



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

केंद्रीय विश्वविद्यालय/A Central University

## कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर - 784028, असम / TEZPUR - 784028, ASSAM

‘नाक’ द्वारा ‘ए+’ ग्रेड प्राप्त, एनआईआरएफ रैंकिंग में भारत के शीर्ष 100 विश्वविद्यालयों में स्थान प्राप्त  
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### NOTICE INVITING TENDER

**Online Bids in 02 Bid System (Technical and Financial)** are invited from reputed manufacturers/authorized dealers through GEM for **“Supply and installation of various Air Conditioners”** at Tezpur University. *(Detailed items along with technical specifications are enclosed at Annexure- I & II).*

*Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way, relieve the bidder of its responsibility to fulfill its obligations under the Bid. All the mandatory documents as listed at Annexure-III must be submitted without which a bid will not be accepted.*

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

For any queries/doubt please contact the Stores & Purchase Section (e-mail: [snp@tezu.ernet.in](mailto:snp@tezu.ernet.in)) or in the email id mentioned in the GeM Bid.

### Key Information about the NIT

|                                                                             |                                                             |
|-----------------------------------------------------------------------------|-------------------------------------------------------------|
| Title of the Bid                                                            | Supply and installation of various Air Conditioners         |
| Last date and time for submission of Bids                                   | As per GeM Bid                                              |
| Date and Time of opening of Bids                                            | As per GeM Bid                                              |
| Bid Validity Period                                                         | 180 days from the date of publishing on GeM                 |
| Tender Participation Fee                                                    | Nil                                                         |
| Earnest Money Deposit (EMD) ,<br>[Exemption as per GTC 4 (ii)]              | ₹ 65,000/- (Rupees Sixty Five Thousand) only                |
| Mode of submission of EMD                                                   | Through ONLINE bank transfer to the following Bank Account: |
| • Tender Fee and EMD submitted through other mode(s) shall NOT be accepted. | Account No. 10501586273                                     |
| • After depositing the fee / amount, the bidder must submit a copy          | Account Name: Tezpur University Debt Deposit                |
|                                                                             | Bank Name: State Bank of India                              |
|                                                                             | Branch Name & Address: Main Branch, Lake                    |

ACR  
18/9/26



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|                                                                                                                                                                                                                                                                                                    |                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <p>(documentary evidence) of the transaction receipt with full details of bank transaction along with the tender documents.</p> <ul style="list-style-type: none"> <li>Refund of the EMD shall only be considered on submission of the documentary evidence of the transaction receipt.</li> </ul> | <p>Road, Tezpur, Sonitpur, Assam-784001<br/>IFS Code: SBIN0000195</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|

### GENERAL TERMS & CONDITIONS:

- The items desired to be procured through this bid are supplementary to each other and in execution of the project in entirety, as such interested participants may note that they are to quote for all the items as desired to be procured through this bid.
- Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
- The bidder, in case claims to be a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "**Bidder Turnover**" criteria, "**Experience Criteria**" and also from payment of **Earnest Money Deposit (EMD)**, subject to meeting of quality and technical specifications and . If the bidder is an **OEM** of the offered products, it would be exempted from the "**OEM Average Turnover**" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from **Turnover / Experience Criteria**, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- Quotations should be accompanied by:**
  - An **EMD** (through account transfer as detailed at page 1) for ₹ 65,000/- (Rupees sixty five thousand) only.
  - Bidders who are MSME/NSIC registered** needs to furnish a "**Bid Security Declaration**" (format enclosed at Annexure – IV) in lieu of EMD accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. **Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.**
- Bidders/Tenderers are to ensure that they are GST compliant and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and the applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.

AC  
18/12/24



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6. Applicable levies, surcharges, and discounts should be clearly indicated item-wise
7. All bids should be submitted online through the GEM Portal.
8. **Literature a must (wherever applicable):** All the quotations must be supported by technical leaflet/literature and the specifications mentioned in the quotation must be reflected/ supported by such technical leaflet/ literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy reference.
9. **Product Datasheet is mandatory:** Submission of required model specific Product Datasheet of the quoted product by bidder is mandatory to check and verify the product specification. The bid will be rejected if the required Product Specific Product Datasheet / Brochure is not submitted by the bidder. Also if there is any material discrepancy in Product Datasheet vis-à-vis Technical Specification Requirement, then the offer shall be summarily rejected.
10. **Technical Compliance** vis-à-vis Required Specification, i.e., line wise offered specification, on OEM Letterhead fulfilling of all requirements, with details of the OEM Person signing the document, such as name, designation, address, e-mail Id and Phone No. must be mentioned. The same shall be verified with OEM and any material departure in offering shall render the submission disqualified. Please also note that the tenderer should not write 'As per Literature enclosed'. In such a case, offer shall not be considered.
11. **Validity of Quotation:** Quoted rates must be valid for at least **180 days** from the last date of submission of quotation.
12. **Manufacturer authorization:** Wherever Authorized Agency/ Distributors/Partners are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid. The Authorization must be addressed to the buyer and it should be bid specific from OEM.
13. OEM should undertake that no refurbished component will be used in the quoted products.
14. **Bidders Turn Over Criteria:** The minimum average annual turnover of the bidder during the last three Financial Years, ending on 31<sup>st</sup> March of the previous financial year, should be as indicated in the bid document / as per GeM. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
15. **Product Quality Assurance:** The name of the brand must be embossed or etched. Stickers / Paint shall not be accepted.
16. **Quality Certificates:** Valid certificate to prove that the products are genuine and of international standard, as mentioned below, must be uploaded: (a) Manufacturer's certificate; (b) ISO/ISI certificate.

AB  
18/9/24



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17. **After Sales Service Guidelines (wherever applicable)::** In case of imported goods as well as local goods, bidders should clearly state the detailed address, contact number and email ids of ‘after sales service centre’ preferably in Tezpur/Guwahati, India or any place in Assam without which their offers shall be liable for rejection. Service against any complaint must be provided within 24 hours.
18. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom the services has been rendered, particularly to Universities/IITs/Institutes and other Government Organization.
19. **Payment:** 100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
20. **PENALTY FOR DELAYED DELIVERY:** The date of delivery and installation should be strictly adhered to. In the event of delayed delivery, installation & commissioning, the vendor shall be liable for a penalty deduction as per prevailing rule.
21. The University is exempted from paying Custom and Excise duty.
22. Warranty / Guarantee period, wherever applicable, should be specifically mentioned in the quotation.
23. Irresponsive / incomplete bid will be rejected.
24. The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational / R&D/ PSU/ Govt. organizations. A certificate or undertaking to this effect must be submitted.
25. **Performance Bank Guarantee amounting to 3(Three) % of the order value needs to be submitted in the form of Bank Guarantee in favour of “The Registrar, Tezpur University” on or before final settlement of the bill.** The Performance Bank Guarantee must remain valid for the entire period of warranty plus 60(sixty) days. No interest shall be paid on the Performance Bank Guarantee.
26. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
27. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.
28. **Termination for default:** Default is said to have occurred –
  - a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
  - b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
  - c) If the supplier fails to perform any other obligation(s) under the contract.

AGB  
18/9/20



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- d) Under the above circumstances Tezpur University may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, Tezpur University may at its discretion also take the following actions: Tezpur University may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate Tezpur University for any extra expenditure involved towards goods and services obtained. Besides, the Vice-Chancellor, Tezpur University, reserves the right to impose any other form of penalty as deemed fit including blacklisting of the vendor.
29. **Selection criteria:** The bid will be evaluated and awarded through two (02) bid system, i.e. Technical Evaluation and then Financial Evaluation. To ensure that each bidder has the necessary qualifications and resources to fulfil its obligations under the contract, the Eligibility, Financial, Experience & Support criteria should be passed in the technical evaluation stage. Technical evaluation will be marked by the award of “ACCEPT” and/or “REJECT”. Only the “ACCEPTED” vendors will be considered for opening of financial bid. The evaluation will be done based on the total value-wise evaluation. In case, a joint venture makes a bid, any one of the members of the joint venture needs to be qualified for each of the criteria as mentioned.
30. **Delivery Period:** The delivery, installation and commissioning should be completed within **30 Days** of the award of BID without any deviation.

*AS*  
*18/9/24*

Deputy Registrar (S&P)  
Tezpur University



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### Annexure- I

#### Details of Air-conditioners along with other specifications and locations for installation

| Sl.         | Department / Office          | Room Details with No.                             | Room Size (Approx)                                            | Type of AC | AC Capacity (Ton) | No. of AC |
|-------------|------------------------------|---------------------------------------------------|---------------------------------------------------------------|------------|-------------------|-----------|
| 1           | Central Library              | Librarian's Room                                  | 16×16 Ft.                                                     | Split      | 1.5               | 1         |
| 2           | Central Library              | Dy. Librarian's Room                              | 16×16 Ft.                                                     | Split      | 1.5               | 1         |
| 3           | Central Library              | Asstt. Librarian's Room                           | 20×16 Ft.                                                     | Split      | 1.5               | 2         |
| 4           | Central Library              | Library Office                                    | 20×16 Ft.                                                     | Split      | 1.5               | 2         |
| 5           | Central Library              | Thesis & Dissertation / Govt. Publication Room    | 20×40 Ft.                                                     | Split      | 2                 | 3         |
| 6           | Central Library              | Technical Section-I                               | 20×16 Ft.                                                     | Split      | 1.5               | 1         |
| 7           | Central Library              | Technical Section-I                               | 20×20 Ft.                                                     | Split      | 1.5               | 2         |
| 8           | Central Library              | Children's Library                                | 20×20 Ft.                                                     | Split      | 1.5               | 2         |
| 9           | Central Library              | UPS & Battery Section                             | 16×8 Ft.                                                      | Split      | 1.5               | 1         |
| 10          | Central Library              | Group Discussion Room                             | 16×16 Ft.                                                     | Split      | 1.5               | 1         |
| 11          | Dean, Research & Development | Room Nos.                                         | 150 sq. ft. approx.                                           | Split      | 1.5               | 3         |
| 12          | Engineering Cell             | Substation (Near ASTC)                            |                                                               | Split      | 1.5               | 3         |
| 13          | Administration Building      | Central UPS Room, meeting room and other sections | 150 sq. ft. approx. per room                                  | Split      | 1.5               | 10        |
| 14          | English                      | "Archiving Childhood" Room of Dr. Pallavi Jha     | 400 sq. ft. approx.                                           | Split      | 2                 | 1         |
| 15          | Nelson Mandela Int. Hostel   | Office Room                                       | 200 sq. ft. approx.                                           | Split      | 1.5               | 1         |
| 16          | Civil Engineering            | Faculty Room, Lab. Rooms, Meeting Room            | 12 Rooms approx 150 sq. ft / room; 1 room approx. 600 sq. ft. | Split      | 1.5               | 14        |
| 17          | SAIC                         | Physics Lab-I                                     | 60×60 Ft.                                                     | Tower      | 2                 | 4         |
| 18          | SAIC                         | Physics Lab-II                                    | 40×20 Ft.                                                     | Tower      | 1.5               | 3         |
| Total Nos.: |                              |                                                   |                                                               |            |                   | 55        |

AS  
18/9/26



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### Annexure-II

Technical Specifications / Details of the Air Conditioner, accessories, installation, warranty, etc.

