

BIDDING DOCUMENT

FOR

TENDER FOR SUPPLY OF STATIONERY ITEMS FOR
DIRECTORATE OF MEDICAL EDUCATION, ASSAM UNDER
THE HEALTH & F.W.(B) DEPARTMENT, GOVT. OF ASSAM

IFB NO.DME/Stationery/246/2021/20153, Dated: 09/11/2021

Due for opening on 23-11-2021

23-11-2021

at

3.00 PM

*Bidding Document issued to M/S.....
on datedagainst the receipt of Rs..5,00/-(Rupees Five Hundred) only
in the form of Bank Draft/Bankers' Cheque No.....
Dated.....*

Director of Medical Education, Assam.



GOVERNMENT OF ASSAM
DIRECTORATE OF MEDICAL EDUCATION, ASSAM,
SIXMILE, KHANAPARA, GUWAHATI-781022.

Cost of the Tender Document: Rs. 500/-

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22

Tele-Fax No.0361-2366236, E-mail- dmeassam@gmail.com, dme@assam.gov.in,

No. DME/Stationery/246/2021/20153

Dated: 09/11/2021

NOTICE INVITING TENDER
FOR SUPPLY OF STATIONERY

1. Director (Incharge) invites sealed tenders from the interested and eligible tenderers for supply of stationery to the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati **for 12 months** which is extendable further for another one year on the same rates, terms and conditions, with mutual consent of both parties.

Name of Work	Tender Document fee	Estimated Annual Cost for a year	Earnest Money Deposit (EMD)	Security Deposit (SD)	Last Date of Receiving of sealed tender bids	Date of Tender Opening (Technical Bid)
Supply of stationery for Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati	Rs. 500/-	Rs. 10.00 Lacs	Rs. 20000/-	Rs. 20,000/-	23-11-2021 02:00 PM	23-11-2021 03:00 PM

2. A set of tender document can be purchased from office of the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati, on any working day from 11/11/2021 to 22/11/2021 between 11.00 AM to 05.30 PM at a non-refundable tender fee of Rs. 500/- (Rupees five hundred only) payable through demand draft/Banker cheque of any nationalized bank drawn in favor of “**Director of Medical Education, Assam**” payable at Guwahati
3. Non-refundable tender fee of Rs. 500/- (Rupees Five hundred only) payable through demand draft/Banker cheque of any nationalized bank drawn in favor of “**Directorate of Medical Education Assam**” payable at SBI Dispur Branch, Guwahati.
4. Tender Document can also be downloaded from ‘Tenders’ link of the DME Assam website www.dme.assam.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs. 500/- shall be deposited along with E.M.D.
5. A Pre Bid meeting will be held at office of the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati-781022 to clarify queries, if any, of the tenderers on 15/11/2021 at 11.30 A.M.

Director of Medical Education, Assam

Tender for Supply of Stationery Items

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

TENDER DOCUMENTS CONSIST THE FOLLOWING:-

- I. Eligibility criteria
- II. General Instructions to Tenderers
- III. General Terms & Conditions of Contract
- IV. Special Terms & Conditions of Contract
- V. Technical Bid (Annexure "A")
- VI. Financial Bid (Annexure "B")
- VII. Proforma of Undertaking (Annexure "C")
- VIII. Proforma of Bank Guarantee (Annexure "D")

ELIGIBILITY CRITERIA

1. **EXPERIENCE** : The bidder must have minimum three years of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER** : Average Annual Turnover should be Rs.10 lacs or more during last 3 financial years i.e. 2018-2019, 2019-2020, 2020-2021. Annual turnover statement duly sealed and signed by a C.A shall be submitted.
3. **STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and TIN/GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and GST/upto date trade license.

Sign of Tenderer with seal

INSTRUCTIONS FOR THE TENDERERS

1. **SEALED TENDERS** are invited from reputed suppliers fulfilling the eligibility criteria mentioned in these tender documents for the supply of stationery items as per the list enclosed.
2. **SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS**

Issue of Tenders: A set of tender document can be purchased from o/o the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22, on any working day from 11/11/2021 to 22/11/2021 between 11.00 AM to 04.30 PM at a non-refundable tender fee of Rs.500/- (Rupees five hundred only) payable through demand draft/Banker cheque of any nationalized bank drawn in favour of “**Directorate of Medical Education Assam**” payable at SBI Dispur Branch, Guwahati.

Tender Document can also be downloaded from ‘Tenders’ link of the DME Assam website www.dm.eassam.gov.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs. 500/- shall be deposited along with E.M.D. Cost of Tender document is not refundable.

Last date of Receipt: The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box kept at ground floor of o/o Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati by the stipulated date and time. Tender submitted or received after the closing date and time will not be considered. In case the tender is so bulky/ voluminous that it cannot be dropped into the tender-box, the same may be handed-over to Procurement cell, o/o DME Assam by the stipulated date and time. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. Telegraphic/Telex/Fax/E-mail/ conditional/incomplete Tenders will not be entertained and shall be rejected.

Opening of Tenders: The Tender will be opened at 3.00 PM on **23/11/2021** at 2nd floor Room no. 4 (c) o/o the Directorate of Medical Education, Sixmile, Khanapara, Guwahati, in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by an evaluation committee constituted by the Director to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on **01-12-2021** at 11:00 A.M. in 2nd floor Room no. 4 (c) o/o the Directorate of Medical Education, Sixmile, Khanapara, Guwahati in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

Signing of Tender: Individuals signing tender or other documents connected with the contract specify:

- (1.i) Whether signing as a “Sole Proprietor” of the firm or his attorney.
- (1.ii) Whether signing as a “Registered Active Partner” of the firm or his attorney.
- (1.iii) Whether signing for the firm “Per Procurationem.”
- (1.iv) In the case of companies and firms registered under the Indian Partnership Act/the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, it called upon to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents.

Sign of Tenderer with seal

Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by the DME Assam Office.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of 12 months from the date of award of contract. However, the Director may extend the validity for further period of one year on same terms, conditions and rates.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

(A) Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.

(B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for supply of stationery items” and “Financial Bid for supply of stationery items” respectively. An Earnest Money Deposit of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft or Banker’s Cheque only of any nationalised bank should be placed at the top of the technical bid. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.500/- shall also be deposited along with E.M.D. Both the envelopes containing technical bid and financial bid should be put in a third sealed envelope and should be super scribed “Tender for supply of stationery items”. Sealed tenders should be addressed to the Director of Medical Educatio, Assam, Sixmile, Khanapara, Guwahati.

5. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

- a) Original Tender Document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of tender.
- b) Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
- c) Annual turnover statement duly sealed and signed by a C.A shall be submitted.
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Photocopy of GST.....
- f) Copies of two Purchase Orders (of Rs.1 lac or more) received from Govt. Departments/ PSUs/Nationalized Banks during each of the last three years i.e. 2018-19, 2019-20, 2020-21 in support of the experience.
- g) The undertaking (Annexure-“C”) duly signed by the tenderer.
- h) Trade License

All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

Sign of Tenderer with seal

6. PRICES:

1. Price should be quoted for all the items listed in Annexure "B" without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
2. GST should be quoted separately for each item. Price Bids showing rates like "Tax Included/Inclusive of tax/Tax paid" etc. are not acceptable and such offer shall not be considered.
3. The rates should be inclusive of freight charges, packing charges etc.
4. Conditional bids shall be rejected.
5. The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
6. Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
7. The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the Director of Medical Education, Assam reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.

7. RIGHT OF REJECTION OF TENDER: The Director of Medical Education, Assam reserves the right to accept or reject any or all the tenders without assigning any reason.

- 8. EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder. The tenderers may note that quantities mentioned in the price bid are only tentative in nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. DELIVERY OF STORES :

- a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Directorate of Medical Education, Assam, Sixmile, Khanapara, Guwahati within 7 (seven) days from the date of dispatch of purchase order.
- b) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

Sign of Tenderer with seal

2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.
3. **PAYMENT :** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of DME Assam. No advance payment shall be made.
4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the DME Assam. In the event of the contractor contravening this condition, the DME Assam has right to terminate the contract.
5. **PENALTY CLAUSE & RISK PURCHASE-** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.
 - a. **For Delay in Supply-** Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.
 - b. **For Non Supply-** If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
6. **SECURITY DEPOSIT: Performance security of Rs. 20,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "ESIC Fund Account No. 1" payable at Guwahati or Bank Guarantee as per Annexure "D". The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.**
7. **DISPUTES AND ARBITRATION :** In case of any dispute the decision of the DME Assam will be final. The venue of any arbitration shall be Guwahati. The DME Assam also reserves the right to terminate the contract at any time without assigning any reason(s) thereof.
8. **Jurisdiction of court:** Guwahati High Court, Guwahati

SPECIAL TERMS & CONDITIONS OF CONTRACT

1. **Technical Specifications:** The Specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of DME Assam. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the DME Assam, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.

Sign of Tenderer with seal

TECHNICAL BID

1. Name of Firm : _____
2. Address for Correspondence: _____

3. TeleNo./FaxNo. and E-mailaddress: _____
4. Person responsible for conduct of business: _____
5. PAN No.: _____
6. GST No/TIN No.: _____
7. Annual Turnover: 2018-2019 _____
- 2019-2020 _____
- 2020-2021 _____
8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks
2018-2019 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____
2019-2020 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____
2020-2021 (1) _____ Value Rs. _____
 (2) _____ Value Rs. _____

I _____, proprietor/partner/director of _____
_____ (name of the company/firm) hereby declare that the information given in this form
is true and correct to the best of my knowledge and belief.

Dated: _____

Signature with Stamp : _____

Place : _____

Annexure "B"

PRICE BID

Sl. No	Name of Items	Description of Item	Basic price	GST	Total Cost including GST
1.	Alpin				
2.	Ball pen (Red/Blue/Black)	07 T.C ball Rotomac/Classmate/Kores/Cello etc.			
3.	Pilot Pen	0.5 mm			
4.	Blank CD	24X			
5.	Bucket	18 ltrs			
6.	Broom Grass/Nylon	Good Quality			
7.	Brown tape 1"/2"	Good Quality			
8.	Calculator	12 digit scientific, Casio			
9.	CD Box for 5 CDs (CD Holder)	Good Quality			
10.	Cello Tape ½", 2" 3" of 65 mtrs	Good Quality			
11.	Cello tape cutter machine	Good Quality			
12.	Clip board	Good Quality			
13.	Clip file	Plastic			
14.	Cobra file	Good Quality			
15.	Coloured gems clip	Plastic			
16.	Dak dispatched register	No. 30, 210 x 330 mm. Size elite			
17.	Dak receipt register	No. 30, 210 x 330 mm. Size elite			
18.	Doormat	Coir Material 2'x3'x1 ½			
19.	Envelop	11" X 5 white or craft paper			
20.	Envelop	12" X 9.5 white or craft			
21.	Envelop	A4/FS size. Cloth linked/Plastic Layer			
22.	Eraser for pencil	Good Quality			
23.	Exercise book general size, ruled or un-ruled. 16 x 19cm	112 pages of 54 GSM with hard board thickness of 3mm			
24.	File board with cover (DME Name & address, file no. to be printed)	14" X 10" size with file board of 5mm thickness hard board of corner cloth binding along with 2" rope cover file			
25.	Gems clip	Stainless steel 26 mm. Kores			

26.	Gems clip	Stainless steel 35 mm. Kores			
27.	Glue stick	Kores or others			
28.	Gum	Tube containing 50 ml. Camlin etc.			
29.	Highlighter pen	Fable castle of different colours			
30.	Neptholine ball	Per pkt. Of 500 gm			
31.	Note pad	1/8 size			
32.	Note sheet paper	Arzulaid paper FC size 210 x 330 mm. 2.6 kg in 500 sheets			
33.	OHP Marker	Containing 6 pens per packet. Luxor in 6 different colours			
34.	Punching Machine (single)	Kangaroo SHP			
35.	Paper cutter	75mm. length stainless steel blade (adjustable) with plastic frame, Omega			
36.	Peon book	Containing 100 pages with ajulite paper 13.5 kg with hand bound sangam			
37.	Register (300 cm X 19 cm)	Ruled containing 100/200 pages (50/100 leaves) 54 GSM with hard board thickness of 3 mm. Sangam, Elite, Delux			
38.	Room freshener	Containing 200 ml			
39.	Scale	Plastic transparent with commercial measurement of cm and inch (length 30 cm)			
40.	Scissors	Stainless steel blade plastic handle 21.5 cms.			
41.	Sharpner	Nataraj			
42.	Stamp Pad	110 mm X 69 mm Faber-Castell			
43.	Stamp pad ink	60 ml chel park			
44.	Staple machine	No. 12S/17, Kangaroo			
45.	Stapler small	No. 10, Kangaroo			
46.	Stapler big	No. Kangaroo			
47.	Staple pin remover	Good quality size 10,24/6 Heavy duty			

48.	Staple pin small	No. 10, contains 1000 pins per pkt			
49.	Staple pin big	No. , contains 1000 pins per pkt			
50.	Tag (Cotton/Nylon)	Good quality			
51.	Towel	18" x 22", 48" x 24"			
52.	Transparent folder with button	A4/FS, Good quality			
53.	Wooden pencil	2B, 3B, HB, HB2,HB3,HB4,			
54.	Copier paper	A4 size, 75 GSM per ream of 500 sheets (white)			
55.	Copier paper	FS size, 75 GSM per ream of 500 sheets (white)			
56.	Photo paper (A4 size 180 GSM) (Glossy paper)	Best quality			
57.	Paper weight	Ordinary/standard			
58.	Conference note pad spiral	14.8 cm x 21 cm			
59.	Transparent L folder	Good quality			
60.	Conference bag	Rexin cover with good quality. The bad should have inner pockets for placing FS size note book and pen			
61.	Sticky note	Best quality			
62.	Rubber band	500 gms			
63.	White board	2'x4,3'x4,3x6',4'x6'			
64.	White board marker	Good quality			
65.	White board duster	Magnetic/Non Magnetic			
66.	Wall clock	Ajanta/Orpat etc.			
67.	Stock Register	Good Quality			
68.	Dak pad	Leather cover			
69.	Toilet cleaner liquid	Harpic 500 ml			
70.	Odonil	150 gm			
71.	Soap	Dettol/lifeboy			
72.	Citronala	100 ml			

73.	Lyzol	500 ml			
74.	Bleaching powder	Good quality			
75.	Hand wash	Dettol/Savlon			
76.	Hand towel	Good quality			
77.	Hand sanitizer	500 ml spray			
78.	Lock & Key(small / Medium/Big)	Godrej			
79.	Table glass	Good quality			
80.	Plastic mug	Good quality			
81.	Plastic Bucket Medium/Big	Good quality			
82.	Water filter	18 ltr., 21 ltr., 24 ltr.			
83.	Candle for water filter	Good quality			
84.	Full Jharu (broom)	Good quality			
85.	Trunk (Small/Medium/Big)	Good quality			
86.	Fire Extinguisher	Good quality			
87.	Fire Extinguisher refilling	Good quality			
88.	Cup & Saucer				
89.	Drinking glass	Borosil			
90.	Plastic Dustbin with cover	Good quality			
91.	Plastic dustbin open	Good quality			
92.	Electronic Cattle	L ltr			
93.	Plastic tray big	Good quality			
94.	Stamp seal	Rubber/Self inking (Medium size, circle stamp)			
95.	Sealing wax	Good quality			
96.	File Cover	Triplex Board			
97.	File Board (Cloth Flap)	14" X 9"			
98.	Issue Register	No. 40			
99.	Receipt Register	No. 40			
100.	Harpic	500 ML			

101.	Toilet Brush	Good quality			
102.	Binding Register No. 40				
103.	Binding Register No. 8				
104.	Floor Wiper (Floor Mop)	Good quality			
105.	Paper flag sticky notes				
106.	Correction pen				
107.	Pencil Battery AA				
108.	Pencil Battery AAA				
109.	Hi-Tech Pilot Pen V7				
110.	Dater Rubber Stamp with handle				
111.	Auto Clip	PVC			
112.	Paper weight	Decorated			
113.	Soap (Dettol)	1250 gm			
114.	Dettol Liquid	500 ml			
115.	Cartridge (model:337)	Canon			
116.	Cartridge (model:12-A)	HP			
117.	Cartridge (model:338)	Canon			
118.	Cartridge (model:88)	HP			
119.	Cartridge (model:912/925)	Canon			
120.	Pendrive	32 GB, 64 GB, 128 GB			
121.	Multipoint extension chord				

Date:

Place:

Signature & Seal of the Tenderer

Undertaking

To,

The Director of
Medical Education, Assam,
Khanapara, Guwahati-22

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization /institution in NCR region at rates lower than those quoted hereand the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted are of standard quality and workmanship
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the DME Assam to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm

(Firms Name& Address)

(Signature of Authorised Signatory)

Name :

Designation:

Seal:

ANNEXURE "D"

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(to be submitted at the time of award of tender)

To,

The Director of
Medical Education, Assam,
Khanapara, Guwahati-22

WHEREAS _____(Name and address of the supplier), hereinafter called the "supplier", has undertaken for supply of Stationery items (herein after called "The contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs. 5,000/- (Rs. five thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24(Twenty Four) months from the date of notification of award i.e. up to_(indicate date).

.....

(Signature with date of the authorized officer of the bank)

.....

(Name & designation of officer)

.....

.....

.....

(Seal, name & address of the bank and address of the branch)