

GOVERNMENT OF MANIPUR
Directorate Head Quarter, Social Welfare
Near 2nd MR Gate
A.T. Line, Imphal-795001

TENDER NOTICE

Imphal, the 20th February, 2019

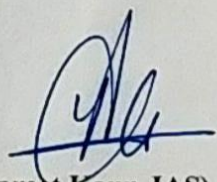
No. 6/1/2015-SW(ICDS-Activity Book): Tenders are invited for Printing and Supply of ECCE Activity Books under ICDS Scheme of Manipur State. Interested bidders may download detailed tender notice and tender document from the following websites:

- i) www.manipurtenders.gov.in
- ii) www.socialwelfaremanipur.nic.in

Bids are to be submitted **through e-tender portal at www.manipurtenders.gov.in.**

The dates of submission of bids and opening are as below:

Downloading of Tender Document	:	25 th February, 2019.
Last Date of seeking clarification	:	4 th March, 2019 till 15:00 hour.
Last Date of submission of Tender Fees, EMD and Samples	:	16 th March, 2019 till 15:00 hour.
Last Date of Submission of Tender	:	18 th March, 2019 till 15:00 hour.
Date of Opening of Technical Bid	:	19 th March, 2019 till 15:30 hour.


(Jaspreet Kaur, IAS)
Director (Social Welfare)
Manipur

**GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE**

No. 6/1/2015-SW(ICDS-Activity Book)

Imphal, the 20th February, 2019

REQUEST FOR PROPOSAL

1. **Quotations in Two Bids system, (Technical & Price Bid)** are invited from reputed and experienced Printing Presses with annual gross turnover of Rs. 50 lakhs, during the last 2(two) financial years, for printing and supply of ECCE Activity Book- under Social Welfare Department, Govt. of Manipur as per specification and terms and conditions given below:
2. The Technical bid and price bid must be sealed separately in two separate envelopes marked with clear and full identity of the bidder and subscribed with the words Technical bid for printing and supply of ECCE Activity Book respectively. Both the envelopes are then to be put in another envelope properly sealed and marked with full identity of the bidders.
3. **Bids are to be submitted online through e-Procurement/Tender portal <https://manipur tenders.gov.in>.** Bids must be submitted online before the stipulated time. Department / service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic jam for online bids. Bids/queries to be addressed to: **The Director, Social Welfare, Manipur**

The dates of submission of bids are as below:

Downloading of Tender Document:	25/02/2019
Last Date of seeking clarification:	04/03/2019 till 3.00pm
Last Date of submission of Tender Fees, EMD and Samples :	16/03/2019 at 3.00pm
Last Date of Submission of Tender:	18/03/2019 at 3.00 pm
Date of Opening of Technical Bid:	19/03/2019 at 3.30 pm

4. ELIGIBILITY CRITERIA

- a. Bidder shall be a registered Printing Press having well established Printing and Binding Facilities.
- b. The Bidder should have the necessary portal enrolment with his/her own Digital Signature Certificate.
- c. The average annual gross turnover of the supplier shall not be less than Rs.50 lakhs during the last 2 financial years (Proforma for performance statement to be submitted as in **Annexure-I**).
- d. Necessary proof in this regard such as Balance Sheet and Profit & Loss Account shall be submitted.
- e. Supply shall be effected directly by the bidder and not through any other agency.

5. GENERAL CONDITIONS

- a. A complete set of bidding documents may be downloaded from the following website i) www.manipur.gov.in ii) www.manipur tenders.gov.in iii) www.socialwelfaremanipur.nic.in.
- b. All bids must be accompanied by a non-refundable fee of Rs. 5000/- in the form of Demand draft/Banker's cheque in favour of "Director, Social Welfare, Manipur" and Earnest Money Deposit (EMD) as specified in the bid document.

- c. At any time prior to the date of submission of bid, the authority inviting tender may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.
- d. The bid and all correspondence and documents shall be in the English Language.
- e. The tender document is not transferable.
- f. The tender document shall be signed by the bidder in all the pages with official seal.
- g. Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.
- h. The Tender Inviting Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- i. **Bidders may download the format of the Activity Book from the Department's website.**
- j. **Paper quality of the book shall be of GSM 170.**

6. TECHNICAL BID

- i) The bidder shall furnish along with the bid, the following:
 - a) All bids must be accompanied by **EARNEST MONEY DEPOSIT** of an amount of Rs. 2,00,000/- in the form of Demand Draft/Bankers Cheque in favour of "Director, Social Welfare, Manipur" which shall be valid for a period of at least 45 days (in each case). EMD submitted in any other form or bids without EMD shall not be accepted. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement and/ or fails to deposit the performance security within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
 - b) Details of supplies made during the last 2 years with summary of Purchase Orders and performance certificates issued by clients in the specified format (**Refer Annexure I**). Items supplied to Government Institutions, if any, for the last 2 years with copies of Purchase Order and Performance Certificates are to be separately highlighted.
 - c) The average Annual Turnover for the last 2(two) years should not be less than Rs. 50 lakhs. Annual turnover Statement for the last 2 financial years (**Refer Annexure II**) certified by the Auditor/Chartered Accountant.
 - d) Undertaking in the form at **Annexure-III** confirming acceptance of all terms and conditions of the tender.
 - e) An undertaking on fraud and corruption as per **Annexure-IV**.
 - f) Power of attorney duly attested by Public Notary as per **Annexure-V**.
 - g) The List of items quoted shall be furnished in **Annexure - VI**.
 - h) Schedule of Rates to be supplied as in **Annexure VII**
 - i) Samples of activity books will have to be submitted by the bidder along with the bids to examine the quality of the activity books.
 - j) If samples of any bidder are not found as per the Standard specified, the bids of such bidder will outright be rejected.
 - k) Bidders shall also submit copies of the following registration/licenses:
 - l) Registration Certificate issued by the Government approved bodies for the Printing and Press.
 - m) Current and valid GST Certificate.
 - n) Copy of PAN Card/Income Tax Statement duly certified by a Chartered Accountant.

7. TENDER EVALUATION

Tenders will be evaluated with reference to various criteria and one of such criteria is that the rate per unit (landed price including 1 year warranty for determining the L1 rate (Lowest rate). Conditional discounts shall not be taken into account for price comparison. However same shall be considered in case of placing order if the bidder happens to be L1.

8 NON-BINDING CLAUSE

8.1 The Purchaser is not bound to accept any tender simply on ground of its rates being the lowest or for quoting unreasonable rates provided he has reasoned so to do and as such the Purchaser is at liberty to cancel such tenders with reasons to be recorded in writing in the concerned file with an intimation to the concerned bidder.

8.2 The Director, Social Welfare, Manipur reserves the right to award the work, if necessary to more than one bidder at L1 quoted price as per CVC guidelines Circular No. 4/3/07 dated 03 March 2007. The Director, Social Welfare also reserves the right to distribute the required quantity among the other bidders i.e. L2 and L3 etc provided if they accept the rate quoted by L1, to avoid any interruption in the supply schedule.

8.3 Bidders who have reservations to abide by the terms and conditions of the contract laid down herein as may also be prescribed in future under reasonable circumstances by the purchaser is advised not to file any tender as filing of the tenders will automatically mean that the bidder concerned has wilfully agreed to abide by such terms and conditions as laid down herein and also as may be reasonably laid down in future.

9 VALIDITY OF TENDER

The validity of tender of the successful bidder shall be till the completion of the supply of the items and the successful bidder(s) are bound to supply the items at agreed rates during this period. This validity period may be further extended with mutual consent.

10 STATUTORY TAXES/DUTIES

In case of any enhancement of Taxes and/ or duties or levy of fresh Taxes/ duties due to Statutory Act of the Govt., after date of submission of the tenders and during the contractual delivery period, additional or fresh levies so imposed will be allowed to be claimed as extra without any change in the price structure approved under the tender. For this purpose, the supplier shall produce a certificate from the authority concerned certifying that the item supplied falls under particular tariff resulting in additional/ fresh levies for the supplied item.

However, the same shall not be borne by the purchaser in case such levies become applicable after expiry of the contractual delivery period stipulated in the contract.

11. PERFORMANCE SECURITY DEPOSIT:

The successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 5% of the order value in the form of Performance Bank Guarantee from a Nationalised Bank in favour of the purchaser valid for a period of 1 year from the date of completion of order. The performance security will be discharged by the Purchaser and returned to the Supplier after completion of the Supplier's performance obligations.

However, if the supplier fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the Bank Guarantee/Performance Security Deposit shall be encashed & the amount forfeited.

12. AGREEMENT

The successful tenderer shall be required to execute an agreement on non-judicial stamp paper of value of Rs.50/- (stamp duty to be paid by the tenderer) as per proforma in **Annexure VIII** within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

13. NON ASSIGNMENT

The tenderer shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever.

14. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements of signing of contract and / or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated & lowest bidder.

15. DELIVERY CONDITION

- a) The place of delivery will be at Social Welfare Godown, Takyel, Imphal-795001 in the State of Manipur.
- b) The supply of items shall be completed satisfactorily within 4 (four) weeks from the receipt of the Purchase Order.
- c) The units as per order shall be handed over to the authorized representative(s) of the purchaser at the specified location and the same shall be duly receipted after satisfaction of its condition and quantity.
- d) The supplier shall provide such packing of Goods as is required to prevent damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand rough handling during transit and exposure to extreme temperature.

16. PAYMENT TERMS

- a) **No advance payment shall be made.** Payment for the supplied items shall be made after receipt of the items and completion of all codal formalities subject to submission of Bank Guarantee for Performance Security, relevant documents, warranty certificates etc.
- b) **No payment shall be made for rejected materials nor shall the Tenderer (s) be entitled to claim for such items.** The rejected items shall be removed by the Tenderer(s) within two weeks of the date of rejection at his or their own costs and replace immediately. In case these are not removed these shall be auctioned at the risk and responsibility of the suppliers (s) without any further notice.

17. PENALTY FOR DELAY IN DELIVERY

- i) In case there is delay in delivery beyond the stipulated period as mentioned in delivery clause, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.
- ii) Once the maximum price reduction is reached, termination of the contract may be considered.
- iii) Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender of the Department for the next 2 years, in addition to forfeiture of EMD and Bank Guarantee for Performance Security and other penal provisions.

18. FORCE MAJUERE

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

19. FRAUD & CORRUPTION:

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

20. LOCAL CONDITIONS

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.

21. ADJUDICATION/REVIEW BOARD

Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the appropriate authority of the purchasing organization, having officers belonging to other departments not related to the purchasing department.

22. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

23. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Imphal only.

(Jaspreet Kaur, IAS)
Director (Social Welfare)
Manipur

Memo No. **6/1/2015-SW(ICDS-Activity Book)**

Imphal, the 20th February, 2019.

Copy forwarded to for information and necessary action to:

1. The Principal Secretary, Social Welfare, Govt. of Manipur.
2. The Director, Information and Public Relations, Manipur for information and wide publication in the local dailies.
3. The OSD, Department of Information Technology, Govt. of Manipur.
4. The Director, Printing & Stationery Department for publication of the NIT in the Manipur Gazette.
5. Office Notice Board.

(Jaspreet Kaur, IAS)
Director (Social Welfare)
Manipur

SCHEDULE OF REQUIREMENT

The details and estimated total requirement of the ECCE Activity Books under ICDS is given below:

Sl. No.	Name of Book	No. of books to be printed
1.	3+	50000
2.	4+	50000
3.	5+	50000

ANNEXURE-I

**PROFORMA FOR PERFORMANCE STATEMENT
(FOR A PERIOD OF LAST 2 YEARS)**

Name of firm_____

Sl.	Name of the product	Year	Quantity	Value	Name and full address of the purchaser	Remarks on Performance
	1	2	3	4	5	
1.						
2.						
3.						

Signature and seal of the Tenderer_____

ANNEXURE-II

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s_____

for the past three years and concurrent commitment for the current financial year

are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover_in Lakhs (Rs)
1.	-	
2.	-	
3.	-	

Total - Rs. _____ Lakhs.

Average turnover per annum - Rs. _____ Lakhs.

Date:
Seal:

Signature of Auditor/
Chartered Accountant
(Name in Capital

UNDERTAKING

To

Tender enquiry No. _____

For supply of _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office ofto supply The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. We undertake and confirm that
 - a) WARRANTY: The item, supplied shall be covered under warranty for a period of 1 year from the date of receipt and any maintenance or repair arising during this period of 1 year including replacement of parts if any, shall be carried out by us at our own cost without any cost liability on the purchaser.
 - b) Authorization from Manufacturer: We shall furnish authorization from the manufacturer undertaking to the Purchaser in appropriate format assuring full guarantee/ warranty obligations valid for a period of 1 year from the date of receipt of the supplied item.
5. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
6. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.
7. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
8. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
9. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

10. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
11. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF :
THE FIRM

SEAL :

UNDERTAKING ON FRAUD AND CORRUPTION

We M/s Do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of under tender reference no. Dt We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/Partner/Director
Designation:

Seal:

MANUFACTURER'S AUTHORIZATION FORM

No. _____ Dated _____

To,

Dear Sir,

Bid Ref. No. _____

We _____ who are
established and reputable manufacturers of _____ having
factories at _____ Registered office
at _____ possessing Manufacturing Licence No.
_____ dated _____, Valid Upto
_____, hereby authorize M/s. _____

_____ (Name and address of
Representative), to submit a bid and subsequently negotiate and sign the
contract with you against the above mentioned tender for the following items
quoted.

1.

2.

3.

(Attach separate sheet if necessary)

We hereby extend our Guarantee/ warranty for a period of 1 year from the date of receipt of the item as per the tender conditions for the items offered for supply against the tender submitted by the above firm.

Yours faithfully,

(Name)

for and on behalf of M/s. _____

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

ANNEXURE-VI

UNPRICED BID

Tender No._____

A. List of Items

Sl. No.	Descriptions	Quantity	Technical Specification attached
1.	3+	50000	
2.	4+	50000	
3.	5+	50000	

ANNEXURE-VII

PRICED BID

Tender No. _____

No. of Activity Books to be supplied – 1,50,000 nos.

SCHEDULE OF RATES

Sl. No.	Description	Quantity	Unit Price	Landed cost
1.	3+	50000		
2.	4+	50000		
3.	5+	50000		

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

The day of, year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) General Condition of Contract
 - (c) Technical Requirements (including Technical Specifications)
 - (d) The Supplier’s bid and original Price Schedules
 - (e) The Purchaser’s Notification of Award
 - (f) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the supplier

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

ANNEXURE-I

**PROFORMA FOR PERFORMANCE STATEMENT
(FOR A PERIOD OF LAST 2 YEARS)**

Name of firm_____

Sl.	Name of the product	Year	Quantity	Value	Name and full address of the purchaser	Remarks on Performance
	1	2	3	4	5	
1.						
2.						
3.						

Signature and seal of the Tenderer_____

ANNEXURE-II

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s_____

for the past three years and concurrent commitment for the current financial year

are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover_in Lakhs (Rs)
1.	-	
2.	-	
3.	-	

Total - Rs. _____ Lakhs.

Average turnover per annum - Rs. _____ Lakhs.

Date:
Seal:

Signature of Auditor/
Chartered Accountant
(Name in Capital

UNDERTAKING

To

Tender enquiry No. _____

For supply of _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office ofto supply The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.

4. We undertake and confirm that
 - a) WARRANTY: The item, supplied shall be covered under warranty for a period of 1 year from the date of receipt and any maintenance or repair arising during this period of 1 year including replacement of parts if any, shall be carried out by us at our own cost without any cost liability on the purchaser.
 - b) Authorization from Manufacturer: We shall furnish authorization from the manufacturer undertaking to the Purchaser in appropriate format assuring full guarantee/ warranty obligations valid for a period of 1 year from the date of receipt of the supplied item.
5. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
6. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.
7. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
8. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
9. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.

10. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
11. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF :
THE FIRM

SEAL :

UNDERTAKING ON FRAUD AND CORRUPTION

We M/s Do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of under tender reference no. Dt We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/Partner/Director
Designation:

Seal:

MANUFACTURER'S AUTHORIZATION FORM

No. _____ Dated _____

To,

Dear Sir,

Bid Ref. No. _____

We _____ who are
established and reputable manufacturers of _____ having
factories at _____ Registered office
at _____ possessing Manufacturing Licence No.
_____ dated _____, Valid Upto
_____, hereby authorize M/s. _____

_____ (Name and address of
Representative), to submit a bid and subsequently negotiate and sign the
contract with you against the above mentioned tender for the following items
quoted.

1.

2.

3.

(Attach separate sheet if necessary)

We hereby extend our Guarantee/ warranty for a period of 1 year from the date of receipt of the item as per the tender conditions for the items offered for supply against the tender submitted by the above firm.

Yours faithfully,

(Name)

for and on behalf of M/s. _____

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

ANNEXURE-VI

UNPRICED BID

Tender No._____

A. List of Items

Sl. No.	Descriptions	Quantity	Technical Specification attached
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ANNEXURE-VII

PRICED BID

Tender No. _____

No. of Activity Books to be supplied – 1,50,000 nos.

SCHEDULE OF RATES

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 - (f) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the supplier

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____