



GOVT. OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT

TENDER DOCUMENT

For

Supply & installation of Desktop Computers, Laptop, Printer and Scanner

Tender Document No. P & C Deptt /IMU / 04 Dated: 21.08.2021  
ISSUED BY

P & C DEPARTMENT ,LokSevaBhawan, Odisha Bhubaneswar  
Website: <https://pc.odisha.gov.in/tenders-advertisement.html>

Sealed tenders are invited in two bid system i.e. one in Technical Bid and the other in Financial Bid, from Original manufacturers / authorized dealers / distributors / agencies / Suppliers having valid GST registration for supply and installation of Computers ,Laptop, Printer and scanner, in Planning and Convergence Department, Government of Odisha, LokSevaBhawan , Bhubaneswar. The tender document with details of Specification and configuration etc. are mentioned in **Annex "A"** which is available in the Planning and Convergence Department Website "<https://pc.odisha.gov.in/tenders-advertisement.html>". The last date and time of submission of tender document in P & C Department is **3rd September 2021 by 5 pm**. The Tender documents received by the Department will be opened on **04th September at 11 AM** in the P& C Department, OdishaLokSevaBhawan, Bhubaneswar in presence of members of Purchase Committee.

**1. Bid Information and Instructions to Bidders :**

**1.1 Obtaining Tender Document, & Cost of the Tender Document; and EMD.**

a) The Tender Document is available in P& C Department website vide **Tender No. 04dtd. 21.08.2021** and can be downloaded **free of cost** from the website of Govt in Planning & Convergence Department till **3rd September 2021. But it is to be submitted along with the Bid processing fee/ cost as well as required EMD as in para below.**

b) Bidders interested to participate in the tender process are required to submit their tender proposals in response to this Tender Document along with a non-refundable tender processing fee of Rs.1000/- (One thousand only) and refundable EMD of Rs. 20,000/- (Twenty thousand only) in shape of Bank Draft to be drawn in favour of the Drawing & Disbursing Officer (DDO)-cum-Under Secretary, Planning & Convergence Department. A participating tenderer will be eligible to participate in the bidding process only on submission of Non-Refundable Bid processing fee as well as refundable EMD. A participating Bidder is allowed to file **only one Bid document** in response to this tender call notice.

c) The bidding methodology adopted for this Procurement shall be Two envelop system i.e. The Bidders shall submit two separate sealed covers, super scribing one as "Technical Bid Cover" and the other as "Financial Bid Cover". Thereafter the two sealed covers should be put inside a third sealed envelopes which should be super scribed as "**Tender for supply of Computers , Laptop, Printer and scanner etc.**" and to be send through Registered Post or Speed post only addressing to the "**Deputy Secretary, IMU Branch, P & C Department , LokSevaBhawan, Bhubaneswar, Odisha , Pin 751001**". No tender document shall be entertained through courier or hand delivery or any mode other than Regd. Post / Speed Post.

d) The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee equivalent to 5 % (five percent only) of the total procurement order value or shall be adjusted to the above amount of EMD already submitted with this Tender Document and shall deposit the balance amount. Such adjustment shall be made only on written request of the preferred Bidder declared and asked to deposit performance guarantee. The EMD of the unsuccessful bidders shall be returned to them within one month of issue of supply order to the successful bidder. But no interest will be payable thereon.

In case it is found that, the bidder(s) has furnished misleading/wrong or fraudulent information / documents or information furnished by them is not found to be true, the Earnest Money of the bidder(s) will be forfeited. Also in case the bidder withdraws the bid before opening of financial bid, then the EMD of the respective bidder shall also be forfeited.

e) The tender proposals submitted without Bid Processing Fee or EMD as above shall not be considered for the bidding process. The participant bidder or his authorised person should submit bid document signed on each page and all the pages should be numbered serially.

f) Tender Document Once filed shall remain valid up to Ninty (90) days from the date of submission of tender. Similarly the rate once finalised shall remain valid for a period of 12 calendar months from the date of supply order to be issued after deposit of required performance guarantee as stated in the preceding para of this tender document.

g) The last date and time for submission of tender paper is the **3rd September 2021 by 5 pm**. No bids shall be accepted after the date and time mentioned above. The department shall not be held responsible for any postal or otherwise delay.

h) The Technical Bid shall be opened for evaluation on **4<sup>th</sup> September at 11 AM** and Financial Bid on **4<sup>th</sup> September at 3 PM**. Technical bids shall be evaluated as per Minimum Eligibility Criteria and acceptability of technical specification for Computer, Laptop, Printer and scanner separately. In the second stage, Financial Bids of the technically qualified Bidders shall be opened.

