

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date: \_\_\_\_\_

To \_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s) etc), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

Signature of the Bidder, with Official Seal  
Signature of tenderer

**PROFORMA OF BANK GUARANTEE FOR SUBMITTING  
EARNEST MONEY**

(On Banks letter head with adhesive stamp)

To  
The Commandant,  
84 Bn, CRPF, FCI Camp Chatha  
Jammu J&K 180009

Dear Sir,

In accordance with your invitation to Tender No \_\_\_\_\_  
M/s \_\_\_\_\_ (here in after called "The tenderer") with the  
following Directors on their Board of Directors/Partners of the firm.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

wish to participate in the said tender enquiry for the supply of building material and labour for execution of Construction of Plinth for PF Hut Size 18 x 32 Ft with 5ft verandah Wet Canteen at Tac Hq Boom Ramban J&K to you (here in after called "The purchaser"). Whereas, a bank guarantee against Earnest Money for a sum of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ Valid for 60 days from the date of tender opening viz.

up to \_\_\_\_\_ is required to be submitted by "the tenderer" as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 60 days without any reservation and recourse.

If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.

If the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.

If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and

If the tenderer fails to furnish the performance security for the due performance of the contract.

If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 60 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

Date \_\_\_\_\_

Signature of authorized officer of the Bank \_\_\_\_\_

Place \_\_\_\_\_  
Name and Address of Bank  
Banker Common Seal

Printed  
Name. \_\_\_\_\_  
Designation \_\_\_\_\_

Signature of tenderer



PROFORMA OF BANK GUARANTEE FOR FURNISHING PERFORMANCE SECURITY DEPOSIT

To  
The President of India

WHEREAS M/S.....  
(Name and address of the contractor/supplier) (Hereinafter called "the contractor/supplier") has undertaken, in pursuance of contract No.....dated..... for Construction of Plinth for PF Hut Size 18x32 Ft with 5ft verandah Wet Canteen at Tac Hq Boom Ramban J&K (Hereinafter called "the contract") AND WHEREAS it has been stipulated by you in the said contract that the contractor / supplier shall furnish you with a bank guarantee by a nationalized or scheduled commercial bank of good repute and record recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract: AND WHEREAS we have agreed to give the contractor such a bank guarantee: NOW THEREFORE we hereby affirm that we are the guarantors and responsible to you, on behalf of the supplier/contractor, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein. We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier/contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the.....months of .....20.....

Signature of tenderer

(Sig. of the authorized officer of the Bank)  
Name and designation of the officer.....  
Name and address of the Bank .....

Banker's common seal

Signature of tenderer

## LIST NO 1

TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND / OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED.

1. Tender No.....
2. Name and address of firm/contractor:
3. What is your permanent Income Tax A/C No:
4. Status.
  - a) Indicate whether you are Govt. registered or Central or others:
  - b) GSTIN No:
5. Please indicate name & full address of your banker in the following format:-
  - a) Bank Name, Branch and Bank Account No (Core bank account):
  - b) IFSC Code:
  - c) Whether bank branch is NEFT/RTGS enables or not :
6. State whether your firm with you have been banned by any Govt/Central authority? :
7. Please confirm that you have read all the instructions carefully and have complied with accordingly:

Signature of Witness  
(Full name and address of the persons  
persons Signing in Block Letters)

Signature of Tenderer  
(Full name and address of the  
signing in Block Letters)

Whether signing as Proprietor/Partner/Constituted  
Attorney/duly authorized by the Company

Signature of tenderer

## List No 2

Questionnaire/Check List (must be filled in all respect)

1.	Whether firm/Contractor is registered for the tendered work or not	
2.	Registration No and Date	
3.	Registration issued by	
4.	Registration valid up to	
5.	Copy of Registration submitted or not	
6.	GST registration No	
7.	Whether Copy of GST registration certificate submitted or not with tender	
8.	PAN No	
9.	Whether Copy of PAN No submitted or not with tender	
10.	Whether EMD enclosed, if yes details of EMD	
11.	Whether offer is valid up to <b>180 days</b> or otherwise.	
12.	Complete details of Banker with IFSC code, Account No. Name of Bank, Name of Branch, Bank Code, Swift code etc.	
13.	Whether tender specification / work scope accepted by the firm / contractor or not	
14.	Whether all pages of tender has been signed by the authorized signatory or not and returned with offer or not	
15.	Whether all the terms and condition of the Tender Enquiry including payment terms are acceptable or not	
16.	Any other specific condition of the firm/contractor	

Signature  
(Name of the firm/Contractor) With seal/stamp  
Signature of tenderer

## Check list for Tenderers

(Tenderers should check following requirements for compliance before submission of the tender documents)

S No	Requirement to be checked by the Tenderers before submission of the tender	Compliance (To be indicated by the tenderer with "YES" after compliance of the requirements)
1.	Tenderers should mention quantity for which they have quoted. This should be mention in the covering/ forwarding letter head of the technical bid.	
2.	Tenderers should ensure deposit of required Earnest Money Deposit, but, if the Tenderer is registered with CPWD/PWD/NBCC/NPCC/MSME or any Govt department and produces valid registration certificate, the tenderer is exempted from deposit of Earnest Money quoted for the governing specification as per Tender Enquiry.	
3.	Tenderers should ensure that their registration with CPWD/PWD/NBCC/NPCC/MSME or any Govt department is valid if they are registered with CPWD/PWD/NBCC/NPCC/MSME or any Govt department and not depositing Earnest Money. They should enclose the latest registration certificate.	
4.	Tenderers should confirm that their equipment/products confirm to the governing specifications of the quoted stores as per Tender Enquiry.	
5.	Tenderers should mention in the Tender Enquiry that they accept our delivery terms i.e. they agree to execute the construction work at consignees' locations at freight, risk and cost of the tenders.	
6.	Tenderers should mention that their offer is valid up to 180 days from the date of opening of the tender.	
7.	Tenderers should mention their Delivery Period clearly.	
8.	Tenderers should give their past performance in the specified format given in the Tender documents.	
9.	Tenderers should mention that they agree to the Arbitration clause of the Tender Enquiry.	
10.	Tenderers should mention that they agree to accept the conditions of the contract contained in DGS&D 68(Revised) amended up to 31.12.91 and those contained in Pamphlet No. DGS&D-229 read with Annexure attached.	
11.	Tenderers should mention that Business dealing with their firms has not been banned by any Govt./ private agencies.	
12.	Tenderers should ensure that witness has signed at appropriate places of the Tender documents and full name and address of the witness have been mentioned clearly.	