#####

##### HLL LIFECARE LIMITED

##### (A Government of India Enterprise)

#####  HLL BHAVAN

#### **26/4 TAMBARAM VELACHERRY MAIN ROAD**

**PALLIKKARANAI, CHENNAI 600 100**

Website: **www.lifecarehll.com**

####

#### **TENDER No. HLL:CMO:PS:SNP:AP:SE:2019-20**

#### **DT. 24.02.2020**

#### **TENDER DOCUMENT**

####

####  **FOR**

##### PROVIDING DISTRIBUTION SERVICE IN ANDHRA PRADESH STATE

Last date and time for Receipt of Technical Bid

& Price Bid : **16.03.2020 up to 17.00 Hrs.**

Date and time of opening of Technical Bid : **17.03.2020 at 12:30 Hrs.**

Date and time of opening of Price Bid : **WILL BE INTIMATED LATER**

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**Notice Inviting Tender**

**HLL Lifecare Limited** (HLL) is a **‘Mini Ratna’** PSU under the Ministry of Health & Family Welfare, Govt. of India involved in the promotion of Vending Machine, Sanitary Napkin Incinerator and Sanitary Napkin through its Vending Business Division. HLL invites Bids from interested parties **for providing distribution services etc.**

The scope of service and terms & conditions etc. are given in Tender documents. Further, Tender documents can also be downloaded from our website **www.lifecarehll.com.** However cost of Tender documents i.e. Rs.500 /- by D.D. shall be submitted with the Technical Bid.

|  |  |
| --- | --- |
| Last date for Receipt of Technical & Price Bid  | 16.03.2020 (17.00Hrs.) |
| Opening of Technical Bids  | 17.03.2020 (12:30 Hrs.) |
|  Opening of Price Bids of qualified Bidder | WILL BE INTIMATED LATER |
| \*EMD amount to be deposited | Rs. Five Lakh (Rs.5,00,000/-) |

* **A Demand Draft towards Earnest Money Deposit, drawn in favour of “HLL Lifecare Ltd.” and payable at Chennai – 600 100 shall be enclosed with Technical Bid failing which the Tender will be summarily rejected.**
* Sealed Technical & Financial bids for the work are invited.

In case you need any further information, please feel free to contact the undersigned on E-mail: vbd@lifecarehll.com

Ph. No: 044-29813733.

**DEPUTY VICE PRESIDENT**

 **(VENDING BUSINESS DIVISION)**

**BID DATA SHEET**

|  |  |
| --- | --- |
| **Address for Submission of Bids** | Deputy Vice President (VBD)HLL Lifecare LimitedHLL BHAVAN, 26/4 Tambaram Velacherry Main RoadPallikkaranai, Chennai 600 100. Tel: 044-29813733 |
| Bid validity | Two year from the date of opening the Financial bid. |
| No. Of copies  | No. Of copies: 1 original  |
| Dead line for submission of Technical & Price Bids | **Date: 16.03.2020, Time: 17.00 Hrs.** |
| Date of opening of Technical Bid | **Date: 17.03.2020, Time: 12.30 Hrs.** |
| Date of opening of Price Bid | **WILL BE INTIMATED LATER**  |

**COMPANY BACKGROUND**

HLL Lifecare Limited (HLL) is a Mini Ratna Central Public Sector Enterprise (CPSE) under the administrative control of the Ministry of Health & Family Welfare, Government of India. It has emerged as a multi-product organization, with several manufacturing units, and a vast array of innovative products and services. The Organization had partnered with Central Government and State Government in addressing various public health challenges in the area of maternal and child health, population stabilization, HIV/AIDS control, affordable Medicines and implants etc. HLL has different business divisions to offer products and services to the Customers.

The Vending Business Division (VBD) of HLL promotes healthy Menstrual hygiene practices includingsafe disposal of sanitary pads. The division also offers complete solutions to implement the sameby providing better quality products, with ease of access (devoid of hesitation and embarrassment), safe and environment friendly disposal of used pads.

**HLL is being a partner in Menstrual Hygiene program and mandated for supply of sanitary napkins to various places in Andhra Pradesh state.**

**HLL desires to avail the services of experienced competent agencies who can provide comprehensive logistics and distribution services on rate contract basis for a period of TWO YEARS.**

ELIGIBILITY CRITERIA FOR BIDDERS

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Criteria** | **Documents to be submitted** |
| **a.** | **The party should be operating from Andhra Pradesh and other infrastructure in Andhra Pradesh.**  | **GST Certificate** |
| **b.** | **The party should have warehousing and distribution experience in supplying napkins/machines/similar products during the last 2 years and distribution experience in more than 2500 schools in any one year.** | **PODs/Installation Reports** |
| **d.** | **Bidders should submit Rs. 5,00,000/- in the form of D.D. towards Earnest Money Deposit** | **DD shall be enclosed along with Technical Bid**  |

**SCOPE OF WORK**

The scope of work is as follows.

1. Redistribution of stocks sent from our Belgaum factory to schools or redistribution from districts to various schools.

1. Collection of Stock Entry Certificates (SEC) / Relevant documents from the consignees and submitting them.
2. Submission of Invoices to concerned authority of State Govt. by attaching Stock Entry Certificates/relevant documents etc.
3. Intimation regarding shortage and damage if any, in the consignment received by consignee.
4. Coordinating with the school authorities for timely delivery during school functioning hour.
5. Timely supply as the availability of Napkins is important for the performance of Vending Machines at Schools.
6. Follow up of payment and ensure collections within due date without deductions and submitting invoice wise payment details
7. Any other related work pertaining to distribution of Sanitary Napkins.

**GENERAL INSTRUCTIONS TO BIDDERS**

1. **Ethical Standard**
	1. Bidders are expected to observe the highest standard of ethics during the distribution and execution of this Contract. In pursuit of this policy, HLL will reject a proposal for award if it determines that the Bidder being considered for award has engaged in corrupt or fraudulent practices in competing for the Contract

 For the purposes of this provision, the terms set forth below are

 Defined as follows:

1. Corrupt practice: means the offering, giving, receiving, or soliciting of any thing of value to influence the action in the distribution process or in Contract execution; and
2. Fraudulent practice: means a misrepresentation of facts in order to influence distribution process including collusive practices designed to establish bid prices at artificial, non-competitive levels to deprive HLL of the benefits of competition;
3. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Service receiver will in no case be responsible or liable for those costs.

1. **Clarification of Bidding Documents**
2. A prospective Bidder requiring any clarification of the Bidding Documents may notify the Service receiver in writing, or by fax at the Service receivers mailing address indicated in the Invitation for Bids. The Service receiver will respond in writing to any request for clarification of Bidding Documents, which it receives not later than 5 days prior to the deadline for submission of Bids prescribed by the Service receiver.
3. During the bid evaluation, the Service receiver may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.
4. **Amendment of bidding documents**
5. At any time prior to the deadline for submission of bids, the Service receiver may, for any reason, modify the Bidding Documents by amendment in company website only.
6. The amendment will be notified in writing or fax or telegram or e-mail to all prospective Bidders, which have received the Bidding Documents and will be binding on them.

**Preparation of Bids**

1. **Language of Bid**

All correspondence and documents related to the bid shall be in English.

1. **Documents Accompanying the Bid**

The Response to mandatory requirements shall consist of:

* 1. A forwarding letter indicating the submission of separate sealed Price and Financial bids. An authorized person holding the Power of Attorney should sign the letter.
	2. Power of Attorney in original or duly notarized.
	3. Signed copy of Tender Document (all pages to be signed & stamped)
	4. List of Deviations / exclusions
	5. Organization structure of the Bidder & escalation mechanism.
	6. Proof of execution of orders of similar products (copies of executed orders may be enclosed)
1. For all the parts of the Bid, the Bidder shall prepare one original and copy of the bid as per Bid Data Sheet (BDS), clearly marking as “Original Bid” and “Copy” as appropriate. In the event of any discrepancy between them the original shall govern. The original and the copy of the bid, each consisting of the complete set of documents shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Contract. All pages of the bid shall be numbered except for un-amended printed literature, which shall be initialed by the person signing the bid.
2. The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case the person or persons signing the bid shall initial such corrections. Price should be quoted in number & words, in case there is a mismatch between the two price quoted in words shall be considered.
3. **Financial Bid**

The Bid Price Schedule must be prepared in accordance with the instructions specified below:

1. **The Price must be quoted in accordance with format attached.**
2. **The Price must include all costs associated with the execution of the contract including GST, other incidental expenses,**
3. **Period of Validity of Bid**

Bid shall remain valid up to Two year from the date of opening the financial bid. HLL has the right to extend the validity of bid for another 6 months after the two years of RC.

**Submission of Bids**

1. **Sealing and Marking of Bids**
2. The Bidder shall prepare and seal in **envelope** super scribing the following for:
* **Technical Bid for Providing Distribution service in Andhra Pradesh state**
* **Financial Bid for Providing Distribution service in Andhra Pradesh state**

All the documents shall be sealed in an **outer envelope**, duly marking the envelope as **HLL:CMO:PS:SNP:AP:SE:2019-20 Date:24.02.2020**

1. The inner and outer envelopes shall be addressed to HLL at the address given in the bid data sheet and
2. Bear the Contract name, the Invitation for Bids title and number, and the statement DO NOT OPEN BEFORE. ……………………… (Mention the date of opening of the bid as given in the tender documents).
3. The inner envelopes shall also indicate the name and address of the Bidder so that the bid can be returned unopened in case it is declared late.
4. If the outer envelope is not sealed and marked as required HLL will assume no responsibility for the bids misplacement or premature opening.
5. **Deadline for Submission of Bids**

Bids must be received by HLL at the address specified in the bid not later than the time and date stated in the bid. HLL may, at its discretion, extend this deadline for submission of bids in which case all rights and obligations of HLL and Bidder thereafter be subject to the deadline as extended.

1. **Late Bids**

Any bid received by HLL after the bid submission deadline prescribed by HLL in the bid, will be rejected and returned unopened to the Bidder.

1. **Modification and Withdrawal of Bids**

13.1 Bids once submitted should not be modified. However in exceptional

 cases where modification is inevitable, the following procedure for the

 same should be adopted.

13.2 Modification will be permitted only if a written notice of the same is received by HLL prior to the deadline prescribed for bid submission.

13.3 The Bidder’s modifications shall be prepared, sealed, marked, and dispatched as follows

1. The Bidders shall provide an original duly marked ORIGINAL.

 The inner envelopes shall be sealed in an outer envelope, which shall be duly marked BID.

13.4 A Bidder wishing to withdraw its bid shall notify HLL in writing prior to the deadline prescribed for bid submission. The withdrawal notice shall be addressed to HLL at the address named in the bid data sheet and bear the Contract name, and the words BID WITHDRAWAL NOTICE. Bid withdrawal notices received after the bid submission deadline will be ignored and the submitted bid will be deemed to be a validly submitted bid.

13.5 No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified.

1. In the event of the date specified for bid receipt and opening being declared as a closed holiday for Service receiver’s office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
2. The Service receiver may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents or any other reasons, in which case

all rights and obligations of the Service receiver and Bidder previously subject to the deadline will thereafter be subject to the deadline as extended, in our website.

Service receiver will not be held responsible for the postal delay, if any, in the delivery of the bidding document or the non-receipt of the same. Bids sent by Telex/Fax/Telegraph will not be accepted.

 The company reserves the right to club or split the items of works, change the

 qualifying criteria at their discretion and to reject the bid or cancel the tender

 without assigning any reason thereof.

# Bid Opening and Evaluation

**16**. **Opening of Bids by HLL**

Bids received before the dead line of the submission of the bid will be opened on the date and time of opening mentioned in the Bid Data Sheet (BDS).

 Bidders wishing to be present at the time of such opening may send their duly authorized representative.

**17. Preliminary Examination of Bids**

* 1. HLL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

**Price Bid of a particular Bidder would be considered for opening**

 **only if their Technical Bid is qualified.**

* 1. Arithmetical errors will be received on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected.
	2. HLL may waive any minor nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**18** **Clarifications on Bids**

During the bid evaluation, HLL may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

**19 Contacting HLL**

19.1 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact HLL on any matter related to the bid, he shall do so in writing.

19.2 If a Bidder tries to influence HLL directly or otherwise, interfere in the bid evaluation process and the Contract award decision, his bid will be rejected.

**20 HLL’s Right to Accept or reject any or all Bids**

HLL reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without assigning any reason thereof.

**21 Notification of Award**

21.1 Prior to the expiration of the period of bid validity, HLL will notify the successful Bidder in writing that its bid has been accepted.

* 1. The notification of award will constitute the formation of the Contract.
1. **Engaging of Contract**
	1. At the same time as HLL notifies the successful Bidder that its bid has been accepted, HLL will send the Bidder the Contract Form provided in the Bidding Documents, incorporating all agreements between the parties.
	2. **Not more than ten (10) days following receipt of the Contract Form, the successful Bidder shall prepare the contract agreement on a Non Judicial stamp paper of Rs 100/-, sign, date and return it to HLL.**

In case, the successful bidder does not do so, HLL in its discretion may cancel the bid of the successful bidder and may accept the bid of the next higher bidder and the successful bidder also be liable to pay damages to HLL.

### 23. Assistance by HLL

 a. Details of consignments will be provided by HLL.

 b. Three sets of Invoices will be sent immediately after dispatch.

 c. Goods will be dispatched by HLL

**24.** **Validity**

 The period of contract will be valid for Two years.

**25. Payment Terms**

Payment will be made after receipt of our payment from the concerned Department of respective state Govt. Subject to statutory deduction, penalty if any.

**26. EMD**

The party should deposit Rs.5,00,000/- towards Security Deposit. HLL will return the same within 90 days from the date of award of work to the successful bidder.

**27. Security Deposit**

The successful bidder should deposit 3% of order value towards Security Deposit in the form of DD/BG. HLL will return the same within 90 days from the date of expiry or from the date of termination of the order subject to fulfilling the scope of work.

**28. Governing Law**

The terms and conditions will be governed by and interpreted in accordance with the Laws in India.

**29. Jurisdiction**

Any dispute arising out of this contract will be referred to court at Trivandrum.

**30. Termination**

Either party shall be entitled to terminate the order by giving 60 days notice in writing, in advance.

**31. Indemnity**

The party will be held responsible to HLL for all acts of commission or omission of whatsoever nature committed by it or its employees in the course of their duties of otherwise under the order period and should indemnify HLL against all loss or damages suffered consequent there to.

**32. Arbitration**

All disputes or differences or claims will be settled amicably through mutual negotiation. However unsettled issues/disputes/differences will be referred for Arbitration to a sole Arbitrator as per the provisions of the Arbitration and Conciliation Act 1996 or any statutory enactments thereof. The award of the authority will be binding on both the parties.

**33. Limitation to Agent Authority**

The party to whom the work order is issued will not have any authority to negotiate and enter in to any contract for and on behalf of HLL nor shall have any authority to give any guarantee or warranty on behalf of HLL.

The party will not have any authority or will not on behalf of HLL or otherwise to pledge, charge, hypothecate or create any lien on the stock of the products in their custody in favour of person, authority, institution etc.

The party have no authority to assign or transfer in any way whatsoever any of its rights, obligations, and interest under this tender to any party without the prior written consent of HLL.

 **SPECIFIC TERMS & CONDITIONS OF CONTRACTS**

1. The bid shall be submitted in sealed cover. Tender No. shall be superscripted on the cover in order to clearly identify the bid. The sealed cover addressed to The Deputy Vice President (VBD), HLL Lifecare Limited, HLL Bhavan, 26/4, Tambaram Velacherry Main Road, Pallikarani, CHENNAI 600 100, should reach us on or before the due date and time mentioned in the tender notification. HLL Lifecare shall not be responsible for postal delay if any, in the delivery of the bidding document or non-receipt of the same.
2. In the event of the date mentioned for opening of Bid being declared subsequently as holiday for HLL Lifecare Ltd., Chennai the due date for submission and opening of bids will be the following working day and time.
3. Bids received after the deadline for the submission may not be considered.
4. Un-sealed tenders received are liable to be rejected and this will be on sole risk of tenderers.
5. The bidder is expected to examine all instructions, forms, terms and conditions given in the document.
6. The tender should be complete in all respects & incomplete tenders are liable to be rejected.
7. THERE WILL NOT BE ANY POST TENDER NEGOTIATION EXCEPT WITH L1 PARTY
8. In the event of placing orders as per requirement: -
	1. The party has to execute an agreement in the prescribed form in Govt. Stamp Paper as required by rule in force from time to time, and deposit **3% of order value in the form of DD/BG** towards **Security deposit**.
	2. The agency have to enter into a contract for two year during which period no price escalation and no change in terms and conditions will be allowed on any ground, unless the circumstances so warrant.
9. There shall not be any corrections/overwriting on the commercial bid, if so the same are to be duly attested.
10. HLL Lifecare Ltd. shall fix the criteria for responsiveness of a bid based on critical factors in the tender document. Bids pronounced non-responsive by HLL Lifecare Ltd., shall be summarily rejected.
11. Suppression of facts will disqualify the tender document.
12. HLL Lifecare Ltd., reserve the right to qualify or reject the tenderer ,without assigning any reasons. The decision of HLL Lifecare Ltd., will be final and no correspondence will be entertained in this regard.
13. Parties should be ready to attend negotiation at their cost.

Deputy Vice President (VBD)

**HLL LIFECARE LTD., HLL BHAVAN, CHENNAI**

**DETAILS OF BIDDER**

|  |  |  |
| --- | --- | --- |
| **Sl No.** | **Particulars** | **Details** |
| **1** | Name of the Bidder (Agency):Contact PersonPhone / Mobile No.FAX / E-mail No. |  |
| **2** | a) Constitution of the Firm: Proprietary / partnership/ Pvt. Ltd./ Ltd.: |  |
| b) Name of the owner/Partner/Director:  |  |
| **3** | Years of experience in similar activities.Proof of completion of similar contracts should be attached |  |
| **4** | Turnover during last 2 years. (Enclose Certificate from a Chartered Accountant - Format enclosed) |  |
| **5** | Have you had litigation/arbitration in commercial contract during last 2 years? If so give details. |  |
| **6** | Name and address of two known customer references |  |
| **7** | Any other details.  |  |
| **8** | Copy of GST, PAN, ITR, TAN BALANCE SHEET, P&L for past two years |  |

 -- Signature / Name/ Designation

 -- Company Seal

 Wherever space is insufficient, please enclose separate sheets.

**FORMAT-1**

**DEVIATIONS /EXCLUSIONS SCHEDULE :**

Bidders Proposal Ref No. and Date:

Bidder’s Name and Address:

To,

Deputy Vice President (VBD)

HLL Lifecare Limited

HLL Bhavan, 26/4 Tambaram Velacherry Main Road

Pallikkaranai, Chennai 600 100.

Dear Sir,

We declare that the following are the only deviations and variations and exceptions/exclusions to the services as outlined in your Bidding Documents. Except these deviations, subject to the approval and acceptance by HLL, the entire work shall be performed as per your requirements.

 We also give below the cost of withdrawal of each deviations/exclusion.

|  |  |  |
| --- | --- | --- |
| Clause No  | Statement of Deviations/Exclusions and Variations(Rs) | Cost of Withdrawal |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Date: Signature:

Place:

 Name:

 Designation:

 Common Seal:

**FORMAT-2**

**SELF-DECLARATION**

To,

Deputy Vice President (VBD)

HLL Lifecare Limited

HLL Bhavan, 26/4 Tambaram Velacherry Main Road

Pallikkaranai, Chennai 600 100.

Dear Sir,

This is to certify that our Company has not been Black Listed either by State Government or Government of India in connection with Providing Distribution Service etc.

We are operating from Andhra Pradesh state and have not been convicted for the past 2 years.

We are having warehousing and distribution experience during the last 2 years

Date: Signature:

Place:

 Name:

 Designation:

 Common Seal:

|  |
| --- |
| PRICE BID**TENDER No. HLL:CMO:PS:SNP:AP:SE:2019-20 DT. 20.02.2020** NO. OF PAGES : (Page No. 22) |

FORMAT- 3

**Price Schedule**

**HLL LIFECARE LIMITED, HLL Bhavan, Chennai**

**PRICE BID**

|  |  |  |
| --- | --- | --- |
| **1** | **Full Name and Address of the Party** |  |
| **2** | **Contact No.** |  |
| **3** | **GST no.** |  |
| **4** | **TIN No.** |  |
| **5** | **PAN No.** |  |
| **6** | **Remarks** |  |
| **7** | **Quoted Rate**1. **Service charges towards providing administrative services for the Andhra Pradesh state (including Transportation from our works at Kanagala, Belgaum to Schools)**
 | **Rs.\_\_\_\_\_\_/1,00,000 (One lakh) pieces inclusive of GST** |
| **8** | 1. **Service charges towards providing administrative services for the Andhra Pradesh state (including Transportation from district headquarters to Schools)**
 | **Rs.\_\_\_\_\_\_/1,00,000 (One lakh) pieces inclusive of GST** |

**Above rates are applicable for two year and are inclusive of all taxes. All the terms & conditions of tender notifications are accepted and binding on me.**

**Date: -**

**Place: -**

 **(Signature/Name/Seal)**

Place: - Mob. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address:

 (Office Seal)

**FORMAT-4**

**FINANCIAL BID FORWARDING LETTER**

Ref:

Date:

To,

Deputy Vice President (VBD)

HLL Lifecare Limited

HLL Bhavan, 26/4 Tambaram Velacherry Main Road

Pallikkaranai, Chennai 600 100.

Dear Sir,

**Sub: Distribution Service Provider in Andhra Pradesh state**

Having examined the Bidding Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services as **Distribution Service Provider in Andhra Pradesh state** which contain material coming under Menstrual Hygiene products under the above-named Contract in full conformity with the Bidding Documents for the total amount against the Product as indicated in the price Schedule.

We undertake that in case our bid is accepted, we shall:

1. Commence work and shall make all reasonable endeavor to achieve contract acceptance.

We agree to abide by this bid, which, in accordance with consists of this letter, the Price Schedule, letter of authorization, documents establishing conformity, list of deviations, and Attachments through [specify: the number of attachments] to this Bid Form, up to Two years from the date of opening of financial bids and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We declare that the above quoted price for product is firm and shall not be subject to any variation for the entire period of the assignment.

We further declare that the above quoted prices include all taxes as on the date of bid submission, service taxes etc. payable by us under aforesaid assignment.

We declare that price/ rate offered is for **Distribution Service Provider in Andhra Pradesh state** and all other related activities.

We have given details of deviations and exclusions (clause wise) taken with reference to bidding documents provisions, along with justification for the services not covered in our offer.

The costs of withdrawals of these deviations / exclusions are enclosed with the Price Schedule. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

 We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this [insert: number] day of [insert: month], [insert: year].

Signature.................................

Name.......................................

Designation and Common Seal...

In the capacity of [insert: title or position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]