

# FORM –A , Page no1

## BID SUMMARY SHEET

### 1. TE document Fee Details:

DD No.	Date	Amount Rs.	Name of Bank
XXXX	XX.XX.2014	XXXXXX	State Bank of India

- Bidder may quote one item or more than one item, but TE fee will be Rs. 1000/- only for one TE document.
- DD should be favour of **"HSCC (India) Ltd"** payable at New Delhi/ Noida.

### 2. EMD Detail:

#### A. If EMD/bid security in the form of Bank Guarantee:

Item sr. no.	BG no.	Date	Amount Rs.	Name of Bank	BG Validity
15	XXXX	XX.XX.2014	XXXX	State Bank of India	XX.XX.2015

- Name of Bank Manager who has issued BG : Ram Singh
- Mobile number of Bank Manager : 1234567890
- Official Email ID of Bank Manager : ram@sbi.com

#### B. If EMD/bid security in the form of Demand Draft: Not Applicable

Item sr. no.	DD No.	Date	Amount Rs.	Name of Bank
15	XXXX	XX.XX.2014	XXXX	State Bank of India

- Bidder bid security amount (i) if in the form of Demand Draft (i.e. DD), then DD shall be in favour of **HSCC (India) Ltd** payable at New Delhi/ Noida (ii) if in the form of Bank guarantee than it shall be in favour of **Director, All India Institute of Ayurveda (AIIA), Gautampuri, Mathura Road, Sarita Vihar, New Delhi** as per bidding document format.

### 3. Bid offer:

Sr. Item no	Quoted qty.	Name of Bidder	Name of Manufacture	Country of origin	Model no.
15	5	Rama	Sterling	China	124D

Signature:

Name:

Designation

Seal:

Note: 1. **Above form shall be filled in all respect, failing which unable to verify the BG from the Banker, unable to evaluate the bid and entire responsibility shall be solely rest on bidder.**

**Photo copy of following**

- (i) TE document Fee i.e. Demand Draft**
- (ii) EMD/ Bid security i.e. Demand Draft/ Bank Guarantee**

**DRAFT**

## FORM -C, Page no.3

### Power of Attorney

IFB No.

Item no.

I -----, *Sole Proprietor' of M/s -----, or Board of Director of M/s -----* hereby authorised *Sh. -----, -----* to sign all tender documents, participate in negotiations, make correspondence and sign all documents to the client and government statutory bodies for approval take decisions.

He hereby authorized to sign and execute the agreement etc. for the works and all other documents relating to the works awarded or being executed by *M/s -----*  
Signature of *Sh. -----, -----* is attested below.

-----  
Sole Proprietor/ Board of Director  
M/s -----  
Sealed

Sh. -----  
Designation

- Power of attorney is to be signed by competent authority i.e. Sole Proprietor of the firm or Board of Director of the company.

**FORM -D, Page no.4**

**Section – X  
TENDER FORM**

Date

To,

**Director,  
All India Institute of Ayurveda (AIIA)  
Gautampuri, Mathura Road  
Sarita Vihar  
New Delhi**

Ref. Your TE document No. \_\_\_\_\_ dated \_\_\_\_\_  
Item no. ....

We, the undersigned have examined the above mentioned TE document, including all amendment/corrigendum issued till opening of bid (*if any*), the receipt of which is hereby confirmed with acceptance of all the terms & conditions of TE document including all amendment/ corrigendum issued till opening of bid. We now offer to supply and deliver \_\_\_\_\_ (*Description of goods and services*) in conformity with your above referred document for the sum as shown in the price schedules attached herewith and made part of this tender. If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery. We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract. We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. We fully agreed to the all terms and conditions specified in above mentioned TE document, including amendment/ corrigendum issued till opening of bid and withdrawn all conditional terms if anywhere mentioned in the our bid. Whenever there is a conflict, the tender form acceptance shall prevail.

We hereby certify that all information and documents submitted by us in this tender are true to the best of our knowledge and belief and that nothing material has been concealed. We are solely responsible for its accuracy. In case, at any stage, any of the information/ document is found to be false, the Purchaser shall have full right to reject my bid/ cancel the purchase order and / or stop payment / recover the liabilities, if any from our balance payment / performance security etc.

Signature:

Name

Designation

Seal :

(On the letter head of the company)

- **If Tender /bid Form not submitted by bidder as per the above format, their bid will rejected.**

**FORM- E, Page no.5**

**SECTION – XIV  
MANUFACTURER’S AUTHORISATION FORM**

To,  
Director,  
All India Institute of Ayurveda (AIIA)  
Gautampuri, Mathura Road  
Sarita Vihar  
New Delhi

Dear Sirs,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_  
Item no.

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the tender) having factories at \_\_\_\_\_, hereby authorise Messrs \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (name and address of the above agent) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, CMC as applicable as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document.

Yours faithfully,

---

\_\_\_\_\_  
[Signature with date, name and designation]  
for and on behalf of Messrs \_\_\_\_\_

\_\_\_\_\_  
[Name & address of the manufacturers]

Note: 1. This letter of authorisation should be on the letter head of the manufacturing firm.

- If bidder is self manufacturer than they will filled this form as a self manufacturer.
- If bidder is not self manufacturer, than manufacturer will submit this form through bidder.
- official Email ID of manufacturer form issuing authority shall be provided by the bidder, failing which unable to evaluate the bid

➤ **If manufacturer authorization form not submitted by the bidder as per above format, their bid will rejected**

**FORM- F, Page no.6**

**Affidavit on non judicial stamp papers**

We hereby certify that all information and documents submitted by us in this tender are true to the best of our knowledge and belief and that nothing material has been concealed. We are solely responsible for its accuracy. In case, at any stage, any of the information/ document is found to be false, we shall be fully liable and the Purchaser shall have full right to reject my bid/ cancel the purchase order and / or stop payment / recover the liabilities if any, from our balance payment / performance security etc.

We hereby also certify that if at any time, any information furnished by us is proved to be false or incorrect; we are liable for any action as deemed fit by purchaser.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We fully agreed to the all terms and conditions specified in above mentioned TE document, including amendment/ corrigendum issued till opening of bid and withdrawn all conditional terms if anywhere mentioned in the our bid. Whenever there is a conflict, the tender form acceptance shall prevail.

Signature:

Name:

Designation

Seal:

DRAFT

## FORM- G, Page no.7

*PROFORMA 'A'*  
**PROFORMA FOR PERFORMANCE STATEMENT**  
(For the period of last five years from date tender opening)

Tender Reference No. : \_\_\_\_\_  
Date of opening : \_\_\_\_\_  
Time : \_\_\_\_\_  
Name and address of the Tenderer : \_\_\_\_\_  
  
Name and address of the manufacturer : \_\_\_\_\_

Order placed by (full address of Purchaser/Co nsignee)	Order number and date	Description and quantity of ordered goods and services	Value of order (Rs.)	Date of completion of Contract		Remarks indicating reasons for delay if any	Installation certificate / service report
				As per contract	Actual		
1	2	3	4	5	6	7	8

**"We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser.**

*Signature and seal of the Tenderer*

## Performance Certificate Format

**Subject:** Performance certificate

**Purchaser order no.** XXXXXX dated XX/XX/XXXX

Sir,

M/s ABC has been supplied & installed the medical equipment against above purchaser order on dated XX/XX/XXXX. The equipments supplied by M/s ABC working satisfactory working as on date.

Thanking you

Signature:

Name:

Designation

Seal:

Official Email ID of performance certificate issuing authority:

Mobile number:

Note:

1. The purchaser order should in favour of bidder/manufacturer.
2. The copy of purchaser order shall be attached with this certificate.
3. This performance certificate shall be as per above format and shall be not issued more than three months from date of tender opening.
4. Original performance certificate shall be submitted by the bidder and shall be latest i.e not issued before three months from date of tender opening.
5. Mobile number, email ID & name of person who has issue this certificate is **shall be provided by the bidder, failing which unable to verify the performance certificate from end-user and entire responsibility shall be rest on bidder.**



**FORM- I, Page no.9**  
**Bidder Information**

Bidder correspondence Address :

Bidder Email ID :

Bidder contact number :

Manufacture correspondence address :

Manufacture Email ID :

Manufacture contact number :

DRAFT

**Technical compliance**

**Model no:**

**Make:**

Sr. No.	Technical specification	Compliance	Deviation if any	Page no. of Cat./ manual / data sheet
1.				
2.				
3.				
4.				
5.				

**Authorised Signatory**

**Note: Technical compliance report to be submitted in tabulated and point wiser manner clearly mentioning page number /para number with authenticated catalogue/ data sheet / manual.**

## **ENVELOPE**

DO NOT OPEN BEFORE ---/---/2015, THIS IS A SEALED BID  
**(Bid Security/ EMD & Bid Document Fee, Performance  
certificate, Affidavit)**

IFB No:  
ITEM No.  
DUE DATE:

**To,**

**Director,**

All India Institute of Ayurveda (AIIA),  
Gautampuri, Sarita Vihar, Mathura Road,  
New Delhi

## LETTER OF AUTHORITY

Proforma for letter of authority for attending pre bid meeting/ bid opening

No. Date:

**DGM (Procurement)**

**HSCC (I) LTD.**

(A Govt. of India Enterprises)

Plot No. 6-A, Block-E, Sector-1,

NOIDA (U.P.) – 201 301.

**Subject: Attending pre bid meeting/ bid opening**

Reference: IFB No.

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to attend pre bid meeting/ tender opening and for any other correspondence and communication against above TE document:

1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

**Note: This letter of authority should be on the letterhead of the bidder. Not more than two persons are permitted to attend pre bid meeting/ tender opening.**

DRAFT