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Ph No.(03712)291069



दोलाबारी, कालियाभोमोरा
Dolabari, P.O. Kaliabhomora
तेजपुर-784027, असम (भारत)
Tezpur-784027, Assam (India)



पूर्वोत्तर क्षेत्रीय जल और भूमि प्रबंधन संस्थान

NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT

(जल संसाधन, नदी विकास और गंगा कायाकल्प विभाग, जल शक्ति मंत्रालय, भारत सरकार के अधीन एक संस्थान)

(An Institute under the Department of Water Resources, River Development and Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India)

No. NRWM/ST/105/2022-23

Comp. No. 287590

NOTICE INVITING BIDS THROUGH GEM PORTAL

BIDS (Technical and Financial) are invited through GeM Portal by the Director, NERIWALM, Dolabari, Tezpur-784027 (Assam) from appropriate registered Firms / Contractors / Company / Individuals with Govt Department having experience in similar nature of procurement/work/service as given below.

Interested bidders having the eligibility criteria and valid documents (as mentioned in the Section - 1 & 2 of the Technical Part) may participate in the bid process in GeM Portal.

The tender along with terms and conditions may be viewed and downloaded from the institute's website <https://neriwalm.gov.in>.

Sl. No.	Name of the work	Earnest Money (Refundable)	Tentative Estimated value	Last date of submission of Tender (Technical & Financial)	Date of opening the tender
01	REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM	As provision made in the tender documents	Rs. 1,71,641.00 (Rupees One Lakh Seventy One Thousand Six Hundred Forty One Only)	As per GeM (Minimum 21 Days)	As per GeM

The price offers of only the qualifying parties in the first stage shall be opened at the same day **OR** date to be notified/informed separately. Director, NERIWALM reserves the right to accept or reject any or all the tenders without assigning any reason thereof. The tender documents may please be read thoroughly before filling the Tender.

Deputy Director (Admin)
NERIWALM

Copy to :

1. PS to Director for favour of Director's kind information.
2. Chief Vigilance Officer (CVO), NERIWALM.
3. Purchase Cell for exploring through GeM Portal for publishing and Bidding.
4. Assistant Director (Civil), NERIWALM.
5. Accounts Officer, NERIWALM.
6. NERIWALM WEBSITE: <https://neriwalm.gov.in> for publishing.
7. Notice Board, NERIWALM for wide circulation.

No. NRWM/ST/105/2022-23

Comp. No. 287590

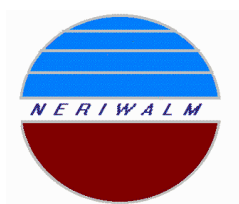
TENDER (Through GeM Portal) FOR REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM.

NAME OF THE WORK : REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM.

LOCATION OF THE WORK: NERIWALM, DOLABARI, PO:KALIABHOMORA, DIST: SONITPUR, ASSAM (PIN: 784027)

Through GeM

Invited by



NORTH EASTERN REGIONAL INSTITUTE OF WATER AND LAND MANAGEMENT (NERIWALM)

Department of Water Resources, River Development & Ganga Rejuvenation,
Ministry of Jal Shakti, Govt. of India
(Registered under the Societies Registration Act, 1860)
Dolabari, P.O Kaliabhomora
Tezpur-784027, Assam (India)
Website: <https://neriwalm.gov.in>
Phones: 03712-291069

(Section : 01 to Section: 05)

SECTION - 1

ABOUT NOTICE INVITING TENDER

1.1: Tender Notice No.: (As mentioned in the first page above)

Sl. No.	NAME OF WORK
01	REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM
Location of the work : NERIWALM Campus, Dolabari, PO:Kaliabhomora, Tezpur, Dist: Sonitpur, Assam (Pin-784027)	

1.2: Particulars of the EMD shall be submitted ONLINE with Technical Bid, if applicable.

Earnest Money Deposit : Rs 3,435.00 (Rupees Three Thousand Three Hundred and Thirty Five) only in the form of DD/Banker's Cheque/Pay Order/FD/ISB from a Nationalized Bank in favour of "The Director, NERIWALM, Tezpur, Assam".

Bidders are advised to visit the NERIWALM website : <https://neriwalm.gov.in> & **GeM Portal** regularly for updates/amendments, if any.

