

TENDER
FOR
LEASING OUT OF THE UNUSED VACANT LAND OF ITI LTD., RAE BARELI
SITUATED AT
LUCKNOW-ALLAHABAD NATIONAL HIGHWAY, BACKSIDE OF KENDRIYA VIDYALAYA
BUILDING, RAE BARELI

NOVEMBER 2022

Issued by:-

AE-TA
ITI Limited, Raebareli
Sultanpur Road, Doorbhash Nagar,
Raebareli-229010(U.P.)
Visit us at <http://www.itiltd.in>

ITI LIMITED, RAEBARELI

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NOTICE INVITING TENDER

TENDER NO. AND DATE : Ref. ITI/RB/AGM-S/2022/7501
Dated: 27-11-2022

LAST DATE FOR ISSUE OF TENDER FORMS : 05-12-2022

DUE DATE FOR RECEIPT OF TENDER : 07-12-2022 TIME UPTO 16:30 HRS

DATE OF OPENING OF BID : 08-12-2022

ON BEHALF OF CHAIRMAN & MANAGING DIRECTOR, ITI Ltd. SEALED TENDER IS INVITED FROM ELIGIBLE BIDDERS FOR LEASING OUT THE UNUSED VACANT LAND OF ITI LTD., RAE BARELI SITUATED AT LUCKNOW-ALLAHABAD NATIONAL HIGHWAY BEHIND KENDRIYA VIDYALAYA AS PER SITE MAP ON LONG TERM LEASE BASIS (04 YEARS AND 11 MONTHS) FOR ESTABLISHMENT OF HOSPITAL AND OFFICE etc. IF IN FUTURE THE LEASE PERIOD OF 4 YEARS 11 MONTHS IS ALLOWED TO BE EXTENDED THEN SAME WILL BE APPLICABLE.

INTENDING BIDDERS MAY DOWNLOAD THE COPY OF THE TENDER DOCUMENT FROM THE WEBSITE <http://www.itilttd.in> AND SUBMIT BID OFFER ON OR BEFORE DATE & TIME SPECIFIED ABOVE.

AE-TA
ITI Ltd., Raebareli

**TENDER FOR LEASING OUT THE VACANT LAND OF ITI LTD.,
RAEBARELI BEHIND KENDRIYA VIDYALAYA BUILDING AS PER
SITE MAP ON LONG TERM LEASE BASIS ON LUCKNOW –
ALLAHABAD NATIONAL HIGHWAY FOR ESTABLISHMENT OF
HOSPITAL AND OFFICE ETC.**

1.0 INTRODUCTION:

ITI Limited, Raebareli unit of ITI Ltd., a Central Public Sector Enterprise under the administrative control of Department of Telecom, Ministry of Communications, Government of India is one of the manufacturing unit at Raebareli, Uttar Pradesh.

ITI Ltd., Raebareli (hereinafter referred as ITI, RB), is at present having large unused open vacant land behind building of Kendriya Vidyalaya on Lucknow – Allahabad National Highway having admeasuring area **12744.13 sq. mtr.** in its premises situated at ITI Township, Doorbhash Nagar, Raebareli-229010.

Now, ITI, RB intends to lease out the above mentioned open land for establishment of Hospital and Office etc. to eligible bidders as per the scope of work mentioned below.

The said vacant land has been suitably demarcated from the ITI Township of ITI, RB physically on site to avoid any confusion and/or disturbance to the activities of the Hospital and working of Office etc., ITI, RB invites Tender from prospective eligible bidders in this endeavor. The successful bidder shall be required to enter into lease agreement with ITI, RB and registered with the appropriate authority.

2.0 SCOPE OF THE CONTRACT:

GENERAL TERMS & CONDITIONS AND SCOPE OF CONTRACT

- i. Vacant land having admeasuring area **12744.12 sq. mtr.** situated at Lucknow-Allahabad National Highway, ITI Township, Doorbhash Nagar, Raebareli-229010 shall be given on lease for a period of 04 years and 11 months, that will be extendable mutually terms and conditions, on rent basis. If in future the lease period of 4 years 11 month is allowed to be extended the same will be applicable.
- ii. The vacant open space will be leased out for the establishment of Hospital and Office etc. so that ITI, RB may be benefited from this endeavor.

- iii. The lease agreement shall be required to be registered with the appropriate authority within one month of issue of Letter of Intent (LOI). Full cost of Stamp Duty & Registration Charges to be borne by Licensee including other Misc. Expenses.
- iv. The lease shall be registered for a period of 04 years 11 months and may be further renewed on mutually agreed terms and conditions. The negotiations for the same may be discussed and finalized within six months prior to the expiry of the above lease period of 04 years and 11 months. If in future the lease period of 4 years 11 month is allowed to be extended the same will be applicable.
- v. Earnest Money Deposit of Rs. 10,000.00 for each part separately is to be submitted along-with the offer through DD/Banker's Cheque issued by any Nationalized/Scheduled Bank in favour of ITI Limited, Raebareli payable at Raebareli.
- vi. The preference will be given to bidders from Central Govt./State Govt./CPSU/State PSU/Organisation/Institution etc. in this case terms and conditions may be relaxed at the sole discretion of ITI, RB management.
- vii. Total land of 12744.12 Sq.Mtr has been divided in four parts i.e. A,B,C & D having equal area of approx.3186.03 Sq.Mtr. Bidder has to quote separately for each part or for that part to which they are interested to take on lease.
- viii. Interested parties may inspect/visit the land by taking prior appointment from Shri Manoj Shukla, AE-HR (TA), Mobile No. 09161055808 from 28-11-2022 to 04-12-2022.
- vii. **Taxes and other liabilities:** - GST and other Govt. levies as applicable shall be borne by the Licensee at all times during the tenure of the agreement.
- viii. The cost of installation of meter for the temporally/permanent connection of electricity supply and water supply to be borne by the Licensees at own cost. If water is provided by ITI, RB charges are to be paid.
- ix. The letter of intent for handing over the site will be issued to the Licensee after the receipt of security deposit for an amount of Rs.10,00,000/- (Rupees Ten Lacs Only) for each part in favour of ITI Limited, Raebareli through Demand Draft/Banker's Cheque issued by Nationalized/Scheduled Bank payable at Raebareli, which will be returned to Licensee at the time of handing the land. No interest will be given on security deposit amount and will not be adjusted against monthly lease rent.
- x. Advance rent equivalent to one month rent is also required to be deposited which will be adjusted in subsequent rent.

- xii. ITI, RB shall have exclusive right to reject the offer without assigning any reason.
- xiii. The Performa of Lease and License Agreement will be provided to the successful bidders at the later stage as per the usage of the land. There may be some minor changes/modification in Lease and License Agreement **if required**, mutually agreed upon by the both parties during finalization of the same.
- xiv. Eucalyptus trees already available on the vacant land in the property of ITI Ltd., Rae Bareli and land will be allotted after removing the same.
- xv. Open land area map enclosed.

Note:- Delay in payment of above taxes/charges will attract penal interest.

