

Short Tender Notice**For****“HIV PPE Kit and Disposable Caesarean kit for OT & Ward”****At****ALL INDIA INSTITUTE OF MEDICAL SCIENCES, RAIPUR**

S.N.	Description	Start Date & Time
01	NIT No.	AIIMS/R/CS/OT & Ward/2235/2016/Open Tender/A
02	NIT Issue Date	25-01-2017
03	Pre_Bid meeting	03-02-2017 at 1500 Hrs. Venue – Committee Hall, Medical College Building, 1 st Floor, AIIMS Raipur (C.G.) – 492099
04	Last Date of Submission	15-02-2017 at 1500 Hrs.
05	EMD & Technical Bid Opening Date	15-02-2017 at 1530 Hrs. Venue - Store Section, Medical College Building, 2 nd Floor, AIIMS Raipur (C.G.) – 492099
06	Financial Bid Opening Date	03-03-2017 at 1530 Hrs. Venue – Committee Hall, Medical College Building, 1 st Floor, AIIMS Raipur (C.G.) – 492099
06	Tender Document Cost	₹ 1,145/- (Cost 1000 + VAT 14.5%=1145/-)
07	EMD Amount	As per page no. 02



आरोग्यम् सुख सम्मदा

AIIMS-RAIPUR**Tatibandh, GE Road Raipur – 492099, Chhattisgarh**

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

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



अखिलभारतीयआयुर्विज्ञानसंस्थान, रायपुर, छत्तीसगढ़
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NIT NO: AIIMS/R/CS/OBGY/2235/2016/Open Tender/A

Date: - 25/01/2017

Subject: Invitation of sealed tender for Supply of “**HIV PPE Kit & Caesarean kit for OT & Ward**” at AIIMS Raipur as per details and specifications shown in the Annexure-I.

Dear Sir/Madam,

All India Institute of Medical Sciences (AIIMS) Raipur invites sealed tender for Supply of “**HIV PPE Kit & Caesarean kit for OT & Ward**” at AIIMS Raipur as per details and specifications shown in the **Annexure-I** on the following terms & conditions:

Schedule	Name of the Items	Quantity	EMD Amount Rs.
A.	HIV PPE KIT	800 Set	₹ 21,600.00
B.	ANSI STD Disposable Abdominal Surgery Kit.	100 Set	₹ 3,000.00
C.	Half Gown	200 Nos.	₹ 360.00
D.	Legging Water Proof Knee Length	200 Nos.	₹ 780.00
E.	Head & Eye Shield	100 Nos.	₹ 1,500.00
F.	Gum Boot & Heavy Duty Gloves	10-10 Pair	₹ 240.00

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 main item/Equipments and its accessories. All items should be numbered as indicated in the **Annexure-I**.
 - b) The financial offer should include the cost of main item/Equipments and its accessories numbered as in Annexure-II. If there is any separate cost for installation etc. that should be quoted separately. The total 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 superscribed with tender number, name of the item/Equipments {**HIV PPE Kit & Caesarean kit for OT & Ward**} 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-II** only. If the financial offer is not in the prescribed format, it will be rejected.
3. Fax and Email quotation are not acceptable.

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

4. Quotations should be valid for 180 days from the tender due date. The quotation should clearly indicate the period of delivery, warranty terms as per annexure-I etc. Warranty period will be from the date of commissioning.
5. Relevant literature pertaining to the items quoted with full specifications (and drawing, if any) should be sent along with the Quotations, wherever applicable.
6. Tenderer must provide evidence of having supplied to at least 5 reputed government / reputed private organizations in India including a least one government institution.
7. Tenderer must provide evidence of having supplied government / reputed private organizations in Indian similar nature of items of at least Rs. 240000/- for Schedule-A, Rs. 34,000/- for Schedule-B, Rs. 4,000/- for Schedule-C, Rs. 9,000/- for Schedule-D. Rs. 17,000/- for Schedule-A & Rs. 3,000/- for Schedule-F for contract value in the last three years.
8. The firm should be registered and should have the average annual turnover of the the bidder in the last three financial years of Rs. 3,60,000/- for Schedule-A, Rs. 50,000/- for Schedule-B, Rs. 6,000/- for Schedule-C, Rs. 13,000/- for Schedule-D. Rs. 25,000/- for Schedule-A & Rs. 4,000/- for Schedule-F copies of authenticated balance sheet for the past three financial years should be submitted.
9. The quotations should be given for the items in the same order as in the tender document.
10. The quantity shown against each item is approximate and may vary as per demand of the Institute at the time of placing order.
11. 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.
12. In the event of any dispute or difference(s) between the vendee 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.
13. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
14. All disputes shall be subject to Raipur Jurisdiction only.
15. **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.**
16. The Tender / Bid will open on **15-02-2017** at 03:30 PM at AIIMS Raipur Premises.
 - a) 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.
 - b) Only those financial offers will be opened whose technical offers are found suitable by the expert committee appointed for the concerned instrument / Equipments.
 - c) 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.

- d) The Tender Committee reserves its right to select or reject any or all of the consumable items mentioned above without assigning any reasons.
17. In case the supplier requires any elucidation regarding the tender documents, they are requested to contact to the Store Officer, AIIMS Raipur through e-mail stores@aiimsraipur.edu.in on or before **15-02-2017**
18. A demand draft/Pay Order of ₹1,145/- (Including Vat) towards non-refundable tender fee and Earnest Money Deposit (EMD) in form of demand draft/BG/FDR/Pay Order as per mention schedule wise EMD from a Schedule bank/Nationalized 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 installation. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer.
19. All tender documents should have to be forwarded through speed post or registered post, courier, Hand Delivery on / before **15-02-2017** at 3.30 PM to Store Office, Medical College Building, 2nd floor, AIIMS, Tatibandh, Raipur-492099 (C.G.).

**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 Security: The successful tenderer will be required to furnish a Performance Security Deposit of 10% of Contract amount in the form of Fixed the name of the “**AIIMS 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 of Fixed Deposit Receipt issued by a scheduled Bank/Nationalized 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 the following delivery schedule supply & commissioning should be effected within **3 weeks** from the date of supply order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter. Otherwise LD will be imposed as per clause no. 4. Purchase order will be placed as required by consignee.

4. Penalty: If the suppliers fails to deliver and place any or all the consumable 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 value of delayed goods subject to the maximum of 10% of value of delayed goods will be deducted and other penalty will be imposed.

5. Training and Demonstration: Suppliers need to provide adequate training and 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. The Supplier should arrange for regular weekly visit to the AIIMS, Raipur campus by its technical team and assist in maintenance of the consumable item within Expiry period. Assistance limited to locking companies with manufacturer will not be considered sufficient.

6. Expiry Date of consumables:

- a) Items which are mentioned in Annexure- I (as per schedule wise) should have a minimum expiry of 1 years from the date of supply.
- b) 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

7. Risk Purchase & Recovery of sums due:

- a) Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'noncompliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
- b) The amount will be recovered from any of his subsequent / pending bills or security Deposit.
- c) In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.

- 8. 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.
- 9. 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 consumable items/instruments in the given tender or only part of it in any given schedule without assigning any reason.
- 10. 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.
- 11. 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 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.
- 12. 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.
- 13. 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.
- 14. 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.
- 15. 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.
- 16. Terms of payment:**
- a.) The payment would be made for actual supply taken and no claim in this regard should be entertained. 100% payment will be made on Receipt of goods satisfactorily with approved quality & ordered quantity after certification/verification of concerned Department.
 - b.) No payment shall be made for rejected Stores. Rejected consumable Items/Equipment's

must be removed by the supplier within 1 week 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.

For payment supplier should submitted following documents.

- a) *Three copies of Invoice.*
- b) *Packing list/delivery challan.*
- c) *Any other documents, if required.*

17. Fall Clause :

1. Prices charged for supplies under Rate Contract 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 after wards.
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 under the rate contract for the Equipments's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

SPECIAL TERMS & CONDITIONS

- The bidders should submit the relevant certificates / evidence of previous supply to other reputed hospitals. If required, the technical committee may enquire from the other hospitals where the bidders have supplied the material.
- The bidders should also submit a certificate from the relevant authority as to the quality of the equipment.
- The bidder should not have been blacklisted before.
- The bidders shall also arrange for the demonstration of their equipment to the concerned committee regarding the quality aspect.
- L-1 will be decided scheduled wise separately.

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.

**Stores Officer,
AIIMS Raipur**

Form A

PARTICULARS TO BE FILLED BY THE BIDDER

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

3. Availability for demonstration of instruments 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 (₹.) : _____
 - c.) Demand Draft No. : _____
5. Earnest Money Deposit enclosed: Yes / No [Please √] if Yes,
 - a.) Name of the Bank : _____
 - b.) Amount in (₹.) : _____
 - 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 cheque	
	j) Type of Account	
k) Account No.		
4	Email id of the Bidder	

Form-C

Checklists For HIV PPE Kit and Disposable Caesarean kit “For OT & Ward

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 07.		
	h) Annual Turnover & balance sheet of last three years duly certified by C.A. as per the clause 08.		
	i) Tender document duly seal and sign by the tenderer for acceptance of terms and conditions of the tender.		
	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 / Organization / reputed Private Organization or DGS&D rate in recent past.		
	l) should be EO sterilized, CE certified ISO as per, ANSI: AMERICAN national standards institute & ANSI: STD applicable for different schedule as mentioned in specification at Annexure-I)		
2.	Duly filled Form – A, Form –B & Form –C with required documents with proper page numbering and indexing of required documents.		
3.	Envelope is marked as “Technical Offer” and “Financial Offer”. Both envelope placed in one big envelope.		
04	Demand Draft for ₹ 1,145/- (Cost ₹ 1000 + VAT@14.5% ₹145= 1,145/-) towards non-refundable tender fee is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India		
05	Demand Draft of Schedule A to Schedule F towards refundable EMD is enclosed. **Demand Drafts must be complied with CTS 2010 standards prescribed by Reserve Bank of India		

ANNEXURE-I

**Technical Specification For
HIV PPE Kit and Disposable Caesarean kit ‘FOR OT & Ward**

Details Specification:-

Schedule	Name of Product	Specification	Qty	
A	<u>HIV PPE Kit</u> should be EO sterilized, CE certified ISO as per, ANSI: AMERICAN national standards institute should consist of following		800 set	
	1	Full Gown - 1 pcs		size:140cm*188cm, spun bond(sms), 40-50 gsm,water repellent,wrape aroundnon woven, fluba cuffs,bonded sleeves with 2 nos hand towels
	2	Plain sheet large -2 pcs		Polyethylene Sheet, 120cm x 210cm25 micron,25000 nano meter,
	3	Nitrial gloves - 1pair		100% latex free, powder free, sterile, enhanced grip in all situations, ambidextrous glove,beaded cuff,tested for using medical level use good tactile sensitive, thickness 3.2 mil ,
	4	Cap -1 pcs		Barrier Cap, 1 Ply
	5	Mask - 1 pcs		minimum 2 Ply Mask
	6	Shoes cover knee length 1pair		Polyethylene Sheet 35 micron, 35000 naino meter , length 60 cm, width 35 cm,
	7	Goggle - 1 pc		should cover eve from all sides indirect vents that help protect against splash, hard coated polycrbonate lens that not reduces cub and ova radiation from natural sun-light by 99% ,
	8	Disposable bag - 1 pcs		Made up of 35 micron ploythin, 40 cm*45cm, with adh sive strips
B	<u>EO sterilized CE certified as per ANSI STD DISPOSABLE ABDOMINAL SURGERY KIT</u> should consist of following three items		100 sets	
	1	Caesarian Drape/Abdominal Drap One piece		35 GSM SMS Polypropylene ,Water Repllent, 150 x 120 cm, Incision Area 15 x 25cm With IO-Drap, poly sheet lining 1.20*1.20cm
	2	2 drape sheet 80 x 70 cm four in number		35 GSM sms Polypropylene Water Repllent 80 x 70 cm, with Adhesive Strip
	3	Drape Sheet 160 x 160 cm tow in number		35 GSM sms Polypropylene Water with Adhesive Strip
C	<u>HALF GOWN</u>	Polyethylene sheet, 25 micron,25000 nano meter, 74cm x144cm,Water Repellent EO Sterilized ,CE Certified ISO certified company,	200 nos	
D	<u>LEGGING WATER PROOF KNEE LENGTH</u>	polyethylene sheet 35 micron, 35000 Nano meter length 60 cm, width 35 cm, EO sterilized , CE certified, an ISO company.	200 pairs	

NIT No: AIIMS/R/CS/OT & WARD/2235/2016/Open Tender/A

Schedule		Name of Product	Specification	Qty
E	1	<u>HEAD & EYE SHILD</u>	Transparent shield size 9x7cm with inner mask size 10*12cm ,front length 45cmx60cm, back length 65cm x 60cm, with two hold ribbon attach mask should allow passive ventilation the transparent part should remain away from face to avoid fog-ging of vision, EO sterilized , CE certified, an ISO company	100 nos
	1	<u>GUM BOOT</u>		10 pair
F	2	<u>HEAVY DUTY GLOVES</u>		10 pair

note- please sign each page of document including terms & conditions & tender.

(signature & stamp of the bidder)

note- please sign each page of document including terms & conditions & tender

ANNEXURE-II

PRICE - BID

Ref. No. & Date : -

Tender No. :- NIT No: AIIMS/R/CS/OBGY/2235/2016/Open Tender/A

Due Date : -

Schedule	Item Description	Qty.	Unit	Basic Price In INR	Tax (VAT/CST ETC)	Total Unit Price (Inc. Taxes)
A	HIV PPE KIT					
B	ANSI STD Disposable Abdominal Surgery Kit.					
C	Half Gown					
D	Legging Water Proof Knee Length					
E	Head & Eye Shield					
F	Gum Boot & Heavy Duty Gloves					

- L-1 will be decided Schedule-wise separately.
- **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.
- **Payment Term:** Payment on submission of clear bill with acceptance certificate from the concerned dept./Sect./MMD.

Sign of bidder : -

Date : -

Name of the bidder :-

Firm's Name :-

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, Supply of "HIV PPE Kit & Caesarean kit for OT & Ward. 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 (C.G.) - 492010

Dear Sir,

TENDER: _____ We,
_____ who are established and reputable manufacturers of
_____, having factories at _____, and
_____, hereby authorize 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