1.3 : Mode of Bidding: The mode of bidding is **ONLINE**. Interested bidders may participate in the bidding process in **GeM PORTAL** for Technical & Financial Bids in Two bid system. Only the following mentioned shall be accepted in physical mode by post addressed to the **Director, NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027)**, and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words" **DO NOT OPEN BEFORE DUE DATE & TIME**".

- ☐ EMD in the form of Demand Draft / Banker's Cheque / Pay Order/FD/ISB (in original).
- ☐ Pass Phrase/any information for opening of bids (if required).

1.4 : INSTRUCTION TO BIDDERS

- The bidding document can be downloaded from the NERIWALM official website <https://neriwalm.gov.in>. The tenders shall be uploaded on GeM Portal.
- Further, any information or any issuance of corrigendum/addendum/amendment related to this tender will be available only on the NERIWALM official website and not be published elsewhere.
- The Technical bid and financial bid shall be uploaded on the GeM e-tendering portal and on or before the last date of submission of tender.
- The Bidders must read all the terms and conditions of bidding document carefully and only submit the bid if eligible and in possession of all the documents required. The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to)

Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.

- Prices of the GeM Contract shall remain valid for the period of 120 days from the date of the GeM Agreement.
- The NERIWALM may at any time by written order given to the Supplier/Contractor make changes within the general scope of the contract in any one or more of the Services/Quantities to be provided/executed by the supplier/contractor.
- If any such change causes an increase or decrease in the cost or the time required for the execution of the contract, an equitable adjustment shall be made in the quantities or delivery schedule or both and the contract shall accordingly be amended.
- The Bidder cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the Purchaser.

1.5 : NERIWALM's RIGHT TO VARY QUANTITIES

1.5.1: The Director, NERIWALM reserves the right at the time of award of the contract to increase/decrease the quantity of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity

1.5.2: The payment shall be made as per actual quantity executed.

1.6 : NERIWALM'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The NERIWALM does not bind itself to accept lowest or any other tender/bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder on the grounds for NERIWALM's action.

1.7 : Bidding Methodology:

Two-Bid System (Technical Part and Financial Part to be submitted by Bidders at the same time) shall be followed.

On-Line Submission (Technical Bid Part & Financial Bid Part) :

The On Line Submission will have the following activities:

(A) Technical Bid Part : The following shall be signed digitally and will comprise the Technical Bid in PDF without which the bid may be liable to be rejected	
i.	Submission of the Tender Papers (Section 01 to Section 05) duly signed by the bidder.
ii.	Submission of Particulars of EMD.
iii.	Submission of Certificate of MSME/NSIC Registration, if any.
iv.	Submission of GST, PAN registration certificate.
v.	Submission of Trade License upto date, if any.
vi.	Submission of Local Office / Geographical presence of Firm in Assam State.
vii.	The BID SUBMISSION FORM (Section : 2) & UNDERTAKING (Section : 3) shall be duly filled and submitted with the Technical Bid (Part-I)
viii.	Submission of Authorized Dealership certificate/OEM Certificate of Fire Extinguishers of ISI approved product.
ix.	Submission of Last IT Return Certificate in the name of the bidder.
x.	Registration certificate of Firm.
xi.	Submission of Registration Certificate to carry out the works of Fire service/Fire

	Extinguishers.
xii.	Experience certificate in the form of Work completion Certificate/SDAC for Fire Refilling related work in last 03 FY (2022-23, 2023-24 & 2024-25. The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening) : - 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
xiii.	Submission of Any other clarification/Amendment.

(B) Financial Bid Part : Financial Part will have the following activities

(i) Submission of **Financial Bid as per Section – 05 of Bid Document** in the excel sheet/pdf which is attached separately, to be quoted and signed and sealed by the bidder

1.8 : Offline Submission : (Offline Submission will have the following activities):

(A) : Off line Submissions :

Only the following shall be accepted in physical form/by post addressed to **the Director, NERIWALM, PO : Kaliabhomora, Tezpur, Assam (Pin-784027)**, and should reach before the due date and time of opening the tender. The sealed envelope shall bear the name of the work and Tender Notice & Description and the words” **DO NOT OPEN BEFORE (due date & time)”**.

- ☐ EMD in the form of Demand Draft/Banker's Cheque / Pay Order / ISB (In original)
- ☐ NSIC / MSME registration certificate in support of exemption of EMD
- ☐ Pass Phrase/any information for opening of bids **(if required)**.

The Financial Bid shall be submitted online only on GeM Portal **as per Section – 05 of Bid Document** before last date & time of submission of Tender Document.

Note : The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes.

1.9 : GENERAL TERMS AND CONDITIONS :

- a) The materials to be used will have to be ISI approved/marked.
- b) The work should be completed within 02 (Two) months of GeM Contract. In case the work is delayed due to the Contractor's negligence, penalty will be levied on the Contractor as per clause 1.12.
- c) The Contractor should provide necessary risk to the labours from any type of accident that may arise during execution in NERIWALM Campus.
- d) The rates are to be quoted including GST, Taxes, transportation, labour, materials, consumables, scaffolding, all indirect costs such as Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant charges, etc.

- e) Training and Recommendations: Provide basic training to users on the correct use of the fire extinguisher. Advice on any additional fire safety measures or equipment needed based on the site assessment. The Security Personnel, AMC staffs, Staffs of NERIWALM shall be trained on the use of the Extinguishers free of cost.
- f) The party is liable to making good to the area where the extinguishers will be fitted including necessary painting, etc.
- g) The party will have to submit **WARRANTY CERTIFICATE** before handing over the Fire Extinguishers stating the genuineness pertaining to **IS** specifications, Workmanship, etc.
- h) Any Clause not covered above, the party will be liable to abide by the directions/instructions of Director, NERIWALM in the interest of Institute.

1.10 : SCOPE OF THE WORK :

- a) Refilling, Renewing and Servicing of Fire Extinguisher and Fire Buckets at Site.
- b) The work should be completed within 02 (Two) months of GeM Contract.
- c) **Location** : Administrative Building, RCC Laboratory Building, Auditorium and Trainees' Hostel of NERIWALM Campus.
- d) Inspection and Assessment : Check the current state of the fire extinguishers and ensure the extinguisher is appropriate for the type of fire risks present.
- e) Discharge and Cleaning: Service Provider is responsible for Safely discharge the existing contents of the fire extinguisher, Clean the extinguisher, including the nozzle, hose, and body, to remove any residue.
- f) Refilling: Refill the extinguisher with the appropriate extinguishing agent (water, foam, dry powder, CO2, etc.) and ensure the correct weight and pressure to be achieved.
- g) Sealing and Tagging : Seal the extinguisher with a tamper-proof seal. Update the service tag to indicate the date of refilling, type of agent used, and the next due date for servicing.
- h) Check for any leaks after refilling. Conduct a function test to ensure the extinguisher works properly.
- i) Documentation and Certification : Provide detailed records of the work performed, including the type of extinguisher, agent used, pressure levels, and service dates. Provide a certificate of service completion as required by local regulations.
- j) Compliance and Standards: Ensure all work is done in accordance with local fire safety regulations and standards. Follow the specific guidelines and recommendations of the extinguisher's manufacturer.
- k) Environmental Considerations : Properly dispose of the discharged extinguishing agent following environmental regulations. Provide information on environmentally friendly extinguishing agents if available.

1.11 : PAYMENT TERMS AND CONDITIONS :

- a) Payment shall be made once the Service Provider submits the invoice online on GeM along with other relevant documents and after generation of Service Delivery Acceptance Certificate (SDAC) by consignee for the submitted invoice.
- b) All deductions (if applicable) will be accounted/deducted during SDAC generation before making the payments. Payment will be made through bank transfer only and in no circumstance cash/ cheque payment will be made.

1.12 : DEDUCTIONS / LD :

Sl. No.	Service Level Agreement	Base Line Performance	First default	Second default	Third default and subsequent defaults
i)	Delay in supplying refilled fire extinguisher cylinders	There should not be any delay in supply of refilled fire extinguisher cylinders	5% of billing value	5% of billing value	After 3rd instance, the Buyer may terminate the Contract or continue to impose the same deduction as imposed for 3 rd instance.
ii)	Inadequate refilling of cylinder	All the cylinders should be filled properly inadequate quantity	2% of billing value	2% of billing value	After 3rd instance, the Buyer may terminate the Contract or continue to impose the same deduction as imposed for 3 rd instance.
iii)	Testing not done properly after refilling of cylinders	Testing and documentation should be done properly	2% of billing value	2% of billing value	After 3rd instance, the Buyer may terminate the Contract or continue to impose the same deduction as imposed for 3 rd instance.

1.13 : PERFORMANCE SECURITY :

Successful bidder is required to deposit Performance Security Deposit for an amount equivalent to 5% (five percent) of value of the awarded work with a validity upto the Contract Period plus 3 months for final handing over of Maintenance Services covered equipments, within 07 (seven) working days from date of issue of GeM Contract.

SECTION - 2**BID SUBMISSION FORM**

To

The Director,
 North Eastern Regional Institute of Water and Land Management (NERIWALM)
 Dolabari, P.O.: Kaliabhomora
 Tezpur – 784027 (Assam)

Dear Sir,

In response to your GeM Bid Mo. (mentioned below) for the work/works of NERIWALM (mentioned below), We hereby submit our PARTICULARS/OFFER for necessary consideration:

A	GeM Bid No. & Date			
B	Name of the Work:	REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM		
1	Bidder's Name :			
2	E-Mail Address:			
3	Actual Address of the Bidder as per record:			
4	Postal Address:			
5	Contact No:			
6	PAN No :			
7	GST Reg No:			
8	Particulars of Trade License Registration			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:

9	Particulars of MSME/NSIC Registration			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:
10	Particulars of Authorized dealership Certificate/OEM certificate			
	Name of the Product	Name of the OEM	Nature of works authorized for execution	Valid upto
11	Registration Certificate of Firm/Company/Contractor			
	Class /Category of Registration	Issuing Authority	Nature of works authorized for execution	Valid upto:
12	The following documents are duly entertained, signed and submitted with this Bid Submission Form (As Technical Bid)			
Sl. No.	Particulars		Submitted/Not submitted	Page No.
A	ONLINE SUBMISSION WITH TECHNICAL BIDS (All the documents shall be valid and the validity shall continue till the completion of the work)			
i	Certificate of MSME/NSIC Registration, if any.			
ii	GST, PAN registration certificate			
iii	Local Office / Geographical presence of Firm in Assam State.			
iv	BID SUBMISSION FORM (Section : 2) & UNDERTAKING (Section : 3) shall be duly filled and submitted			
v	Authorized Dealership certificate/OEM Certificate of Fire Extinguishers of ISI approved product			
vi	IT Return Certificate of FY 2023-24/2024-25			
vii	Experience certificate in the form of Work completion Certificate/SDAC for Fire Refilling related work in last 03 FY (2022-23, 2023-24 & 2024-25. The bidder must have successfully			

	<p>executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening) : -</p> <p>1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or</p> <p>2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or</p> <p>3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</p>		
viii	Registration Certificate to carry out the works of Fire Service/ Fire Extinguishers		

DECLARATION

1. We have read and understood the terms & conditions of the above mentioned tender and comply with all Terms & Conditions of the Tender. (In case of any deviation the Bidder must attach a separate sheet clearly mentioning the Clause No. of the Tender and Deviation thereto).
2. We certify that the information mentioned above are true and correct to best of our knowledge.
3. In case of receipt of order we confirm that payment shall be received through e-Banking / Electronics Transfer.
4. This offer contains _____ No. of pages including all Annexures and Enclosures.

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Contact No :.....

SECTION - 3**UNDERTAKING**

Tender Notice No: (As mentioned in the first page above)

To,

The Director,
NERIWALM,
Dolabari, Tezpur -784027
Assam.

GeM Bid No. & Date : _____

NAME OF THE WORK : REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM.

Sir,

I/We do hereby declare that I/We have not been barred/black listed by any PSU/Government Department in doing business with them. I/We have submitted the information/document to the best of my/your knowledge.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal:

SECTION - 4**CERTIFICATE OF ACCEPTANCE OF QUALITY**

To,
The Director,
NERIWALM,
Dolabari, Tezpur -784027
Assam.

GeM Bid No. & Date : _____

Sub: Submission of Certification of Acceptance of Quality and Certificate of Quality Assurance

For the work of - REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM at NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027).

Dear Sir,

I hereby certify that Mr./Mrs.owner/ authorized representative has visited NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027) and has been shown the items for refilling & renewing of Fire Extinguisher at NERIWALM, P.O. Kaliabhomora, Tezpur, Assam (Pin-784027)

He / She has satisfied himself / herself here with the nature of tasks / service /repair & maintenance work involved and quality of goods/ workmanship/ services to be provided under said tender job order.

(Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal:

SECTION : 05**FORMAT OF FINANCIAL BID**

(Rates shall be quoted in Financial Bid and attached/submit separately in pdf/excel sheet)

Name of the Work : REFILLING, RENEWING AND SERVICING OF FIRE EXTINGUISHER AT ADMIN BUILDING, AUDITORIUM, TRAINEES' HOSTEL AND RCC LAB BUILDING OF NERIWALM

Sl. No.	Description of the Items	Unit	Quantity	Rate (inclusive of GST, materials, labour, all other charges, etc) (Rs.)	Total (Quantity x Rate) (inclusive of GST, materials, labour, all other charges, etc) (Rs.)
1	Refilling and servicing of DCP Type 10 kg capacity Fire Extinguisher with ISI Mark refill etc. complete including re-installation with brackets as directed	Each	2		
2	Refilling and servicing of DCP Type 05 kg capacity Fire Extinguisher with ISI Mark refill etc. complete including re-installation with brackets as directed	Each	22		
3	Refilling and servicing of ABC Type 05 kg capacity Fire Extinguisher with ISI Mark refill etc complete including re-installation with brackets as directed	Each	7		
4	Refilling and servicing for Co2 Type Fire Extinguisher with ISI Mark refill etc complete of 4.5 kg Fire Extinguisher including re-installation with brackets as directed	Each	6		
5	Refilling and servicing for Co2 Type Fire Extinguisher with ISI Mark refill etc complete of 3 kg Fire Extinguisher including re-installation with brackets as directed	Each	1		
6	Refilling and servicing for Co2 Type Fire Extinguisher with ISI Mark refill etc complete of 2 kg Fire Extinguisher including re-installation with brackets as directed	Each	2		
7	Renewing of Gun Metal cap of DCP Type Fire Extinguisher	Set	6		

8	Renewing of Inner container Fire Extinguisher	Set	7		
9	Renewing of Hose Pipe of Fire Extinguisher DCP Type	Set	6		
10	Renewing of Nozzle, safety clip, washer etc. of Fire Extinguisher	Set	5		
11	Cleaning, painting, servicing Fire Buckets.	Set	10		
12	Refilling of the Fire Buckets (01 Set = 3 nos) including servicing, painting the stand, bucket and installing the bucket stand correctly	Set	3		
13	Refilling and servicing of Water Mist Type Gas Cartridge Type 09 Litre capacity (Suitable for A) Fire Extinguisher with ISI Mark refill etc. complete including re-installation with brackets as directed in RCC Lab Building	Each	9		
14	Refilling and servicing of DCP Type 5 kg capacity (Suitable for A,B & C) Fire Extinguisher with ISI Mark refill etc. complete including re-installation with brackets as directed in RCC Lab Building	Each	4		
15	Refilling and servicing of DCP Type 5 kg capacity (Suitable for A,B, C & E) Fire Extinguisher with ISI Mark refill etc. complete including re-installation with brackets as directed in RCC Lab Building	Each	12		

Total Quoted Amount (Rs.) (in numbers)

Total Quoted Amount (Rs.) (in words)

.....

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NOTE :

- a) Total Quoted Amount (in Rs.) quoted by Bidders in financial bid of GeM Portal will have to be identical.
- b) The quote of the bidder shall be inclusive of all taxes. The total quoted value in GeM should match with price breakup format/Financial Bid.
- a) The Bidder must ensure that the quoted rate shall be inclusive of all indirect costs such as (and not limited to) Logistics, Accommodation, TA/DA of personnel, Communication, Documentation, Transportation, Travel, Insurance, and other necessary and relevant taxes, GST, etc.
- b) The value of the Work (in Rs.) = Total Quoted Amount in Financial Bid.
- c) The total cost may vary depending on addition/ deletion of items or quantity.
- d) Quantity of item of work may vary during execution of work.
- e) Payment will be made as per actual items of work executed in site as per Scope of Work mentioned in the NIT.
- f) The Security Personnel, AMC staffs, Staffs of NERIWALM shall be trained on the use of the Extinguishers within the quoted cost before submission of the Bill. No extra payment will be paid.

Signature of the bidder with seal).....

Name of the Signatory (In Block Letters) :.....

Name of the party:

Address

Seal: