

Tender Document

TENDER ENQUIRY NO: PCSIR/LLC/Consumables-03/24

Supply Of Chemicals



Issued to M/S _____

Issued by: _____

Signature: _____

Official Stamp: _____

Date: _____

The Director (Technology)
PCSIR Head Office, 1-Constitution Avenue, G-5/2, Islamabad
Ph: 051-9225395-99 (Ext#251) Email: technologywing@yahoo.com

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(A)

COMPANY PROFILE

Name of the company	
Contact person:	
Full address:	
Telephone No:	
Fax No:	
Mobile No:	
E-mail & Website:	
Status: (Manufacturer, supplier, sole agent etc.)	
Type of company: (private limited, partnership, Proprietorship, Public Limited etc.)	
NTN No.	
GST No.	
Provincial Sales Tax Reg. No.	
Experience in the relevant field:	
Major Public Sector R & D Clients Along with contact details: (At least five)	
Total Cost of Bid:	
Total Earnest Money:	

Signature of the Head

Seal of the Company

Note: Attach attested copies of all relevant documents like valid NTN and Sales Tax registration, Sole Agent / Distributor Authorization etc.

(B)

PROCEDURE OF OPEN COMPETITIVE BIDDING

The tender will be processed as per clause 36 (b) of PPRA rules (in the light of PPRA's S.R.O. 296(I)/2023 dated 27th February 2023) i.e.

“SINGLE STAGE – TWO ENVELOPE PROCEDURE”

Read and Accepted

Seal & Signature of the Company

SUBJECT: Supply of Chemicals

INTRODUCTION:

Pakistan Council of Scientific and Industrial Research (PCSIR) Head Office, Islamabad (referred to as the Purchaser, read as PCSIR) invites sealed Bids from eligible bidders for **Supply of Laboratory Chemicals** at PCSIR Laboratories Complex, Ferozepur Road, Lahore.

Name of Chemical	Specification	Qty.
POTASSIUM HYDROXIDE	Purity: Min-90% Appearance: Snow White Flakes	7200 kg.

INSTRUCTIONS TO BIDDERS:

These instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders. **Go through the Bid Document very carefully.**

- 1.1. Only the Bids of bonafide buyers of Tender Document will be entertained. The Bidder shall bear all costs associated with the preparation and safe delivery of its Bid at PCSIR.
- 1.2. PCSIR will not be responsible or liable to pay any cost associated therein, in any case.
- 1.3. In case of any doubt as to the meaning of any portion of the Specification or other Terms and Conditions, Bidder may seek clarification of the same in writing, but not later than 6 working days prior to dead line for submission of Bid prescribed by PCSIR.
- 1.4. At any time prior to the dead line for submission of Bids, a modification in bidding document in the form of an addendum may be issued in response to a clarification requested by a respective Bidder or even whenever the PCSIR considers it beneficial to issue such a clarification and/or amendment to all Bidders. Any clarification / amendment issued shall be addressed to all the prospective Bidders who have purchased the tender document.
- 1.5. Bidders are required to submit their Bid, which will bear words “**CONFIDENTIAL**”, and “**TECHNICAL or FINANCIAL**”.
- 1.6. PCSIR shall neither take any responsibility for collecting the Bids from any Agency nor entertain any request for the extension of closing date and time.
- 1.7. PCSIR reserves the right to increase or decrease the quantities or may cancel any or all items shown in the schedule of requirement.
- 1.8. The Bidder shall confirm that the quoted offers are in accordance with the technical specifications and Terms & Conditions of the Tender.
- 1.9. PCSIR reserves the right to accept or reject any Bid.
- 1.10. Unsolicited advice/clarifications and personal approaches by the Bidder at any stage of evaluation are strictly prohibited and shall lead to disqualification.
- 1.11. The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will result in the rejection of the Bid.
- 1.12. If there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by multiplying the unit price and

quantity. If there is discrepancy between words and figure, the amount in words shall prevail.

1.13 PPRA Rules shall be strictly observed.

1.14 The Bidder will fill the tender document by hand or type, in all respect; sign each page properly and write the figure in words as well.

1. (b) Timetable

Description	Date	Time
Invitation to bid / Public Tender Notice	As mentioned on Tender Notice/ EPAD	
Last date on which clarifications will be provided		
Dead line for submission of bids		
Tender Opening		
Financial Opening		
Notification of award to successful bidder		
Issuance of Purchase order		
Contract implementation period		

Note: The times are in the time zone of Pakistan.

1. Participation:

Eligible Bidders:

- 1.1. Participation in tendering is open to all legal persons having registered business entity including sole proprietorship, AOP, partnership firm, private or public limited company.
- 1.2. Original manufacturer OR Sole Distributors/ Authorized Suppliers thereof.
- 1.3. General Sales Tax Registered.
- 1.4. National Tax Number Registered.
- 1.5. Not under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.
- 1.6. The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

2. Exclusion from participation

Tenderers must have to certify in a declaration that they are not in one of the following situation;

- 2.1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- 2.2. They have been convicted of an offence concerning their professional conduct by a judgment.
- 2.3. They have been guilty of grave professional misconduct proven by any means;
- 2.4. They have not fulfilled obligations relating to the payment of EOBI, social security contributions or the payment of taxes in accordance with the legal provisions;
- 2.5. They have been subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest.

- 2.6. Affidavit on non-judicial stamp paper of Rs. 100 to the effect that firm is not blacklisted and is not in litigation with any govt./ semi govt. or any other organization.
- 2.7. Must sign and stamp company seal on every page of the bidding document showing his unconditional agreement with all the instructions, terms & condition specified in bidding document.

Exclusion from award of contract

Contracts may not be awarded to tenders which, during the procurement procedure.

- a. Are subject to a conflict of interest.
- b. Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

3. Currency

- 3.1. The rates must be quoted in Pakistani Rupees (PKR).
- 3.2. The Bidder shall indicate on the appropriate Price Schedule the Unit Prices (where applicable) and Total Price of the Goods it proposes to supply under the contract.
- 3.3. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected; two or more prices for a single item will be treated as non-responsive.
- 3.4. Supply, installation, commissioning of the equipment and training (where necessary) will be included in the bid prices.

4. Period of offer Validity

- 4.1. Tenders shall be bound by their tenderers for a period of 90 days from the deadline of submission of tenders.
- 4.2. In case prior to the expiry of the original tender validity period, PCSIR may ask tenderers to extend this period by 30 days or more. Such requests and the responses to them must be in writing. Tenders that agree to do so will not be permitted to modify their tenderers and they are bound to extend the validity of their tender guarantees for the revised period of validity of the tender. If they refuse, without forfeiture of their tender guarantees, their participation in the tender procedure will be terminated.

5. Language of Offer

The Bid forms both technical & financial, declaration, annexes and all supporting documents must be written in **English language**. If the supporting documents are not written in the English language, it is recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

6. Submission of Bids

- 6.1. The tenders must be received before the deadline specified in clause 1-b and to be sent to the following address:

Director (Technology),

PCSIR Head Office, 1-Consitution Avenue, G-5/2, Islamabad.

Ph: 051-9225395-99(Extension: 251) Email: technologywing@yahoo.com

- 6.2. All tenders, including Technical Bid, Financial Bid, Declaration, annexes and all supporting documents, must be submitted in a sealed envelope bearing only;
 - a) The above address;
 - b) The reference number;
 - c) The words “**Not to be opened before the tender opening session**” in the English language.
- 6.3. All tenders must be received at above address before the deadline date and time by registered mail or courier with acknowledgement receipt or By hand

7. Contents of tender

All tenders submitted must comply with the requirements in the tender dossier and comprise.

7.1. **Technical Offer:** Tenderers must have to complete the technical offer on the annexed format “Technical Bid Form”. Tenders received without technical bid will be treated as rejected. Tenderers may use their letter pad for printing of technical bid form.

7.2. **Financial Offer:** Tenderers must have to use the annexed “Financial bid form” for completing their financial offer. A financial offer must be calculated on the basis of DDP (Delivered duty paid) for the supplies of tendered materials.

7.3. **Other Documentation:**

- The Tender guarantee as specified in the clause – 9 of these instructions.
- Tenderer’s declaration for non exclusion from tenders.
- Supporting documents as required in the technical bid form including company’s registration, NTN, SRTN, experience certificates, bank statements, financial statements and company’s profile.
- A statement by the tenderer attesting the origin of the supplies tendered, if needed.

8. **Tender Guarantee/ Earnest Money**

- Tenderers must have to submit the **tender guarantee/ earnest money @ Rs. 70,000/-** in form of **Call Deposit/Pay Order** in favour **The Director General, PCSIR Laboratories Complex, Ferozpur Road, Lahore.**

8.1. The tender guarantees provided by tenderers who have not been selected technically shall be returned together with a letter of regret. The tender guarantee of the successful tenderer shall be retained till the completion of contract.

8.2. **Warrantee:** The warrantee for all related supplied laboratory chemicals should be at least 12 months and warrantee period will be started after the date of successful testing/ commissioning i.e. 12 months free maintenance/ replacement of parts, if required, will be provided.

9. **Taxes, Insurance and other Costs**

9.1. The quoted rates must be inclusive of all type of government taxes, in case of exemption the Contractor/ supplier shall have to provide the valid exemption certificate as per govt. rules.

9.2. Tenderers must have to provide the insurance cover (contractor’s all risk cover insurance) of a well reputed insurance company for the items / materials subject to this tender.

9.3. The quoted rates must be inclusive of transportation, carriage, handling and all other costs.

10. **Additional information before the deadline for submission of tenders**

The tender dossier should be clear enough to preclude the need for tenderers to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender dossier, it must send in writing to all other prospective tenderers at the same time.

Tenderers may submit questions/queries via email to the following up to the last date for clarifications / queries as specified in clause 1-b, with reference to the tender and contract title.

Contact Name: Director (Technology) **Email:** technologywing@yahoo.com

11. **Alteration or withdrawal of tenders**

- 11.1. Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered or withdrawn after this deadline.
- 11.2. No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

12. Ownership of tenders

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

13. Opening of tenders

- 13.1. The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order. The opening of tender is **public** (Tenderer's presence or his representative on the day of opening the tender is mandatory) and will be carried out by the Tender opening committee.
- 13.2. The tenders will be opened on the date & time as given in clause 1-(b).
- 13.3. After the opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 13.4. Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of its tender.
- 13.5. All tenders received after the deadline for submission specified in the clause 1-(b) will be kept by the contracting authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated and sealed bid will be returned.

14. Evaluation of tenders

14.1. Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier. If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it.

Evaluation Criteria/ Admin Grid

S. No.	Evaluation Parameters	Marks	Detail
1	Technical Staff	10	Staff/ officers having Bachelor of engineering in Electrical/ Electronic/ Instrumentation/ Computer science 2 marks per officer
Staff/ officers having Diploma of Associate Engineering (DAE) in Electrical/ Electronic/ Instrumentation/ Computer science 2 marks per officer			
Technicians: 1 year certificate course: 1 mark per technician			

2	Office Facility	05	3 marks for company's office in relevant city 2 marks for company's office in other cities
3	Experience (Attach Satisfactory reports) (2 marks may be deducted for each unsatisfactory report)	10	Years Above 10 Years: 10 Marks Above 07 Years : 6 Marks Above 04 Years: 2 Marks
4	Contract amount	10	Purchase Order 10 Marks for above 500 Million P.O. 08 Marks for above 400 Million P.O. 06 Marks for above 300 Million P.O. 04 Marks for above 200 Million P.O. 02 Marks for above 100 Million P.O.
5	Appreciation letter	05	1 mark / appreciation letter
6	Last Two Years Audit Reports	05	Annual Turnover 05 Marks for above 500 Million 04 Marks for above 400 Million 03 Marks for above 300 Million 02 Marks for above 200 Million
7	Company / firms Profile Entity Status	05	Company Profile with Entity Status, Sole Proprietorship, Firm / AOP, Pvt. Co. /Public listed / Public Listed =5
	Total Marks	50	

Note: 80% Marks in Admin Grid will be required to qualify for Technical Evaluation.

Technical Evaluation

- 14.2. After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.
- 14.3. In the interest of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

14.4. **Financial Evaluation**

- a) Tenders found to be technically compliant/ recommended shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
- Where there is a discrepancy between amounts in figures and words, the amount in words will be the amount taken into account;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

- b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

15. Award of Contract

- 15.1. The successful tenderer will be informed in writing that its tender has been accepted (notification of award).
- 15.2. Before the contracting authority issues Purchase Order/ Work order to successful tenderer, the successful tenderer must provide the documentary proof (original copies) including company's incorporation certificate, NTN, STRN, experience certificates, financial accounts, bank statements or any other document needed by the evaluation committee according to the selection criteria.
- 15.3. If successful tenderer fails to provide the documentary proof or statements or the evidence needed by the contracting authority according to selection criteria within 7 working days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void. In such a case the contracting authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 15.4. The contracting authority reserves the right to vary the quantities specified for the lot(s) / items of lot(s) within a range of 100%.
- 15.5. PPRA rules regarding supply of consumables will be applicable.

16. Payment Schedule:

S/No.	Payment Schedule
1	100% on delivery after satisfactory report by End User

17. Settlement of disputes:

- 17.1. Any dispute will be resolved through arbitration committee.
- 17.2. Any dispute which cannot be settled otherwise shall be settled in accordance with the national legislation of Pakistan.
- 17.3. If any contractor/supplier enters into legal litigations with PCSIR, all the costs incurred by PCSIR during the course of the legal proceedings, would be borne wholly by the contractor/supplier who filed the legal suit against PCSIR.

18. Ethics clauses

- 18.1. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.
- 18.2. When putting forward a tender, the tenderer shall declare that it is affected by no conflict of interest and has no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the contractor must immediately inform the contracting authority.
- 18.3. The contractor must at all time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. It shall refrain from making public statements about the project or services without the contracting authority's prior approval. It may not commit the contracting authority in any way without its prior written consent.
- 18.4. For the duration of the contract, contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the state. In particular and in accordance with the legal basic act concerned, tenderers who have been awarded contracts shall respect core labour standards as defined in the relevant international labour organizations (such as the conventions on freedom of association

and collective bargaining; abolition of forced and compulsory labour; elimination of forced and compulsory labour; abolition of child labour).

- 18.5. The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the contracting authority.
- 18.6. The contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor shall be confidential.
- 18.7. The contract shall govern the contracting party's use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 18.8. The contractor shall refrain from any relationship likely to compromise its independence or that of its staff. If the contractor ceases to be independent, the contracting authority may, regardless of injury, terminate the contractor without further notice and without the contractor having any claim to compensation.
- 18.9. The contracting authority reserves the right to suspend or cancel contract if corrupt practices of any kind are discovered at any stage of the contract and if the company fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the implementation of this contract.
- 18.10. The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of contract, the contracting authority may refrain from concluding the contract.

19. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. In case tender procedure is cancelled before the opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- 20.1 The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- 20.2 The economic or technical parameters of the project have been fundamentally altered;
- 20.3 Exceptional circumstances or force majeure render normal implementation of the project impossible;
- 20.4 All technically compliant tenders exceed the financial resources available;
- 20.5 There have been irregularities in the procedure, in particular where these have prevented fair competition;
- 20.6 The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.
- 20.7 Procuring agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal.

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the contracting authority has been advised of the possibility of damages.

Technical Offer Form

(Company Profile must be filled in by Company's Owner or Legal Representative)

(To be filled by bidders on Company's Letter Head)

(Please attach the evidence documents which proves the declared figures in Technical Offer Form)

Technical Offer FormContract Title: **Supply of
Laboratory Chemicals**Tender Reference **PCSIR/LLC/Consumables-03/24****1. Bidder's Profile**

NAME OF COMPANY					
ABBREVIATION					
TYPE OF COMPANY (√ or X)	Public Limited Co	Private Limited Co	AOP	Others	
IF OTHER SPECIFY					
COMPANY REGISTRATION No					
PLACE OF REGISTRATION					
DATE OF REGISTRATION					
Company's affiliations for professional certifications					
	Organization Name	Certification	Ranking	Validity Period	Remarks
1.					
2.					
3.					
4.					
COMPANY ADDRESS	HEAD OFFICE			BRANCH OFFICE NEAREST TO PAKISTAN	
STRN #			NTN #.		
POSTCODE					
P.O. BOX					
TOWN/CITY					
COUNTRY					
PHONE No					

FAX No				
E-MAIL				
Company Legal Authorized Representative for this Tender:				
Complete Name/		CNIC#		Father's Name
Nationality:			Position in the Company:	
OFFICAL ADDRESS				
POSTCODE			Signature: Authorized Representative	
TOWN/CITY				
COUNTRY				
PHONE No				
E-MAIL				
Full Name of 3 Key Representatives of Company:	Name	Position	Location	Mobile Number
2. Bidder's Bank Accounts Details				
	Bank 1	Bank 2	Bank 3	
BANK NAME				
BRANCH ADDRESS				
TOWN/CITY				
POSTCODE				
COUNTRY				
BANK TELEPHONE No				
BANK FAX No				

BANK E.MAIL			
BANK ACCOUNT TITLE			
ACCOUNT NUMBER			
IBAN			

3. Bidder's Business Turnover Details: 3 Years (Please attach the evidence documents)

	PKR	USD	Remarks
July 2020 - June 2021			
July 2021 - June 2022			
July 2022 - June 2023			

4. Past Experience in relevant field:

(Please attach the evidence / documents e.g. Purchase Orders, Satisfactory report/ completion report etc.)

Contract Award History (Please attach certificates/contracts as evidence)

last contracts awarded to your company since 2016 till date(Supplies only)

Project Description	Delivery Location	Supply's Origen	Name of Contracting Authority	Duration	Contact Value (PKR)	Contact Value (USD)

Note: For more details please attach separate sheet

Note:	The Annexure I, II & III form are integral part of the technical offer form, which are to be duly filled, signed and stamped by the suppliers/contractors, as a must. Failure to comply may result in the disqualification of the bid straight away, during the technical evaluation of the bids.
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Financial Offer Form

(To be filled by bidders on Company's Letter Head)

FINANCIAL OFFER (Summary)Contract Title: **Supply of
Laboratory Chemicals**Tender Reference: **PCSIR/LLC/Consumables-****03/2024**

Name of Tenderer:			
District	LOT Wise	Works Location	Total Bid Amount PKR in Million
Faisalabad	LOT-I	University of Agriculture, Faisalabad (Read as UAF)	
	LOT-II		
Grand Total			

Signature	
Name (Tenderer's Representative)	
Designation:	
Date:	
Tenderer's Official Stamp	