

Government of Karnataka

Social Welfare Department

O/o The Commissioner, 5th Floor, MS Building, Ambedkar Veedhi, Bengaluru-01

Short Term Tender Notification

[Through e-tendering only]

No:SWD/PETC/S- 5/CR-9/2016-17

Dated:18 -11-2016

Short term Tender is invited from Reputed Training Institutions through E-Procurement portal, to provide coaching for CHSL/CGL (Combined Higher Secondary Level / Combined Graduate Level) conducted by SSC-STAFF SELECTION COMMISSION for various Group 'B' & 'C' Posts to the SC/ST Graduates & U G for the year 2016-17. Tender notification details are given below.

1. Coaching for CHSL/CGL (Combined Higher Secondary Level / Combined Graduate level) conducted by SSC-STAFF SELECTION COMMISSION for Various Posts :SWD/PETC/S-5/CR-9/2016-17

For details please visit website <http://:eproc.karnataka.gov.in>

**The last date for receipt of tender is fixed
On 03 -12-2016 at 5.00 PM**

Sign/-
(Tender inviting authority),
Joint Director / Principal
Pre-Examination Training Centre
Social Welfare Dept. Bangalore.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ

ಆಯುಕ್ತರ ಕಛೇರಿ, 5ನೇ ಮಹಡಿ, ಬಹುಮಹಡಿಗಳ ಕಟ್ಟಡ, ಅಂಬೇಡ್ಕರ್ ವೀಧಿ,
ಬೆಂಗಳೂರು-01

ಅಲ್ಪಾವಧಿ ಟೆಂಡರ್ ಪ್ರಕಟಣೆ

(ಇ-ಟೆಂಡರ್ ಮೂಲಕ ಮಾತ್ರ)

ಸಂಖ್ಯೆ:ಸಕಇ/ಪ.ಪೂ.ತ.ಕೇ/ಎಸ್-5/ಸಿಆರ್-9/2016-17
ದಿನಾಂಕ:18.11.2016

ಪ್ರಕಟಣೆ

2016-17 ನೇ ಸಾಲಿಗೆ ಪರಿಶಿಷ್ಟ ಜಾತಿ ಹಾಗೂ ಪರಿಶಿಷ್ಟ ವರ್ಗಗಳ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ
ಎಸ್.ಎಸ್.ಸಿ. ಮೂಲಕ ವಿವಿಧ CHSL/CGL (Combined Higher Secondary Level /
Combined Graduates Level) ಪರೀಕ್ಷಾ ಪೂರ್ವ ತರಬೇತಿ ನೀಡಲು ಅರ್ಹ ತರಬೇತಿ
ಸಂಸ್ಥೆಗಳಿಂದ ಇ-ಪ್ರೊಕ್ಯೂರ್‌ಮೆಂಟ್ ಪೋರ್ಟಲ್ ಮುಖಾಂತರ ಅಲ್ಪಾವಧಿ ಟೆಂಡರ್ ಪ್ರಕಟಣೆ
ಆಹ್ವಾನಿಸಿದೆ.

ಟೆಂಡರ್ ಪ್ರಕಟಣೆ ಸಂಖ್ಯೆಗಳು ಕೆಳಗಿನಂತಿವೆ.

1. Coaching for CHSL/CGL (Combined Higher Secondary Level
/ Combined Graduate Level) conducted by
SSC-STAFF SELECTION COMMISSION for various Posts
:SWD/PETC/S-5/CR-9/2016-17

ವಿವರಗಳಿಗೆ <http://eproc.karnataka.gov.in> ವೆಬ್‌ಸೈಟ್
ನೋಡಬಹುದಾಗಿದೆ.

