

OFFICE OF THE REGISTRAR
MADHABDEV UNIVERSITY

Narayanpur, PO- Dikrong, Lakhimpur, Assam
Email: universitymadhabdev@gmail.com
Website: www.madhabdevuniversity.ac.in

TENDER DOCUMENT (Includes both Technical & Financial bid documents)

Tender No-MDU/23/SOPD-VC/85

Dated: 23.08.2023

Name of Works: Supply and installation of Video Conference System at the Vice-Chancellor's conference room.

Issued To:

M/s.....

.....

.....

Ph/Mb No.....

Registrar
Madhabdev University

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MADHABDEV UNIVERSITY

Narayanpur, PO: Dikrong, Lakhimpur, Assam, Pin-784164

Email: universitymadhabdev@gmail.com

Tender Notification

No- MDU/23/SOPD-VC/85

Dated: 23.08.2023

Sealed quotations are invited affixing court fees stamp of Rs. 8.25 (Rupees Eight and twenty five paisa only) from reputed firms/suppliers under SOPD for **Supply and installation of Video Conference System at the Vice-Chancellor's conference room**. Visit University website www.madhabdevuniversity.ac.in for details

Particulars	Details
Nature of work	Supply and installation of Video Conference System at the Vice-Chancellor's conference room.
Details of Contact Persons for Clarification/quarries	Dr. Sarat Hazarika Registrar Madhabdev University Narayanpur, Lakhimpur, Assam Mobile No-9954202020
Mode of Tendering	<ol style="list-style-type: none">1. Details Terms and Conditions can be obtained /downloaded from the University website www.madhabdevuniversity.ac.in. Hard copy can be obtained from University Office during the office hours2. Tenders have to be submitted in the University during the office hours3. The bidders have to submit the sealed tenders by affixing non refundable Court fee stamps of Rs. 8.25 (Eight rupees and twenty five paisa only)
Cost of Tender documents	Rs.2000/-
No. of Covers	<ol style="list-style-type: none">1. Technical Bid Annexure I2. Financial Bid Annexure III
Items included in Price Schedule (Annexure-II)	Supply and installation of Video Conference System at the Vice-Chancellor's conference room
Token Earnest Money Deposited (EMD) (Refundable) Items included in Price Schedule (Annexure-II)	Token Earnest Money Deposited (EMD) (Refundable) 2%
Date of Publishing Tender	23.08.2023
Website for obtaining / Downloading Tender Documents Etc	www.madhabdevuniversity.ac.in .
Starting date and time of Bid submission	23.08.2023
Closing date and time of Bid submission	Up to 14.00 hours of 12.09.2023
Opening date and time of Technical Bid and Financial Bid	14.09.2021 at 11:00 hours
Address where Tenders are to be Submitted	Registrar, Madhabdev University, Narayanpur, Lakhimpur, Assam
Venue for opening Technical and Financial Bid	Office of the Registrar, Madhabdev University, Narayanpur, Lakhimpur, Assam

1. ELIGIBILITY CRITERIA:

1. The Vendors should have the experience of **Supply and installation of Video Conference System** at colleges/universities, and should have the experience of supply of any one of the above item to any institutions at least last three years.
2. Application for tender must include attested certificate copies of valid GST, Income Tax, Professional Tax, Trade License, Pan Card and credential for works done.
3. No quoted price above the cost of work mentioned will be accepted.
4. No extra cost will be borne by the University.
5. The rate should be quoted both in figures as well as in words.
6. No extension of time will be allowed.
7. Payment will be made in favour of the selected bidder as per Govt guidelines on successful completion of the works and observation of necessary formalities as the authority deems fit from time to time as per Govt norms.
8. Since the entire work will be financed from SOPD, payment will be made as per Govt guideline
9. The successful bidder has to start of work within five days from the date of issue of work order.
10. Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason.
11. The eligible Bidders have to face the Purchase Committee in order to negotiate and know the details of the proposed supply work.
12. Tender papers have to be collected from office of the undersigned/downloaded from website within stipulated dates as mentioned below on showing necessary documents as mentioned and payment of non-refundable tender paper fees in the form of DD in favour of The Registrar, Madhabdev University payable at Narayanpur, Lakhimpur, Assam
13. Token earnest money at the rate of 2% percent of total amount has to be deposited in the form of DD in favour of Registrar i/c, Madhabdev University payable at Narayanpur, Lakhimpur.
14. Eligible bidders may be present at the time of opening of financial bid.
15. The firms/suppliers are requested to submit copies of the following documents along with the Technical Bid, failing which their Bids shall be rejected and shall not be further considered:-
 - a) Copy of Earnest Money Deposit (EMD)
 - b) Copy of PAN/GIR card, GST registration certificate
 - c) Copy of work experience of similar work during last three years
 - d) Original Tender document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of the tender.
16. Schedule
 - (a) Date of issuing tender : **23.08.2023**
 - (b) Last date of submission of sealed tender : **Up to 14.00 hours of 12.09.2023**
 - (c) Tentative Date & time of opening tender : (i) Technical bid: **14.09.2023 at 11:00 hours**
(ii) **Financial bid: 14.09.2023 at 14:00 hours**

Note : In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place unless otherwise notified through suitable media to all concerned. Selection of the agency will be at the sole discretion of the competent authority of the Madhabdev University who reserves its right to accept or reject any or all the proposals without assigning any reasons. The tender documents for the above work can be obtained from the Office of the Registrar, Madhabdev University, Narayanpur, District - Lakhimpur, or can also be downloaded from www.madhabdevuniversity.ac.in

Sd/- Dr. Sarat Hazarika
Registrar
Madhabdev University

2. TERMS AND CONDITIONS:

1. The list of equipments are to be submitted in hard and soft copies (in excel format) mentioning Sl.No, Name, Prices and offered discounts against each items. Bidders must submit on prescribed Annexures only.
2. The contract is to commence from the date of award of contract to the firm and shall continue for the period of six months, unless it is curtailed or terminated by Madhabdev University owing to deficiency of service or supply of substandard quality of materials.
3. **Submission of OEM authorization is must for every product of the works**
4. The contract shall automatically expire after six months from commencements of the contract unless extended further by the mutual consent of contracting firm and Madhabdev University.
5. The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications and on satisfactory performance, for a further period of three months with mutual consent.
6. The contracting firm shall not be allowed to transfer, assign, pledge or sub-contracts rights and liabilities under this contract to any other company/ firm/ agency etc.
7. The contracting firm will be bound by the details furnished by the firm to Madhabdev University, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
8. Financial bids of only those firms that are technically qualified shall be evaluated.
9. Madhabdev University reserves the right to terminate the contract during initial period after giving a week's notice to the firm.
10. All expenses for sending the items supplied to Madhabdev University, Narayanpur, District - Lakhimpur, Pin 784164, Assam should be borne by the firm.
11. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained during the period of the contract
12. The owner / supplier/ firm should be available on his/ her own direct telephone (office as well as residence) and also on mobile phone so that he/ she may be contacted immediately in emergency cases.
13. Before award of contract, all original documents will be checked by the authority of Madhabdev University and at that time attested photo copies are required to be furnished.
14. Madhabdev University shall not be responsible for any financial loss or other injuries to any person deployed by the contracting firm in the course of their performing the duties to Madhabdev University in connection with the supply of items.
15. In case of breach of contract by the vendor, Madhabdev University shall have the authority to cancel/ terminate the contract, besides forfeiting the Security Deposits.
16. It may specifically be mentioned whether quotation is strictly as per tender specifications/ conditions. Deviation in any form will not be accepted.
17. Madhabdev University reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further Madhabdev University reserve the right to purchase or not to purchase any item listed in the price schedules.
18. The contract shall be subject to Lakhimpur Jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian law.
19. All disputes arising out of this contract shall be settled amicably by Madhabdev University and the contractor. In the event of failure to reach amicable settlement, the change shall be settled by an Arbitrator appointed by Madhabdev University as per the provisions contained in Arbitration and Conciliations Act 1956.
20. The terms and conditions of set by the University will be followed and implemented strictly.
21. The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues if applicable.
22. The successful Bidder (s) must sign an agreement with the Authority of the Madhabdev University regarding the contract and supply of materials as well.

