



National Bureau of Plant Genetic Resources

(Indian Council of Agricultural Research)

Regional Station, Umiam, Meghalaya – 793103

Tele: 0364 2570193/ 2570651

E-mail: shillongnbpgr@gmail.com



F. No. SLG (Adm)5/2013-14

Date: 05.03.2014

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC OFFICE WORK AND DRIVER AT NBPGR REGIONAL STATION, UMIAM, MEGHALAYA – 793103 FROM APRIL, 2014 TO MARCH, 2015

- A. Date of Commencement of Sale of Tenders 06.03.2014
- B. Last date of receipt of tenders 27.03.2014 at 12.30 PM
- C. Date of Opening of Technical Bids 27.03.2014 at 2.30 PM
- D. Date of Opening of Financial Bids 28.03.2014 AT 11.30 AM
- E. Tender to remain open for acceptance up to 90 days from the date of opening.
- F. The tender document is also available at websites: <http://www.nbpgr.ernet.in> & <http://www.kiran.nic.in>
- G. Cost of Tender Form is **Rs. 500/-** (Rs. Five Hundred only) (Non-refundable) and to be submitted in form of Cash/ Demand Draft drawn in favour of “Officer-In-Charge, NBPGR Regional Station” payable at Shillong

NOTE:

If any of the above date(s) is/ are declared to be a holiday, the tenders shall deem to remain open for acceptance till next working day.

For Office Use

Received an amount of Rs 500/- (five hundred only) by Cash/
vide TR No. Dated



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To,

.....

Dear Sir/ Madam,

1. Sealed tenders are hereby invited on behalf of the Secretary, Indian Council of Agricultural Research, & the Director, NBPGR, New Delhi for JOB WORK CONTRACT FOR PROVIDING CONTRACTUAL WORKERS FOR VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC. OFFICE WORK AND DRIVER at NBPGR Regional Station, Umiam, Meghalaya - 793103. The terms and conditions of the contract which will govern any contract made are detailed in the tender's forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. An earnest money of **Rs. 5,000/-** (Rs. five thousand only) must be submitted in the form of Demand Draft in favour of "**Officer-In-Charge, NBPGR Regional Station**" and payable at Shillong. In no case cheques will be accepted. **The tenders will not be considered if the earnest money is not sent with the tenders.** The EMD will be refunded after bids are finalized. The EMD of the successful tenderer will be refunded after the deposit of performance security Rs. 25,000/- (Twenty five thousand only), which will be refunded after the tender period is over. No interest will be paid on Security Money.
3. The firm should have at least three years of continuous experience of performing job contract of similar nature in reputed Govt. / Semi Govt. / Govt. undertaking / University establishment and other government / private establishments. The firm must have Service Tax Registration, ESI & EPF Registration Certificate, Registration of Declaration of ownership under Indian Registration Act, 1908 and valid Labour License as on the date of submission of tenders.
4. The schedules – I & II of the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be attached with & referenced in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender. The rates quoted by each firm for job/service in tenders are to be given both in words and figures failing which the same is liable to be rejected. However, in case of any discrepancy the amount quoted in words shall be treated as final and binding on the contractor.
5. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders is not fully filled-in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be

- partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
 7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign papers and if, on enquiry it appears that the persons so signing had no authority to do so, the Council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
 8. Each page of the tenders including the schedules to the tenders and annexure should be signed by the tenderer.
 9. The original copy of the tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be super scribed **“THE JOB WORK CONTRACT FOR VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC. OFFICE WORK AND DRIVER” at NBPGR Regional Station, Umiam** with address of this office, and **the tenderer shall place two envelopes clearly marked containing technical bid and financial bid separately** in the main envelope. All Tenders should be sent by Registered Post. Tenders to be hand delivered should be put in the tender’s box, which will be kept in the office of the NBPGR Regional Station, Umiam, Meghalaya – 793103 not later than 12:30 PM on 27.03.2014. Office will not be responsible for any postal delay.
 10. The rates quoted by each firm for job contract in tenders are to be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the bids. The name and address of the representative who would be attending the opening of the tenders on tenderer’s behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any also be indicated.
 11. The institute is not bound to accept the tender in whole and Institute has right to accept the tender in parts. You are however, at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
 12. It will be the responsibility of the Contractor/ agency to ensure timely payments of wages, PF & deduction and ESI etc. and maintain proper record with respect of such payments. Such records will be made available to NBPGR as and when desired for verification.
 13. The Contractor shall abide by the provision of the Minimum Wages Act, 1948 the Contract Labour (R&A) Act, 1970 and other Labour laws applicable to him.
 14. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and National Bureau of Plant Genetic Resources, Regional Station, Umiam, Meghalaya will not entertain any claim whatsoever in this respect. However, the service taxes or any other tax which is as per the rules of the Govt. of India shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable from time to time by Government of India.
 15. In case of emergency or time-bound work, the contractor has to execute the work on

over-time as per direction of the Officer-in-charge.

16. Director, NBPGR, New Delhi reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
17. Decision of the Director, NBPGR, New Delhi / Officer In-Charge, NBPGR Regional Station, Umiam, Meghalaya shall be final for any aspect of the contract and binding on all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Officer In-Charge, NBPGR Regional Station, Umiam, Meghalaya. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
18. Acceptance by the Institute will be communicated through suitable form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX/ Telegram / Express letter, etc. should be acted upon immediately.

The following documents/ vouchers are required to be enclosed with the tender forms which are as per the terms and conditions of the tender document (see checklist for technical bid):

- a) Copy of firm Registration Certificate under the work contract of the Govt of India/ State Govt.
- b) Last three years continuous experience details of the firm in the field of providing such services in Central Govt. establishments/ Autonomous bodies of Govt. of India/ Corporations of Govt. of India/ reputed public or private organizations.
- c) Duly certified copies of the satisfactory services where the Tenderer is providing the services.
- d) Copy of Employee EPF registration certificate.
- e) Copy of Employee ESI registration certificate.
- f) The contractor/ agency must have a registration under the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license from the appropriate authority under this Act.
- g) Number of staff/ supervisors registered under ESI & EPF should be mentioned separately. Minimum 50 Nos. (Staff / Supervisors) should be registered by the firm with their ESI & EPF contributions. Documentary proof of Challan/ vouchers to be enclosed.
- h) Copy of Service Tax Registration Certificate.
- i) Successful Tenderer will have to enter into a detailed contract agreement with NBPGR on a non-judicial stamp paper of **Rs. 100/- (Rupees One hundred only)**. Cost of stamp paper to be borne by the firm.

NOTE: The technical bids and financial bids may be submitted in separate envelopes to be sealed and put in the main cover.

Sd/-
Officer-In-Charge
NBPGR Regional Station,
Umiam, Meghalaya

TENDERS FOR THE JOB WORK CONTRACT FOR PROVIDING VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC. OFFICE WORK WORK AND DRIVER AT NBPGR REGIONAL STATION, UMIAM, MEGHALAYA – 793103

Full Name & Address of the Tenderer in
Addition to Post Box No., if any, should be quoted in all communication to this office:
Telephone No.:
Mobile No.:
E-mail address:
From:

To
The Officer-In-Charge
NBPGR Regional Station
Umiyam, Meghalaya- 793103

1. I/We have read all the particulars regarding the general information and other terms and conditions of the contract of THE JOB WORK CONTRACT FOR PROVIDING CONTRACTUAL WORKERS FOR VARIOUS AGRICULTURAL OPERATIONS, DRIVING VEHICLE, MISC OFFICE WORK AND CLEANING OF OFFICE at National Bureau of Plant Genetic Resources, Regional Station, Umiyam, Meghalaya - 793103 and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 145 days. The rates quoted will be valid up to one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The Annexure-I have been added to and form a part of this Tender.
4. Every page so attached with this Tender is self-attested by me with the office seal.
5. DD No:....., dated: for 5000/- (Rupees Five thousand only) drawn in favour of the Officer-In-Charge, NBPGR Regional Station, payable at Shillong is enclosed as 'Earnest Money'.

Yours faithfully,

Witness

Signature
Name in full:
Date:
Address:

Signature of the Tenderer
Name in full:
Date:
Place:
Address:

Tel:
Mob:

SCHEDULE TO TENDERS

SCHEDULE-I (Technical Bid)

PART – I (Questionnaire)

1. Name of the Firm/Agency:	
2. Full address with Post Box No. &	
Telephone No.:	
3. Constitution of the Firm/Agency (Attached copy) Indian Companies Act. 1956 Indian Partnership Act, 1932 (Please give name of partners) Any other Act, if not, the owners	
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, Please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender:	
a. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration. :	
b. If the answer to above point one and two is in the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner. :	
5. Name and Full address of your Banker's:	
6. Registration number of the firm	
7. PAN/ TIN of the firm	
8. ESI Registration No.	

9. EPF Registration No.	
10. Service Tax Registration No.	
11. Experience in No. of years	
12. Number of personnel registered under ESI/ EPF (Latest ESI/ EPF challan for ascertaining the number of personnel has to be attached)	

Note: The information required at serial no. 1 to 12 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form.

PART-II (EMD Details):

1. Earnest Money Deposited: Yes/No
2. Demand Draft number with date and Bank drawn on:

PART-III (Details of Firm Representative)

1. Name and Address of the firm's Representative and whether the firm would be representing at the opening of the Tenders

Date:

Place:

AUTHORISED SIGNATORY(IES)

- *Please add supplementary pages to be numbered wherever needed by the Tenderer.*
- *All pages of the tender document & supporting documents must be duly signed by the tenderer*

Checklist of documents Submitted (for Technical Bid)

SN	Documents to be submitted	Submitted	Not Submitted	Remarks (if any)
1	Details of Tender document cost (Rs. 500/-)			
2	Details of EMD deposited			
3	Copy of Registration with labour commissioner (self attested)			
4	Copy of EPF registration certificate (self attested)			
5	Copy of ESI registration certificate (self attested)			
6	Copy of labour license (self attested)			
7	Copy of Income Tax Return of last two years (self attested)			
8	Copy of Service Tax Registration (self attested)			
9	Copy of PAN/ TIN Card (self attested)			
10	List of quantum of work executed by the contractor in last three years (self attested)			
11	Proof of experience (self attested)			
12	Rate to be paid to workers to be quoted by company/ contractor following the norms of minimum wages act. Govt. of India	Skilled: Semiskilled: Unskilled:		

Details of the experience/ work done in last three (03) years

SN	Name of the Department/ organization	Period from	Period to	No. of staffs	Remarks (if any)
1					
2					
3					

Authorized signature

Name in Full:

Date:

Address:

SCHEDULE-II

GENERAL INFORMATION AND OTHER TERMS AND CONDITIONS OF THE CONTRACT FOR PROVIDING CONTRACTUAL WORKERS FOR VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC. OFFICE WORK AND DRIVER AT NBPGR REGIONAL STATION, UMIAM, MEGHALAYA – 793103

WORK TO BE DONE: See **Annexure-I**

TERMS & CONDITIONS:

1. The Director/Officer-In-Charge, NBPGR reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of Director/Officer-In-Charge, NBPGR shall be final and binding on the Contractor/Agency in respect of any clause covered under the contract.
2. The contractual workers should also maintain discipline in the premises of Institute.
3. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NBPGR Regional Station, Umiam, Meghalaya for the purpose. All complaints should be immediately attended by the Agency/contractor.
4. The agreement is terminable with one-month notice on either side.
5. The contractor shall not sublet the work without prior written permission of the Officer-In-Charge, NBPGR Regional Station, Umiam, Meghalaya.
6. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
7. The selected agency shall provide the necessary personnel for working at NBPGR Regional Station, Umiam, Meghalaya as per labour acts prevalent in Ministry of Labour and Employment, GOI. The agency shall employ good and reliable persons with robust health, preferably in the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the NBPGR Regional Station, Umiam, Meghalaya, the institute shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
8. The persons so provided by the agency under this contract will not be the employee of the NBPGR Regional Station, Umiam, Meghalaya and there will be no employer-employee relationship between the institute and the person so engaged by the contractor in the aforesaid services.
9. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
10. Changing of Staff/Supervisor should be intimated to the Officer-In-Charge, NBPGR Regional Station, Umiam, Meghalaya.
11. Payment for service contract will be made monthly upon submission of pre-receipted bill. Payment will be made for the actual work done in the respective month, keeping allowance for the seasonal variations, any failure/delay in agricultural operations due to vagaries of weather or any other unforeseen reason.
12. After physical inspection of the site, very detailed assessment/ requirements of personnel for providing job work contract services at the NBPGR Regional Station, Umiam, Meghalaya shall have to be furnished along with the Tender. However, the Tenders should indicate only the lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to

be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.

13. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The NBPGR Regional Station, Umiam, Meghalaya shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA, etc.
14. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of Labour Laws in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the NBPGR Regional Station, Umiam, Meghalaya from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Officer-In-Charge, NBPGR Regional Station, Umiam, Meghalaya shall be final and binding on the contractor.
15. Income Tax will be deducted from the payments due for the work done as per rule.
16. Supervisor will maintain all the registers.
17. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
18. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt. relating to this contract made applicable from time to time.
19. **Risk clause:** NBPGR Regional Station, Umiam, Meghalaya reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
20. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately. The Officer-In-Charge, NBPGR Regional Station, Umiam, Meghalaya reserves the right to reject the Tender in whole or in part without assigning any reasons thereof. The decision of the Officer-In-Charge, NBPGR Regional Station, Umiam, Meghalaya shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Details of work to be done to undertaken on 'job contract' basis at NBPGR Regional Station, Umiam, Meghalaya from April, 2014 to March, 2015 (one year only)

