

MMTC LIMITED
Core 1, SCOPE COMPLEX
LODHI ROAD, NEW DELHI 110 003

**e-TENDER FOR APPOINTMENT EVENT MANAGER FOR MANAGING THE
EVENT OF 52ND ANNUAL GENERAL MEETING OF MMTC LIMITED
SCHDEULED TO BE HELD ON 29TH SEPTEMBER, 2015 AT WEIGHTLIFTING
AUDITORIUM, JAWAHARLAL NEHRU STADIUM, LODHI COLONY, NEW DELHI
110 013**

Tender No. MMTC/CO/ADMN/AGM (52nd)EventManager/232/2015-16

Date 19/08/2015

Time schedule for various e-tender related events

Date of issue of bids : 19.08.2015

Last date and Time for bid Submissions : 03.09.2015 upto 1500 HRS

Eligibility & Techical bids Opening Date & Time : 03.09.2015 at 1530 HRS

EMD : Rs.50,000/-(Rupees Fifty Thousand only)

The submission and opening of bids will be through e –tendering process. Tender document can be downloaded from the MMTC website <https://mmtc.eproc.in>, www.mmtclimited.gov.in or www.tender.gov.in.

SPECIAL TERMS & CONDITIONS FOR e-TENDER

Procedure for obtaining Digital Certificate :

1. E-Tender is available on MMTC E-Tendering portal <https://mmtc.eproc.in> for online bidding process. Class III Digital Signature Certificate (DSC) is mandatory to participate in e-tendering. Participating bidders have to make sure that they have the valid DSC in their name.
2. For any assistance on e-bidding process, please contact Mr. Pankaj Kumar Verma, Technical Support Engineer, Email Id pankaj.verma@c1india.com , Mobile +91-9910433177. For more details refer FAQ and Help Desk of MMTC E-Tendering portal <https://mmtc.eproc.in> .
3. Earnest money in physical form should reach us on or before closing date and time of tender.

MMTC LIMITED
Core 1, SCOPE COMPLEX
LODHI ROAD, NEW DELHI 110 003

E-TENDER FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 52ND ANNUAL AGENERAL MEETING OF MMTC LIMITED SCHEDULED TO BE HELD ON 29TH SEPTEMBER, 2015 AT WEIGHTLIFTING AUDITORIUM, JAWAHARLAL NEHRU STADIUM, LODHI COLONY, NEW DELHI 110003

TENDER DOCUMENT

MMTC Limited, a Government of India Enterprise, invites e-bids through e- mode for pre qualification for selection of Event Manager for managing the event of its 52nd Annual General Meeting (AGM) schedule for 29th September, 2015 to be held at Weightlifting Auditorium, Jawaharlal Nehru Stadium, Lodhi Colony, New Delhi. The bidders are required to quote through **on line mode only** as per Scope of Work and Bill of Quantity indicated in Annexure - I & II respectively. Format for techno commercial bid is placed at Annexure - III and that of financial bid is at Annexure – IV.

Submission of Bid :

1. Bidders are hereby requested to submit their e-bids in the following format :
 - a. **EARNEST MONEY (EMD) amounting to Rs.50,000/-** to be sealed in a separate envelope superscribed as **“EARNEST MONEY ” FOR APPOINTMENT OF EVENT MANAGER FOR MANAGING THE EVENT OF 52ND ANNUAL AGENERAL MEETING OF MMTC LIMITED SCHEDULED TO BE HELD ON 29TH SEPTEMBER, 2015 AT WEIGHTLIFTING AUDITORIUM, JAWAHARLAL NEHRU STADIUM, LODHI COLONY, NEW DELHI 110003”**.
 - b. **TECHNICAL BID AND FINANCIAL BID are to be submitted through online mode only on website <https://mmtc.eproc.in>** . No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope addressed to GM(Admn.), MMTC Limited, Core 1, SCOPE Complex, 7 Lodhi Road, New Delhi 110 003 shall be dropped in the tender box, marked with name of work and placed in the Administration Division, 2nd Floor of MMTC Office in SCOPE Complex on or before due date and time specified in the bid.
3. Opening of Earnest Money and Technical e-bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
4. The Technical e-bids received and opened shall then be evaluated by the Evaluation Committee of MMTC as per Eligibility Criteria as mentioned in Clause 16 of this NIT.
5. MMTC will open the “Financial E-bids” of all the technically qualified Bidders. The intimation of date, time and venue of the opening of the “Financial E-bids” shall be informed separately through e mail or fax to such bidders.
6. MMTC does not own any liability if the e-bids are not submitted within due date and time as per requirement.
7. Sealed envelope containing EMD received after due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. MMTC shall not be responsible for late receipt of the EMD, Technical and Financial E-bids envelopes submitted by any bidder. The bidders may depute their authorized representatives at the time of opening of the bid.

8. MMTC reserves the right to extend the deadline for submission of e-bids by issuing an amendment in which case all rights and obligation of the MMTC and the bidders previously subject to the original deadline will then be subject to the new deadline.
9. Withdrawal or modification of a bid after submission of e-bids may result in the forfeiture of the EMD.

10. Documents to be enclosed while submitting e-bids through e mode:

(A). Earnest Money of Rs. 50,000/- : **(Through physical/offline mode only)** Demand Draft/pay order of required amount of Earnest Money issued in favour of "MMTC Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope:

Name of Party

Tender No.....

Earnest Money Amount..... Issuing Bank.....Date.....

(B)Technical Bid (Through e mode only):

The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):

- i. Techno-Commercial Bid (as per format given in Annexure-III)
- ii. Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc (Page No. 1-15 of bid document)
- iii. Documents regarding average annual turnover during the last four financial years ending March 2014 as per "Qualification criteria" clause no. 16 of bid document.
- iv Other Documents required as Per "Qualification Criteria" clause no. 16 of document v PAN & applicable VAT/Service Tax No.

(C)Financial Bid : (Through e mode only) : Financial bid as per enclosed Format in Annexure - IV.

11. The e-bids will be received up to 15:00 hrs on last date of receipt of bids. e- Technical bids of bidders who have submitted the valid & requisite EMD will be opened on the same date at 15:30 hrs in the presence of the representatives of the bidders present.
12. The EMD of the bidder shall be forfeited
 - a. If the bidder withdraws the bid during the period of bid validity
 - b. In case of successful bidder fails to accept letter of award within the stipulated period mentioned in letter of award, besides forfeiture of EMD, bidder shall not be considered for participation in any bidding process for next three years in MMTC.
13. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of event. The EMD of unsuccessful bidders will be returned after completion of bidding process and award of work.
14. The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
15. The bid shall remain valid for a period of three months from the date of opening of the e-bids.

16. **ELIGIBILITY CRITERIA**

Bidders are to submit the Techno Commercial" details online/physical mode in the format at Annexure-III. Bidder should have following qualification:

- a) The Bidder should have valid Pan No. & applicable VAT/Service Tax No.;
- b) The Bidder should have average annual turnover of at least Rs. 30 lakh for the last four financial years ending March 2014, and
- c) Bidder must have executed at least 1(one) order of similar work having minimum value of Rs. 30 lakhs or 2(two) orders of similar work each of minimum value of Rs. 25 lakhs during preceding 4 (four) financial years ending March 2014.

Similar work means holding of AGM for a PSU/ Govt/Financial Institution/Public Limited Listed companies having shareholder base of 50,000 or more.

Documents required to be uploaded on line: (i) PAN & applicable VAT/Service Tax No.; (ii) Balance Sheet, Statement of Profit & Loss or certificate from CA certifying the turnover for last four financial years; (iii) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work.

17. RATES AND PRICES

Bidders should quote the rates through **online mode only** in the format given at Annexure-IV. Incomplete e-bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties and taxes (including service tax, excise and customs) VAT and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable by MMTC. The rates quoted shall also include the salvage value.

Contractor shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any applicable/new act or order of Government.

18. TERMS OF PAYMENT

- i.) 30% payment of contract value on submission of drawing and verification of prints and signages with complete layout etc, booking of security agency, on submission of copy of required licenses and erection of stalls on well in advance for smooth holding of AGM.
- ii) Balance 70% payment of contract value within 15 days of satisfactory completion of event and due submission of bills.

19. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date / deficiency in service will entail a pre-estimated pre-determined liquidated damages equal to 10% of the value of total contract price.

20. EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-III. Financial bid/s of such bidders who meet the techno- commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract.

21. CONCILIATION/ ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (MMTC and Contractor), the Parties hereto shall negotiate with a view to its amicable resolution and

settlement through a committee appointed by CMD, MMTC.

In the event no amicable resolution or settlement is reached between the parties (MMTC and Contractor) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, MMTC.

In case dispute is not settled through amicable settlement, same may be referred to arbitration as per following clause:

“Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance of thereof shall be binding on the parties.”

Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

22. FORCE MAJEURE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely MMTC and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause immediately amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions. MMTC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause last

23. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

24. No alternative offer shall be considered

25. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all e-bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of MMTC's action.
26. MMTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all e-bids, at any time prior to placement of order, without thereby incurring any liability.
27. MMTC shall not be responsible for any sufferings or mishappening or compensation to the workers/officials of the service provider/contractor for holding of this event and service provider/contractor shall be personally responsible for the same.
28. Any clarification on the documents may be obtained from:-

Mr. Arun D' Rozarioa GM (Estate & Administration), MMTC Limited, Core-1, SCOPE Complex, NEW DELHI-110 003. Telephone No: 011-24366364	Mr.S.B. Mathpal Addl.GM (Administration), MMTC Limited, Core-1, SCOPE Complex, NEW DELHI-110 003. Telephone No: 011 - 24381238
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Annexure - I

DETAILED SCOPE OF WORK

Event Manager's SCOPE of work shall be to convene MMTC's **52nd Annual General Meeting at Weight Lifting Auditorium, Jawahar Lal Nehru Stadium, Lodhi Colony, New Delhi – 110 003**. The job shall include but not be limited to be following activities.

1. Arrangements and installation for approx. 12 nos. stalls with necessary barricading for various service counters like Registration, Distribution of Admission Slips/snacks/Refreshments etc.(Refer BOQ). In addition to this sitting arrangement for about 100 persons accompanying the Shareholders to be made. These arrangements may be accommodated within the Complex.
2. **Registration**
 - Facilitate the setting up of adequate registration stalls for Shareholders and Proxy holders.
 - The Registration stalls to be operational at 7:00a.m. on 29.09.2015 to be handed over by 7:00 a.m. on the day of the AGM i.e. 29.09.2015 after taking necessary corrective action as suggested by M/s. MCS Sharetransfer Agent Ltd. (MCSSAL) and representative of MMTC. The Registration counters to be adequately manned by volunteers/ security staff in consultation with MMTC and M/s MCSSAL.
3. **Signages**
 - Designing, fabrication, supply and installation of proper and sufficient no. of signages inside and outside the auditorium to facilitate smooth movement of shareholders. The text/ design can be finalized in consultation with MMTC/ MCSSAL (refer B.O.Q for details).
 - The printing of the signages on Flex material shall have to be completed by 27th September, 2015.
4. **Seating Arrangement**
 - The seating arrangement in the Auditorium to be carried out in consultation with MMTC.
 - Distributions of copy of Chairman's statement and other publications on the seats.
 - Separate sitting arrangement for VIPs in the first four rows in the auditorium.
5. **Arrangement on the Dias**
 - Arrangement of stationery folder, note pad and pen on the Dias, name plates, flower pots etc. A backdrop will have to be prepared in consultation with MMTC/ MCSSAL. (see B.O.Q).
 - Seating arrangement on the Dias in consultation with MMTC. Decoration on the dias as required in consultation with MMTC.

6. Safety/ Security/ Other facilities

- Comprehensive security arrangements through reputed Security agency are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with MMTC/MCSSAL.
 - The security personnel to manage traffic movement, vehicles parking, entry of designated vehicles inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel should include atleast 6 bouncers and the security personnel should be a proper mix of male and female. The security personnel to act on the direction of MMTC/MCSSAL volunteers (Ref. BOQ)
 - Carpeting for VIP entry/area.
7. Providing volunteers (about 25 nos.) in appropriate categories, according to the nature of duties with proper mix of male and female. Safai Karamcharis -05 nos. in proper uniform.
8. Power Back up for Electrical connection in the stalls and – in the auditorium (Refer B.O.Q.)
Two number Generators (each 82 KVA silent generator)

9. Audio Visual Equipment

PA System will have to be arranged besides the facility already existing in the Weight Lifting Auditorium, Jawahar Lal Nehru Stadium, Lodhi Colony, New Delhi. Corded mikes to be provided for dias, podium and one cordless mike on dias and two standing mikes to be provided for shareholders during the question-answer session.

10. Arrangements for water, cold drinks, tea for shareholders in proper quantity till the time of conclusion of the meeting. (Refer BoQ).
11. Cleaning of the relevant area inside and outside the Weight Lifting Auditorium, Jawahar Lal Nehru Stadium, Lodhi Colony, New Delh before and after the conclusion of the AGM.
12. Decoration at the foyer and VIP room as required.

Special conditions of contracts :

- Event Manager has to obtain all kinds of Licences, Permits, Electric Supply, Water Supply, any other permit/ licence, as may be required.
- Manpower for attending shareholders / securities within the auditorium and outside to be in proper dress for branding the MMTC.
- The Scope of Work may vary as per the requirement of the situation.

BILL OF QUANTITY

1) Manpower

- a. Total 40 (forty four) Personnel to be deployed at appropriate locations including but not limited to Entry Gate, each registration counters, tea/cold drink/ water distribution area, refreshment counters, inside the auditorium, parking area etc. The security personnel must include one overall in charge, 5 Lady Guards and at least 5 supervisory staff, specifically identified and responsible for security coordination for Entry Gate, Registration Stalls, refreshment counters, inside the auditorium, parking area etc. Security to be tied up with reputed security Service Agency.
- b. Total 20 nos. of personnel for misc. coordination. These personnel should be appropriate mix of males/ females and should have good communication skills and pleasing personality including one overall in-charge and at least 5 supervisory staff for coordination. The support staff should be placed in the area where counters are put up, area for guiding shareholders, distribution of Chairman’s Statement, inside the auditorium for misc. coordination and duty assigned at site.
- c. Cleaning Staff – 5 persons identified for cleaning of the area as well toilets including one supervisory staff for coordination.
- d. Atleast 5 bouncers are to be provided.

2. Signages – Horizontal and Vertical (Super quality flex material with printing in 4 colour) – Text, size design, colour scheme to be finalized in consultation with MMTC/ MCSSAL.

Backdrop (Bilingual) Size : (w)38 ft x (H) 14 ft	Quantity	1	(336 sq. ft.)
Board outside main entrance Size : (w)12 ft x (H)6 ft	Quantity	10	(720 sq. ft.)
Welcome scrolls at shareholders entrance Size : (w)4 ft x (H) 8 ft	Quantity	10	(320 sq. ft.)
Information Board at Registration area entrance, Direction Signages.	& auditorium Quantity	2	(64 sq. ft.) Quantity

Shareholders registration
Shareholders Parking
VIP Parking
Seats for Proxy holders
Medical facilities
Exit

Warning Signages

- Signages of the appropriate size on the table on the dias.
- Signage of appropriate size on the podium 7 in and around the auditorium as per requirement.

Other Signages (approx. 12 in no.) Size : (w) 4 ft. x (h) 6 ft.

Help Desk
Ladies Registration Stall
Senior Citizen Registration Stall Proxy
Citizen Registration Stall
Counters for Physically Challenged persons
Water Counter
Cold drink counter
Toilets

3 **Stall for Registration etc.**

12 no. stalls for various purposes, equipped with 2 chairs/ 2 tables (with clean white table covers)/ electrical fittings/ connection for computer (in registration counters), 30 pedestal dustbins, drinking water, control room etc.

4 **Cold drink, Drinking water, Tea and Coffee**

Satisfactory arrangements for serving approx 7000 nos. of shareholders with Cold drink/ tea and packaged drinking water 20 ltrs. Mineral Drinking water jars of ISI make in disposable glasses to be served. Cold drinks, Tea and Coffee to be served from vending machines to be served in disposable glasses. The Counters should be opened at 7:00 a.m. on 29.09.2015 and should be functional till the conclusion of the meeting. The counters should be provided with dustbins which should be emptied periodically.

5 **Structures for registration counters and other regular counters**

- Proxy
- Help Desk/ [Physically Challenged persons]
- Ladies
- Senior Citizens
- Express (one person per folio)
- More than one folio
- Refreshment distribution counters
- Cold drink and water distribution
- [Electrical points (15 Amp.) for Computer pedestal fans etc.]

6 **PA System (Sound System BOSE 802 or DAS or JBL)**

10 corded Goose mikes with PA System on the dias and podium with PA System. One PA System for control of crowd outside the Auditorium for registration with control room.

One standing mike in the auditorium for the shareholders for question answer session.

- 7 **General Lighting in addition to the lights available in the Weight Lifting Auditorium, Jawahar Lal Nehru Stadium, Lodhi Colony, New Delh with Prcam, House Lights etc.**
- 8 **Two number of Generators (each 82 KVA* silent generator). (*This needs to be checked with respect to requirement of load).**
 - One for inside the auditorium for sound and light system
 - One exclusively for the computers in the registration counters in consultation with the agency providing computers for registration.
- 9 **Miscellaneous**
 - a. 10 Walkie-Talkie sets. Out of these atleast 2 Walkie Talkie Sets to be provided to MMTC officials.
 - b. Dias making in flex with design
 - c. Flower arrangements on the dias
 - d. Designing of VIP lounge available at the venue
 - e. Dias name plats bi-lingual – 14 nos.
 - f. Deluxe Leather Folders and stationery items for the dias – 20 sets
 - g. Dustbins – 50 nos.
 - h. Pedestal Fans – 30 nos.
 - i. Floral decoration of foyer and foreground of dias.
 - j. Appropriate barricading in front of the well before the dias.
- 10 **Badges**
 - a. Support staff – 50 nos.
 - b. Organizers – 20 nos.
 - c. Safai Karamcharis – 10 nos.
 - d.
- 11) **Any other relevant item/ service, you may include and quote the rate.**

TECHNO-COMMERCIALBID

1	<u>Details of Bidder</u>												
	Name												
	Address												
	Contact Person's												
	i. Name & Design.												
	ii. Address												
	iii Tel No.	Landline											
		Mobile											
iv. Email ID													
2	PAN No. (Please upload photocopy)												
	Have the copy of PAN uploaded?												
3	VAT/Service Tax No.												
	Have the copy of VAT/ Service Tax uploaded?												
4	Average Annual Turnover for the last 4 financial years: (Should be more than Rs.30 lakh)	<table border="1"> <thead> <tr> <th>FY</th> <th>Annual turnover in lakh Rs.</th> </tr> </thead> <tbody> <tr> <td>2010-11</td> <td></td> </tr> <tr> <td>2011-12</td> <td></td> </tr> <tr> <td>2012-13</td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> </tr> </tbody> </table> <p>(Please upload copies of documentary evidence i.e. audited balance sheets or statement of Profit & Loss or certificate from CA certifying the turnover for last four years)</p>		FY	Annual turnover in lakh Rs.	2010-11		2011-12		2012-13		2013-14	
FY	Annual turnover in lakh Rs.												
2010-11													
2011-12													
2012-13													
2013-14													

5	<p>Details of executing similar works during preceding 4 (four) financial years</p> <ol style="list-style-type: none"> 1. 1(one) order of similar job minimum value of Rs. 30 lakhs <li style="text-align: center;">or 2. 2(two) orders of similar job each of minimum value of Rs. 25 lakhs <p>Similar work means holding of AGM for a PSU/ Govt./ Financial Institution/ Public Limited listed companies having shareholder base of 1 lakh or more</p> <p>Please upload copies of work order of executing similar works/completion certificates issued by client in support of their claims of executing similar works</p>	
6	<p>EMD details Please upload copy of DD/BC</p>	<p>Amount: Rs.50,000/- DD/BC No.: Dated : Drawn on</p>

(Signature of authorized signatory)

Name _____

Designation _____

Annexure-IV

FORMAT FOR FINANCIAL BID

(To be submitted on-line mode only)

SI. No	Details of Scope of Work	Amount in Rs. (lump sum inclusive of all taxes)	
		In figures	In words
1	Event Management of 52 nd AGM of MMTC Limited, New Delhi as per Scope of work given in Annexure-I and BOQ in Annexure-II of the tender document		

The terms and conditions contained in the Tender Document are acceptable to us

(Signatures of Authorized

Signatory) Name: _____

Designation: _____

Seal:

