

**TERMS, CONDITIONS & SPECIFICATION FOR SUPPLY of
FURNITURE & FIXTURES**

Name of the District / Health Institution: Sambalpur
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)

(Bid Reference No.2362/DPMU/Sambalpur/2023-24)

**TENDER DOCUMENT FOR SUPPLY OF
FURNITURE & FIXTURES**

Bid document may be downloaded from Web site-
www.sambalpur.nic.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS	:Dt.11/10/2023 Upto 4PM
DATE & TIME OF OPENING OF TECHNICAL BID	:Dt.12/10/2023 at 11AM.
DATE OF OPENING OF FINANCIAL BID	:Dt.17/10/2023 at 11AM.

PLACE OF OPENING OF BID DOCUMENTS/
ADDRESS FOR COMMUNICATION/
RECEIPT OF BID DOCUMENTS:

Office of the CDM & PHO,
District Head Quarter Hospital,
At/Po-Modipara,
Sambalpur, Odisha PIN -768002

Email id: nhmsambalpur@gmail.com



TERMS AND CONDITIONS FOR SUPPLY OF FURNITURE & FIXTURE

- 1.1 Sealed tenders will be received upto 4:00 P.M. of dt.11.10.2023, in the office of the C.D.M. & P.H.O, Sambalpur for the procurement of furniture & fixtures. Any tender received after the due date & time will be rejected. **The tenders will be received through Regd. Post / Courier services / Speed Post only.**
- 1.2 The bidder(s) are to submit their quotations in separate sealed covered envelopes for technical bid and Price bid by superscribing **Cover "A" (Technical Bid) & Cover "B" (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be superscribed as **"BIDS FOR SUPPLY OF FURNITURE & FIXTURES"**. Tender must be accompanied by Rs.1,000/- (Rupees One Thousand) Only (Non-refundable) as processing fees and Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand) (Refundable) by way of Demand Draft (Must be submitted by way of Demand Draft), drawn on any Nationalized Bank in favour of "ZSS Non-NRHM Funds Account, Sambalpur Payable at Sambalpur".
- 1.3 The Sealed envelope containing the tender document submitted by the bidders will be opened in the, office of the CDM & PHO, Sambalpur at 11 A.M on dt.12.10.2023 under the chairmanship of CDM & PHO, Sambalpur and in the presence of the bidders or their authorized representatives.
- 1.4 The CDM & PHO, Sambalpur will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The bidders will not be entitled to any compensation whatsoever for such termination.
- 1.5 Price/Rate should be quoted for a single item/ per unit basis. Price quoted should be exclusive of all taxes and inclusive of transportation charges for delivery of the item. No other cost in any form will be borne by the undersigned for delivery of the item except the rate approved in the tender. Supplier has to supply the items as per requirements placed in the rate approved during the valid period of rate contract finalized in the tender otherwise security submitted will be forfeited.
- 1.6 The rate quoted will be valid for one year from the date of approval.
- 1.7 The supply of items shall be made immediately according to volume after placing the supply order in the Office of CDM & PHO cum DMD, Sambalpur / any other office under the jurisdiction of the undersigned and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis.
- 1.8 The supplier selected shall have the responsibility to supply the items mentioned in ANNEXURE - III as per supply order which is required for carrying out day to day official work.
- 1.9 The suppliers shall also ensure that the quality and quantity have to be as per the supply order and approved rate contract in the quotation process.
- 1.10 In the event of any dispute arising out of the tender, such disputes would be subject to Sambalpur jurisdiction.
- 1.11 If the approved supplier fails to execute the supply within the stipulated time, the C.D.M. & P.H.O Sambalpur is empowered to purchase the same items from L₂ or L₃ bidder, if they agree with the L₁ rate.
- 1.12 Payment will be made after 100% supply of items and complete installation as per order.
- 1.13 The successful supplier shall replace any part or whole system as may be necessary in the event of damage during transit or found damaged on arrival or during installation of the system or if found not in conformity to the specifications at his / their own cost.

- 1.14 Any breakage of glass item or any other material during transportation must be replaced by supplier within 7 days.
- 1.15 The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
- 1.16 **Consequences for non-compliance to the terms & Conditions after finalization of tender:** In case of non-compliance by the approved supplier i.e. L1 bidder, the order will be placed to next lowest bidder in L1 price and so on & Security of L1 bidder will be forfeited.
- 1.17 The person representing as a bidder should be properly authorized. Authorization letter is to be produced before participating in the tender process. Unauthorized person will not be allowed to participate in the tender process.

ELIGIBILITY CRITERIA

- 2.1 Manufacturing units/ Importers/authorized dealer/Agency/Firms are eligible to participate in the tender provided, they have
 - (i) Valid manufacturing license / Import License/ authorized dealer certificate etc.
 - (ii) Manufacturing unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.
 - (iii) ITR Copy of last preceding 3 (three) Assessment years.
 - (iv) Latest GSTR Copy.
 - (v) Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure -IV**) that the average annual turnover of the tendering firm is Rs. 40 (Forty) lakhs or more in the last preceding 3 (three) financial years.

The following documents should be enclosed in Technical Bid by the bidder. All the photocopies are to be self-attested.

TECHNICAL BID:

- 3.1 Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) and tender paper cost (Non-refundable) of Rs. 1,000/- (Rupees One thousand only) to be submitted in shape of two separate Demand Draft in favour of "ZSS Non-NRHM Funds Account, Sambalpur Payable at Sambalpur".
- 3.2 Copy of Valid Manufacturing License of the tender item of the manufacturer / Import License by the Importer. Copy of Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate.
- 3.3 Copy of GST registration certificate.
- 3.4 Copy of PAN of the organisation.
- 3.5 Copy of Registration of Agency/Organization in any other Act applicable, If any.
- 3.6 The Original Tender Book with Conditions and the schedules signed by the bidder at the bottom of each page with his official seal duly affixed.
- 3.7 The declaration form in Rs.20/- non-judicial stamp paper in **Annexure - I** duly signed by the bidder before Notary Public / Executive Magistrate.
- 3.8 Details name, address, telephone no., Fax, e-mail of the manufacturer /authorized distributor / service centre / contract person / office in Odisha (**Annexure - V**).
- 3.9 Certificate in support of service center in Odisha or undertaking to set up service center in Odisha within one month from the date of installation if approved (for those who have no service centers in Odisha).
- 3.10 ITR Copy of last preceding 3 (three) Assessment years.
- 3.11 Latest GSTR Copy.
- 3.12 Checklist with detail of the documents enclosed in **technical bid** (as per **Annexure - VI**) with page number. The document should be serially arranged as per this **Annexure - VI** and should be securely tied and bound.

- 3.13 Certificate duly filled by the Auditor/Chartered Accountant (as per Annexure-IV) that the average annual turnover of the tendering firm is Rs. 40 (Forty) lakhs or more in the last preceding 3 (three) financial years.

Financial BID

- 4.0 Financial Bid will be opened only of the bidders, who qualify in Technical Bid as per tender specification.
- 4.1 The Financial bid to be submitted in the prescribed form (as per Annexure - II). The price of the item should be quoted exclusive of taxes and including of insurance, packing, forwarding, freight (door delivery), installation, warranty but exclusive of CMC. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

EARNEST MONEY DEPOSIT

- 5.1 The Earnest Money Deposit shall be Rs.10,000.00 (Ten thousand) only. The Earnest Money Deposit will be submitted in the shape of demand Draft only in favour of ZSS Non-NRHM Funds Account, Sambalpur, from any Nationalized Bank payable at Sambalpur.
- 5.2 The EMD of the unsuccessful bidders will be returned back without interest after publication of the approved list and EMD of successful tenderer will be returned after successful installation and commissioning of items.
- 5.3 The EMD will be forfeited if the tenderer withdraws the tender or doesn't accept the approved list or doesn't supply the items within the stipulated time period.
- 5.4 No claims shall be made against the C.D.M. & P.H.O, Sambalpur in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.

EVALUATION:

- 6.1 The rates of the item quoted by the bidder who qualify in technical bid will be evaluated after taking the following points into consideration: -
- a) Rate of the furniture & fixtures will be taken after inclusive of transportation, insurance, packing, forwarding but exclusive of taxes.

Osbr
27/09/2023

**Chief District Medical & Public Health Officer CUM DMD
Sambalpur**

(to be submitted in Rs.20/- non-judicial stamp paper)

ANNEXURE - I

DECLARATION FORM

I.....,S/O-..... having my residence do declare that I / We have carefully read all the terms & conditions of tender of the _____, Odisha for the supply of furniture & fixtures. The approved rate will remain valid for a period of one year from the date of approval. I will abide with all the terms & conditions set forth in the tender paper Reference no.....

I/We do hereby declare that, I/We have not been de-recognised / black listed by any State Govt. / Union Territory / Govt. of India / Govt. organisation / Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items / part-supply / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me/us for a period of 5 years if, any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

I / We further declare that I / We possess valid manufacturing license / Authorized distributor bearing No.Valid upto I/We..... do hereby declare that I/we will supply the _____ as per the terms, conditions & specifications of the tender document. I / we further declare that I / we have a service centre / will establish a service centre within one month of installation of the equipment in Orissa.

Signature of the bidder :

Date:

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public.



TENDER FORM - B
Financial Bid

Si.No	Name of The Items	Make & Model of Items Quoted	Rate Per Unit (Excluding taxes)	Remarks
1	Visitor chair steel body	Specification provided in Annexure-III		
2	Stretcher for patient			
3	Stretcher for patient (Folding)			
4	Office table (prelaminated particles board)			
5	Office table (Wooden)			
6	Conference Room chairs-1			
7	Conference Room chairs-2			
8	Almirah			
9	Office Mid back Chair			
10	Conference Medium back Executive office chair			
11	Office High back Chair			
12	Fiber Chair			
13	Fiber Chair with Cushions			
14	Wheel Chair			
15	Stainless Steel Water Cooler, Features : Low Power Eco Friendly: 80 Ltrs			
16	Stainless Steel Water Cooler, Features : Low Power Eco Friendly: 150 Ltrs			

Notes: Use different sheets for different model or for higher specification items

I/we agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry. I/we confirm that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision. I/we have furnished all the information, as required in the tender enquiry and attached the relevant documents. (In case a tendered desires to put some additional /modified stipulations, terms & conditions etc. the same may be clearly indicated). I/we confirm that our offer will remain valid or acceptance for ___ days after the date of opening of tenders (preferably at least one year)

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of.....
(Name and address of the tendering firm).....

Place:

Date:

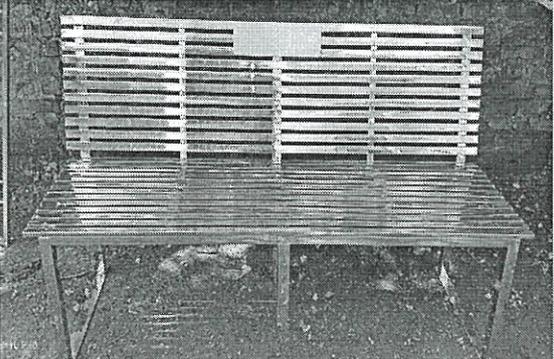
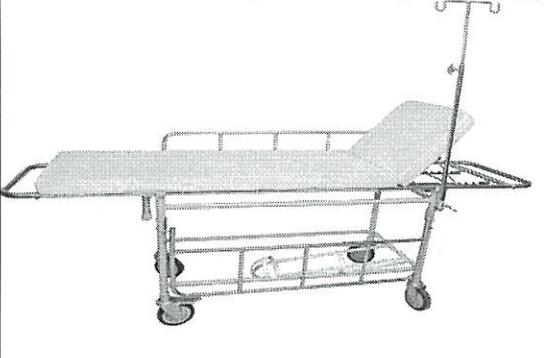
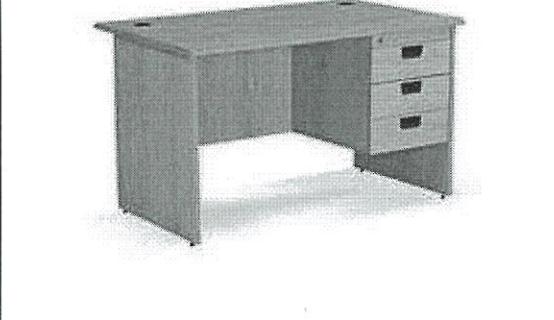
(Signature and seal of the authorized signatory)

Seal



Specifications of Furniture & Fixtures

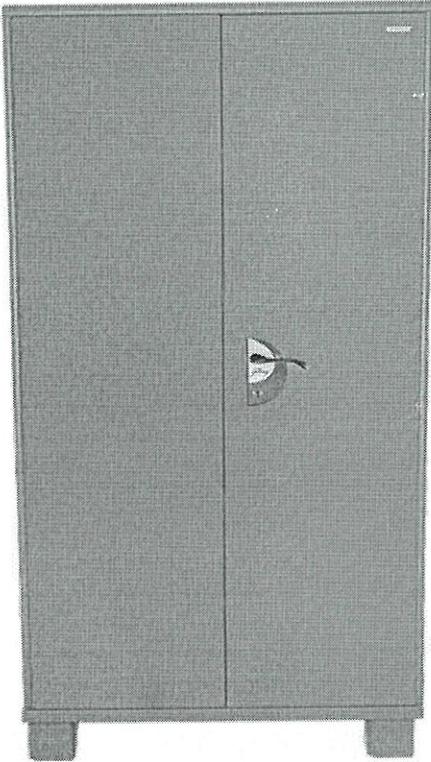


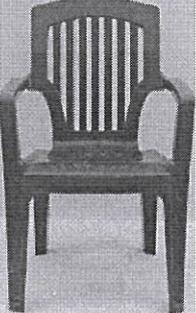
Sl. No.	Name Of the Items	Specification	Approx. Qty Required
1	Visitor chair steel body 	Heavy Steel metal-303 SS & 18 Gauge Pipe, Height-24 inches, Length-6 Feets, Sitting Area-24", Weight-60 Kgs (Approx).	As per requirement
2	Stretcher for patient 	Size: 2100 L x 560 W x 810 H mm Color: White Finishing: Epoxy Powder Coated Castor Size: 15 cms (two with brakes) Frame and Platform Material: CRCA Steel Removable stretcher top Pre-treated and Epoxy Powder Coated	As per requirement
3	Stretcher for patient (Folding) 	Size: 210L x 56W x 81H cm Removable with Fixed Height Frame is made of CRCA tube. Trolley mounted over 150 mm castors for ease of movement. Provision for saline stand. Provided with swing down railing. Provided with cylinder cage	As per requirement
4	Office table (prelaminated particles board) 	Size 4 x 2.5 X 2 feet Storage provided: One side, Foot rest: Provided, Table top, Material : Prelaminated MDF board/ Three layered prelaminated, Gable end and modesty, panel material: Three Layer prelaminated articles board (wood product) of grade II type III of IS 12823/Latest. Thickness of table top ±2 mm: 18 millimetres or better, Number of Storage unit provided: Triple storage / 1 draw & 1 Cupboard, Warranty period in number of years: 1	As per requirement



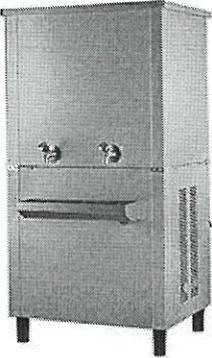
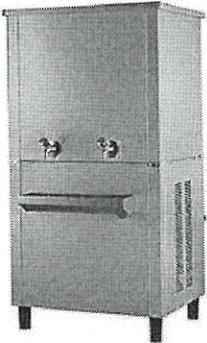
5	<p>Office table (Wooden)</p> 	<p>Size 5 x 3 feet Wooden & Mild Steel Rectangular Office Table, Size: 5 x 3 feet, Material Wooden, Mild Steel Shape Rectangular, No. of Drawers-4, Size (Feet)-5 x 3 Feet Drawers-Storage & Lockable,</p>	As per requirement
6	<p>Conference Room chairs-1</p> 	<p>Material of Fabric Back Cover: Leatherite, Material of Fabric of Seat Cover: Black leatherite GSM/Thickness of Fabric ± 5 (Gram per Sq Meter) 220 Gram per Sq Meter, Arm Material: Polypropelene, Thickness of Polyurethane Foam Used in Backrest IN MM (+/- 3 mm): 25 mm, Thickness of Polyurethane Foam Used in Seat IN MM (+/- 3 mm): 25 mm Chair Type: With Arms Type of Seat and Backrest: Padded with Polyurethane, Frame Type: 4 Legs, Castors: Without Size of Material (mm): 14/16 SWG 25 mm round pipe Chair Height ± 15(mm): 950 mm/830 mm Seat Depth ± 10(mm): 450 mm/430 mm Seat Width ± 10 (mm): 350/400 mm Seat Height IN MM ± 5(mm): 460 Backrest Width ± 10(mm) 380 mm Backrest Height ± 10(mm): 450 mm Paint Type: chrome Warranty period in number of years: 01</p>	As per requirement
7	<p>Conference Room chairs-2</p> 	<p>Material Chrome Stainless Steel Product Dimensions 58.4D x 55.9W x 86.4H Centimeters Size Standard Back Style Solid Back Special Feature Arm_Rest, Ergonomic Frame Material Alloy Steel Maximum Weight Recommendation 185 Kilograms, 195 Kilograms</p>	As per requirement

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8	<p>Almirah</p> 	<p>Type of Almirah steel: Almirah Steel shelving cabinets Number of door: 2 Number of shelves: 4 Colour of finish: Ash Grey Steel sheet material: CRCA sheets conforming to grade CRI of IS 513(part-1):2016 (with latest amendment) Almirah height (excluding the height of pedestal) \pm 5 mm: 1950 mm Almirah width \pm 5 mm: 910 mm Almirah depth \pm 5 mm: 430 mm Side sheet thickness: 0.9 mm Back sheet thickness: 0.8 mm Top sheet thickness: 1 mm Bottom sheet thickness: 1 mm Shelves sheet thickness: 0.8 mm Hinges sheet thickness: 1.6 mm Width of stiffener: 140 mm Stiffener sheet thickness: 0.8 mm Handle size: 12 cm Steel Almirah lock/locker lock: Six lever lock Material of lock: Steel Warranty (Years): 01</p>	As per requirement
9	<p>Office Mid back Chair</p> 	<p>Upholstery Material : Mesh, Finish Type: Plastic (Wheelbase), Warranty Details: 6 Warranty Against Manufacturing Defects Except Leatherette., Back Style: Mid Back, Seat Height: 17-21 cm (Adjustment), Wheel Base : Plastic(Material), Armrest Type: Fixed, Heavy Base</p>	As per requirement
10	<p>Conference Medium back Executive office chair</p> 	<p>Revolving Height: Adjustable, Cushioned: seat and back, Adjustable arm rest, Nylon/chrom coated base with castors & Upholstery. Finish Type: Plastic (Wheelbase). Warranty Details: 6 Warranty Against Manufacturing, Wheel Base.</p>	As per requirement

11	<p>Office High back Chair</p> 	<p>Product Dimensions: Length (73cms), Width (73 cms), Height (122cms), Ergonomically designed for maximum comfort. PU upholstery on both seat back with PU foam. Centre tilt mechanism with upright locking.,PU padded fixed polypropylene armrest. BIFMA class 4 certified gas lift, Tilt tension adjustor available on the bottom of the seat. Heavy Base. Nylon star base and Nylon twin casters, Warranty: 6 months spare part replacement warranty except cushion and fabric, Primary Material: Nylon, Upholstery material: PU Leather, Color: Black, Style: Modern, Knee tilt mechanism.</p>	As per requirement
12	<p>Fiber Chair</p> 	<p>Type of Chair: Single Piece Plastic Moulded Plastic Material: Polypropylene Arms: With Arms Seat Width in mm (+/- 5 mm): 550 Seat Depth in mm (+/- 5 mm): 560 Support/Under Structure: Single Moulded Piece No Support Structure Support Structure Finishing: Sigle Moulded Piece No Support Structure Warranty Period in Number of Years: 1</p>	As per requirement
13	<p>Fiber Chair with cushion</p> 	<p>Colour: Red/ Black Material: Plastic Product Dimensions:56Dx81Wx56H Centimeters Size: Set of 1 Back Style: Solid Back Special Feature: Arm Rest Product Care Instructions: Wipe Clean Net Quantity: 1 Count Seat Material Type: Plastic</p>	As per requirement
14	<p>Wheel Chair</p> 	<p>Frame Color: Black Type of Wheelchairs: Manual Weight Capacity: Upto 250 Lbs. Material: Iron Color: BLUE Number Of Wheels: 4</p>	As per requirement



<p>15</p>	<p>Stainless Steel Water Cooler, Features : Low Power Eco Friendly: 80 Ltrs</p> 	<p>Features: Low Power Eco Friendly Cooling Capacity L/H: 40 Litres/Hr Storage Capacity: 80 Litres Body Material: Stainless Steel Number Of Taps: 2 Nos(Minimum) Supply Type: Manufacturer, Supplier</p>	<p>As per requirement</p>
<p>16</p>	<p>Stainless Steel Water Cooler, Features : Low Power Eco Friendly: 150 Ltrs</p> 	<p>Features: Low Power Eco Friendly Cooling Capacity L/H: 150 Litres/Hr Storage Capacity: 150 Litres Body Material: Stainless Steel Number Of Taps: 2 Nos(Minimum) Supply Type: Manufacturer, Supplier</p>	<p>As per requirement</p>

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ANNUAL TURN OVER STATEMENT

The Annual Turnover of the tendering firm M/s. _____ for the last three years are given below and certified that the statement is true and correct.

Sl.No.	Financial Year	Annual Turnover (Rs)
1.	2019 - 2020	
2.	2020 - 2021	
3.	2021 - 2022	
Total Annual Turnover		Rs.
Average Annual Turnover		Rs.

Date:

Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)
Registration No.
Seal



DETAILS OF THE BIDDERS & LOCAL CONTACT PERSON

	Corporate Office (The address in which the purchase orders and payment details will be communicated)	Local Contact Person / Branch Office / Zonal Office / Service Centre if any, in Orissa
Name of Firm & Full Address		
Name of Proprietor/Partner/Director		
Telephone Nos., landline		
PAN No		
GST No		
Mobile		
E-Mail		
Date of Inception		
Manufacturing License Nos. & Date		
Name of the issuing authority		
Trade License valid up to		

Name of the Bidder
Address:
Official Seal & Signature
Date:



ANNEXURE -VI
CHECK LIST
TECHNICAL BID FOR FURNITURE & FIXTURES

Sl. No.	Particulars	Please put tick mark in the respective box (Document Submitted: Yes/No)				Details
1	Cost of Tender Paper (Rs.1,000/-) (Rupees One Thousand only)	DD No		Name of Bank		Date
2	Earnest Money Deposit in shape of Demand Draft for Rs.10,000/-(Rupees Ten thousand only)	DD No		Name of Bank		Date
3	Copy of Valid Manufacturing License of the tender item of the manufacturer / Import License by the Importer. Copy of Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate	Yes	No			Page No.
4	Copy of Valid ISO certificate	Yes	No			Page No.
5	Copy of GST certificate	Yes	No			Page No.
6	Copy of PAN of the organisation	Yes	No			Page No.
7	Copy of Registration, if any.	Yes	No			Page No.
8	Latest GST Return Copy	Yes	NO			Page No.
9	The declaration form in Annexure - I duly signed by the bidder before Notary Public / Executive Magistrate.	Yes	No			Page No.
10	Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor / service centre / contract person / office in Orissa (Annexure - VI).	Yes	NO			Page No.
11	ITR Copy of last 3 Assessment years	Yes	No			Page No.
12	Certificate in support of service center in Orissa or undertaking to set up service center in Orissa within one month from the date of installation if approved (for those who have no service centers in Orissa).	Yes	No			Page No.
13	Certificate duly signed by the Auditor / Chartered Accountant (as per Annexure -IV) that the average annual turnover of the tendering firm is Rs.40 (Forty) lacs or more in the last preceding 3 (three) financial years.	Yes	No			Page No.



MANUFACTURER'S AUTHORISATION FORMAT

To

The CDM & PHO Sambalpur,
Deptt. of Health & Family Welfare
Govt. of Orissa.

Ref: Tender No. Dated for _____.

Dear Sir,

We _____, who are established and reputed manufacturers of _____ (name and description of items offered) having factories at _____ (Address of Factory) do hereby authorize M/s _____ (Name and address of Distributor / Agent) to submit a bid .

We also extend our full guarantee for the items quoted by M/s _____ as per the terms and conditions in your tender under reference above.

Yours faithfully,

Name of the Manufacturer
(Signature with seal)

Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included in the bid submitted by the bidder if the bidder is not the manufacturer.



UNDERTAKING

(to be submitted on Rs.50/- stamp paper)

Tender ref. No. _____ Due for opening on _____

Name of the equipment:

Date of Installation:

Name of the Consignee:

Name of the purchaser:

Sir,

I / we _____

hereby declare that

1. I / we am / are the manufacturers / authorized agents / distributors of _____.
2. I / we do accept / agree for the all clauses including the warranty and payment terms and conditions of this tender.
3. I / we do hereby confirm that the prices / rates quoted are fixed and are at par with the prices quoted by me / us to any other Govt. of India / Govt. of Orissa Hospitals / Medical Institutions. I / we also offer to supply the stores at the prices and rates not exceeding those mentioned in the price bid.
4. I / we agree to abide by my / our offer for a period of 1 year from the date of approval of the tender.
5. I / we have necessary infrastructure for the maintenance of the equipment and will provide all the accessories / spares as and when required.
6. I / we also declare that in case of change of Indian Agent or for any other change, merger, dissolution solvency etc. in the organization of our foreign principles, we would take care of the Guarantee / warranty / maintenance of the machinery / equipment and have provided written confirmation for the same.
8. I / we shall provide assistance to the consignee in clearance and delivery of store at consignee's stores / premises.



9. The demurrage / storage charges, if any, payable to the customs department, due to non-receipt of required documents in time by the hospital / delay due to incorrect entries, mistakes to the documents etc. shall be borne by me / us.
10. I / we have carefully read and understood all the terms and conditions of the tender and shall abide by them.
11. I / we undertake to get the equipment's repaired within 48 hours of receiving of the complaint from the indenting hospital / consignee failing which a penalty @ 1% of the cost may be recovered.

Signature of the witness
Name & address

Signature of the Tenderer
Name & address

Dated

Seal of the firm.

NB. Only to be submitted by the approved supplier.

