



**Office of field director, sanjay tiger
reserve sidhi (Madhya Pradesh)**

Shivaji Nagar Naudhiya (M.P), 486661
Email :- ddsajnp.sdh@mp.gov.in , Fdsajnp.sdh@mp.gov.in
<https://www.sanjaytigerreserve.org/>



No. / Store / 2026 /

Sidhi , Date :

Table of Contents

Section No.	Particulars	Page
Section - 1	Notice Inviting E-Tender (NIT)	2
Section - 2	Instruction to Bidder (ITB) A. Important Dates / Information B. Bid Documents C. Opening and evaluation of Bid D. Award of Contract E. Other Terms and Conditions	3
	Annexures 1 through 7	13

**Rajesh Kanna T.
(I.F.S)
Deputy Director
Sanjay Tiger Reserve Sidhi**



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SECTION - 1

Notice Inviting E-Tender

GOVERNMENT OF MADHYA PRADESH

OFFICE OF SANJAY TIGER RESERVE, SIDHI, M.P

The **DEPUTY DIRECTOR OFFICE, SIDHI** invites the following e-tender under the rules of Madhya Pradesh Store Purchase Rules and Services Procurement Rules, 2015 (as amended - 2022)

Sr. No.	Description of Goods	EMD (₹)	Cost of Tender Document (₹)
1	SUPPLYING BUILDING MATERIYAL.	200000	2000 + Processing Fee (Determined automatically by portal)

All details relating to the Bid Document(s) can be viewed and downloaded free of cost on the e-procurement portal.

Interested bidders can purchase the bid document only online on e-procurement portal from date **07.05.2026 19:00**Hrs to date **01.06.2026, 17:00**Hrs, after making online payment of portal fees through Credit / Debit / Cash card / Internet Banking.

Bidding process dates mentioned as critical dates on e-procurement portal will be applicable.

Corrigendum / Addendum in NIT, if any, would be published on portal only and not in newspapers.

e-procurement portal - <https://mptenders.gov.in>

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SECTION – 2

Instructions to Bidders(ITB)

A. Important Dates / Information

Sr. no	Information	Details
1	Brief description	Tender of rates to procure BUILDING MATERIYAL
2	NIT No.	
3	Tender Fee / Cost of Tender Document	₹ 2000/- + Processing Fees (Determined automatically by portal)
4	Earnest Money Deposit	₹ 200000
5	Bid Offer Validity	One Year
6	Performance Security	Three percent (3% of Work Order Value issued at L1 Rate). Additional Performance Security shall be levied if Work Order Quantity Exceeds Estimated Physical Quantity sought to be procured through this NIT.
7	Estimated Tender Value	₹ 10000000
8	Date & Time of Pre-Bid Meeting	(Refer time schedule on portal)
9	Last Date (deadline) for submission of bids	(Refer time schedule on portal)
10	Time and Date of opening of technical proposals received	(Refer time schedule on portal)
11	Submission Type	Online Submission at https://mptenders.gov.in/



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- 1) The Bid Offer Validity may be increased, subject to mutual agreement between the successful bidder and DEPUTY DIRECTOR OFFICE.
- 2) The probable quantity of items intended to be procured through the bid may be increased or decreased depending on requirement subject to mutual agreement between the successful bidder and DEPUTY DIRECTOR OFFICE.
- 3) The DEPUTY DIRECTOR OFFICE (Client) may terminate the Request for Proposal (RFP) process at any time and without assigning any reason. The Client makes no commitments, express or implied, that this process shall result in a business transaction with anyone. This RFP does not constitute an offer by Client. The bidder's participation in this process may result in the Client selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the Client to execute a contract or to continue negotiations. The Client may terminate negotiations at any time without assigning any reason.
- 4) **ONE BID PER BIDDER**
 - 4.1 The bidder can be an individual entity or a joint venture. The requirement of joint venture is given in the Annexure - 6.
 - 4.2 No bidder shall be entitled to submit more than one bid whether jointly or severally. If he does so, all bids where the bidder has participated shall stand disqualified.
- 5) The bidder shall submit a physical sample of the offered product on or before 15th May 2025, up to 12:00 PM. The submitted sample must be accompanied by a NABL Accredited Laboratory Test Report.
- 6) The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the Government.
- 7) The bidder is advised to visit and inspect the site of Works/supply and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering a contract. All costs in this respect shall have to be borne by the bidder.



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B. Bid Documents

8) Bidders are required to upload the following documents along with their bid: -

- i) GST Registration Certificate
- ii) PAN Card
- iii) Income tax returns for last 3 financial years
- iv) Completed Annexure - 1 on Rs. 200 Stamp paper
- v) Completed Annexure - 2
- vi) Completed Annexure - 3
- vii) CA Certified Turnover Certificate for last 3 financial years
- viii) Shops and Establishment Registration
- ix) "Startup India Certificate" if exemption from Annual Average Turnover or / and previous Experience (Annexure 4 - Clause (i) and (ii)) is claimed.
- x) A notarized affidavit on ₹200 Stamp Paper declaring that all submitted information/documents are true and the bidder shall be solely responsible for any false/incorrect information.
- xi) Completed Annexure – 8

9) All uploaded bid documents/complete tender documents must be duly sealed and signed Unsigned or partially signed documents will result in bid rejection without clarification.

10) The bidder is expected to examine carefully all instructions and conditions of the Bid Document. Bidder shall be solely responsible for his failure to do so.

11) EARNEST MONEY DEPOSIT (EMD)

11.1 EMD amount has been calculated in conformity with clause 14 of Madhya

Save Environment , Save Trees



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Pradesh Store Purchase Rules and Services Procurement Rules, 2015 (As Amended - 2022)

11.2 The EMD, Tender Fee / Cost of Tender Document and Processing Fee shall be submitted online on e-procurement portal. Offline submission shall not be considered. (as per clause 14.1 of aforesaid Rules)

11.3 Scanned copy of receipt of successful EMD submission should be included along with the bid.

11.4 Unsuccessful Bidders' EMD shall be discharged / returned as promptly as possible (as per clause 14.2 of aforesaid Rules)

11.5 The EMD may be forfeited :

11.5.1 If a Bidder withdraws their bid or increases their quoted prices during the period of bid validity or its extended period, if any;

OR

During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

OR

In case of a successful bidder, if the Bidder fails to submit Performance Security within a stipulated time period.

OR

During the bid process if any information is found wrong / manipulated / hidden in the bid.

11.6 The decision of **DEPUTY DIRECTOR OFFICE** regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances

13) Complete bidding process shall be online through the Portal in a two or three-cover system. All the notification & details terms and conditions regarding, this tender



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notice hereafter shall be published online on web site.

- 14) The guidelines to download the tender documents and online submission of bids and procedure of tender opening can be downloaded from the Portal.
- 15) Pre-qualification criteria is given in Annexure - 4. Bidders shall furnish the required information on their Pre-Qualification, technical and commercial proposals in the enclosed format only. Any deviations in format may make the tender liable for rejection. Disclosure of Commercial information of the bid in Pre-Qualification or Technical Envelope shall be sufficient ground for rejection of the bid.
- 16) Technical bids shall be opened online on the Portal
- 17) There should be no mention of bid prices in any part of the Bid other than the Commercial Bid.
- 18) Bidders should upload the commercial bid online and as per Bill of Quantities (BoQ) provided on the Portal.
- 19) The Bid Price shall be inclusive of cost involved in loading, transportation, unloading and stacking (if required by the Range Officer). Bidders shall be liable for transportation to the entire geographical extent of SANJAY TIGER RESERVE. The bid price shall include GST, all other taxes and levies and shall be in Indian Rupees.
- 20) All prospective bidders are required to visit the area under **SANJAY TIGER RESERVE** and familiarize themselves with the working conditions. A certificate (Annexure - 3) in this regard needs to be filled by the bidder. Completed certificate to be uploaded along with the bid documents.
- 21) A Self Declaration – No Blacklisting Certificate, according to the format mentioned in Annexure - 1 needs to be submitted by the bidder on a ₹ 100 Stamp Paper along with the bid documents

C. Opening and Evaluation of Bid

- 22) The client reserves the right to accept or reject any or all tenders based on considerations deemed in the best interest of the project, without the obligation to assign any reason.



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- 23)** The **DIEPUTY DIRECTOR OFFICE**(Client) shall appoint a Tender Evaluation Committee (TEC) to scrutinize and evaluate the technical and commercial bids received. The TEC shall examine the Bids to determine whether they are complete, responsive and whether the Bid format conforms to the RFP requirements. Client may waive any informality or nonconformity in a Bid which does not constitute a material deviation according to Client.
[Non material deviations refer to minor error or omissions that do not affect the core requirements of the bid or the fairness of the evaluation process, such as minor clerical errors or formatting issues]
- 24)** Client shall open the Commercial Bids of only Technically Qualified Bidders
- 25)** If a firm quotes NIL or zero charges / consideration, for any of the items in BoQ, the bid shall be treated as unresponsive and will not be considered
- 26)** The tiebreaker, in case two or more bidders have the same financial proposal, shall be done by conducting a draw of lots.
- 27)** Any conditional bid would be rejected.
- 28)** Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- 29)** Client reserves the right to accept or reject any proposal, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for Client's action.

D. Award of Contract

- 30)** Bid shall be awarded to the firm quoting the lowest rate. If it so happens that lowest rates obtained for different BoQ Items are from different firms, the work order(s) shall be issued to those respective firm(s) which have respective lowest rates for the said items.



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- 31)** The Employer shall notify the successful bidder by issuing a ' Letter of Acceptance ' (LOA) (Annexure - 5) that his bid has been accepted. The original copy of the affidavit will have to be submitted by the successful bidder at the time of signing the contract.
- 32)** Prior to signing of the Contract, the bidder to whom LOA has been issued shall deposit the amount specified in Serial number 6 of "Important Dates / Information" page to the Client as a security deposit for this project. The Performance Security may be submitted in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a scheduled bank (excluding co-operative banks) having an operational branch in **SIDHI** in favour DEPUTY DIRECTOR of The validity of Fixed Deposit Receipt (FDR) or Bank Guarantee shall be contract duration plus 3 months.

The Performance Security shall be returned upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security by the department.

Performance Security amount has been calculated in conformity with Madhya Pradesh Store Purchase and Services Procurement Rules, 2015 (As amended - 2022)

- 33)** The Client shall have the right to invoke and appropriate the proceeds of the Performance Security in whole or in part, without notice to the successful bidder in the event of breach of this Contract or for recovery of any penalty as may be applicable in terms of this Contract. For the avoidance of doubt, the parties hereto expressly agree that in the event of any default requiring the appropriation of any amounts comprising the Performance Security, the Client may make deductions from any subsequent payments due and payable to the successful bidder hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Contract. The reasons for invoking the Performance Security include, but not limited to, below conditions:
- Bidder is not able to deliver the material.
 - The bidder or his employee is involved in any unlawful activity during its engagement with Client.
 - If the Bidder is non-responsive to the requirements raised by Client or their representative for consecutive three times.
 - Bidder does not settle dues in a timely manner.

34) Signing of Contract Agreement

34.1 The successful bidder shall have to furnish Performance Security and additional



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performance security, if any, and sign the contract agreement within 7 days of issue of LOA. The contract agreement format is given in **Annexure - 7**

34.2 The signing of contract agreement shall be reckoned as intimation to commencement of supply of material. No separate supply order shall be issued by the Client to the contractor for commencement of work.

34.3 In the event of failure of the successful bidder to submit Performance Security, if any, or signing the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the Client for taking action against the bidder.

35) The **DEPUTY DIRECTOR** may, without prejudice to any other remedy under this Contract and applicable law, reserves the right to terminate for breach of contract by providing a written notice of 30 days stating the reason for default to the successful bidder and as it deems fit, terminate the contract either in whole or in part and the bidder may be blacklisted.

36) The contract shall be governed by the laws and procedures prescribed by the Laws prevailing and in force in India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All legal disputes are subject to the jurisdiction of Madhya Pradesh courts only.



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E. Other Terms and Conditions

- 37) Goods delivered must conform to the Bureau of Indian Standards (BIS) and the corresponding mark should reflect, generally where it is expected, on the product delivered. (if applicable)
- 38) OFFICE OF SANJAY TIGER RESEVE or any officer authorised by them may at random choose any sample of BOQ Items supplied and have it tested in a laboratory. If the quality of material is found to be subpar, performance security may be confiscated, and the supplier may be blacklisted.
- 39) In electronic and electrical products, the bidder should be OEM or OEM Authorized and a certificate of the same should be attached with the bid.
- 40) Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, Terms & Conditions and Corrigendum if any.
- 41) Successful bidder shall be bound to supply ITEMS **with in time specified** of issue of work order / signing of Letter of Agreement.
- 42) The bidder must conduct a complete site survey prior to bid submission and upload geotagged selfie photographs with date/time stamp for the tender to be valid.
- 43) Power to make decisions regarding provisions which are not accounted for in this tender notice or work order issued shall lie with the **DEPUTY DIRECTOR OFFICE** . The Bidder should have regularly supplied the same, or similar Category Products to any Central / State Govt Organization / PSU for the past 12 months (calculated from Bid End Date). Copies of relevant contracts to be submitted along with the bid in support of having supplied some quantity during the past 12 months.
- 44) IF SUCCESSFUL BIDDER FAILED TO SUPPLY PRODUCTS ON STIPULATED TIME, FOLLOWING ACTIONS WILL BE TAKEN:
 - 1) PARTICULAR FIRM WILL BE BLACKLISTED.
 - 2) PERFORMANCE SECURITY DEPOSIT WILL BE CONFISCATED.
 - 3) MATERIALS WILL BE PURCHASED FROM MARKETS BUT THE DIFFERENCE OF TENDER RATE AND MARKET RATE SHOULD BE BEAR BY SUCCESSFUL BIDDER. IF FAILED TO MAKE PAYMENT,LEGAL ACTIONS WILL BE TAKEN.



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Annexure - 1

FORMAT : Self Declaration – No Blacklisting Certificate

To be submitted on ₹ 200 Stamp Paper

Date: d d / m m / y y y y

To,

**DEPUTY DIRECTOR
SANJAY TIGER RESERVE
SIDHI**

Sir/Madam,

In response to the Tender Ref. No. _____ dated _____ for
Supplying BUILDING MATERIYAL IN SANJAY TIGER RESERVE, as an owner/ partner/ Director
of _____,

I/ We hereby declare that presently our Company/
firm _____ is having an
unblemished record and is not declared ineligible for corrupt and fraudulent practices either
indefinitely or for a particular period of time by any State/ Central Government/ PSU.

We further declare that presently our Company/ firm
_____ is not blacklisted and not
declared ineligible for reasons other than corrupt and fraudulent practices by any State/
Central Government/ PSU on the date of Bid Submission. We have read and so forth accept
the terms and conditions associated with this tender.

If this declaration is found to be incorrect then without prejudice to any other action that may
be taken, my/ our EMD or security may be forfeited in full and the tender if any to the extent
accepted may be cancelled.

Thanking you,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:



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Annexure - 2

FORMAT : Details of Bidding Individual / Firm

1. Bidder/ Firm Name :
.....
2. Father's Name
.....
3. Permanent Address
H. no Street
.....
Landmark
.....
District Pin Code
.....
4. Office Address
Building. no. Street
.....
Landmark
.....
District Pin Code
.....
5. Details of EMD
Number Date
.....
Amount
.....
Bank Name
.....
6. GST Number
.....

Signature of Bidder

Declaration

I
S/D/W/o

Declare that the above furnished information is correct to the best of my knowledge. If any discrepancy is found in the above information, then I shall bear the sole responsibility for the same. I have read and understood all the terms, conditions and the requirements of the tender document and vow to abide by them.

Signature of Bidder



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Annexure - 3

FORMAT : Certificate of Visit and Site Satisfaction

I/We _____ Understand that the scope of **SANJAY TIGER RESERVE** will be the entire geographical area of SANJAY TIGER RESERVE. I/ We agree to supply the same at any given location inside the SANJAY TIGER RESERVE DIVISION.

I/We have no objections regarding the area, type, strata, distance etc.

I/We have thoroughly inspected the work/supply location and are completely satisfied about the working sites and understand all work conditions before applying for the bid.

Signature of Bidder



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Annexure – 4 Pre-Qualification Criteria

The bidder should have: -

(i) Experience of having successfully executed (in any Central / State Government Organisation / Department / PSU / Public Listed Company):

- a) Three similar works for which bid has been made by the bidder, each costing not less than the amount equal to 20% of the probable amount of the said items for which bid has been made by the bidder, during the last 3 financial years.

OR

- b) Two similar works for which bid has been made by the bidder, each costing not less than the amount equal to 30% of the probable amount of the said items for which bid has been made by the bidder, during the last 3 financial years.

OR

- c) One similar works of aggregate cost not less than the amount equal to 50% of the probable amount of the items for which bid has been made by the bidder, during the last 3 financial years.

OR

- d) Executed similar items of work in Forest Department, MP in any one financial year during the last 3 financial years, which should not be less than the amount equal to 30% of the probable amount of the items for which bid has been made by the bidder.

(ii) Average annual turnover for the bidders during the last 3 financial years should not be less than twice of the probable amount of the items for which bid has been made by the bidder.

In case of Joint Venture, turnover of the firm having lower turnover shall be considered for evaluation under above mentioned clause (ii). In case the date of constitution / incorporation of the bidder is less than 3-years-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.



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**Annexure – 5
Letter of Acceptance (LOA)**

No: _____

Dated _____

To,

M/s _____

(Name and address of the contractor)

Subject:

-x0x-

Dear Sir(s),

Your bid for the work mentioned above has been accepted on behalf of the Governor of Madhya Pradesh at par the Bill of Quantities and item wise rates given therein.

You are requested to submit within 7 days from the date of issue of this letter :

- a) The performance security / performance guarantee of Rs. _____ (in figures) (Rupees _____

_____ (in words). The performance security shall be in the shape of term deposit / receipt of bank guarantee of any nationalised / scheduled commercial bank valid up to three months after the supply of the items, pledged in the name of _____

- b) Sign the contract agreement

Yours Faithfully



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Annexure – 6 Joint Venture (JV)

J.V. is allowed following conditions and requirements must be fulfilled –

1. Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements:
 - a. one of the partners shall be nominated as being **Lead Partner**, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - b. the bid and, in case of a successful bid, the Agreement, shall be signed so as to be legally binding on all partners.
 - c. the partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the contract, including payment, shall be done exclusively with the partner in charge.
 - d. all partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under [c] above, as well as in the bid and in the Agreement [in case of a successful bid];
 - e. The joint venture agreement should indicate precisely the role of all members of the JV in respect of planning, design, construction equipment, key personnel, work execution, and financing of the project. All members of JV should have active participation in execution during the currency of the contract. This should not be varied/modified subsequently without prior approval of the employer.
 - f. The joint venture agreement should be registered, so as to be legally valid and binding on all partners; and
 - g. a copy of the Joint Venture Agreement entered into by the partners shall be submitted with the bid.
2. The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria required for the bid. All the partners collectively must meet the criteria specified in full. Failure to comply with this requirement will result in rejection of the joint venture's bid.
3. The performance security of a Joint Venture shall be in the name of the partner **Lead Partner**/joint venture.
4. Attach the power of attorney of the partners authorizing the Bid signatory(s) on behalf of the joint venture



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5. Attach the agreement among all partners of the joint venture [and which is legally binding on all partners], which shows the requirements as indicated in the Instructions to Bidders'.

6. Furnish details of participation proposed in the joint venture as below:

DETAILS OF PARTICIPATION IN THE JOINT VENTURE

S no	PARTICIPATION DETAILS	FIRM "A" (LEAD PARTNER)	FIRM "B"	FIRM "C"



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Annexure – 7 Contract Agreement Form Agreement

This agreement made on the date _____ between **SANJAY TIGER RESERVE** (M.P) (Name and address of employer) (hereinafter called the "Employer") and M/S _____ (name and address of the contractor) hereinafter called "The Contractor" of the other part.

Where is employee is desires that the contractor executes to supply of items at par the bill of quantities and item wise rates given there in the **SANJAY TIGER RESERVE OFFICE ,SIDHI** (M.P.) (Name and identification number of contract) (hereinafter called "The Works") And the employer has accepted the bit by the contractor for the supply of items at for the bill of quantities and item wise rates given therein.

Now this agreement witnessed as follows:

1. In this agreement, word and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be Red and construed as part of this agreement.
2. In consideration of the payments to be made by the employer to the contractor as hereinafter mentioned, The contractor hereby covenants with the employer to execute and complete the works in conformity in all aspects with the provisions of the contract.
3. The employer hereby covenants to pay the contractor in consideration of the execution and completion of the works wherein contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
4. The following documents shall be deemed to form and be ready and construed as part of this agreement viz.
 - (i) Letter Of Acceptance
 - (ii) Instruction to bidders
 - (iii) Annexure 1 to 3
 - (iv) Bill of Quantities
 - (v) Any other document listed in the Bid document as forming part of the Contract.



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Email :- ddsajnp.sdh@mp.gov.in , Fdsajnp.sdh@mp.gov.in
<https://www.sanjaytigerreserve.org/>



In witness whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The common seal of _____
_____ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said _____
_____ in the presence of:

DEPUTY DIRECTOR

SANJAY TIGER RESERVE, SIDHI (M.P)

Binding Signature of Contractor



**Office of field director, sanjay tiger
reserve sidhi (Madhya Pradesh)**

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Save Environment , Save Trees