

**Delhi Development Authority  
(Systems Department)  
Vikas Sadan, INA, New Delhi 110023**

No.F3(32)2016/Sys/

Dated:

M/s

Serial No.

Subject: **E-Tender for “Selection of vendor for Supply and Printing of Laminated and Computerised Plastic I-Cards for DDA’S serving and retired employees”.**

<b>Enclosures:</b>	1. Scope of work	Annexure 1
	2. Description of Tenderer Company	Annexure 2
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**(Tenderers are required to participate as per e-tendering procedure of DDA)**

E-tenders are invited for the “**Selection of vendor for Supply and Printing of Plastic I-Cards for DDA’S serving and retired employees**”, at <http://eprocure.gov.in/eprocure/app>, as per the requirements described in Scope of work given in Annexure-1.

Various important dates are as follows:

Document download start:-	date & time	08.07.2016	3:30 PM
Document download end:-	date & time	29.07.2016	3:30 PM
<b>Submission of Technical &amp; Financial Bids:-</b>	<b>date &amp; time</b>	<b>30.07.2016</b>	<b>3:30 PM</b>
Technical Bid opening:-	date & time	04.08.2016	3:30 PM

The terms and conditions shall be as under:-

Tenderers are required to deposit tender fee amounting Rs.525/-, eTender Annual charges Rs 20000/- and EMD amounting Rs. 40,000/-through separate transactions with RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. branch, New Delhi (IFSC Code CBIN0282695) the unique transaction reference of RTGS/NEFT shall have to be uploaded by the prescribed date. The Dy Director (Systems) will get tender fee, eTender Annual charges and EMD verified from Sr. A.O Cash Main on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened. Tenders not accompanied with tender fee, eTender Annual charges or EMD shall not be considered.

Tenderers **must read complete tender document** before filling bids. Many important terms and conditions are given in annexures, to avoid duplication, which may effect your costing and execution of contract.

1. **Eligibility and qualification Criteria of Tenderer:**

- 1) The Tenderer must have experience of atleast 1 year in the field of preparation, supply and printing of Plastic I-card in bulk to Deptt./Ministries of Govt. of India/PSUs.
  - 2) The Tenderer must have an office in the territory of Delhi, NCR.
  - 3) The Tenderer must have carried out at least two similar projects in preceding three years with value of not less than Rs. 5 Lakhs for each or one work of amount equal to 10 lakhs or more.
  - 4) Only those tenders will be qualified for opening of financial bids who shall meet the eligibility criteria and whose samples shall be approved by the Committee.
  - 5) The tenderer must have Annual turnover 1 crore or more during last 3 FYs i.e., 2013-14, 2014-15, 2015-16 (Valid proof to be attached online).
2. The unique transaction reference on RTGS/NEFT against EMD, Tender fee, E-Tender Annual Charges shall be placed online at specified location for Tender for **“Selection of vendor for Supply and Printing of Plastic I-Cards for DDA’S serving and retired employees”**.
3. The Tenderer should not have been blacklisted by Deptts. of Govt. of India. Declaration should be given.
4. The Tenderer should furnish Earnest Money in the form of NEFT/RTGS .The amount will be retained by DDA as part of security deposit, in case tender is accepted, otherwise it will be refunded. However no interest shall be payable on the earnest money.
5. The tender shall be submitted **online** in two parts, i.e., technical bid and price bid. **Besides, 3 samples of plastic I-cards are also required to be submitted (and delivered) physically duly sealed** in the Office of Director(Systems), DDA, B-Block, 1<sup>st</sup> Floor, Vikas Sadan, INA, New Delhi, by last date & time of bid submission.

Technical bids without samples will not be entertained under any circumstances. The online link will be deactivated after due date & time of bid submission.

