




OFFICE OF THE PR. COMMISSIONER OF INCOME TAX,
1st Floor, Income Tax Office, Moghalrajpuram, Vijayawada -520010.
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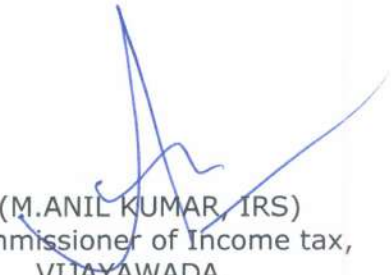
The Income Tax Department, Vijayawada invites bids from legal owners / power of attorney holders under two-bid system for **HIRING OF OFFICE SPACE AT VIJAYAWADA ON LEASE BASIS** (20,000 sft approx.). Those who proposes to handover the required space as per the specifications in 3 months time will also be considered. The bid is invited from owners / power of attorney holders of properties located within the Vijayawada Urban limits excluding industrial areas, the areas covering 1 town, Krishna Lanka, Satyanarayanapuram, areas beyond Ramavarappadu and areas beyond Autonagar. The details regarding the space requirement are available in the instructions to the bidders. The Instructions to the bidders and the Tender documents can be downloaded from www.incometax.gov.in, The tender documents are also available free of cost with the Income Tax Officer (HQrs) – 1, Olo the Commissioner of Income Tax First Floor, S.V.R. Plaza, Sidhartha Public School Road, Moghalraj puram, Vijayawada. (Ph.No. 0866 - 2474790). The Last date for receipt of tender documents is **01.08.2022** upto 5.30pm.


(M.ANIL KUMAR, IRS)
Pr.Commissioner of Income tax,
VIJAYAWADA

PART-1

INVITATION TO BID

The Income Tax Department, Vijayawada invites bids from legal owners / power of attorney holders under two-bid system for HIRING OF OFFICE SPACE AT VIJAYAWADA ON LEASE BASIS. The bid is invited from owners / power of attorney holders of properties located in the areas covered within the Vijayawada urban limits *excluding industrial areas, the areas covering 1 town, Krishna Lanka, Satyanarayanapuram, areas beyond Ramavarappadu and areas beyond Autonagar.*


(M.ANIL KUMAR, IRS)
Pr. Commissioner of Income tax,
VIJAYAWADA

PART – 2
INSTRUCTIONS TO THE BIDDERS

1. The invitation to bid is open to legal owners /power of attorney holders of properties situated within the Vijayawada urban limits excluding the *industrial areas*, the areas covering 1 town, Krishna Lanka, Satyanarayanapuram, areas beyond Ramavarappadu and areas beyond Autonagar. The prospective bidders should submit their bids strictly in the proforma prescribed in the Tender documents.
2. The successful bidder will be declared as 'the lessor' which means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives, etc. The Pr. Commissioner of Income Tax, Vijayawada, will be 'the lessee' for the current bidding.
3. The bidder is expected to examine all instructions, forms, terms and conditions, and specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. At any time prior to the deadline for submission of bids, the lessee may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by a written amendment. The amendment which will be binding will be available in the lessee website www.incometax.gov.in
5. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the lessee, at his discretion, may extend the deadline for the submission of bids.
6. **The carpet area required is around 20,000 sft.** The lessee shall also consider bids where the carpet area is within (+) or (-) 10% of the above requirement.
7. The property owners having premises with Carpet Area of less than **20,000 Sq.ft** can also apply (**but not less than 18,000 Sq.ft**). In case the lessee does not get suitable premises with carpet area of **20,000 Sq.ft**, those tenders with carpet area of less than **20,000 Sq.ft** may also be considered. Those who proposes to handover the required space as per the Specifications in 3 months time will also be considered. **Stand alone buildings may be preferred.**

8. In case a particular bidder owns more than one premises and he wishes to submit bids in respect of those premises, he should submit separate bids containing technical bid, financial bid and EMD in respect of each premises subject to the conditions mentioned in the clause-6 & 7, supra.
9. The Technical Bid by the bidder shall include the following:
 - (a) Copy of the PAN card.
 - (b) Copies of all the documents mentioned in the Part-4.
10. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in Indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
11. In case of co-owners/joint owners, the bid documents i.e., technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners choose to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
12. The financial bid should comprise of the lease rent component and should be submitted strictly as per the form prescribed in Part-5.
13. The lease rent should be quoted in Indian rupees only. There should not be any over-writings. The lease rent should be expressed both in words and figures.
14. The financial bid should contain the lease rent payable by the lessee. The service tax as applicable will be borne by the lessee. All other taxes/charges /levies etc. shall be borne by the lessor only.
15. The bid shall remain valid for 180 days after the date of opening of the financial bid. A bid valid for a shorter period may be rejected by the lessee as non-responsive.
16. In exceptional circumstances, the lessee may require the successful bidder's consent for an extension of period of validity. The request and responses thereto shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder granting the request will not be required nor permitted to modify the bid.

17. The Bids should be submitted in two parts – Technical bid and financial bid. The Technical bid along with **EMD instrument**, should be placed in a separate cover super-scribed with the words "**Technical bid for hiring of office space**". Similarly, Financial bid should be placed in a separate cover with the words "**Financial bids for hiring of office space**". Both the covers should be properly sealed and should also contain the complete address of the bidder written on the cover. Both these covers should be placed in another cover which should be properly sealed and super-scribed with the words "**Tender for hiring of office space at Vijayawada**". The bidder's name, telephone number and complete mailing address should be indicated on the cover of the outer envelope.
18. In case the envelopes containing the technical bid or financial bid or the outer envelope are not properly sealed or marked as required, the lessee will assume no responsibility for the misplacement or premature opening.
19. If for any reasons, it is found that the technical bid reveals the financial bid related details in any manner whatsoever, or, the financial bid is enclosed in the envelope super-scribed "**Technical bid for hiring of office space**", the bid document will summarily be rejected in the first instance itself.
20. The bidder may modify or withdraw his bid after bid submission provided that written notice of the modification or withdrawal is received by the lessee prior to the deadline prescribed for submission of bids.
21. Bids withdrawn after the opening of the technical bid will result in the bidder's forfeiture of its EMD.
22. The cover containing the bid documents as mentioned above should be dropped in the sealed box kept in the office of the **Income Tax Officer(H.Qrs.)-I, O/o Pr. Commissioner of Income Tax, S.V.R.Plaza, Sidhartha Public School Road, Moghalrajpuram, Vijayawada**. The last date for receipt of the tender document is 01.08.2022 (5.30 P.M). Under no circumstances tender documents will be received after the above date / time. The lessee shall not be responsible for postal delays. In the event of the specified date for submission of bids being declared as holiday for the lessee, the bid will be received up to the appointed time on the next working day.
23. The tender documents will be opened on **02.08.2022 at 11.30 A.M.** in the chamber of Pr. Commissioner of Income Tax, first Floor, S.V.R.Plaza, Sidhartha Public School Road, Moghalrajpuram, vijayawada, in the presence

of such of the bidders who may chose to be present. In case a bidder is represented by any other person at the time of opening of the bid, such person should carry a proper letter of authorization from the bidder.

24. The Hiring Committee appointed by the lessee will open all the technical bids in the first instance on the appointed date, time and venue.
25. During evaluation of the bids, the lessee may at his discretion, ask the bidder for clarification of its bid.
26. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders. The lessee may at his option choose to open the financial bids immediately after the opening and evaluation of the technical bids.
27. The Hiring Committee appointed by the lessee will open the financial bids of the bidders as specified in Para 26.
28. Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the lower of the two shall be taken as the lease rent. If the bidder does not accept the correction of the errors, as aforesaid, his bid will be rejected, and his EMD will stand forfeited.
29. The lessee reserves the right to accept or reject any bids, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the lessee's action. ***The decision of the Income tax Department (lessee) is final.***
30. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and financial bid covers separately (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
31. The bidders/authorized representatives are advised to attend the pre-bid conference on 15.07.2022 at 4.00 P.M. in the chamber of Pr. Commissioner of Income Tax, First Floor, S.V.R.Plaza, Sidhartha Public School Road, Moghalrajpuram, Vijayawada, in their own interest for obtaining clarifications, if any.

