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No.G-20017/10/2025- DTE(WCD)
GOVERNMENT OF MIZORAM
DIRECTORATE OF WOMEN & CHILD DEVELOPMENT
SOCIAL WELFARE, WOMEN AND CHILD DEVELOPMENT DEPARTMENT
***

Dated Aizawl, the 14th November, 2025

TENDER NOTICE

Sealed quotations are invited for and on behalf of the Governor of Mizoram from Empanelled Firm under Finance Department for Construction of 5(five) One Stop Centre at Aizawl, Khawzawl, Hnahthial, Saitual and Vairengte @ Rs.60,00,000/-per centre. Bidding Document will be available at the Office of Directorate of Women and Child Development, Tuikhuahtlang, Aizawl, Mizoram on payment of Rs.1500/-during office hours on all working days.

The last date for receipt of quotation is on 16th December, 2025 at 2:00 PM. The tenders will be opened by the Director of Women and Child Development or his/her authorized representative at 3:00P.M on the same day. The tenderers or their authorized representatives may remain present at the time of opening of tenders if they so desire.

14/11/25
(ZORAMTHANGI CHHANGTE)
Director,
Women and Child Development
Mizoram, Aizawl.

Memo No. No.D.20017/10/2025-DTE(WCD) : Dated Aizawl, the 14th November, 2025

Copy to :-

1. P.S. to Hon'ble Minister, Social Welfare, Women and Child Development Department for favour of information.
2. P.S. to Commissioner & Secretary to the Government of Mizoram, Social Welfare, Women and Child Development Department for information.
3. Director, Information & Public Relations, Mizoram, Aizawl for information with a request to publish the Tender Notice in 2 (two) local leading Daily Newspapers for 3 (three) consecutive days.
4. State Public Procurement Portal
5. IT Cell of this Directorate for information and uploading the document at the Department website.
6. Guard File.

14/11/25
Director
Women and Child Development
Mizoram, Aizawl

No.G.20017/10/2025-DTE(WCD)
GOVERNMENT OF MIZORAM
DIRECTORATE OF WOMEN AND CHILD DEVELOPMENT

Dated Aizawl, the 14th November, 2025

OPEN TENDER ENQUIRY

Open Tender Enquiry in sealed cover is hereby invited for and on behalf of the Governor of Mizoram from Empanelled Firm under Finance Department for "Construction of 5 (five) One Stop Centre" with funds received from Ministry of Women and Child Development, Government of India under One Stop Centre (Construction), to be received by the Director, Women and Child Development, Mizoram, Tuikhuahtlang, Aizawl upto 2:00 PM of 16th December, 2025. The tenders will be opened by the Director, Women and Child Development or her authorized representative at 3:00 PM on the same day. The tenderers or their authorized representatives may remain present at the time of opening of tenders if they so desire.

Sl. No	Name of Work	Total amount In Rs.
1	Construction of five (5) One Stop Centre at Aizawl, Khawzawl, Hnahthial, Saitual and Vairengte @ **Rs.60,00,000/-** per centre.	**Rs.3,00,00,000/-**

The tenders shall be in two parts bid – (1) Technical Bid and (2) Financial Bid in a separate sealed cover clearly mentioning the kind of bid and putting both the sealed covers in one bigger cover which should also be sealed and duly superscribed.

TERMS & CONDITIONS

1. Introduction:

1.1 The Govt. of Mizoram represented by the Secretary to the Govt. of Mizoram, Social welfare, Women and Child Development, Department submitted proposals for Construction of five (5) One Stop Centre at Aizawl, Khawzawl, Hnahthial, Saitual and Vairengte for Women and Child Development, Ministry of Women and Child Development, Govt. of India and the same was approved with a total estimated cost of Rs. 300/- lakh, out of which Rs.225/- lakh (75 % of total cost) has been released during the financial year 2025 - 26 to Social Welfare, Women and Child Development Department, Govt. of Mizoram.

1.2 As per approved designs within the approved project cost, the Department has decided to carry out Open bidding process from empanelled firms notified by Finance Department Vide No. A.46011/1/2024–F.Est/179-188 dated 22nd August, 2024/No. A.46011/1/2024–F.Est/332-333 dated 5th March, 2025 for selection of a private entity as the bidder to whom the execution of Civil Construction Work may be awarded.

2. Scope of work: The scope of work to be performed by selected agency will include (but is not limited to) the following tasks:

2.1 The agency shall get the work executed in accordance with the technical sanction and drawings, design and specification in the DPR and ensure completion of the project within the project cost and within the stipulated time.

2.2 The agency shall render all required support to the Employer for the completion of the project.

3. Information to Bidders

3.1 Brief Description of Bidding Process:-

The bid to be submitted by the bidder shall be in two separate parts i.e; Technical Bid and Financial Bid. The bid shall be submitted as under:

3.1 (a) Technical Bid – The cover shall be named as Technical Bid for Construction of five (5) One Stop Centre for Women and Child Development and shall comprise of inside covers with documents such as:

a. Bid Security / Earnest Money Deposit (EMD). Bid security / EMD should be as per conditions provided herewith in clause no. 4.1.

b. Technical Bid as per Form - B.
c. Qualification Information and supporting documents as per Form - A.
d. Certificates, undertakings, affidavits, Power of Attorney, etc. as specified in Form D, E and F
e. Undertaking that the bid shall remain valid for the period specified in Clause 5 of 5.1B

3.1 (b) Financial Bid – The cover shall be named as Financial Bid and shall comprise the item rate and bid as per Form – C and bank solvency certificate as per format enclosed.

The sealed covers of Technical and Financial bid shall be received in the office of Director, Women and Child Development, Social Welfare, Women and Child Development Department, Tuikhuahtlang, Aizawl – 796001, during the office hours on working days till the last date and time of submission of the bid. The sealed covers shall be delivered in person or submitted by post or by courier should reached and delivered in the office within the stipulated date and time positively. The department will not be held responsible for any delay or loss or damage of the bid documents during transit and in such events the bid stands rejected summarily. If cover I & II are not received in due time, the bid shall be declared non-responsive.

In compliance of Notification No. H.11021/1/2024-FEC Dated 15th July, 2025, the permissible lower limit while considering this tender is fixed at 5% below the estimated cost and the upper permissible ceiling is fixed at 10%. Any bidder exceeding the lower and upper limit ceiling permissible will be treated as invalid.

4. Bid Security

4.1 The bidders shall furnish, as a part of his bid, a bid security of an amount of 2% of the bid amount. Bid security in the form such as Deposit Receipt of Scheduled Bank/Commercial Bank (Term Deposit Receipt/Banker's Cheque/ Bank Draft/ Call Deposit duly pledged in favour of Director, Women and Child Development, Aizawl – 796001 is acceptable. Bid security shall remain valid till 90 (Ninety) days. The bidder has the option of furnishing Bid Security in the Form of Bank Guarantee from a Nationalized Bank of India, Counter guaranteed by its branch at Aizawl.

4.2 Any bid not accompanied by an acceptable Bid Security and not secured as indicated in sub-clauses 4.1 shall be rejected by the Client as non-responsive.

4.3 As per O.M No. F.9/4/2020-PPD ; dated 12th November, 2020 issued by Department of Expenditure, Ministry of Finance, the firms registered under

MS&ME having registration certificate may be exempted from submission of Bid Security on the condition that the firm submits 'Bid Security declaration'.

4.4 The bid security of unsuccessful bidders shall be returned within 28 days of the end of the bid validity periods specified in 4.1.

4.5 The bid security of unsuccessful bidder shall be discharged when the bidder has signed the Agreement and furnished the required Performance Security / Guarantee.

4.6 The bidders security may be forfeited on the following conditions:

i) If the bidder withdraws the bid after bid opening during the period of bid validity;

ii) In the case of a successful bidder, if the bidder fails within the specified time limit to sign the agreement or furnish the required Performance Security.

5. Documents to be furnished:

5.1 Copies of original / attested photocopy of contract or registration certificate / documents defining the constitution or legal status, place of registration, written power of attorney of the signatory of the Bid to commit the Bidder.

a. The Empanelment / Registration of the Contractors / Firms should be valid on the last date of selling tender documents.

b. In case only the last date of sale of tender document is extended. The enlistment of Contractor should be valid on the original date of sale of tenders.

5.2 In case both the last date of receipt of application and sale of tenders are extended, the enlistment of contractor should be valid on either of the through date i.e. Original of sale of tender or on the extended date of sale of tender.

5.3 The bidder should have updated Bank's Solvency / Bank Certificate of the amount equal to or not less than 40% of the Estimated Cost put to tender (ECPT) and clearly stating that the banker's shall be extending necessary financial support.

5.4 The bidder should have valid sales tax / work contract tax /PAN/ service tax registration number or GST registration number.

5.5 The Tenderer should enclose House Tax Payee Certificate (up to date original /attested photocopy)

5.6 Items of construction equipment proposed to perform the Contract;

5.7 Qualifications and experience of key site management and technical personnel proposed for the Contract;

5.8 Information regarding any litigation or arbitration resulting from contracts executed by the bidder in the last five years or currently under execution. The information shall include the names of the parties concerned, the

disputed amount, and cause of litigation, matter in dispute & the stage of the litigation.

5.9 The proposed methodology and program of construction backed with equipment planning and deployment, duly supported with broad calculations and quality control procedures proposed to be adopted, justifying their capability of execution and completion of the work as per technical specifications within the stipulated period of completion as per milestones as mentioned in the Contract data.

6. Information for bidder/bidders :

6.1 Each bidder shall submit only one bid for one package.

6.2 The bidder should not have incurred any major loss during last 3 financial years.

6.3 The Contractor shall quote his rates keeping in mind the specifications, terms & conditions, additional and special conditions, Labour Cess, GST, etc. as applicable shall be paid by the contractor himself. The Contractor shall quote his rate considering all such taxes and nothing shall be payable extra whatsoever unless otherwise specified.

6.4 The bidder should undertake their own studies before submitting tender documents. The bidder, at the bidder's own responsibility and risk is encouraged to visit and examine the Site of Work and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into the contract for construction of the works. The costs for visiting the Site shall be at the Bidder's own expense.

6.5 Even though the bidders meet the qualifying criteria, they are subject to be disqualified if they have:

a. Made any misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or

b. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays incompletion, litigation history, or financial failures etc.; and / or

c. If quoted unreasonably high bid prices (more than the tendered amount) or unreasonably low bid prices and could not furnish rational justification to the Client.

6.6 The completion time for the project is 15 months from the issue date of work order. If there is a delay in handing over of the buildings for reasons not

accepted by the department, a penalty of Rs. 50,000/- per week (7 days) will be levied on the agency for the number of weeks the work is delayed.

6.7 There will be a defect liability of 1 year from the date of completion.

6.8 The bidders should have the capacity of execution of the work even when there is a lapse of making payment due to the situation beyond the control of the employer.

6.9 The bidder shall fill the item rate and the total bid price (both in figures and words) as specified in the BOQ. Amount should be worked out for all the items. Amount must be quoted in full rupees by ignoring upto 50 paise and considering more than 50 paise as rupee one. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.

6.10 The prices tendered shall except in so far as it is otherwise, provided under the contract, include cost of investigation, design & engineering, all constructional plant, labour, supervision, materials, erection maintenance, insurance, profit, all taxes and duties & other levies together with all general risks, liabilities and obligations set out or implied in the contract.

6.11 Before the deadline for submission of bids, the Client may modify the bidding documents by issuing addenda.

6.12 The bid price quoted by the bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment or revise on any account.

6.13 The bid document can be obtained on payment of Rs. 1500.00 (Rupees One thousand five hundred) from the Office of the undersigned.

6.14 The bid document along with all necessary documents be submitted to the undersigned address on or before 2:00 PM, 26.11.2025 and technical bid shall be opened on the same day @ 3:00 p.m. Time and date for opening of financial bid will be intimated to the bidder after evaluation of the technical bid.

6.15 The Department reserves the right to accept or reject any or all the tenders without assigning any reason.

6.16 If the envelopes are not sealed and marked as instructed above, the employer will not bear any responsibility for the misplacement or premature opening of the contents of the bid submitted and consequent loses, if any, suffered by the Bidder.

6.17 The Employer reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Employer in respect of such Bids.

6.18 The Bid will be evaluated on the basis of the following evaluation criteria:

Sl. No	Details	Marks
1	Experience of the firm in execution of Civil Construction projects in the State.	10
2	Methodology, work plan and understanding of ToR.	10
3	Suitability of Key Personnel for the assignment. a) Qualification b) Relevant Experience	10 + 10 = 20
4	Financial Strength of the Consultant. Turnover Figures for the last three (3) years.	5
5	Machinery & Equipments	5
6	Financial Bid	50
	Total Marks assigned for Technical and Financial Bid	50 + 50 = 100

7. After selection, a Letter of Award ("LOA") shall be issued by the Employer to the Selected Bidder and the Selected Bidder shall, within 3 (three) days of the issuance of the LOA, acknowledge receipt of the same indicating therein its acceptance or otherwise of the LOA and the assignment.

8. After acknowledgement of the LOA as aforesaid by the Selected Bidder, a Deed of Agreement shall be executed between the Employer and the Selected Bidder.

9. Bids shall be deemed to be under consideration immediately after they are opened and until such time the Employer makes official intimation of award to the Selected Bidder. While the Bids are under consideration, Bidders and/or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, the Employer on matters related to the Bids under consideration.

10. Performance Guarantee (PG) –

10.1 Within 2 days of receipt of the letter of acceptance of LOA and before signing of agreement, the successful bidder shall deliver performance Guarantee deposit of 5% of the total cost in the form of Bankers Cheque/Bank Draft drawn in favour of Director Women and Child Development payable at Aizawl.

10.2 Performance guarantee shall remain valid for a minimum period of sixty days beyond the date of completion of all contractual as per GCC.

10.3 The performance guarantee deposit of 5% shall be released as soon as completion certificate is issued by the Department.

10.4 The undersigned reserves the right to forfeit the whole or part of the Security Deposit for unsatisfactory execution of work or for breach of any terms and conditions laid down by the Government as per agreement bond signed.

11. Liability for all defects in the construction work by the executing agency shall rest with them for a period of fifteen months from the date of its handing over site complete in all respect to the Employer.

12. Executing Agency shall be responsible for satisfactory rectification of defects.

13. Any defects discovered and brought to the notice of the Executing Agency during the period aforesaid shall be rectified by Executing Agency forthwith at its own cost and expenses. In the event of the failure on the part of the Executing Agency to rectify the defects, the same may without prejudice to any other rights available to Employers in law can be got rectified by the employer for and on behalf of Executing Agency and at the cost and expense of the Executing Agency, after due notice of 30 days to the Executing Agency.

14. The Employer shall have the rights to deduct or set off the expenses incurred by it in rectifying the defects as aforesaid from or against any amount due and payable or becoming due and payable by the Employer to the Executing Agency under this agreement or from any other amount due. The Employer shall be entitled to claim the balance due with interest and recover the same

from the Executing Agency, if the amount claimed is not paid and demanded.

15. The Executing Agency shall, unless otherwise specified, be fully responsible for procurement of all materials and services for the construction activity.

16. Executing Agency shall be fully responsible for acts or omissions committed by it.

17. The executing Agency shall be fully responsible to defend any suits or arbitration cases arising in respect of the project in connection with the Work between the Executing Agency and its sub-agency / workers as its own cost.

18. The Executing Agency shall be fully responsible for observance of all labor laws and other laws applicable and shall indemnify and keep indemnified the Employer against effect of non-observance of any such laws by it or the sub-agency.
Further, Employer shall not be responsible in any manner whatsoever or Damages/compensation under Workmen Compensation Act or any other law in torts or in civil law to the employees of Executing Agency and/or contractor(s) and/or laborer employed.

19. The Executing Agency shall send completion report with as built drawings and maintenance schedules for all the services to the office of the Employer in writing within 15 days of completion of work.

20. Responsibility to obtain Completion Certificate and Occupancy Certificate rest with the executing agency, and the project shall be deemed to have been completed and at the stage of handing over only when these are obtained from the Employer.

21. The Agency shall not, either during the term or after the expiry of the Contract period, disclose any property or confidential information related to the project, the Services, the contract or the Employer's business or operation without the prior written consent of the Employer.

22. Failure to comply with the provisions of the agreement shall lead to forfeiture of Security Deposit.

23. Payment & Schedule of payment:

23.1 Payment will be subjected to release of fund from Government of India and against availability of fund from prior Installment released by Government of India.

23.2 The Employer shall give 10 % of the Project cost as Mobilization/Equipment/Secure Advance on production of Bank Guarantee with the same value from Scheduled Bank/Commercial bank. The Advance payment shall be recovered from the Running Account Bill from the 1st interim payment and will be fully recovered prior to the last payment/final bill.

23.3 The Executing Agency shall submit expenditure claim, copy of the expenditure statement duly certified by authorized signatory of the Executing Agency on the project, for adjustment of expenditure incurred from the funds advanced to the Executing Agency.

23.4 The remaining funds shall be released to the Executing Agency on actual execution basis on on-site measurements.

23.5 Payment of each bill will be made only after site verification is done by Assistant Engineer of Social Welfare, Women and Child Development Department and submission of the report thereof.

24. Monitoring:

24.1 Effective monitoring shall be carried out by the Department/Agency entrusted by the Department to monitor the progress of the works in implementation of the project. To this end, the Agency shall furnish all the data and information, as may be prescribed by the employer from time to time.

24.2 The Agency shall maintain monthly report on the progress of work and submit to the employer regularly.

25. Arbitration:

The dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them. Touching or arising out of or in respect of this agreement or the subject matter thereof shall first be endeavored to be amicably resolved at the Top Management level of the parties. However, in the event of such dispute, difference or question, etc., remaining unsolved, the same shall be referred to the arbitration by a sole

arbitrator appointed mutually by both the parties as per provisions of the Arbitration & Conciliation Act, 1996 as applicable. The place of such arbitration shall be at Aizawl, Mizoram.

26. Force Majeure:

In case of works damaged or destroyed but not yet measured and paid for, the compensation shall be assessed by the two Parties.

Executing Agency shall not be entitled to payment in respect of loss or damage as has been occasioned by any failure on his part to perform his obligations under the Contract or not taking precautions to prevent loss or damage.

Enclosed: Format

17/11/25

(ZORAMTHANGI CHHANGTE)
Director
Women and Child Development
Mizoram; Aizawl

Memo No.G.20017/10/2025-DTE(WCD) : Dated Aizawl, the 14th November, 2025

Copy to :-

1. P.S to Hon'ble Minister, Social Welfare, Women and Child Development Department for information.
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3. Director, Information & Public Relations, Mizoram, Aizawl for information & necessary action.
4. State Public Procurement Portal
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6. Guard file

17/11/25

Director
Women and Child Development
Mizoram; Aizawl

Form-A

QUALIFICATION INFORMATION

(See Rule 37(1)(c))

This Section contains all the criteria that the Employer shall use to evaluate Bids and qualify Bidders.

The information to be filled in by the Bidder in the following pages will be used for purposes of Qualification. This information will not be incorporated in the contract.

1. **Qualification Information of the Bidder:**

a. Constitution or Legal status of Bidder : [Attach copy]
Place of Registration :
Principal place of business :
Power of attorney of signatory of Bid : [Attach copy]

1.2 Total value of Works performed in the last five year (immediately preceding the financial year in which bids are received):

Year	Description of work	Nodal Officer	Value (₹ in lakh)
20__ to 20___			
20__ to 20___			
20__ to 20___			
20__ to 20___			
20__ to 20___			

1.3 Experience in works of similar nature Work performed as prime contractor:, work performed in the past as a nominated sub-contractor will also be considered provided the Sub-Contract involved execution of all main items of work described in the Bid Document, provided further that all other qualification criteria are satisfied (in the same name) on works of similar nature over the last five years (immediately preceding the financial year in which Bids are received).

Project name	Name of Employer*	Description of work	Contract No	Value of Contract (Rs in Lakh)	Date of issue of work order	Stipulated period of completion	Actual date of completion*	Remarks explaining reasons for delay & work completed

* Attach certificates from the Engineer-in-Charge

1.4 Information on Bid Capacity (works for which Bids have been submitted and works which are yet to be completed) as on date of Bid

A) Existing commitments and on-going works:

Description of work	Place & State	Contract No	Name & address of employer	Value of contract (₹ in lakh)	Stipulated period of completion	Value of remaining works to be completed	Anticipated date of completion

B) Works for which bids already submitted.

Description of work	Place & State	Name & address of employer	Estimated Value of work (₹ in lakh)	Stipulated period of completion	Date when decision is expected	Remarks

1.5 Availability of key Contractor's Equipment essential for carrying out the works. The Bidder should list all the information requested below.

Item of Equipment	Requirement		Availability proposal			Remarks (From whom to be leased/ purchased)
	No	Capacity	Owned/leased to be procured	Nos./ Capacity	Age/ Condition	

1.6 Qualifications and experience of key personnel for administration and execution of the contract.

Position	Name	Qualification	Year of experience (General)	Year of experience in proposed position

1.7 Proposed Sub-Contracts and Firms involved.

Sanctions of the work	Value of Sub-Contract	Sub-Contractor (Name & Address)	Experience in similar works

Note: Attach copies of Certificates on possession of valid license for executing Electrical works.

a. **Financial reports for the last five years:** balance sheets, profit and loss statements, auditors Reports, etc. List them below and attach copies

Financial Information	Historical information for the last 5 years from to						
	Yrl	Yr2	Yr3	Yr4	Yr5	Avg	Avg.ratio
Information from Balance sheet							
Total assets							
Total liabilities							
Net worth							
Current asset							
Current liabilities							
Information from income statement							
Total revenue							
Profit before taxes							

1.9 **Evidence of access to financial resources to meet the qualification requirements:** cash in hand lines of credit, etc. List them below and attach copies of support documents

SI. No	Source of Funding	Amount	Remarks
1			
2			
3			
Total			

1.10 Name, address and telephone, telex and fax numbers of the Bidders' bankers who may references if contacted by the Employer.

SI. No	Name of Bank	Address	Contact Phones/Telex/fax	Remarks

1.11 Information on litigation history in which the Bidder is involved

Other Parties	Employer	Cause of dispute	Amount involved	Remarks (present status)

1.12 Statement of compliance to be undertaken.
(Name of Consultant engaged for Project preparation is _____)

I, the undersigned, do hereby certify and declare that our Firm,_____ or any of our employees is neither associated, nor has been associated, directly or indirectly, with the Consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed al Project Manager for the Contract.

(Signature of authorised Signatory of the Firm) _____
Name of the signatory _____
Title of the signatory _____
Date_____

1.13 Proposed work method and schedule. The Bidder should attach descriptions, drawings and charts as necessary to comply with the requirements of Bidding Documents.

i. Site Organisation
ii. Method Statement
iii. Mobilisation Schedule
iv. Construction Schedule
v. Contractor's Equipment
vi. Personnel
vii. Others

2. Additional Requirements

Bidders should provide any additional information required to fulfill the requirement of ITB, if applicable

i) Affidavit as per Form – E

ii) Certificate of Understanding as per Form – H.

Form-B

FORM OF TECHNICAL BID

Name of Work: _____

Bid No: _____

To

_____ [Employer]
_____ [Address]

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document, including Addenda.

2. We offer to execute the Works described above and remedy any defects therein in conformity with the Conditions of Contract including Special Conditions, Specifications, Drawings, Bill of Quantities.

3. We undertake, if our Bid is accepted, to commence the work as stipulated in this Contract, and to complete the whole work comprised in the Contract within the time stated in the Contract Document.

4. We agree to abide by this Bid for the period of ____ days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

5. We undertake that unless and until a formal Agreement is prepared and executed, this Bid, together with your written notification of Letter of Acceptance shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any tender you may receive.

7. I/We do hereby submit our Technical Bid, complete with all the required information as stipulated in your Bidding Documents.

Signature of authorized signatory.....

Name..... . .....

Title .....

Date .....

Form-C

FORM OF FINANCIAL BID

Name of Work: _____
Bid No: _____

To

_____ [Employer]
_____ [Address]

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document including Addenda.

2. We offer to execute the Works described above and remedy any defects therein in conformity with the Conditions of Contract including Additional Conditions and Special Conditions, Specifications, Drawings, Bill of Quantities accompanying this Bid for a sum of ₹ _____ (Rupees_____) only.

3. We undertake to abide by the Final Sum coming out of the correction of arithmetical errors as indicated in the General Conditions of Contract.

4. We also undertake, if our Bid is accepted, to commence the work within the period as indicated in the Contract Document and to complete the whole work comprised in the Contract within the time stated in the Contract Document.

5. We agree to abide by this Bid for the period of _____ days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

6. We undertake that unless and until a formal Agreement is prepared and executed, this Bid, together with your written notification of Letter of Acceptance shall constitute a binding contract between us.

7. We understand that you are not bound to accept the lowest or any tender you may receive.

8. I/We do hereby submit our Financial Bid, complete with all the required information as stipulated in your Bidding Documents.

Signature of authorized signatory.....
Name.....
Title.....
Date.....

Form-D

Power of Attorney for signing of BID

Know all men by these presents, We..... (name of the Bidder/Firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms (name),.....son/daughter/wife of.....and presently residing at....., who is presently employed with us as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our BID(s) for the.....[name of Work] proposed by the.....(name of Department) including but not limited to signing and submission of all BIDs, and other documents and writings, participate in conferences/meetings and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our bid[s], and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Work[s] and/or upon award thereof to us and/or till the entering into of the contract with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we,....., the above named principal have executed this power of attorney on this.....day of....., 2

For
(Signature)
(Name, Title and Address)
Witnesses:

1. Accepted
2. Accepted

.....
(Signature)
(Name, Title and Address of the Attorney)
(Notarised)
Person identified by me/ personally appeared before me/
signed before me/Attested/Authenticated*
(*Notary to specify as applicable)
(Signature, Name and Address of the Notary)
Seal of the Notary
Registration Number of the Notary
Date:_____

Notes: **1.** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

2. Also, wherever required, the BIDDER should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the BIDDER.

Form – E

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.

2. The undersigned also hereby certify that neither our firm M/S _____has abandoned any works in India nor any contract awarded to us have been rescinded during the last five years prior to the date of this Bid.

3. The undersigned hereby authorize and request any Bank, person, firm or corporation to furnish pertinent information deemed necessary and required by the Department to verify this statement or regarding my (our) competence and general reputation.

4. The undersigned understand and agree that further information may be requested and agrees to furnish any such information at the request of the Department

(Signature of Authorised Signatory of the Firm)_____
Name of the signatory_____
Title of the signatory_____
Date_____

Form - F

24

SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY OF CREDIT FACILITIES

BANK CERTIFICATE

This is to certify that M/s. ..... is a reputed company with a good financial standing.

If the contract for the work, namely **"[insert name of the work]"** is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. ..... to meet their working capital requirements for executing the above contract.

Name of Bank

Senior Bank Manager

Address of the Bank

SAMPLE FORMAT OF EARNEST MONEY (BANK GUARANTEE)

WHEREAS, contractor ..... (Name of contractor) (Hereinafter called "the Contractor") has submitted his tender dated ..... (date) for the construction of ..... (name of work) (Hereinafter called "the Tender")

KNOW ALL PEOPLE by these presents that we ..... (name of bank) having our registered office at ..... (hereafter called "the Bank" are bound unto ..... (Name and division of Executive Engineer) (hereinafter called "the engineer-in-charge") in the sum of Rs. ..... (Rs. In words ....) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the common Seal of the said Bank this ..... Day of ..... 20.....

THE CONDITIONS of this obligation are :

(1) If after tender opening the contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;

(2) If the contractor having been notified of the acceptance of his tender by the Engineer-in-Charge:

a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required; Or

b) Fails to refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and instructions to contractor, Or

c) Fails to refuses to start the work, in accordance with the provisions of the contract and Instructions to contractor, Or

d) Fails or refuses to submit fresh Bank Guarantee of an equal amount of this Bank Guarantee, against Security Deposit after award of contract.

We undertake to pay to the Engineer-in-Charge up to the above upon receipt of his first written demand, without the Engineer-in-Charge having substantiates his demand, provided that in his demand the Engineer-in-Charge will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date * ..... after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

Date ..... SIGNATURE OF THE BANK

WITNESS ..... SEAL

(SIGNATURE, NAE AND ADDRESS)

Date should be worked out on the basis of validity period of 6 months from last date of receipt of tender.