

ARMY PUBLIC SCHOOL, BATHINDA

Bathinda Mil Station, PIN-151004

Mobile No :7626004733, E-mail : apsbathindacantt@gmail.com

REPAIR OF ROOF IN PRIMARY WING AT ARMY PUBLIC SCHOOL, BATHINDA

1. Principal, Army Public School, Bathinda invites bids for **“Repair of Roof In Primary Wing”** at Army Public School, Bathinda. RFP including instructions for the bidders, technical specifications of work/services required, terms and conditions, special conditions and evaluation criteria are available on school website www.apsbathinda.org. Bids can be submitted duly signed and stamped by 2:00PM on 30 Oct 2023.

2. Opening of Tenders/Bids : Part-1 Technical Bids will be opened on 31 Oct 2023 at 11:00AM at APS, Bathinda and Part - 2 Commercial bids will be opened only in respect of bidders who qualify in the technical bid.

Principal

REQUEST FOR PROPOSAL

Army Public School
Bathinda Mil Stn
PIN-151004



800/APS/Accts

14 Oct 2023

To

INVITATION OF BIDS FOR REPAIR OF ROOF IN PRIMARY WING AT APS. BATHINDA

REQUEST FOR PROPOSAL (RFP)

1. Bids in a sealed cover are invited for supply of items listed in Part II of this RFP.

2. The address and contact numbers for submitting bids and seeking clarifications regarding this RFP are given below: -

- | | |
|---|---|
| (a) Bids/Queries to be addressed to | - Principal
Army Public School
Bathinda Mil Stn
PIN-151004 |
| (b) Postal Address for sending the Bids | - Same as above. |
| (c) Name/Designation of the contact personnel | - Mr Brij Mohan
(Head Clerk) |
| (d) Telephone No | - 0164- 2290057
76260-04733 |
| (e) e-Mail ID | - apsbathindacantt@gmail.com |

3. This RFP consists of five parts as follows: -

- (a) **Part I.** Contains general information and instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
- (b) **Part II.** Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery period, Mode of delivery and Consignee details.
- (c) **Part III.** Contains standard conditions of RFP, which will form part of the contract with the successful Bidder.




(d) **Part IV.** Contains Special conditions applicable to this RFP and which will form part of the contract with the successful bidder.

(e) **Part V.** Contains Evaluation Criteria and Format for Price Bids.

4. **Placement of order.** The supply order will be placed on successful conclusion of negotiations on L1 firm.

5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the bid, any time upto freezing of bids/bid submission end date & time without any penalty/forfeiture of EMD.

6. Please acknowledge receipt.


Yours faithfully,

(Principal, APS)



PART-I GENERAL INFORMATION

1. **Critical Dates.** The critical dates with respect to the Tender ref 802/APS/Accts are as follows: -

Ser No	Event	Date	Time
(a)	Date of Publishing of Bid (Advertisement)	15 Oct 2023	
(b)	Pre-Bid meeting	23 Oct 2023	2:00 PM
(c)	Last Date for Bid Submission	30 Oct 2023	Latest by 2:00 PM
(d)	Bid Opening	31 Oct 2023	11:00 AM

2. **Manner of Depositing the Bids.** Bidders are requested to peruse the entire RFP documents carefully before submitting documents. No representation will be accepted for lack of any document once technical board finalizes the compliance report. The bids will be submitted in the following manner: -

(a) **Cover-1.** Cover-1 will contain the Technical Bids consisting of following documents. The originals of the following documents shall be submitted physically in the sealed tender box by 2:00 PM on 30 Oct 2023 prior to bid submission end date: -

- (i) RFP duly signed by vendor.
- (ii) GST IN Registration No/ Certificate of the firm.
- (iii) Tender Conditions Acceptance Certificate (Format is attached as **Appendix A** to this RFP)
- (iv) TIN Number/ PAN Number/ Certificate.
- (v) Clause by clause compliance of specification certificates mentioned in Part II of the RFP.
- (vi) OEM authorization certificate for distributorship/dealership. Bid specific OEM authorization certificate is to be submitted.
- (vii) Bidders should have executed job of similar nature. Past experience in similar nature of work is to be submitted.
- (viii) The annual turnover of the firm should be minimum 100% of the quoted amount, supported with income tax return and duly audited balance sheet for each of the previous two financial years.
- (ix) Copy of supply order of executing previous such job as mentioned above (or) Performance certificate/report on job thus executed duly signed and stamped.
- (x) Self-certificate is required to be submitted as per **Appendix B**.
- (xi) Warranty/AMC period offered.



(xii) Copy of last two years' IT returns along with balance sheet duly audited by authorized CA to be provided.

(xiii) L1 Bidder will have to start the work within 10 days of placement of Supply Order, failing which the firm will be disqualified and Supply Order will be cancelled.

(b) Cover-2. Commercial bid in the form of 'BOQ' (Bill of Quantities) will be submitted as per specimen copy attached as Appendix C to RFP. Waterproofing treatment and repair of parapet walls of rooftop of APS Bathinda is to be undertaken under this RFP (Area marked at Appendix D). This bid is to be submitted at the rate of per sq m for an area of Roof 1600 sq m and Parapet Wall 800 sq m as marked at Appx D.

(c) Model ECS Mandate (Format is attached as Appendix E to this RFP).

3. **Time and date for opening of Technical Bids.** Date and time as uploaded in School website at Army Public School, Bathinda. Any other contingency as such in non-opening of tender (if due to any exigency or if the due date for opening of the Bids is declared a closed holiday), Bids will be opened on the next day at the same time or on any other day/time, as intimated by the Buyer.

4. Location of the Tender Box. "TENDER BOX" is placed at the Main Gate of Army Public School, Bathinda. The bid may also be forwarded through Regd post at the address given at Para 2 (b) of this RFP and it will be clearly mentioned on top of the outer envelope "BID FOR REPAIR OF ROOF IN PRIMARY WING : TO BE DROPPED IN THE TENDER BOX". However, the onus of ensuring that the bids reach the school Principal on time and is dropped in the "Tender Box" would rest with the Bidder.

(a) Physical receipt of specified document shall be mandatory prior to technical bid opening.

(b) Non receipt of the documents as mentioned in Para 2 (a) above physically in tender box shall render non-acceptance of the technical bid.

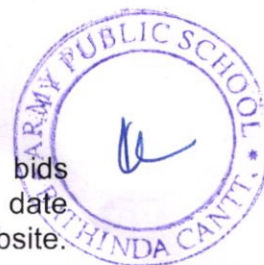
(c) Only those documents specified in the tender document and are found in the tender box will be opened.

(d) No clarification post submission of bids on the initiative of the bidder will be entertained.

5. **Place of Opening of the Bids.** Army Public School, Bathinda or at a designated place as intimated by Presiding Officer/Accepting Officer.

6. **Opening of Two-Bid System (Technical and Commercial).**

(a) The Technical Bids shall be opened as per critical date sheet mentioned in this tender document. The evaluation of Technical Bids will be carried out offline.



(b) The Commercial Bids of only those Bidders whose Technical bids meet all the stipulated (Technical) requirements shall be opened. The date of opening will be intimated to the successful Bidders through School website.

7. **Forwarding of Bids.**

(a) The documents specified at Para 2 (a) is to be dropped in the sealed tender box by 2:00 PM on 30 Oct 2023. The physical receipt of these documents is mandatory as given at Para 4 above. The technical bids shall not be accepted if these documents are not found in Cover- 1.

(b) The **TECHNICAL** and **COMMERCIAL** bids will be submitted in two separate sealed envelopes duly marked with the name of the firm and marked as "COVER - 1: TECHNICAL BID FOR REPAIR OF ROOF IN PRIMARY WING" and "COVER 2: COMMERCIAL BID FOR REPAIR OF ROOF IN PRIMARY WING" respectively. Both the aforesaid sealed envelopes will be placed in a third sealed envelope duly marked with the name of the firm and the words "BID FOR REPAIR AND WATERPROOFING OF ROOFTOP OF APS BATHINDA" clearly written on top.

(c) The **TECHNICAL BID** and the **COMMERCIAL BID** should be submitted by the bidder duly signed by the legal owner of the firm or the person authorized by him to do so.

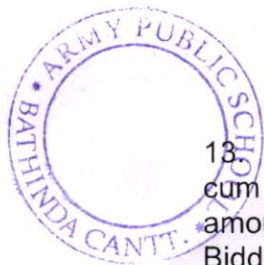
8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than 7(seven)days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by post and such signed confirmation should reach the buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted.

11. **Rejection of Bids.** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of the bid. Conditional tenders will be rejected.

12. **Validity of Bids.** Bids should be valid for a minimum period of **120 days** from the last date for submission of Bids.



13. **Security Deposit (BG/FDR).** The firm shall submit a security deposit cum performance guarantee (from any Nationalized Bank only) of 5% of the total amount of the supply order in favour of consignee which will be retained by the Bidder and shall be released only after successful expiry of guarantee period of seven years from the date of completion of project. Date of completion of project will be based on a certificate jointly signed by the Bidder and Seller after completion of all tests. The deposit will be submitted within 10 days of the date of receipt of supply order. The firm will forward the original bank guarantee to consignee and Xerox copy of the same will be forwarded to all concerned. The security deposit will be encashed without any notice to the supplier, if any defects are brought to the notice of the buyer and the supplier has not rectified the defects within a period of four weeks of the complaint. No payment will be made in absence of valid BG. Alternatively, the vendor may furnish FD receipt (FDR) from a nationalized bank in favour of Principal, Army Public School, Bathinda of the said amount. The supplier will be blacklisted if the supplier fails to submit a BG/FDR within 10 days of receipt of supply order and the Supply order will be deemed to be cancelled.