23. The Contractor will be responsible for supply/installation/refilling/maintenance of all such /chemicals/items/equipments/machineries, etc., used in various facilities of the university

3. INSTRUCTIONS FOR SUBMISSION OF TENDERS:

1. The Contractors are required to submit two separate Bids i.e. Technical and Financial as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed 'TECHNICAL BID FOR SUPPLYING **Supply and installation of Video Conference System at the Vice-Chancellor's conference room** IN MADHABDEV UNIVERSITY' and "FINANCIAL BID FOR **Supply and installation of Video Conference System at the Vice-Chancellor's conference room** IN MADHABDEV UNIVERSITY". Both sealed envelopes should be put in a third sealed envelope superscribed 'TENDER FOR SUPPLYING **Supply and installation of Video Conference System at the Vice-Chancellor's conference room** IN MADHABDEV UNIVERSITY, NARAYANPUR, LAKHIMPUR, PIN 784164 ASSAM'.
2. The financial bid of only those Firms who qualify in technical bid evaluation by the concerned committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.
3. The declaration in the prescribed proforma should be enclosed with the Technical Bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) as notified elsewhere in the document in the form of DD/Bankers' Cheque for Earnest Money Deposit drawn on/ issued by any nationalized Bank drawn in favour of 'Registrar, Madhabdev University' payable at Narayanpur, Lakhimpur, Assam
5. The Bidders can submit the tender either by post or by submitting in the box provided in the college in the following address-
To
The Registrar,
Madhabdev University
Narayanpur, PO: Dikrong, Lakhimpur
Pin-784164, Assam
6. The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
7. All entries in the tender from should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
8. The Contractor may quote for all or any facilities. However, tender in respect of each facility should be complete in all respects failing which the bid shall be considered non-responsive.
9. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
10. The closing date and time for receipt of tenders will be as detailed elsewhere in this tender document.
11. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Contractor whose technical tenders are accepted will participate in the financial bids on date & time as stipulated elsewhere in this tender document.
12. In case the successful bidder declines the offer of contract, for whatsoever reasons(s), his EMD will be forfeited.
13. The Contractor shall enter into a formal contract with the College within three days from the date of receipt of intimation of their selection. They shall further get prior approval of the draft copy of the agreement from the college.

14. Each page of the tender document should be signed and stamped by authorized representative of the contractor as a token of acceptance of the terms and conditions laid down by the college.
15. The competent authority of college reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the Contractor will be given adequate time to take the changes into account.
16. The competent authority of the college reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

4. EARNEST MONEY DEPOSIT:

Technical Bid must be accompanied by DD/Bankers' Cheque for Earnest Money Deposit drawn on any Nationalized Bank in favour of The Registrar, Madhabdev University. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation submitted without EMD shall be summarily rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelop superscribed with "DD towards EMD and Tender Document cost for the tender No.....for supplying "**Supply and installation of Video Conference System at the Vice-Chancellor's conference room IN MADHABDEV UNIVERSITY**" shall be dispatched/ submitted at the OFFICE OF THE REGISTRAR, Madhabdev University at the address mentioned below so as to reach on or before the stipulated date.

To
The Registrar,
Madhabdev University, Narayanpur, PO: Dikrong, Lakhimpur, Pin-784164, Assam

5. BID EVALUATION CRITERIA:

1. In the first instance the Technical Bids shall be opened by the Authority of Madhabdev University in the presence of representative of Bidders, if available.
2. The date and time of the Technical Bids and Financial Bids is given for all.
3. The Bidders may depute their representatives for the opening of the Bids.
4. The Technical Bids will then be evaluated by the Madhabdev University internally.
5. Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened.
6. If any vendors so desires, it may depute its representative for Financial Bid opening event.
7. The decision of the Registrar i/c, Madhabdev University shall be final and binding.
8. The terms and conditions of Govt of Assam will be followed and implemented.

DECLARATION

I..... Son/daughter of
Shri.....Proprietor/Partner/Director/Authorized
Signatory of..... Am Competent to sign this declaration and
execute this tenders document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

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.

Date:

Signature of authorized person

Place:

Full Name:

(Company's Seal)

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender

PART-A: TECHNICAL BID

TENDER DOCUMENT

Name of Work: “Supply and installation of Video Conference System at the Vice-Chancellor’s conference room”

Issued to:

M/S.....
.....
.....

Registrar
Madhabdev University

Brief description of the firm

1. Sl. No. :
2. Name of the Firms :
3. Name of owner/Partner/Directors :
4. Full particulars of office :
 - (a) Address :
 - (b) Telephone No. :
 - (c) Fax No. :
 - (d) E-mail ID :
5. Full particulars of the bankers of the firm :
 - (a) Name of the Bank and Branch :
 - (b) Account type :
 - (c) Account No. :
 - (d) IFSC :
6. Registration details : (Self attested copies of all Certificates/Licenses/Permits/Registrations etc. should be enclosed failing which the application is liable to be rejected outright)
 - a. PAN/GIR No. :
 - b. GST Registration No. :
 - c. Service tax registration No. :
 - d. EPF registration No. :
 - e. ESI registration No. :
 - f. Labour License issued under the Contract Labour Act., 1970 :
7. Details of Earnest Money Deposited :
 - a. Amount :
 - b. DD No. and Date :
 - c. Drawn on bank :
 - d. Valid up :

The above format may be used to provide requisite details.

Additional information, if any.

Date:
Place:

Signature of authorized person
Full Name:
(Company’s Seal)

Specification:1**Supply and installation of Video Conference System at the Vice-Chancellor's conference room:****1. Conference System****a) Central Mixer Amplifier**

Line Output	2 x 17.5V DC/3A Max.; -34dBV (20mV)
Power Output	50W RMS at 2% THD, 90W Max.
Inputs	3×Mic 0.65mV/4.7kΩ, 1×Aux 100mV/470kΩ
Frequency Response	60-14,000Hz (± 3dB)
S/N Ratio	> 60dB
Tone Controls	Bass: -10dB at 100Hz, Treble: -10dB at 10kHz
Preamp Output	200mV/600Ω
Line Output	1V/1kΩ
Send Output	200mV/600Ω
Return Input	200mV/10kΩ
Speaker Output	4Ω, 8Ω, 16Ω, 70V & 100V
Power Requirement	AC: 220-240V, 50/60Hz, DC: 24V (2×12V Car Battery)

b) Desktop Gooseneck Microphone Chairman Unit – 2 no.

Microphone	-63dBV/μbar (7.5mV/Pa)
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Priority Switch, Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

c) Desktop Gooseneck Microphone Delegate Unit – 16 nos.

Microphone	-63dBV/μbar (7.5mV/Pa)
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

2. PA Mixer Amplifier

Power Output	220W Max., 160W RMS at 10% THD, 140W RMS at 5% THD, 120W RMS at 2% THD
Output Regulation	≤ 2 dB, no load to full load at 1kHz
Input Channels	5 × Mic 0.65mV/4.7kΩ, 2 × Aux 100mV/470kΩ, 1 × Line 1V/50kΩ
Frequency Response	50-15,000Hz ±3dB
Signal to Noise Ratio	60dB
Tone Controls	Bass: ±10dB at 100Hz, Treble: ±10dB at 10kHz
Output	Preamp 200mV/600Ω, Line 1V/1kΩ
Speaker Output	4Ω, 8Ω, 70V & 100V
Power Supply	DC: 24V (2×12V Car Battery) AC: 220-240V 50/60Hz

3. PA Column Speakers 4 nos.

Input Power	10W RMS, 15W Max.
Power Taps	10W, 10/7.5/5W
Impedance/Voltage	8Ω, 100V
Frequency Response	150-10,000Hz
SPL at 1kHz	92dB/1W/1m
Speakers	2 × 152.4 mm (6") × 101.6 mm (4")

4. Projector

Technology: DLP

Resolution: 1920 x 1080

Aspect Ratio: 16:9

Lumens: 4000

Interface: HDMI IN + VGA IN + VGA OUT

Accessory: a) Ceiling Mount Kit b) Motorised screen min.8 ft x 6 ft

5. Desktop Computer

CORE i5 11TH GEN OR LATER

8 GB RAM

256 GB SSD

1 TB 7200 RPM SATA HDD

21.5" INCH LED BACKLIT DISPLAY

ONBOARD GRAPHICS

3 NOS. USB 3.0 + HDMI PORT + ETHERNET (RJ45) + Wi-Fi + BLUETOOTH

Separate line out and mic input 3.5 mm phone jack port.

WIN 11 HOME SINGLE LANGUAGE/ MS OFFICE 2021 Pre-Installed by OEM

3 YEAR ONSITE WARRANTY

6. Web Camera

- Full HD 1080p 30 fps video camera with remote controlled Pan, Tilt & Zoom
- 10X HD Zoom
- Auto focus
- Field of View – 90 degrees

- e) **USB Plug and play**
- f) **Accessories – Remote, Mount Bracket**

7. Cables and Miscellaneous

- a) **100 watt Standalone Soundbar, 3.5mm phone jack input, AC Power**
- b) **2 x 3.5 mm to 6 mm phone jack Noise free audio cable of 10 mtr. Each**
- c) **16 AWG Speaker Cable to connect Column speakers with Amplifier**

Specification:2

Supply and installation of Video Conference System at the Vice-Chancellor’s conference room:

Display	
Size	65/75/86 inches
Display Ratio	16:9
Backlight	DLED
Resolution	3840 (H) X2160 (V)
Viewing Angle	HORIZONTAL 178 ⁰ , Vertical 178 ⁰
Touch System	
Glass Material	Anti-glare tempered glass
Touch Technology	Infrared
Touch Point	40 Points Touch
Writing Tools	Finger, Finger cover by glove, Opaque objects
Touch Accuracy	±1.5mm
	Speaker
Speaker Quantity	2
Power	2*12W
Display Connectors	
HDMI IN	3
HDMI Out	1
VGA IN	1
USB 2.0	1
USB 3.0	4
USB Touch Output	2
RS232	1
RJ45 IN	1
RJ45 OUT	1
Built-in Operating System	
CPU	A55x4
RAM	4 GB
ROM	32 GB
Operating System	Android 11.0 embedded, supports slot-in PC module
	PC Module
Operating System	Windows 10
CPU	Core i5/i7, 11 th Generation
RAM	8GB/ 16GB
Storage	128GB/ 256

	Environment Requirement
Power	100-240V- 50/60Hz
Altitude	Below 5000
Standby Power Consumption	0.5W

2. Conference System

d) Central Mixer Amplifier

Line Output	2 x 17.5V DC/3A Max.; -34dBV (20mV)
Power Output	50W RMS at 2% THD, 90W Max.
Inputs	3×Mic 0.65mV/4.7kΩ, 1×Aux 100mV/470kΩ
Frequency Response	60-14,000Hz (± 3dB)
S/N Ratio	> 60dB
Tone Controls	Bass: -10dB at 100Hz, Treble: -10dB at 10kHz
Preamp Output	200mV/600Ω
Line Output	1V/1kΩ
Send Output	200mV/600Ω
Return Input	200mV/10kΩ
Speaker Output	4Ω, 8Ω, 16Ω, 70V & 100V
Power Requirement	AC: 220-240V, 50/60Hz, DC: 24V (2×12V Car Battery)

e) Desktop Gooseneck Microphone Chairman Unit – 2 no.

Microphone	-63dBV/μbar (7.5mV/Pa)
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Priority Switch, Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

f) Desktop Gooseneck Microphone Delegate Unit – 16 nos.

Microphone	-63dBV/μbar (7.5mV/Pa)
Current Consumption	< 50mA Max.
Mic Auto Switch-Off Time	75 seconds approx.
Input	Line
Output	Line, Headphone
Speaker	Max Input 300mW
Controls	Talk Switch, Speaker Volume Control, Headphone Volume Control
Accessories	Foam Windshield, 2.5m Interconnecting Cable

3. PA Mixer Amplifier

Power Output	220W Max., 160W RMS at 10% THD, 140W RMS at 5% THD, 120W RMS at 2% THD
Output Regulation	≤ 2 dB, no load to full load at 1kHz
Input Channels	5 × Mic 0.65mV/4.7kΩ, 2 × Aux 100mV/470kΩ, 1 × Line 1V/50kΩ
Frequency Response	50-15,000Hz ±3dB
Signal to Noise Ratio	60dB
Tone Controls	Bass: ±10dB at 100Hz, Treble: ±10dB at 10kHz
Output	Preamp 200mV/600Ω, Line 1V/1kΩ
Speaker Output	4Ω, 8Ω, 70V & 100V
Power Supply	DC: 24V (2×12V Car Battery) AC: 220-240V 50/60Hz

4. PA Column Speakers 4 nos.

Input Power	10W RMS, 15W Max.
Power Taps	10W, 10/7.5/5W
Impedance/Voltage	8Ω, 100V
Frequency Response	150-10,000Hz
SPL at 1kHz	92dB/1W/1m
Speakers	2 × 152.4 mm (6") × 101.6 mm (4")

PART-B FINANCIAL BIDS

Price Schedule: A (Supply and installation of Video Conference System)

Sl. No	Items Name/Description	Brand with Model	Quantity	Unit Rate	Total Cost	Discount	Others (if any)	Actual Cost
1	List enclosed in Annexure II							

Signature of the authorised signatory with seal of the tendering firm/company/agency

Date:

Signature

Place:

Full name

Designation & Seal

Address: