TENDER DOCUMENT

for

Hiring of Non AC Vehicles

at

IRPMU/Aligarh

Tender No. IRPMU-ALJN/Vehicle/16

Copy No. ........ Sold to M/s ...............  

Price Rs. 2000  
By Post Rs. 2500
Tender Notice
**TENDER NOTICE**

**No. IRPMU-ALJN/S&T/Vehicle/2015**  
**Dated: 19.03.2015**

**Tender Notice No.: IRPMU-ALJN/Vehicle/16**  
Dy. CSTE / IRPMU/Aligarh for & on behalf of “President of India” invites sealed “OPEN TENDERS” as per following details from the competent and experienced contractors on prescribed form for the under noted work.

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Hiring of one Non AC Multi Utility Motor vehicle for ESTE/ALJN in good condition including driver, crew and maintenance etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate cost</td>
<td>Rs.5.34 Lakhs (Five Lakhs Thirty Four Thousands only)</td>
</tr>
<tr>
<td>Cost of Tender Form</td>
<td>Rs. 2000/- or Rs. 2500/- if required by post</td>
</tr>
<tr>
<td>Address of the office from where the tender form can be purchase</td>
<td>Between 10:30 hrs. to 15:00 hrs. from 30.03.2015 to 27.04.2015. From 10:30 hrs to 14:00 on 28.04.2015 Place of Sale: Office of Dy. CSTE/ IRPMU, Railway Station Area, Aligarh.</td>
</tr>
<tr>
<td>Earnest money</td>
<td>Rs.10680/- (Rupees Ten Thousands Six hundred Eighty only)</td>
</tr>
<tr>
<td>Completion period</td>
<td>12 Months</td>
</tr>
<tr>
<td>Last date and time of submission of tender</td>
<td>Up to 14.30 hrs. on 28.04.2015 Tender will be deposited in tender box kept in the Office of Dy.CSTE/IRPMU, Railway Station Area, Aligarh</td>
</tr>
<tr>
<td>Date &amp; time of opening of tender</td>
<td>15:00 hrs. on 28.04.2015 (If the date of opening happens to be a holiday the tender will be opened on next working day at same time.) Place of Opening: Office of Dy. CSTE/ IRPMU, Railway Station Area, Aligarh.</td>
</tr>
<tr>
<td>Validity of offer</td>
<td>3 Months</td>
</tr>
<tr>
<td>Website particulars</td>
<td><a href="http://www.irpmu.railnet.gov.in">www.irpmu.railnet.gov.in</a> &amp; <a href="http://www.tenders.gov.in">www.tenders.gov.in</a></td>
</tr>
</tbody>
</table>

Tenderer’s can see detailed terms & conditions on Railway website.

(Neeraj Gupta)  
Dy.CSTE/IRPMU  
Aligarh  
For and on behalf of the President of India
mRrj e/; jsyos
Hkkjr; jsy ifj; kstuk izcU/ku bdkbZ
jsyos LVs'ku ,fj;k ] vyhx<+&202001

fufonk lwpuk

la0 % vkbZvkjih,e;w&,yts,u@,l ,.M Vh@okgu@15 fnukad % 19-03-2015

fufonk lwpuk la[;k&vkZvkjih,e;w&,yts,u@ okgu @16

Hkkjr ds jk"V^ifr dh vksj ls@ds fy, mi eq[; ladsr ,oa nwj lapkj vfHk; Urk@vkbZ0vkj0 ih0,e0;w0@vyhx<+] + ds vuqlkj l{ke ,oa vuqHkoh Bsdnsjkksa ls [kqyh fufonk;sa vkeaf=r djrs gSaA

dk;Z dk uke

| vf/k0 ladsr ,oa nwj lapkj vfHk; Urk@vyhx<+] ds fy, fdjk;s ij ,d ukWu ,0lh0 cgq mn~ns'kh; eksVj okgu tks pkyd] bZa/ku vkSj vuqj{kk.lfgr vPNh n'kk esa gks]A |

yxHkx ewY; :0 5-34 yk[k

fufonk izi= ewY;

| :0 2000@& rFkk Mkd ]kjk izkFiR gsrq :0 2500@& |
| fufonk nLrkostksa ds cspus dh fnukad o LFkku | fnukad 30-03-2015 ls 27-04-2015 dks 10%30 cts ls 15%00 cts ds chp | fnukad 28-04-2015 dks 10%30 cts ls 14%00 cts rd A fufonk cspus dk LFkku mieq[; ladsr ,oa nwj lapkj vfHk;Urk Hkkjrh; jsys ifj;kstuk izcU/ku bdkbZ] vyhx<+ ds dk;kZy; A |
| /kjksgj jkf"k | :0 10680@& |
| dk;Z iwjk djus dh vof/k | 12 eghus |
| fufonk tek djus dh vafre rkjh[k o le; | fnukad 28-04-2015 14%30 cts rd mieq[; ladsr ,oa nwj lapkj vfHk;Urk vkbZ0vkj0ih0,e0;w0 vyhx<+ ds dk;kZy; esa j[ks gq, VS.Mj cDls esa VS.Mj Mkys tk 1drls gSaA |
| fufonk [kqyus dh rkjh[k ,oa le; | fnukad 28-04-2015 ]15%00 cts ;fn fdlh dkj.ko"k ml fnu NqV~Vh gksrh gS rks vxys fnu dk;Zfnol esa mlh le; fufonk [kkxyh tk;sxhA fufonk [kkxyus dk LFkku mieq[; ladsr ,oa nwj lapkj vfHk;Urk Hkkjrh; jsys osifj;kstuk izcU/ku bdkbZ vyhx<+ dk dk;kZy; A |
| izLrko cS/krk | VS.Mj [kkxyus dh frfFk ls 3 eghusA |
fufonk izi=ksa dh lHkh tkudkjh foHkkx dh csclkbV
ij miyC/k gS A

¼uhjt xqIrk½
mi eq[; ladsr ,oa nwj lapkj vfHk;Urk
Hkkjr; jsy ifj;kstuk izcU/ku
bdkbZ
vyhx<+

d`rs Hkkjr ds jk"Vªifr
ds fy,®dh vksj ls
SCHEDULE OF REQUIREMENT
Schedule of Rates and Quantities

**Name of Work:** Hiring of one Non AC Multi Utility Motor vehicle for ESTE/ALJN in good condition including driver, crew and maintenance etc.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Description of work</th>
<th>Unit</th>
<th>Qty</th>
<th>Rate/Vehicle (Rs)</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hiring of one Non AC Multi Utility Motor vehicle for the official use of ESTE/IRPMU/ALJN for the period of 12 months for running upto 2400 Km per month.</td>
<td>Per/Month</td>
<td>12 months</td>
<td>4000.00</td>
<td>480000.00</td>
</tr>
<tr>
<td>2</td>
<td>Charges for extra Km in a month beyond 2400 Km.</td>
<td>Per Km.</td>
<td>3600</td>
<td>15.00</td>
<td>54000.00</td>
</tr>
</tbody>
</table>

Total 534000.00

Note: Description of item is to be read with general notes given below:

**General Notes:**

1. The quantity of item no. 2 are approximate for one year, the payment will be made as per actual utilization of the vehicle.
2. No materials whatsoever including other consumables shall be supplied by the Railways.
3. The rates are inclusive of salary & other benefits as admissible to the driver, diesel, lubricant, and other POL as and when required for running or during vehicle repairs, maintenance. The rates are also inclusive of all taxes, duties, levies etc. imposed by Central/State Governments or Local bodies. No additional charges in one form or the other owing to hiring of vehicle shall be paid by the user.
4. Tenderer has to sign all the pages.
5. The tenderer shall clearly specify in the tender about the Make/ Model of the vehicle to be supplied.

Signature of Tenderer(s)
Instructions

to

the

Tenderers
Instruction to the Tenderers

1.0 Tender document consist of:
(a) Tender Notice
(b) Schedule of requirement (Annexure –A)
(c) Instruction to the Tenderers
(d) Special Conditions of the Contract
(e) Forms

2.0 Local Conditions:

It will be imperative on each Tenderer to fully acquaint him self with all the local conditions and factor which would have any effect on the performance of the contract and cost of the services required. The Railway shall not entertain any request for clarifications from the Tenderer regarding such local conditions. No request for the change of price or time schedule for rendering services after the offer is accepted by the Railway on account of any local condition or factor will be entertained.

3.0 Earnest money

3.1 The Tenderer must be accompanied with a sum of Rs.10800/- (Rupees Ten Thousand Eight Hundred only) as earnest money in the form of demand draft drawn in favour of FA&CAO/IRPMU, Shivaji bridge New Delhi payable at New Delhi. The earnest money shall be valid for 6 months from the date of opening of tender.

4.0 Submission of Tenderer.

4.1 Tenderer duly completed in all respect and signed on each page, accompanied with earnest money, credential documents and experience certificates etc, sealed in a envelop has to be submitted in the tender box up to 14.30 hrs on 28.04.2015 in the office of Dy.CSTE/IRPMU, Railway Station, Aligarh.

4.2 Tenderer shall submit his quotation in sealed cover in the tender box up to the time and date indicated above. Tender shall be complete in all respects and duly signed on each page. The Original Tenderer papers supplied from this office shall be returned duly signed on each page if Tenderer submits his offer as a separate document their own.

5.0 Opening of Tender

5.1 The Tenderer box will be sealed at 14.30 Hrs on 28.04.2015 and tenders will be opened on same day at 15.00 Hrs by the representative of Executive and Accounts in the presence of participants who wants to be present in opening.
5.2 In case the intended date for opening of Tender is declared holiday, the Tenderer will be opened on the next working day at the same time.

6.0 Completion of Tender document

6.1 Item wise rates shall be quoted for each type of services as indicated in the attached schedule of requirement. (Annexure – A).

6.2 Rates should be quoted in figures as well as in words. If there is variation in rates quoted in “Words & Figures” the rates quoted in words shall be taken as correct. If more than one or improper rates are tendered for the same item, tender is liable to be rejected.

6.3 Validity of Offer:

The Tenderer shall keep the offer open for a minimum period of three month from the date of the opening of the Tender. With in this period, the Tenderer cannot withdraw his offer subject to the period specified is extended further if required, by mutual agreement from time to time. Any contravention of the above condition will make the Tenderer liable for forfeiture of his earnest money deposit.

6.4 While the price quoted in the Tender document are inclusive of all taxes i.e. local levies, service tax levied by any statutory authority, the Railway shall make any deduction towards tax on works contract if statutorily required to do so. The deducted tax on work contract shall be remitted to the concerned tax authority and the Railway shall in no way be responsible for any disputes between the tax authorities and the contractor in this regard.

6.5 Each page of Tender papers is to be signed by the Tenderer or such person/s on his/their behalf who is/are legally authorized to sign for him/them

6.6 Tenderer containing erasures and alterations/cuttings are liable to be rejected. Any correction made by the Tenderer in his/their entries should be in ink and must be attested by him/them under full signature & date.

6.7 Additional conditions or stipulations, if any, may be indicated by the Tenderer in a covering letter with the tender. The Railway reserves the right not to consider conditional Tender and reject the same without assigning any reason. Only those additional conditions, which are explicitly accepted by the Railway, shall form part of the contract.
7.0 **Security Deposit**

7.1 The total security deposit for the work will be 5% of the awarded value of the contract. The amount submitted as EMD will be retained as security deposit. The remaining amount will be deducted from each bill of the contractor @10% of the bill.

7.2 Security deposit shall be returned to contractor after issue of no dues certificate and one month after successes full completion of the contract period.

8.0 **General Conditions.**

8.1 All conditions of General Conditions of contract (GCC-May 1999) issued by the Railway Board shall also be applicable.

9.0 **Terms and conditions**

9.1 The contractor shall have sign and agreement after awarded of the contract with in 30 days receipt of letter of acceptance. The agreement shall how ever be effective from the date of issue of letter of acceptance for a period of one year. Contract can be extended on same rate, terms and conditions as specified in Special Conditions of Contract for further period of one year.

The firm shall intimate, one Landline number & Mobile number on which service provider can be contacted for routine working and also be available after office hrs, on Holidays / Sundays.

10 **Payment**

10.1 Payment shall be made on monthly basis on submission of bills by the contractor after completion of rendering services for one month. Payment will be made after satisfactory performance certified by Railway work in charge, during each month of this contract. 2% income tax and applicable surcharge on it shall be deducted from each bill submitted by the firm or as applicable at the time of payment. Service Tax if any, applicable shall also be deducted from the firm’s bill.

10.2 Payment will be made by Dy FA &CAO /IRPMU, Shivaji Bridge, New Delhi through account payee cheque in favour of Firm.

10.3 Contractor has to mention the name of his Banker and account No. along with the bill.
11.0 **Firm's Responsibilities**

11.1 Firm shall also comply with the Labour laws and Rules framed time to time by Central and State Governments.

12.0 **Executive Control**

The executive control of the work shall be exercised by Dy.CSTE/ IRPMU, Aligarh or his authorized representative. The tenderer shall address all communication to him or any officer authorized by him on his behalf at the above address.

This is the entire agreement between the parties and no alteration or amendment is valid unless signed by a person duly authorized.

(a) The arbitration proceedings shall be assumed to have commenced from the day a written and valid demand for arbitration is received by the Railway.

(b) The claimant shall submit his claim stating the facts supporting the claims along with all relevant documents and the relief of remedy sought against each claim within a period of 30 days from the date of appointment of Arbitration Tribunal.

(c) The Railway shall submit its defense statement and counter claim(s), if any, within a period of 60 days of receipt of copy of claims from Tribunal thereafter, unless otherwise extension has been granted by Tribunal.

(d) No new claim shall be added during proceedings by either party. However, a party may amend or supplement the original claim or defense thereof during the course of arbitration proceedings subject to acceptance by Tribunal having due regard to delay in making it.

(e) If the Contractor(s) does/do not prefer his/their specific and final claims in writing, within a period of 90 days of receiving the intimation from the Railways that the final bill is ready for payment, he/they will be deemed to have waived his/their claim(s) and the Railway shall be discharged and released of all liabilities under the contract in respect of these claims.
Special Conditions of Contract
SPECIAL CONDITIONS OF CONTRACT

1. The rates are inclusive of all major/minor repairs, cost of lubricants and any other consumables required from time to time, driver’s salary and allowances, all taxes duties, incidental charges, penalties etc, as imposed by Central/State/Local Govt. bodies for running of vehicle. Statutory recoveries on account of sales tax and income tax as applicable shall be made from running account bills.

2. The road vehicle will be hired for a period of One Year from the date of issue of Letter of Acceptance.

3. If vehicle is out of order, an alternative vehicle in good condition will temporarily made available to the Railway, failing which a penalty of Rs.500/- per day will be recovered from the dues payable to the contractor in addition to non-payment of hiring charges for the period of break down.

4. The vehicle should be available to the Railway with driver, sufficient fuel, Engine oil, etc., as and when required at a prior notice of one hour, on all days of a week irrespective of holidays. No night charges etc. will be payable, in case the vehicle is used at night. If alternative vehicle is not provided within one hour of breakdown, the recovery will be enforced on the direction of the official.

5. The quoted rates are firm and no price variation will be accepted for any increase in the price of HSD oil/Petrol & lubricants during the currency of the contract. Railway shall not be responsible for any escalation in prices viz diesel and any other items etc. or any increase in any duties levies of taxes in respect thereof whatsoever and the contract rates and obligations shall remain unaffected by such escalations or increase during the contract period.

6. If the vehicle is required to be stationed at any out station under the jurisdiction of Dy. Chief Signal and Telecom Engineer , IRPMU, Aligarh i.e. Aligarh-Delhi, No accommodation will be provided by the Railway for the vehicle as well as for driver. The driver has to make his own arrangements for boarding and lodging.

7. For travel outside U.P., the Octroi/interstate entry taxes (out of U.P.)/toll charges shall be extra and payable on submission of vouchers along with monthly bill.

8. The contractor shall be completely responsible for safe running of the vehicle. Railway will not be responsible for any loss, damages, repairs, maintenance or accidents to the vehicle or driver. The vehicle shall be comprehensively insured along with staff traveling with the vehicle and insurance policy of the vehicle made available by the owner of the vehicle as and when asked for.

9. Driver of the vehicle shall maintain daily log of the vehicle clearly indicating the starting time, starting meter reading (Km), closing time and closing meter reading (Km). The daily log will have to be certified by the user/authorized representative of IRPMU and will be submitted along with the monthly bill for verification.

10. The monthly bills for hire charges should be submitted to the office of Dy. Chief Signal and Telecom Engineer , IRPMU, Aligarh. preferably in the first week of following month. Govt. taxes as applicable from time to time will be deducted at source by Railway. For travel outside U.P., the octroi / inter state entry taxes (out of U.P.)/ toll taxes as applicable shall be payable extra on submission of vouchers/money receipts duly verified by railway official along with the monthly bills.

11. The kilometers logged from the contractor’s premises to IRPMU, Aligarh office and from IRPMU, Aligarh office to contractor’s premises shall not be payable under the hiring agreement. No mileage will be allowed for drivers to take lunch/dinner/breakfast etc.
The contractor shall be responsible for discipline and behavior of driver deployed by contractor. Driver is not to leave their duty unless permitted to do so by the office/representative of Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh. In case any act of misbehavior or misconduct is observed, the Driver will have to be changed at the notice of 48 hours.

The contractor shall ensure that the antecedent of the driver reporting for duty are verified by the police and he is in possession of the same while on duty. Driver should be valid driving license holder. Driver of the vehicle shall be well turned out in white/khaki uniform and properly shaved.

Driver once deployed can only be changed after the approval of Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh. The contractor will also provide to the Driver a Mobile phone for receiving the calls from Railway officials. No extra payment shall be made by railway for the mobile phone.

The vehicle will move as per the instructions of the authorized representative of the Railway.

In circumstances, when the hired vehicle is involved in any violation of traffic rules or an accident resulting in loss or damages to property and life with respect to the vehicle, driver, passenger or any third party the responsibility for any legal or financial implication shall rest solely with the contractor. The Railway administration shall have no liability whatsoever in this regard.

The road vehicle should be in well maintained/running condition. Only 2011 onwards model of Vehicle will be acceptable.

Minimum wages payable to the driver and other statutory obligation should be met by the contractor at his own cost.

**Cancellation / Termination of Contract**

(i) In case services of the contractor are not satisfactory or railway does not require the vehicle any more, the contract may be terminated with one month’s notice. Moreover Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh without prejudice can cancel the contract in any of the following cases on the part of the contractor

(a) Assign, transfer, sublets or attempts to assign or sublet, whole or any portion of the contract without written permission of the Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh.

(b) Whenever Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh exercises his authority to cancel the contract under these conditions, he may complete the contract by any means at the contractor’s risk and cost. The security deposit and any other dues of the contractor shall be at the absolute disposal of Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh to make good the loss suffered by Railway or extra expenditure incurred for hiring vehicle due to contractor failure.

(ii) Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh reserves the right to terminate the contract at any stage, if the contractor fails to comply with the contractual conditions set in the contract.
(iii) If at any later stage, it is detected that the contractor has been paid in excess, whatsoever reasons may be, the railway shall have full authority to recover the excess payment/cost of the damage caused by him from the pending bill/security deposit etc and to terminate the contract with immediate effect.

20. The contractor shall maintain the vehicle in perfect good condition. Upholstery; décor, matting, curtains seat covers paint, lights and all other necessaries of vehicle provided are to be in excellent condition at all the time. The decision of Dy. Chief Signal and Telecom Engineer, IRPMU, Aligarh shall be final and binding on the contractor in this regard and contractor shall maintain the vehicle in the desired condition in case of rejection of vehicle due to bad maintenance/unfit condition of the vehicle action as per “risk and expenses” shall be initiated.

21. The contractor shall fulfill all obligations under various labour laws in force regarding deployment of contract workers in respect of services provided under this contract.
Forms
OFFER LETTER

TO

THE PRESIDENT OF INDIA THROUGH

DY.CHIEF SIGNAL & TELECOMMUNICATION ENGINEER,

RAILWAY STATION AREA

ALIGARH-202001.

I/We ______________________________________ have read the various conditions to tender attached hereto and hereby agree to ABIDE BY THE SAID CONDITIONS. I/We also agree to keep this tender open for acceptance for a period of 90 days from the date fixed for opening the same. I/We offer to render the services of Hiring of a Non AC Multi Utility Motor vehicle e.g.Tata Sumo/Qualis/Innova/Scorpio or equivalent make not earlier than 2011 and in good working condition including Driver, fuel, crew and maintenance etc. for 12 months at Aligarh. at the rates quoted in the attached schedules and hereby bind myself/ourselves to commence the work within 10 days from the date of issue of Letter of Acceptance of tender. I/We also hereby agree to abide by the General and Special Conditions of Contract and to carry out the work according to the terms and conditions laid down by the Railway for the present contract.

1. A sum of Rs10800/- (Rupees Ten Thousand Eight hundred only) is herewith forwarded as “Earnest Money”. The full value of Earnest Money shall stand forfeited without prejudice to any other rights or remedies if,

   a) I/We do not execute the contract agreement within 7 days after receipt of notice issued by the Railways that such documents are ready or
   b) I/We do not commence the work within 10 days after receipt of orders to that effect.

2. Until a formal agreement is prepared and executed the acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the “Letter of Acceptance” of my/our offer for this work.

SIGNATURE OF CONTRACTOR
Date

SIGNATURE OF WITNESSES

CONTRACTOR(S)
ADDRESS

1.
2.
AGREEMENT

AN AGREEMENT made this ........................................................... day of ........................................................... Two Thousand ........................................ between the President of India, acting in the premises through the Deputy Chief Signal & Telecom Engineer/II/IRPMU, Aligarh, North Central Railway or his successor ........................................................... of the Ministry of Railways, Railway Board (herein after referred to as “the Railway”) of one part and Messers ........................................................... Firm (Status of the firm) being represented by ........................................................... (Name & Designation of the proprietor in case of sole proprietorship business or all the names and particulars in case of partnership firm etc.)

Whereas in response to a call for Tenders for Hiring of a Non AC Multi Utility Motor vehicle e.g. Tata Suma/ Qualis/Innova/Scorpio or equivalent make not earlier than 2011 and in good working condition including Driver, fuel, crew and maintenance etc. for 12 months at Aligarh. as per tender papers at Annexure-A hereto the Contractor has submitted a tender as per Annexure-B hereto and whereas the said Tender of the Contractor has been accepted for .................. as per copy of Letter of Acceptance of Tender No............................... dated ....................... complete with enclosures at the accepted rates and agreed deviations from Tender Papers ........................................................... as per Annexure-C hereto and at an estimated contract value of Rs...................... (Rupees ........................................................... only).

Now this agreement witnesses that in consideration of the premises and the payment to be made by the purchaser to the contractor provided for herein below the Contractor shall supply the services as specified in SOR as per terms and conditions for which the said Tender of the Contractor has been accepted strictly according to the various provisions in Annexure-B and C hereto and upon such services perform to the satisfaction of the purchaser and the purchaser shall pay to the Contractor at the rates accepted as per the said Annexure-C and in terms of provisions therein. In case if the Contractor is not a company incorporated under the Companies Act, 1956, the expression “Contractor” shall unless otherwise excluded by or repugnant to the subject or context mean and include each of the successors- in- interest, agents, nominees, servants, beneficiaries etc. If it is a Sole Proprietorship business, in addition to this, such expression Contractor will also include each of his heirs, executors, and legal representatives.

In the witness where of the parties have hereunto set and subscribed their respective hands and/or seals day and year respectively mentioned against their respective signature.

Signed and delivered at ........................................................... by
Shri ........................................................... for and on behalf of Messers ........................................................... the Contractor within named in the presence of :-
Signed and delivered at ............................................... for and on behalf of the President of India by Shri .......................................................... (General Manager or his successor) .............................................. Railway ................................................ Ministry of Railways (Railway Board) in the presence of :-

1. Signature :  
   Date :  
   Name in block Capitals :  
   Address :  

2. Signature :  
   Date :  
   Name in block Capitals :  
   Address :  

Annexure -A : Tender Paper No.
Annexure -B : Firm’s Tender No.
Annexure -C : Letter of Acceptance of Tender

______________________________________  
(Signature)  
Dated:

complete with enclosures.