

PUNJAB NATIONAL BANK



(SEALED TENDER)

TENDER DOCUMENT

FOR

RATE CONTRACT FOR SUPPLY OF MONTHLY PLANNERS FOR ONE YEAR

Date: 09.08.2022

**Punjab National Bank
Printing and Stationery Department
First floor, C-13, Sector-1, Noida- 201301
Tel: 0120-4968002, 0120-4968004**

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TIME SCHEDULE & OTHER DETAILS OF THE TENDER

1	Date of commencement of Bidding Process	09-08-2022 from 10:00 hrs.
2	Time for submission of Bids	17-08-2022 up to 13:00 hrs.
3	Date and Time of Technical Bid Opening	17-08-2022 from 13:30 hrs.
4	Address of submission of Bids	The Chief Manager, Punjab National Bank, Printing and Stationery Department, First floor, C-13, Sector-1, Noida- 201301
6	Place of opening of Bids	As above
7	Address for communication	As above, Tel: 0120-4968002, 0120-4968004
8	<p>Cost of Tender Document</p> <p>Note: - Firms registered under MSEs (Micro small Enterprises) and start-up bidder recognized by Department of Industrial Policy and Promotion (DIPP) would be exempted from submission of Tender fee/cost subject to furnishing of valid certificate for claiming exemption.</p>	<p>Rs. 1,000/- plus 18% GST *(Non-refundable) i.e. Rs 1180/- should be submitted through original demand draft in favour of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____ (Name of the firm)" with a validity period of 3 months.</p> <p style="text-align: center;">or</p> <p>Bank's following account before last date of bid submission:</p> <p style="text-align: center;">GST NO: 09AAACP0165GBZD IFSC Code: PUNB0412700, Bank & Branch: Punjab National Bank, First floor, C-13, Sector-1, Noida- 201301 Account No. 4127002200000291 (16 digits) Account Name - IMPREST ACCOUNT Bidders to submit transaction ID in this regard.</p> <p>Tenders submitted without tender fee, will not be considered.</p>
9	<p>Earnest Money Deposit (EMD)</p> <p>Note: - Firms registered under MSEs (Micro small Enterprises) and start-up bidder recognized by Department of Industrial Policy and Promotion (DIPP) would be exempted from submission of earnest money deposit form subject</p>	<p>Bidder shall submit EMD of Rs. 5000/-, in shape of original demand draft in favour of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____ (Name of the firm)" with a validity period of 3 months.</p> <p style="text-align: center;">OR</p> <p>Through NEFT/RTGS/IMPS to below mentioned account:</p>

	to furnishing of valid certificate for claiming exemption.	<p>IFSC Code: PUNB0412700, Bank & Branch: Punjab National Bank, First floor, C-13, Sector-1, Noida- 201301 Account No. 4127002200000291 (16 digits) Account Name - IMPREST ACCOUNT</p> <p>Bidders to submit transaction ID in this regard.</p>
10	Contact to bidders	<p>Interested bidders are requested to send the e-mail at ptgstn@pnb.co.in containing following information, so that in case of any clarification, the same may be issued to them.</p> <ol style="list-style-type: none"> 1. Name of company, 2. Contact person, 3. Mailing address with Pin Code, 4. Mobile No, Telephone No., Fax No. 5. E-mail address etc.

DISCLAIMER

The information contained in this tender Document or subsequently provided to Bidder/s, whether verbally or in documentary form by or on behalf of the Punjab National Bank or any of their representatives, employees or advisors (collectively referred to as Bank Representatives), is provided to Bidder(s) on the terms and conditions set out in this tender document and any other terms and conditions subject to which such information is provided. This document shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

This tender document is not an agreement and is not an offer or invitation by the Bank Representatives to any party other than the entities who are qualified to submit their Proposal (Bidders). The purpose of this tender document is to provide the Bidder with information to assist the formulation of their Proposal. This tender document does not purport to contain all the information each Bidder may require. This tender document may not be appropriate for all persons, and it is not possible for the Bank Representatives, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender document.

The Bank, its employees and advisors make no representation and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this bidding process. The Bank also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this tender document.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the bidding Document or to submit a Bid not substantially responsive or un-responsive to the bidding Document and its terms and conditions of the tender document in all respect will be at the Bidder's risk and may result in rejection of the Bid.

The Bank Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender Document.

UNDERTAKING FROM THE BIDDER

Date:

To
The Chief Manager
Punjab National Bank,
Printing and Stationery Department,
First floor, C-13, Sector-1, Noida- 201301

Sir,

Reg: Our bid in response to your sealed tender for rate contract for supply of Monthly planners

We submit our Bid Documents herewith. We understand that

- You are not bound to accept the lowest or any bid received by you, and you may reject all or any bid.
- If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form/bank's format. Till such a formal contract is prepared and executed, this bid shall constitute a binding contract between us and bank.
- If our bid is accepted, we are responsible for the due performance of the contract.
- You may accept or entrust the entire work to one bidder or divide the work to more than one bidders without assigning any reason or giving any explanation whatsoever.
- Printer means the bidder who is decided and declared so after examination of financial bids.
- The names of shortlisted bidders after the completion of first stage (Technical Bid), and the name of successful bidder to whom the contract is finally awarded after the completion of second stage (Financial Bid), shall be informed through E-Mail to respective bidders, as provided by them in tender document.

Dated at _____ this _____ day of _____ 2022

Yours Sincerely

For _____
Signature: _____
Name: _____

INSTRUCTION TO BIDDERS & ITEM DESCRIPTION

Sealed tenders are invited from printers based in Delhi/NCR for procurement of monthly planners at rate contract for 1 year further extendable for another 12 months or part thereof as per specifications provided in the **Annexure-II** of the tender proforma.

Description of Job	Rate contract for supply of monthly planner for 1 year extendable for another 12 months or part thereof as per bank's discretion.
Quantum of Job	24000 ± 10% Approx. 78 Personalised monthly planners per month ± 10%. Approx. 1922 non-Personalised monthly planners per month ± 10%.
Scope of Job	Printing and delivery of Monthly planner at Printing Stationery Department, Noida/HO Corporate Office Dwarka, New delhi <u>within four days (excluding one weekly off)</u> of giving proof approval by our Corporate Communication Division, HO.
Security Deposit	Successful Bidders will have to submit Security Deposit @3% of full contract value in the shape of FDR for a period of 24 months in favour of "Chief Manager, Punjab National Bank, Printing & Stationery Deptt., Noida A/c _____ (Name of your firm)".
Corrigendum, if any	Change in terms & conditions of the tender, if any, shall be informed through a corrigendum which shall be uploaded on bank's website (www.pnbnidia.in)
Delivery Schedule	Printing and delivery of Monthly planner at Printing Stationery Department, Noida/HO Corporate Office Dwarka, New delhi <u>within four days (excluding one weekly off)</u> of giving proof approval by our Corporate Communication Division, HO. Delivery schedule is to be strictly adhered to. The rate should be quoted F.O.R. mailers address in Delhi NCR, exclusive of GST. Applicable rate of GST as on bill date shall be paid by the Bank.
Cancellation of Tender	The tender can be cancelled by the bank at any time but before allotment of the job, without assigning any reason, whatsoever.

Tenders will be opened on the date & time mentioned as above. The representatives of the manufacturers who wish to be present during tender opening are welcome. The tenders received through fax or late for reasons, whatsoever will not be entertained/considered.

The General Terms & Conditions of the bank from time to time will be applicable and the decision of the Divisional Head will be final and binding.

NOTE: - The Bidder will submit (i) Technical Bid and ii) Financial bid separately in two sealed envelopes. Further, both the above envelopes in turn will be put in another third envelope duly sealed, super-scribed "Tender for supply of Monthly Planners" on it.

Thanking you,
Yours faithfully,
CHIEF MANAGER

ELIGIBILITY CRITERIA FOR SUPPLY OF MONTHLY PLANNERS

Sl. No.	ELIGIBILITY CRITERIA	Documentation required
1.	Printers based in Delhi NCR region meeting eligibility criteria, are eligible to participate in the tender	Bidder to give certificate of incorporation or any other certificate of registration issued by Competent Authority from Government to confirm the location of the manufacturing unit.
2.	The firm should have work experience in the trade for minimum 5 years and have manufactured: Minimum 2000 copies of similar job in a single order for Scheduled commercial banks/Public Sector Undertakings in any one calendar year during last 7 years as on 31.07.2022.	Copies of purchase orders.
3.	The bidder should have minimum average annual turnover of Rs. 2.40 lac with respect to supply of planners or similar items during preceding three financial years i.e. 2019-20, 2020-21 and 2021-22 This must be individual firm/company turnover and not of any group of firms/companies.	Self-certification on company letterhead
4.	Bidder/printer should have complete infrastructure for printing & fabrication of planners preferably under one roof <ul style="list-style-type: none"> • Prepress: Printer should have proper in-house designing expertise, processing equipment and platemaking (CTP). In addition, printer should also have appropriate Unicode Hindi font and software to convert the data into printable format so that repeated proof reading is not necessitated. • Printing: Minimum One four color Sheet-fed Offset Machine of size 18" x 23" or 23" x 36" • Binding: Online binding machines (Centre stitch binding), Folding Machine and all other allied binding equipment required for this job. 	Self –certification on company letterhead & visit by our official

	Lamination: Printer should have in house lamination machine	
5.	Bidder should not be debarred within previous three financial years by any Govt./PSU/Scheduled commercial bank.	Bidders, should submit an undertaking on their letterhead as below: - <i>"We have not been blacklisted/debarred by the Bank or any other institution during last three financial years and current financial year from participating in future tenders"</i>
6.	Bidder should not be in the Caution List of RBI or any other Govt. Organization/ Financial Institutions etc.	Self-undertaking on company letterhead

Relaxation for Start-up Firms Recognized by Department of Industrial Policy & Promotion (DIPP):

As per OM No F.20/2/2014-PPD (Pt.) dated 25.07.2016 and 20.09.2016, Firms recognized as Start-ups by Department of Industrial Policy & Promotion (DIPP) will be provided 10 % relaxation on prior experience & 10 % relaxation on financial turnover for Start-ups **subject to meeting of quality & technical specifications.**

Note: - All the above documents should form a part of technical bid.

CONTENT OF DOCUMENTS TO BE SUBMITTED- TECHNICAL BID

1. Proof for depositing cost/fee of tender document.
2. Valid original Demand Draft of **Rs. 5,000/- (Rupees Five Thousand Only)** towards **Earnest Money Deposit** in favour of Chief Manager, PNB, Printing & Stationery Department, NOIDA A/c _____ (Name of your firm.)
OR

Bank's following account before last date of bid submission:

GST NO: 09AAACP0165GBZD

IFSC Code: PUNB0412700,

Bank & Branch: Punjab National Bank, First floor, C-13, Sector-1, Noida- 201301

Account No. 4127002200000291 (16 digits)

Account Name - **IMPREST ACCOUNT**

Bidders to submit transaction ID in this regard.

Note: - Firms registered under MSEs (Micro and small enterprises) and start-up bidder recognized by Department of Industrial Policy and Promotion (DIPP) would be exempted from submission of Tender fee/cost and earnest money deposit form subject to furnishing of valid certificate for claiming exemption.

Cheque in lieu of Earnest Money Deposit and Tender Fee will not be accepted.

3. GST Registration Certificate & PAN/TAN number and all other necessary approved licenses required by the law.
4. Documents as per Eligibility criteria.
5. **List of all machines & equipments** required for typesetting & printing of monthly planners.
6. Banker details, duly signed by authorized signatory of bidder.
7. Name(s) of the Managing Director/Managing Partner/ Proprietor/Key persons along with their telephone number, mobile number & e-mail ids on firm letter-head.
8. List of the important clients preferably Govt. Undertakings, Financial Institutions, Public & Private Sector Banks or reputed companies.
9. Bidders shall also enclose samples of similar jobs along with the documents of Technical Bid.
10. **Quarter Sheet of Sample of paper as specified in Annexure-II** duly stamped and signed by the authorized signatory of bidder indicating complete nomenclature of paper (specification & name of mill) be enclosed.
11. Acceptance of all terms & conditions of the tender.
12. **PROCUREMENT THROUGH LOCAL SUPPLIERS (MAKE IN INDIA):**

(i) Government has issued Public Procurement (Preference to Make in India) order, 2017 (PPPMII Order 2017), in pursuance of Rule 153 (iii) of the General Financial Rules 2017

(GFR), which govern procurement by all Ministries /Departments /Attached and Subordinate Offices / Autonomous Bodies / Government Companies, etc.

(ii) The essence of the PPP-MII order is basically to promote Indian Manufacturing, in alignment with Government's initiative to encourage "Make in India".

(iii) 'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

(iv) Minimum local content: The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%.

(v) 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for Class-I local supplier as per DPIIT vide OM P-45021/2/2017-PP (BE-II) dated 16.09.2020 issued the Public Procurement (Preference to Make in India) Order 2017-revision.

(vi) **Only 'Class-I local supplier' as defined under the Order, shall be eligible to bid.**

(vii) Bidders shall be required to provide self-certification (**Annexure-III**) on firm's/company's letter head defining the percentage of local content and address of content addition.

13. Guidelines for Eligibility of Firms Registered under MSE

(a) MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to print at least 25% of total Personalized Cheque Leaves subject to lowering of price by MSEs to L-1.

(b) Firms registered under MSEs will be exempted from submission of Tender fee/cost and from payment of earnest money.

Note: - In case MSE bidder refuses to take up the contract/ dishonour the contract, that MSE contractor /vendor may be debarred from participating in the tenders for next six months after approval from competent authority.

GENERAL TERMS & CONDITIONS

1. The bidder/printer shall use the paper and other raw material to be used for preparation of monthly planner from their own stock and cost. Therefore, the quoted rate should be inclusive of cost of paper and other raw material to be used in printing/lamination/delivery of planners. The quality & specification of paper to be used is as per annexure II.

2. Technical bids shall be opened and examined first and if necessary, physical verification of machines and equipment shall be done and financial bids of only those bidders shall be opened who qualify in technical bid.

3. Bid of those bidders, who ever had any dispute with the bank and/or have earlier failed to meet quality specifications of the product as stipulated by the bank, will not be accepted. Their technical bids shall be summarily rejected and accordingly, their financial bids shall not be opened. Bank's decision in this regard shall be final & binding.

NOTE: - The Bidder will submit (i) Technical Bid and ii) Financial bid separately in two sealed envelopes. Further, both the above envelopes in turn will be put in another third envelope duly sealed, super-scribed "Tender for supply of Monthly Planners" on it.

4. Tenders shall be submitted as per specifications/ proforma of the tender, otherwise tenders shall not be considered. Specimen/Samples of the specified material duly indicating the specification under firm's Stamp & Signature is to be enclosed with the bid.

5. Rates should be quoted on the enclosed financial bid format (Annexure-I) only.

6. The quoted rates should be F.O.R. delivery point at our office HO: Printing Stationery Department Noida/Corporate Office Plot No - 4, Sector-10, Dwarka, New Delhi/ Any other office of the bank in Delhi. The usual terms & conditions of the Bank from time to time will be applicable. Printer has to take all quality measures in execution as Quality is the essence of job.

7. The quoted rates shall be valid for a period of 1 year which can be further extended by 12 months or part thereof as per discretion of bank. Quote is valid for bank's consideration for three months.

8. L-1 will be decided strictly on the basis of quoted rate per planner F.O.R. address in Delhi/NCR.

9. The Bank reserves the right to distribute the work amongst more than one tenderer on L-1 rate.

10. The bank has the right to increase or decrease the number of planners to be printed.

Orders will be placed by our office or by HO: CCD Dwarka from time to time as per requirement. Goods shall be accepted/received subject to inspection/verification by bank officials.

11. Tenders not accompanied with Earnest Money, will be summarily rejected. Cheque in lieu of Earnest Money Deposit and Tender Fee will not be accepted. Earnest Money is refundable in case tender is not awarded by the Bank. Earnest Money will be forfeited in case the bidder withdraws from the tendering process (on or after last date & time of submission of tender) or fails to honor the order placed by the bank after approval of their rates. Firms registered under MSEs (Micro small Enterprises) **and start-up bidder recognized by Department of Industrial Policy and Promotion (DIPP)** would be exempted from submission of Tender fee/cost and earnest money deposit form subject to furnishing of valid certificate for claiming exemption.

12. The successful bidder shall have to enter into rate contract with the bank for a period of 1 year and extendable by further 12 months or part thereof as per bank's discretion, on the same terms & conditions.

13. DELIVERY SCHEDULE:

Time Schedule: - Job is required to be completed within 4 days' (excluding one weekly off) time after the approval of the final proofs, otherwise bank will impose liquidated damages as per liquidated damages clause given hereunder:

Liquidated Damages	% of Liquidated damages on Delayed supply
Delay up to 2 days	2.0%
Delay over 3 days & up to 5 days	5.0%
Delay over 5 Days	10 %

In case of default/non-delivery of goods in time as per schedule/specifications or any other reasons, the bank shall be entitled to claim damages and/or to debar/ blacklist the suppliers for any period of time and/or forfeit the security deposit, without any further reference in the matter. Further, in case of non-supply of goods the bank shall be entitled to get the same from the open market and deduct the cost from the supplier's security deposit.

14. Tenders received after the due date, will not be considered. It is responsibility of the tenderers to ensure that their tenders are delivered to the bank on or before the due date.

15. Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason, whatsoever. The bank also reserves the right to scrap the tender at any stage.

16. Conditional tender shall not be accepted by the bank.

17. Sub-tendering of the job shall not be permitted.

18. No deviation in quality/specification of materials will be permitted.

19. Supply will have to be made at the concerned destinations irrespective of the quantity, as per bank's requirement.

20. Goods shall be accepted/received subject to verification by the bank officials.

21. In case of default/non-delivery of goods in time as per schedule/specifications or any other reasons, the bank shall be entitled to claim damages and/or to debar/ blacklist the suppliers for any period of time and/or forfeit the security deposit, without any further reference in the matter. Further, in case of non-supply of goods the bank, shall be entitled to get the same from the open market and deduct the cost from the supplier's security deposit/EMD.

22. Bank reserves the right to impose penalty before accepting the goods (if found useable) for minor defects. In case of major defects, material will be rejected. The decision of the bank in this regard shall be final and binding.

23. Rejected goods will have been removed from the Bank's/printer premises by the Printers **within 24 working hours**, failing which these will be disposed off by the bank at the cost & risk of the printer. Bank will not be responsible in any respect in this regard and no claim for the same shall be entertained.

Payment

24. Bank generally makes payment of bills within **15 days** from the date of receipt of proper bill/invoice with all related documents. Payment will be made **through RTGS/NEFT only**.

25. Following Certificate is to be furnished under the official seal & signature of the firm on each challan/e-way bill/invoice, in token of having used material as per bank's specifications:

"Certified that the goods supplied/material used by us is strictly as per bank's specifications, terms & conditions and samples submitted by us with the bid."

"Signature of authorized person with official seal."

26. Goods will not be accepted without this certificate.

27. GSTN details will have to be invariably mentioned in every challan/e-way bill & invoice.

28. Delivery challan/invoice/e-way bill should be issued by the firm to which order has been given and also in accordance to the GST norms.

29. GST Rate as applicable on supply date shall be paid by the bank.

DISPUTE:

30. Any dispute, controversy or claims arising out of or relating to this tender document shall preferably be settled amicably. However, if required, matter may be referred for arbitration to be appointed by Divisional Head. The Arbitration proceedings shall be in accordance with provisions of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Delhi.

31. The usual terms and conditions of the Bank, as may be in force from time to time, shall be applicable.

CHIEF MANAGER

The Chief Manager
Punjab National Bank
HO: Printing & Stationery Deptt.
C-13, Sector-1, Noida 201 301

Sir,

REG: TENDER FOR RATE CONTRACT FOR SUPPLY OF POCKET MONTHLY PLANNERS

We quote our rate for supply of Pocket Monthly Planner as per bank's specification, as under:

Specifications of Monthly Planner	Qty. required per month	Rate (In Rs.) (Inclusive F.O.R. destination at Delhi /NCR)
As per specifications mentioned in Annexure -III	2000 (+/- 10%)	Rs._____ Per Planner (The quoted rate is all inclusive except applicable GST rate and inclusive of cost of paper and all printing, binding operations which also includes personalization of 78 (+/- 10%) planners with screen ptg process)
		GST rate as per guidelines shall be applicable.

The quoted rate is exclusive of GST, and inclusive of F.O.R. our godown/Corporate Communication Division, HO, New Delhi. These are confirmed rates and valid for a period of 1 year which can be further extended by 12 months or part thereof as per discretion of bank. Quote is valid for bank's consideration for three months.

We promise to abide by the terms & conditions of the Bank as applied from time to time.

Date:

**Signature of Authorized
Signatory of the Firm with company's Seal**

Company Details:

Company Name:
Company GSTIN:
Name of the contact person:
Designation:
Tel. No:
Mob. No:
E-mail id:
Mobile No:

SPECIFICATIONS: -

Job	Rate Contract for supply of monthly planners for 1 year further extendable for another 12 months or part thereof as per bank's discretion.
Size	Finished Size: 3.5" x 4.5" Folded Size Size of Cover:- 3.5" x 6.5" (One side leaf of cover is duly double folded towards inside).
Page level and printing specifications	Cover: 300 GSM Art Card (2 Leaves/4 pages) duly printed in four colour on both sides. The cover should be fully laminated and duly double folded towards inside. Inside Pages: Blank 20 Lvs of 70 GSM High Bright Maplitho Paper duly perforated.
Quantity	2000 each month (which includes personalization of 78+/- 10% planners through screen printing process).
Binding	Centre stitched with two wires of suitable gauge
Designing	The designs shall be either provided by HO: CCD or shall be prepared by the printer themselves as per requirement.
Delivery	F.O.R. our godown at Noida or HO: Sector -10, Dwarka, New Delhi as instructed from time to time.

- The bidders can see the sample on any working hours at our office from date of floating of tender till last date of submission of tender.

(TO BE SUBMITTED ON FIRM/COMPANY'S LETTER HEAD)

Format for Self Certification under Preference to "MAKE IN INDIA"

CERTIFICATE

In line with Government Public Procurement Order No. P-45021/2/2017-PP (BE-II) dt. 16.09.2020, as amended from time to time and as applicable on the date of submission of tender, we hereby certify that we M/s_____ (supplier name) are local supplier meeting the requirement of minimum Local content (50%) as defined in above orders for the material against Tender No. _____

Details of location at which local value addition will be made is as follows:

We also understand, false declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rule for which for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

Seal and Signature of Authorized Signatory