

# NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

(An Autonomous Research Institution of the Department of Biotechnology,

Ministry of Science & Technology, Govt. of India)

Aruna Asaf Ali Marg, New Delhi-110067

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No. 1-10(17)/2015/NIPGR/Admn./P-II

## NOTICE INVITING TENDER

Sealed tenders are invited in two bid system on behalf of Director, NIPGR, Aruna Asaf Ali Marg, New Delhi – 110067, **from the reputed Manpower Service Providers /Agencies registered in Delhi/NCR, for providing manpower services to the Institute**, up to 03:00 p.m. on or before October 21, 2015, as per following details:

EMD (in ₹)	Last date for sale of Tender Document	Time & Date of opening of Tender
1,00,000	October 20, 2015 05:00 p.m.	October 21, 2015 03:30 p.m.

Tender document can be obtained up to October 20, 2015 till 05:00 p.m. on all working days on payment of ₹500.00 (Rupees five hundred only) in cash (Non-refundable) towards the cost of tender. Tender document can also be downloaded from our website [www.nipgr.ac.in](http://www.nipgr.ac.in). Tenders downloaded from the website must be accompanied with a Demand Draft of ₹500.00 (Rupees five hundred only) drawn in favour of the Director, NIPGR, payable at New Delhi, towards the cost of Tender Document. In case the tender cost is not submitted, the tender will not be considered.

The earnest money should be deposited in the form of Demand Draft/Pay Order of a Scheduled Bank payable at New Delhi, issued in favour of the Director, NIPGR, New Delhi.

The bids will be accepted in respect of those Service Providers / Agencies having work experience of providing skilled manpower of similar nature, in Government, Departments/Organizations/PSUs/ Autonomous Organizations, for at least three years. Copies of job orders & completion certificates and particulars of contract awarded by the concerned organizations may please be furnished. The Service Provider should have completed either at least one service contract for providing similar manpower services of annual value of ₹40 lakhs or two service contracts for providing similar manpower services of annual value of ₹25 lakhs or three service contracts for providing similar manpower services of annual value of ₹20 lakhs, in each of the last three years ending March 31, 2015. Further, the tenderer should have a minimum annual turnover of at least ₹50.00 lakhs for each of the last three financial years ending March 31, 2015.

Intending bidders must enclose copy of documents such as valid Registration, PAN, RPFC, ESI Registration, Service Tax Registration, Copy of Income Tax Return for the financial years 2012-13, 2013-14 and 2014-15, etc. with the bids.

Manager, NIPGR

**NATIONAL INSTITUTE OF PLANT GENOME RESEARCH**  
**New Delhi 110067**

1. National Institute of Plant Genome Research, New Delhi invites sealed tenders from the registered Manpower Service Providers /Agency based in Delhi/NCR for providing manpower services to the Institute in the following categories.

- (i) Personal Assistant
- (ii) Computer Operator/Data Entry Operator/Office Assistant/Hindi Translator
- (iii) Caretaker
- (iv) Driver
- (v) Technical Personnel – Skilled  
(Pump Operator / Carpenter / Electrician / Mason / Plumber etc.)
- (vi) Lab Attendant / Office Attendant / Helper

The actual requirement of manpower may vary from time to time and therefore, number of manpower is not mentioned about against each category of manpower.

2. **(i) Standards/Benchmarks for the services sought are as under**

Sl. No.	Designation	Eligibility Criteria
1.	Personal Assistant	Graduate with knowledge of shorthand and computer with appropriate speed + 1 year experience
2.	Computer Operator / Data Entry Operator / Office Assistant/Hindi Translator	(a) Graduate with relevant knowledge of computer + 1 year experience; (b) Matriculation with relevant knowledge of computer + 1 year experience. (c) Master's Degree/Bachelor's Degree with Hindi plus recognized Diploma/Certificate Course in Translation + 2 years experience in translation work
3.	Caretaker	Graduate or intermediate + 2 years experience in specified area
4.	Driver	Matriculation + 1 year experience
5.	Technical Personnel – Skilled (Pump Operator / Carpenter / Electrician / Mason / Plumber etc.)	Matriculation or a minimum experience of two years in the relevant field
6.	Lab Attendant / Office Attendant / Helper	Matriculation + 1 year experience

- (a) Agencies not dealing with/supplying above personnel need not participate in the tender process.
- (b) The wages/remuneration of the personnel stated in the above table shall be fixed in consultation with NIPGR.
- (c) The above list is illustrative not exhaustive.
- (d) The number of personnel may vary depending upon the prevailing situation.

**(ii) Age limit for the above posts:**

The candidates should be aged between 18 to 40 years as on 1.12.2015.

### 3. Schedule

1.	Last date & time to submit tenders	October 21, 2015 up to 3:00 p.m.
2.	Date & time for opening of Technical Bid	October 21, 2015 at 3:30 p.m.
3.	Place of opening the Tenders	Board Room, NIPGR
4.	Validity of tenders	One Year

### 4. Requirements for Technical Bids:-

(i) The EMD for ₹1,00,000/- is required to be submitted through DD/Pay order in favour of 'Director, NIPGR', payable at Delhi. Without EMD tender will be rejected.

ii) The manpower will have to be provided by the agency within 15 days from the date of award of Contract, as per the detailed Terms and Conditions given in **Annexure – I**.

iii) Only Manpower Service Providers/Agencies/Firms, who fulfill the following minimum criteria may submit their bids:

- a) The Service Provider/Agency/Firm should be registered with the appropriate registration authority for providing Manpower Services and should have its registered office in Delhi/NCR. A copy of the registration shall be attached with the bid.
- b) The Service Provider should be registered with PF authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
- c) The Service Provider should be registered with ESI authorities and a copy of the registration certificate issued by the authorities shall be attached with the bid.
- d) The Service Provider should be registered with Government's Labour Commissioner' office and a copy of the labour license issued by the Labour Commissioner shall be attached with the bid.
- e) The Service Provider should be registered with Income Tax Authorities and a copy of the PAN issued by the authorities shall be attached with the bid.
- f) The Service Provider should be registered with Service Tax Department and a copy of service tax registration issued to the Service Provider shall be attached with the bid.
- g) The tenderer should have a minimum annual turnover of at least ₹50.00 lakhs for each of the last three financial years ending March 31, 2015. (This has to be supported with copy of balance sheets (duly audited by CA) and Copy of Income Tax Return for the financial years 2012-13, 2013-14 and 2014-15, etc. with the bids).
- h) Work experience of the Service Provider / Agency for providing skilled manpower of similar nature, in Government, Departments/Organizations/PSUs/ Autonomous Organizations, for at least three years. Copies of job orders & completion certificates and particulars of contract awarded by the concerned organizations may please be furnished. The Service Provider should have completed either at least one service contract for providing similar manpower services of annual value of ₹40 lakhs or two service contracts for providing similar services of annual value of ₹25 lakhs or three service contracts for providing similar services of annual value of ₹20 lakhs, in each of the last three years ending March 31, 2015.

- i) The manpower supplying agencies/Firms should have been in existence for not less than five years.
- j) It should not have been blacklisted by any Govt. organization etc.
- iv) The Service Provider/Agency must have proper mechanism for intake, verification of candidate's character and antecedents, Management and Placement of the skilled manpower. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the Institute for any reasons immediately on receipt of such a request from NIPGR.
- v) It should be willing to take up the Contract on the terms and conditions given at **Annexure – I.**

5. The Service Provider / Agency selected for providing manpower will be required to deposit a security amount of ₹2.50 lakhs in the form of Demand Draft / Fixed Deposit Receipt (FDR) in favour of Director, National Institute of Plant Genome Research, with the Institute as a security which can be forfeited in the event of termination of the job contract on account of violation of any of the above mentioned terms and conditions.

6. The tender shall be submitted in two bid system i.e. **Technical Bid** and **Price- Bid**:

(A) The first sealed cover should be superscribed "**Technical Bid**" and should contain:

- (i) The proforma at **Annexure –II** (Duly Filled in and signed) with EMD, Cost of Tender (if downloaded from website) and all required documents etc. as attachments
- (ii) Profile of Agency including copies of previous experiences of manpower provided to Government Departments/Organizations (issued by concerned organizations)
- (iii) Acceptance of terms and conditions at **Annexure – I** (duly signed).
- (iv) All other required documents and any other relevant document.

(B) The second sealed Cover superscribed "**Price Bid**" should contain only the "**Administrative Charge**" to be charged by the Outsourcing Agency (bidder) (**Annexure –III**).

(C) The "Technical Bid" and "Financial Bid" are to be kept separately in two envelopes and thereafter both the envelopes should be placed in one bigger envelop/covers (duly signed), which can be submitted to the Institute on any working day from 10.00 am to 03:00 p.m. by October 21, 2015. The subject and the address of the agency/ organization must be clearly mentioned on all the three sealed envelopes. Technical bids will be opened by at 03.30 P.M. on October 21, 2015.

7. Financial Bids will be opened after evaluation of Technical Bids by the Committee constituted for this purpose. Bidders or their authorized representative shall be intimated the date and time of opening of financial bids.
8. The Bid will remain valid for 3 months from the last day for receipt of bids.
9. For any queries or more information, the following person can be contacted between 11.00 A.M. to 2.00 P.M. on all working days up to October 20, 2015.

**Administrative Officer, NIPGR**

10. The Institute reserves the rights to amend/withdraw any term(s) and condition(s) in the Tender document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority of National Institute of Plant Genome Research in this regard shall be final and binding on the Agency.
11. Tender documents can be obtained up to October 20, 2015 till 05:00 p.m. on all working days on payment of ₹500.00 (Rupees five hundred only) in cash (Non-refundable) towards the cost of tender. Tender document can also be downloaded from our website [www.nipgr.ac.in](http://www.nipgr.ac.in). Tenders downloaded from the website must be accompanied with a Demand Draft of ₹500.00 (Rupees five hundred only) drawn in favour of the Director, NIPGR payable at New Delhi, towards the cost of Tender Document. In case the tender cost is not submitted, the tender will not be considered

**Manager, NIPGR**

**A. General**

- i) The contract is initially for a period of 12 months which can be extended or curtailed at the discretion of the Institute and on satisfactory performance.
- ii) The tenderer will be bound by the details furnished by it to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
- iii) Financial bids of only those tenderers will be opened who are declared technically qualified.
- iv) The bidder should quote unconditional rates, neatly written/typed without any overwriting and duly signed & stamped on all pages.
- v) The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. Proofs of identity like driving license, bank account details, previous work experience, proof of residence (Election Voter ID Card/ Aadhar Card) and recent photograph and a certification to this effect should be submitted to this Institute. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from this Institute.
- vi) The contracting company/firm/agency shall furnish following documents in respect of the persons who will be deployed by it in this Institute before the commencement of work:
  - a) Bio-data of the person deployed with photograph affixed.
  - b) List of persons shortlisted containing full details i.e. date of birth, marital status, address, educational and professional qualifications, experience etc.
  - c) Character certificate from a Gazetted officer of the Central/ State Government.
- vii) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- viii) The Agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Institute authorities so that optimal services of the persons deployed by the agency could be availed without any disruption.
- ix) The service provider shall engage necessary persons as required by this Institute from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their wages/remuneration in time i.e. before 7th day of every succeeding month. There is no master & servant relationship between the employees of the service provider & this Institute and further the engaged person of the service provider shall not claim any absorption.

- x) The service provider's personnel shall not divulge or disclose to any person(s) of any details of their office (NIPGR), operation process technical know-how, security arrangements and administrative / organizational matters of NIPGR as all are confidential in nature.
- xi) The service provider's personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the good image of this Institute. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him.
- xii) The service provider shall remove, any debarred person(s), who is/are found incompetent or for his/her/their misconduct and the service provider shall forthwith replenish such requirements. The service provider shall replace immediately any of its personnel, if they are unacceptable to the Institute because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving communication from the Institute.
- xiii) The service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering around without work.
- xiv) The Institute will not be responsible for the transportation, food, medical and other statutory requirement in respect of the personnel deployed by the service provider.
- xv) Working hours would be normally from 9.00 AM to 5.30 PM during working days including 30 minutes lunch break in between. However, in exigencies of work, they may be required to work beyond normal working hours and may be called on holidays, if required. The person shall be allowed by the service provider one day leave for each completed month of service.
- xvi) The service provider will provide the required number of personnel for a shorter period also, in case of any exigencies as per the requirement of this Institute.
- xvii) The service provider shall provide a substitute well in advance, if there is any probability of the persons leaving the job due to his/her own personal reason. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- xviii) The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messenger from this Institute to him/her shall be acknowledged immediately or on the same day. The Service Provider/Agency/Firm shall strictly observe the instructions issued by the Institute for implementing under the Contract from time to time.
- xix) This Institute shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel engaged through the Service Provider/Agency/Firm.
- xx) The agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission or omission on the part of its staff or its employees etc. If this Institute suffers any loss or

damage on account of negligence, defaults or theft on the part of the personnel of the agency, then the agency shall be liable to reimburse the pecuniary value of the loss, as decided by this Institute for the same. The agency shall keep this Institute fully indemnified against any such loss or damage.

- xxi) The Institute will maintain an attendance register on behalf of the agency in respect of the personnel deployed by the agency on the basis of which wages/ remuneration will be decided in respect of the staff at the approved rates.
- xxii) The successful bidder will enter into an agreement with this Institute for supply of suitable manpower as per the requirement on these terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/remuneration/DA etc. is to be absorbed by the Institute. The contract/agreement can be extended or curtailed at the discretion of the Institute and on satisfactory performance.
- xxiii) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of agreement with the Service Provider/Agency/Firm or employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

## **B. Financial**

- i) If the agency/firm quotes 'NIL' charges / consideration the bid shall be treated as unresponsive and will not be considered.
- ii) The successful bidder shall furnish a Security Deposit of ₹2.50 lakhs in the form of Demand Draft/Fixed Deposit Receipt (FDR) in favour of Director, National Institute of Plant Genome Research, with the Institute as a security. No interest is payable on the Security Deposit. The security deposit will be forfeited if supply of manpower is delayed beyond the period stipulated by the Institute or non-compliance of the terms & conditions of agreement by the service provider or frequent absence from duty/misconduct on part of manpower supplied by the agency.
- iii) The agency shall raise the bill, in triplicate, along with attendance sheet
- iv) The bill shall accompany copies of PF/ESI challans including individual remittance receipts, attendance sheet, service tax challan etc. failing which the bill amount shall be held up till the proof is furnished, at the discretion of this Institute. The payment will be released after deduction of taxes deductible at source under the law in force. The Agency shall also provide the registration details of the employees who shall be deputed by it to work at the Institute premises and their Provident Fund (PF) numbers with Universal Account Number (UAN), ESI numbers etc.
- v) Payments to the service provider would be released strictly on certification that his services were satisfactory and attendance as per the bill preferred by the service provider.



- vi) It shall be the duty of the Service Provider to ensure the disbursement of wages/remuneration in the presence of the authorized representative of the National Institute of Plant Genome Research.
- vii) No wage/remuneration will be paid to any staff for the days of unauthorized absence from duty.
- viii) The Institute reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- ix) The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institute may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.

### **C. Legal**

- i) The Service Provider/Agency/Firm shall be responsible for compliance of all statutory provisions relating to Minimum wages Act, Provident Fund Act, Employees State Insurance Act, Payment of wages Act, Shop & Establishment Act, etc. in respect of the persons deployed by it in this Institute.
- ii) The Service Provider/Agency/Firm shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- iii) The Service Provider shall maintain all statutory registers/records under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under Law.
- iv) The Service Provider/Agency/Firm shall be responsible for payment of wages/remuneration to each worker employed by him as Contract Labourer and such wages/remuneration shall be paid on or before 7<sup>th</sup> day of succeeding month.
- v) The personnel deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this Institute.
- vi) The Service Provider/ Agency/Firm shall not assign, transfer, pledge or subcontract the performance of services without the prior written consent of the Institute.
- vii) In case, the Service Provider/Tendering Agency/Firm fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the Institute is put to any loss/ obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.
- viii) The service provider's Agency's/Firm's personnel shall not claim any benefit/compensation/regularization of services from this Institute under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the personnel so deployed to this effect shall be required to be submitted by the Service Provider/Agency/Firm to this Institute.

- (ix) In case of breach of any terms and conditions stipulated in the contract, the performance security deposit of the Service Provider/Agency/Firm will be liable to be forfeited by this Institute besides annulment of the contract.
- x) For all intents and purposes, the Service Provider/Agency/Firm shall be the “Employer” within the meaning of different Labour Legislations in respect of persons so deployed in this Institute. The persons deployed by the Service Provider/Agency/Firm in this Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against National Institute of Plant Genome Research, New Delhi.
- xi) The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages etc. and any suitable amount due to the Service Provider/Agency/Firm from this Institute shall be forfeited by this Institute.
- xii) All disputes or difference whatsoever arising between the parties out of it or relating to means, operation of this contract or the breach thereof shall be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by the Director, NIPGR (Institute). The award of the Arbitration shall be final and binding between the parties as per the terms and conditions of the agreement executed on the award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Ordinance and shall be conducted in Delhi.
- xiii) The Courts at New Delhi will have exclusive jurisdiction for any issue/dispute arising out of or in connection with this contract.
- xiv) The Service Provider shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. Institute shall, in no way, be responsible for settlement of such issues whatsoever. Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

**Manager, NIPGR**

## ANNEXURE – II

Sl. No.	Particulars	To be filled in by the tenderer and mention page number at which the supporting documents are attached.
1.	Name of Agency	
2.	EMD for ₹1,00,000/- through DD/Pay Order in favour of 'Director, National Institute of Plant Genome Research' D.O. No. _____ dtd. _____.	
3.	Date of establishment of the agency. (Attach a copy of Registration Certificate)	
4.	Detailed office address of the agency with office telephone number, fax number and mobile number and the name of the contact person(s)	
5.	Whether registered with all concerned Government authorities (PF/ESI/Sales Tax etc.) (Copies of all certificate of registration to be enclosed.)	
6.	PAN/TAN Number (Copy to be enclosed)	
7.	Service Tax Registration Number (Copy to be enclosed)	
8.	<p>Each Tenderer/Agency is required to submit (with Technical Bid) an affidavit on a e-stamp paper of ₹100/- (duly notarized) with the following undertakings that :-</p> <p>(i) The documents submitted by the Agency are genuine and undisputable and in the event of it coming to notice at a later date that the documents are not genuine, Company shall be liable for criminal action and such compensation payable to NIPGR as may be decided by the Institute.</p> <p>(ii) The Tenderer/Agency will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited.</p> <p>(iii) The Tenderer/agency has no dispute with any of the Govt. Deptts./Govt. Institutions etc. regarding any tender/work, supply of manpower etc.</p> <p>iv) There is no complaint against my/our Agency has not been black listed or and no punishments of any type have been given by any of the Govt. Deptts./Govt Institutions etc.</p> <p>v) The Tenderer/Agency will not sublet the work (if awarded to his/their Company) and if done so; the penalty shall be payable by his/their company to NIPGR as may be decided by the Institute.</p>	

9.	Length of experience in the field	
10.	Experience in dealing with Government, Departments/Organizations/PSUs/Autonomous Organizations. [Indicate the names of the Departments/Organizations and attach copies of contract orders placed on the agency (as mentioned)]	
11.	Whether a copy of the terms and conditions (Annexure – I) duly signed in token of acceptance of the same is attached?	
12.	Whether agency profile attached?	
13.	List of other clients. (Attach photocopies of contract agreement in the following order. Sl. No., name of the organization, contract period, value of the contract)	

The above proforma may please be filled in and required supporting documents need to be attached otherwise tender will be rejected.

**Signature of the authorized signatory  
of the Tenderer with seal of the Firm**

**PROFORMA FOR FINANCIAL BID**

1. Name of the firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

4.

<b>Administrative Charge to be charged by the Outsourcing agency (bidder)</b>	_____ % of the total remuneration payable to the persons deployed on outsourcing basis.
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5. Taxes applicable and other statutory payments/contributions shall be payable by NIPGR.

6. Administrative charge of the agency is to be quoted in percentage of the wages/remuneration of the staff deployed.

Date: \_\_\_\_\_

(Signature of the authorized signatory of the firm)

Full Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

(Company Seal): \_\_\_\_\_

## **Declaration**

I, \_\_\_\_\_ Son/Daughter/wife of Shri \_\_\_\_\_  
Proprietor / Director, authorized signatory of the Agency / Firm, mentioned above, is competent to sign  
this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to  
them;

3. The information/ documents furnished along with the above application are true and authentic to the  
best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards  
prosecution under appropriate law.

**Signature of authorized person**

**Date:**

**Full Name:**

**Place:**

**Seal of the Agency/Firm:**