

CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY (CIPET)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
CIPET VTC, Agartala



Rubber Park Area Bhudjungnagar
Sub-Division Mohanpur, Agartala Tripura (West) Mob- 03812310080 / 7085060926
E-mail: cipetvtcagartala@gmail.com Website : www.cipet.gov.in

TENDER NO.CIPET/AGT/VEHICLE/05/2019-20 Dated 30-05-2019

NAME OF WORK: HIRING OF VEHICLE SERVICE

Tender Document for Providing Hiring of Vehicle Services to CIPET Agartala, Tripura (West)

Important Dates:

Date of Advertisement in News Paper	: 30/05/2019
Date of Sale of Tender Document	: 30/05/2019 to 14/06/2019 till 1400 Hrs
Last Date for Submission of Tender paper	: 14/06/2019 up to (1700 Hrs)
Date of opening of Technical Bid	: 18/06/2019 up to (1400 Hrs)
Date of opening of Financial Bid	: Will be informed to Technically qualified bidders

Expected date of commencement of the contract: 01-07-2019.

INDEX

Sl. No.	Particulars	Page No.
1.	Tender Notice	03
2.	CIPET Introduction	04
3.	Scope of Service	04-05
4.	Eligibility and Selection Criteria	05
5.	Submission and Opening Of Tender	06-07
6.	Terms And Conditions	07-11
7.	Duties & Responsibility of the contractor	12
8.	Annexure-I-Technical Bid	13-14
9.	Annexure-II (A) & II(B)-Financial Bid	15-16
10.	Undertaking	17

01. TENDER NOTICE

TENDER DOCUMENT NO. CIPET/AGT/VEHICLE/05/2019-20

NOTICE INVITING TENDER FOR HIRING OF VEHICLE SERVICE:

CIPET-Agartala invites sealed tenders in two bid system from reputed transporters/fleet owner's/travel agencies, etc. having capacity to supply the required numbers of vehicle for a period of One year, renewable based on performance & mutual consent of both the parties, as per details mentioned below. The detailed tender notice along with tender document can be obtained from the Office of CIPET, Agartala on any working day from 30.05.2019 to 14.06.2019 between 09:00 AM to 5:00 PM on payment of Rupees Five Hundred only (500.00) as Cost of Tender Document either in the form of demand draft/ Cash or can be downloaded from the CIPET website www.cipet.gov.in The tender document downloaded from the website must be accompanied with demand draft of Rupees **Five hundred only (₹ 500.00)**. Demand Draft should be drawn in favors of "**CIPET AGARTALA VTC**" payable at **R.K. NAGAR I.E. Agartala, Tripura.**

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate envelopes (envelope containing Technical bid be marked as "**Cover -1**" and envelope containing Financial bid be marked as "**Cover - 2**") and these two envelopes be sealed in a third large envelope "**Cover - 3**") super-scribed "**Technical and Financial bid**" and must reach office of CIPET, Agartala, situate at Rubber park area, Budhjungnagar, Sub-division Mohanpur, Agartala Tripura(West) latest by **14-06-2019** up to **17:00 hrs.**

Incomplete tender, and tender received after due date and time shall not be accepted/entertained. The bid should be valid for a period of 90 days from the date of opening of Technical bid.

CIPET reserves the absolute right to accept/ reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Director & Head CIPET, Agartala

02. INTRODUCTION

Central Institute of Plastics Engineering & Technology, (CIPET) is a premier Govt. of India Institution devoted to Academic, Technology Support & Research (ATR) activities for the growth of Plastics & allied industries in the country. CIPET operates on hub & spokes model with 35 locations spread across the length & breadth of the country. CIPET has Centers at Ahmedabad, Amritsar, Aurangabad, Agartala, Bhubaneswar, Baddi, Balasore, Bhopal, Chennai, Chandrapur, Dehradun, Guwahati, Gwalior, Hajipur, Haldia, Hyderabad, Imphal, Jaipur, Korba, Modurai, Murthal, Mysore, Raipur, Ranchi, Valsad and Vijayawada.

All the CIPET Centers have state of art infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality control to cater to the needs of plastics & allied industries in the country.

0.3 SCOPE OF HIRING OF VEHICLE SERVICE:

1. Bidders are required to Provide Hiring of vehicle service to the Office to be used for project & allied activities on "As and When Requirement Basis" as well as "Dedicated Vehicles on Full Time Basis" (round the clock) for CIPET, Agartala. CIPET, Agartala is essentially intending hiring of 1 car on monthly/Daily basis on contract for a period of 1 year. The number of cars required may vary based on demand. The successful bidder will be awarded the CONTRACT OF HIRING CARS SERVICE ON MONTHLY/DAILY BASIS for 1 year.
2. Sealed tenders are invited from the experienced Transport Companies/ Agencies/Owners possessing at least 1 No. car registered with the Transport Department, with a capacity to provide more than 4-5 cars at a time.
3. The vehicles should not be very old and having excellent working condition with good seats and upholstery. The tenderers shall have to provide vehicles duly registered RTO/DTO and own/arrange different categories of car like Wagon R, Zest, Indigo, Swift Dzire, Innova and XUV etc.
4. The vehicle(s) are required as per necessity from the date of issue of the work order. The contract vehicles are to be used for official purpose of the Institute only.
5. The duty hours and kilometers will be calculated from the reporting time to releasing time of the vehicle on each day. The bill to be prepared on the basis of Day & Time/KM figures in the report release column of the duty slip/ logbook. The payment of rental cars will be made **monthly basis**.
6. The courtesy and good behavior on the part of the driver is important. Discourteous or careless driver shall be replaced on demand.

7. The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening. In case the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.
8. The controlling officer of CIPET Agartala to whom the vehicle shall essentially report is empowered to return the vehicle if he feels that it is not worth traveling and no payment will be made for the said day. Moreover, no payment will be made on the day, if the transport contractor fails to render service in time for the day. If the services of the contractor at any stage are found unsatisfactory, the Institute is likely to cancel the tender without assigning any reason/notice and his security deposit will be forfeited without any litigation.
9. Intending bidder must have at least one active fixed/ mobile where requisition of vehicles can be conveyed all the 24 hrs. Telephone Number must be specified in the Bid.
10. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to CIPET, Agartala as and when demanded.
11. The Vehicle sent to CIPET, Agartala office on requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / Border Tax /mobile phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time.

0.4. ELIGIBILITY AND SELECTION CRITERIA

1. The firm/agency/owner should have average annual turnover of at least Rs. 1 lakh (Rupees One lakh) in the last Financial Year (self-attested copy of income tax return/ audited accounts needs to be enclosed)
2. The service provider/agency should be an income tax Assessee (self attested copies of PAN card need to be enclosed).
3. Experience of 1 year of providing vehicle service to government departments/PSU/ Universities/ Organization of repute is desirable. Relevant documents should be submitted with the technical bids. Bidder should have experience of supplying of commercial vehicle with Central or State Govt. Departments / Autonomous bodies/Public Sector Undertaking/ reputed Private/Public Limited Companies.
4. The firm/agency/owner should possess at least 1 No. car registered with the Transport Department, with a capacity to provide more than 4-5 cars at a time on demand.
5. The Service Provider/agency should provide their GST Certificate.

05. SUBMISSION AND OPENING OF TENDER

MODE OF PREPARATION & SUBMISSION OF BID:

The offer/bid should be prepared in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions.

Cover 1 (Technical Bid) shall be superscribed as "Technical bid" duly indicating the Tender Reference No. which should contain the details as per "Annexure I" and cost of Tender document/ Money receipt for amount paid towards cost of tender document.

Cover 2 (Financial Bid) should contain Price only and shall be superscribed as "Financial bid" duly indicating the Tender Reference No. as per "Annexure II(A) & Annexure II(B)"

Cover 3 (Technical and Finance Bid) Both the cover should put in to Cover 3 and shall be superscribed as "Technical bid and Financial bid" duly indicating the Tender Reference No.

- 1) Only the Financial bid of the tenderers whose Tender cost and Technical bids are found in Order, shall be opened.
 - 2) The Director & Head, CIPET, AGARTALA reserves all rights to enhance or reduce the work and to cancel all the tenders or any tender without assigning any reason thereof. Conditional Tenders will not be accepted.
 - 3) The envelopes shall be addressed to "Director & Head, CIPET, Agartala" and on the top of the envelope the following should be superscribed. "Tender for Hiring of Vehicle Service"- Tender No. – CIPET/AGT/VEHICLE/05/2019-20" dated 30-05-2019.
 - 4) The inner and outer cover shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is received late.
 - 5) The completed tender forms can be dropped in a Tender Box kept at the Administration Department of main building at CIPET AGARTALA, Rubber Park Area Bodhjunnagar, Sub-Division –Mohanpur, Agartala on any working day before the last date 14/06/2019 up to 05.00pm.
 - 6) If all the envelopes are not sealed and marked as explained above the bid shall be rejected.
 - 7) The bid received after the specified date and time will not be considered.
-

- 8) This office will not be responsible for any postal delay or wrong delivery.
- 9) Technical Bid will be opened on 18-06-2019 at 14:00 hrs in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by post/telephonically.
- 10) The CIPET- AGARTALA will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- 11) Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
- 12) The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.

06. TERMS AND CONDITIONS

1. The contract would be valid for one year from the date of contract and can be extended for further the period of one year on the basis of requirement & performance of the Agency. The extension will be sole decision of CIPET Agartala.
2. The vehicle provided must be registered in Tripura with Transport department and comprehensively insured.
3. The Driver must have the licenses and properly dressed up with Khaki or white Shirt & trousers during the duty hours.
4. The Agencies will be solely responsible for any misconduct of the drivers.
5. No advance payment would be made. During the period of contract, the rates will not be revised.
6. TDS will be deducted at source from hiring bill/s as per the Income Tax Act.
7. CIPET Agartala reserves the right to terminate the contract with 15 days' notice without assigning any reason.
8. In case of any Loss, damage or accident, total responsibility lies with agency/firm. Driver will be fully responsible in case unauthorized / illegal materials are found in the vehicle during the use of the officials of the CIPET Agartala.
9. The rate quoted should be firm for the entire period of the agreement.
10. Parking & toll taxes will be reimbursable on actual.

11. Vehicle model hired on monthly basis should not be of older than Two-Three Years.
12. Payment shall be made preferably within 15 days following submission of invoices by the Service Provider.
13. The vehicle(s) should be in good condition and should be provided on time. Replacement of vehicle shall be done immediately in case of repair, maintenance or any other condition with equally good condition vehicle. The service provider shall be responsible for appropriate insurance coverage. In this regard, the service provider shall maintain driver's compensation; provider shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damage to any property arising out of, or in connection with, the services which result from the fault of the service provider, or its staff/driver. The service provider shall provide CIPET Agartala with certification thereof upon request.
14. The service provider/contractor should have enough resources to repair their vehicles in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
15. The service provider/agency shall not provide any person as driver who has not completed 18 years of age. The agency shall comply with all statutory provisions as laid down under various Labour Contract Labor Act etc. In case of violation of any such statutory provisions, the agency will be solely responsible.
16. The firms whose tender for monthly/daily hiring are accepted shall deposit **Performance Security of Rs. 20,000/- (Rupees Twenty Thousand only)** within 07 days from the issue of offer of Service order. It should be paid in the form of DD in favour of "CIPET AGARTALA VTC", payable at R.K. NAGAR I.E. Agartala, Tripura. The qualified & successful bidder has to enter into an agreement with CIPET Agartala on Rs. 100/- stamp paper. The cost of stamp paper shall be borne by the Security agency.
17. The Agreement shall be signed only after furnishing of performance security. In case of breach of contract by the contractor, the performance security shall be forfeited by the CIPET AGARTALA and the firm/agency shall be blacklisted in addition to the termination of the contract.
18. All the vehicles provided to CIPET Agartala should be in good road worthy condition and having valid documents / licenses from department and Insurance policy of the Driver & Vehicles with Pollution Certificate. The Tenderer shall be responsible for total maintenance of the vehicles provided by him/her.
19. The Tenderer shall provide vehicles as per requirement of the Institute and as and when required even at a short notice
20. Bidders must submit an undertaking for providing Monthly/daily Wages/Salary to be paid to the drivers including provision of mobile phones and all other necessary amenities.

21. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
22. The color of vehicle shall be white or off white color or as decided by CIPET Administration.
23. In case of the absence of Driver, agency has to provide the substitute driver. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 4 times per day on the hiring cost of the vehicle shall be imposed.
24. Normally, notice will be issued to the agency by the Institute for holidays and no payment for this period will be made in case of monthly rental basis if hired for services.
25. The driver should have at least 1 year of work experience. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
26. The driver shall be in proper dress – Formal shirt- trouser or any formal dress. Behavior of the driver should be extremely courteous and refined. He should meticulously follow traffic rules. He should not be in habit of rash and fast driving and should have proper vision. He should have absolutely clean background and police record. A self-declaration certificate shall be furnished by the selected vendor/agency.
27. Driver shall be provided with mobile phone for smooth communication and the cost shall be borne by agency.
28. Minimum monthly emoluments paid to the driver would be as per applicable minimum wage notification of Govt. However, the agency is free to pay any amount above this minimum stipulation. Further, the agency would also be required to adhere to all government statutory requirements in respect of minimum pay and statutory deductions.
29. The duty timing of the monthly/daily hired driver would be normally from **8 am to 8 pm** but could be longer as per requirement and need. Accordingly, the driver needs to be paid/ compensated for overtime and other allowances by the agency.
30. One-day compulsory rest in a week shall be given to the driver. On the day of rest, alternate driver shall be provided by the agency/service provider as per the need of CIPET AGARTALA.
31. The agency will have to provide the replacement of driver in case of any eventuality. CIPET AGARTALA has the right to ask the agency for removal of any Driver who is not found competent or disciplined.
32. Once assigned, the vehicle will not be changed/ replaced without prior permission of CIPET AGARTALA.

33. Once assigned, the Driver will not be changed/ replaced without prior permission of CIPET AGARTALA.
 34. There will be separate log book for monthly/daily vehicle maintained by the driver/agency. All entries in the log book will be verified/ countersigned by the concerned official of CIPET Agartala.
 35. The service provider/firm shall submit attested copies of owner book, insurance papers and other papers of the vehicle and attested copies of driver license.
 36. Driver selected by the agency will be assessed by the Institute before his engagement is finalized.
 37. All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained.
 38. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
 39. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
 40. The Agency shall abide by all statutory laws, rules and regulation of the state Govt. / Central Govt. as per jurisdiction.
 41. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The institute shall in no way be liable for any such incident occurring during or in connection with this contract.
 42. The Institute rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Director & Head, CIPET Agartala is the sole arbitrator to decide the same or his decision is final and binding on both the parties.
 43. The vehicle can be de-hired giving prior notice of 15 days considering the requirement of the institute for which no payment will be made by the institute. In case of unsatisfactory services, the work order of the Agency may be terminated giving one weeks' notice.
 44. Force Majeure: If at any time during the tenure of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other
-

party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

Other Important points:

1. DOCUMENTATION OF BILL: Selected Firm/Agency/owner has to submit the bill monthly along with signed logbook. Logbook will be provided by the CIPET Authority and will be carried in all Vehicles by the Driver. Logbook has to be signed by the Authorized Person of the CIPET, Agartala daily
2. PAYMENT: (I). Payment will be made by monthly only after receipt of the relevant Bill along with other documents. (II). No part payment/advance payment shall be made.
3. AVAILABILITY OF TENDER DOCUMENT: The tender documents containing Terms and conditions along with prescribed proforma/format for furnishing required information/details can be downloaded from tender section of our website www.cipet.gov.in from 30.05.2019 to 14-06-2019. It also can be obtained from office of CIPET, Agartala on payment of Rs. 500/- by way of cash/DD.
4. LIABILITY FOR LABOUR AND/OR PERSONNEL: The contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment/workmen.
5. SUBCONTRACTING NOT ALLOWED: The successful bidder shall not subcontract, transfer or assign the task to any other agency without the previous written approval of CIPET, Agartala. In case the contractor contravenes this condition, CIPET, Agartala shall be entitled to place the contract elsewhere at the cost and risk of contractor and all expenses borne on this account shall be recovered from him.

7. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

1. PROVISION OF STAFF: The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract.
2. The contractor shall provide, at his own cost, all employees with necessary identity cards/license, uniforms, mobile phone which they shall display on their person to distinguish them from unauthorized persons.
3. Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this contract and shall employ only such persons whose character has been verified by the police/ the Govt. Administrative Officer. He shall, on demand, produce papers regarding police verification of any of his staff.

TECHNICAL BID - HIRING OF VEHICLES

Sl. No.	Particulars	YES / NO
1	Name of the Firm/Agency/owner with address and ph no.	
2	Address and Mobile no. of the bidder	
3	Registration No of the firm & copy of license.	
4	Constitution of the firm (Attach proof)	
5	Permanent account number (Attach proof)	
6	GST. No (Attach proof)	
7	Details of Experience for supply of vehicles in Any Of the Department/Autonomous /universities/Public Sector undertaking of GOI or any other state Government or Public Sector Banks or Local Bodies/ Municipalities/reputed companies (Attach performance Certificate issued by the office at the end of the contract)	
8	No. of vehicles owned by the Agency(Attach proof)	
9	Whether the Vehicle of the firm/agency/owner or its sister concern have been hired before by the CIPET, If yes complete details thereof mentioning the name and address and period of Contract	
10	The firm ever been reprimanded by any of the department for providing unsatisfactory services If yes, complete details thereof	
11	Whether the agency has been blacklisted by any of the departments/organizations of the govt.	
	Whether Terms and conditions of the tender duly accepted.	

12	Cost of tender document details.	
13	Turnover details of Last Financial Year	
14	Proof of experience of 1 year (Attach proof)	

Signature of the Tenderer

Name of the Singatory & post held in the
Company (if any)

Place:

Date:

Annexure II(A)

Finance Bid

(MONTHLY RENTAL BASIS)

Sl. No.	Type/Model of Vehicle (All models with AC)	Monthly Fixed Rent	Running rate per Km.(Non-AC)	Running rate per km(AC)
1.	Indigo/ Tata Motors/ Zest/Tigor(BS-IV)			
2.	Swift Dzire / Maruti Suzuki (BS-IV)			

Notes:

a) The rates should be inclusive of all the incidental cost like CNG/ Petrol/Diesel, insurance, road tax, servicing charge etc, as well as salary paid to Driver & maintenance charges for the Car.

b) The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs. per night will be paid by CIPET Agartala.

c) Taxes, if any will be paid extra, if applicable and as per actual.

d) Overtime rate beyond the normal working hours of 8AM to 8PM @..... Per hour.

Signature of the Tenderer

Annexure II(B)

Finance Bid

(DAILY RENTAL BASIS)

Sl. No.	Type/Model of Vehicle (All models with AC)	Monthly Fixed Rent	Running rate per Km.(Non-AC)	Running rate per km(AC)
1.	Indigo/ Tata Motors/ Zest/Tigor(BS-IV)			
2.	Swift Dzire / Maruti Suzuki (BS-IV)			
3.	Wagon R/ Maruti Suzuki			
4.	Innova /Toyota (BS-IV)			
5.	Ecco/Maruti Suzuki(BS-IV)			
6.	Bolero (BS-IV)			
7.	Scorpio (BS-IV)			

Notes:

a) The rates should be inclusive of all the incidental cost like CNG/Petrol/Diesel, insurance, road tax, servicing charge etc, as well as payment made to Driver & maintenance charges for the Car.

b) The Vehicle would be used for outstation journey too. Outstation allowance (night halt) @ Rs.per night will be paid by CIPET Agartala.

c) Taxes will be paid extra, if applicable and as per actual.

d) Overtime rate beyond the normal working hours of 8AM to 8PM @..... Per hour.

Signature of the Tenderer

Undertaking

I/We, Mr. Ms Son/ Daughter/Wife of
..... (Address)
..... on behalf of my/ our
firm, hereby declare and undertaking that

1. The rates quoted in the price schedule includes Agency Service Charges and all statutory levies like ESI,EPF, taxes, License Fee, Bonus, Administrative Charges, etc. The rates also include the expenditure towards uniforms and other essential items. No other charges will be claimed from the CIPET Agartala.
2. We will follow all the statutory rules like Minimum Wages Act, Contract Labour (Regulation and Abolition)Act,1970,etc. as applicable to contract labour and take complete responsibility for settlement of disputes for labour problems arising due to any reason.
3. In case of any default on our part, CIPET shall be at liberty to recover the amount of penalty from the security deposit.

I/We further do hereby certify that no legal suit/criminal case is pending against me/us/my/our firm/agency for violating the laws related to Income Tax, GST, EPF, ESI, Minimum Wage Act, Contract Labour (Regulation and Abolition)Act,1970,etc.

I/We do hereby certify that the information furnished in this document are true and correct to the best of my/our knowledge. I/we will be liable for prosecution if any information above is found to be incorrect or misleading. I have read the Terms & Conditions contained in the tender and have understood them fully.

Date:	Signature & seal.....
	Name.....
Place:	Business Address.....