

BIDDING DOCUMENT

For

HIRING OF FIRM FOR PROVISION OF OFFICE STAFF AT PSIC HOUSE 23-A DAVIS ROAD LAHORE



Punjab Small Industries Corporation
Government of the Punjab

PSIC House 23-A Davis Road, Lahore.
AS PER CLAUSE 25 OF PPR-2014.

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1. ADVERTISEMENT/TENDER NOTICE



PUNJAB SMALL INDUSTRIES CORPORATION
DIRECTORATE OF ADMINISTRATION
1ST FLOOR, PSIC HOUSE, 23-A DAVIS ROAD, LAHORE

TENDER NOTICE

Punjab Small Industries Corporation (PSIC) invites sealed bids from eligible Firms for the provision of below mentioned Staff:

Tender No	Title of Procurement	Per Month	Total Estimate Cost (Rs)																		
LP-1483	Hiring of firm for provision of Office Staff at PSIC House 23-A Davis Road Lahore for a period of one year (Extendable upto 05 years subject to mutual consent).	403,000 (Inclusive of All applicable Tax)	48,36,000 (Inclusive of All applicable Tax)																		
	<table border="1"><thead><tr><th>Sr. No.</th><th>Name of staff</th><th>Qty.</th><th>Estimated cost</th></tr></thead><tbody><tr><td>1</td><td>Driver</td><td>02</td><td>128,000</td></tr><tr><td>2</td><td>Attendant/NQ</td><td>04</td><td>220,000</td></tr><tr><td>3</td><td>Dak Runner</td><td>01</td><td>55,000</td></tr></tbody></table>			Sr. No.	Name of staff	Qty.	Estimated cost	1	Driver	02	128,000	2	Attendant/NQ	04	220,000	3	Dak Runner	01	55,000		
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	1			Driver	02	128,000															
2	Attendant/NQ	04	220,000																		
3	Dak Runner	01	55,000																		

- Interested Bidders may get/ download the Standard Bidding Documents (containing technical specifications/scope of services and Terms & Conditions etc. from the websites; Punjab Procurement Regulatory Authority (PPRA) & *e-Pak Acquisition & Disposal System (EPADS)* free of cost. Tender Notice alongwith bidding documents also uploaded on EPADS System. Bids can only be received from those eligible firms already registered with PPRA & EPADS.
- Bidding shall be conducted through 38(2) (a) Single Stage-Two Envelop bidding procedure of Punjab Procurement Rules, 2014. The bids should be uploaded on the website of EPADS.
- The uploading of bids shall be closed on **23.12.2025 at 11:00 A.M** and opened on the same day **at 11:30 A.M**.
- The bids uploaded till stipulated date & time shall be opened as per above referred schedule on the EPAD portal.
- Rs. 96,720/- i.e. 2%** of the total Estimated Cost in the form of CDR/ Demand Draft / Pay Order in the name of PSIC.
- CDR/ Demand Draft / Pay Order must be uploaded on EPADS and the same must be submitted to Assistant Director (Purchase), PSIC, Head Office Lahore physically before the closing time of the bid.
- Bid validity period is 120 days from the date of submission of bids.
- The procurement shall be governed under amended Punjab Procurement Rules, 2014.

Note:

- Only those firms are eligible to apply who are registered with PPRA & EPADS <https://eprocure.gov.pk/#/supplier/registration>.
- No document shall be received manually.
- In case of any problem to upload documents on PPRA EPADS, the individual firm may contact with PPRA office 3rd floor Alfalah Building The Mall Lahore.
- In case of any query please contact Mr. Sohail Nawaz Tarar, Assistant Director (Purchase), Dte. of A&C, 1st Floor, PSIC House, 23-A Davis Road, Lahore (0344-6097393) during office hours on any working day.

DIRECTOR
(ADMINISTRATION & COORDINATION)

2. INSTRUCTIONS TO FIRMS.

- 2.1 The Interested Firms may download the Bidding Documents (containing technical specifications/scope of services and Terms & Conditions etc. from the websites; www.psic.gov.pk or Punjab Procurement Regulatory Authority (PPRA) www.ppra.punjab.gov.pk free of cost.
- 2.2 **Bid Security.** Technical Bids must be accompanied by CDR/ Demand Draft/ Pay Order in the name of “**Punjab Small Industries Corporation**” for a sum equal to an amount of 2% of the estimated price as refundable earnest money / bid security.
- 2.3 The bids should be submitted/uploaded on PPRA EPADS, on or before time and date mentioned in the Tender Notice.
- 2.4 Bids shall be submitted on EPADS as per PPR-2014, Clause-38(2) (a) **single stage-Two envelop procedure** / comprising “TECHNICAL PROPOSAL” & “FINANCIAL PROPOSAL”.
- 2.5 The bids “TECHNICAL PROPOSALS” shall be opened by the Procurement Committee on the scheduled date and time on EPAD portal.
- 2.6 The bids “FINANCIAL PROPOSALS” of the technically accepted bids shall only be opened at the EPAD Portal.
- 2.7 The Financial Proposal of the bid found “Technically Non-Responsive / disqualified” shall not be opened on EPAD portal.
- 2.8 Firm can submit complete packages, although the Firm can offer bid for any one or more packages, as every package will be evaluated separately. The Firm cannot offer bid for any one or more items.
- 2.9 The bid found to be the lowest evaluated shall be accepted.
- 2.10 Conditional / incomplete quotation will be liable for rejection.
- 2.11 The rate should be quoted in Pak Rupees in words and figures and should be final, duly supported with samples / literature catalogues, terms and conditions of supply, date of delivery, country of origin and agency commission etc.
- 2.12 The Firms shall absorb inland Delivery Charges involved in the delivery of services to indicated sites and other overheads, duties, tax margins, and other contingencies expenses etc. in the unit prices of the quoted rate of services, as the same will not be separately payable by the purchaser.
- 2.13 Prices should include all applicable taxes, duties.
- 2.14 No negotiations of any sort for reduction or compromise on the prices are expected once bids are opened.
- 2.15 The Firms should note that fluctuation in currency rate, taxes or duties etc. shall not be considered for enhancement of unit price at any cost.
- 2.16 Only Sales Tax and Income Tax registered firms and personnel may submit their offers/tenders. Proof of registration shall be provided with bids.
- 2.17 The successful Firm shall provide a Performance Guarantee equivalent to 10% of the value of the contract price in the name of PSIC in shape of CDR/ Demand Draft/ Pay Order valid for the duration of contract period.
- 2.18 Advertisement may also be viewed on website www.psic.gov.pk and www.ppra.punjab.gov.pk.
- 2.19 Following Ultimate Consignee (s) may be contacted for further details during office hours on any working day.
- 2.20 Director (A&C), PSIC, Lahore. **(Phone. No. 042-99200439) (0344-6097393)**
- 2.21 Firms should note that each and every page of the bidding documents shall be signed and stamped by the Firm and shall be uploaded with the bid on EPAD Portal.

Estimated price for Driver/Dak Runner/Attendant /N.Q is calculated as per following:

Sr. No.	Post	No of Post	Minimum Wage	Management Charges	16% PST	6% Income Tax	Total	Say
01.	Driver	02	47,424/-	5,000/-	8,388/-	3,145/-	127,914/-	128,000/-
02.	Attendant/ N.Q	04	40,000/-	5,000/-	7,200/-	2,700/-	219,600/-	220,000/-
03.	Dak Runner	01	40,000/-	5,000/-	7,200/-	2,700/-	54,900/-	55,000/-

3. ELIGIBILITY CRITERIA, RESPONSIVENESS OF THE FIRM.

Firm submitting the bids shall meet the following eligibility / qualification criteria and shall provide supporting documentary evidences with their bids:

Eligibility/ Responsiveness: Only such bids shall be considered for technical & financial evaluation that fulfills the following criteria to be responsiveness:

- ✓ Firm shall be registered with relevant Provincial/Federal Govt. Department
- ✓ Registration with relevant tax Authority i.e. FBR and PRA (As active tax payer)
- ✓ Firms submit physically bid security of estimated cost @ 2% of total annual cost before opening of tender notice
- ✓ All Pages of Bidding Documents are stamped and Signed by the Firm
- ✓ Firm must provide the original Undertaking on Stamp Paper regarding non-blacklisting from Procuring Agency / Punjab Small Industries Corporation and PPRA.
- ✓ Must have minimum 03 years relevant experience in private sector and one year experience with public sector organization and provide documentary evidence.
- ✓ Bank Statement of last (3 Years)
- ✓ Firm must have 2024-25 Income Tax Certificate
- ✓ Firm must be registered with concerned Chamber of Commerce of Industries

Note: Verifiable documentary proof of all above requirements, if the firm is failing to provide the above mention documents then the firm would be considered disqualified.

4. FORM OF CONTRACT

CONTRACT

AGREEMENT FOR PROVISION OF OFFICE STAFF FOR PSIC HOUSE 23-A DAVIS ROAD LAHORE

This Agreement ("Agreement") is entered into on _____ by and between:

Punjab Small Industries Corporation, PSIC House, 23- Davis Road Lahore through its Director (Administration & Coordination), PSIC Head Office Lahore (**1st Party**)

M/s _____ (**2nd Party**)

BACKGROUND:

Punjab Small Industries Corporation (1st Party) desires to engage the Firm for provision of Office staff at PSIC House 23-A Davis Road Lahore. M/s. _____ (2nd Party) is a company providing services.

AGREEMENT:

1. Services Provided: The 2nd Party agrees to provide Services (Driver, Attendant & Dak Runner) to 1st Party at PSIC House, 23-A Davis Road Lahore.

2. Duration of Services: The services shall commence on _____ and shall continue for a period of **one Year** (Extendable upto five years subject to mutual consent of the both parties) or until terminated by either party upon giving **One Month** in writing notice to the other party.

3. Eligibility Criteria: The 2nd Party must provide following documents at the time of their deployment of individuals in the office of Directorate of Administration PSIC:

1. Copy of valid CNIC.
2. Character Certificate.
3. Copy of valid driving license in case of drivers only.
4. Appointment letter issued by the company.
5. Domicile (Punjab).
6. Medical Certificate from any Govt. Hospital.
7. Preferably, the age limit for Attendant/N.Q/Dak Runner will be between 21 to 40 years and for driver between 25 to 45 years which can be relaxed on mutual consent of both parties.

4. Scope of work/Responsibilities

The scope of work/ responsibilities of deployed staff will be as follow:

Drivers:

i. Safe Transportation:

- a. Operate office vehicles responsibly and safely.
- b. In case of theft/Accident/damage of official vehicle the 2nd party will be responsible to pay the damages to the 1st party.

- ii. **Vehicle Maintenance and Cleanliness:**
 - a. Perform daily pre- and post-trip inspections, checking essential items like engine oil, air filters, tire pressure, and brakes.
 - b. Maintain the interior and exterior cleanliness of the vehicle on daily basis.
 - c. Report any mechanical issues or necessary repairs promptly to the PSIC Transport Officer or the concerned officer.

- iii. **Documentation and Compliance:**
 - a. Maintain an accurate and updated vehicle log book, recording mileage, fuel consumption, and travel times.
 - b. Keep all relevant vehicle documents, such as license, registration, and insurance, updated and readily available.
 - c. Adhere to all local, provincial, and federal traffic laws and safety regulations.
 - d. Immediately report any accidents, injuries, damage, or traffic violations/tickets to the PSIC Transport Officer.

- iv. **Professionalism and Conduct:**
 - a. Maintain a professional, courteous, and trustworthy attitude with all PSIC officers/officials.
 - b. Ensure the safety and security of PSIC officers/officials and organizational belongings at all times.
 - c. Work flexible hours, which may include evenings, weekends, or occasional travel outside the city for field visits.
 - d. During the duty of 10 hours from 08:00 am to 06:00 pm six days a week, he will also perform duty on Sunday if required by the Management.
 - e. In case of any theft, damage or misuse of office property, the firm shall be directly liable of the conduct.

Attendant/ NQ:

- i. To dusting and clean the office, furniture / fixture, office equipment etc.
- ii. Serve tea, lunch, refreshment water etc to officer and the official guests.
- iii. To take care of officer, Incharge, Office premises and staff.
- iv. In case of any theft, damage or misuse of office property, the firm shall be directly liable of the conduct.
- v. To take and bring files / dak from one section to another within the office.
- vi. Any other office routine duties as directed by the concerned officer.
- vii. During of duty 10 hours from 08:00 am to 06:00 pm five days a week however he will also perform duty on Saturday if required by the Management.
- viii. The 1st party may change the responsibilities time to time on need basis.

Dak Runner

- i. To take official dak from dispatch section of PSIC Head Office and deliver the same concerned offices located in Lahore.
- ii. He will dispatch the out station dak at General Post Office and courier offices.
- iii. During of duty 10 hours from 08:00 am to 06:00 pm five days a week however he will also perform duty on Saturday if required by the Management.
- iv. Any other office routine duties as directed by the Assistant Director Care Taker.
- v. In case of any theft, damage or misuse of office property, the firm shall be directly liable of the conduct.

- vi. He will not disclose or share any official documents without approval of the 1st party and the firm shall be responsible to pay the damages for the misuse of the information.
- vii. If necessary, the 1st party may change the responsibilities time to time on need basis.

5. Staffing: The 2nd Party shall provide the following staff as outlined in this Agreement to 1st party:

Sr. No.	Name of staff	Qty.
1	Driver	02
2	Attendant/ NQ	04
3	Dak Runner	01

The No. of Staff will be increased or decreased/replaced against each above category (with mutual consent) and their salary shall be increased in accordance with the minimum wage notification issued by Finance Deptt Government of the Punjab.

The 2nd Party shall ensure that all staff are adequately trained and to perform their duties and shall bound to comply with the request of the First Party.

6. Schedule: The 2nd Party shall provide the staff during the hours: **08:00 AM to 06:00 PM** or however the deployed staff will also perform duty on Saturday and Sunday if required by the Management as per need . The 1st Party shall grant access to the premises during these hours.

7. Payment: In consideration for the services provided, the 1st Party agrees to pay the 2nd Party a monthly fee of Rs._____ (Yearly fee is Rs._____) inclusive of all applicable taxes on monthly basis as per following criteria:

The monthly payments shall be made to the 2nd Party in accordance with the contract price, subject to certification by the 1st Party, that the Services have been rendered satisfactorily and following conditions:

- The 2nd party shall furnish invoice including all applicable tax to the 1st Party at the end of each month for payment of Monthly fee in accordance with contract price.
- The 2nd party shall attach a certificate to the extent that all staff has been paid salaries in accordance with applicable Labor laws.
- The 1st Party shall pay the bill amount to 2nd party within 15 days from receipt of invoice.

8. Termination: Either party may terminate this Agreement upon giving **One Month** written notice to the other party with a solid reason. In the event of termination, the 2nd party shall be entitled to receive payment for any services rendered up to the date of termination.

9. Confidentiality: Both parties agree to maintain the confidentiality of any information during the term of this Agreement.

10. Governing Law: This Agreement shall be governed by and construed in accordance with the terms & conditions notified in bidding documents and the same shall be deemed to form and be read and construed as part of this Agreement.

11. Arbitration: In case of any dispute arise between the parties the same shall be referred to the Managing Director PSIC as arbitrator, whose decision shall be final and binding upon the parties and not challengeable before any court of Law.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date first above written.

FOR AND ON BEHALF OF PSIC

NAME : _____

SIGNATURE: _____

CNIC: _____

WITNESSES:

Name: _____

Signature: _____

Designation: _____

FOR AND ON BEHALF OF FIRM

NAME : _____

SIGNATURE: _____

CNIC : _____

Name: _____

Signature: _____

Designation: _____

5. GENERAL TERMS & CONDITIONS

5.1 Bid Validity:

The offer will remain valid for a period of **120 days** from the date of opening of bid. PSIC may request to extend the validity period and successful Firm shall extend the same alongwith bid security validity accordingly.

5.2 Bid Security:

Firm are required to submit alongwith their bid 2% of the value of total estimated price as bid security in the shape of CDR/ Demand Draft/ Pay Order in the name of “Punjab Small Industries Corporation”. Bid security in shape of cheque will not be acceptable.