32. The courts of India at Vijayawada will be exclusive jurisdiction to determine any proceeding in relation to this contract.
33. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
34. The bidder should submit Part-2 (Instructions to bidders), Part-3 (Terms and conditions), offer as prescribed in Annexure A, duly signed on all pages along with the technical bid.

Read and accepted.

Name & signature with Stamp(if any) of
Bidder or Authorised Signatory.

PART-3
TERMS AND CONDITIONS

1. No alternations should be made in any of the contents in Part-2 or Part-3 of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. An amount of **Rs.1,00,000/-** should be deposited as Earnest Money Deposit in the shape of Bank Draft in favour of **Administrative Officer (DDO), O/o Pr. Commissioner of Income Tax, Vijayawada** and must accompany the technical bid in the sealed envelope without which the bid will be rejected. The EMD of the successful bidder will be returned within 15 days of taking possession of the premises by the lessee pursuant to signing of the lease deed. However, the said amount will be forfeited, if the successful bidder fails to sign the lease deed within the time fixed by the lessee or hand over the possession of the premises to the lessee within the prescribed time. For the other bidders, the EMD instrument will be returned within 15 days of completion of evaluation of financial bids. No interest will be payable on this deposit. The lessee reserves the right to require the bidders to renew the instruments of EMD for further periods as required in appropriate cases.
3. No bid will be considered unless and until all the pages/documents comprising the bid are properly signed (and stamped) by the person(s) authorized to do so. In case some of the pages of Part-2 or Part-3 are not signed due to oversight, the Hiring committee at its discretion may allow the bidder to sign the documents before opening of the financial bids.
4. After opening of the technical bid and before evaluation of the same, the Hiring committee constituted by the lessee shall inspect the premises and ascertain its suitability for the purpose of setting up of the office. In case the hiring committee finds the premises not suitable for the purpose of setting up of the office, the technical bid submitted by such a owner will not be evaluated and the financial bid of the owner will not be opened. The decision of the hiring committee in this matter will be final.
5. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the lease agreement. The successful bidder should sign the lease agreement and the instructions to bidders in Part-2, terms and conditions in Part-3, technical specifications in Part-4 shall also form part of the lease agreement.

6. All conditions in part-2 or Part-3 will be enforced unless the bidder / lessor obtains written order of the lessee relaxing any specific condition in any specific instance.
7. The lessee will not make payment of any security deposits or advance of lease rentals or any brokerage or any other advance payment.
8. Lease rentals will be paid on monthly basis calculated for every completed calendar month. The lease rental for a particular month will normally be paid before 20th of the subsequent month.
9. The lease rentals shall be subject to TDS as per the provisions of the Income Tax Act in force.
10. The contract shall come into force from the date when the premise is handed over to the lessee.
11. The lease agreement in the first instance shall be valid for a period of three years after which it can be extended with mutual consent for further periods of 3 years at a time.
12. The lease rental shall be liable to revisions during the period of lease or renewal, if any, on the expiry of three years from the start of the lease or revision of the rent, provided that such revision shall not exceed 8% per annum of the rent payable at the time of such revision.
13. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
14. The hired premises shall be put to use by the lessee for any official purpose as it deems fit.
15. The lessor shall be responsible for carrying out any major/minor repairs, civil including plumbing or electrical. In case the lessor fails to attend to such repairs the lessee will get the repairs done and the amount will be deducted from the lease rent. The lessor shall be responsible for maintenance/repairs of the lift in the building.
16. The lessee shall be responsible for day to day maintenance including housekeeping, security etc. of the building or part of the building hired by the lessee, as the case may be.

17. The lessee shall be responsible for paying the charges for consumption of water and electricity.
18. The lessor shall be responsible for payment of property tax and other municipal taxes applicable. In case the lessor fails to pay such taxes, the lessee upon getting notice after due intimation to the lessor shall make the payment to the authorities concerned and the amount will be deducted from the lease rent.
19. Notwithstanding anything in the terms and conditions, the lessee shall enter into agreement with a lessor in respect of the premises mentioned in the bid only after getting the necessary approvals from the appropriate authorities as per the existing rules of the Government.
20. The carpet area of any floor shall be the covered floor area worked out excluding the portions as mentioned in Section-II of Part-4 (Technical Bid).
21. The carpet area required is around *20,000 sft.* However, the lessee shall also consider bids where the carpet area is within (+) or (-) 10% of the above requirement.
22. The carpet area will be determined as per the measurement to be made by the authorized personnel of the lessee in consultation with the lessor taking into consideration of exclusions mentioned in para 20.
23. The premises should be located within the Vijayawada urban limits excluding the *industrial areas*, the areas covering 1 town, Krishna Lanka, Satyanarayanapuram, areas beyond Ramavarappadu and areas beyond Autonagar. *Stand alone buildings may be preferred* subject to administrative convenience.
24. The Building shall be legally approved for commercial / office use and must meet the building norms as prescribed by VUDA/CRDA with regard to fire safety, disaster management, structural stability, etc.
25. The building should have good façade with contemporaneous glass elevation, good flooring and elegant false ceiling.
26. The building should have separate electricity and water connections and should have separate lift facility. Sufficient wiring and meters should be in place to take up electricity load for air conditioning of the premises. The building should have minimum of **300 KVA power** from the government. *Adequate power back up should be provided by the lessor exclusively.*

27. The building should have easy approach from the main road and reasonably covered parking space as per the norms for commercial buildings. In any case, the covered parking should be as per the VMC norms or *space suitable to park not less than 20 cars and 100 two wheelers*. The location should be in an area convenient for office use and should be easily accessible.
28. The building offered should be ready for occupation within 60 days from the date of communication of the acceptance of the bid by the lessee. This period can be extended at the discretion of the lessee for enabling the lessor to carry out any minor works etc. as required by the lessee. The office space should have all required electrical fixtures such as switches, power points, fans, lights etc. and should be adequate toilet facilities, including separate toilets for ladies and gents and attached toilets for officers rooms.
29. The lessor will provide the necessary arrangements for the continuous and regular supply of water throughout day and night. The lessor will provide electric motor and pump of required capacity as suggested by the lessee. All maintenance charges in this connection except actual electrical consumption shall be borne by the lessor. The required number of water taps as desired, including one directly from Municipal water connection, for drinking water will be provided by lessor, in the premises. Water consumption charges/bills of Municipality will be borne by the lessee. The lessor shall provide sanitary, urinals, toilets, hand-wash basin, tower rails, etc as per the lessee's requirement exclusively for lessee's use.
30. At the beginning of the tenancy of the lease, the lessor shall carry out the additions / alterations such as partition, office fixtures and fittings to suit the lessee's requirements. Alternately, if the lessee desires to carry out any such alterations at its own cost, the lessor will permit same on the existing terms & conditions and obtain any permission, if required, from local authorities.
31. Distemping of the building, polishing/oil painting of the wood and ironwork will be carried out by lessor once in three years. Whenever necessary, the lessor will carry out tenable repairs to the premises. If the lessor fails to do this, the lessee will have right to carry out the repairs and recover the cost from the lessor or from the rent payable to lessor.
32. The lessee has the right to vacate the leased premises any time before expiry of the lease period after giving three months notice.

33. The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw / modify the offer in terms of area and price and other terms and conditions quoted in the technical or Financial bids. Such withdrawals / modifications shall result in forfeiture of the EMD.
34. All the pages of the tender document should be signed by the owner or his authorized power of attorney. Any other cutting or use of white ink should be duly signed by the bidder. In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information. However, all such sheets should be duly signed.
35. The tender will be acceptable only from original owner of the building or person having valid power of attorney. The space offered should be free from all encumbrances / claims and disputes / any liability and litigation with respect to its ownership, lease / renting and pending payments against the offered space.
36. The particulars of amenities provided / proposed to be provided inside the property / building complex should be clearly furnished in the Technical Bid. The Technical Bid is required to be submitted along with certified copies of approved drawings from Vijayawada Municipal Corporation authorities or any other competent authority, certified copy of land deed and latest Municipal receipts. Technical Bids received without these documents are liable to rejection without any reference to the party whatsoever. Originals of these documents / certificates shall be produced for verification, if required, at the time of execution of lease agreement.
37. All existing and future rates, insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by lessor.
38. All necessary permissions as required shall be obtained by the lessor. In case, the lessor decides to sell the premises, at first it will be offered to the lessee and in case the lessee is not agreeable to purchase the same, the lessor may dispose off the same, subject to lessee's tenancy rights.

39. The lease agreement will contain an undertaking that the lessor shall not during the period of the lease agreement transfer, mortgage, sell or otherwise create any interest in the premises leased effecting lessee's right of occupation and any of the terms of the lease without the consent of the lessee.
40. Expenses in connection with drafting and execution of the lease agreement will be borne by the lessor.
41. The lessor shall also submit information as per Proforma Annexure-B, in a separate sealed cover along the technical bid.

Read and accepted.

Name and signature with stamp (if any) of
Bidder of Authorized Signatory.

PART-4
TECHNICAL BID FOR OFFICE SPACE

From

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To

The Pr.Commissioner of Income Tax
S.V.R.Plaza, Sidhartha Public School Road,
Moghalrajpuram,
VIJAYAWADA-520010.

Dear Sir,

Sub: Technical Bid (Offer Part-I) : Offer for premises for Office at
Vijayawada – Lease/Rental Basis.

With reference to your advertisement for hiring of premises on lease/rent, we
submit herewith our offer for the same with following technical particulars/details
for your consideration.

Yours faithfully,

Date:

Name & signature with Stamp (if any) of
Bidder or Authorised Signatory.

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

PART-4 :: SECTION – I

01	Full Particulars of the legal owner of the premises: (i) Name (ii) PAN (iii) Office Address & Telephone No. (iv) Residence address & Telephone No. (v) Mobile No. (vi) Tele Fax (vii) E-mail address	
02	(In case the bid is not submitted by the legal owner) (i) Full particulars of person(s) offering the premises on rent/lease (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
03	(a) Complete Address and location of the building.	
04	Details of premises: (a) No. of floors (b) In case the premises offered is in a multi-storied building having other tenants, specify the floor(s) in which the premises offered for hire is situated. (c) Total area in each floor including common area (floor-wise to be furnished) (d) Carpet area in each floor (enclose certified sketch plan also) (e) availability of lift with capacity	
05	Particulars of completion certificate. Enclose attested / self-certified copy of completion certificate issued by Competent Authority in case of building whose	

	construction is completed. In case of buildings under construction, the same should be submitted within 30 days of communication of acceptance of bid.	
06	Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
07	Space for vehicle parking available exclusively for the lessee (Sft.)	
08	Whether premises located in Commercial / Market or residential area?	
09	Whether Municipal permission to construct premises obtained? (Yes / No) (enclose copy of the approved plan/drawing)	
10	Distance from Income Tax Office, C.R.Buildings, M.G.Road, Vijayawada (In Km)	
11	Whether willing to carry out additions / alterations / repairs as per specifications / plan given by the Lessee (Yes / No)	
12	List of enclosures (attached)	

Note: Use extra sheet wherever necessary.

Name & signature with Stamp (if any) of Bidder or Authorised Signatory.

TECHNICAL BID FOR HIRING OF OFFICE ACCOMMODATION

PART-4 :: SECTION – II

01	<p>Total Carpet Area offered for rent in Sq.Ft.:</p> <p>NOTE: Definition of Carpet area Carpet area is the area of the premises which is covered but excluding the following portions</p> <ul style="list-style-type: none"> (i) Walls and columns (ii) Portico / Canopy (iii) Sanitary shafts (iv) Stair case (v) Bon Louvers (vi) Lift wells (vii) Air conditioning duct (viii) Balcony (ix) Portion below windows sill (x) loft (xi) Parking space whether covered or not (xii) Open Terrace <p>(Please mention super built-up/built-up area along with carpet area with number of floors)</p>	
02	Covered Parking area in Sw.ft. for exclusive use of lessee	
03	Type of flooring: (a) For carpet area (b) For common area	
04	Availability of water supply: (a) Municipal Tap : (Yes / No) (b) Borewell : (Yes / No)	
05	Electricity connection : (a) sanction load : (b) availability of separate metre: (Yes/No)	
06	Mention whether additional load/ 3 phase electric connection, if required by the lessee will be provided at your cost? (Yes/No)	
07	Whether any power backup is available?	

	Specify the capacity (load).	
08	Condition of the Building: (a)If old building (mention year of construction) (b)New building (mention year of construction) (c)Under construction (mention likely date of completion)	
09	Details of Fire Safety Mechanism, if any:	
10	Whether electrical installation and fitting, power plugs, switches etc. provided (Yes / No)	
11	Whether the building is centrally air-conditioned (Yes/No)	
12	Whether the premises is ready for occupation : (Yes/No) If not, the date by which the premises would be ready for occupation (after necessary approvals)	
13	Any other information. (Give brief details)	

Name & signature with Stamp (if any) of Bidder or Authorised Signatory.

PART - 5
FINANCIAL BID

From:

To
The Pr. Commissioner of Income Tax
S.V.R.Plaza, Sidhartha Public School Road,
Moghalrajpuram,
VIJAYAWADA-520010.

Dear Sir,

Price Bid : Offer for Premises for Your Office on Lease / Rental Basis.

I/We quote the under mentioned rate for the lease of the premises s mentioned in the Technical Bid for your proposed Office.

Rent/Lease Charges:

A) The rent of the premises will be Rs. _____ (in words _____) per sq.ft. of carpet area per month. Carpet area is comuted after considering the exclusions mentioned in Section-II of Part-4 i.e. Technical Bid.

Total Carpet area (in Sft.) as worked out in Technical Bid	:	_____
Rate per Sft.	:	_____
Total rent per month (excluding Service Tax)	:	_____

B) No separate rent is payable for the covered or open parking space.

C) The Property Tax and all other Municipal / Government taxes will be paid by us

i.e. lessor.

D) The Service Tax as applicable shall be borne by the lessee.

Validity: This offer is open to you for acceptance till 6 months from the date of opening of the Financial Bid.

Yours faithfully,

Name & signature with Stamp (if any) of
Bidder or Authorised Signatory.

ANNEXURE - A

From:

To
The Pr.Commissioner of Income Tax
S.V.R.Plaza, Sidhartha Public School Road,
Moghalrajpuram,
VIJAYAWADA-520010.

Sir,

Sub: Offer for Premises for Office at Vijayawada on Lease rental basis – Submission of bids – Regarding.

With reference to your advertisement for hiring of premises on lease/rent, I/We submit herewith our offer for the same as under, as mentioned in the tender documents.

1. Technical Bid (Part-4) along with signed copies of Instruction to Bidders (Part-2) and Terms and Conditions (Part-3), EMD, Copies of documents mentioned in Part-4, Proforma as per Annexure-B (in a separate sealed cover) and Check List as per Annexure-C, (in a separate sealed cover)
2. Financial Bid (Part-5) in a separate sealed cover.

Yours faithfully,

Date:

Name & signature with Stamp (if any) of
Bidder or Authorised Signatory.