

(2<sup>nd</sup> call)

Short Notice Tender For

“SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.”

At

All India Institute of Medical Sciences, Raipur.

<b>Key Dates : Single Submission Multi Opening With Prequalification</b>		
<b>Sl. No.</b>	<b>DME Stage</b>	<b>Start Date &amp; Time</b>
1.	<b>Tender Enquiry No.</b>	ADMIN/Tender/ Transportation Trolley / 2 /2014
2.	Tender Preparation and Release of NIT	<b>09-10-2014</b>
3.	Closing for Bid – Submission of Tender	<b>21-10-2014 at 3:00 PM</b>



**All India Institute of Medical Sciences, Raipur**

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Tele: 0771- 2573222, email: [dda@aiimsraipur.edu.in](mailto:dda@aiimsraipur.edu.in)

[www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in), [www.tenders.gov.in](http://www.tenders.gov.in)

SHORT TENDER NOTICE

“SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.”

AIIMS, Tatibandh, Raipur

Dated : 09<sup>th</sup> October, 2014

On behalf of the Director, All India Institute of Medical Sciences, Raipur tenders in sealed cover are invited under two-bid system from manufacture and their authorized dealers/ distributors for providing SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.for AIIMS Raipur.

The interested manufactures and their authorised dealers/ distributors are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “**Technical Bid**” and Sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover superscripted “**SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.**” should reach at the office of “The Administrative Officer, AIIMS, Tatibandh Raipur (C.G.), Pin-492099 with tender number and complete in all respects latest by or before 21-10-2014 up to 3:00 PM. The bid received after due date and time will not be entertained whatsoever may be the reason. The technical bids shall be opened on the same day at 03.30 PM at AIIMS, Raipur. In the event of any of the above mentioned date being declared as a holiday / closed day, the tenders will be opened on the next working day at the appointed time. The date of opening of financial bid of technically qualified agencies will be announced later.

The tender document containing technical bid form, financial bid form, technical description/specification & item and terms & conditions can be downloaded from website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) & [www.tenders.gov.in](http://www.tenders.gov.in) and the tenderer shall deposit a separate Bank Demand Draft/Pay Order/Banker’s Cheque for Rs.1000/- (Rupees one thousand) (non-refundable) in favour of “AIIMS, Raipur”, payable at Raipur, against cost of the tender document along with their technical bid in the Cover-I “Technical Bid”. The amount of bid security (EMD) for SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.of Rs. 30,000/- (Rupees Thirty thousand) of tender documents should be paid by FDR/DD/BG in favour of “AIIMS, Raipur” payable at Raipur and will be placed in cover-1 with technical bid. The Tender Documents are not transferable.

Any future clarification and/or corrigendum(s) shall be communicated through Administrative Officer on the AIIMS, Raipur website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) & [www.tenders.gov.in](http://www.tenders.gov.in).

**Administrative Officer  
AIIMS, Raipur**

**“SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.”**

AIIMS, Raipur

**TECHNICAL BID**

**(In separate sealed Cover-I super scribed as “Technical Bid”)**

Sr. No.	Description	Document Required	Document Supplied (Yes/No)	If yes, provide Reference page no. in techno-commercial bid
1.	Name & Address of the manufacture and their authorised dealers/ distributors /Agency with phone number, email, name and telephone/mobile			
2.	Specify your firm/company is a manufactures/ authorised dealer / distributor / Agency			
3.	Name, Address & designation of the authorized person (Sole proprietor / partner /Director)	Relevant document		
4.	Have you previously supplied these items to any government/ reputed private organization? If yes, attach the relevant poof. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute / Organisation / reputed Private Organisation or DGS&D rate in recent past	Relevant document		
5.	Detailed & exact specification of the product available with the vendor should be mentioned in the technical bid in <b>Annexure-I</b> only.			
6.	Please attach copy of last 3 years Income Tax Return	Relevant document		
7.	Please attach balance sheet ( <i>duly certified by Chartered Accountant</i> ) for last three (3) years (Average annual minimum turnover should not be less than 50% of the contract value)	Relevant document		
8.	PAN No. (Please attach copy)	Copy of the PAN Card		
9.	VAT/Service Tax Registration Number. (Please attach copy)	Please attach copy		
10.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document with technical bid. Otherwise your tender will be rejected.			

**Tender Enquiry No. ADMIN/Tender/Transportation Trolley/2/2014**

11.	Power of Attorney/authorization for signing the bid documents	Relevant document		
12.	Please submit a notarised affidavit on Indian Non judicial stamp paper of Rs. 10/- that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner. Please also declare that proprietor/firm has never been black listed by any organization.			
13.	Details of the FDR/DD/BG of bid security (EMD) FDR/DD/BG No: Date: Payable at			<b>Detail of cost of Tender for Rs. 1000/-</b>

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls:

1. FDR/DD/BG (if tender form is downloaded from the website of this Institute)
2. Terms & Conditions (each page must be signed and sealed)
3. Financial Bid

Place:.....

Date:.....

**(Signature of Tenderer with seal)**

Name:

Seal:

Address:

**“SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.”  
at AIIMS, Raipur  
FINANCIAL BID**

To,  
Administrative Officer  
AIIMS, Tatibandh, Raipur (C.G.)

Dear Sir,

Our quoted rate for supplying the SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D. at AIIMS, Raipur will be as follows:-

Sr. No.	Item Description	Qty of units	Unit Price in INR	Custom duty in INR (if applicable)	Taxes (if applicable) VAT / Sales Tax/etc in INR	Service Tax (if applicable) in INR	Total Unit Price (including all taxes)	Total price (Total Unit price x Quantity)
	As per Annexure-1	6						
<b>Grand Total</b>								

**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 bidders should also submit a certificate from the relevant authority as to the quality of the equipment.
3. The bidder should not have been blacklisted before.
4. The bidders shall also arrange for the demonstration of their equipment to the concerned committee regarding the quality aspect.

**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 & condition of the contract, rules regarding Supply of Sterile Closed Transportation Trolley for C.S.S.D. 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:

**“SUPPLY OF STERILE CLOSED TRANSPORTATION TROLLEY FOR C.S.S.D.”  
AIIMS, Raipur  
Terms & Conditions**

(A) Information and Conditions relating to Submission of Bids

1. The tender document containing eligibility criteria, scope of work, terms & conditions and draft agreement can be downloaded from website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). Those who download the tender document from Website should enclose a FDR/DD/BG Order for Rs 1000/- (Rupees one thousand one hundred thirty five only) in favour of “AIIMS, Raipur”, payable at Raipur, not later the date of 21-10-2014, along with their bid in the Cover-I containing “Technical Bid”.
2. The interested firms/suppliers are required to submit the Technical and Financial Bids separately in the format enclosed. The bids in sealed Cover-I containing “Technical Bid” and sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed Tender for “Supply of Sterile Closed Transportation Trolley for C.S.S.D.” should reach AIIMS, Raipur by or before 03.00 PM on 21-10-2014. The Technical bids shall be opened on same day at 03.30 PM at AIIMS, Raipur in presence of the bidders or their authorized representatives who choose to remain present. The Tender received after due date & time will be rejected and no claim shall be entertained whatsoever may be the reason.
3. The bidders are required to submit their query in writing before **18-10-2014** to DDA, AIIMS Raipur, if any.
4. All the duly filled/completed pages of the tender should be given serial /page number on each page and signed by the owner of the firm or his Authorized signatory. In case the Authorized signatory signs the tenders, a copy of the power of attorney/authorization may be enclosed along with tender. A copy of the terms & conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms & conditions. Tender with unsigned pages/incomplete/partial/part of tender if submitted will be rejected out rightly.
5. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Technical Bid as well as Financial Bid

unless authenticated by full signature of bidder. Any omission in filling the columns of Financial Bid form (Schedule of Rates) shall debar a tender from being considered. Rates should be filed up carefully by the tenderer. All Corrections in this schedule must be duly attested by full signature of the tenderers. The corrections made by using fluid and overwriting will not be accepted and tender would be rejected.

6. The bidder shall pay an amount of Rs. 30,000/- as Bid Security (EMD) alongwith the Technical Bid in the form of FDR/DD/BG in favour of "AIIMS, Raipur" drawn on any Nationalized Bank/ Scheduled Bank and payable at Raipur and must be valid for (6) six month. Bids received without EMD shall stand rejected and thus shall not be considered for evaluation etc at any stage. The original EMD will be put in cover-I containing Technical bid.
  - a. The Public Sector Undertaking of the Central/State Govt. are exempted from furnishing Earnest Money along with tender.
  - b. Earnest Money deposited with AIIMS, Raipur in connection with any other tender enquiry even if for same/similar material / Stores by the tenderer will not be considered against this tender.
7. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. The successful bidders has to constitute a contract on Indian non judicial stamp paper of Rs.100/- (Rupees one hundred only) and also required to furnish the security deposit @ 10% of contract value in the form of FDR/DD/PBG of any nationalised bank in favour of AIIMS, Raipur & payable at Raipur only. If the successful bidder fails to furnish the full security deposit within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by AIIMS, Raipur.
9. The EMD shall be forfeited if successful bidder fails to supply the Consumable item in stipulated time or fails to comply with any of the terms & conditions of the contract or fail to sign the contract.
10. The bid shall be valid and open for acceptance of the competent authority for a period of 180 (one hundred eighty) days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by bidders shall be



entertained

11. To assist in the analysis, evaluation and computation of the bids, the Competent Authority, may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate as per financial bid after complying with the all the Acts / provisions stated / referred to for adherence in the tender.
13. The competent authority of AIIMS, Raipur reserved all rights to accept or reject any/ all tender(s) without assigning any reason. It can also impose/relax any term and condition of the tender enquiry after due discussion in pre bid conference. This will be communicated to all tenderers in writing. AIIMS, Raipur also reserves the right to reject any bid, which in his opinion is non-responsive, or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
14. Tender must be submitted on the prescribed Tender Form otherwise tender will be cancelled straightway.
15. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected out rightly.

(B) OTHER TERMS & CONDITIONS OF THE TENDER

1. Rates quoted should be inclusive of all applicable taxes, packing, forwarding, postage and transportation charges at FOR AIIMS Raipur.
2. All the rates should be mention 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.
3. Rates should be mentioned both in figures and in words. The offer should be typed or written in Ink Pen/ Ball Pen without any correction. Offers in pencil will be cancelled. Telegraphic/ Telex/ Fax offers will not be considered and cancelled straightway.

4. The supplier shall submit a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation or DGS&D rate in recent past. Therefore, if at any stage it has been found that the supplier has quoted lower rates than those quoted in this tender, the Institute (the purchaser) would be given the benefit of lower rates by the Supplier. If such affidavit is not submitted, tender will be out rightly rejected.
5. If the prices of the contracted articles is/ are controlled by the Government, in no circumstances the payment will be higher than the controlled rate.
6. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the competent authority of the institute for a period of 180 days (6 months) valid from the date of opening of the tender by the committee.
7. The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract. The competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.
8. In case the quality of goods supplied are not in conformity with the standard given in tender and as per the samples supplied or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The competent authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
9. In case the tenderer on whom the supply order has been placed, fails to made supplies within the delivery schedule and the purchaser has to resort risk purchase, the purchaser (AIIMS, Raipur) may recover from the tender the difference between the cost calculated on the basis of risk purchase price and that calculated on the basis of rates quoted by tenderer. In case of

repeated failure in supplying the order goods the supply order may be cancelled and bid security deposit will be forfeited.

10. The Specification and quantity of the item needed is mentioned in Financial Bid but it is approximate detail and is subject to increase/decrease at the discretion of the competent authority of AIIMS, Raipur. The payment would be made for actual supply taken and no claim in this regard should be entertained.
11. Where the specifications are as per tenderer's range of product & tenderer's offer should mention that the item meets all specifications as per the tender enquiry and if there are improvements/deviations the same should be brought out on separate Letter Head of the firm. It would be discretion of the competent authority of the institute to accept or reject such deviations which are not in accordance with our required specifications as per given in Annexure - I.
12. It must be mentioned clearly whether tenderer is a manufacturer/sole distributor/sole agent for the items for which he is quoting.
  - a. Manufacturer must add a certificate that item(s) is manufactured by them as per range of products
  - b. Sole Manufacturers must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt./reputed Private Organisation and DGS&D rate for the similar item(s) and these are not higher than those quoted by them.
  - c. Authorized agents must add authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals in proforma given in attach duly supported by a notarised affidavit on Indian Non Judicial Stamp Paper of Rs.10/- (Rupees ten only) that they are quoting Rates on behalf of them. The authorization letter must give/mention the purpose for which it is allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.

13. The tenderers should submit along with the tender, a photostat copy of the last 3 years Income Tax return and copy of current valid income tax clearance certificate (IT CC) otherwise tender may be ignored
14. In case asked, tenderer must personally supply a sample/give the demonstration of the consumable to the competent authority of the institute and in that case all the expenses will be borne by the supplier.
15. 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. The tenderer must also mention whether the goods are imported / indigenous. Descriptive literature / catalogues must be attached with the tender in original failing which tender may be ignored.
16. Any failure or omission to carryout of the provisions of this supply by the supplier shall not give rise to any claim by supplier and purchaser one against the other, if such failure or omission arise from an act of God which shall include all acts of natural calamities from civil strikes compliance with any status and or requisitions of the Government lockout and Strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state of incarceration provided that notice of the occurrence of any event by either party to the other shall be within two weeks from the date of occurrence of such an event which could be attributed to force majeure.
17. The Courts at Raipur/CG alone and no other Court will have the jurisdiction to try the matter, dispute or reference between the parties arising out of this tender/supply Order/contract.
18. If at any time, any question, dispute or difference whatever shall arise between supplier and the institute (Purchaser) upon or in relation to or in connection with the agreement, either of the parties may give to the other notice in writing of the existence of such a question, dispute or difference and the same shall be referred to two arbitrators one to be nominated by the institute (Purchaser) and the other to be nominated by the supplier. Such a notice of the existence of any question dispute or difference in connection with the agreement shall be served by either party within 60 days of the beginning of such dispute failing which all Right sand claims

under this Agreement shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the Umpire Appointed by them shall enter upon the reference and his award shall be binding on the Parties. The venue of the arbitration shall be at Raipur, (Chhattisgarh, India). The arbitrators/Umpire shall give reasoned award.

19. The supplier should mention the compliance to the specification in the technical bid of the tender document failing this, the bid document will be disqualified.

I / We hereby accept the terms and Conditions given in the tender

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(Signature & Stamp of the bidder)

*Note- Please sign each page of document including terms & conditions & tender*

**Annexure-I**

**Specification of the Material**

<b>Instrument</b>	<b>Quantity</b>
S.S. Air Tight Closed Sterile Transportation Trolley with 3 fixed shelves (including bottom) i.e. 3 Compartments, 2 Doors with silicon Gasket and magnetic Lock, 2 Handles and with 4 Nos. Heavy duty castor wheels - 2 Nos. swivelling with brakes and 2 Nos. fixed without brakes <u>Size:-</u> 750 x 650 x 1150 mm L x W x H	6

**(To be made on Rs 100.00 Non Judicial Stamp Paper)**  
**DRAFT AGREEMENT FORMAT**

This agreement is made at Raipur on the \_\_\_\_\_ day of \_\_\_\_\_  
Two thousand Fourteen between the Director, All India Institute of Medical  
Sciences, Raipur, **acting through Administrative Officer, AIIMS, Raipur,**  
**having its office at AIIMS, Tatibandh, Raipur-492001** (*hereinafter* called  
**'Client'** which expression shall, unless repugnant to the context or meaning  
thereof be deemed to mean and include its successors, legal representatives and  
assigns) of the **First Part.**

**Second Part**

**M/s** \_\_\_\_\_, having its registered office  
at \_\_\_\_\_ (*Hereinafter* called the  
**'Tenderer'** which expression unless repugnant to the context shall mean and  
include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the **'Client'** is desirous to engage the **'Tenderer'** for providing Medicine  
for IPD of AIIMS, RAIPUR at Raipur on the terms and conditions stated below:

1. The Tenderer shall be solely responsible for any accident / medical / health  
related liability / compensation for the Labour deployed by it at AIIMS, Raipur  
site. The **'Client'** shall have no liability in this regard.
2. Any violation of instruction / agreement or suppression of facts will attract  
cancellation of agreement without any reference or any notice period.
3. The contract can be terminated by giving one month notice on either side.
4. In case of non-compliance with the contract, the **'Client'** reserves its right to:
  - a. Cancel / revoke the contract; and / or
  - b. Impose penalty up to 10% of the Total Annual Value of contract.
5. Security Deposit equal to 10% of the Annual Contract Value (refundable  
without interest after two months of termination of contract) in the form of Pay  
Order / Demand Draft or Bank Guarantee shall be furnished by the **'Tenderer'**  
at the time of signing of the Agreement.
6. There would be no increase in rates payable to the **'Tenderer'** during the  
contract period except reimbursement of the statutory wages revised by the  
Central Govt.
7. The **'Tenderer'** also agrees to comply with annexed Terms and Conditions and  
amendments thereto from time to time.

8. Decision of **'Client'** in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the **'Tenderer'**.
9. The **'Tenderer'** shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The **'Tenderer'** shall keep **'Client'** fully indemnified against liability of tax, interest, penalty etc. of the **'Tenderer'** in respect thereof, which may arise.
10. In case of any dispute between the **'Tenderer'** and **'Client'**, **'Client'** shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Raipur.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two thousand fourteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Raipur in the presence of the witness:

For and on behalf of the **'Tenderer'**

For and on behalf of the **'AIIMS, Raipur**

Signature of the authorized Official  
Name of the Official

Signature of the authorized Official  
Name of the Official

Stamp / Seal of the **'Tenderer'**

SIGNED, SEALED AND DELIVERED

By the said \_\_\_\_\_  
\_\_\_\_\_ (Name)  
\_\_\_\_\_

By the said \_\_\_\_\_  
\_\_\_\_\_ (Name)  
\_\_\_\_\_

on behalf of the **'Tenderer'** in presence  
of

on behalf of the **'AIIMS, Raipur** in  
presence of

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**MANUFACTURER's / PRINCIPAL's AUTHORIZATION FORM**  
(Clause 12 (c) of the tender)

To

The Administrative 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 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.