14. **Forfeiture of Bank Guarantee (BG/FDR/Earnest Money(EMD)).** The BG/EMD is liable to be forfeited if the bidder withdraws or amends, impairs or derogates from the bid in case of L1 Bidder Supply Order in any respect within the validity period of the quotation/Supply order.

15. **Filing of the Tender Set.** The tender to be placed in a sealed envelope and physically placed in the sealed 'Tender Box' at APS, Bathinda.

16. **Eligibility Criteria.**

(a) A vendor or seller as defined in Para 1.4.21 of DPM 2009 who is registered for this item or similar range of products/ goods with Central Purchase Organization or DGQA or any Govt/ reputed organization would be eligible to bid. Past experience in undertaking similar tasks with documentary proof may also be submitted by the firms along with the bids.

(b) Registration of the firm must be valid on the date of opening of technical bids. An **unregistered firm/ vendor** may also participate the tender process if they can supply the product as per technical specifications and meet the laid down technical parameters detailed in the RFP. However, in all such cases, before opening the commercial bid of such firm, assessment of capability of the firm by procuring/ registering agency would be undertaken in a manner as deemed fit by the management committee of APS, Bathinda. Final decision wrt eligibility and assessing capability of the firm to undertake the said work will rest with the Management Committee of APS, Bathinda.



PART-II

ESSENTIAL DETAILS OF ITEMS/SERVICES AND MAINTENANCE WORK REQUIRED

TECHNICAL SPECIFICATIONS: REPAIR OF ROOF IN PRIMARY WING AT APS. BATHINDA

1. **Scope of Work.**

- (a) Cementing of roof surface include repair/ replacement of bricks/ rocks which are damaged.
- (b) **Correction of slope** to achieve min slope of 1:40 so as to prevent ponding of water and allow auto draining of water. Repair/ replacement of existing PVC drain pipes (min dia 110mm) and providing sloping arings in form of plinth protection to drain rain water away from bldg.
- (c) **Repair of parapet walls.**
- (d) Complete Water proofing of roof and parapet wall with minimum seven years of guarantee.

2. The following work should be carried out sequentially as given below: -

- (a) **Pressure Cleaning.** Surface should be free from any loose paint, dust or grease. Remove all existing bitumen coatings completely. Clean the receiving roof and parapet wall surface with water/ air pressure to remove all loose particles, dirt & rubdown to original hard surface.
- (b) **Surface Preparation.** Surface preparation to include pressure wash cleaning to remove all dust, fungus, etc., with pressure washer after repairing the existing roof and parapet having old bitumen membrane by filling cracks, potholes, holes with waterproofing compound.
- (c) **Repair to Screed Cracks.** Inspect for cracks over roof screed, roof wall junction, water drain inlets/ outlets if any, and clean and moisten them. Cracks having width more than 0.5mm and/ or having shrinkage crack up to 5mm width should be widened up to 5-6 mm and should be filled with SBR Polymer and cement. For cracks of size more than 6mm, it should be filled with suitable sealant as per industry standards. Bigger cracks, damaged portions and hollow areas must be repaired with polymer modified cement mortars.
- (d) **Expansion Joints Treatment.** Expansion Joints should be free from any loose paint, dust or grease. Clean the expansion joints with water/ air pressure to remove all loose particles, dirt & rubdown to original hard surface. A coat of suitable sealant to be applied on the expansion joint.



(e) **Waterproof Treatment.**

- (i) Treatment of roof and parapet wall with reinforced Elastomeric liquid waterproofing membrane of 400-micron (four coats of 100 micron each) thickness having SRI of 90 and/or above tested as per ASTM E 1980 (with solar Reflectance and Thermal Emittance tested as per ASTM C 1549 and ASTM C 1371, respectively).
 - (ii) The coating should have water absorption less than 1% as per IS:101 (P-7/sec-1) 1989 , with the ability to resist heat upto 120°C having VOC less than 1g/ltr and should have excellent resistance to transmission of ponded water upto 3.5 bars of pressure for 96 Hrs.
 - (iii) It should also be resistant to Ammonia solution, Sodium nitrate, Sodium hydroxide along with water and soap solution as per IS:101 (P-7/sec-2) 1990. The Waterproofing membrane will be laminated with 25-40 micron thick transparent Nano modified composite cross linking polymeric coating with a minimum of 40% solid content as per IS:101 (P8/Sec-6) 1993 and should pass impact test as per IS:101 (P5/Sec-3) 1988 along with having dust and water repellent and anti-graffiti property passing scratch hardness test of 500g as per IS:101 (P-5/Sec-2) 1988. It should also pass cross cut adhesion test as per IS:101 (P-5/Sec-2) 1988. The polymeric coating should have a self-cleaning and easy to clean property with excellent weather stability and DPR (Dirt pickup ratio).
 - (iv) Surface preparation includes pressure wash cleaning to remove all dust, fungus, etc., with pressure washer after repairing the existing roof and parapet wall having old bitumen membrane by filling cracks, potholes, holes with waterproofing compound having compressive strength as per IS:4031 Part-6 1988 and permeability of water as per IS:2645-2003.
 - (v) Vendor shall submit colour photographs of various stages of work in soft and hard copy. No Separate payment shall be made for the same.
 - (vi) Approval of sample of all materials which are to be used is mandatory. The vendor shall not place any bulk order prior to approval of sample from competent authority/PMG
 - (vii) The coating thickness and methodology of application shall strictly be carried out by the authorized vendor/manufacture's with all specifications and as approved by the Engineer in Charge. The manufacturer shall give a guarantee for the performance and durability for seven years and must of a reputed make.
- (f) . Water tightness of water proofing and leak proof test will be undertaken using ponding test and inspection of underside of slope for seepage. For this purpose, in roof/ terrace, mud, water fillet bands shall be made longitudinally at every one mtr interval over the entire surface of the roof to form ponds. These ponds shall be filled with potable water so that an



average 50mm height of water is maintained during the test period.

(g) Test shall be carried out continuously for 96hrs. Any defect shall be rectified by the vendor to entire satisfaction of the competent authority/PMG.

(h) Mud Filled bands shall be removed and surface cleaned on completion of the test

(j) Water tightness of parapet wall and profile structure to be tested by spray test by spraying the treated face. No appearance of water patches to be noticed on the other side.

(k) Making/Repair of **concave slope bending (gole) of 80mm radius.**

(l) Safety requirement of labor to be done by bidder to include Helmet, Gloves, etc.

(m) Guarantee defect liability/period shall be seven years. Vendor shall be responsible to keep the entire building where roof treatment has been carried out to be free from leakage/seepage during this period. Vendor may obtain similar certificate from specialist firm engaged by him.

(n) During this period of guarantee of seven years, if any area of the building is found to be leaking or having seepage, the vendor on being communicated in writing, will forthwith undertake to carry out such treatment which shall be necessary to render the building free from leakage/seepage at his own expense. In case of failure of the vendor to comply within the stipulated period, the work shall be got done out of the security deposit cum performance guarantee. This is to be read in conjunction with Para 13 of part I of this RFP. **Guarantee Bond** for effective waterproofing on a Rs 100/- Non-Judicial Stamp Paper **for period of 7 years** from the certified date of completion of work will be submitted.

**PART- III**

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF THE STANDARD CONDITIONS OF THE REQUEST FOR PROPOSAL MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. SELLER IN THE CONTRACT) AS SELECTED BY THE BUYER. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated/ provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Litigation/Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
4. **Penalty for Use of Undue Influence.** The Seller should undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the buyer or otherwise in procuring the contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present contract or any other contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present contract or any other contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the buyer to cancel the contract and all or any other contracts with the seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the buyer for showing any favour in relation to this or any other contract, shall render the seller to such liability/ penalty as the buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the buyer.



5. **Agents/Agency Commission.** The Seller confirms and declares to the buyer that the seller is the original manufacturer of the stores/provider of the services referred to in this contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the seller nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The seller agrees that if it is established at any time to the satisfaction of the buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the buyer that the seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the seller will be liable to refund that amount to the buyer. The seller will also be debarred from entering into any supply contract with the Government of India for a minimum period of five years. The buyer will also have a right to consider cancellation of the contract either wholly or in part, without any entitlement or compensation to the seller who shall in such an event be liable to refund all payments made by the buyer in terms of the contract along with interest at the rate of 2% per annum above labor rate. The buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

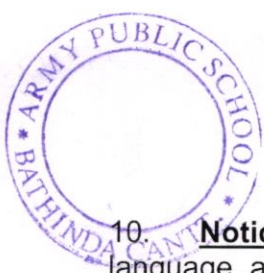
6. **Access to Books of Accounts.** In case it is found to the satisfaction of the buyer that the seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the seller, on a specific request of the buyer, shall provide necessary information/inspection of the relevant financial documents/information.

7. **Non-Disclosure of Contract Documents.** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages (LD).** In the event of the seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

9. **Termination of Contract.** The buyer shall have the right to terminate this contract in part or in full any of the following cases: -

- (a) The delivery of the material is delayed for causes not attributable to force majeure for more than 30 days after the scheduled date of delivery.
- (b) The seller is declared bankrupt or become insolvent.
- (c) The delivery of material is delayed due to causes of force majeure by more than 02 Months provided force majeure clause is included in contract.



10. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by email or registered pre-paid mail/airmail, addressed to Army Public School, Bathinda.

11. **Transfer and Sub-letting.** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. **Taxes and Duties.**

(a) **In Respect of Foreign Bidders.** All taxes, duties, levies and charges which are to be paid for the delivery of goods, including advance samples, shall be paid by the parties under the present contract in their respective countries.

(b) **In Respect of Indigenous Bidders.**

(i) **General.**

(aa) The prices quoted by the bidder must include all duty/taxes as applicable viz GST/Sales Tax/Custom/VAT etc.

(ab) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.

(ac) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(ad) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be



charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(ae) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(ii) **Customs Duty.**

(aa) For imported stores offered against forward delivery, the Bidder shall quote prices thereof exclusive of customs duty. The Bidder shall specify separately the C.I.F. prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e. (i) Triplicate copy of the bill of entry; (ii) copy of bill of landing; (iii) a copy of foreign principal's invoice. However, if the Bidder imports the stores in question against his own commercial quota Import Licenses, he will also be required to submit in addition the triplicate copy of bills of entry etc. a certificate from his Internal Auditor on the bill itself, to the effect that the following items/quantity in the bill of entry related to the stores imported against Defence Buyer contract number.....dated.....

(ab) Subsequent to the non-reimbursement of customs duty, the Bidder will submit to the concerned Payment Authority a certificate to the effect that he has not obtained any refund of customs duty subsequent to the payment of duty to the Customs authority by him. In addition, he shall also submit to the Paying Authority concerned a certificate immediately after a period of three months from the date of payment of the duty to customs authorities to the effect that he has not applied for refund of the customs duty subsequent to the payment of duty to the customs authorities by him.

(ac) In case the Bidder obtains any refund of customs duty, subsequently to the payment of the same by him to the customs authorities and reimbursement of the customs duty to him by the Payment Authority, he should forthwith furnish the details of the refund obtained and afford full credit of the same to the Buyer.



(iii) **Excise Duty.**

(aa) Where the excise duty is payable on *ad valorem* basis, the Bidder should submit along with the tender, the relevant form and the Manufacturer's price list showing the actual assessable value of the stores as approved by the Excise authorities.

(ab) Bidders should note that in case any refund of excise duty is granted to them by Excise Authorities in respect of Stores supplied under the contract, they will pass on the credit to the Buyer immediately along with a certificate that the credit so passed on relates to the Excise Duty, originally paid for the stores supplied under the contract. In case of their failure to do so, within 10 days of the issue of the excise duty refund orders to them by the Excise Authorities the Buyer would be empowered to deduct a sum equivalent to the amount refunded by the Excise Authorities without any further reference to them from any of their outstanding bills against the contract or any other pending Government Contract and that no disputes on this account would be raised by them.

(ac) The Seller is also required to furnish to the Paying Authority the following certificates: -

(aaa) Certificate with each bill to the effect that no refund has been obtained in respect of the reimbursement of excise duty made to the Seller during three months immediately preceding the date of the claim covered by the relevant bill.

(aab) Certificate as to whether refunds have been obtained or applied for by them or not in the preceding financial year after the annual Audit of their accounts also indicating details of such refunds/applications, if any.

(aac) A certificate along with the final payment bills of the Seller to the effect whether or not they have any pending appeal/protest for refund or partial refund of excise duties already reimbursed to the Seller by the Government pending with the Excise authorities and if so, the nature, the amount involved, and the position of such appeals.

(aad) An undertaking to the effect that in case it is detected by the Government that any refund from Excise Authority was obtained by the Seller after obtaining reimbursement from the Paying Authority, and if the same is not immediately refunded by the Seller to the Paying Authority giving details and particulars of the transactions, Paying Authority will have full authority to recover such amounts from the Seller's outstanding bills against that particular contract or any other pending Government contracts and that no dispute on this account would be raised by the Seller.

(ad) Unless specifically agreed to in terms of the contract, the Buyer shall not be liable for any claim on account of fresh imposition and/or increase of Excise Duty on raw materials/ components used directly in the manufacture



of the contracted stores taking place during the pendency of the contract.

(iv) **OCTROI Duty & Local Taxes.**

(aa) Normally, materials to be supplied to Government departments against government contracts are exempted from levy of duty, OCTROI duty, terminal tax and other levies of local bodies. The local town/municipal body regulations at times, however, provided for such exemption only on production of such exemption certificate from any authorized officer. Seller should ensure that stores ordered against contracts placed by this office are exempted from levy of town duty / OCTROI duty, terminal tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the buyer, to avoid payment of such local taxed or duties.

(ab) In case where the municipality or together local body insists upon payment of these duties or taxes the same should be paid by the seller to avoid delay in supplies and possible demurrage charge. The receipt obtained for such payment should be forwarded to the buyer without delay together with a copy of the relevant act or bylaws/notifications of the municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said contracts or rules.

**PART- IV****SPECIAL CONDITIONS OF RFP**

THE BIDDER IS REQUIRED TO GIVE CONFIRMATION OF THEIR ACCEPTANCE OF SPECIAL CONDITIONS OF THE RFP MENTIONED BELOW WHICH WILL AUTOMATICALLY BE CONSIDERED AS PART OF THE CONTRACT CONCLUDED WITH THE SUCCESSFUL BIDDER (I.E. SELLER IN THE CONTRACT) AS SELECTED BY THE BUYER. FAILURE TO DO SO MAY RESULT IN REJECTION OF BID SUBMITTED BY THE BIDDER.

1. **Delivery Schedule.** The stores will be delivered within **10 days** from the date of SO at Army Public School, Bathinda and work should commence within 20 days of signing of the Contract/issue of Supply Order. The work should be completed within a reasonable timeframe as mutually decided but not exceeding a period of three months from the date of issue of Supply Order.
2. **Performance Guarantee.** Details have already been covered at Para 13 of part I of RFP. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).
3. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 10% plus/minus increase or decrease the quantity of the required goods upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
4. **Payment Terms for Indigenous Sellers.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents: -
 - (a) 100% payment on delivery after completion of **acceptance testing of works.**
 - (b) Para 13 of Part I of RFP may be read in conjunction with this clause.
5. **Paying Authority.**
 - (a) **Principal, Army Public School, Bathinda.**
 - (b) **Indigenous Sellers: (Name and address, contact details).** The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill:-
 - (i) Ink-signed copy of contingent bill / Seller's bill.
 - (ii) Ink-signed copy of Commercial invoice / Seller's bill.
 - (iii) Copy of Supply Order.
 - (iv) CRVs induplicate.



- (v) Inspection note.
- (vi) Claim for statutory and other levies to be supported with requisite documents proof of payment such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries etc as applicable.
- (vii) Exemption certificate for Excise duty / Customs duty, if applicable.
- (viii) Security Deposit cum Performance Bank Guarantee / Indemnity Bond.
- (ix) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- (x) Any other document/ certificate that may be provided for in the Supply Order/Contract.
- (xi) User Acceptance.

6. **Fall Clause.** The following fall clause will form part of the contract placed on successful bidder: -

(a) The price charged for the stores supplied/services rendered or work undertaken under the contract by the Bidder shall in no event exceed the lowest prices at which the Bidder sells the stores or offers to sell stores or services or work undertaken of identical description to any persons/organization including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking of the central or state government as the case may be during the period till performance of all Supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Bidder reduces the sale price, sells or offers to sell such stores or provide similar services or work undertaken to any person/organization including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the Bidder shall forthwith notify such reduction or sale or offer of sale to APS Bathinda and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

(c) The Bidder shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract – "We certify that there has been no reduction in sale price of the stores or work undertaken of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organization including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government



under the contract except for quantity of stores categories under sub-clauses (a),(b) and (c) of sub-para (ii) above details of which are given below".

7. **Risk & Expense Clause.**

(a) Should the stores or any installment thereof or work undertaken not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof or work undertaken, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any installment thereof or work undertaken not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good: -

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier or work undertaken as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.

8. **Force Majeure Clause.**

(a) Neither party shall bear responsibility for the complete or partial or non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such force majeure circumstances as flood, fire, earth quake and other acts of god as well as war, military operation, blockade, acts or actions of state authorities or any other circumstances beyond the parties control that have arisen after conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to force majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (ten) days from the moment of their beginning.



(d) Certificate of a chamber of commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement of the terms provided in the agreement for the goods received.

9. **Specification.** The seller guarantees to meet the specifications of the Supply Order and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after trial. The Seller, in consultation with the Buyer, may carry out technical up gradation in the design and specifications due to change in manufacturing procedure, indigenization or obsolescence. This will, however, not in any way, adversely affect the end design of the building.

10. **OEM Certificate.** In case the Bidder is not the OEM, the agreement certificate with the OEM for sourcing the spares shall be mandatory.

11. **Earliest Acceptable Year of Manufacture.** Year of manufacture should be 2023.

12. **Quality Assurance.** Seller would be required to provide all test facilities at his premises for acceptance and inspection by Buyer. The item and stores used should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery.

13. **Inspection Authorities.** The store will be subjected to an inspection to ascertain that they confirm to the specification as laid down in the supply order. The costs incurred during inspection, if any (only for testing material), will be borne by the Vendor/ Supplier.

14. **Warranty.**

(a) The following Warranty will form part of the contract placed on the successful Bidder—

(i) Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer or work undertaken under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The Seller hereby guarantees that the said goods/stores/articles or work undertaken would continue to the description and quality aforesaid for a period of **84 months from the date of delivery** of the said goods/stores/articles or work undertaken to the Buyer and that notwithstanding the fact that the Buyer may have inspected and / or approved the said goods /stores /articles. If during the aforesaid period of 84 months the said goods/stores/articles or work undertaken be discovered not to confirm to the description and quality aforesaid not given satisfactory performance or have deteriorated and the decision of the Buyer in that behalf shall be final and binding and the Seller and the Buyer



shall be entitled to call upon the Seller to rectify the Buyer within a reasonable period, or such specified period as may be allowed by the Buyer in his discretion on application made thereof by the Seller. The Buyer may invoke the bank guarantee in case the firm fails to do so. **The date of issuing the acceptance certificate would be deemed to be the date on which the warranty will commence.**

(ii) **Conditions during Warranty.** The system should full fill the following conditions during the period of warranty: -

(aa) Any failure in the system or a subsystem thereof should be rectified within a maximum period of **48 hours** of lodging a complaint.

(ab) If the System/Subsystem is down beyond 48 hours, penalty at the rate of Rs 250/- (Rupees two hundred fifty only) per day will be charged or recovered out of the Bank Guarantee held toward warranty. In case of any System/Subsystem being down for more than seven working days, user has the option to get it repaired from any suitable agency at the risk and cost of vendor which will be deducted from the Bank Guarantee due to vendor as also the penalty at the rate of Rs. 250/- per day per system in addition to the risk and cost.

(ac) Any system failing at subsystem level three times within a period of three months or displaying chronic faulty behavior or manufacturing defects or quality control problems will be totally replaced by the vendor at his risk and cost within 30 days of being intimated.

15. **Product Support.** The following Product Support clause will form part of the contract placed on successful Bidder: -

(a) The Seller agrees to provide Product Support for the stores, assemblies/subassemblies, fitment items and consumables, Special Maintenance subcontracted from other agencies/ manufacturer by the Seller for a maximum period of seven years after the delivery of systems or work undertaken.

(b) The Seller agrees to undertake repair work during the guarantee period of 84 months, extendable further on mutually agreed terms.



PART- V

EVALUATION CRITERIA & BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP. A Technical Evaluation Committee comprising of Subject Matter Experts will be convened for the evaluation of Technical Bids.

(b) The lowest bid will be decided upon the lowest rate quoted by the bidder without considering the taxes and duties levied by central/state/local government such as excise duty, GST, VAT, Service tax, octroi/ entry tax etc.

(c) The Bidders are required to spell out the rates of Customs duty, Excise duty, etc. in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty / Excise Duty is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / VAT duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption, which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise Duty / VAT, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty, which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and VAT also.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidder for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in position to supply full quantity in stipulated time.

(f) Criteria specified in other parts of this RFP as applicable. Apart from this, the BUYER is at liberty to add any other criteria as applicable for the ibid work.



2. **Price Bid Format.** Per sq m basis for the area marked at Apprx D.

Note: -

- (a) Please confirm that the stores and work offered by you are exactly as required under tender enquiry description specifications.
 - (b) In case there is any deviation the same shall be specifically stated.
3. **If a firm quotes 'NIL charge/consideration' the bid shall be treated as "Unresponsive" and will not be considered, as per Rule 160 (xiv) of GFR and clarification issued by MoF, Dept of Expenditure Office Memorandum No 29 (i) 2014-PPD dated 28 Jan 2014.**
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Appx A

(Refers to Para 2(a) (iii)
of Part-I of RFP)



TENDER ACCEPTANCE UNDERTAKING

(To be submitted on letter head of Bidder)

To,

The Principal
Army Public School
Bathinda (Pb)

Advertisement dated _____

REPAIR OF ROOF IN PRIMARY WING AT ARMY PUBLIC SCHOOL, BATHINDA

Dear Sir/Madam

1. I/We have downloaded/obtained the tender documents for the above mentioned tender work.
2. I/We hereby certified that I/We have read the entire terms and conditions of the tender documents including all annexure/schedule etc. which form the part of the contract/agreement and I/we shall abide here by the terms, conditions and clauses contained therein.
3. The corrigendum's issue from time to time by your centre to have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender condition of above mentioned tender documents/corrigendum in its totality/entirety.
5. I/we do hereby declare that our firm has not been black listed/debarred by any government department/public sector undertaking/government organisation.
6. I/we certified that all information furnish by our firm is true and correct and, in the event. That the information is found to be incorrect/untrue or found violated then your center shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract without prejudice or remedy including the forfeiture of the full said EMD absolutely.

Yours Faithfully

Name

Address

Appx B

(Refers to Para 2(a)(x)
of Part I of RFP)



SELF DECLARATION

To,
The Principal,
Army Public School,
Bathinda - 151004

In response to the Army Public School, Bathinda Advertisement dated _____
for Repair & water proofing treatment of Roof Top and parapet wall (1600 sq m
and 800 sq m) of Army Public School, Bathinda.

I/ We hereby declare that presently our Company/ Firm/ Organisation
_____, 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) 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.

(c) does not have any debarment by any other procuring entity

(d) 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;

(e) 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;

(f) does not have a conflict of interest as mentioned in the bidding document which
materially affects the fair competition.

(g) 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 Government of India, my/ our BG/EMD 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

Appx C
(Refers to Para 2(b)
of Part I of RFP)



COMMERCIAL BID FORMAT

1. The structure of the Bidder's commercial response to this RFP must be as per following order:-

(a) The Commercial Bid Response must be submitted with Commercial Bid covering letter.

(b) The covering letter should clearly mention that the SELLER is willing to abide by all the conditions as specified in the RFP, incl the clause of demonstration as given at Para 3 of Part IV of RFP.

(c) The rooftop area where the work is to be undertaken will be for an area marked as rooftop area in the diagram attached as **Appendix D** to the RFP. The rates for the work will be quoted in the Commercial Bid Waterproofing of Rooftop Area and Parapet wall.

2. The quotes should be given in the following format: -

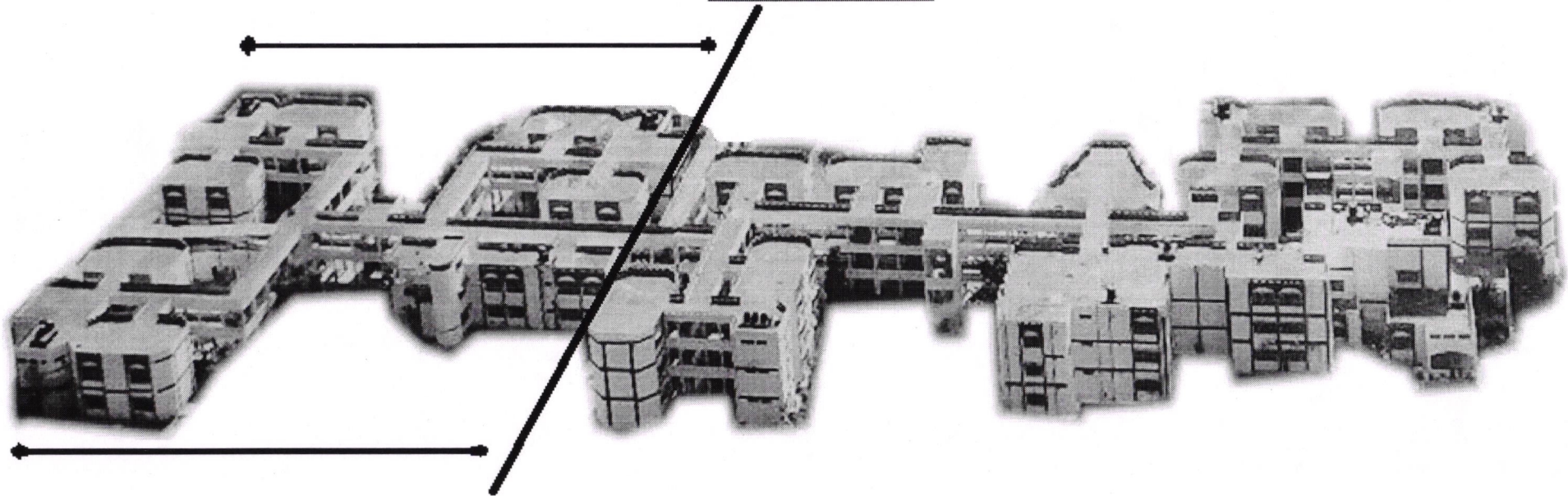
Quotes for Repair of Roof in Primary Wing				
S No	Work Description	Unit	Rate @ sq m	Amount
1.	Repair & Waterproofing of Roof scope of work (Roof cleaning cemented work & Roof paint)			
2.	Repair & Waterproofing of Parapet Wall			
Total Amount excluding GST ()				
GST()				
Grand Total including GST				

3. The timeframe for completion of work is also to be indicated, from the date of issue of supply order.



AREA SUMMARY

ROOFTOP AREA



Detail	Area (As Marked In Diagram)
Roof Top (Sqm)	1600sq m
Parapet Wall (Sq m)	800sq m

Appx E(Refer to Para 2c of
Part-I of RFP)**Model ECS Mandate Format****Credit Cleaning Mechanism**

1.	Bidder' s Name
2.	Particulars of Bank Account
	(a) Bank Name
	(b) Branch Name
	(c) Address
	(d) Telephone Numbers
	(e) IFS Code
	(f) 9 Digit Code Number of Bank and Branch appearing on MCR Cheque issued by Bank
	(g) Account Type (S.B Account/Current Account or cash)
	(h) Ledger Number
	(j) Ledger Folio Number
	(k) Account Number as appearing on cheque book
3.	Please attach a blank cancelled cheque or, photocopy of a cheque or front page of your saving bank passbook issued by your bank for verification of the above particulars
4.	Date of Effect
	"I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible, I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under scheme."
(.....)	
Dated :	Signature of Representative/Bidder
Certified that the particulars furnished above are correct as per our records.	
Bank's Stamp: (.....)	
Date :	
Signature of the authorised official from the Bank.	