## **1.2 Bid Submission mode, Bid Opening date & Evaluation.**

### **Selection of the Bidder:**

The tender documents should be submitted in two parts viz. Technical Bid & Financial Bid & must be submitted in separate sealed envelopes.

**(a) Technical Bid:** Technical bid should contain information regarding the business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must submit the following documents in a sealed cover subscribed as "Technical Bid for supply of Computer, Laptop, Printer and scanner":

- a) Detailed about the organisation with copy of registrations , GST Certificate must be enclosed as per **Annex-D**.
- b) Signed & Stamped compliance sheet of the technical specification as per **Annex- B1-B7** of the offered equipment/item with technical printed literature must be enclosed with the technical bid.
- c) Authorization letter from manufacturer in case of dealer/s for the said equipment in bidding.
- d) Clientele list Performance Certificates from clients
- e) Self-attached photocopy of annual turnover, IT clearance Certificate, Audited Balance Sheet, etc. for the last three Years.
- f) The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad in prescribed format
- g) Demand Draft for EMD amount in favour of DDO-cum-Under Secretary, P & C Department.
- h) Tender Processing fee

The Tender who submits all above documents complete in all respects satisfactorily and qualifies the Technical Bid, then the Financial Bid of all such technically qualified bidders will be opened.

### **(b) Price Bid:**

- a) Financial bid should be submitted in the prescribed format as per **Annex- Cand** signed by the authorized person.
- b) All costs should be given in figures and words. All the Govt. levies like sales tax, octroi, CD, and educational cess, service tax etc., if any, should be clearly and separately mentioned for each item or component. However, all taxes will be paid at actual rates applicable at the time of delivery.
- c) Prices shall not be subject to escalation of any nature
- d) Prices should be FoR P & C Department, LokSevaBhawan, Bhubaneswar inclusive of all levies & installation charges.

### **1.3 Minimum Eligibility Criteria**

#### **1.3.A. General Eligibility:**

i) The bidder must have at least 3 years of experience / operation in the field of successful supply of such or similar goods to State or Central Government organisations including State or Central Govt. PSUs etc. out of preceding five years ending on 31.03.2021. They are required to enclose the documentary evidence in the Technical Bid.

ii) The bidder should be an OEM or authorized Dealers/ Channel partners/ Distributors/ Regd. Supplier having authorization for sales and after sales support for Desktop Computers, Laptop, Printer and Scanner. Enclose OEM certificate/letter of authorisation dealership/distributorship etc specific for this tender along with Technical Bid failing which the tender documents shall not be considered.

iii) The Bidder should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose a self-declaration in shape of an affidavit for the purpose failing which the tender documents shall not be considered.

iv) The copy of the updated GST Registration Certificate should be enclosed to Technical Bid.

#### **1.3 .B Financial Capability:**

The participant Bidders should be financially sound. Their total financial turnover should be minimum 30 lakhs during the three financial years out of preceding five financial years. the financial year ending on 31/03/2021 is a must and the turnover should not be less than minimum 10 lakhs turnover.

The bidder(s) are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid may be considered non-responsive and are liable to be rejected outright. The Planning and convergence department reserves the right to reject any or all the Tender Document which does not meet the aforementioned valid requirement.

### **1.4. Miscellaneous instructions:**

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents. Bidders are advised not to make any corrections, additions or alterations in the original tender documents. If this condition is not complied with, tender is liable to be rejected.

The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other Circumstances in execution of the supply, and installation. The bidder shall also carefully read and understand all its obligations & liabilities given in tender documents.

No bidder is permitted to canvass to any officials of the P & C Department on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected.

No Tender can be withdrawn after submission and during tender validity period i.e. 90 days as stated in the preceding paras. Submission of a tender by a bidder implies that he had read all the tender documents including amendments if any, and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job of supply and installation etc.

All completed tender documents shall be sealed in an envelope super-scribed with the name of the Bidder, the Tender Document Number and the name of package "**Supply & Installation of Computers , Printers and scanners**" as indicated in "Bid Information Sheet". In addition to the above, the envelope shall also contain the name, contact no. and address of the bidder.

