

**No.1-7/2018-Media
Government of India
Ministry of Minority Affairs
(Media Division)

BID DOCUMENT


Bid Document for Printing of Compendium/ Pocket Booklets/Brochures/ Pamphlets etc. for Ministry of Minority Affairs for the year 2018-19.

Ministry of Minority Affairs, Government of India invites sealed bids from the experienced, reputed and financially sound printing Companies/Firms/Agencies having their own composing, processing, printing, cutting, binding, etc, units in their premises at one place in Delhi/New Delhi/NCR, for printing of Compendium/Pocket Booklets/Brochures/Pamphlets, etc., as described under "Scope of Work", for the Ministry of Minority Affairs during 2018-19 in English, Hindi, Urdu and regional languages. The contract shall be in force for a period of one year commencing from the date of award, which may be extended further for another year depending upon the performance of Companies/Firms/Agencies.

The Bids should be submitted under two Bid System i.e. Technical Bid and Financial Bid in two separate sealed envelopes. Both the envelopes should be super-scribed as "Technical Bid" and "Financial Bid" respectively. Both the sealed envelopes should be sealed in a big outer envelope super-scribed "Quotation for Compendium/Pocket Booklets/Brochures/Pamphlets, etc., for Ministry of Minority Affairs" and addressed to the undersigned. Prices quoted should be inclusive of all levies & taxes and packing & forwarding charges upto delivery to the final destination, i.e. Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi -110003.

The bid(s) should be submitted as per the terms and conditions prescribed in the Bid Document available on the website of this Ministry. The last date of submission of Bid(s) is **20.07.2018 upto 15:00 hrs.** The pre-bid meeting would be held on **11.07.2018 at 15:00 hrs.** Ministry of Minority Affairs reserves the right to accept or reject all or any of the bids without assigning any reason whatsoever.

The Bid Document can be downloaded from the website of the Ministry of Minority Affairs (www.minorityaffairs.gov.in) and www.eprocure.gov.in/eprocure/app for reference and bidding purpose.


(S.K. Sharma)
Under Secretary (Media)
Ph.-011-24302583

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Dated: 18.06.2018

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The Bids should be submitted under two Bid System i.e. Technical Bid as per Annexure A and Financial Bid as per Annexure B in two separate sealed envelopes. Both the envelopes should be super-scribed as "Technical Bid" and "Financial Bid" respectively. Both the sealed envelopes should be sealed in a big outer envelope super-scribed "Quotation for Compendium/Pocket Booklets/Brochures/Pamphlets, etc. for Ministry of Minority Affairs" and addressed to the undersigned. Prices quoted should be inclusive of all levies & taxes and packing & forwarding charges upto delivery to the final destination, i.e. Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi -110003.

SCOPE OF WORK

All the materials used for the printing including the paper should be of highest quality and of a branded company. If the materials supplied and/or printing quality are found substandard, the same will be returned and the Ministry will not be responsible for any loss to the printer concerned. Moreover, such printer shall be penalized by forfeiting the security deposit, as prescribed, including blacklisting of the concerned company/firm/agency by this Ministry if the conditions of the contract are not fulfilled.

Specifications of the Compendium/Pocket Booklets/Brochures/Pamphlets etc.

A. Compendium of Schemes/Programmes of the Ministry:

- a) Size of Compendium - 7.25" X 9.5" Inches

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- | | | |
|--------------------------------|---|-------------------------------|
| b) Paper for Text(inner pages) | - | 70 GSM T.A. Maplitho |
| c) Paper for Cover | - | 250 GSM Art Card |
| d) Pages excluding cover | - | 200Pages (Approx.) |
| e) Printing | - | Multi-colour (four colours) |
| f) Quantity | - | 5000 Copies of each language. |
| g) Binding | - | Perfect Binding. |
| h) Languages | - | English and Hindi. |

B. Brochure of the Individual scheme:

- | | | |
|--------------------------|---|-------------------------------|
| a) Size of Brochure | - | 7.25" X 9.5" Inches |
| b) Paper | - | 170 GSM Art paper |
| c) Pages including cover | - | 4 Pages (Approx.) |
| d) Printing | - | Multi-colour (four colours) |
| e) Quantity | - | 1000 Copies of each language. |
| f) Binding | - | Single Fold. |
| g) Languages | - | English and Hindi. |

C. Booklet of the Individual scheme:

- | | | |
|--------------------------|---|---------------------------------|
| a) Size of Booklet | - | 7.25" X 9.5" Inches |
| b) Paper | - | 170 GSM Art paper |
| c) Paper for cover | - | 300GSM Art card with lamination |
| d) Pages excluding cover | - | 16 Pages (Approx.) |
| e) Printing | - | Multi-colour (four colours) |
| f) Quantity | - | 1000 Copies of each language. |
| g) Binding | - | Stapled. |
| h) Languages | - | English, Hindi and Urdu. |

D. Pamphlets including all schemes/programmes:

- | | | |
|--------------------------|---|-------------------------------|
| a) Size of Pamphlets | - | 4.5" X 9.125" Inches |
| b) Paper | - | 170 GSM Art paper |
| c) Pages including cover | - | 10 Pages (Approx.) |
| d) Printing | - | Multi-colour (four colours) |
| e) Quantity | - | 1000 Copies of each language. |
| f) Binding | - | Three Folds. |
| g) Languages | - | English, Hindi and Urdu. |

E. Pocket Booklet of the Individual scheme:

- | | | |
|---------------------------|---|---------------------------------|
| a) Size of Pocket Booklet | - | 3.625" X 5.375" Inches |
| b) Paper | - | 130 GSM Art paper |
| c) Paper for cover | - | 170GSM Art card with lamination |
| d) Pages including cover | - | 150 Pages (Approx.) |
| e) Printing | - | Multi-colour (four colours) |
| f) Quantity | - | 1000 Copies of each language. |

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- g) Binding - Perfect Binding.
- h) Languages - English, Hindi, Urdu and Regional languages.

F. Coffee Table Book of the Ministry:

- a) Size of Coffee Table Book - 9" X 9" Inches (Approx)
- b) Paper of the text (Rendezvous) - 160 GSM textured imported fine paper
- c) Paper for cover and jacket - 170GSM Art card with lamination
- d) Pages excluding cover - 100 Pages (Approx.)
- e) Printing - Multi-colour (four colours) with Aqueous coating
- f) Qty language - 1000 Copies of each language.
- g) Binding - Hard Binding using 2mm imported board.
- h) Languages - English and Hindi .

G. Reports of the Ministry:

- a) Size of Report - 8.25" X 11.75" Inches
- b) Paper of the text - 170 GSM matt
- c) Paper for cover - 300GSM Art card
- d) Pages excluding paper - 64 Pages (Approx.)
- e) Printing - Multi-colour (four colours)
- f) Quantity - 1000 Copies of each language.
- g) Binding - Perfect Binding
- h) Languages - English and Hindi.

H. Invitation cards:

- a) Size of Card - 8.5" X 5.5" Inches
- b) Paper - 300GSM Art card
- c) Pages - One Page with envelope
- d) Printing - Multi-colour (four colours)
- e) Quantity - 500 Copies
- f) Languages - English and Hindi (Back to back).

I. Parking Stickers:

- a) Size of Sticker - 4" X 6" Inches
- b) Printing - Multi-colour (four colours)
- c) Quantity - 500 Copies
- d) Languages - English

N. B.- (i) E-book – The printer shall also supply e-book version of the item of

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works in Hindi, English and other vernacular languages, as the case may be.

- (ii) The printer shall also get the English version translated into Hindi and/or Urdu and/or other regional languages, as the case may be.
- (iii) Specifications in terms of size and other characteristics may be modified at any stage if MoMA desires as per the need.

Short Listing:

Companies/Firms/Agencies shall be evaluated for short-listing, based on their past experience of handling similar types of projects in Government sector, strength of their man-power and their financial strength. There will be **75 marks** for Technical Bid and **25 marks** from Financial Bid. Technical Evaluation will have the following parameters:-

| S.No. | Criteria | Weightage |
|--------------|---|------------------|
| 1. | Past Experience of the Companies/Firms/Agencies | |
| (i) | Past experience of handling similar nature of work* (minimum 05 (five) years) | 25 marks |
| (ii) | Past experience of similar nature of work with Central Government Entities* (Minimum of 03 (three) years) | |
| 2 | Experience of key personnel like designing, editing and translating in relevant field ,etc. * (minimum 05 years) | 25 marks |
| 3 | Financial strength of the Companies/Firms/Agencies* (minimum 03 (three) financial years excluding current financial year) | 25 marks |
| | Total | 75 marks |

* Proof of all relevant documents must be attached.

** Agencies securing 70% and above marks shall be shortlisted and their financial bids may be opened.

How to apply:

Interested Companies/Firms/Agencies that fulfill/agree with all the required Terms and Conditions may submit their sealed bids under two *Bid System* i.e. **Technical Bid** as per **Annexure A** and Financial Bid as per **Annexure B** in two separate envelopes. Both the envelopes should be super-scribed as "Technical Bid" and "Financial Bid" respectively. Both the sealed envelopes should be sealed in a big outer envelope super-scribed "Compendium/Pocket Booklets/Brochures/Pamphlets, etc., for Ministry of Minority Affairs" and addressed to the undersigned. Prices quoted should be inclusive of all levies & taxes and

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packing & forwarding charges upto delivery to the final destination, i.e. Ministry of Minority Affairs, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi -110003.

Sealed bids must reach the undersigned by **3.00 P.M on 20th July, 2018.** The Technical Bid will be opened on **20th July, 2018 at 4:30 pm** in room no.1149, 11th Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi. Bidders or their representatives may be present at the time of opening the bids.

The technical bids, not fulfilling any of the enclosed terms and conditions, will be summarily rejected without opening Financial Bid. Financial bid of only those Companies/Firms/Agencies will be opened that fulfill the conditions of technical bids. The date of opening of financial bids shall be notified separately. The detailed terms & conditions are enclosed as **Appendix.**



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Appendix

Terms and Conditions

1. The Companies/Firms/Agencies (hereinafter referred to as the 'Agency') will be required to bring out a lively and qualitative print material, viz. Printing of Compendiums, Pocket Booklets, Brochures, Pamphlets etc. (hereinafter referred to as "Item of works").
2. The bid should also be accompanied with a self-undertaking certifying that the Agency has never been blacklisted by any Govt. entity.
3. While submitting the bid, the Agency shall have to furnish to this Ministry, the proof of pre-qualification (experience/financial standing/ turnover etc.) as specified.
4. The Agency should also enclose self-certified copies of PAN Card, TIN/GSTN/ESI/EPF numbers and original Authority letter.
5. Bids should be duly filled in and signed by the Agency or its authorised representative along with seal on each page.
6. The Agency must be Delhi/New Delhi/NCR based and must have complete infrastructures with fully automatic machineries for composing, processing, printing, cutting, binding, etc., technical expertise in performing all the tasks as specified and sound financial background and average annual turnover of **not less than Rs.2.00 Crore** for the last three years. Self-Certified Copies of the relevant documents in support should also be enclosed.
7. The Agency must have experience of at least three years in the relevant field of printing of Compendium of schemes, Brochures of Individual Schemes, Pocket Booklets of the Ministry, Scheme Booklets of the Individual Scheme, coffee table book, etc. of Central Government Ministry/Department/Central Government Organizations/CPSUs, etc. Sample copies of such publications done by the Agency must be attached. Sample of paper to be used in printing should be enclosed with bids.
8. The Earnest Money Deposit (EMD) of Rs.5.00 lakh (Rupees Five Lakh only) in the form of demand draft in favour of 'DDO, Ministry of Minority Affairs, Government of India' payable at New Delhi, should be enclosed along with the bid(s).
9. The EMD is valid for a period of 45 days beyond the final bid validity period.
10. The EMD of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid in any respect within the period of validity of its bid.

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11. If the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.
12. EMD of all the unsuccessful bidders will be returned to them without interest whatsoever, at the earliest after expiry of the final bid validity period but not later than 30 days after conclusion of the contract.
13. EMD of the successful bidder will be returned without any interest after the receipt of performance security.
14. The successful bidder shall deposit 10% of the value of bid amount within one week of award of contract in the form of demand draft in favour of 'DDO, Ministry of Minority Affairs, Government of India' payable at New Delhi Fixed Deposit Receipt from a Commercial bank or a Bank Guarantee from a Commercial bank. The Security Deposit/Performance Guarantee will be returned by the undersigned only after satisfactory completion of work.
15. Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Agency.
16. Performance security would be forfeited and credited to the Ministry of Minority Affairs in the event of a breach of contract by the Agency in terms of the relevant contract.
17. Performance security would be refunded without any interest, after the completion of contract in all respects.
18. The Ministry reserves the right to award item of works in full or in part(s), as and when the requirement arises. The work includes all aspects relating to printing of item of works in the desired number and quality.
19. After completing the work, as may be awarded, the Agency will be required to submit draft of final document. After approval of the draft, agency has to submit dummy/proof (same as actual) of the document within 2 days of the approval of draft. After approval of the dummy, the firm has to supply printed material in the requisite number of copies within 5 days of approval of dummy.
20. All work relating to printing of item of works should be completed within the prescribed time. The Ministry may cancel the order if the required item of work is not completed in time or does not meet the specifications prescribed by the Ministry.
21. The Agency will also provide the final soft copy (ready to print form) in English, Hindi versions and regional languages, as the case may be, to the Ministry. Also E-Book version of the item of works in Hindi, English version and

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- regional languages, as the case may be, is also to be prepared by the Agency immediately with the finalization of the said versions for uploading on the Ministry's website. The Agency shall also get the English version translated into Hindi and/or Urdu and/or other regional languages, as the case may be.
22. The Agency will appoint a Nodal person for this specific job for coordination and regular update for the Ministry.
 23. The Ministry will not pay any advance to the agency. Payment will be made only after satisfactory completion of the job and submission of bills after each quarter.
 24. In case of any change in the specifications mentioned above, the payment will be made on pro-rata basis.
 25. The printed copies of the Item of Work, as may be awarded, if found defective or damaged will be replaced/ redone by the Agency on free of cost basis.
 26. Conditional bids shall not be considered and will be out rightly rejected in the very first instance.
 27. All entries in the bids form should be legible and filled clearly and signed by authorized signatory (each pages). If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Bid Form. In such cases, the bids shall be summarily rejected.
 28. In the matter of any disputes, between the parties regarding the terms and conditions, quality of the printed copies of Item of Work and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same could not be resolved within 21 days then the matter would be referred to an Arbitrator(s) as may be decided by the Secretary (Minority Affairs) for arbitration under the Arbitration & conciliation Act, 1996.
 29. The Agency shall not question the decision of the arbitrator(s) on the ground that the Arbitrator is Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.
 30. The Ministry reserves the right to accept or reject any or all bids without assigning any reason thereof.

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Note:

- (1) The Bidder should sign and stamp each page of the bid document as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. No photocopies of the bid document would be accepted. Wherever the prices are to be quoted this should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the Agency through its authorized signatory.
- (2) All bids should be properly sealed and marked.
- (3) The format letter of authorization for attending bid opening is at **Annexure-C**.



(S.K. Sharma)
Under Secretary (Media)
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Annexure: A

APPLICATION - TECHNICAL BID

1. Name of Bidding Company/ Firm/ Agency :
(Attach Certification of Registration)
2. Name of Proprietor/ Director :
of Company/ Firm/ Agency
3. Full Address of Regd. Office :
(along with Telephone, Fax & email id)
4. Full Address of In-house infrastructure for :
For designing, editing, translating and Offset
Printing in Delhi/ NCR Branch
(along with Telephone, Fax & email id)
5. Details of EMD :
(i) Amount :
(ii) Draft No. :
6. PAN/TAN No. :
(Attach attested copy)
7. GST Registration No. :
(Attach attested copy)
8. Company/Firm Agency Profile :
9. Sample Paper (to be printed) attached :
10. Proof of Income Tax Returns for the last 3 years :
11. Financial Turnover of the bidding Company/ Firm/ Agency for the last three
Financial Years with documentary proof thereof. {(Certificate of annual return
& turnover from CA), (if required bank statement may be called for)}

| Financial Year | Amount (Rs. in Lakhs) | Remarks, if any. |
|-----------------------|----------------------------------|-------------------------|
| 2015-16 | | |
| 2016-17 | | |
| 2017-18 | | |

12. Details of past work experience/ major similar contracts handled by the
Companies/Firms/Agency in the following format **(copy to be enclosed):**

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- (i) Past experience of handling similar nature of work (as per under-mentioned format):

| Sl. No. | Details of client along with address, telephone and FAX numbers. | Amount value of contract (Rs. in Lakhs) | Year |
|---------|--|---|------|
| | | | |

Proof of work orders and sample of work must be attached
 *(A separate sheet may be attached in the above format)

- (ii) Past experience of similar work with Central Government Entities (as per under-mentioned format):

| Sl. No. | Details of client along with address, telephone and FAX numbers. | Amount value of contract (Rs. in Lakhs) | Year |
|---------|--|---|------|
| | | | |

Proof of work orders and sample of work must be attached
 *(A separate sheet may be attached in the above format)

13. Attach sample of work done along with printed materials, for previous years, w.r.t. offset printing of Compendium/Pocket Booklets/Brochures/Pamphlets/coffee table book etc. in the following format:

| Sl. No. | Name of Publication | Year of Publication | Name Of Central Govt Ministry/ Department/ Commission/ Constitutional Bodies | Whether Govt. or Private |
|---------|---------------------|---------------------|--|--------------------------|
| | | | | |

*(A separate sheet may be attached in the above format)

14. Details of experience of Key Personnel like Designer, Editor and Translator (as per under-mentioned format):

| Sl. No. | Name of Personnel | No. of Years of Experience | No. of Years of Experience in relevant | Contact No. |
|---------|-------------------|----------------------------|--|-------------|
| | | | | |

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| | | | | field. | |
|-------------|-------------------|--|--|---------------|--|
| i. | Designer | | | | |
| ii. | Editor | | | | |
| iii. | Translator | | | | |

*(A separate sheet may be attached in the above format)

(Signature of Authorized Person)

Date:

Name:

Place:

Seal:

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DECLARATION

1. I, _____ son/ daughter/ wife of
Shri _____ authorized signatory (documentary
proof should be enclosed) of the Company/Firm/Agency mentioned above,
am competent to sign this declaration and execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid
and undertake to abide by them.
3. My Company/Firm/Agency has not been blacklisted or debarred from
participating in bid of any Ministry/ Department of Government of India and
Government of India Undertaking.
4. The information/ documents furnished along with the above bid are true and
authentic to the best of my knowledge and belief. I/We am/are well aware of
the fact that furnishing of any false information/ fabricated document would
lead to rejection of my bid at any stage beside liabilities towards prosecution
under appropriate laws.

Signature of Authorized Person(s)

Date:

Name:

Place:

Seal:

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Annexure: B

APPLICATION - FINANCIAL BID

1. Name of Bidding Company/ Firm/ Agency :
2. Details of Earnest Money Deposit (D.D/P.O. No. & Date) :
3. The bidder should include all the costs including compilation of documents/ material provided by the Ministry, typing, editing, designing, proof reading, photo editing, printing, translation of material in Hindi and in regional languages.

| S.No. | Item of works | Descriptions | Amount |
|--------------|--|---|---------------|
| 1. | Compendium of schemes/programmes of the Ministry | a) Size of Compendium - 7.25" X 9.5" Inches b) Paper for Text(inner pages) -70 GSM T.A. Maplitho c) Paper for Cover - 250 GSM Art Card d) Pages excluding cover - 200 Pages (Approx.) e) Printing - Multi-colour (four colours) f) Quantity - 5000 Copies of each language g) Binding - Perfect Binding h) Languages - English and Hindi | |
| 2. | Brochure of the Individual scheme | (a) Size of Brochure- 7.25" X 9.5" Inches (b) Paper - 170 GSM Art paper (c) Pages including cover - 4 Pages (Approx.) (d) Printing - Multi-colour (four colours) (e) Quantity -1000 Copies of each language. (f) Binding - Single Fold. (g) Languages - English and Hindi. | |
| 3. | Booklet of the Individual scheme | a) Size of Booklet - 7.25" X 9.5" Inches b) Paper - 170 GSM | |

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| | | | |
|----|---|--|--|
| | | <p>Art paper</p> <p>c) Paper for cover - 300GSM Art card with lamination</p> <p>d) Pages excluding cover - 16 Pages (Approx.)</p> <p>e) Printing - Multi-colour (four colours)</p> <p>f) Qty language - 1000 Copies of each language.</p> <p>g) Binding - Stapled</p> <p>h) Languages - English, Hindi and Urdu.</p> | |
| 4. | Pamphlets including all schemes/ programmes | <p>a) Size of Pamphlets- 4.5" X 9.125" Inches</p> <p>b) Paper - 170 GSM Art paper</p> <p>c) Pages including cover - 10Pages (Approx.)</p> <p>d) Printing - Multi-colour (four colours)</p> <p>e) Quantity - 1000 Copies of each language.</p> <p>f) Binding - Three Folds</p> <p>g) Languages - English, Hindi and Urdu.</p> | |
| 5. | Pocket Booklet of the Individual scheme | <p>a) Size of Pocket Booklet- 3.625" X 5.375" Inches</p> <p>b) Paper - 130 GSM Art paper</p> <p>c) Paper for cover- 170GSM Art card with lamination</p> <p>d) Pages including cover- 150 Pages (Approx.)</p> <p>e) Printing - Multi-colour (four colours)</p> <p>f) Quantity - 1000 Copies of each language</p> <p>g) Binding - Perfect Binding.</p> <p>h) Languages- English, Hindi, Urdu and Regional languages.</p> | |
| 6. | Coffee Table Book of the Ministry | <p>(a) Size of Coffee Table Book - 9" X 9" Inches (Approx)</p> <p>(b) Paper of the text - 160 GSM textured imported fine paper (Rendezvous)</p> | |

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| | | | |
|----|-------------------------|--|--|
| | | <p>(c) Paper for cover and jacket - 170GSM Art card with lamination</p> <p>(d) Pages excluding pages - 100 Pages (Approx.)</p> <p>(e) Printing - Multi-colour (four colours) with Aqous coating</p> <p>(f) Quantity - 1000 Copies of each language.</p> <p>(g) Binding - Hard Binding using 2mm imported board.</p> <p>(h) Languages- English and Hindi</p> | |
| 7. | Reports of the Ministry | <p>(a) Size of Report - 8.25" X 11.75" Inches</p> <p>(b) Paper of the text - 170 GSM matt</p> <p>(c) Paper for cover- 300GSM Art card</p> <p>(d) Pages excluding cover- 64 Pages (Approx.)</p> <p>(e) Printing - Multi-colour (four colours)</p> <p>(f) Quantity - 1000 Copies of each language</p> <p>(g) Binding - Perfect Binding</p> <p>(h) Languages - English and Hindi.</p> | |
| 8. | Invitation cards | <p>(a) Size of Card - 8.5" X 5.5" Inches</p> <p>(b) Paper - 300GSM Art card</p> <p>(c) Pages - One Page with envelope</p> <p>(d) Printing - Multi-colour (four colours)</p> <p>(e) Quantity - 500 Copies</p> <p>(f) Languages - English and Hindi.</p> | |
| 9. | Parking Stickers | <p>a) Size of Sticker - 4" X 6" Inches</p> <p>b) Printing - Multi-colour (four colours)</p> <p>c) Quantity - 500 Copies</p> <p>d) Languages - English</p> | |

4. In case of any change in the specifications mentioned above, the payment

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will be made on pro-rata basis.

5. I/We accept all the terms and conditions of the Bid.

Date:

Place:

Signature of Authorized Person(s)

Name:

Seal:

Phone No.:

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Annexure-C

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender of -----

Following persons are hereby authorised to attend the bid opening for the tender mentioned above on behalf of ----- (Bidder) in order of preference given below.

Order of Preference Name Specimen signature

I

II

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.