3.0 RESPONSIBILITIES OF THE BIDDER

- (i) The bidder is responsible to abide by all the conditions as stated in 2.0 above.
- (ii) The Licensee shall furnish security deposit to ITI, RB for an amount of Rs.10,00,000/- (Rupees Ten Lacs Only) for each part of land in favour of ITI Limited, Raebareli through Demand Draft/Banker's Cheque issued by Nationalized/Scheduled Bank payable at Raebareli in favour of **ITI Limited, Raebareli** within 14 days of date of issue of notice for issue of LOI and it will be kept as security deposit during the contract period and no interest will be paid on the security deposit. The security deposit shall be payable to the ITI, RB as compensation for any loss resulting from the bidder's failure to complete its obligations under the contract. The security deposit will be returned by the ITI, RB after completion of the Licensor's performance obligations under the contract.
- (iii) The land may not be mortgaged/leased/sublet further for collection of any sorts of funds to any financial institution (s) or any other sorts.
- (iv) No Objection Certificate / License / Registration / approval / sanction / clearance from appropriate authorities as may be required under environmental laws and other statutory provisions are to be arranged by the Licensee.
- (v) Licensee is liable to comply all the requirements and obligations for the use of land as specified by governing laws of appropriate authority.
- (vi) For any injury of workmen engaged/deputed by the **Licensee** due to accident arising during execution of contract will be at bidder's part and ITI, RB will in no way be held responsible for the claim and/or compensation and the bidder will be liable to pay compensation as admissible under Workmen Compensation Act, 1923 as amended from time to time.
- (vii) The **successful licensee** would be responsible for the charges as may be suffered / incurred by for any losses/ damages/ shortage/ pilferage/ theft of any materials or for any happening due to their default, negligence, misbehavior etc. The ITI, RB reserves the right to make good all sort of losses/ damages / shortage / pilferage/ theft in full, from the bidder.

3.1 RESPONSIBILITIES OF ITI, RB

- (i) ITI, RB shall provide vacant land only.

| SN | Head | Separable |
|----|---|-----------------------------------|
| 1 | (In Sq. Meters) Area of land -A,B,C & D | Approx. 3186.0 Sq.Mtr. each part. |

- (ii) Being the owner of the land ITI, RB will co-operate to get the related license / permission from appropriate authorities, but persuasion & charges for getting required license / permission shall lie with the bidder.

4.0 Tender

ITI, RB invites eligible bidders to submit their offer in sealed cover as per the scope of work along with terms and conditions as indicated.

The submission of the tender shall include all such documents that are specified herein to prove the authenticity of their submission and any claim made therein. The burden of proving such claims shall lie with the bidder.

4.1 TENDER DOCUMENTS

The scope of work, bidding procedures and contract terms and conditions are prescribed in the Tender Document. The Bidder is expected to examine all instructions, forms, terms and conditions in the Tender Documents. Failure to furnish all information required as per the Tender Documents or submission of the bids not substantially responsive to the Tender Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

Any alteration / modification in the downloaded copy of the Tender documents will lead to rejection of the bid documents. In case any deviation is found, the hard copy supplied by ITI, RB shall prevail.

A prospective bidder, requiring any clarification on the Bid Documents shall notify ITI, RB in writing not later than 07 days prior to the date of opening of the Tender.

At any time, prior to the date of submission of bids, ITI, RB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Documents by amendments and these amendments will be binding on them.

Cost of Tender Documents: Tender Document will be available for sale and can be had from the AE-TA, ITI Ltd., Raebareli-229010 against payment of **Tender fee of Rs 1,000/-** for each open space which will be payable in the form of DD/ banker's cheque and shall be drawn from any Nationalized/ Scheduled Bank in favour of "ITI Limited, Raebareli" and payable at Raebareli.

Tenders are also available at website of ITI. The bidders downloading the tender document from the website are required to submit the tender fee amount as stated above through DD/Banker's cheque along with their tender bid failing which the tender bid shall be rejected.

4.2 PREPARATION OF TENDER

The Tender Form and Price Schedule shall be completed in all respects along with the required documentation. Bids are liable to be disqualified if all information called for are not furnished.

BID RENT: The bidder shall quote in the Rent schedule **Annexure-1** without any conditions attached. The offer shall be in Indian Rupees.

BID SECURITY

- (i) The bidder shall furnish, as part of his bid, a EMD for each part separately Rs.10,000/- (Rupees Ten Thousand Only) in the form DD/Banker's Cheque issued by a Scheduled/Nationalized bank in favor of ITI Ltd, Raebareli payable at Raebareli.
- (ii) The bid security is required to protect ITI, RB against the risk of bidder's conduct, which would warrant the forfeiture of bid security.
- (iii) A bid not secured in accordance with Clause- 4.2(i) above shall be rejected by ITI, RB, being non responsive at the bid opening stage.
- (iv) The bid security of the unsuccessful bidder will be returned within 30 days of finalization of the tender or after the expiry of the bid validity period. The successful bidder's bid security will be returned upon the bidder's acceptance of the Letter of Intent satisfactorily and furnishing the performance security and advance rent along with duties and taxes.
- (v) The bid security may be forfeited:
 - (a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form or
 - (b) In the case of successful bidder, if the bidder fails (i) to sign the contract or (ii) to furnish performance security.
 - (c) In both the above cases, the bidder will not be eligible to participate in the Tender for same item for one year from the date of issue of final notice on this subject. The bidder will not approach the court against the decision of ITI, RB in this regard.

4.3 VALIDITY OF TENDER

- I) Tender shall remain valid for 180 days from the date of opening of bid prescribed by ITI, RB. A bid valid for a shorter period may be rejected by the ITI, RB being non-responsive.
- II) In exceptional circumstances, the ITI, RB may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause at above shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. A bidder accepting the request and granting extension will not be permitted to modify its bid.

4.4 FORMAT AND SIGNING OF TENDER

- a) The bidder shall submit his bid through sealed envelopes physically, complying all eligibility conditions, other terms and conditions of tender document to be read along with the clarifications and amendments issued in this respect. All the documents must be authenticated by hand signatures by the authorized person. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid.
- b) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid.

4.5 Submission of "TENDER"

The bids are called under Single Stage Bidding & Two Envelope System. In this system, the bidder shall submit his bid in two envelopes:

- i) The First envelope will be named as Techno-commercial bid. This cover shall contain Bid Security and Eligibility documents as mentioned in Para 4.2. This cover should be superscripted as "BID SECURITY & ELIGIBILITY DOCUMENTS FOR TENDER No. due to open on
- ii) Second envelope will be named as Financial bid containing Lease Schedules as per **Annexure-1**.
- iii) Both the envelopes should be properly sealed separately and further kept in a single main envelope under the personal seal of the bidder.

The First cover shall contain the following documents:

- (i) All the pages of Tender document duly signed with stamp and enclosed as a token of acceptance
- (ii) Tender Fee and Bid Security [EMD].(DD/Banker's Cheque of Tender Fee)
- (iii) Undertaking & declaration as per **Annexure- 2**
- (iv) Bidder's profile & Questionnaire as per **Annexure-3**
- (v) Bid Form as per **Annexure -4**
- (vi) Any other relevant information considered necessary for successful bidding. The **second cover** shall contain Rents schedule as per **Annexure-1** completed in all respects.

Both the covers should be sealed separately by the personal seal of the bidder and shall be packed and sealed in one large cover duly marking the cover "BID AGAINST TENDER NO. DUE TO OPEN ON ". The envelope shall be addressed to the Following address:

Shri Manoj Shukla
AE-TA,
ITI Limited, Raebareli-
229010(U.P.)

Tender should be deposited to the tendering authority at ITI, RB at the address mentioned above.

Tender may be sent by registered post or delivered in person on above mentioned address. The responsibility for ensuring that the tenders are delivered in time would vest with the bidder. The Office will make no separate acknowledgement. Any bid received by ITI, RB after the deadline for submission of bids shall be ignored and rejected and returned Unopened to the bidder.

ITI, RB may, at its discretion, extend this deadline for the submission of tender by amending the Tender Documents in which case all rights and obligations of ITI, RB and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

5.0 OPENING OF TENDER BY ITI, RB

ITI, RB shall open the Tender in the presence of tender opening committee. If, bidders or their authorized representatives desired to attend the tender opening may request 2 days prior request from the due date to the AE-TA. Only one representative for any bidder shall be authorized and permitted to attend the bid opening. Authority letter to this effect shall be submitted by the authorized representative of bidders before they are allowed to participate in bid opening.