|           |                                              |                                                                                                                                     |
|-----------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>A)</b> | <b>General &amp; Operational Parameters</b>  |                                                                                                                                     |
| 1)        | Type of AC:                                  | Wall mounted split AC or Tower AC (as per Annexure-I)                                                                               |
| 2)        | Technology:                                  | Inverter-based variable speed compressor to optimize power.                                                                         |
| 1)        | Cooling Capacity:                            | Nominal 1.5 Ton (approx. 5270W / 4500 kcal/hr) or 2.0 Ton (as per Annexure-I)                                                       |
| 2)        | Electrical Supply:                           | 230V $\pm$ 10%, 50Hz, single-phase AC supply.                                                                                       |
| 1)        | Energy Rating:                               | Minimum BEE 5-Star rating.                                                                                                          |
| 2)        | Refrigerant:                                 | Eco-friendly, ozone-non-depleting R32 or R410A.                                                                                     |
| <b>B)</b> | <b>Material &amp; Construction Standards</b> |                                                                                                                                     |
| 1)        | Coils & Condenser:                           | 100% inner-grooved copper tubes for both indoor evaporator and outdoor condenser, equipped with blue/gold fin corrosion protection. |
| 2)        | Casing:                                      | Pre-treated galvanized sheet steel with corrosion-resistant powder coating for outdoor condensing units.                            |
| 3)        | Compressor:                                  | High-efficiency hermetically sealed rotary or scroll compressor.                                                                    |
| <b>C)</b> | <b>Accessories &amp; Installation Scope</b>  | High-efficiency hermetically sealed rotary or scroll compressor.                                                                    |
| 1)        | Piping & Cabling:                            | Minimum 3 meters of insulated copper matching pipes and interconnecting communication/power cables included in the base supply.     |
| 2)        | Drainage:                                    | Flexible PVC drain piping of suitable length.                                                                                       |
| 3)        | Control:                                     | Full-function wireless LCD/LED infrared remote controller with temperature display, timer, and sleep mode.                          |
| 4)        | Safety:                                      | Built-in low/high voltage and current overload protection safeguards for the PCB and compressor.                                    |
| <b>D)</b> | <b>Warranty &amp; Compliance</b>             |                                                                                                                                     |
| 1)        | Machine Warranty:                            | Comprehensive 1 year or higher on the complete unit.                                                                                |
| 2)        | Compressor Warranty:                         | Minimum 5 to 10 years on the compressor.                                                                                            |
| 3)        | Standards:                                   | Conformance to IS: 1391 (Part-I/92) or equivalent national safety and performance benchmarks.                                       |

NOTE: The bidders may inspect the sites / rooms for their assessment before submitting the bid.



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### Annexure-III

#### List of Enclosures / Supporting Documents

| Sl. No. | Type of Document                                                                   | Submitted (Yes / No) | Page No. |
|---------|------------------------------------------------------------------------------------|----------------------|----------|
| 1.      | Bidders Office Address (with mobile No. and e-mail)                                |                      |          |
| 2.      | PAN Card                                                                           |                      |          |
| 3.      | GST Certificate                                                                    |                      |          |
| 4.      | Valid Trade License/ Registration Certificate                                      |                      |          |
| 5.      | ITR Returns (Last 03 Financial Years)                                              |                      |          |
| 6.      | Declaration of Non-Blacklisting                                                    |                      |          |
| 7.      | Acceptance to Tender Condition                                                     |                      |          |
| 8.      | Technical Specifications and Compliance Sheet including model supported by leaflet |                      |          |
| 9.      | Audited Balance Sheet certified by CA for last 03 yrs. *                           |                      |          |
| 10.     | Annual Turnover (last 03 Financial Years) *                                        |                      |          |
| 11.     | Proof of Experience *                                                              |                      |          |
| 12.     | Earnest Money Deposit *                                                            |                      |          |
| 13.     | Bid Security Declaration Form*                                                     |                      |          |
| 14.     | MSME / NSIC (* <i>exempted for those who are MSME registered</i> )                 |                      |          |
| 15.     | ISO Certificates ( wherever applicable)                                            |                      |          |
| 16.     | Address of After Sales Support /Service Centres ( wherever applicable)             |                      |          |
| 17.     | Dealership Certificate/Authorization Certificate (wherever applicable)             |                      |          |
| 18.     | MII Declaration (wherever applicable)                                              |                      |          |
| 19.     | Escalation Matrix                                                                  |                      |          |
| 20.     | Product Datasheet, User Manual and brochure in support of technical parameters     |                      |          |
| 21.     | Certification for Genuine Pricing                                                  |                      |          |

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### Annexure-IV

(To be submitted on Company’s/Firm’s Letterhead signed and sealed)

#### Bid-Security Declaration Form

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

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).