Bidders shall mention the name of the contact person and complete address of the Bidder in the covering letter along with the authorised signatory for the purpose of this tender.

The Bidders may add additional sheets as and where required to do so for submitting information relating to the tender.

## **EXAMINATION OF THE BIDS:**

The Purchase Committee of P & C Department shall examine & determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected. In case of tenders containing any conditions or deviations or reservations about contents of tender document, P & C Department may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive.

The decision of Purchase Committee of P & C Department regarding responsiveness or non-responsiveness of a tender shall be final and binding.

## **AWARD OF CONTRACT FOR SUPPLY & INSTALLATION:**

The P & C Department shall issue LoA (Letter of Award) in duplicate to the successful bidder in writing by a Registered Letter /Speed Post or through e-Mail. Duly signed and stamped duplicate copy of LoA has to be returned by the selected bidder with three working days of receipt of LoA as token of acknowledgement. Issuance of LoA against an offer made shall constitute a legal and binding contract between P & C Department and the selected bidder.

Successful bidder is required to submit performance bank guarantee as stated in the preceding para within seven days of the selection of the said bidder. Duly signed and stamped Contract Agreement on stamp paper of requisite value has to be signed with the P&C Department within one weeks of issuance of supply order.

## **Delivery & installation:**

The delivery and installation period of the supplies should be within 10 working days from the date of confirmed order from the P & C department. In case bidder fails to supply or installation within the accepted period, liquidated damages at the rate of 1% of contract value of the order, per week of delay subject to maximum of 10% of the order value will be levied. The systems will be, installed & made operational within two working day from the day of supply received by the department.

If supplier or their employee shall damage or destroy any Computer and accessories, cable, electric lines etc. at the departmental premises, the supplier shall make good the damages at their expenses or in default P & C department can deduct the expense from any sums that may be due, or at any time thereafter become due to the supplier under the contract or otherwise.

## **Required Quantity:**

The quantity as stated at Annex-A may increase or decrease while placing final order depending on the requirement by this Department.

## **Payment terms:**

Payment will be released and credited to the suppliers Bank A/c only on submission of proper invoice / Bill after installation of the machines duly completed in all respect, certified by Officer – in-Charge of the IMU branch.

## **Dispute:**

All disputes are subject to BBSR jurisdiction.

## **Contact Details:**

Sri P. C .Sahoo, Under Secretary, P & C Department (Mobile No. 9437307083) is the contact officer for the purpose of this tender process. For any information /clarification required, regarding the tender he may be contacted on the above number.

**By ordersof FA-cum-Special Secretary to Govt.**



**(Deputy Secretary to Government)**



**GOVT. OF ODISHA  
PLANNING & CONVERGENCE DEPARTMENT**

**TENDER DOCUMENT**

For

**Supply & installation of Desktop Computers , Laptops, Printer and Scanners  
At P&C DEPARTMENT 2021-22**

**Tender Document No. P & C Deptt /IMU / 04 Dated: 21.08.2021**

**ISSUED BY**

**P & C DEPARTMENT ,LokSevaBhawan, Odisha Bhubaneswar**

**Website: <https://pc.odisha.gov.in/tenders-advertisement.html>**

Sl. No.	Item	Major Specification
1	5 nos. All-in-One-Desktop	<b>Processor:</b> 10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core i5 64 bit; <b>RAM:</b> 8GB DDR4 (preferably); <b>HDD:</b> 1 TB with 128 GB SSD; <b>Graphics:</b> Intel UHD (preferably); <b>Keyboard:</b> Wireless; <b>Network:</b> Integrated 10/100/1000 GbE LAN, Intel 802.11 Wi-Fi, Bluetooth; <b>Mouse:</b> Wireless; <b>Display / Monitor:</b> 21.5" (Non Touch); <b>Webcam:</b> Yes (integrated); <b>Audio:</b> Dual speakers; <b>Operating System:</b> Windows 10 Pro 64 bit; <b>Warranty:</b> 3 Years
2	10 nos. Laptop	<b>Processor:</b> 10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core i5 64 bit; <b>RAM:</b> 8GB DDR4 (preferably); <b>HDD:</b> 1 TB; <b>Graphics:</b> NVIDIA GeForce GTX (preferably); <b>Keyboard:</b> Full-size with backlit; <b>Network:</b> Integrated 10/100/1000 GbE LAN, Intel 802.11 Wi-Fi, Bluetooth; <b>Audio:</b> Dual speakers; <b>Optical Drive;</b> <b>Card Reader:</b> 3-in-One; <b>Display:</b> 14" LED Backlit; <b>Webcam:</b> Wide Vision HD camera; <b>Battery:</b> 4 / 6 Cell (4 to 6 Hrs backup); <b>Weight:</b> 1.49 Kg <b>Operating System:</b> Windows 10 Pro 64 bit; <b>Warranty:</b> 3 Years
3	1 no. Printer (High Speed)	<b>Printing Technology:</b> Laser (Print, Copy, Scan with ADF); <b>Printing Type:</b> Mono; <b>Paper Size:</b> A4 / A3; <b>Duplexing:</b> Yes; <b>Networking:</b> Yes; <b>Print Speed:</b> 40 / 43 PPM; <b>Warranty:</b> 3 year
4	4 nos. Printer-All-in-One (Network)	<b>Printing Technology:</b> Laser Multifunction Printer (Print, Copy, Scan and Fax, ADF, Duplex); <b>Printing Type:</b> Mono; <b>Paper Size:</b> A4; <b>Duplexing:</b> Yes; <b>Networking:</b> Yes; <b>Paper Trays:</b> 1; <b>Print Speed:</b> up to 26 PPM; <b>Warranty:</b> 3 year
5	1 no. Printer-All-in-One (Wireless)	<b>Printing Technology:</b> Laser Multifunction Printer (Print, Copy, Scan and Fax, ADF, Duplex); <b>Printing Type:</b> Mono; <b>Paper Size:</b> A4; <b>Duplexing:</b> Yes; <b>Wireless:</b> Yes; <b>Paper Trays:</b> 1; <b>Print Speed:</b> up to 26 PPM; <b>Warranty:</b> 3 year
6	2 nos. Color Printer	<b>Printing Technology:</b> Laser; <b>Printing Type:</b> Color; <b>Paper Size:</b> A4; <b>Duplexing:</b> Yes; <b>Networking:</b> Yes; <b>Paper Trays:</b> 1; <b>Print Speed:</b> up to 27 PPM; <b>Warranty:</b> 3 year
7	1 no Scanner	<b>Scanner Type:</b> Flatbed color document scanner; <b>Optical Resolution:</b> 1200 dpi, ADF: 600 dpi; <b>Scan Area:</b> Flatbed: 8.5" x 11.7", ADF: 8.5" x 14"; <b>Scanning Speed:</b> 25 ppm simplex, 10 ipm duplex (300 dpi, Black-and-White, Grayscale, Color)

**Technical Specification to be filled by Bidder**

Particular- All-in-One-Desktop

Quantity required- 5 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Processor</b>	10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core i5 64 bit				
2	<b>RAM</b>	8GB DDR4 (preferably)				
3	<b>HDD</b>	1 TB				
4	<b>SSD</b>	128 GB				
5	<b>Graphics</b>	Intel UHD (preferably)				
6	<b>Keyboard</b>	Wireless				
7	<b>Network</b>	Integrated 10/100/1000 GbE LAN, Intel 802.11 Wi-Fi				
8	<b>Bluetooth</b>	integrated				
9	<b>Mouse</b>	Wireless				
10	<b>Display / Monitor</b>	21.5" (Non Touch)				
11	<b>Webcam</b>	Yes (integrated)				
12	<b>Audio</b>	Dual speakers				
13	<b>Operating System</b>	Windows 10 Pro 64 bit				
14	<b>Warranty</b>	3 Years				

**Technical Specification to be filled by Bidder**

Particular- Laptop

Quantity required- 10 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Processor</b>	10th or 11th Gen Intel Core i5 64 bit				
2	<b>RAM</b>	8GB DDR4 (preferably)				
3	<b>HDD</b>	1 TB				
4	<b>Optic Drive</b>	Yes				
5	<b>Graphics</b>	NVIDIA GeForce GTX (preferably)				
6	<b>Keyboard</b>	Full-size with backlit				
7	<b>Network</b>	Integrated 10/100/1000 GbE LAN, Intel 802.11 Wi-Fi				
8	<b>Bluetooth</b>	integrated				
9	<b>Card Reader</b>	3-in-One				
10	<b>Mouse</b>	Wireless				
11	<b>Display / Monitor</b>	14" LED Backlit				
12	<b>Webcam</b>	Wide Vision HD camera				
13	<b>Audio</b>	Dual speakers				
15	<b>Operating System</b>	Windows 10 Pro 64 bit				
16	<b>Battery</b>	4 / 6 Cell (4 to 6 Hrs backup)				
17	<b>Weight</b>	1.49Kg				
18	<b>Warranty</b>	3 Years				

**Technical Specification to be filled by Bidder**

Particular- Printer (High Speed)

Quantity required- 1 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Printing Technology</b>	Laser (Print, Copy, Scan with ADF)				
2	<b>Printing Type</b>	Mono				
3	<b>Paper Size</b>	A4 / A3				
4	<b>Duplexing</b>	Yes				
5	<b>Networking</b>	yes				
6	<b>Print Speed</b>	40 / 43 PPM				
7	<b>Warranty</b>	3Years				



**Technical Specification to be filled by Bidder**

Particular- Printer All-in-one (Network)

Quantity required- 4 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Printing Technology</b>	Laser Multifunction Printer (Print, Copy, Scan and Fax, ADF, Duplex)				
2	<b>Printing Type</b>	Mono				
3	<b>Paper Size</b>	A4				
4	<b>Duplexing</b>	Yes				
5	<b>Networking</b>	yes				
6	<b>Print Speed</b>	Upto 26 PPM				
7	<b>Paper Tray</b>	1				
8	<b>Warranty</b>	3Years				

**Technical Specification to be filled by Bidder**

Particular- Printer All-in-one (Wireless)

Quantity required- 1 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Printing Technology</b>	Laser Multifunction Printer (Print, Copy, Scan and Fax, ADF, Duplex)				
2	<b>Printing Type</b>	Mono				
3	<b>Paper Size</b>	A4				
4	<b>Duplexing</b>	Yes				
5	<b>Wireless</b>	yes				
6	<b>Print Speed</b>	Upto 26 PPM				
7	<b>Paper Tray</b>	1				
8	<b>Warranty</b>	3Years				

**Technical Specification to be filled by Bidder**

Particular- Color printer

Quantity required- 2 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Printing Technology</b>	Laser Printer (Duplex)				
2	<b>Printing Type</b>	Colour				
3	<b>Paper Size</b>	A4				
4	<b>Duplexing</b>	Yes				
5	<b>Networking</b>	yes				
6	<b>Print Speed</b>	Upto 27 PPM				
7	<b>Paper Tray</b>	1				
8	<b>Warranty</b>	3Years				

**Technical Specification to be filled by Bidder**

Particular- Scanner

Quantity required- 1 nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./ para no. of datasheet catalogue/ brochure in support of Specification	Deviation/ Remarks
1	<b>Scanner Type</b>	Flatbed color document Scanner				
2	<b>Optical Resolution</b>	1200 dpi, ADF:600dpi				
3	<b>Scan Area</b>	Flatbed:8.5"X11.7", ADF: 8.5"X14"				
4	<b>Scanning speed</b>	25ppm simplex,10 ipm duplex(300 dpi, B & W, Grayscale, Colour				
5	<b>Warranty</b>	3Years				



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<b>For Desktop</b>				
Make & Model	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For Laptop</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For High speed Printer</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For Network Printer(All-in-One)</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For Wireless Printer(All-in-one)</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For Color Printer</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

<b>For Scanner</b>				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

**(To be Filled by the Vendor/Bidder)**

1. Name of the Vendor : -----

2. Full Address of the Vendor : -----

3. Telephone/Mobile No./Email : -----

4. Fax No. (If any) : -----

5. Registration No. of Firm : -----

6. PAN : -----

7. GST Registration No. : -----

**8. Details of DD**

(a) For Tender Fee:DD No.-----Dated-----drawn on\_\_\_\_\_ Bank  
(Non-refundable)

(b) For E.M.D. :DD No.-----Dated-----drawn on-\_\_\_\_\_ Bank  
(Refundable without interest)

**9. Documents Submitted:**

- a)
- b)
- c)
- d)
- e)
- f)