6.0 CLARIFICATION OF TENDER

To assist in the examination, evaluation and comparison of Tender, ITI, RB may, at its discretion ask the bidder for the clarification of its Tender. The request for the clarification and the response shall be in writing. **However, no post bid clarification at the initiative of the bidder shall be entertained.**

7.0 SITE VISIT AND SURVEY

Bidders, if they so choose, may prior to submitting their Tender, visit and examine the site and its surroundings at their own expense and obtain and ascertain for themselves, at their own responsibility, any site-specific information they desire.

8.0 EVALUATION PROCESS

The Bidder who quotes the highest rates at par with the reserved rates decided by the ITI, RB [excluding taxes and duties] will be selected as successful bidder. However, the preference will be given to the bidders from Govt. Organisation/Institution etc. The selected bidder will have to enter into an agreement with ITI, RB, defining various terms and conditions as per this bid document.

- 8.1 The right to suspend the short-listing process or part of the process, to accept or reject any or all the offers of the tender at any stage of the process and/or to modify the process or any part thereof at any time without assigning any reason thereof is reserved by ITI, RB without any obligation or liability whatsoever.
- 8.2 This tender constitutes no form of commitment on part of ITI, RB. Furthermore, this tender confers neither the right nor an expectation on any bidder to participate in the proposed bid.

9.0 Disqualification

- (i) ITI, RB shall not consider an tender that is found to be incomplete in content and /or attachments and /or authentication etc.
- (ii) Without prejudice to any other rights & remedies available to ITI, RB a bidder may be disqualified and its tender dropped from consideration for any of the reasons including but not limited to those listed below:-
 - (a) If a misrepresentation / false statement is made by the bidder, at any stage, whether it is technical, Financial, document or otherwise.
 - (b) If it is discovered at any time that bidder is subject matter of winding-up / insolvency or other proceedings of a similar nature.
- (iii) If information becomes known which would have entitled ITI, RB to reject or disqualify the relevant bidder, even after the interested party / bidder has been qualified to receive the tender / award of contract, ITI, RB reserves the right to reject the said party / bidder at time or at any time after, such information becomes known to ITI, RB.
- (iv) ITI, RB's decision that any of the events specified above has occurred shall be final, binding and conclusive.

10.0 RIGHTS OF ITI, RB

ITI, RB reserves the right to accept or reject any bid, and to annul the bidding process, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of the ITI, RB's action.

ITI, RB reserves the right to disqualify the bidder for a suitable period who habitually failed to perform in time. Further, the bidder(s) who do not perform satisfactorily in accordance with the terms and conditions of the tender may also be disqualified for a suitable period as decided by ITI, RB.

11.0 SIGNING OF CONTRACT

The Letter of Intent will be awarded for contract on the bidder.

Upon the successful bidder furnishing security deposit etc. pursuant to clause 10.0, the ITI, RB shall discharge the bid security, except in case of H-1 bidder, whose EMD shall be released only after finalization of contract agreement.

12.0 Security Clause as per latest guidelines and requirement

Mandatory Licensing requirements with regards to security related concerns issued by the Government of India/State Government from time-to-time shall be strictly followed.

13.0 ANNULMENT OF AWARD

Failure of the successful bidder to comply with the requirement of clause 10.0 shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the ITI, RB or retender.

14.0 FORCE MAJEURE

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of ITI, RB in this regard shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, ITI, RB may, at its option, terminate the contract.

NOTE:- ITI, RB shall have the exclusive right with regard to change/amend/relax/modify/alter any terms and conditions of this tender along-with reserved price.

RENT SCHEDULE

| Sl. No. | ITEM | AMOUNT (in Rs.) |
|---------|--|-----------------|
| 1 | <u>Rent per month to be remitted to ITI, RB</u> Space / Area - A (3186 sq m) Space / Area - B (3186 sq m) Space / Area - C (3186 sq m) Space / Area - D (3186 sq m) | |

UNDERTAKING & DECLARATION

For understanding the terms & condition of Tender & Scope of Contract

a) Certified that:

1. I/ We..... have read, understood and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.
2. If I/ We fail to enter into the agreement & commence the work in time, the EMD/ SD deposited by us will stand forfeited to the ITI, RB.
3. No additions/alterations/deletions/corrections have been made in the downloaded Tender Document being submitted and it is identical to the tender document appearing on the Tender Portal.

b) The tenderer hereby covenants and declares that:

1. All the information, Documents, Photo copies of the Documents/ Certificates enclosed along with the Tender offer are correct.
- 2) If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, ITI, RB reserves the right to debar our tender/Letter of Intent if issued and forfeit the EMD/ SD/ Bill amount pending with ITI, RB. In addition, ITI, RB may debar the bidder from participation in its future tenders.
- 3) Black Listing: It is certified that our firm have /have not been black listed by any Govt. authorities /PUSs on account of any reason. However, if we fail to supply /fulfill the tender conditions, ITI, RB is free to take action to black list our firm.

Date:

.....
Signature of Tenderer

Place:

Name of Tenderer
Along with date & Seal

Bidder's profile & Questionnaire.

Tenderer / Bidder's Profile & Questionnaire
(To be filled in and submitted by the bidder)

A) Tenderer's Profile

1. Name of the Individual/ Firm:

2. Present Correspondence Address
.....
.....

Telephone No. Mobile No.

FAX No. & Email

3. Address of place of Works / Manufacture :-
.....
.....
.....

Telephone No Mobile No.

FAX No.& Email

4. State the Type of Firm: Sole proprietor-ship/partnership firm / (Tick the correct choice): Private limited company.

5. Name of the sole proprietor/ partners/ Director(s) of Pvt. Ltd Co.:

| S. No. | Name | Father's Name | Designation |
|--------|------|---------------|-------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

6. Name of the person authorized to enter into and execute contract/ agreement and the capacity in which he is authorized (in case of partnership/ private Ltd company):
.....
.....

7. Permanent Account No. :

8. Details of the Bidder's Bank
(a) Beneficiary Bank Name:.....
(b) Beneficiary branch Name:.....
(c) IFSC code of beneficiary Branch.....
(d) Beneficiary account No.:.....
(e) Branch Serial No. (MICR No.):.....

9. Whether the firm has Office/ works in **Raebareli**? If so state its Address
.....

11) Suggestion for improvement of the tender document.

Place.....

Signature of contractor

Date

Name of Contractor

BID FORM**To****From**

AE-TA
 ITI Limited, Raebareli
 Sultanpur Road, Doorbhash Nagar
 Raebareli- 229010

<complete address of the Bidder>

Bidder's Reference No.: Dated.....

Ref: Your Tender Enquiry No. dated

1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. dated..... the receipt of which is hereby duly acknowledged, we, the undersigned, offer our proposal in conformity with the Scope of Contract for the sum shown in the schedule of rents attached herewith and made part of the financial Bid.
2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of 180 days from the date fixed for Technical Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. If our Bid is accepted, we will provide you with a security deposit for an amount of **Rs. 10,00,000.00 (Rs. Ten Lakh only)** for each area / space A,B,C,D separately issued by any Nationalized/ Scheduled Bank in the form of Demand Draft/Banker's Cheque in favour of ITI Limited, Raebareli payable at Raebareli.
5. Until a formal Letter of Intent is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Dated: day of20...

Witness

Signature.....

Name

Address

Signature

Name

In the capacity of

Duly authorized to sign the bid for and on

behalf of

For Letter of Authorization for attending Bid Opening Event.

(To be typed preferably on letter head of the company)

Subject: Authorization for attending Bid opening

I/ We Mr. /Ms.....have submitted our bid for the tender no.
..... in respect of
..... (Item of work) which is due to open on
..... (date) in the Meeting Room, O/o
.....

We hereby authorize Mr. / Ms. whose signatures are attested below, to attend the bid opening for the tender mentioned above on our behalf.

.....
Signature of the Representative
.....
Name of the Representative
.....

Signature of Bidder/ Officer authorized to sign
on behalf of the Bidder

Above Signatures Attested

Note 1: Only one representative will be permitted to attend the Bid opening

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

