

(2nd Call)
Short Notice Tender

for

**“Annual Rate Contract for Central Catheter for
Neonates for Department of Paediatrics”**

At

All India Institute of Medical Sciences, Raipur

Sr. No.	Description	Start Date & Time
1.	NIT No.	Store/Tender/RC/Central_Catheter_Neonates/ Paediatrics /2/ 2016
2.	NIT issue date	27-08-2016
3.	Pre-bid Meeting	07-09-2016 at 03:00 PM
4.	Venue	Committee Hall, 1 st floor, Medical College Building, AIIMS, Tatibandh, Raipur-492099
5.	Last Date of submission	19-09-2016 at 03:00 PM
6.	Open EMD & Technical bid	19-09-2016 at 03:30 PM
7.	Venue	Store Officer, Medical College Building, 2 nd floor, AIIMS, Tatibandh, Raipur-492099
8.	Tender document cost	₹ 1,140/- (Inclusive VAT)
9.	EMD Amount	Schedule-A ₹ 18,000/- (Rupees Eighteen Thousand Only) Schedule-B ₹ 11,000/- (Rupees Eleven Thousand Only)



आरोग्यम् सुखं सम्पदा

**All India Institute of Medical Sciences
Tatibandh, Raipur – 492099, Chhattisgarh**

Tele: 0771- 2971307, email: store@aiimsraipur.edu.in

Website: www.aiimsraipur.edu.in, www.tenders.gov.in



अखिल भारतीय आयुर्विज्ञान संस्थान , रायपुर , छत्तीसगढ़
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
 Tatibandh, GE Road, Raipur-492 099 (CG)
 Website : www.aiimsraipur.edu.in

Tele: 0771- 2971307, e-mail: store@aiimsraipur.edu.in

Sub.: Invitation of sealed tender for Annual Rate Contract for “**Central Catheter for Neonates for Department of Paediatrics**” as per details and specifications shown in the **Annexure-II**.

Dear Sir/Madam,

ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) RAIPUR invites sealed tender for Annual Rate Contract for “**Central Catheter for Neonates for Department of Paediatrics**” as per details and specifications shown in the **Annexure-II** on the following terms & conditions:

Schedule	Name of the Items	Quantity
A	PICC Line – 28 G	150 Nos.
B	PICC Line – 24 G	150 Nos.

1. If the supplier / firm is manufacturer / authorized dealer / sole distributor of any item, the Certificate to this effect should be attached.
2. The tender documents are to be in two parts as Technical Offer and Financial offer:
 - a) The Technical offer should include the detailed specifications of all items.
 - b) The financial offer should include the cost of items as per **Annexure-I**. The Unit cost should be quoted in words as well as figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialled, failing which the offers are liable to be rejected.
 - c) The two parts of the offer should be placed in separate sealed envelopes clearly marked “Technical Offer” & “Financial Offer”. These two envelopes along with envelope for EMD and Tender Fee marked “Tender Fee & EMD” (total three envelopes) must be enclosed in one bigger envelope duly sealed and super scribed with tender number, name of the items {Annual Rate Contract for “**Central Catheter for Neonates for Department of Paediatrics**”} and tender due date must be forwarded to the undersigned so as to reach him on or before the due date.
 - d) The Financial Offer must be mentioned in the prescribed format as per the **Annexure-I** only. If the financial offer is not in the prescribed format, it will be rejected.

Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

3. Fax and Email quotation are not acceptable.
4. Quotations should be valid for 180 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms etc.
5. Tenderer must provide evidence of having supplied government hospital / reputed private hospital organizations in India similar nature of items i.e. ₹ 1,98,150/- for schedule-A and ₹ 1,20,450/- for schedule-B of contract value in the last three years.

6. The firm should be registered and the bidder should have the average annual turnover of ₹ 2,97,225/- for schedule-A and ₹ 1,80,675/- for schedule-B in the last three financial years. Copies of authenticated balance sheet for the last three financial years should be submitted.
7. All the rates should be mentioned in Indian National Currency (INR) only. The rates quoted in foreign currency will not be entertained in this tender enquiry & such tenders will be cancelled straightway.
8. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at FOR AIIMS Raipur.
9. The delivery of the items will have to be made at AIIMS, Raipur. No transportation/ cartridge charges will be provided for the same.
10. The tenderer can quote all the items. AIIMS Raipur reserves the right to award the work to one firm on consolidate L-1 rate.
11. Delivery of material should be made on working days from 9.00 AM to 5.00PM (Monday to Friday) and Saturday 9:00AM to 1:00 PM only.
12. Unloading of material will be arranged by supplier.
13. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
14. The tender document must be accompanied by copy of PAN, Certificate of firm/company registration.
15. The quotations should be given for the items in the same order as in the tender document.
16. This is the Rate Contract, hence actual quantity may vary as per demand of the Institute at the time of placing order.
17. The Vendor must be able to provide the product / items within specified time period as prescribed in the Purchase Order. Failing the EMD will be forfeited. Furthermore on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.
18. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
19. All disputes shall be subject to Raipur Jurisdiction only.
20. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender, failing which the tender will not be considered.
21. In the event of any dispute or difference(s) between the vendor AIIMS Raipur and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of AIIMS Raipur who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
- 22. AIIMS Raipur reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.**

23. The Tender / Bid will open on 19/09/2016 at 03:30 PM at AIIMS Raipur Premises.
- The suppliers or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses.
 - Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned items.
 - No separate information shall be given to individual bidders. In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
 - The Tender Committee reserves its right to select or reject any or all of the items mentioned above without assigning any reasons.
24. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Stores Officer, AIIMS Raipur through e-mail store@aiimsraipur.edu.in on or before 07-09-2016 at 3:00 PM.
- A demand draft/Pay Order of ₹ 1,140/- (Including VAT) towards non-refundable tender fee and Earnest Money Deposit (EMD) in form of demand draft/ BG/ FDR/ Pay Order of ₹ 18,000/- for Schedule-A and ₹ 11,000/- for Schedule-B towards refundable EMD from a Schedule bank in favour of "AIIMS Raipur" payable at Raipur placed in a separate envelope marked "Tender Fee & EMD" should accompany tender bid documents. Both the demand drafts should be valid for 90 days (Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India). Without the Tender Fee and EMD the bid will not be considered.
- The EMD of the successful bidder will be returned to them without any interest after completing the successful execution of Agreement. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.
25. All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery on / before 19-09-2016 at 3.00PM to Store Office, Medical College Building, 2nd floor, AIIMS, Tatibandh, Raipur-492099.

**Stores Officer
AIIMS, Raipur**

Other Terms & Conditions:

1. Pre-Qualification Criteria:

- a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from Manufacturer on the same and specific to the tender should be enclosed.
- b. An undertaking from the original Manufacturer is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

2. Performance Guarantee Bond:

Performance Guarantee Bond is mandatory. The successful tenderer will be required to furnish a Performance Security Deposit of 10% of contract amount in the form of Fixed Deposit Receipt or Bank Guarantee from any scheduled Bank duly pledged in the name of the "All India Institute of Medical Sciences, Raipur". The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

Performance Security shall be submitted in the form of Bank Guarantee or Fixed Deposit Receipt issued by a scheduled Bank and the Performa provided with the tender document. Performance Security will be discharged 60 days after completion of contractor's performance obligations (including warranty period) under the contract.

3. **Delivery** : The successful bidders should strictly adhere to deliver the above items within 6 weeks as stipulated in purchase order otherwise LD will be imposed as per clause no. 4, and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Purchase order will be placed as required by consignee.
4. **Penalty**: If the suppliers fails to deliver and place any or all the items or perform the service by the specified date as mention in purchase order, penalty at the rate of 0.5% per week of the delayed value of goods subject to the maximum of 10% of delayed goods value will be deducted, afterwards another penalty may be imposed.
5. **Demonstration**: Suppliers need to provide consumables sample for demonstration at AIIMS Raipur to the nominated person of AIIMS Raipur at their cost. AIIMS Raipur will not bear any training or living expenditure in this regard.
6. **Validity of the bids**: The bids shall be valid for a period of 180 days from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid which may be extended, if required.
7. **Right of Acceptance**: AIIMS, Raipur reserves the right to accept or reject any or all tenders/quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. AIIMS, Raipur also reserves the rights to accept all the items in the given tender or only part of it in any given schedule without assigning any reason.

8. **Communication of Acceptance:** AIIMS, Raipur reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.
9. **Date of Expiry:**
- Items which are mentioned in **Annexure- II** should have a minimum expiry of 1 years from the date of supply.
 - If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take remedial action(s) as deemed fit.
10. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.
- Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Raipur party may, at least option to terminate the contract.
11. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified AIIMS, Raipur shall have the power to terminate the contract without any prior notice.
12. **Breach of Terms and Conditions :** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order / job without assigning any reasons thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.
13. **Arbitration:** If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, AIIMS, Raipur to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, AIIMS, Raipur. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

14. **Right to call upon information regarding status of work:** The AIIMS, Raipur will have the right to call upon information regarding status of work/job at any point of time.
15. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of AIIMS, Raipur, which will be at liberty to refuse if thinks fit. The tender is not transferable. One tenderer shall submit only one tender.
16. **Terms of payment:**
1. The payment would be made for actual supply taken and no claim in this regard should be entertained. 100% payment will be made after receipt and acceptance of materials.
 2. No payment shall be made for rejected Stores. Rejected items must be removed by the supplier within two weeks of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without notice.
 3. Tenderer should submit 03 invoice in original along with the packing list/delivery challan and other relevant documents (if required) on the time of payment.
17. **Fall Clause :**
1. Prices charged for supplies the above items by the supplier should in no event exceed the lowest prices at which he offers to sell or sells the stores of identical description to any other State Government/DGS&D /Public Undertaking during the period of the contract.
 2. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central of State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates afterwards.
 3. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt. /DGS&D and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable the items supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.
- Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the suppliers need to supply all the goods in the specified form to the satisfaction / specifications specified in the Purchase order and demonstrate at the their own cost.
18. **Legal Jurisdiction:**
- The agreement shall be deemed to have been concluded in Raipur, Chhattisgarh and all obligations hereunder shall be deemed to be located at Raipur, Chhattisgarh and Court within Raipur, Chhattisgarh will have Jurisdiction to the exclusion of other courts.

19. **Duration of Contract:** The duration of Annual Rate Contract for consumable items shall be one year, which may be extendable for another two years by mutually agreed demand by Director AIIMS Raipur.
20. **Purchaser may withdraw the rate contract by serving suitable notice by giving 30 days period.**

**Store Officer
AIIMS Raipur**

FormA

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Supplier : _____
2. Complete Address of the Supplier : _____

3. Availability for demonstration of items at AIIMS Raipur. Yes/No [Please √]
4. Cost of the Tender enclosed: Yes/No [Please √] If yes,
 - a.) Name of the Bank : _____
 - b.) Amount in (Rs.) : _____
 - c.) Demand Draft No. : _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank : _____
 - b.) Amount in (Rs.) : _____
 - c.) Demand Draft No. : _____
 - d.) Last Validity date of the enclosed DD: _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry.

[**NOTE:** Any changes after submission of Tender documents kindly update AIIMS Raipur]

- a.) Full Name : _____
- b.) Complete Postal Address: _____
- c.) Telephone No. : _____
- d.) Fax No. : _____
- e.) Mobile No. : _____
- f.) E-mail : _____
- g.) Website Address : _____

Note: - Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India.

Form B

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS / National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the	
	j) Type of Account	
	k) Account No.	
4	Email id of the Bidder	

Form C
PERFORMANCE STATEMENT

Proforma for Performance Statement (For period of last three years)

Name of the Firm _____

Order placed by (Complete Address of Purchaser)	Purchase Order No. & Date	Description and Quantity of ordered items	Value of order	Date of completion of delivery		Remarks indicating Reasons for late delivery, if any
				As per Contract	Actual date of supply	
1	2	3	4	5	6	7

Form D**CHECKLISTS FOR SUPPLY OF CENTRAL CATHETER FOR NEONATES FOR DEPARTMENT OF PAEDIATRICS**

Checklist – Technical Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable	
		Yes / No	If Yes, mention page no.
1.	a) Attached documents as required in the tender document (i.e. Supplier/firm is manufacturer/ authorized dealer/ sole distributor certificate.		
	b) Authorization certificate from the manufacturer in case of dealer / distributor.		
	c) Copy of PAN		
	d) Certificate of firm/company registration		
	e) TIN/VAT registration (Sales tax)		
	f) Income Tax Return of last three years,		
	g) Tenderer must provide experience/ supplied as per the clause 5.		
	h) Annual Turnover & balance sheet of last three years duly certified by C.A. as per the clause 6.		
	i) Tender document for acceptance of terms and conditions duly seal and sign by the tenderer.		
	j) Tenderer must provide a certificate on letter head that proprietor/firm has never been black listed by any organization.		
	k) Tenderer must provide an affirmation on letter head that they have not quoted the price higher than previously supplied to any government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past.		
2.	Required Technical Specifications Compliance Report		
3.	Duly filled Form – A, Form –B, Form –C & From-D with required documents with proper page numbering and indexing of required documents.		
4.	Envelope is marked as “Technical Offer” and “Financial Offer”. Both envelope placed in one big envelope.		-

Sign & Seal of bidder

ANNEXURE-I
FINANCIAL OFFER

Ref. No. & Date : -

Tender No. : -

Due Date : -

Description of item : -

S. No.	Description of Item & Specification	Manufacturer by	Make/Brand Name	Unit Price in ₹	CST /VAT in ₹	Unit Price (Including Tax)
	As per <u>Annexure-II</u>					

The Schedule wise unit price (including tax) will be the deciding factor for L1 provided all the other conditions mentioned in the tender document are fulfilled.

- **Delivery Mode** : Delivery at AIIMS Raipur, at site only
- Total bid price should be inclusive of all taxes and levies, transport, loading, unloading, cartridge charges, etc.
- **Delivery Period** :days.
- **Quotation Validity Date**: - Minimum 180 Days from the date of Submission of quotation/tender.
- **Items should have minimum expiry of 1 years from the date of supply.**

Sign of bidder : -

Date : -

Name of the bidder :-

Firm's Name :-

PARTICULARS FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT RAIPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT RAIPUR. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
The Director
All India Institute of Medical Sciences (AIIMS),
Tatibandh, GE Road, Raipur-492 099 (CG)

LETTER OF GUARANTEE

WHEREAS All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) have invited Tenders vide Tender No..... Dt..... for purchase of AND WHEREAS the said tender document requires the supplier / firm (seller) whose tender is accepted for the supply of instrument / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "AIIMS Raipur" in the form of Bank Guarantee for Rs..... [10% (ten percent) of the purchase value] which will be valid for entire warranty period from the date of acceptance, the said Performance Guarantee Bond is to be submitted within 30 (Thirty) days from the date of Acceptance.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to in tender document / purchase order/ performance of the instrument / machinery/ Consumables, etc. this Bank shall pay to All India Institute of Medical Sciences (AIIMS) Raipur on demand and without protest or demur Rs (Rupees.....).

This Bank further agrees that the decision of All India Institute of Medical Sciences (AIIMS) Raipur (Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm (Seller) and/ or All India Institute of Medical Sciences (AIIMS) Raipur (Buyer).

Notwithstanding anything contained herein:

- a. Our liability under this Bank Guarantee shall not exceed Rs.....(Indian Rupees only).
- b. This Bank Guarantee shall be valid up to(date) and
- c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if AIIMS Raipur serve upon us a written claim or demand on or before.....(date)

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at.....(Address of local branch).

Yours truly,

Signature and seal of the Guarantor

Name of the Bank:.....

Complete Postal Address:

Annexure- II**List of Consumables Item for Department of Pediatrics**

S. No.	Specification of item	Quantity
1.	PICC – 28 G <ul style="list-style-type: none"> • Central Catheter for the administration of TPN. • Made up of polyurethane material • Caliber – 28G • Length – 25 – 40cm • Through the needle 	150 nos.
2.	PICC – 24 G <ul style="list-style-type: none"> • Central Catheter for the administration of TPN. • Made up of polyurethane / silicon material • Caliber – 24G • Length – 15 – 25 cm • Over the needle catheter 	150 nos.

SPECIAL CONDITIONS

1. The bidders should submit the relevant certificates / evidence of previous supply to other hospitals. If required, the technical committee may enquire from the other hospitals where the bidders have supplied the material.
2. The bidder should not have been blacklisted before.
3. The bidders shall also provide representative samples of their Consumable items to the concerned committee regarding the quality aspect.

The quantity indicated is tentative and may vary, and any decision in this regard by Director AIIMS Raipur shall be final.

Declaration by the Bidder

1. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in Tender document regarding terms & conditions of the contract, rules regarding purchase of Central Catheter for Neonates for Department of Paediatrics. I/we agree to abide them.
2. No other charges would be payable by Client and there would be no increase in rates during the Contract period.

Place:.....

(Signature of Bidder with seal)

Date:.....

Name :

Seal :

Address:

MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM

To
The Store Officer,
All India Institute of Medical Sciences Raipur

Dear Sir,

TENDER: _____.

we, _____, who are established and reputable manufacturers of _____, having factories at _____ and _____, hereby authorize (Authorized Dealer/ Distributor / Supplier) Messrs. _____ (name and address of agents) to bid, negotiate and conclude the contract with you against Tender No. _____ for the above goods manufactured by us. No company or firm or individual other than Messrs. _____ are authorized to bid, negotiate and conclude the contract in regard to this business against this specific tender.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods offered for supply against this tender by the above firm.

The authorization is valid up to _____

Yours faithfully,

(Name)

For and on behalf of Messrs.
(Name of manufacturers)/Principal.