, SAHID NAGAR, BHUBANESWAR
PHONE: 0674 – 2544576/ 2547123**

E-Mail: omfed @ yahoo.com

Website: www.omfed.com

CONTENTS

SL.NO.	DESCRIPTION	PAGE NUMBER
01.	TENDER NOTICE	01
02.	INSTRUCTIONS TO BIDDERS	02-03
03.	GENERAL TERMS & CONDITIONS	04 - 06
04.	TECHNICAL BID(ANNEXURE-I)	07
05.	<u>FINANCIAL BID(ANNEXURE-II)</u>	
	PART - A SUPPLY OF OFFICE STATIONERY	08 - 12
	PART – B SUPPLY OF PRINTING MATERIALS	13 - 17
06.	DECLARATION	18

**THE ODISHA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
D-2, SAHIDNAGAR, BHUBANESWAR-751 007**

Tender Notice No.192(A):HRD:P&S:2022-23(Vol-XI)

Date: 12.04.2022

**TENDER NOTICE FOR OFFICE STATIONERY &
PRINTING ITEMS**

Sealed tenders are invited in two bid system Technical Bid(Annexure-I) & Financial Bid (Annexure-II) from the Agencies/Bidders for supply of Office Stationery (Part – A) & Printing items (Part – B) for which bidders may quote for any one or both the parts. Tender documents can be purchased from the Federation Office between 10 A.M. to 2 P.M from 12.04.2022 on payment of Rs.560/ by DD/Cash. The tender documents can also be downloaded from our website www.omfed.com which shall be submitted along with Rs.560/- towards the cost of tender in shape of DD/Cash. Bids with EMD of Rs.5000/- for Part-A Office Stationery and Rs.7000/- for Part-B Printing items respectively in favour of OMFED payable at Bhubaneswar shall be received upto 3 P.M dtd.29.04.2022 which shall be opened on the same day at 4 P.M at the above address, in presence of interested bidders. Bids without EMD shall not be considered.

OMFED reserves the right to accept or reject any or all the tenders or part thereof without assigning any reason & corrigendum, if any, will be published in above said website.

Dy.General Manager(HR)

I. INSTRUCTIONS TO THE BIDDERS

- 1.0 General Information : Supply of Office Stationery & printing Items.
- 1.1 Name of work : Part - A - Supply of office stationery
Part - B - Printing Items
- 1.2 FOR Delivery : OMFED Corporate Office,
D-2, Sahidnagar, Bhubaneswar-751 007.
- 1.3 Period of supply : Within 03 (Three) months from the date of receipt of Purchase Order.

II. Documents to be furnished along with tender papers :

MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems Technical bid and Financial bid(i.e. Part-A- Office Stationery & Part-B- Printing Items). The technical bid should consist of all technical details along with commercial terms and conditions.

- I. Cover 1(**Technical Bid**) shall be superscribed as “Technical bid” duly indicating the Tender Reference No which should contain the following :-
- Application for pre qualification in **Annexure- “ I”**
 - Proof of submission of EMD
 - The agency should furnish Registration Certificates
 - GST Registration Certificates
 - Income Tax return for the Financial Year 2022-23/PAN Registration Certificates
 - Details of experience if any on supply of Office Stationery & Printing Items to any Govt. office/PSU alongwith the copies of Purchase Orders.
 - All requisite supporting documents in support of all claims made in tender document and Annexure-I.
 - Agencies/Bidders not submitted full information/documents at the first instance shall be rejected.

**(Full signature of the tenderer/bidder)
with Seal**

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- III) Cover 2 (**Financial Bid**) should contain Price only and shall be superscribed as “Price bid’ duly indicating the Tender Reference No. as per **Annexure-II(Part-A-Office Stationery, Part-B- Printing Items)**.
- a) The bidder is advised to see the sample quality of paper/ Stationery items, at OMFED Corporate office,D-2, Sahidnagar, Bhubaneswar at his own during office hour from **11.00A.M to 5.00 P.M.**
- b) The quoted rate shall include cost of material, labours, transport, GST , royalties etc. if any.
- c) Cover 1 and Cover 2 should be sealed individually and superscribed with the tender reference no. Both covers shall be placed in a third cover which shall also be sealed and superscribed “**TENDER FOR OFFICE STATIONERY & PRINTING ITEMS**” along with advertisement **Notice No.** in bold letters on the top of the envelop and same should be addressed to “**Dy.General Manager(HR), OMFED, D-2, Sahidnagar, Bhubaneswar-751007.**”
- d) Submission of a tender by a Tenderer implies that he has read this notice and all other terms & conditions of Tender documents and has made himself aware of the scope and specifications for submission of tender/execution of the supply of Stationery items & Printing items.
- e) The last date for receipt of the offer is marked in the tender Notice. In case the above date is declared as holiday for OMFED, then the bids will be received up to the given time on the next working day.
- f) The offer may be sent by registered post/speed post/courier service/by hand so as to reach before/on the last date & time of receipt.
- g) Tender received after the deadline of receipt indicated in Tender notice, shall not be taken in to consideration.
- h) For any clarification in this matter, Bidder may contact to Dy.General Manager(HR),OMFED, D-2,Sahidnagar, Bhubaneswar during office hours.
- i) **Envelop** (Cover) 1 i.e. **Technical Bid** will be opened on the scheduled date and time mentioned in the tender enquiry in OMFED, D-2, Sahidnagar, Bhubaneswar in presence of committee of officials and interested vendors or their authorized representatives. Tenderers may be present at the time of opening of the Tender.
- ii) **Envelop** (Cover) 2 i.e. **Financial Bid** of only those firms/agencies which satisfy technical requirements will be opened on the scheduled date and time mentioned in the tender enquiry or a date which will be intimated to the qualified bidders after the scrutiny of technical bids and the same will be uploaded on our website. The bidders, whose Technical Bids are not found acceptable will be informed for the same and their financial bid will not be opened and EMD will be returned to them.

**(Full signature of the tenderer/bidder)
with Seal**

GENERAL TERMS & CONDITONS:

1) EARNEST MONEY/SECURITY DEPOSIT :

Both Parts-A & Part-B as mentioned in tender notice.

The bidder shall submit Rs.5,000/- & Rs.7,000/- respectively for Part A & Part B towards EMD(Refundable) deposit in the form of Bank Draft drawn on any Nationalized Bank favoring “OMFED” payable at Bhubaneswar.

- a) Tenders received without EMD shall summarily be rejected.
 - b) No interest shall be paid by OMFED against EMD amount submitted by the bidder.
 - c) The EMD of unsuccessful bidders shall be refunded within 30 days of finalization of tender.
 - d) The EMD of successful bidder shall be refunded within 30 days after 100% supply of stationery/printing items against Purchase Order.
 - e) The EMD shall be forfeited in case the bidder fails to supply/unwilling/reluctant to supply for any reasons what so ever as per purchase order condition.
- 2) The bidder shall submit the original **tender document with seal and Signature on each page** within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
- 3) The quoted rate should be valid for 6 months from the date of opening of financial Bids of Tender Documents & no escalation in rate shall be permissible.
- 4) Tenders be addressed to OMFED at the following address :-
Dy.General Manager(HR)
The Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED),
D-2, Sahidnagar, Bhubaneswar-751 007.
- 5) The OMFED may, at its discretion extend the deadline for the submission of bids mentioned above, in such case all rights and obligations of the OMFED and bidders shall be valid as mentioned previously to the new deadline as extended.
- 6) The Federation will not be liable for late in receipt of the tender after the due date/time due to any postal delay if sent by post.

**(Full signature of the tenderer/bidder)
with Seal**

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7) Opening of bids by OMFED

- 7.1 The OMFED will open the bids, in the presence of bidders or his authorized representative who choose to attend, at the time and date specified in the tender notice, at the Corporate Office of OMFED, Bhubaneswar. The bidders or his authorized representatives who are present shall sign the tender opening document evidencing their attendance.
- 7.2 The bidders' name, bid prices, written modifications of bid or withdrawals and the presence or absence of the requisite bid security and such other details as the OMFED, at its discretion, may consider appropriate will be announced at the time of opening.
- 7.3 The OMFED shall prepare, for its own records, the minutes of the bid opening, including the information disclosed to those present.
- 7.4 The tenderers shall write the rates both in figure and in words for all its items described. In case of any discrepancy, rate in words shall be considered as correct rate.
- 7.5 Any correction/over writing made by the tenderers in the tender document must be initialed by the tenderers before submission of the tender documents.
- 7.6 The tender, on submission shall become the property of OMFED and the organization shall be under no obligation to return the same to the bidder.

8) Acceptance & finalization of bids:

- 8.1 The bidders are requested to see the samples for all the items (stationeries & paper for printing) at OMFED Corporate Office from 12.04.2022 to 29.04.2022 during office hour. Accordingly the bidders will be quoted their rates in the tender document for finalization of the tender.

9) Rate & Verification of Sample:

- 9.1 The bidder is advised to see the sample and quality of paper/ Stationery items, at OMFED Corporate office, D-2, Sahidnagar, Bhubaneswar at his own cost and responsibility.
- 9.2 The quoted rate shall include cost of material, labours, transport, GST, royalties etc. if any.

10) Quantities:

- 10.1 The quantities mentioned in the schedule are the estimated quantities only which are not to be taken as the actual and exact quantity to be supplied by the bidder. The OMFED may make any variation of the quantity & quality or any part thereof that may in its opinion be necessary for that purpose as mentioned below :-
- a) Increase or decrease of the quantities as mentioned in the schedule.
 - b) Omit any such item if found necessary after issue of Purchase Order, if required.
 - c) Change the quality or kind of any such items.
 - d) Additional requirement or any item required may be supplied by the bidder as per the cost of purchase order..
- 11) No such variation shall be made by the bidder without an order in writing by OMFED.
- 12) In case of any item where no specification is supplied by OMFED as mentioned in the tender document, such items shall be supplied in accordance with the sample of a reputed company/brand.

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Tender Notice No.192(A):HRD:P&S:2022-23(Vol-XI)

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- 13) In case of default by the bidder, failure or refusal to supply any item OMFED may purchase the same from local market and hold the bidder responsible for any excess cost involved thereby. Furthermore, OMFED reserves the right to terminate the contract in such cases and recover the penalty for the same from any amount due to the contractor or which may become due in future.
- 14) **Issue of Purchase Order:**
OMFED shall issue the provisional purchase order in duplicate to successful bidder. The duplicate copy of the purchase order shall be returned within 7 days of its issue, duly signed and sealed in each page by the bidder as token of acceptance of the purchase order.
The bidder shall start supply of all the items as per Purchase Order within one month of the receipt of the purchase order and shall complete within the periods of 3 (three) month. **The items are to be supplied FOR basis.**
- 15) **Rejection:**
The bidder should supply the stationery/printing materials as per the sample. In case of any variation and low quality the material supplied shall be rejected.
- 16) **Payment:**
After successful supply of all the items, the Bidder shall submit the bills in triplicate. The payment will be released after verification of materials supplied & C.M.R received from the Units wherever required, through a crossed account payee cheque/or E-Transfer. No interim payment shall be allowed. Necessary statutory deduction shall be deducted, as applicable by law from time to time.
- 17) **Penalty:**
In the event of bidder fails to supply/reluctant/refusal to supply the items, OMFED reserves the right to impose penalty @ 5% of the(Non supplied)items value and if required also forfeit the EMD/Security Deposit.
- 18) **Disputes:**
18.1 The Federation and the bidder shall make every effort to resolve any dispute/disagreement in connection with the bid amicably by direct negotiation. However, the decision of Managing Director, OMFED will be final & binding in case the disagreement or dispute is not resolved by mutual negotiations.
18.2 Legal dispute if any, concerning to this supply shall be subject to such courts as exercising civil jurisdiction over Bhubaneswar.
- 19) **Miscellaneous:**
OMFED reserves the right to cancel any or all the tenders without assigning any reason thereof.

**(Full signature of the tenderer/bidder)
with Seal**

TECHNICAL BID

Tender Notice No.192(A):HRD:P&S:2022-23(Vol-XI)

Dated: 12.04.2022

**TECHNICAL BID – PRINTING & STATIONERY
(PRE-QUALIFYING REQUIREMENT)**

Sl.No.	Required Information	Details to be filled up by the Bidders Firm/Agency
1	Name of Bidding Firm/ Agency (Attach certificates of registration)	
2	Name of Proprietor/Owner of Agency	
3	Full Address of Registered Office with Telephone No. , FAX No. & Mobile No.	
4	E-Mail ID:	
5	Name of authorized person, Mobile No. & E-mail	
6	PAN No. (Please attach copy)	
7	Income Tax Return for the financial year 2021-22/	
8	GST Registration Certificate	
9	GST Return for the financial year 2021-22(please attach copy)i.e. GSTR-3B&GSTR-1	
10	The bidder should have at least three(3) years experience in work of similar nature of Govt. Offices/PSU	
11	Cost of Tender Paper	
12	Details of EMD(DD/Bankers Cheque)	
13	Details of Bank	Name of Bank:_____
		Account No._____
		Type of Account_____
		IFSC Code _____
		Cancel cheque is to be attached for reference
14	Whether the Agency blacklisted by any organization	Yes/No
15	Whether firms agrees to abide by the terms & conditions of the tender document ? In the event of award of the contract	

**(Full signature of the tenderer/bidder)
with Seal**

Place :

Date :

FINANCIAL BID – PRINTING & STATIONERY**PART-A****SUPPLY OF OFFICE STATIONERY FOR THE YEAR 2022-2023**

Sl. No.	Item Description	Unit	Specification	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
1	ARCH FILE (BIG)	NOS.	Sweta make	1800		
2	ARCH FILE (SMALL)	NOS.	Sweta make	900		
3	ALPIN	PKT	Bell	250		
4	BATTERY (PENCIL)	NOS.	Eveready (Leakproof)	300		
5	BATTERY REMOTE	NOS.	Eveready	150		
6	CALCULATOR 12 DIGIT	NOS.	Casio MJ-120D	173		
7	CARBON PAPER (PENCIL-BLUE)	PKT	Kores	100		
8	CELLO TAPE(Small)	NOS.	As per sample	100		
9	CELLO TAPE(BIG)-WIDE(2")	NOS.	As per sample	50		
10	CORRECTING FLUID(White)Pen	NOS.	Kores-7ml/Camel	340		
11	CLOTH ENVELOP (SMALL) (10 x 12)	NOS.	A4 size (as per sample)	905		
12	CLOTH ENVELOP (Legal size)	NOS.	16x12 (as per sample)	500		
13	COVER FILE(CLOTH COATED)	NOS.	As per sample	300		
14	CUSHION	NOS.	Kurlon	50		
15	DOT PEN (DOUBLE HEAD)	NOS.	Link-620	350		

(Full signature of the tenderer/bidder)
with Seal

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

Sl. No.	Item Description	Unit	Specification	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
16	DUPLICATING PAPER(EMAMI)	PKT.	480 per pkt(64 GSM)	30		
17	DUPLICATING BOOK	NOS.	As per.sample	100		
18	DOT PEN	NOS.	Cell Griper	700		
19	DOT PEN(Use and Through)	NOS.	As per.sample Elkos/Line	400		
20	ENVELOP 10*4.5 (W) (100)	NOS.	NOS.(As per sample)	10000		
21	ENVELOP 10*4.5 (P) (50)	NOS.	NOS.(As per sample)	10000		
22	ERASER (NATRAJ)	NOS.	Natraj	300		
23	EXERCISE NOTE BOOK-8 No.	NOS.	As per.sample	20		
24	GUM 700ml.	BTL.	Camel(as per sample)	20		
25	GLASS MARK PENCIAL(COLOUR)	NOS.	APSARA	200		
26	JEMS CLILP	PKT.	Bell(30mm)	150		
27	MARKER PEN(HIGH LIGHTER)	NOS.	Luxer	400		
28	MARKER PEN(PERMANENT)	NOS.	Luxer	350		
29	NAPHTHALINE BALL	Pkt.	1 Kg.	50		
30	ODONIL	NOS.	Balsara	120		

(Full signature of the tenderer/bidder)
with Seal

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

Sl. No.	Item Description	Unit	Specification	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
31	PENCIL (NATRAJ)	NOS.	Natraj	700		
32	PENCIL AUDIT/GREEN (NATRAJ)	NOS.	Natraj	20		
33	PENCIL CUTTER	NOS.	Natraj	150		
34	PAPER CUTTER	NOS.	As per sample	50		
35	PAPER CLIP	NOS.	As per sample	150		
36	PAPER WEIGHT	NOS.	As per sample	190		
37	PUNCHING MACHINE(SMALL)	NOS.	Kangaro DP-480	160		
38	PUNCHING MACHINE(SINGLE)	NOS.	Kangaro	30		
39	PUNCHING MACHINE(BIG)Heavy	NOS.	As per sample	25		
40	PLASTIC FOLDER	NOS.	As per sample(White)	200		
41	PAPER FLAG	SET	As per sample	120		
42	REFIL BLUE (BIG)	PKT	Cello Griper	300		
43	ROOM FRESHNER	NO.	Jasmin	40		
44	RUBBER BAND	KG.	As per sample	150		
45	STAPLER (BIG)	NOS.	Kangaro-30	10		

(Full signature of the tenderer/bidder)
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N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

Sl.No	Item Description	Unit	Specification	Quantity	Quote d Price (per unit)	Total Amount (Rs.)
46	STAPLER PIN (BIG)	PKT.	Kores	70		
47	STAPLER (SMALL)	NOS.	Kangaro-10	250		
48	STAPLER PIN (SMALL)	PKT	Kores	1000		
49	STAMP PAD	NOS.	Kores(110x70)mm	100		
50	STAMP PAD INK-60ml	NOS.	Grapes/Kores	40		
51	SCALE (BIG PLASTIC)	NOS.	Natraj	250		
52	SOAP (Small)	NOS.	Lifebouy	700		
53	TAG(Small)	BNDL.	As per sample	130		
54	TORKISH TOWEL(White)	NOS.	BOMBAY DIYING	30		
55	WATER SPONGE	NOS.	As per sample	50		
56	WRITING PAD	NOS.	As per sample	400		
57	WASTE PAPER BASKET	NOS.	As per sample	130		
58	XEROX PAPER A-4 75 GSM	PKT.	JK Copier- 500 pages	2600		
59	XEROX PAPER A-3 75 GSM	PKT	JK Copier- 500 pages	10		

(Full signature of the tenderer/bidder)
with Seal

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

PART-B**SUPPLY OF PRINTING MATERIALS FOR THE YEAR 2022-23**

Sl.No.	Item Description	Unit	Specification (As per sample)	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
1	APPROVAL FORM	PAD	1 X 100 As per sample	100		
2	Attendance Sheet	PAD	Nos. As per sample	800		
3	Attendance Register No-4	NOS	As per sample	20		
4	BANK PAYMENT VOUCHER	PAD	1 X 100 As per sample	180		
5	CMR PAD	PAD	1 X 100 As per sample	25		
6	C.L.CARD	NOS	As per sample	500		
7	CASH VOUCHER	PAD	1 X 100 As per sample	100		
8	CREAM /MILK RECEIPT VOUCHER WITH NUMBERING	PAD	1+2 X 100 As per sample	150		
9	CASH BOOK NO.10 WITH FOLIO NUMBER	NOS	220(Folio) As per sample	10		
10	CASH BOOK NO.20 WITH FOLIO NUMBER	NOS	450(Folio) As per sample	5		
11	CCR FORMAT (JR.MANAGER TO TOP MANAGER)	NOS	A3 size (as per sample)	500		
12	DELIVERY CHALLAN WITH PAGE NUMBER	BOOK	1+5X50 As per sample	220		
13	DAK RECEIPT REGISTER- No 20.(Rajdhani make/As per sample)	NO.	As per sample	10		

**(Full signature of the tenderer/bidder)
With Seal**

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

Sl.No.	Item Description	Unit	Specification (As per sample)	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
14	DAK DESPATCH REGISTER-No 20.(Rajdhani make /As per sample)	NOS.	As per sample	10		
15	DEBIT VOUCHER(CFP)	PAD	PAD 1x100 As per sample	20		
16	DAILY REPORT PAD	PAD	As per sample	5		
17	FLAT FILE	NOS	As per sample	2000		
18	FLY LEAF	NOS	As per sample	1600		
19	GENERAL ADVANCE FORM	PAD	As per sample	25		
20	JOURNAL VOUCHER	PAD	As per sample	100		
21	LETTER HEAD PAD(BIG)	PAD	(AS PER SAMPLE)	150		
22	LABORATORY REPORT PAD	PAD	1 + 1 X 100 As per sample	20		
23	MONEY RECEIPT (Mktg)	BOOK	1+1x50 As per sample	300		
24	NOTE SHEET	PAD	As per Sample	400		

**(Full signature of the tenderer/bidder)
with Seal**

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

: 14 :

Sl.No	Item Description	Unit	Specification (As per sample)	Quantity	Quoted Price (per unit)	Total Amount (Rs.)
25	REGISTER NO.4 (64pages)	NOS	As per sample	230		
26	REGISTER NO.6(96 pages)	NOS	As per sample	410		
27	REGISTER NO.8(128 pages)	NOS	1X100	580		
28	REGISTER NO.10(160 pages)	NOS	As per sample	570		
29	REGISTER NO.12(192 pages)	NOS	As per sample	945		
30	REGISTER NO.14(224 pages)	NOS	As per sample	375		
31	REGISTER NO.16(256 pages)	NOS	As per sample	645		
32	REGISTER NO.18(256 pages)	NOS	As per sample	270		
33	REGISTER NO.20(320 pages)	NOS	As per sample	375		
34	REGISTER NO.30(320 pages)	NOS	As per sample	50		
35	STOCK REGISTER NO.20(320 pages)	NOS	As per sample	40		
36	SHIFT REPORT (QUALITY CONTROL)	PAD	1x100 As per sample	50		
37	STORE REQUISITION SLIP	PAD	1x100 As per sample	175		
38	T.A BILL	PAD	1x100 As per sample	75		
39	T.A ADVANCE PAD	PAD	1x100 As per sample	50		

**(Full signature of the tenderer/bidder)
with Seal**

N.B: Rate should be quoted with all the Taxes/Transportation cost etc.

:15 :

Tender Notice No.192(A):HRD:P&S:2022-23(Vol-X)

Date:12.04.2022

III. DECLARATION

I/We declare that I/We have gone through the above mentioned conditions of the contract and agree to accept the same for submission of the tender/execution of the supply. I am/we also agreeable to abide by these conditions until the finalization of tender/completion of the supply in all respect.

**(Full signature of the tenderer/bidder)
With Seal**

Date:

**Address for correspondence:
with Tel.No/Mobile No.**