- i. The bid security (CDR/ Demand Draft/ Pay Order) will be returned to unsuccessful Firms after award of contract /issuance of purchase order to the winning Firm.
- ii. The bid security of the successful Firm may be converted as part of the performance guarantee on the written request of the successful Firm.
- iii. The bid security (CDR/ Demand Draft/ Pay Order) may be returned to successful Firm against submission of **10%** of performance guarantee.
- iv. The bid security may be forfeited if the Firm with draws the bid during the period of its validity or if the successful Firm fails to accept the purchase order / sign the contract or fails to remit performance guarantee within the respective due date.

5.3 Acceptance of Bid / Award of Contract:

Subsequent to approval of the proposal (technical proposal and financial proposal) and finalization of bid process, the contract may be awarded to the lowest Firm who has quoted the lowest rate in accordance with the Punjab Procurement Rules-2014.

5.1.1 No dispute can be raised by any Firm whose bid has been rejected and no claim shall be entertained or paid on this account.

5.1.2 After Acceptance of the bids by the PSIC, the Firm shall have no right to with draw their bids or claim higher price.

5.4 Letter of acceptance:

After acceptance of the bid, a letter of acceptance / advance acceptance of tender shall be issued only to the successful Firm (s) and performance guarantee shall be demanded.

5.5 Warranty:

As per terms and conditions laid down in bidding documents.

5.6 Payment of Performance Guarantee:

- The successful Firm shall be required to remit the performance guarantee equivalent to 10% (Ten percent) of the value of the contract price. The performance guarantee should be paid by way of pay order / cash deposit receipt drawn in favor of Punjab Small Industries Corporation payable at Lahore.
- The performance guarantee shall be refunded to the successful Firm only on successful completion of the assignment awarded period and subject to satisfaction of the ultimate consignee that all the terms and conditions have been satisfactorily adhered to by the successful Firm.
- The performance guarantee may be utilized as per discretion of the Competent Authority and no such claim by the successful Firm shall lie against the purchaser.
- The performance guarantee shall be forfeited if the successful Firm withdraws the bid during the period of bid validity specified in the bid documents and if the Firm fails to sign the contract.

5.7 Billing Payment-Taxes

- i. All payments shall be made in Pakistani rupees only.
- ii. The successful Firm shall have full and exclusive liability for payment of all duties taxes and other statutory payments payable under any or all of the statutes / laws etc. now or hereafter imposed in Punjab, Pakistan.
- iii. Availability of GST number and deduction of Sales/Income tax as per Rules. (If Firm is exempted from Tax, exemption Certificate may be provided).

5.8 Purchaser Reserves the Right to:

- i. Insist on quality as per PSIC specification.
- ii. Modify the assignment as specified in the bidding document / specification without allowing any change in the quoted price at the time issuance of Acceptance Letter to the successful Firm.
- iii. The Client shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Firm (s). No change in the price or substance of the Bids shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender as per Rule 33(2) of the PPRA Rules. Acceptance of any such correction is solid discretion of the Client.
- iv. With hold any amount for the deficiencies in delivered items to ultimate consignee / end user as per specification.
- v. In case of failure of efficient delivery of items the same shall be replaced at the cost and risk of Firm.

5.9 Failure and Termination:

If Firm fails to complete the contract period, the PSIC shall be entitled to opt either:

- i). To recover from you, as liquidated damages and not as penalty, the total amount paid in advance with 2% damages of the concerned items.

OR

- ii) To hire some other firms without notice to you but at your risk and with regard to expenditure already incurred on this account without canceling the contract in respect of remaining period and to recover the excess value so paid from you or from your security deposit, earnest money:

OR

- iii) To cancel the contract at your risk and cost.

OR

- iv) Failure of compliance of the terms and conditions as mentioned in this contract shall render you liable to the forfeiture of your security deposit/earnest money and that such forfeiture shall not deposit from taking other suitable actions including blacklisting or any other remedial measures which the PSIC may deem appropriate to guard itself from any financial loss. In the event of any action taken under Sub Para (ii) & (iii) above, you shall be liable for any loss which the PSIC may suffer on such account.

6. Form of Bid

The Firm must prepare the Letter of Bid on its letterhead clearly showing the Firms complete name and address.

