

**I.I.T**

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

**KALYANPUR, KANPUR-U.P.**

**208016**

**TENDER REFERENCE NO.:** **IITK/CE/AG/NCAP2019-01**

**BID SUBMISSION END DATE- 13.09.2019**

**TENDER DOCUMENTS**

FOR

**“PURCHASE OF PORTABLE MULTI-GAS ANALYSER WITH SAMPLER AND ESSENTIAL ACCESSORIES”**

**BID DOCUMENT**

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 120 days from the date of Technical Bid opening (i.e. 23.09.2019) are invited for and on behalf of the Joint Registrar, IIT Kanpur for “**Purchase of PORTABLE MULTI-GAS ANALYSER WITH SAMPLER AND ESSENTIAL ACCESSORIES”.**

|  |  |
| --- | --- |
| Name of Work | Purchase of PORTABLE MULTI-GAS ANALYSER WITH SAMPLER AND ESSENTIAL ACCESSORIES. |
| Estimated Cost | Rs.45,00,000/- |
| **Date of Publishing** | 23.08.2019 (17:30 hrs) |
| Clarification Start Date and Time | 26.08.2019 (11:00 hrs) |
| Clarification End Date and Time | 26.08.2019 (17:00 hrs) |
| Queries (if any) | No queries will be entertained after clarification end date and time |
| **Bid Submission Start Date** | 23.08.2019 (17:30 hrs) |
| Last Date and time of uploading of Bids | 13.09.2019 (16:00 hrs) |
| Last Date and time of **submitting**, EMD and other documents at IIT Kanpur (if any) | 13.09.2019 (16:00 hrs) |
| Date and time of opening of Technical Bids | 23.09.2019 (16:00 hrs) |
| Date and time of opening of Financial Bids | Will be separately notified for Technically shortlisted/qualified bidders |

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

# (The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical bids will be accepted.)

**INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
2. During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
3. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
4. For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ Smart Card.
5. Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
6. Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
7. Bidders can than log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS:**

1. For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the ‘My favourite’ folder of bidders account from where bidder can view all the details of the tender document.

1. Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
3. Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
4. Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under “My Space/ Other Important Document” option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

**SUBMISSION OF BIDS:**

1. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
2. Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
3. While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
4. Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
5. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
7. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
8. **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.**

**If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.**

**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**

1. Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour**.
2. After the bid submission **(i.e. after Clicking “Freeze Bid Submission” i**n the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
3. Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
4. All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

**ASSISTANCE TO BIDDERS:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 0512-259-7027 between 10:30 hrs to 17:00 hrs.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is [**support-eproc@nic.in**](mailto:support-eproc@nic.in)

**INSTRUCTION FOR e-PROCUREMENT**

1. **PREPARATION AND SUBMISSION OF BIDS :**
2. The detailed tender documents may be downloaded from<http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
3. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1and Financial Bid in “.Xls” should be upload online in cover-2
4. **SUBMISSION OF THE BID :** All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app>as per the criteria given in this document:
   1. Technical Bid should be upload online in cover-1.
   2. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app> ).

1. **TECHNICAL BID:** Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

**List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission**:-

* + 1. Scanned copy of Bank details.
    2. Scanned copy of work experience.
    3. Scanned copy of certificate of GST.
    4. Scan copy of tender acceptance letter.
    5. Scanned copy of specifications or brochures (if any).
    6. Scanned copy of other document mentioned in tender document (if any)

**Please note that no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.**

1. **Financial Bid**
   1. The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees.
   2. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified **“.Xls”** format i.e. Price Bid Excel sheet attached as **‘.Xls’** with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
   3. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **except service tax.**  The service tax component shall be re-immersible by the department after receipt of paid challans etc. if applicable.
2. **Last Date for Submission of Tender:** 
   1. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
   2. The IIT, Kanpur may, at its own discretion, alter/extend the last date for submission of tenders.
3. **Bid Validity**
   1. All the Bids must be valid for a period of 180 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
   2. A bid valid for a shorter period shall be declared as non-responsive.
   3. In exceptional circumstances, prior to expiry of the original time limit, the IIT may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 180 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.
4. **Modification / Substitution/ Withdrawal of bids:**
   1. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid 's due Date.
   2. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.
5. **Rejection of the Bid**: The bid submitted shall become invalid and tender fee shall not be refunded if:-
   1. The bidder is found ineligible.
   2. The bidder does not upload all the documents as stipulated in the bid document.

**Tender document**

Department of Civil Engineering

Indian Institute of Technology Kanpur

Kanpur (UP) 208016 India

Enquiry date: August 26, 2019

Enquiry No: IITK/CE/AG/NCAP2019-01

Technical bid tender opening date will be communicated to participating vendors.

Financial bid for the technically qualified parties will be opened at a later stage.

*Sub: Call for quotation for* **“PORTABLE MULTI-GAS ANALYSER WITH SAMPLER AND ESSENTIAL ACCESSORIES”**

Online quotations are invited for purchase of **Portable Multi-Gas Analyser with sampler and essential accessories**. Supplier is required to mention the complete contact details including E-mail, telephone etc. The detailed specification of the multigas analyzer is described below.

**Dr. Anubha Goel**

Associate Professor

Department of Civil Engineering

Indian Institute of Technology Kanpur

**Terms and Conditions:**

1. Quote should be made in two parts: Technical bid and financial bid separately in sealed envelopes.
2. Financial bid for products whose technical bid is not acceptable will not be opened.
3. If the financial bid is included in the technical bid, then quotation will be rejected.
4. The sealed envelopes with the quotes should be super scribed mentioning whether it is technical or financial bid.
5. Taxes, packaging, forwarding freight charges, if any should be mentioned separately and clearly.
6. The Multi-Gas Analyser proposed to be procured under a consortium agreement of various participating Govt. Institutes to ensure standardization and to avail volume discounts.
7. The institute (IIT Kanpur) may negotiate with the lowest and responsive bidder for justification of prices and discounts. Maximum educational discount, if any, should be offered.
8. The bidders are required to quote their lowest rates and discounts. The quotes should be valid for 180 days.
9. The bidders are required to deliver the equipment at IIT Kanpur, Kalyanpur, Uttar Pradesh, 208016 (Co-I: Dr. Anubha Goel, Associate Professor, Dept. of Civil Engineering).
10. **3-years extended comprehensive warranty from the date of installation on Multi-Gas Analyser is a must and additional 2-years warrantee is preferable.**
11. Institute is exempted for payment of Excise Duty under notification no. 10/97 and partially @ 5.15% custom duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
12. The penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated time period.
13. Our standard payment terms & conditions is 90% against delivery and 10% after inspection and approval of its satisfactory performance.
14. At any time prior to the deadline for submission of bids, IIT Kanpur may, for any reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.
15. The institute reserves the right for accepting and rejecting any quotations without assigning any reason thereof.
16. **Last Date: 13th Sep (FRIDAY), 2019 (16:00 hrs.)**
17. ***PLEASE NOTE THAT THE EMD FEE OF INR1,35,000 (ONE LAKH THIRTY-FIVE THOUSAND RUPEES) NEEDS TO BE PAID. A BANK DEMAND DRAFT IN FAVOR OF “REGISTRAR, IIT KANPUR” CAN BE SEND IN SEALED ENVELOP.***

**Minimum Technical Specification**

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| --- | --- | --- |
| The goal is to analyse different pollutants present in on-site air in different sectors like Residential, Commercial, and Industrial etc. The supplier must quote the complete set-up with accessories including the battery back-up. The instrument should be portable, stable and not affected by vibrations during transit for exhaustive field experiments. | | |
| **S.N.** | **Item** | **Description** |
|  | Multi-Gas analyser | The multi-gas analyser suitable for analysis of multiple gases simultaneously (at least 8 Gases out of the following: Carbon dioxide, Carbon monoxide, Nitrous oxide, Sulphur dioxide, Methane, Benzene, Toluene, Ethylbenzene, Xylene, Naphthalene, Styrene, Formaldehyde, Acetaldehyde, Acetone is a must). The suppliers must quote entire setup including fully automated multigas analyser unit, consumables and accessories needed to run the system for spectroscopic (IR or UV based) measurement of air samples. |
|  | Feasibility of instrument | * A real time instrument for continuous measurement should be compact, portable, light weigh (less than 30 kgs) and easy to transport. * A compatible hybrid model functional under Indian conditions is required for measurements in indoor microenvironments as well as in ambient Indian conditions. * The dual power mode operations i.e. Battery mode (backup of at least 2 hours is a must & 6 hours is preferable) as well as direct power mode. An additional battery needs to be quoted in the tender. The instrument and all its sub-units should operate on 230 ± 10 volts, 50 Hz power supply. * The instrument should be effective for continuous measurement up to 24 hrs without any gap in measurements. * The instrument should be based on the principle of IR or UV spectroscopy. Since the instrument is intended to be used in mobile mode, it should be compatible for analysis of samples in different locations. * The instrument must contain the moisture control device as a preventive measure. The instrument working wavelength should be pre-defined and well-suited for the desired analysis. * The upper and lower detection limits (LDLs) should be specified. Preferred LDL level: ppb * The minimum error or/and drifts (zero-point drift/temperature drift) is preferable (<2% per calibration). * The instrument should be equipped with all the essential components for analysing the air samples in indoor and out-door conditions. |
|  | Accessories | Vendor should quote gas cylinder(s) for each gas (01 no. each) with flow-meter (01 no.), as required by the instrument for calibration. Latest PC workstation should also be quoted. Additional quotation for a laptop to ensure mobile data handling is preferable. |
|  | Gas library | In addition to Carbon dioxide, Carbon monoxide, Nitrous oxide, Sulphur dioxide, Methane, Benzene, Toluene, Ethylbenzene, Xylene, Naphthalene, Styrene, Formaldehyde, Acetaldehyde, Acetone the latest library for other gases with license version and support for identified unknown gases should be provided by the Vendor. |
|  | Software | The instrument system software should be based on the Windows operating system and preferably compatible with Window 10. The software should be provided full control of all instrument functions. Software should also have comprehensive library with identification for each gas. It should come with free of cost upgradation facility as and when up upgraded by the company and life-time validity for qualitative and quantitative data evaluation. |
|  | Stock of Consumables | All of the consumable items required for active use of instrument (minimum 2500 hr/year) for at least 2 years should be provided. The instrument with least number of consumables is preferable. The sample filters or any other consumable, if required, for analysis and/or maintenance of instruments need to be quoted in adequate amount in tender (at least 200 nos.). |
|  | Demonstration, training and technical support | Satisfactory demonstration of the offered model at the demo lab/customer place and onsite training during installation/initial operating and unlimited telephonic support should be provided by the vendor free of cost during any sort of breakdown during warranty period and afterwards on reasonable charge basis. During warranty period cost of labour and consumables should be borne by the vendor. |
|  | Warranty | 3-years standard/extended comprehensive warranty **from the date of installation on all the parts of Multi-Gas Analyser is a must** including adequate number of regular on-site service visits and breakdown visits in case of instrument breakdown during on-site sampling. **It is preferable that additional 2-years warranty is provided as an optional item.** All site visits during the warranty period should be covered by the company at their own expense. Unlimited telephone and remote support for diagnostics and troubleshooting during instrument lifetime should be provided. |
|  | Specifications | The lifetime of all components of Instrument including lamp(s), detector(s) etc. should be specified in technical bid. Good response frequency (<2 min), High scan-rate (>1 scan per sec) and wider ambient temperature range 0-500C is preferable (0-40 0C is a must). |
|  | Licence | The licenced version of all components of instrument including software, if any, required with full accessibility control including licence key(s) and need to be installed free of cost. |
|  | Calibration and maintenance | The time-bound or error-based calibrations, if any, required and other maintenance of instrument need to be covered during complete warranty duration and done by the supplier free of cost. |
|  | Transportation and other charges | The tender should be inclusive of all the charges till IIT Kanpur stores including the transportation, installation, maintenance, custom, freight, insurance, demurrage etc. and should be free from any hidden charge(s). |
|  | Performance Guarantee | 10% of the total value to be released only after 6 months of satisfactory running of instrument. |
|  | Letters of reference from the Academic and Research institutes | 5 recent (within 3 months from the date of tender) letter of reference of the model quoted need to be produced by the vendors. It is a must. |

**Appendix**

**TENDER ACCEPTANCE LETTER**

**(To be given on Company Letter Head)**

**Date:**

**To,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Tender / Work: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Dear Sir,**

**1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**as per your advertisement, given in the above mentioned website(s).**

**2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_\_\_ to \_\_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.**

**3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.**

**4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

**5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.**

**6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.**

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**