**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**Techno Campus, Ghatikia, P.O. - Mahalaxmivihar,**

**BHUBANESWAR-751029, ODISHA**

Ref. No. 191/CE/OUTR Date: 31.01.2024

**TENDER CALL NOTICE**

Sealed tenders are invited under two bid systems from reputed Original Equipment Manufacturers (OEM)/Registered Firms/Authorised Dealers/Agencies for Supply, installation and commissioning of “Laboratory Equipments” to the**Advanced Hydraulics Laboratory,Department of Civil Engineering, School of Infrastructure and Planning, OUTR, Bhubaneswar** The Tender Bid documents with other details are to be downloaded from the University website: **www.outr.ac.in**. **The last date of Tender submission is 26.02.2024 by 4:00P.M.** The sealed Tenders will be received by Speed Post/Registered Post and Courier only. **The authority will not be held responsible for any postal delay.** Tender received after the scheduled date and time will not be accepted. The authority reserves the right to reject/cancel the Tenders in whole or in part without assigning any reason thereof.

 **REGISTRAR**

**BID Ref No.** 191/CE/OUTR; **Dated : 31.01.2024**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER CALL NOTICE**

**FOR SUPPLY, INSTALLATION AND COMMISSIONING OF**

 **“LABORATORY EQUIPMENTS”**

 **AT**

 **DEPARTMENT OF CIVILENGINEERING**

**SCHOOL OF INFRASTRUCTURE ANDPLANNING, OUTR**

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| **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH (OUTR)** **Techno Campus, Ghatikia, P.O. - Mahalaxmivihar,****BHUBANESWAR-751029, ODISHA** |

**INVITATION FOR BIDS**

The Registrar,Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, PO: Mahalaxmivihar, Bhubaneswar – 751029, Odisha invites sealed tenders from reputed Original Equipment Manufacturers (OEM)/Suppliers/Agencies for supply,installation, commissioning and testing of Laboratory Equipment at **Advanced Hydraulics Laboratory,Department of Civil Engineering, School of Infrastructure and Planning, OUTR, Bhubaneswar**Techno Campus, Ghatikia,PO: Mahalaxmivihar, Bhubaneswar – 751029, Odisha.

Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the University** [**www.**](http://www.nitdgp.ac.in)**outr.ac.in**

 Particulars about submission of bidding documents are as follows:

1. (a) Price of bidding document (non-refundable):Rs. 6000/-+18% GST

(Rs.6000/-+Rs.1080/-)=Rs.7080/-

 (b) First date of availability of Bidding Document in the website: **01.02.2024**

 (c) Last date and time for submission of bids **:26.02.2024upto4:00 p.m.**

 (d)Time and date of opening of bids : **27.02.2024at 3:00 p.m**.

 (e) **Place of opening of bids:** Office Chamber of the Head of School of Infrastructure and Planning, Department of Civil Engineering, Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, PO: Mahalaxmivihar, Bhubaneswar – 751029, Odisha

###  (f) Address for communication : The Registrar, Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, PO: Mahalaxmivihar, Bhubaneswar – 751029, Odisha

### (g) For any Technical Enquiry please contact toDr.Siprarani Pradhan, Assistant Professor, Department of Civil Engineering, and Contact. No.7978369909, Email. srpradhance@outr.ac.in

### Eligibility of bidders and General Instructions:

### 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The bidder must be a reputed **OEM** manufacturer and/or the Authorized Dealer/Supplier of a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities**.**
2. If the bidder is an Authorized Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
3. The bidder must have both sales and service center with qualified Service Engineers. All after sales support should be provided directly by the manufacturer only.
4. The bidder must have the willingness for providing comprehensive maintenance support of the Equipment supplied by him.
5. The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations
6. The bidder must have GSTIN No. and Income Tax Return up-to- date. Attested copies of GSTIN Certificate or non-assessment certificate from the concerned Authority valid up-to-date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up-to-dateand/or PAN Number must be enclosed along with the Tender documents.

###  2. General Instructions:

The bidders who are **Original Equipment Manufacturers (OEM)** of the product must be manufacturing the complete product, selling under the specified brand name and model are the eligible participants. Registered Firms/Authorized Dealers/Agencies can supply the product with necessary Authorized certificates/documents of the Manufacturers for specified brand and model.

The selection for procurement of equipment will be based on quality and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.

The tenders will be opened on **27.02.2024 at 3:00PM**in presence of the bidders or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.

Submission of more than one bid by a particular bidder under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenders would be rejected or contract cancelled and earnest money deposited will be forfeited.

The bidders should mention the location of its service center nearest to Bhubaneswar in their tender paper.

 All offers should be typed or printed clearly in English and the price quoted for each item should be firm.

Warranty period, delivery period and after-sale-service conditions, etc. are also to be clearly indicated.

The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.

Submitted tender forms with overwriting or erased on illegible specifications and rates will be rejected.

Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid will not be considered. However, negotiation may be made before finalization.

Bidder shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

If a bidder finds discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.

This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.

Submission of sealed bid will carry with the implication that the bidder agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’, ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, bidders and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.

The bidder will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the bidder is liable to be disqualified.

### 2.1 Procedure for Submission of Tenders:

a) The Bidders must submit their bids as required in two parts in separate sealed covers prominently superscribed as Part-I “**Technical Bid**” and Part-II “**Financial Bid**” and also indicating on each of the covers the “**Tender call Notice Number & Date**” and **Due date and time of submission** as mentioned in Tender Call Notice.

**Part-I (Technical Bid)**

Excepting the price schedule, all other documents in details of technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, GSTIN certificate, Income Tax Clearance, PAN Card copy, list of clients, authorization certificate from Manufacturer in case of Dealer, etc. along with **tender document duly signed** by the authorized person in each page shall be covered in **Part-I (Technical Bid).**

**Part-II (Financial Bid)**

All indications of price shall be given in Part-II **(Financial Bid)**

b) Both sealed covers Part-I “ Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD &Tender paper cost (separately in the form of DD drawn in favour of The Registrar, Odisha University of Technology and Research Bhubaneswar at any Scheduled Bank payable at Bhubaneswar), others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted by Speed post / Registered Post/ Courier to The Registrar, Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, P.O. : Mahalaxmivihar, Bhubaneswar-751029, Odisha within the due date and time as stipulated in Tender. No hand delivery is accepted. The sealed envelope must show the name of the bidder and his address and should be superscribed as "Tender for Environmental Engineering Laboratory, Department of Civil Engineering, School of Infrastructure and Planning, OUTR, Bhubaneswar with Reference No. and Date"on the top of the envelope.

**c)** All the documents submitted must be in the papers showing signature of the bidder and printed office name of the bidderon official seal.

**d)** All the documents must be submitted in a **sequential manner** with **separator/flags** to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

### 3. Requirements by Bidder before Supply:

### Rating Plate, Name Plate and Labels:

Each of the equipment is to have permanently attached to it, a rating plate of non-corrosive material in a conspicuous position, upon which the total specifications along with the manufacturer’s name, address, etc. are to be engraved.

### Packaging:

All the equipment are to be suitably protected, covered in water–proof packing and crated to prevent damage or deterioration during transit and storage till the time of installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

### Requirements by Bidder after Supply:

### Supply:

The Equipment should be delivered and installed by the supplier at Advanced Hydraulics Laboratory Department of Civil Engineering, School of Infrastructure and Planning, Odisha University of Technology and Research (OUTR), Techno Campus, Ghatikia, PO: Mahalaxmivihar, Bhubaneswar – 751029, Odisha. The items should be supplied directly from the manufacturing terminal/authorised dealer having passed all tests successfully with Certifications as required.

The equipment should confirm to the latest relevant National/International standards and shall be completed in all respect.

Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the bidder at no extra cost.

In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of lodging the complaint.

The articles ordered must be supplied in one lot within 6 weeks from the date of placing the purchase order and installation within 2 weeks from the date of supply.

In case of delay in delivery or successful installation, commission & testing of any goods a penalty of 1% (one per cent) per month or part thereof to maximum 5% of the value of undelivered goods, unsuccessful installation, commission & testing of any goods.

Odisha University of Technology and Research (OUTR) reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder giving 15 days of notice.

Any increase in tax and duties after expiry of delivery period will be to the seller’s account.

In case the equipment supplied by the supplier are found not up to the specifications shall be rejected.

The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 15 days, failing which the EMD will be invoked in addition to taking legal actions.

The equipment shall be delivered and installed on site at the cost of the bidder.

All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the bidder.

### Installation and Commissioning:

Installation and Commissioning shall include the following:

1. Installation, testing and commissioning of the Equipment, Machineries etc. should be done by the bidder/supplier.
2. It will be the responsibility of the bidder to provide all necessary spares and consumables, which may be required during installation and commissioning at no extra cost to purchaser.
3. The bidder is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
4. Installation must complete within 15 days after delivery on site.
5. The bidders should provide all necessary raw materials for running of the equipment/machine during commissioning.

### Documentation:

Detailed technical manuals, handbooks, drawings, warranty card and factory quality assurance checklist, test results and any other certifications mentioned in the technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and system safety procedures.

For Experimental setup details of theory, procedure and methods of taking measurementsets should be provided in the form of hand books for each experiment in duplicate.

The receipts for taxes paid, if any, for the supplied materials should also be submitted

### Trial Operation and Performance Guarantee Test:

After successful completion of installation, testing and commissioning of the equipment, a seven day continuous trial operation putting those on optimum use shall be conducted by the bidder at site, during which the performance of the equipment shall be demonstrated for trouble-free continuous operation, meeting the specified standards and proper training shall be imparted to the purchaser.

During trial operation, bidder shall do all necessary adjustments required to ensure the performance as per the acceptable level.

In case, guaranteed performance is not established, the bidder shall be given opportunity to rectify/replace the equipment/components, and restart the 7 days continuous trial operation, at the risk and cost of the bidder.

### On-Site Warranty:

a) The entire materials may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/equipment and components shall be covered under **one year** comprehensive on-site warranty from the date of installation.

 b) During the period of warranty, it shall be the responsibility of the bidder to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices / components at the bidder’s cost

### After Sales Service:

During the warranty period and subsequently, after signing of Agreement for CMC the bidder shall attend to the problems reported by the users of OUTR on a priority basis.

For any problem reported, the bidder shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.

The report on any problem will be informed through mail/telephonic of which shall be given by the bidder.

The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service, in case of any negligence, in providing the service by the bidder

On failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

### Financial Terms:

### Tender Fee: The tender fee of Rs. 7080/-(Rs. 6000/- Tender Fees and Rs. 1080/- GST @18%)(Rupees Seven Thousand Eighty only) in form of Demand Draft issued in favour of the Registrar, Odisha University of Technology and Research, drawn at any scheduled Bank payable at Bhubaneswar is non-refundable.

### EMD: The bidder has to submitRs. 80570/- (Rupees Eighty Thousand Five Hundred Seventy only)in the form of Demand Draft for Bid security (EMD) in favour of Registrar, The Odisha University of Technology and Research payable at Bhubaneswar in any Scheduled Bank. Without EMD and Tender Paper cost the tender will be summarily rejected.

The bid is to be accompanied with BID Security (EMD), (Except MSM Enterprises enclosing the certificate to that effect).The bid security will be forfeited if the bidder withdraws during the bid validity period. The bid security will be returned to the unsuccessful bidder without any interest after the award of the contract. The EMD will be returned to successful bidder without interest subject to adjustment of deduction of university due if any after submission of Performance Security.

### 5.2 Performance Security Deposit

In case of successful Bidder the firm has to submit a PerformanceSecurity Depositof 8% of order value before release of finalpaymentand will be refunded after expiry of stipulated warranty period from the completion date of installation, testing and commissioning on satisfactory performance report of the competent authority.

###  Prices:

Price quoted should be **FOR Odisha University of Technology and Research (OUTR), Bhubaneswar.** Tax components as applicable should be mentioned clearly in the financial bid.

Price should be quoted for unit item; however, the actual requirements may be much more.

In case import of the Equipment, the bidder should take full responsibility for customs clearance, handling, tax payment, etc. and specify the charge for the same in the price bid.

* 1. **Payments:**

Payment through bank transfer (RTGS) will be made aftersuccessful installation, testing and commissioning of the equipment subject to submission of satisfactory performance report by the Head of School of Infrastructure and Planning, OUTR, Bhubaneswar on submission of Tax invoice.

**Penalty:**

If the delivery is not done as per the purchase order, Liquidated damage at the rate of 1% of the value of undelivered goods per month or part thereof subject to a maximum 5% of the value of undelivered goods will be deducted from the bill of the firm.

### Instruction to the Bidder:

Technical Offer and Price Bids should be separately given in two different covers.

Each cover should be earmarked as to know the contents within “**Technical Offer” or “Price Offer”**.

Both these covers should be placed in a third cover super scribed as **"Tender for Laboratory Equipment with Reference No. and Date"**.

Include the printed catalogue and price list if any for the equipment quoted.

Specify the list of Accessories required along with the equipment.

Specify the list of Accessories to be given free of cost, along with the equipment as “**Free Accessories”** these should be fully compatible with the quoted models.

* 1. **Solving Disputes:**

In the event of any dispute arising out of the bid or from the resultant contract, the decision of Honorable Vice Chancellor, OUTR, Bhubaneswar shall be Final and binding.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

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***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along with the offer enclosing this part together with the Technical Offer.***

***\*\*\* The OUTRauthority has all rights to accept or reject any/all tender without assigning any reasons thereof.***

1. **Technical Specifications :**

Following are the minimum specifications of the equipment.

**List of E*quipment with Technical Specifications.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of Equipment**  |  **Specifications**  | **Quantity****required** |
| 1 | **Handheld flow/velocity monitoring instrument With Pressure sensor** | **Performance Specifications*** Velocity range: ±0.001 to 3.5 m/s or more
* Velocity resolution: 0.001 m/s
* Velocity accuracy: ±1% of measured velocity, ±0.25 cm/s
* Sampling volume location: 10 cm from centre transducer
* Sampling volume size: 0.25cc
* Depth Sensor- 0 to 10m (0 to 32.81ft)
* Depth Measurement Resolution: 0.001m (0.003ft)
* Depth Sensor Accuracy: +/- 0.1% of FS (temperature compensated over full operating range)
* Acoustic Frequency: 10 MHz
* Minimum Depth: 0.05m or better
* Temperature Sensor Resolution: 0.1°C or better
* Temperature Sensor Accuracy: 0.2°C or better
* Tilt Sensor accuracy: 2.0°C or better
* Operating/Storage Temperature: -10° C to 50° C or better
* Standard Cable Length: 1.5m
* Expendable Cable Length: 8.5m
* Sampling Rate: 1, 2, 5, or 10Hz
* Probe Type: 3D, Side Looking
* Software: Window Based software

**Hand Held Instrument*** Should have inbuilt computation capacity
* Colour screen
* Inbuilt GPS to record Site Latitude and longitude for geo referencing
* Should have a USB and Wireless Bluetooth interface to download the recorded data.
* Should be IP 67
* Should be able to submerge in 1m water
* Power- 8-12 V DC, The instrument should be able to operate with batteries that are easily available in local markets such as AA cells or C Size Cells
* Get real-time plots of velocity and other parameters
* Enter comments and gage heights with any station

**Essential features*** The instrument should be very easy to operate and should automatically perform post processing work to avoid manual delay/errors in discharge computation. (At the end of the data run, it should be possible to calculate the discharge just by press of a button to save time)
* The instrument should be unaffected by the presence of electromagnetic or ferromagnetic structures. The instrument should have no moving parts and should be calibration/maintenance free.
* The instrument should be designed for challenging outdoor conditions (such as rain, dust and temperature). The instrument should therefore be rugged and reliable.
* The instrument should measure 2D water velocity and it should attach easily to wading rods.
* The instrument should feature an automatic discharge computation using various international methods, including ISO and USGS standards.
* The instrument should be provided with 3m cable as the standard length.
* The sensor should be a low-profile 2D water velocity measurement sensor on 3-m flexible cable to measure in depths down to 2 cm (1 inch).
* The instrument should have automatic discharge computation protocols (ISO/USGS mid-section, mean-section, and Japanese). Velocity methods: ISO, USGS, under ice, Kreps, 5-point, multipoint
* The instrument should have inbuilt recorder space and should store up to 10000 discharge measurements.
* The instrument should have inbuilt QA/QC checks and discharge uncertainty calculations for improved reliability.
* The instrument should be provided with Windows-based software package that includes diagnostic beam-check, recorder access, data visualization, customizable reports, and multi-language support.
* Wading Rod 2.4 meter should be part of the supply
* Wading Suite (Chest Waders) made of neoprene rubber should also be part of supplies
* Shipping case should be part of the supply
* A complete solution is required including:
* 3D sensor probe
* Controller and keypad
* 3.5-m flexible cable
* Deluxe 2-piece, top-setting wading rod kit (1.2-m Metric); includes case, mounting brackets
* Wading rod mounting bracket for controller/keypad
* Offset mounting bracket for probe
 | 01 No. |

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**Techno Campus, Ghatikia, P.O. - Mahalaxmivihar,**

**BHUBANESWAR-751029, ODISHA**

**Website: www.outr.ac.in**

**TECHNICAL BID**

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: Two Nos. of DD for EMD and Tender paper cost should be enclosed with this bid separately as mentioned in para 5.1 of tender paper

1. Details of the bidder :
	1. Full Name and postal address :
	2. Full address of the premises :
	3. Telephone number/Mobile No.:
	4. Mail ID:
2. Tender cost DD No. & Date :
3. EMD DD No. & Date :
4. Monthly supply capacity of goods quoted for
	1. Normal
	2. Maximum
5. Total annual turn-over(value in Rupees)(Previous year)

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years (Attach proof)
2. Whether similar job work undertaken in the past, if so details.

**Customer** **Quantity supplied** **Year**

1. GSTIN No.
2. Bank Details:
3. Beneficiary Name:
4. Bank Name
5. Branch Name
6. Account Number
7. Account No.
8. IFSC Code.**Signature with Seal of the Bidder**

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**BHUBANESWAR-751029, ODISHA**

**Website: www.outr.ac.in**

**FINANCIAL BID**

**(To be enclosed in separate sealed cover)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No |  Name of Equipment | Model | QuantityRequired. | Unit CostIncluding installation charges | GST % & Cost | Totalamount Including GST& installation charges |
| 1 | **Handheld flow/velocity monitoring instrument With Pressure sensor** |  | 01 No. |  |  |  |

**Signature with Seal of the Bidder**

# PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

**To**

 **The Registrar,**

 **Odisha University of Technology and Research (OUTR)**

 **Techno Campus, Ghatikia, P.O.:Mahalaxmivihar,**

 **Bhubaneswar-751029, Odisha**

**Sub: Submission of Tender for “Supply, Installation & Commissioning of “Laboratory Equipments” of department of Civil Engineering under School of Infrastructure and Planning, OUTR, Bhubaneswar.**

Sir / Madam,

Having examined the conditions of contract and specifications including agenda, I/we, the undersigned, offer to undertake Supply, Installation, Testing & Commissioning of above mentioned items at Department Civil Engineering under School of Infrastructure and Planning, OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of Tender.

i) I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the tender conditions.

It is certified that I/we have not stipulated any condition(s) in our tender offer. In case any condition(s) are found in our tender offer violated after opening tender, I/We agree that the tender shall be rejected without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

ii) I/We hereby submit the earnest money(EMD) of [INR…………..……….……] for the Tender for the above mentioned work in the form of demand draft.

iii) That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of OUTR for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of OUTR asks for bribe/gratification, I/We shall immediately report it to the OUTR Authorities.

iv) That, I/We undertake that OUTR tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Signature of Bidder Date:

 Witness:

Name: Signature:

Address: Address:

Mobile No.: Mobile No.:

Enclosures: