

Tender No:

KDU/PRO/CAP/ 142/ 2020



General Sir John Kotelawala Defence University,
Kandawala Estate, Ratmalana,
Sri Lanka.
T: Phone: 2632028 , 2622995
Fax : 2622504, 2623599
Web: www.kdu.lk

12 / 06 / 2020

INVITATION TO BID AND GENERAL CONDITIONS OF TENDER

1. The Vice Chancellor of the General Sir John Kotelawala Defence University, as the Chairman, Department Procurement Committee Invites Bid/s from prospective Bidders for supply of **item/s listed in the schedule in Annex “A”. The relevant specifications of the item/s are indicated in Annex “B”.**

2. **CLOSING DATE & TIME.** The tender will close at 1000 hrs. on 14 / 07 /2020 . Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITY OF BID.** The bid submitted under this tender **must be valid for a period of 120 days from the date of closing of tender.**

4. **BID BOND / GUARANTEE.**

(a) If the quoted bid value exceeds Rs: 2,000,000.00, such Bids should be accompanied with 1% of Bid Value an “on demand” and “unconditional” Bid Bond/Guarantee for a sum of **Rs:** in the format given in Annex “C” through a recognized local Bank or Insurance Company registered in Sri Lanka which is authorized by the Insurance Board of Sri Lanka to issue such Bid Guarantees. All Bid Bond/Guarantees should be valid for at least 30 days more than the validity period of bids, ie, for 150 days from the date of Bid opening. **Cheques will not be accepted as Bid Guarantee.**

(b) Submission of insufficient Bid Bond/Guarantee value or period will be considered as a “**major deviation**” and such offer will not be considered for further procurement action and will be rejected.

5. **VALUE ADDED TAX.** The Bidders who bid for locally delivered items must have the VAT registration. The VAT portion must be shown separately in the price schedule in Annex “A” and VAT registration number must be indicated. If the quoted item is exempted from VAT or Bidding Company is not liable for VAT, reference number and date of relevant Act number/Gazette notification/a certificate (as applicable) **issued for the current financial year** from the Commissioner General of Inland Revenue to that effect should be submitted along with the Bid.

6. **BID SUBMISSION.** The **bidder must duly sign at the last page (before Annexes) of this document** indicating the name of the signatory and the name of the company & place the company common seal to confirm the acceptance of tender conditions. **The Bid/s that do not include authorized signature will be rejected.** The Bid/s duly signed by the bidder enclosed and sealed in an appropriate cover addressed to the following address should be sent by registered post or could be deposited in the **appropriate tender box placed at General Sir John Kotelawala Defence University, Kandawala Estate, Ratmalana** (at the Main Entrance of General Sir John Kotelawala Defence University) on or before the time & date specified for the closing of tender. **The tender reference number, date & time of closing tender should be indicated & underlined at the top left corner of the envelop.**

Tender Ref No
Closing Date & Time

The Chairman,
Department Procurement Committee,
General Sir John Kotelawala Defence University,
Kandawala Estate, Ratmalana,
Sri Lanka.

7. The Bid/s must be submitted in the attached schedule of prices in Annex “A” as applicable. However, bidders could use similar formats prepared with their own letter heads with all the details mentioned therein and submit in **three copies along with duly signed copy of a General Conditions of tender.** The Bid/s must contain **Technical Literature, Pamphlets, Drawings and Quality Standard Certificate etc** necessary to determine characteristics of items offered and in case of Machinery/Vehicles & Equipment, servicing and workshop data/after sales service, back up facilities or any other facilities provided by the supplier.

8. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES.**

When it is required to submit samples, **every offer** must be accompanied with pre - marked samples. The marking of samples **indicating the Bidder & Offer number** must be done and the samples must be handed over to the officer at same place where tender box is placed **on or before the closing date & time of the Bid.** Samples submitted after closing time of the Bid will be rejected. The documents such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.

(1) **Samples.** Please submit samples.

(2) **Testing Charges.** A sum of Rs. **per offer** must be paid to the Bursar of KDU, prior to the submission of bid and a copy of the receipt must be annexed to the bid. It is the responsibility of bidder to inform the Cashier of the Account Office to note the tender number on the receipt issued for such payments.

8. **BID OPENING.** All duly received bids **will be opened immediately after the scheduled closing time of Bids at the same venue.** Bidders or their accredited agents could be present at the time of opening of bids.

9. **PRICES.**

For locally delivered items (including locally manufactured items & foreign items imported by the bidders) price must be quoted in Sri Lankan Rupees, inclusive of all charges for delivery of items to General Sir John Kotelawala Defence University Ratmalana, Faculty of Allied Health Science (FAHS) Werahera and University Hospital Werahera or Southern Campus Sooriyawewa. **Unit price, VAT and Total price should be clearly indicated in schedule in Annex “A”.** Other than VAT, all other type of taxes (eg : NBT, BTT, etc.) should not be indicated separately and should be included in unit price.

10. **RESTRICTED TENDERS.**

Invitation to Bids are circulated among the registered suppliers with Ministry of Defence (MOD), only bids submitted by registered suppliers will be allowed for consideration. However, Chairman, Department Procurement Committee reserves the right to invite the bids from multiple combinations of Procurement Methods as stipulated in Chapter III of the Government Procurement Guideline, 2006 to ensure highest competitiveness.

11. **PERFORMANCE BOND/GUARANTEE.**

A successful bidder shall furnish a Performance Bond/Guarantee in the form of “On Demand” & “Unconditional” Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for every contract that exceeds Rs. 500,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka or through an Insurance Company authorized by the Insurance Board of Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award.** The proceeds of the Performance Bond/Guarantee shall be payable to the Vice Chancellor of the General Sir John Kotelawala Defence University as compensation for any loss resulting from the supplier’s failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items on time or fails to complete the works as per the agreed contract, **THE TOTAL VALUE OF THE PERFORMANCE BOND/GUARANTEE** will be forfeited. If only partial delivery is made during the agreed contract period, the corresponding value percentage of undelivered quantity from the Performance Bond/Guarantee will be forfeited.

12. **SIGNING OF CONTRACT.**

The notification of award will be transmitted to the successful bidder by post, by fax or e-mail. This notification constitutes the formation of the contract. The successful bidder should submit his written acceptance for the award and performance bond / guarantee (For awards over Rs. 500,000.00 without VAT) within 14 days of receipt of such notification. Upon acceptance of the award and furnishing of the Performance Bond/Guarantee, the successful bidder will have to enter into a formal contract with the Vice Chancellor of the General Sir John Kotelawala Defence University by signing the Contract.

13. **DELIVERY.**

Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract,** unless mutually agreed for extended delivery period with General Sir John Kotelawala Defence University. **The bidder/s must indicate the proposed delivery schedule in Annex “D”.** In the event of placing a purchase order with the successful bidder, the total quantity so ordered must be supplied as one consignment unless part deliveries are agreed upon in the contract. The deliveries not made as per agreed delivery schedule will be considered as bad performances by the suppliers and **no extended delivery period will be authorized.** Under extreme unavoidable conditions too, the Chairman, Department Procurement Committee (Vice Chancellor of the General Sir John Kotelawala Defence University) reserves the right to grant or refuse delivery period extensions only within the current financial year with or without liquidated claim for delayed deliveries and that decision will be final.

14. **LIQUIDATED DAMAGES.**

In case of delivery period extensions requested by the successful bidder, a sum equivalent to 1% of the total value of the delayed supply per delay of one week or part thereof may be deducted from the payment due to the supplier from the General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 12% of the total value of delayed supplies.

15. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.**

Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by General Sir John Kotelawala Defence University authorities. The delivery made to the General Sir John Kotelawala Defence University should not be considered as quantities taken over by General Sir John Kotelawala Defence University until items are properly accepted after pre-acceptance inspection. Any item that does not conform to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from General Sir John Kotelawala Defence University stores/premises within 07 working days of such intimation (either verbal or written) at his own cost and replace them with items conforming to specification within one month of such rejection. The bidder shall allow approximately 60-90 days’ period of credit from the date of acceptance of items for Account Office, General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

16. **RIGHTS OF THE PROCUREMENT COMMITTEE.**

The Department Procurement Committee reserve the right to accept or reject whole or part of this tender and their decision will be final. The successful bidders will be notified. Information with regard to rejected or unsuccessful bids will not be communicated.

Thanking You,
Yours faithfully,

J D B Galagoda
For Vice Chancellor
General Sir John Kotelawala Defence University

I/We agree to abide by the conditions of tender and undertake to supply the items as per delivery schedule mentioned in the contract, in the event of an order been placed with me/my firm/company as a result of this tender.

..... Signature

..... Name of Signatory

.....Name of the Company/Bidder

Date :-

Company seal

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS

S/N	ITEMS	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
	<u>PURCHASE OF PARKING TICKET ISSUING MACHINE FOR THE UHKDU VEHICLE PARK</u>				
01	Parking Ticket Issuing Machine	Nos	01		
	As per attached specifications				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	GRAND TOTAL				

Special Note: - Bidder to note that Per- Tender Meeting will be held at 1000 hrs on 01st July 2020 at the, University Hospital(KDU), Werahera and Site visit will be arranged for the participates of the meeting in same day if required. Further bidders to send their quotation with a proposal to the project accordance with given work scope.

(A) OTHER DETAILS

- (i) DELIVERY PERIOD -
- (ii) MAKE & MODEL -
- (iii) VALIDITY PERIOD -
- (iv) WARRANTY PERIOD -
- (v) PAYMENT TERMS - CREDIT
- (vi) COUNTRY OF ORIGIN -
- (vii) DISCOUNT IF ANY -
- (viii) ANY OTHER TAXES -

(B) VAT DETAILS

- VALUE ADDED TAX PERMANENT REGISTRATION CERTIFICATE / VAT EXEMPTION LETTER ISSUED BY DEPARTMENT OF INLAND REVENUE TO BE ATTACHED

(C) PLACE OF DELIVERY

- ITEMS TO BE DELIVERED TO THE "GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY, KANDAWALA STATE, RATMALANA ALONG WITH THE COPY OF ORDER AND RELEVANT INVOICE.

- (D) Any queries / information with regard to this procurement / tender could be obtained from Officer Commanding Logistics Services office at General Sir John Kotelawala Defence University through e-mail ocls@kdu.ac.lk and by telephone number 0112622504 during working hours.

NOTE : UNIT PRICE AND TOTAL PRICE ARE TO BE INDICATED CLEARLY IN THE TENDER, IF NOT QUOTATION WILL BE REJECTED.

SUPPLIER NAME -

ADDRESS -

Company Seal

(E) Bid Reference: KDU/PRO/CAP/142; /2020

.....
DATE

1. Introduction

UHKDU invites suitable suppliers to provide a proposal to design, build and maintain a multi-point automated vehicle park for UHKDU. The number of slots available in various locations of UHKDU premises is about 400.

The proposed car park should allow to park their vehicles as discipline manner/ system for UHKDU staff as well as outsiders who come to the hospital. The car park is designed to facilitate different types of vehicles such as cars, vans, three wheelers, motor bicycles, etc. to issue Barcode ticket and RFID Process.

Identification and logging of the vehicle at the entry is managed by the system in addition to that, Vehicle Number Plate Recognition system (VNIS) is also synchronized with the system. The face identification of the driver is expected to be implemented as optional features as required.

The supplier is expected to design, implement and maintain fully comprehensive software to manage the car park and billing, as per FRS mentioned in the section 4 of this document.

In the 1st phase, only one entry point and one exit point together will be commissioned and it could be connected to the UHKDU LAN.

2. Scope of the work

The Service Provider is expected to design, install (both the hardware and software), train the relevant staff and maintain the automated vehicle parking system as per the technical specifications (Section "4") given by UHKDU. The complete design of the system should be provided with the bidding document explaining the hardware, software and technologies to be used.

- a. Provide, install (customize and configure), training and maintain all required hardware component and accessories. UHKDU provides space, electricity, LAN connectivity (if necessary).
- b. Provide, install (customize and configure), training and maintain, the software system as per the FRS Section "4" with all necessary operating system software, middle ware etc. UHKDU will not provide any component other than space, electricity and LAN connectivity.
- c. The cabin cubicle for the controlling system should be provided by the supplier.
- d. All hardware components to be used, should be industry level, heavy duty, designed for outdoor operations, with the capability of work continuously round the clock (24H X 365 Days)
- e. All gates should be ante hitting gate with suitable speed to minimize the damage to both sides.

9/16

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3. **Design concept proposed by UHKDU**

This is only a guideline to explain the requirement. The supplier can propose his own design to cater to the requirement mentioned in the FRS.

a) **Vehicle identification and vehicle log at the entrance**

- i. Barcode ticket systems to be used to identify the vehicle. All staff-owned vehicles should be identified (RFID | VNIS tracking) by the system. The other vehicles should be given a Barcode ticket at the entrance by an automated ticket dispensing machine. When the ticket is delivered, time and date issued should be mentioned (Printed) automatically generating a vehicle park ID. This park ID should be unique for the encounter. However, if automated ticket dispenser is not functioning, there should be a way to operate the process manually.
- ii. The system should be capable of identifying the License Plate automatically and it should be linked with the park ID for future references. As an optional feature, UHKDU expects to implement face recognition of the driver at the entrance. The face should also be tagged with the park ID.
- iii. The entrance should be guarded by a barrier gate.
- iv. The barrier gate should operate after issuing the Barcode ticket or after the identification of Staff vehicle or nominated vehicles by UHKDU. However, if the gate is not functioning automatically, there should be ability to operate the barrier gate manually.

b) **Vehicle identification and vehicle log at the exit.**

- i. Barcode ticket (Given/ Used at the entrance to be used to identify the vehicle at the exit) is exposed to the sensor/ Barcode reader at the exit. The system should identify the vehicle and automatically calculate the charges according to the business rules defined by UHKDU (refer FRS for details). The barrier gate should only open after receiving the payment.
- ii. The display of a small LED monitor should be installed so that the customer can see what he is being charged.
- iii. The system should be capable of identifying the License Plate automatically at the exit point and it should be linked with the park ID for future references.
- iv. The exit should be guarded by a barrier gate and it should be open only when received the payment.

4. Functional requirement specification (FRS) for vehicle billing and parking management system

Vehicle Billing and Parking Management system is a supplementary system. It should track all vehicles which need parking inside the hospital or in hospital-owned vehicle parks. The system should be capable of automatically recording the "in and out" times of vehicles in different categories, and automatically calculating the time-based parking cost. Finally, the proposed system should have capability to integrate with the finance module of the HIMS passing revenue of the car park to the finance module.

- a. Vehicle identification/ registration at the entrance and exit point
 - i. Ability to identify/ register RFID enabled vehicles or nominated vehicles by the UHKDU
 - ii. Ability to capture | identify all vehicles' license numbers separately from the Vehicle number Identification system (VNIS) which is incorporated into the system
 - iii. Ability for RFID enabled vehicles to enter automatically by barrier gate opening or operator needs to manually open
 - iv. Ability to identify RFID enabled vehicles and allow them to exit through the barrier gate by opening the barrier automatically
 - v. Ability to issue a Ticket for each vehicle with Date, Time IN, vehicle park ID and Printed-in Barcodes of Vehicle Number given by the VNIS (This should be issued at the vehicle barrier entrance gate cubicle manned by the operator via Barcode machine)
 - vi. Ability to scan | read the ticket (Issued by IN cubicle) by Barcode reader at Out barrier cubicle and calculate the parking cost automatically by issuing a bill for the customer.
 - vii. Ability to operate all the required (Specific) main functions as isolated and individual system (Undependable)
 - viii. RFID should be compatible to cope up with proximity card already issued by UHKDU for staff members instead of issuing RFID Tag. (Optional)
 - ix. If Barcode system or RFID fails, ability to capture IN and OUT time.
 - x. Ability to operate barrier gate automatically with RFID or Barcode system operation.
 - xi. If automation of barrier gate fails, ability to operate manually.
 - xii. If necessary, ability to issue a token at the entrance.
 - xiii. Ability to check the status of the carpark occupancy using the IN and OUT statistics of the vehicles.

- b. The software should have following functionalities
- i. The system should be incorporated as one system with Barcode, RFID and VNIS.
 - ii. Ability to store | keep all the data and should be given the operational dashboard
 - iii. Ability to record and process all VNIS data (information) incorporated with Barcode data
 - iv. Ability to provide data backup system
 - v. Ability to calculate cost for parking slot depending on the duration and category of vehicle.
 - vi. Ability to give discount for selected vehicles/ vehicle categories depending on criteria defined by the UHKDU management
 - vii. Ability to give discount for selected vehicles categories depending on the number of hours used.
 - viii. Ability to issue a bill at the time of exit.
 - ix. Ability to blacklist vehicle depending on the criteria defined by the hospital. If such a vehicle comes to the entrance, the system should indicate it to the operator.
 - x. Ability to provide any information relevant to the system.
 - xi. The system should display the "entrance time", "exit time", duration utilized by the vehicle and the total amount on the bill.
 - xii. The system should keep a log report of the operators for references.
 - xiii. Ability to get a summary report on all the vehicles in the park with the vehicle registration numbers at any given time.
 - xiv. Ability to get summary report on the duration utilized by the vehicles at any given time
 - xv. The system should have capability to integrate multilevel fully automated car park system if necessary.
 - xvi. The system should have capability to integrate with the finance module of the main HIMS.
 - xvii. The system should be capable of connecting multiple entry and exit points.
 - xviii. The connection of multiple exit points and entry points should be done through LAN.
 - xix. The whole system should be managed by *ONE* central data base which connects to all required peripheries.

5. Warranty

UHKDU expects minimum 2 years of comprehensive warranty for the whole system (for both hardware and software).

RESTRICTED**6. Other important factors :**

- a. The supplier should be given the required amount of RFID Tag (for Reader Active Tag - RAT) and should be informed of the cost for each including fixing charges if necessary.
- b. The supplier should mention clearly the total cost and duration for completing the whole system. He is required to mention each functional cost separately with the duration required fulfill the task. Further required to mention the technical literature of each and every equipment that is going to be used.

7. Service Level Agreement

- a. The supplier should agree to provide a Service Level Agreement (SLA) for whole period of the system maintenance (02 years).
- b. The expected uptime of the system is 99.99% (excluding the scheduled maintenance)
- c. The Problem Severity Levels should be defined as follows

Problem Severity	Level Description
Severity Level 1	Mission critical UHKDU business process(s) unable to function - The System is not functioning and there is no workaround that is acceptable to UHKDU, thereby preventing the carpark from performing normal function(s).
Severity Level 2	Significant impact to Mission critical UHKDU business process(s) – A temporary workaround that is acceptable to the UHKDU is available.
Severity Level 3	Inconvenience – The System is causing a minor disruption in the way tasks are performed but does not stop workflow. Able to accomplish all functions, but not as efficiently as normal. May include cosmetic issues - especially in constituent facing applications.

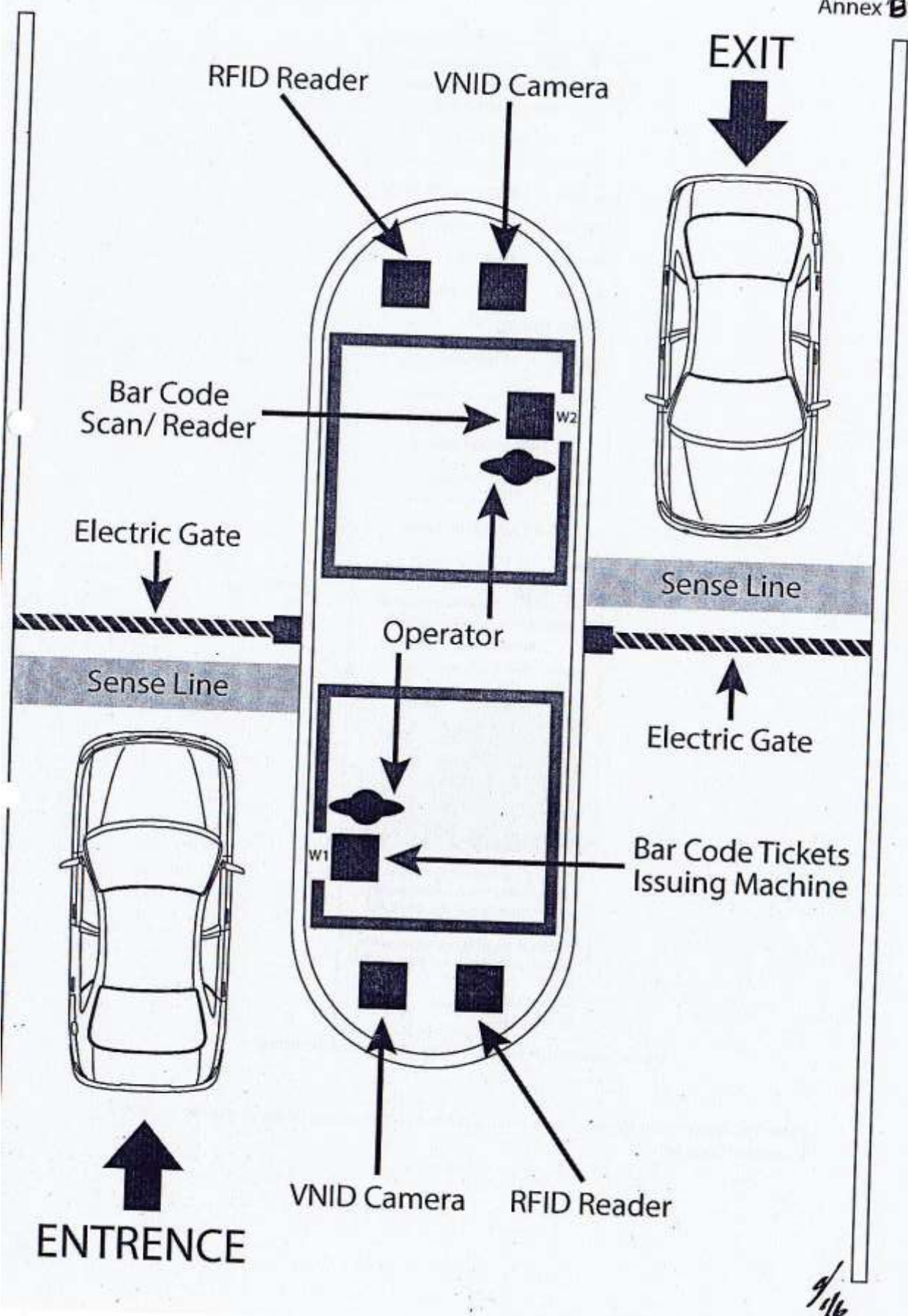
9/16

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d. Severity level standards and time taken to rectify them should be as follows.

Measure	Metric	Standard	Comments
Availability	System is available for use	99.99% Availability excluding scheduled maintenance	Availability is measured per calendar month. Nine (9) hours of maintenance per calendar quarter can be scheduled with the agreement of both parties with minimum disturbances to the business of UHKDU
Problem Management	Severity Level 1	The Problem should be Resolved (100%) bringing the business back within 05 hours after informing the local agent.	
	Severity Level 2	100% Problem Resolved Within twelve (12) hours	
	Severity Level 3	100% Problem Resolved Within twenty four (24) hours	
Vendor Help Desk	Help Desk call wait time	At least 99% of Help Desk calls are answered in 5 minutes or less	



9/16

UH University Hospital
General Sir John Kotelawala
Defence University

Vehicle Pass

In Time : 2020-06-01 08:34:12
Out Time : 2020-06-01 10:13:05
Duration : 01:38:53
Amount : RS (LKR) 200.00
Vehicle Type : 01
Teller ID : UHKDU 01

For Emergency / Inquiry
+94 11 20 44555
www.kdu.ac.lk/uhkdu

(Front side of the ticket)

UH University Hospital
General Sir John Kotelawala
Defence University



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විමසීම : 0112044555
දිගු අංක : 1101

(Already printed the message at the back side of the ticket)

(Note: This type of short message about UHKDU can be circulate among the general public by using pre printed ticket roll)

9/1/20

SPECIMEN FORM OF BID SECURITY

By this Bond we (hereinafter called "the Bidder") and We (name of bank or insurance company) whose registered office is at (hereinafter called "the Surety") are held and firmly bound onto (hereinafter called the Authority") in the sum of for the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by those presents.

Whereas the authority has invited the Tender and other persons to compete tenders in similar terms for the supply of and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Tender in accordance with the following conditions.

Now the Conditions of this Bond are:

- (a) That it shall remain in full force and effect until the earliest of
 - (i) (Date), being () days from (submission date), the date stipulated by the Authority for the submission of tenders, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing.
 - (ii) In the event of acceptance of the Tender by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
- (b) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand form the Authority stating that.
 - (i) The Bidder has withdrawn his Tender during the validity of this Bond, or
 - (ii) The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the tender within 14 days from receipt of intimation of award of the Tender.

No alteration in the terms of the Tender, nor any forbearance of forgiveness in or in respect of neither any matter or thing concerning the Tender on the part of the Authority, nor any objection from the bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of Sri Lanka

I executed as a deed on this () day of () 20 ()

For and on behalf of the Bidder

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)

For and on behalf of the Surety

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)

DELIVERY SCHEDULE

(IT IS MANDATORY TO FILL THE FOLLOWING SCHEDULE BY THE BIDDER)

TENDER NO :

ITEM :

QTY :

DURATION	QTY
EX STOCK QTY (WITHIN 01 WEEK)	
01MONTH	
02 MONTHS	
03 MONTHS	
04 MONTHS	
TOTAL	

NAME OF THE BIDDER :

SIGNATURE OF BIDDER :

DATE :

COMPANY SEAL :