

**Request for Proposal (RFP) Document
for**

Procurement of proprietary software for Mechanical Department of MIT Muzaffarpur

NIT No. 03/2018-19/DST/MIT-M

Dated:04th January 2019

Mode of Bid Submission	e-Bid
Procuring Authority	Principal, MIT, Muzaffarpur
Last Date & Time of Submission of Bid	5 th February 2019
Date & Time of Opening of Technical Bid	7 th February 2019

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ABBREVIATIONS & DEFINITIONS

Act	Public Procurement Act, 2012 and Rules thereto
Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
BG	Bank Guarantee
Bid/ e Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation in electronic format
Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. Also called as EMD.
Bidder	Any person/ firm/ agency/ company/ contractor/ supplier/ vendor participating in the procurement/ bidding process with the procurement entity
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
BoM	Bill of Material
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.

EMD	Earnest Money Deposit. Also, called as Bid Security.
INR	Indian Rupee
ISO	International Organization for Standardization
ITB	Instruction to Bidders
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PC	Procurement/ Purchase Committee
PQ	Pre-Qualification
Procurement Process	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process.
Procurement/ Public Procurement	The acquisition by purchase, lease, license or otherwise of works, goods or services, including award of Public Private Partnership projects, by a procuring entity whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition without consideration, and “procure” or “procured” shall be construed accordingly
TIN	Tax Identification Number
GST	Goods & Service Tax

Department of Science and Technology

Muzaffarpur Institute of Technology, Muzaffarpur, Bihar, India. Pin - 842003

1. NOTICE INVITIG e-TENDER

(Through e-Procurement mode only over
<https://www.eproc.bihar.gov.in>)

Tender Notice No:03/2018-19/DST/MIT-M

Date: 04/01/2019

Muzaffarpur Institute of Technology invites tender under two bid systems for Procurement of following proprietary software for Mechanical Department of MIT Muzaffarpur.

SL No.	Scope of work	Cost of tender document (In Rupees)(inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card)	Tender processing Fee(Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card)(in Rupees)	Earnest Money Deposit (In Rupees)
1	2	5	6	7
01	MATLAB software (10 users)	Rs. 1,000	Rs. 1,180	Rs. 32, 000.00
02	ANSYS software (10 users)	Rs. 1,000	Rs. 1,180	Rs. 30, 000.00

Tender Schedule/Programme:


Sl. No.	Activity	Date/Time :Duration
1.	Online Sale/Download date of Tender documents	From 16-01-2019 to 05-02-2019 (14:00 Hrs.) (https://www.eproc.bihar.gov.in)
2.	Bid Clarification Date/Time (Through email)	All the queries can be sent by mail Up to 31-01-2019, 15.00 Hrs at mohitkumar@mitmuzaffarpur.org
3.	Date/Time for submission/ uploading of offer/Bid	05-02-2019 Up to 15.00 Hrs. (https://www.eproc.bihar.gov.in)
4.	Submission of EMD in Hard copy/Original	Before the time of opening of technical bid (Muzaffarpur Institute of Technology, Muzaffarpur, Bihar, India. Pin – 842003)
5.	Date & time for opening of Technical Bid	07-02-2019/ 15.00 Hrs. (https://www.eproc.bihar.gov.in)
6	Contact person/Nodal Officer for queries	Mr. Mohit Kumar, G-05, Assistant Professor, Department of ECE, MIT Muzaffarpur. mohitkumar@mitmuzaffarpur.org 8984565472
7.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

- Detailed descriptions of the item and instructions for submitting your offer can be downloaded from e-Procurement Portal (<https://www.eproc.bihar.gov.in>).
- Tender Fee/Cost has to be paid online during requesting of the tender through e-Procurement Portal(<https://www.eproc.bihar.gov.in>).
- Tender Processing Fee (TPF) amount to be paid through e-Payment mode (i.e. NEFT, Internet Banking, Credit / Debit Card) only.
- Bids along with necessary online payments (Tender Processing Fee) must be submitted through e-Procurement Portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement Portal(<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal (<https://www.eproc.bihar.gov.in>).
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address "e-Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum**, if any, will be published on the e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself.

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e-Procurement Standing Instruction

1. **Muzaffarpur Institute of Technology**, invites under two bid system **Technical and Financial** bid for purchase of proprietary software for Mechanical Department of MIT Muzaffarpur
2. The bidder must have Class II Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website (<https://www.eproc.bihar.gov.in>) for submission of e-Bid.
3. The payment of Tender Processing Fee needs to be paid through e-Payment mode only.
4. Bids along with necessary online payments must be submitted through e-Procurement Portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT / RFP. The department / Tendering Authority don't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic / Holidays or any other reason.
6. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate / documents in the e-Procurement Portal (<https://www.eproc.bihar.gov.in>) only.
7. The bidder shall digitally sign the supporting documents / certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
8. The Financial Bid of the successful bidders shall be opened on a suitable date, which will be duly informed later on. The Technical Bid and Financial Bid needs to be filled, uploaded and submitted through e-Procurement Portal www.eproc.bihar.gov.in on or before **05-02-2019 by 15.00 hrs**.
9. The authority reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof.
10. Corrigendum/ Addendum, if any, will be published on e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself.
11. Bidders are advised to keep updated their e-Procurement profile with correct / valid email id as all important activity / events emailed to their registered email as per e-Procurement Portal.


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INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

Name & Address of the Procuring Entity	Muzaffarpur Institute of Technology, Muzaffarpur, Bihar, India. Pin – 842003.
Name & Address of the Project Officer In- charge (POIC)	Mohit Kumar, G-05, Department of Electronics and Communication, MIT Muzaffarpur Email: mohitkumar@mitmuzaffarpur.org Contact no. 8984565472
Subject Matter of Procurement	Procurement of proprietary software for Mechanical Department of MIT Muzaffarpur.
Bid Procedure	Two Bid Open Tender
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS) - L1
Websites for downloading Bidding Document, Corrigendum's, Addendums etc.	https://www.eproc.bihar.gov.in/BELTRON
Bid Security and Mode of Payment	As mentioned in NIT, separate for separate Scope of Work in Demand Draft in favor of “Principal, Muzaffarpur Institute of Technology, Muzaffarpur,” payable at “Muzaffarpur”
Period of Sale of Bidding Document (Start Date)	16 - 01- 2019
End Date for the submission of Bids	05-02-2019
Submission of Demand Draft for Bid Security	05-02-2019
Date/ Time/ of Technical Bid Opening	07-02-2019/ 03:00 PM
Date/ Time/ of Financial Bid Opening	To be notified later
Bid Validity	180 Days

Note:

- 1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal.
- 2) In case, any of the bidders fails to physically submit the Demand Draft for EMD, up to 03:00 PM on **5th February 2019**, its Bid shall not be accepted. The Demand Draft for Bid Security should be drawn in favor of "Principal, Muzaffarpur Institute of Technology, Muzaffarpur," payable at "Muzaffarpur" from any Scheduled Commercial Bank.
- 3) To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III / II) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- 4) The authorities will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid issues like slow speed; choking of web site due to heavy load or any other unforeseen problems at the last moment.
- 5) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
- 6) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.

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2. TECHNICAL BID

1. Only Original Proprietor / Authorized Dealer can participate: Name of the manufacturer / Mark / Brand should be mentioned in each item or equipment.
2. Bidder must be ISO 9001:2008 and ISO 14001:2004 Compliant.
3. Similar experience of supplying software for 5 years at renowned polytechnics / Engineering college / IITs / NITs / Universities of repute / Govt. depts. / PSUS , abroad will be preferred. Work Order /Experience letter must be submitted.
4. Bidders must have supplied software in Govt. Institutions in 5 different states of India including minimum 10 Govt. Engineering/Polytechnic Colleges in Bihar.
5. The tender must include complete detailed specifications supported by printed Literature of the equipment.
6. The rate quoted should be F.O.R to destination inclusive of all taxes, installation, commissioning and successful demonstration of the equipment supplied (wherever applicable)
7. After installation and commissioning the software the supplier is required to impart necessary training, if any, then only the agreed payment will be released.
8. Any request for alternation / correction in the specification and price in the tender document will not be entertained, once submitted.
9. Payment will be released only after delivery, verification of quality, specification and successful installation, demonstration and training on equipment and software at institute.
10. If any kind of defect or deviation from the specification are detected and reported, the supplier should replace or rectify the defect immediately.
11. The rate quoted in the tender should be valid for 180 days from the date of opening of the tender. The price will be same without variation of any kind.
12. **Muzaffarpur Institute of Technology, Muzaffarpur** reserves the rights to accept the lowest or any tender and of rejecting all or any tender without assigning any reason for the same.
13. Request for the supply of any substitute for any items or equipment other than mentioned in the tender, will not be entertained.
14. The entire dispute with regard to the contract of purchase of equipment etc. will be subject to Legal jurisdiction of Muzaffarpur only.
15. Proprietor of the software will be required to furnish a certificate to the effect that they are proprietor of such and such make and whereas Dealers will have to furnish a certificate issued by the proprietor certifying that M/S such & such in the dealer under brand name equipment. Without this certificate the tender will not be accepted.
16. The company should have the following conditions:
 - I. Audited balance sheet for at least last three financial years and the aggregate turn over should be at least INR 50 Crore. A Qualified CA's certificate certifying the turnover of last three years must be attached.
 - II. Income tax return in name of organization/firm for last three Financial Assessment years.
 - III. Company PAN No.
 - IV. Copy of GST Registration Certificate & Latest Paid Challan.

- V. Copy of authorization letter from original proprietor.
 - VI. ISO 9001:2008 and ISO 14001:2004 Certificate
 - VII. Required Experience certificate.
 - VIII. Technical Literatures and specifications of all the products being quoted.
 - IX. An judicial affidavit regarding that the firm is not blacklisted by state Government/Central Government.
17. The tender should bear all the transportation & insurance risk till delivery point.
18. **Muzaffarpur Institute of Technology, Muzaffarpur** will have right to add/ alter any terms and conditions as per existing financial/ treasury rules and provisions applicable in the Bihar state if it has not been include/ addressed in the terms and conditions
19. Purchase committee reserves the right to change the terms & condition.

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3. FINANCIAL BID


PACKAGE 1: MATLAB SOFTWARE

S No.	Product	Quantity	Specification	Price
1	MATLAB	10 Users	<ul style="list-style-type: none">• Structural Analysis• Computational Fluid Dynamics• Thermal Analysis• Analysis of composite structures• Industrial Production technology• Control systems• Image Processing• Machine Learning• SIMULINK	

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PACKAGE 2: ANSYS SOFTWARE

S No.	Product	Quantity	Specification	Price
1	ANSYS	10 Users	ANSYS simulation technology include structural, thermal, fluid dynamics, electronics and multi physics solvers, ANSYS Workbench, CAD import tools, solid modeling, advanced meshing and post-processing features.	


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4. INSTRUCTION TO BIDDERS (ITB)

1) Sale of Bidding/ Tender Documents

- a) The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB) and shall be stopped one day prior to the date of opening of Bid. The complete bidding document shall also be placed on the State Public Procurement Portal and e-Procurement portal <https://www.eproc.bihar.gov.in/BELTRON>. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.
- b) The bidding documents shall be made available to any prospective bidder who pays the price for it by bank demand draft
- c) Bidding documents purchased by Principal of any concern may be used by its authorized representative.

2) Changes in the Bidding Document

- a) At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
- d) Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity: Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

3) Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

- c) Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

4) Format and Signing of Bids

- a) Bidders must submit their bids online at eProcurement portal i.e. <http://eproc.bihar.gov.in/BELTRON>
- b) All the documents uploaded should be digitally signed with the DSC of authorized signatory.
- c) A Two part/ cover system shall be followed for the Bid: -
 - a. Technical Bid, including fee details, eligibility & technical documents
 - b. Financial Bid

5) Cost & Language of Bidding

- a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

6) **Bid Security (EMD):** Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

- a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
- b) Bid security instrument or a bid securing declaration shall necessarily accompany the technical bid.
- c) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
- d) The bid security may be given in the form of a demand draft, in specified format, of a scheduled bank. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.

- e) The issuer of the bid security and the confirmer, if any, of the bid security, as well as the form and terms of the bid security, must be acceptable to the procuring entity.
- f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.
- g) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
- h) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
 - a. when the bidder withdraws or modifies its bid after opening of bids;
 - b. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;
 - c. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - d. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and
 - e. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.
- i) Notice will be given to the bidder with reasonable time before bid security (EMD) deposited is forfeited.
- j) No interest shall be payable on the bid security (EMD).
- k) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.
- l) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-
 - a. the expiry of validity of bid security;
 - b. the execution of agreement for procurement and performance security is furnished by the successful bidder

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5. PAYMENT TERMS

- On Delivery, Installation, Demonstration and Manual Submission: - 90%
- Satisfactory Acceptance: - 10%
- 5% Performance security in terms of Bank Guarantee

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ANNEXURE-1: BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,
{Procuring entity},

_____,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. _____ dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-2: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for
{Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. of
_____, I/ We hereby declare that presently our Company/
firm _____, at the time of bidding, :-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____

ANNEXURE-3: CERTIFICATE OF CONFORMITY/ NO DEVIATION {to be filled by the bidder}

To,
{Procuring Entity},

_____.

CERTIFICATE

This is to certify that, the specifications of BOQ which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date: _____

Place: _____
