

ANDHRA PRADESH POLLUTION CONTROL BOARD
Supply & Installation of Multi-Functional Device (MFD)
e-Tender Document
Issued on 14.05.2019



PURCHASER:

Address: Member Secretary

ANDHRA PRADESH POLLUTION CONTROL BOARD

Door No. 33-26-14D/2, Near Sunrise Hospital,

Kasturibaipet,

Vijayawada - 520010, Andhra Pradesh.

Telephone: +91-0866-2463200 Ext 232 / 250

e- mail: itcell-ee1@appcb.gov.in

Website: <https://pcb.ap.gov.in>



ANDHRA PRADESH POLLUTION CONTROL BOARD
Door No. 33-26-14D/2, Near Sunrise Hospital, Kasturibaipet,
Vijayawada - 520010, Andhra Pradesh.

INVITATION OF BIDS
THROUGH e-PROCUREMENT PLATFORM

Tender Notice No. 11030/1/2019-TEC-IT GIS—MFDs-APPCB

Date:14.05.2019

Supply & Installation of Multi-Functional Devices (MFD) on buy back basis:

1. Andhra Pradesh Pollution Control Board (APPCB) invites online bids through e-Procurement platform from eligible bidders for Supply & Installation of Multi-Functional Devices (MFD) on buy back basis.
2. A complete set of bidding documents can be downloaded from <https://tender.apeprocurement.gov.in>. However, a scanned copy of the Demand Draft for **Rs.2,000/-** drawn in favor of **'Member Secretary, Andhra Pradesh Pollution Control Board'** shall be uploaded towards cost of Tender Document along with the bid, failing which the bid will be disqualified.
3. Eligible Bidders must submit their bids for complete scope of work. Any bid submitted for incomplete scope shall be rejected.
4. Issuance of Bidding Documents will not be construed to mean that such bidders are automatically considered qualified.
5. **All the bids must accompany with bid security as given in the table below, failing which the bid will be rejected.**

Schedule	Description of the Equipment in Brief	Bid Security in Indian Rupees
I	Supply & Installation of Multi-Functional Devices (MFD) - Mono	Rs.80,000/- (Rupees eighty thousand only)
II	Supply & Installation of Multi-Functional Devices (MFD) – Colour	Rs.20,000/- (Rupees twenty thousand only)

7. All bids must be submitted on or before **05:00 PM (IST) of 28.05.2019** through e-Procurement platform only (online).
8. Technical Bids will be opened on **29.05.2019 at 03.00 PM** in the presence of the bidders or their representative, who choose to attend on the specified date and time at the Office of APPCB, Vijayawada.
9. APPCB will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bids.
10. The APPCB reserves the right to reject bids without assigning any reason whatsoever.
11. In the event of date being declared as a closed holiday, the date for submissions of bids and opening of bids will be the following working day at the appointed time.
12. Tender Schedule:

1.	Bid Document download start date and time	14.05.2019, 12.00 Noon
2.	Bid document download end date and time	28.05.2019, 12.00 Noon
3.	Bid submission closing date and time	28.05.2019, 05.00 PM
4.	Technical bid opening	29.05.2019, 03.00 PM
5.	Financial bid opening	03.06.2019, 03.00 PM

Note: For the assistance in the online submission issues, the bidder may contact the help desk of M/s Vupadhi Techno Services Pvt. Ltd. (eProcurement) at their email address: eprocsupport@vupadhi.com or on the Phone No: **08645-246370 / 71 / 72 / 73 / 74**

13. Procedure for offer submission:

The Bidders shall submit their response through e-Procurement platform at <https://tender.apecurement.gov.in> or <http://www.apecurement.gov.in/> by following the procedure given below.

The Bidders would be required to register on the e-procurement market place <http://www.apecurement.gov.in> or <https://tender.apecurement.gov.in> and submit their bids online.

Offline bids will not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement platform.

The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement website.

The Bidders shall upload the scanned copies of all the relevant certificates, documents, etc., in support of their eligibility criteria/technical bids and other certificates/documents in the e-Procurement website.

The Bidders shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity.

The Bidders shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the Tender Notice and Bid Document.

14. Registration with e-Procurement platform:

For registration and online bid submission, Bidders may contact HELP DESK of M/s. Vupadhi Techno Services Private Limited or <https://tender.apecurement.gov.in>.

15. Digital Certificate Authentication:

The Bidders shall authenticate the bid with their Digital Certificates for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the Bidders will not be accepted on the e-Procurement platform.

16. Submission of Hard Copies:

The scanned copies of DD towards tender document fee and EMD shall be uploaded along with the bid through e-Procurement platform online. After submission of bid online, the Bidders are requested to submit the originals of **technical bid, DD/BG towards EMD and DD towards tender document fee** to the Tender Inviting Authority on or before the opening of technical bids. The Tender Inviting Authority will consider only the bids submitted through on-line over the copies of the paper based bids.

APPCB shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the Bidders are found to be false/fabricated/bogus, such Bidders are liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

The Bidders are requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of submission of Hard Copies to avoid any discrepancy. The Bidders have to attach the required documents after uploading the same as required by Tender Inviting Authority in the tender conditions.

17. Payment of Transaction Fee:

All the participating bidders have to electronically pay a non-refundable transaction fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.

18. Tender Document:

The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document and seek clarification, if any, from the Tender Inviting Authority. **Any offline bid submission clause in the tender document could be neglected.** The Bidders have to keep track of any changes by viewing the Addenda / Corrigenda issued by the Tender Inviting Authority from time-to-time, in the e-Procurement platform. The Department calling for Tenders shall not be responsible for any claims / problems arising out of this.

19. Bid Submission Acknowledgement:

The Bidders shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the Bidders. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Andhra Pradesh Pollution Control Board and M/s. APTS are not responsible for incomplete bid submission by users.

HOW TO APPLY

- Click at <http://www.apecurement.gov.in> or <https://tender.apecurement.gov.in> to download e-Procurement notification
- Read the complete document carefully
- Technical & Price Bid shall be submitted online only
- The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.

For any help or technical support on e-Procurement, Bidders may contact M/s Vupadhi Techno Services Private Limited over phone or in person or their helpdesk at:

e-Procurement Help Desk

M/s. Vupadhi Techno Services Pvt. Ltd.

Flat No : 407, Sreeram's Sneha Avenue,

Near Aravinda School, Kunchanapalli,

Tadepalli (M), Guntur (Dist) - 522501.

Andhra Pradesh.

Phone No: **08645-246370 / 71 / 72 / 73 / 74**

Member Secretary / Chairman

APPCB

Scope of work

Scope:

The Andhra Pradesh Pollution Control Board intends to invite bids from eligible bidders for Supply & Installation of Multi-Functional Devices (MFD) **on buy back basis** mentioned below at various locations i.e.

Part A : Supply and installation of MFD printer – 45 PPM Mono

Sl.No.	Location	Units
1.	Vijayawada	2
2.	Srikakulam	1
3.	Ananthapur	1
4.	Kadapa	1
5.	Ongole	1
6.	Nellore	1
7.	Kakinada	1
8.	Visakhapatnam	1
9.	Vizianagaram	1
10.	Eluru	1
11.	Tirupati	1
12.	Kurnool	1
	Total	13

Part B : Buy Back printers - Mono

Sl.No.	Location	Buy back printers	Make and model of buy back printers
1.	Vijayawada	2	1. Ricoh 5002 SP MFD 2. RICO AFFICIO 2000 LE MFDs (20 ppm)
2.	Nellore	1	RICO AFFICIO 2000 LE MFDs (20 ppm)
3.	Kakinada	1	
4.	Visakhapatnam	1	

5.	Vizianagaram	1	
6.	Eluru	1	
7.	Tirupati	1	
8.	Kurnool	1	
	Total	09	

Part C: Supply and installation of MFD printer – 45 PPM MONO & 45PPM COLOR

Sl.No.	Location	Units)
1.	Head Office, Vijayawada	1

Part D: Buy Back printer (Mono and Colour)

Sl.No.	Location	Buy back printers	Make and model of buy back printers
1.	Head Office, Vijayawada	1	Ricoh Aficio MPC 5501A colour MFD

Note: Complete address of all locations will be provided to successful bidder for supply and installation of MFDs

Qualification criteria: The bidder shall furnish satisfactory evidence to establish that bidder meets the following qualifying requirements:

- A. The bidder should be a manufacturer / authorized representative of a manufacturer/wholesale dealer and should be in business of manufacture and or supply and maintenance of the IT & IT related equipments for a minimum period of three (3) years in AP as on bid calling date.
- B. The firm must be empanelled with Andhra Pradesh Technology Services Ltd and should produce the authorized letter at the time of submission of quotes.
- C. The bidder should submit the Manufacturer's Authorization Form (MAF) for the offered products / items, specific to this tender issued by OEM authorizing the bidder to submit the bid for tendering which is deemed as an agreement in between the bidder and OEM for the support and spares till the warranty period.

- D. The bidder should have the annual minimum turnover of **Rs. 5 crores** during the last three financial years i.e. 2015-16, 2016-17 and 2017-2018. Bidder should have positive net worth.
- E. The bidder/OEM should furnish the information on major past supplies under the relevant product/services. The work orders or satisfactory performance for the last three financial years i.e. 2015-16, 2016-17 and 2017-2018, should be submitted.
- F. The bidder should submit/give declaration stating that they are not debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings/ enterprises / Organizations and by any other Quasi Government bodies/Organizations in India for non-satisfactory performance, corrupt & Fraudulent or any other unethical business practices. If the bidder is debarred/ blacklisted as mentioned above, such bidder becomes ineligible to participate in the bidding process. In case of any concealing of information relating to blacklisting or pending of cases as mentioned above or submission of fake information/fake documents, Department reserves the right to cancel the work order/contract allotted, apart from forfeiting EMD/PBG. Department reserves the right further to take penal action on the bidder.
- G. Bidders must submit their bids for supply of goods on buy back basis only duly mentioning the rate offered separately for old printer. The bidder may inspect the old printers from the respective location during office hours (10.30 AM to 5.00 PM).

Note: Relevant documents in support of above should be furnished.

General conditions:

1. Tenders are invited from reputed agencies in single bid system through e-tenders
2. The bid validity period shall be **90 (ninety)** days from the date of opening of bids.
3. The brand/s quoted for the present tender should be internationally acclaimed manufacturer/s.
4. Member Secretary, APPCB, Vijayawada reserves the right to accept or reject any or all the bids without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice.
5. Member Secretary, APPCB, Vijayawada reserves right to modify the technical specifications including quantity at any time during the process of finalisation of tender.

6. Variation in quantities: +/-25% of indicative quantity. Individual Orders will be placed on actual requirements received during the bid validity period.
7. The service center of original equipment manufacturer or bidder shall maintain minimum stock / sparer's availability as on bid calling date.
8. The amount of the Bid Security shall be Indian Rupees 1,00,000/- (rupees one lakh only)
9. Bid shall include a Bid Security in the form of Demand Draft or Banker's cheque in favour of "The Member Secretary, Andhra Pradesh Pollution Control Board".
10. The EMD will not carry any interest. The EMD of the unsuccessful tenderers will be refunded only after finalization of Tenders
11. Delivery and installation schedule : **Four weeks from the data of purchase order**
12. Comprehensive onsite warranty : 1 year
13. Payment terms:
 - 100 % payment on delivery, successful installation/commissioning and configuration of equipments / systems and upon submission of installation certification.
14. APPCB reserves their right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
15. Before submission of the tender, tenderers are required to make themselves fully conversant with the terms and conditions, so that no ambiguity arises at a later date in this respect.
16. If the tenderer finds discrepancies in tender document and its conditions or if he is in doubt as to their meaning he should at once intimate and obtain clarification prior to submission of the tender.
17. The successful bidder shall submit documentary evidence such as PAN card, experience in the relevant field etc at the time of entering into agreement beside uploading while tender submission through e-portal.
18. The tender shall be filled in all respects and shall be signed by the Tenderer. The Tenderers should ensure that their offer is submitted before closing date and time of e-tenders.

Incomplete tenders or tenders not fulfilling any of the conditions specified above are liable to be rejected without assigning any reason duly forfeiting EMD .

19. The e-Tenders will be opened in the Office of APPCB, Vijayawada as per the schedule indicated in the tender document.
20. If two tenderers offer the same amount, the decision of the tender evaluation committee in awarding the contract is final.
21. As per the recommendations of the Tender Committee, the contract will be allotted to the successful tenderer.
22. The old printers which are offered on buy back shall be taken from the respective locations at their own cost within one week of delivery of the new printers.

Form T-1

Ref. No.

Date:

Sub: Undertaking of authenticity for **Supply of Multi-Functional Devices (MFD)**

This has reference to equipment / Systems being supplied/quoted vide our bid no. _____

Dated. _____

We hereby undertake that all the Items/components/parts/assembly/Software used in the equipment / Systems shall be original new items / components / parts / assembly/software from respective OEMs of the products and that no refurbished/duplicate/second hand components/parts assembly/software are being used or shall be used.

We shall produce certificate from our OEM in support of above undertaking at the time of delivery of the items.

In case we are found not complying with above at the time of delivery or during installation, we agree to take back the items supplied, if already supplied and return the money if any paid to us by you in this regard.

Authorized Signatory

Name

Designation.

Signature of Bidder and Seal

FORM T-2

Ref:

Date:

Technical Compliance Statement as per Technical Specifications mentioned in this document (taking in to consideration all the amendments issued to this document, if any) are to be submitted in the following format:

Bidder Details:

Schedule I & Schedule II

S.No	Parameter / Feature	Specification Required	Specification of proposed item along with Part Code, Qty & Description if any (Part code details must be provided if available)	Compliance (Complied/Higher/Lower)	Reference for proof of compliance (Required docs to be submitted along with technical bid)
1	2	3	4	5	6

Date:.....

Signature of Bidder and Seal

Ref No

Date:

MANUFACTURER AUTHORIZATION FORM

The authorization should be in the form of letter, memorandum or certificate regularly granted by the manufacturer to its channel partner, authorized solution providers, system integrators, distributors etc or a specific letter on the letter head issued for the purposes of this bid. Such communication should include statements / undertakings from the said manufacturer to the following effect:

1. The said Bidder is authorized to provide service and solutions using hardware, firmware and or software as the case may be.
2. Guarantee and warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
3. The manufacturer updates the Bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc on regular basis.
4. The manufacturer provides back to back technical support to the said Bidder on a continuing basis.

Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer and specific to the Tender.

TECHNICAL SPECIFICATIONS:

Annex I : Multifunctional device (45 ppm Mono)

Type	Multifunction (Copy, Print & Scan) With Toner Recycle Process
Print/Copy Speed	45 PPM
Copy Resolution	600 * 600 dpi
Print Resolution	1800 * 600 dpi
Memory	4GB or higher
Hard Disk	Minimum 250GB
Operation Panel	Minimum 9 Inch Colour LCD Multi touch Panel
Max Original Size	A3 (11 *17)
Output Size	SRA3 to A6, Long Length Paper (210 x 457.3 mm to 297 x 1200 mm)
Warm up time	25 Secs or Less
First Copy Output time	4.6 Secs or Less
Zoom	25% to 400%
Standard Paper Trays	2
Paper Capacity (Tray 1)	500 sheets each upto A3
Tray 2	500 sheets up to SRA3
Multi bypass Tray	150 sheets upto SRA3
Max. Paper capacity	6650 sheets
Paper Weight Tray (1 &2)	52 to 256gsm
Multi bypass Tray	60 to 300gsm
Multiple Copies	1 to 9999
Auto Duplex	Inbuilt up to SRA3
Duplex Paper weight	52 to 256gsm
Document Feeder	Dual Scan Document feeder (Single Pass)
Document Feeder Capacity	100 sheets (Max)
PDL Support	PCL5e/PCL6/PostScript 3 ,(Emulation)XPS-(Ver 1.0)
Support OS	Win XP,WinVista, Win Server 2003/Server 2008/Server 2012, Mac & Linux
Interface / connectivity	Ethernet (10 Base-T/100 BASE-TX/1000 BASE-Tx, USB 1.1,USB2.0,USB Host
Scan Type	Network Color Scanning
Protocol	TCP/IP(FTP,SMB,SMTP,WebDAV)IPV4/IPV6
Scan Speed (Color/B/W) @ 300 dpi	Simplex : 80 OPM Duplex : 160 OPM
Scan Size	Max A3 (11*17)
Output Format	TIFF, JPEG,PDF,Compact PDF,XPS, Compact XPS,OOXML(pptx,docx,xlsx,searchable PDF,PDF/A.)
Scanning Resolution	600 dpi (Max)

Scan Functions	Scan to mail, Scan to FTP, Scan to PC (SMB), Scan to Box (HDD), Network TWAIN, Scan to WebDav, Scan to Home, Scan to Me, Scan to USB, Scan to Scan Server, Scan to Web Service (WSD-Scan), Device profile for web services (DPWS)
Max Power Consumption	2.0KW or Less

Comprehensive Annual Maintenance Contract (CAMC)	After completion of the warranty period the bidder shall specify the copy cost at the time of CAMC
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Note:

1. Bidder shall enclose the Technical Data Sheet along with Technical Bid.
2. Under buy back with old existing Printers. The details of which are as follows:
 - a RICO AFFICIO 2000 LE MFDs (20 ppm) – 8 Nos
 - b RICO MoP5002 SP MFD – 1 No.

Annex II : Multifunctional device (45PPM COLOR):

Type	Multifunction (Copy, Print & Scan) With Toner Recycle Process
Print/Copy Speed	45 PPM MONO & 45PPM COLOR
Copy Resolution	600 * 600 dpi
Print Resolution	1200 * 1200 dpi
Memory	4GB or higher
Hard Disk	Minimum 250GB
Operation Panel	Minimum 9 Inch Colour LCD Multi touch Panel
Max Original Size	A3 (11 *17)
Output Size	SRA3 to A6, Long Length Paper (210 x 457.3 mm to 297 x 1200 mm)
Warm up time	25 Secs or Less
First Copy Output time	4.0 SEC OR LESS (BLACK) OR less, 5.1 SEC OR LESS (COLOR) or Less
Zoom	25 TO 400 (0.1%)
Standard Paper Trays	2
Paper Capacity (Tray 1)	500 sheets each upto A3
Tray 2	500 sheets up to SRA3
Multi bypass Tray	150 sheets upto SRA3
Max. Paper capacity	6650 sheets
Paper Weight Tray (1 &2)	52 to 256gsm
Multi bypass Tray	60 to 300gsm
Multiple Copies	1 to 9999
Auto Duplex	Inbuilt up to SRA3
Duplex Paper weight	52 to 256gsm

Document Feeder	Dual Scan Document feeder (Single Pass),
Document Feeder Capacity	300 sheets (Max)
Print Support	PCL 5e/c/6, PostScript 3, XPS
Print from USB	FILE SUPPORT - DOCX,XLSX,PDF,TIFF & JPEG
Banner support	Width: 210 - 297 mm, Length:457 - 1,200 mm
Support OS	Windows Vista/Vista x64/7/7x64/ 8.1/8.1x64/10/10x64 , Windows Server 2008/ 2008x64/ 2008 R2/ 2008 R2x64/ 2012/ 2012x64/ 2012 R2x64
Mobile Support	AIRPRINT, MOPRIA & GOOGLE CLOUD PRINT
Interface / connectivity	Ethernet (10 Base-T/100 BASE-TX/1000 BASE-Tx, USB 1.1,USB2.0,USB Host
Scan Type	Network Color Scanning
Protocol	TCP/IP(FTP,SMB,SMTP,WebDAV)IPV4/IPV6
Scan Speed (Color/B/W) @ 300 dpi	Simplex : 120 IPM Duplex : 240 IPM
Scan Size	Max A3 (11*17)
Scan from USB	FILE FORMAT – PPTX,PDF,JPEG & TIFF
Output Format	TIFF, JPEG,PDF,Compact PDF,XPS, Compact XPS,OOXML(pptx,docx,xlsx,searchable PDF,PDF/A.)
Scanning Resolution	600 dpi (Max)
Scan Functions	Scan to mail, Scan to FTP, Scan to PC (SMB), Scan to Box (HDD),Network TWAIN, Scan to WebDav, Scan to Home, Scan to Me, Scan to USB, Scan to Scan Server, Scan to Web Service (WSD-Scan), Device profile for web services (DPWS)
Max Power Consumption	2.0KW or Less
Security features	ENCRYPTED PDF MODE IN SCAN – Standard HDD OVERWRITE & HDD ENCRYPTION - Standard

Comprehensive Annual Maintenance Contract (CAMC)	After completion of the warranty period the bidder shall specify the copy cost at the time of CAMC
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Note:

1. Bidder shall enclose the Technical Data Sheet along with Technical Bid.
2. Under buy back with old existing Printer. The details of which is as follows:

Ricoh Aficio MPC 5501 A colour MFD – 1 No.

Form F - 1
Financial Bid Format

Bidder details:

Schedule I :

Part A. Supply and installation of Multi-functional devices (MFD) – 45 PPM Mono

Sl. No.	Item details with <u>make and model</u>	QTY (Nos.)	Price per Unit (Rs.)	Taxes, Duties, Octroi and any other statutory levies or charges (Rs.)	Any other charges (Rs.)	Total price per Unit of MFD in Rupees (in figures and in words)	Combined total price for items mentioned in Rupees (in figures and in words)
1	2	3	4	5	6	7	8 = (3X7)
1.	Mentioned in Annex I of technical specifications	13					
Total A							

Part B : Buy Back printers - Mono

Sl.No.	<u>Printer details</u>	Quantity	Unit price
1.	RICHO AFFICIO 2000 LE MFDs (20 ppm)	8 Nos.	
2.	RICHO MP5002 SP MFD	1 No.	
Total B			
Consolidated total price for MFD (Mono) (A-B)			

Schedule II :

Part C: Supply and installation of Multi-Functional Device (MFD) - 45PPM COLOR

Sl. No.	Item details with <u>make and model</u>	QTY (Nos.)	Price per Unit (Rs.)	Taxes, Duties, Octroi and any other statutory levies or charges (Rs.)	Any other charges (Rs.)	Total price per Unit of MFD in Rupees (in figures and in words)	Combined total price for items mentioned in Rupees (in figures and in words)
1	2	3	4	5	6	7	8 = (3X7)
1.	Mentioned in Annex II of technical specifications	1					
Total C							

Part D : Buy Back printers – Mono and colour

Sl.No.	<u>Printer details</u>	Quantity	Unit price
1.	Ricoh Aficio MPC 5501A MFD	1 No.	
Total D			
Consolidated total price – MFD Color (C – D)			

Note: Evaluation of Financial Bids will be including taxes.

Delivery period: ____ from the date of receipt of the Purchase Order.

Date:

(Signature of Bidder)

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: *[insert number of bidding process]*

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
3. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> Articles of Incorporation or Registration of firm named in 1, above, In case of JV, letter of intent to form JV or JV agreement, In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law,

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*
- b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services _____ *[insert a brief description of the Goods and Related Services];*
- c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- d) The discounts offered for their application are: **Discounts**. If our bid is accepted, the following discounts shall apply. _____ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*
- e) Our bid shall be valid for the period of time specified, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance and for the due performance of the Contract;
- (g) We, including any subcontractors or suppliers for any part of the contract, have nationality from eligible countries _____ *[insert the nationality of the Bidder, including that of all*

parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subcontractor and supplier]

(h) We have no conflict of interest;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the Bank, under the Purchaser’s country laws or official regulations,

(i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

(If none has been paid or is to be paid, indicate “none.”)

(j) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Purchaser]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligations under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

Checklist to Bidders:

- I. Form T-1 : Undertaking of Authenticity
- II. Form T-2 : Technical compliance statement
- III. Manufacturer Authorization Form.
- IV. Technical Brochures / leaflets / documentation of the items proposed.
- V. Form F-1 : Financial bid format **(Schedule I and Schedule II)**
- VI. Bidder information form
- VII. Bid submission form
- VIII. DD / BG for EMD
- IX. Tender document fee
- X. Other documents & Certifications as requested in the tender document;
- XI. Any other documents as per the tender document.