## Technical Bid

The Tenderers are required to furnish following documents in technical bid online only :-

- i) Scanned Copy of Memorandum & Article of Association of the company.
- ii) Scanned Copy of Description of tenderer company as per Annexure-2.
- iii) Scanned Copy of Details of the tenderer Company experience in the same field (Annexure-3).
- iv) Scanned Copy of Certificate from Chartered Accountant certifying Annual turn over of last 3 FYs and that company have not suffered any loss during these FYs.
- v) Scanned Copy of Certificates of satisfactory services from the Organisations where similar work undertaken in last three years with name, designation and telephone numbers of the contact person in the said organization who could be contacted for necessary verification.
- vi) Scanned Copy of reference of RTGS/NEFT(Tender fee, e-Tender Annual charges& EMD)
- vii) Scanned Copy of Tender Acceptance Letter (Annexure-7).
- viii) Scanned Copy of Declaration that the tenderer has not been blacklisted.
- ix) Scanned Copy of Registration Certificate
- x) Scanned Copy of CST/VAT/TIN Registration Certificate
- xi) Scanned Copy of Pass/GIR Card
- xii) Scanned Copy of IT

**Any tender found lacking with respect to the necessary information and /or documents and/or Tender fee and/or eTender Annual charges and/or Earnest Money with the Technical bid will not be considered. If Physical Technical bid is incomplete or without sample(s) then also bid will not be considered.**

## Price Bid ( online only)

- i) Schedule of price bid in the form of BoQ\_XXXXX.xls
6. In case, the tenderer does not submit the offer as per terms and conditions, and / or modifies and / or withdraws offer, the entire amount of earnest money would liable to be forfeited.
7. **The online and offline technical Bids shall be opened** by authorized bid openers in the presence of a committee or their representatives. Committee shall evaluate the samples of I-cards for suitability to their requirement. Price Bids of only those tenderers shall be opened whose technical bids qualify w.r.t documents and samples. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with

the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.

8. The decision arrived at for finally short-listing the tenderers by the tender Committee shall be final and binding upon all the tenderers.
9. Pr. Commissioner(Systems), DDA shall have the right to reject all or any of the tenders including the lowest tender without assigning any reason whatsoever.
10. The Tenderers shall submit the financial bid as per Annexure 4. Same is provided in .xls format along with this tender document. **Bidders are advised to download and quote rates and upload in the site at the respective location.**
11. The Tenderers shall be free to discuss the issues, if any, with Principal Commissioner (Systems), Director (Systems)& Dy. Director (Systems)with prior appointment to enable them to submit their bids.
12. Earnest money, Etender Annual Charges and tender fee shall be deposited through RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. Branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer at Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app> ) by the prescribed date. The Dy Director (Systems) will get tender fee/earnest money/eTender annual charges verified from Sr. A.O. Cash Main based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.

Earnest money and tender fee have to be deposited through separate transaction.

- (1) Tender fee : Rs.525/- ( to be deposited through RTGS/NEFT in the account of the Sr.A.O Cash (Main) as mentioned above.
- (2) The unique transaction reference of RTGS/NEFT against EMD, Tender fee and annual E-tender Charges shall be placed online at respective location before bid submission closing date & time.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, annual Etender Charges, Tender fee and other documents placed in the specified location are found in order.

13. The tenderer in the financial bid will give rates that shall cover all activities mentioned in the scope of work in Annexure-1. The rates for above should be given in figures as well as in words. **Rates must be inclusive of all taxes/duties and any other charges.** No increase in the rate will be considered, if any tax is levied by Delhi/Central Govt. during the course of execution of the above said work. However all applicable deductions on account of taxes and duties etc shall be made.

14. **Validity of rates/offer**  
The rates/offer shall be valid for the period of 90 days from the date of opening of quotations.
15. The decision of the VC, DDA with respect to any of the matters pertaining to the tender or the agreement or arising there from shall be final and binding and shall not be called in question in any proceedings or at any forum whatsoever.
16. The tenderer will not sub-let / sub-contract in part, or in full after getting the assignment. In the event of tenderer sub-letting the work / sub-contracting in part or full after the award of the work, the tenderer shall be considered to have thereby committed a breach of agreement and DDA shall forfeit the security deposit. The tenderer shall have no claim for any compensation or any loss on this account.
17. In case of any dispute between parties of this agreement, the same shall be subject to the jurisdiction of Delhi Courts only.
18. The Tenderers shall furnish the documentary proof of their technical capability to undertake the job of Selection of vendor for Supply and Printing of Plastic I-Cards for DDA'S serving and retired employees.
19. The tenderer must enclose with the technical bid the certificates for satisfactory services issued by the Organizations/Companies where similar services were provided by the company in last three years with name, designation and telephone numbers of the contact person.
20. Once the quotation of the Tenderer is accepted and the acceptance is communicated to the Tenderer, the Tenderer shall present itself in the office of the DDA and shall execute an agreement within 7 days and shall furnish a demand draft (in favour of Delhi Development Authority) of the amount equivalent to 5% of the contractual cost of the work as security deposit after adjusting the earnest money and shall also furnish a Bank Guarantee of the amount equivalent to 10% of the contractual cost of the work as Performance Bank Guarantee. Security Deposit shall be forfeited and the Performance Bank Guarantee will be invoked by DDA in case the performance of the vendor is not found satisfactory during the period of this contract. The Performance Bank Guarantee shall be retained till the completion of the project. The Security Deposit will be released after all contractual obligations by vendor are over.
21. If the tenderer, who's tender, is accepted, does not furnish the security deposit and Performance Bank Guarantee and does not execute the agreement within the prescribed time, the entire earnest money shall stand forfeited. If the tenderer withdraws after submission of bid, the earnest money shall stand forfeited.

22. The tenderer shall submit the plan of action, name of the Project Manager and team members with their designations and roles to carry out the work immediately after the signing of the agreement.
23. The tenderer shall not claim any charge for installation of its equipments in the DDA Premises for undertaking the job. It is further clarified that all hardware and software and other items will be the responsibility of the vendor at its cost.
24. The tenderer at its own expense shall install hardware and software infrastructure required for due performance of the contract in the DDA premises and the material shall remain at its risk till the date of completion of the assignment.
25. The material shall be brought in DDA premises (site) only on working days as per DDA's calendar.
26. The tenderer shall adhere to the DDA Calendar and DDA office timings and shall ensure that in case required the personnel will function beyond office hours to meet the targets agreed mutually.
27. The tenderer shall be fully responsible for providing the services.
28. During Phase-I ( 6 months tentatively ), without any charges, the tenderer shall be provided with adequate office space with electricity (without air conditioning) with minimal furniture for its operations. DDA shall not provide any telephone connection or almirah or conveyance.
29. The material if any is required to be brought to or removed from DDA premises by the tenderer shall be brought/removed only on working days as per DDA's calendar. A list of the material brought/removed shall be provided to the Dy. Director coordinating the operations of the tenderer and the gate pass shall be issued by him for removal.
30. If the tenderer finds any hindrance in the start of the work so as to necessitate an extension of time allowed in the tender, the tenderer shall apply in writing to Pr.Comm.(S) who may grant the same in writing, if reasonable and satisfactory cause is shown. The extension can be granted by the Pr.Comm.(S) in his absolute discretion and if he finds the cause shown as genuine and sufficient.
31. Time-frame: Six months from the award of work, for Phase-I. Weekly for Phase-II.
32. **PAYMENT TERMS :**  
  
The tenderer shall be paid for the services rendered on completion of satisfactory services. Payment shall be made as per actual work done in the lot of 1000 cards.

33. **PENALTY CLAUSE:**

- 1) In case the tenderer fails to adhere to the time frame for starting the work as per the schedule, they shall pay as liquidated Damages and not by way of penalty, an amount equal to 1% of the total contractual amount of work or lesser amount as the Pr. Commissioner (System) may decide for each day's delay in starting / taking over of the work. The decision of the Vice-Chairman, DDA shall be final and binding unless reasonable grounds are shown in writing during the weekly review meetings. The maximum penalty can be 25% of the total contractual cost. Necessary action for blacklisting will be taken.
  - 2) In case the performance of the tenderer is not found satisfactory during the period of project, Security Deposit shall be forfeited and Performance Bank Guarantee will be invoked by DDA. Pr. Commr.(Systems), DDA shall have the right to invoke Performance Bank Guarantee at any time. The tenderer shall have no claim for any compensation or any loss on this account.
34. Termination:- The contract can be terminated any time by giving a notice of two months by DDA.

**IMPORTANT NOTE:**

- 1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> . Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrollment is free of cost. Bidders are advised to go through instructions provided at **Annexure-6 regarding 'Instructions for online Bid Submission '**.
- 2) Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app> .
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Dy. Director (Systems)

**SCOPE OF WORK**

1. The tenderer carrying out the project shall undertake the following activities :-

**Phase 1**

Supply and printing of Plastic I-cards of approximately 15000 employees

**Phase 2 (Only after the completion of Phase 1)**

Supply and printing of I-cards as and when required in next 3 years. It will be required as a result of appointment, retirement and change in details on I-Card.



**Description of Tenderer company for providing “Selection of vendor for Supply and Printing of Plastic I-Cards for DDA’S serving and retired employees”**

- 1) Name of the Firm :
- 2) Year established :
- 3) Office Address :
- 4) Telephone No. :
- 5) Fax No. :
- 6) Email id :
- 7) Since when the organization is in the field:
- 8) Organisation where similar jobs undertaken during previous year
- 9) Details Turnover for previous three financial years

Type of services	2013-2014	2014-2015	2015-2016
Turnover from similar work			
<b>Total turnover</b>			

As of this date the information furnished in all parts of this form is accurate and true to the best of my knowledge.

(Name & Designation  
of the person signing)

(Signature)  
seal

(Date)

**Details of the Tenderer experience in the field**

**SEPARATE SHEET FOR EACH PROJECT**

**Page.....of.....**

Name & Address of the client	
Title of work	Start Date Completion date
Approx value of the project	
Specify any special features of the Project which the tenderer may like to Specify	
Specify whether any termination of Contract or litigation or arbitrations was involved.	
Name and Designation of the Contact Person	
Contact Telephone no.	Fax no.
Email Id :	

(Name & Designation  
of the person signing)

(Signature)  
seal

(Date)

**Format for the Quote / Financial Bid**

S No	Item Desc	Unit	Price (Rs) inclusive of taxes & duties etc.	Qty	Total Amount (Rs)
1.	Supply & Printing of Plastic I-cards			15000	

Above quoted contract amount is inclusive of all taxes and duties applicable. In case taxes/duties are levied after the award of work and during the period of contract then it shall not be payable by DDA. However all applicable deductions on account of taxes and duties etc shall be made by DDA.

(Name & Designation  
of the person signing)

(Signature)  
with seal

(Date)

**Note: Same is provided in .xls format along with this tender document. Bidders are advised to download and quote rates and upload in the site at the respective location.**

**General Instructions to bidder**

The Director (Systems) on behalf of Delhi Development Authority invites online tenders from firm/ contractor of repute in two bid system for the following work:

S.No.	REFERENCE No.	Name of Work & Location	Estimated Cost put to tender	Earnest Money	Last Date & time of submission of on-line tender	Time & date of Opening of Technical bid
1	2	3	4	5	6	8
1	F3(32)2016/CC	<b>Selection of vendor for Supply and Printing of Plastic I-Cards for DDA'S serving and retired employees</b>	15 lakh Approx.	Rs. 40,000	03:30PM 30.07.2016	3:30 PM 04.08.2016

- The tender document consisting of eligibility criteria, scope of work, and other details to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen from website <http://eprocure.gov.in/eprocure/app> or [www.dda.org.in](http://www.dda.org.in) free of cost.

Intending agencies/tenderers need to register themselves on the E-Tendering Website <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-6 regarding '**Instructions for online Bid Submission**'. For any further clarification Contact on 24x7 Help Desk - Toll Free No. **1800 30702232** or send a mail over to – **cphp-nic@nic.in**.

If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class-II or class-III digital signature to submit the bid.

- Proof of registration (if applicable) and the proof of payment i.e 1q, RTGS/NEFT number and its scan copy is to be uploaded in the technical bid.

- 3 Earnest money, Etender Annual Charges and tender fee shall be deposited through RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. Branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer at Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) by the prescribed date. The Dy Director (Systems) will get tender fee/earnest money/eTender annual charges verified from Sr. A.O. Cash Main based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.

Earnest money and tender fee have to be deposited through separate transaction.

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- 2) The unique transaction reference of RTGS/NEFT against EMD, Tender fee and annual E-tender Charges shall be placed online at respective location before bid submission closing date & time.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, annual Etender Charges, Tender fee and other documents placed in the specified location are found in order.

**Instructions for Online Bid Submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the “**Online Bidder Enrollment**” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro’ their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.

- 8) If there are any clarifications, this may be obtained through Help desk. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the instruments.
- 19) The details of payments made through RTGS/NEFT should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of omission to upload relevant files will lead to rejection of bid.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or



the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- 24) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1800 3070 2232 or send a mail over to [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

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TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
(Signature of the Bidder, with Official Seal)