**“ಟೆಂಡರ್ ಸ್ವೀಕರಿಸುವ ಕೊನೆಯ ದಿನಾಂಕ: 03-12-2016 ರಂದು
ಸಂಜೆ 5.00 ಗಂಟೆ”**

ಸಹಿ/-

(ಟೆಂಡರ್ ಆಹ್ವಾನಿಸುವ ಪ್ರಾಧಿಕಾರ)
ಜಂಟಿ ನಿರ್ದೇಶಕರು/ಪ್ರಾಚಾರ್ಯರು
ಪರೀಕ್ಷಾಪೂರ್ವ ತರಬೇತಿ ಕೇಂದ್ರ,
ಸಮಾಜ ಕಲ್ಯಾಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು.

GOVERNMENT OF KARNATAKA
SOCIAL WELFARE DEPARTMENT,
5TH FLOOR, M.S.BUILDING, AMBEDKAR VEEDHI,
BENGALURU – 560 001.
Ph: 080- 22207784 / 22253783/22254071

Short Term Tender Notification
(Through e-procurement only)

Coaching for the CHSL/CGL (Combined Higher Secondary Level/Combined Graduates Level) exams conducted by SSC-STAFF SELECTION COMMISSION for various Group 'B' & 'C' posts.

Social Welfare Department in association with e-Procurement is inviting online Tender for providing coaching for CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) exams conducted by SSC-STAFF SELECTION COMMISSION to SC &ST candidates for the year 2016-17 under two cover system / two parts (Technical and Financial Bid) from **Registered reputed training Institute** who have adequate resources in karnataka.

Name of the service
Coaching for CHSL/CGL exams conducted by SSC-STAFF SELECTION COMMISSION to SC & ST candidates for the year 2016-17 .

1. **EMD:** Rupees 4,37,500 (Rs. Four lakhs thirty seven thousand five hundred only) (Tender Value of Rs.1.75 Crore) (Rupees one hundred and seventy five crores only).
2. The participating bidders will have to pay Earnest Money Deposit (EMD) through e-Procurement portal through any of the five modes i.e Credit Card, Debit Card, Net Banking, NEFT or OTC.
3. **Financial Bid:** The Training Institutes should quote coaching fee per candidate.

4. The bidders can verify Tender details and should participate through <http://e-proc.karnataka.gov.in> .For further information, please contact help desk phone number: 080-25501216/1227.
5. The Soft copies of the Bid documents can be downloaded from e-Procurement portal consisting of PQR and eligibility criteria of bidders, scope of the service to be provided, terms and conditions of contract to be complied with by the agency/by the bidders registered with e-Procurement for e-Tendering.
6. The technical bid shall include the Pre-Qualification Requirements (PQR) documents. The financial bids shall include the duly filled Schedule-B. Both the scanned technical and financial bids shall be uploaded as per e-procurement portal. For more details, visit the web site <http://e-proc.karnataka.gov.in>
7. Both the Technical & Financial Bidding is through e-Tendering only. The bidders shall upload all the documents as per PQR for technical evaluation along with financial evaluation through online only. The qualified Technical Bidders only will be considered for Financial Bids.

Calendar of events:

NO: SWD/PETC/S5/CR-9/2016-17

Date:18.11.2016

DATE OF COMMENCEMENT OF TENDER DOCUMENT in e-portal	: 18.11.2016 11.00 AM
LAST DATE AND TIME FOR RECEIPT OF TENDER	: 03.12.2016 5.00 PM
TIME AND DATE OF OPENING OF TECHNICAL BID	: 06.12.2016 11.00 AM
TIME AND DATE OF OPENING OF FINANCIAL BID	: 09.12.2016 11.00 AM

PLACE OF OPENING OF TENDER :
Office of the Commissioner
Social Welfare Department
5th floor, M S Building, Bangalore-1

(Tender inviting authority),
Joint Director /Principal
Pre-Examination Training Centre
Social Welfare Dept. Bengaluru

PRE-QUALIFICATION REQUIREMENTS OF THE TRAINING INSTITUTIONS

Coaching for CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) exams conducted by SSC-STAFF SELECTION COMMISSION for various Group 'B' & 'C' posts for SC and ST candidates in 2016-17.

I. Conditions:

1. Training Institute shall be a registered Institute having adequate resources in karnataka.
2. Training Institute should have a minimum 5 years of experience in providing training.
3. Training Institute should be registered under Service tax act (copy should be enclosed) and Income tax returns documents of last 3 assessment years to be enclosed.
4. Training Institute should have Minimum turnover of at least Rs. 1.00 crore per annum for the last 3 years. Certified audit report and Income tax returns with PAN and TIN number should be submitted.
5. Minimum 15 candidates of the training Institute must be selected by SSC-STAFF SELECTION COMMISSION under CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) post in the last 3 examinations. Details of the selected candidates to be submitted.
6. Training Institute, should have well equipped, audio-visual classroom and library.
7. The Training Institution must have minimum 1250 square feet built-up area.
8. The Training Institute should submit 1 set of course material, session plan, exercise sheet and trainer profile.

II. Documents to be uploaded:

1. Copy of Registration Certificate.(valid for 2016-17)
2. Supportive document for 5 years experience.
3. Service tax Registration Certificate.
4. Documents of Income tax returns for last 3 assessment years.

5. Income and Expenditure Statement and Balance Sheet for previous 3 financial years certified by Chartered Accountant.
6. Supportive document to ascertain the measurement of built up area.
7. Year wise details of successful candidates serving under CHSL/CGL (Combined Higher secondary level/Combined Graduates Level) through STAFF SELECTION COMMISSION for various posts in the last 3 examinations.

Sl. No.	Year	Name of the trainee	Address & Phone Number	Year of passing	Name of the Service

8. Photographs of Training Centre, Library, Class rooms and Audio-visual room.

III. The EMD shall be payable through e-payment only.

IV. The Training Institute shall submit a check list with details of documents on which reliance has to be laid by the Commissionerate of Social Welfare Department, Bengaluru to ensure fulfillment of PQR conditions prescribed herein (i.e. for the points mentioned in I, II and III above).

V. The Financial bids / Price bids of the Training Institutes which do not meet the Pre-Qualifying Requirements (Technical Bids) will not be considered.

VI. Commissioner, Social Welfare Department, Bengaluru shall cause examination of the PQR documents of the Training Institutes and on that basis a list of qualified bidders will be prepared and intimated to the Training Institutes concerned.

VII. The second cover containing financial bid of the qualified bidders only will be opened.

* * * *

GENERAL TERMS AND CONDITIONS

Coaching for CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) exams conducted by SSC-STAFF SELECTION COMMISSION for various Group 'B' & 'C' posts.

1. Conditional tenders are liable for rejection.
2. Intending tenderers can have detailed information from the office during office hours.
3. The Commissioner Social Welfare Department, Bengaluru reserves the right to reject any or all tenders without assigning any reason.
4. Allotment of the number of candidates to the selected Institutions will be done on the basis of the performance of the Training Institutions.
5. Candidates will be deputed only after the inspection of the institution by the authorized officers of the department.
6. Since the eligible candidates are selected to the Institutions through counseling, deputation of the candidates will be done according to the choice of the candidates within the number of allotment.
7. If deputed number of the candidates is less than the allotment, course fee will be paid to those who will complete the training program.
8. If any of the selected Institutions are not preferred by the candidates, number of the candidates allotted to such Institutions will be re-allotted among other selected Institutions.
9. The selected Institutions must install bio-metric attendance system in the institution and submit bio-metric attendance of the candidates to the Pre-Examination Training Centre, Bengaluru every month.
10. The selected training Institute shall provide qualitative pre-examination Coaching to candidates for CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) exams conducted by STAFF SELECTION COMMISSION for various Group 'B' & 'C' posts deputed by the Social Welfare Department, Government of Karnataka. The Coaching should be given for complete syllabus.

11. The duration of the training program will be for 3 months.
12. Rate negotiation will be done by the tender reviewing committee/approval authority.
13. The selected Training Institutions should not sublet the contract. If the Training Institutions are found to have sublet the contract, the contract will be terminated at the risk and cost of the Training Institutions concerned.
14. The selected Institutions shall enter into a contract agreement on a non-judicial stamp paper of Rs.200/- (Rupees Two hundred only) with terms and conditions as per the format specified by The Commissioner, Social Welfare Department, Bengaluru, within 30 days from the receipt of written communication of letter of acceptance to this effect failing which the EMD will be forfeited.
15. Course fee will be paid in two installments, first installment is after the enrolment of the candidates to the Institutes and second installment will be after successful completion of coaching.
16. The contract is for one year only, extendable for coming years by mutual consent with the same terms and conditions of the agreement executed.
17. The Commissioner, Social Welfare Department, Bengaluru including the authorized Officers of the SWD shall have the power to issue notice in writing and to instruct/direct the Institutions to make alterations/variations in the assigned work.
18. Evaluation of Technical and Commercial Proposal:

A. Opening of Pre-qualification and Technical Bids -

An evaluation committee will be formed by Social Welfare Department for evaluation of the bids. The committee would evaluate both Pre-qualification cum Technical bids based on the details provided in the RFP and the committee may seek the bidders to make a technical presentation on a specified date and time. Decision of the committee would be final and binding upon all the Bidders. The commercial proposal of those bidders found pre-qualified and technically qualified will be opened.

B. Financial Evaluation -

The Commercial Bids of only the technically qualified bidders will be opened for evaluation. The Training Institutions will be decided based

on the performance. The rates will be negotiated by the Evaluation Committee / Commissioner, SWD.

19. For all disputes arising out of this contract between the Institutions and Social Welfare Department, will be within the jurisdiction of the courts in Bengaluru city.

20. Failure to abide by the Agreement:

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the Social Welfare Department with such penalties as specified in the Bidding document and the Agreement.

21. Confidentiality of the Document:

This Tender Document is confidential and the Social Welfare Department shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

22. Rejection Criteria:

Besides other conditions and terms highlighter in the tender document, bids may be rejected under following circumstances.

A. Pre-Qualification cum Technical Rejection Criteria.

- Bids submitted without or with improper EMD.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Failure to furnish proofs for information provided.
- Technical Bid containing commercial details. Bidders shall ensure that commercial documents are scanned and uploaded in the slots specified in e-procurement platform.

- Revelation of prices in any form or by any reason before opening the commercial Bid.
- Failure to furnish all information required by the RFP document or submission of a bid not substantially responsive to the Tender document in every respect.
- Bidders not complying with the Technical and General Terms and Conditions as stated in the RFP.
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Agreements of this tender.
- If the bid does not conform to the timelines indicated in the bid.

B. Commercial Rejection Criteria.

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

Schedule-1
(Application)

Government of Karnataka
Social Welfare Department

(Application to be filled by the Training Institution)

Coaching for CHSL/CGL(Combined Higher secondary level /
Combined Graduates Level) SSC- STAFF SELECTION COMMISSION
for the year 2016-17.

1.	Name of Training Institution Postal Address	
2.	a) Name of Head / Chairperson / President	
	b) Name of Secretary	
3.	Contact Person's Name	
	Contact No.	
4.	Date of Establishment	
5.	a) Whether the Institution is registered (Yes/No)	
	b) If Yes, under which act. Institution is registered (Legal status)	
	c) Registration Number	
	d) Date of Registration	
	e) Date of Expiry	
6.	a) Whether Service tax payer.	
	b) Mention Service tax number	
7.	a) Whether Income tax payee.	
	b) Mention Permanent Account Number (PAN) of the Institution or Head of the Institution.	

8.	Minimum financial turn over per year for the last 3 years.	2013-14	2014-15	2015-16				
9.	Total years of experience of the Training Institution in CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) pre-examination training.							
10.	Year wise details of successful candidates in CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) services of last 3 examinations:							
11.	a. Whether the Training Institute is functioning in its own building or in a rented accommodation. b. Total square feet of built up area. c. Class rooms and other details:							
12.	Details of faculty:							
13.	Supportive document for the Institute imparting SSC examination coaching for having suitable ground of their own for imparting physical training for endurance test.							

14.	Library facilities: <table border="1" data-bbox="318 212 1398 491"> <tr> <td data-bbox="318 212 786 306">a) No. of relevant reference books</td> <td data-bbox="786 212 1398 306"></td> </tr> <tr> <td data-bbox="318 306 786 365">b) No. of journals/ magazines</td> <td data-bbox="786 306 1398 365"></td> </tr> <tr> <td data-bbox="318 365 786 426">c) No. of daily news papers</td> <td data-bbox="786 365 1398 426"></td> </tr> <tr> <td data-bbox="318 426 786 491">d) Working hours</td> <td data-bbox="786 426 1398 491"></td> </tr> </table>	a) No. of relevant reference books		b) No. of journals/ magazines		c) No. of daily news papers		d) Working hours	
a) No. of relevant reference books									
b) No. of journals/ magazines									
c) No. of daily news papers									
d) Working hours									
15.	Number of candidates, the Institute is willing to take from this Department for the year 2016-17.								
16.	Any other details:								

(Note: One set of course material which will be supplied to 2016-17 batch candidates, should be submitted to the Department on the day of verification of technical bid).

Date:

Place:

Signature & Designation

GOVERNMENT OF KARNATAKA
SOCIAL WELFARE DEPARTMENT,
5TH FLOOR, M.S.BUILDING, AMBEDKAR VEEDHI,
BENGALURU – 560 001.
Ph: 080- 22207784 / 22253783/22254071

PART-I

(Abstract Details)

Tenders in two cover system duly uploaded by the Registered Training Institutes for CHSL/CGL (Combined Higher secondary level/Combined Graduates Level) coaching, invited by the Commissioner, Social Welfare Department for the following:

1. Nature of Service: providing coaching for the SC/ST Candidates for the year 2016-17.CHSL/CGL (Combined Higher secondary level/ Combined Graduates Level)
- 2 EMD: Rs 4,37,500(Rs. Four lakhs thirty seven thousand five hundred only) .
- 3 The bidders can view the tender details from the websites – <http://eproc.karnataka.gov.in> For further information, please contact help desk phone number 080- 25501216/1227
- 4 Tender documents shall be submitted online at e-Procurement portal.
- 5 The participating bidders will have to pay Earnest Money Deposit (EMD) Rs 4,37,500 (Rs. Four lakhs thirty seven thousand five hundred only) .of the tender value to be paid through e-Procurement portal.
- 6 **The validity of the offer shall remain open for a period of ninety days from the date of opening of tenders (financial bids).** If any tenderer withdraws his tender before the said period or makes any modifications in the terms and the conditions of the tender, then the Commissioner, Social Welfare Department, Bengaluru, shall,without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- 7 Final acceptance of the tender rests with the Commissioner, Social Welfare Department, Bengaluru, who reserves the right to accept or reject any or all tenders without assigning any reason.

- 8 Submission of the tender by the Agency implies that these conditions of contract have been read and is aware of the scope of the service and the number of supporting staff to be deployed.
- 9 Tenders will be opened in the presence of tenderers or their authorized representatives, whoever present on the date & time specified therein.
- 10 Tenders not submitted in the prescribed form will be rejected. Tenders which propose any alterations in the service specified or containing other conditions of any sort will be rejected.
- 11 The successful tenderer shall attend the office on a date to be fixed and intimated to him for executing agreement etc. failure on the part of the successful tenderer to execute the contract agreement within 30 days from the receipt of written communication of letter of acceptance to this effect, would entail rejection of tender and forfeiture of EMD.
- 12 Applicable taxes, as per rules in force will be deducted from the bills payable to the agency.

GOVERNMENT OF KARNATAKA
SOCIAL WELFARE DEPARTMENT,
5TH FLOOR, M.S.BUILDING, AMBEDKAR VEEDHI,
BENGALURU – 560 001.
Ph: 080- 22207784 / 22253783/22254071

PART-II

(Declaration of the Training Institution)

To,
The Commissioner,
Social Welfare Department,
5th Floor, M.S.Building,
Ambedkar Veedhi,
Bengaluru – 560 001.

Sir/ Madam,

Tender for selection of coaching centers for providing SSC-STAFF SELECTION COMMISSION coaching for the SC/ST Candidates for the year 2016-17 for the selection of CHSL/CGL (Combined Higher secondary level/Combined Graduates Level)

I/We do hereby submit tender for CHSL/CGL(Combined Higher secondary level/Combined Graduates Level) selection of coaching centers for providing pre-examination coaching to the SC/ST Candidates for the year 2016-17 for selection of as per the quoted rates and in all respects in accordance with the conditions applicable.

NATURE OF SERVICE:	Providing coaching to SC/ST Candidates for the year 2016-17 for the selection of CHSL/CGL (Combined Higher secondary level / Combined Graduates Level)
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I/We have paid an amount of Rs 4,37,500(Rs. Four lakhs thirty seven thousand five hundred only) .

Tender value through e- procurement towards EMD. I/We are aware that the EMD will not bear any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions of the contract.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the SWD based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address given herein.

I/We fully understand the terms and conditions of the contract to be entered into between me/us and the SWD and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the SWD.

Dated this day of2016.

**Representative of the
Training Institute**

**GOVERNMENT OF KARNATAKA
SOCIAL WELFARE DEPARTMENT,
5TH FLOOR, M.S.BUILDING, AMBEDKAR VEEDHI,
BENGALURU – 560 001.
Ph: 080- 22207784 / 22253783/22254071**

PART-II
(Declaration of the Training Institution)

To,
The Commissioner,
Social Welfare Department,
5th Floor, M.S.Building,
Ambedkar Veedhi,
Bengaluru – 560 001.

Sir/ Madam,

DECLARATION

(To be given by Head of the Coaching institute at the time of uploading the completed tender)

NATURE OF SERVICE: Providing coaching to SC/ST Candidates for the year 2016-17 for selection CHSL/CGL(Combined Higher secondary level/Combined Graduates Level)

I/We have read the Tender documents and related matters carefully and diligently and that I / We have uploaded the tender having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement stated herein will be fulfilled by me/us to the satisfaction of the Commissioner Social Welfare Department, Bengaluru.

**Representative of the
Training Institute**

**Financial Bid
(Schedule –B)**

**GOVERNMENT OF KARNATAKA
SOCIAL WELFARE DEPARTMENT,
5TH FLOOR, M.S.BUILDING, AMBEDKAR VEEDHI,
BENGALURU – 560 001.
Ph: 080- 22207784 / 22253783/22254071**

**PART-II
(Declaration of the Training Institution)**

To,
The Commissioner,
Social Welfare Department,
5th Floor, M.S.Building,
Ambedkar Veedhi,
Bengaluru – 560 001.

Sir/Madam,

Subject: Providing SSC coaching to SC/ST Candidates for
the year 2016-17 for selection of
CHSL/CGL(Combined Higher secondary level /
Combined Graduates Level)

Tender No. and Date: _____

Sl. No	Particulars	Group	Course fee Quoted per candidate	
			In figures	In words
1.	The Training Institute should quote course fee per candidate for CHSL/CGL (Combined Higher secondary level/ Combined Graduates Level) Coaching for complete syllabus. The course fee should include all relevant taxes. The TDS will be deducted as applicable.	Group B Group C		

Signature and Name and address of
the tenderer or Bidder

Phone number:

Designation:

