

## Covering letter format

To,

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

Subject: Techno –commercial for supply, Installation & commissioning of medical equipment at AIIA  
Sarita Vihar

Reference: IFB No. HSCC/PUR/AIIA- Sarita Vihar/LV/2014, dated 17.12.2014

Sir,

This has reference to the above, we are please to submit techno – commercial along with following documents:

Sr no.	Annexure	Document	Page no.
1.	A	Bid Summary Sheet	1
2.	B	TE document Fee & EMD/ Bid security	2
3.	C	Power of Attorney	3
4.	D	Tender / Bid form	4
5.	E	Affidavit	5
6.	F	Bidder information	6
7.	G	Commercial compliance	7
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9.	I	Price bid	9

We agree and shall comply with all terms and conditions as mentioned in the tender document of above mentioned IFB.

Thanking you

Signature:

Name:

Designation

Seal:

# Form -A , Page no1

## BID SUMMARY SHEET

### 1. Bidding document fee Details:

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

- Bidder may quote one item or more than one item, but bidding document fee will be Rs. 200/- only for one bidding document.
- DD should be favour of "HSCC (India) Ltd" payable at New Delhi/ Noida.

### 2. EMD Detail:

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

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

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

#### B. If EMD/bid security in the form of Demand Draft:

Item sr, no.	DD No.	Date	Amount Rs.	Name of Bank

- Bidder bid security amount (i) if in the form of Demand Draft (i.e. DD), then DD shall be in favour of **HSCC (India) Ltd** payable at New Delhi/ Noida (ii) if in the form of Bank guarantee than it shall be in favour of **Director, All India Institute of Ayurveda (AIIA), Gautampuri, Mathura Road, Sarita Vihar, New Delhi** as per bidding document format.
- Name of Bank Manager / authorized person who has issued BG :
- Mobile number of Bank Manager / authorized person who has issued BG :
- Official Email ID of Bank Manager / authorized person who has issued B :

### 3. Bid offer:

Sr. Item no	Quoted qty.	Name of Bidder	Name of Manufacture	Country of origin	Model no.

Signature:

Name:

Designation

Seal:

Note: This is Most Important document of bid which should be filled in all respect, failing which unable to evaluate the bid.

**Form -B, Page no.2**

**Photo copy of the following**

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

**DRAFT**

## Form-C, Page no.3

### On the Non judicial Stamp paper Power of Attorney

IFB No.  
Item no.

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

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

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

Sh. -----  
Designation

- Note : 1. Power of attorney is to be signed by competent authority i.e. Sole Proprietor of the firm or Board of Director of the company.  
2. Original copy of Power of Attorney is to be submit

## Form D, Page no.4

### TENDER/BID FORM

Date

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

Ref. IFB No. HSCC/PUR/AIIA- Sarita Vihar/LV/2014, dated 17.12.2014  
Item no. ....

We, the undersigned have examined the above mentioned bidding document, including all amendment/corrigendum issued till opening of bid (*if any*), the receipt of which is hereby confirmed with acceptance of all the terms & conditions of bidding document including all amendment/ corrigendum issued till opening of bid. We now offer to supply and deliver \_\_\_\_\_ (*Description of goods and services*) in conformity with your above referred document for the sum as shown in the price schedules attached herewith and made part of this tender. If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery. We further confirm that, if our tender is accepted, we shall provide you with a performance security as per bidding document. We agree to keep our tender valid as bidding document terms.

We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry. We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. We fully agreed to the all terms and conditions specified in above mentioned TE document, including amendment/ corrigendum issued till opening of bid and withdrawn all conditional terms if anywhere mentioned in the our bid. Whenever there is a conflict, the tender form acceptance shall prevail.

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

Signature:

Name

Designation

Seal :

(On the letter head of the company)

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

Note: Original copy of Power of Attorney is to be submit

## Form E, Page no.5

### Affidavit on non judicial stamp papers

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

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

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

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

Signature:

Name:

Designation

Seal:

Note: Original copy of **Affidavit** is to be submit.

Form- F, Page no.6

Bidder correspondence Address :

Bidder Email ID :

Bidder contact number :

Bidder contact person :

Manufacture correspondence address :

Manufacture Email ID :

Manufacture contact number :

Signature:

Name:

Designation

Seal:

**Commercial Compliance**

Sr. No.		Compliance
1.	Payment tender terms.	Accepted
2.	Delivery & Installation & commissioning terms.	Accepted
3.	Warranty tender Terms.	Accepted
4.	Packing & forwarding, freight charges, insurance duties, two years warranty, VAT/ taxes tender terms.	Accepted
5.	Inspection tender terms	Accepted
6.	Acceptance of all terms of bidding document	Accepted

**Authorised Signatory**

DRAFT



**Technical compliance (Format -3)**

Sr. No.	Technical specification	Compliance	Deviation if any
1.			
2.			
3.			
4.			
5.			

**Authorised Signatory**

DRAFT

**Price Format-4**

Sr no.	Description of Goods	Make	Model no.	Qty.	# Quoted Unit Price Rs.	Total Amount Rs.	VAT/Sales Tax
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8							
9							

**Note:** Quoted price shall be included of all packing & forwarding, freight charges, insurance duties, two years warranty, VAT/ taxes and other levies payable by the supplier under the contract.

We agree to supply the above goods in accordance with the technical specifications within the period specified in the Invitation for Bids.

We also confirm that we are accepting all the terms and conditions of Invitation for Bids.

**Authorised Signatory**

**Price bid shall be sealed, incase found in open position, their bid will be rejected. Price bid shall be submitted item-wise separately.**

**DO NOT OPEN BEFORE ---/---/2015. THIS IS A SEALED BID**

IFB No. HSCC/PUR/AIIA- Sarita Vihar/LV/2014, dated 17.12.2014  
ITEM No.  
DUE DATE:

**To,  
Director,  
All India Institute of Ayurveda (AIIA),  
New Delhi- 110 076**

(To be pasted on the outer envelope containing Envelop-I, Envelop-II, Envelop-III)

## **ENVELOPE- I**

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

IFB No. HSCC/PUR/AIIA- Sarita Vihar/LV/2014, dated 17.12.2014  
ITEM No.  
DUE DATE:

**To,  
Director,  
All India Institute of Ayurveda (AIIA),  
New Delhi- 110 076**

(To be pasted on the envelope containing EMD/ bid security and bidding document fee / receipt )

## **ENVELOPE-II**

**DO NOT OPEN BEFORE --/--/2015, THIS IS A SEALED BID  
(Techno Commercial)**

IFB No. HSCC/PUR/AIIA- Sarita Vihar/LV/2014, dated 17.12.2014  
ITEM No.  
DUE DATE:

**To,  
Director,  
All India Institute of Ayurveda (AIIA),  
New Delhi- 110 076**

(To be pasted on the envelope containing techno commercial offer i.e. Annexure "A" to "H")

## ENVELOPE-III

DO NOT OPEN BEFORE --/--/2015,- THIS IS A SEALED BID

**(Price Tender)**

IFB No:  
ITEM No.  
DUE DATE:

Written with  
red ink

**To,  
Director,  
All India Institute of Ayurveda (AIIA),  
New Delhi- 110 076**

(To be pasted on the envelope containing price tender as Bidding document i.e Annexure "I")

**LETTER OF AUTHORITY**

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

No. Date:

**DGM (Procurement)  
HSCC (I) LTD.**

(A Govt. of India Enterprises)  
Plot No. 6-A, Block-E, Sector-1,  
NOIDA (U.P.) - 201 301.

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

Reference: IFB No.

Dear Sir,

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

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

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

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

Yours faithfully,

Signature  
Name & Designation  
For and on behalf of

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