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

Invitation for Bid No: _____

To: Director (A&C), PSIC
PSIC House, 23-A Davis Road,
Lahore.

- (a) We have examined and have no reservations to the Bidding Documents, including scope of work and general guidelines issued in accordance with Instructions to Firm;
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with Instructions to Firm.
- (c) We offer to hire the firm for services mentioned in the Bidding Documents.
- (d) Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (f) We are not participating, as a Firm or as a subcontractor, in more than one bid in this bidding process.
- (g) 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; and
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (i) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption

SIGNATURE

7. FINANCIAL BID FORM

(To be signed & stamped by the Firm and reproduced on the letterhead.)

Director (A&C), PSIC

PSIC House, 23-A Davis Road,
Lahore.

Subject: **HIRING OF FIRM FOR PROVISION OF OFFICE STAFF AT PSIC HOUSE 23-A DAVIS ROAD LAHORE** .

Reference your tender notice dated _____ we the undersigned agree for hiring of Firm for Provision Of Office Staff at PSIC House 23-A Davis Road Lahore in accordance with the scope notified in bidding documents at the following rate (**Inclusive of all applicable taxes**):

SR. NO	DESCRIPTION	Quantity	Per staff	Amount
1	Driver	02		
2	Attendant / Naib Qasid	04		
3	Dak Runner	01		
TOTAL Amount (Inclusive of all applicable taxes)				

TOTAL Rs:- _____ (Inclusive of all applicable taxes)

(Rupees (In Words) _____)

Stamp & Signature _____

Dated: _____

Name: _____

M/s: _____

Address: _____

Note:

1. The above schedule shall be part of financial bid. Any Firm who attaches it with technical bid shall be disqualified.
2. Prices/rates must be inclusive of all the applicable taxes.

8. ACCEPTANCE / REJECTION OF THE BID

The client shall have the right, at his exclusive discretion, to accept a bid (lowest evaluated bid), reject all tender (s), cancel/annul the tendering process at any time prior to award of formal contract, and without thereby incurring any liability to the Firm and the decision of the client shall be final.

The Tender/Bid may be rejected if:-

- i. It is substantially non responsive; or
- ii. It is submitted in other than prescribe forms, Annexes, documents/by other than specified mode; or
- iii. It is incomplete, un-sealed, un-signed, partial, conditional, alternative, later; or
- iv. It is subjected to interlineations/cuttings/corrections/overwriting; or
- v. The Firm submits more than one tender; or
- vi. The Firm refuses to accept the corrected total tender price; or
- vii. The Firm has conflict of interest with the client; or
- viii. The Firm tries to influence the tender evaluation /contract award; or
- ix. The Firm engages in corrupt or fraudulent practices in competing for the contract award: or
- x. There is any discrepancy between bidding documents and Firms proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid: or
- xi. The Firm submits any financial conditions as part of its bid which are not inconformity with tender document; or
- xii. Submission of false, fabricated and materially incorrect information.

9. ACCEPTANCE LETTER (LETTER OF INTENT)

The Client may, send the acceptance letter / letter of intent (conditional) to the successful Firm, prior to expiry of the validity period of the tender, which shall be made part of the formal contract. Acceptance letter shall not confirm the award of contract that can be withdrawn before entering into service agreement subject to the satisfaction of the client.

10. BID EVALUATION CRITERIA

Technical Evaluation:

Following Evaluation Criteria shall be used for evaluation of technical proposals. Firms must provide supporting documentary evidences with their bids.

- 1) Verification of documents specified for eligibility Criteria
- 2) Technical Specifications Certificate

Financial Evaluation

The least cost selection method shall be used for financial evaluation. Only technically accepted bid shall only be considered for financial evaluation. Evaluation of bid shall be based on total amount quoted for the services inclusive of all applicable tax.

11. ACKNOWLEDGEMENT CERTIFICATE

We hereby confirm to have read carefully the description and all the terms & conditions of bidding document. We agree to abide all these terms & conditions. We also hereby categorically confirm that the goods supplied by us shall exactly to the particulars and specifications as laid down in the proved specification in all respects.

SIGNATURE
NAME & ADDRESS OF THE FIRM