(A) Agricultural operations & cleaning work
<p>Work related to plant germplasm characterization, multiplication and conservation of agri-horticultural crops: rice (upland and low land), maize, buckwheat, perilla, rice bean, coix, ginger, turmeric, chilli, fruit crops, etc. - (Total land area: 5.6 ha)</p> <ul style="list-style-type: none"> • Ploughing, laddering, puddling, digging through spade, levelling, bund making, trimming. • Application of manure, making lines for seed sowing, assisting in making experimental layout, making irrigation channels and cleaning of field and paths, crop • Sowing of seeds, transplanting, covering furrows with soil, irrigation, labelling, tagging, etc. • Intercultural operations: weeding, and application of pesticides, fertilizer application, and crop maintenance during cropping season. • Roughing operations in all fields for removal of unwanted plants from station trials, etc. • Bagging of inflorescence, crossing/ pollination, etc. (need based). • Maintenance of crops round the season. Protecting crops from bird damage, etc. • Harvesting, carrying it to the threshing floor, threshing (individual plant and bulk), sun drying, winnowing, cleaning, packaging, bagging and processing for gene bank. • Basin preparation, earth filling, sowing, pit digging, nursery preparation, transplanting, weeding, FYM and chemical application, irrigating, crop maintenance, seed collecting & processing for conservation, Harvesting of fruits/ vegetables, processing of turmeric and ginger • Maintenance and multiplication of medicinal and aromatic plants (around 300 accessions), maintenance of field gene bank, net house (01), etc. • Preparation of beds with spade, khurpi, pit digging, earthing up, FYM application, weeding, watering with can, pruning, labelling of plants, etc. Collection of seeds/ fruits for preservation and data recording. • Filling pots with soil and FYM for growing plant at net house, regular watering of

<p>plants, sweeping and general cleaning, sowing seeds, transplanting, cutting, etc., labelling, collection of seeds and fruits, etc.,</p> <ul style="list-style-type: none"> • Beautification and landscaping of the office complex. Caring pots of ornamental plants – cleaning, watering, etc. • Cleaning (sweeping and mopping) of Office building, laboratories and farm-sheds, (inside and outside), day to day maintenance (Housekeeping services), cleaning of toilets, cleaning pathways & surrounding areas.
<p>(B) Gene bank, laboratory and misc. office work</p>
<p>Official letter typing in computer, means of communication, typing of various reports, etc, crop data and passport data entry, other typing work, diary, dispatch and entries to be made in all official records, etc. (preferably should have working knowledge on computer).</p>
<p>Recording data on various crop germplasm: such as measuring plant height, leaf size, branch number, counting seed numbers (100-1000), weighing seeds/ tubers/ rhizomes, etc. arranging seeds of different accessions in different seed packets, labelling seed packets for storing in gene banks, proper caring of seeds for conservation, sun-drying of seeds, arranging seed packets in gene banks, incorporation of crop data in computer (preferably should have working knowledge on computer).</p>
<p>Operating generator-set of the station as and when required, General electrical maintenance related to the office building and quarters (10). General maintenance of gene bank, switching on/off the temperature controlling module, cleaning of gene bank modules, taking preventive measures for protection against insects, rodents, etc. (Should have working experience in electrical work)</p>
<p>Work related to biotech laboratory, such as weighing of plant samples, storing and pouring liquid nitrogen, preparation of media, autoclaving of plasticware and glassware, regular cleaning of laboratory, work bench, glasswares, etc.</p>
<p>(C) Diver for office vehicle</p>
<p>Driving the office vehicle (as and when needed). Need based operation of power-tiller for field preparation and other office work as directed. Should have valid driving licence, driving experience, knowledge of minor repairing of vehicle and insurance.</p>

FINANCIAL BID :-

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender: 27.03.2014 at 12.30 PM

Date of opening of Financial Bid : As per the intimation.

To,

The Officer-In-Charge
NBPGR Regional Station
Umiam, Meghalaya 793103

Sir,

I/We wish to submit our Tenders for **THE JOB WORK/SERVICE CONTRACT FOR PROVIDING CONTRACTUAL WORKERS FOR VARIOUS AGRICULTURAL OPERATIONS, CLEANING, MISC. OFFICE WORK AND DRIVER AT NBPGR REGIONAL STATION, UMIAM, MEGHALAYA – 793103** on the following rates.

Particulars	Per Month (in Rs., all inclusive)
Monthly consolidated rate offered for THE JOB WORK CONTRACT FOR PROVIDING CONTRACTUAL WORKERS FOR following job contracts as mentioned in Annexure-I in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the Tenders including all labour, material, transportation, specially covered all acts & taxes etc. as applicable from time to time.	
(A) Agricultural operations and cleaning work	Rs.
(B) Gene bank, laboratory and misc. office work	Rs.
(C) Diver for office vehicle	Rs.
TOTAL	Rs. (Rupees.....only)

I/We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in **the Tender form.**

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature

Name & Address of the Firm

Telephone No.

Mobile No.