



NATIONAL AUTOMOTIVE TEST TRACKS

NOTICE INVITING QUOTATION
(under Limited Tender)

FOR

PLUMBING ACCESSORIES REPAIRING / REPLACEMENT FOR MAINTENANCE
PURPOSE IN VARIOUS BUILDING

AT

NATRAX
PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/UTL/PLUMBING WORKS /21/136

National Automotive Test Tracks (NATRAX)

NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near
Pithampur)

Dhar District, Madhya Pradesh-454774

Phone: +919893892310, Fax - 07292-256101

Email: tulika.banerjee@natrip.in; anuj.kumar@natrip.in;



1. General Instructions:

NATRiP Implementation Society (NATIS), an autonomous body constituted by Ministry of Heavy Industries & Public Enterprises, Government of India for execution of National Automotive Testing and R&D Infrastructure Project (NATRiP), the largest and one of the most significant initiatives in Automotive sector so far which represents a unique joining of hands between the Government of India, a number of State Governments and Indian Automotive Industry to create a state-of-the-art Testing, Validation and R&D infrastructure in the Country.

The Project aims at creating core global competencies in Automotive sector in India and facilitate seamless integration of Indian Automotive industry with the world as also to position the Country prominently on the global automotive map.

The National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under NATRIP. NATRAX is being set up on approx. 3000 acres for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. DHAR, (Madhya Pradesh, India). NATRAX invites **Password Protected Quotations** from the "Listed bidders as well as other qualified and experience bidders who qualifying the specified eligibility criteria at Sr. No. 6 (Instruction to Bidders) in this document" in the prescribed proforma for performing, executing and implementing the Works on the terms and conditions contained in this NIQ document and in the Contract. Brief description of Works and the timelines for tenders are summarised in the table below:

The details of the Tender are mentioned below: -

Description of Work	Completion Period	Date of start of floating of tender	Last date for submission of Bid	Date & Time of Bid opening	Estimated Cost
Plumbing accessories repairing / Replacement For Maintenance purpose in Various Buildings at NATRAX Pithampur	45 days from the date of issue of LOA/work order.	04 th Aug 2021	11 th Aug 2021, 3:00pm	11 th Aug 2021, 3:30pm	Rs 3.50 Lakhs

Those who meet the minimum eligibility criteria as mentioned in the Instruction to bidder (ITB) (and also in NIT) may be eligible to become successful in the bidding process. The bidder in the form of JV/Consortium is not permitted.

2. Bid Submission details:

Password protected bids are to be submitted at the following email id not later than the





Tender No. - NATRAX/UTL/PLUMBING WORKS /21/136

aforesaid time & date or as next convenient date & time on pre-intimation.

1. tulika.banerjee@natrip.in
- and
2. anuj.kumar@natrip.in

No Bids will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the Bids.

Bids sent telegraphically or through other means of transmission (telex, email etc.) which are not **Password Protected** shall be treated as defective, invalid and shall stand rejected.

Please Note: - Technical Bids and Financial Bids should have different passwords.

NATRAX shall not be responsible for any delays for non-receipt /non-delivery of bids or due to wrong addressee.

3. Disclaimer:

NATRAX reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

For NATRAX



For Sr. Engineer (Procurement & Tech. Coord)

ANNEXURE I
INSTRUCTION TO BIDDERS

1. Bidders are required to submit their Bids in two parts in a **Password Protected PDF format**, named as **“Bid for Tender No. NATRAX/UTL/PLUMBING WORKS /21/136”** on the subject of the email, containing two separate **Password Protected PDF document**, as given below. The **Password Protected** bids shall be submitted at the mentioned email ids before the closure of bid submission date/time.

- a) The first **Password Protected document** marked as **“Technical Bid for Tender No. NATRAX/UTL/PLUMBING WORKS /21/136”** shall consist of all the technical details eligibility, commercial terms and conditions and documents sought in the NIQ/Tender along with the signed copy the NIQ/Tender document. **Further, the Technical Bid must include a copy of the unfilled Financial Bid of the Bidder without any information on the prices**
- b) The second **Password Protected document** marked as **“Financial Bid for Tender No. NATRAX/UTL/PLUMBING WORKS /21/136”** should consist of the Financial Bid duly filled and signed by an authorised person from the Bidder’s.

The password of the documents shall be submitted by the bidders at the time of the Technical Bid opening and the Financial Bid Opening respectively.

Please Note: - Technical Bids and Financial Bids should have different passwords.

The Meeting link for the Techno-Commerical Bid Opening is as follows:

<https://meet.google.com/xzj-mxjo-bvf>

The technical bids are opened at the first instance and evaluated. At the second stage, financial bids of only these technically acceptable offers are to be opened with prior intimation on the date and time for further scrutiny, evaluation, ranking & placement of order.

2. The bidders are expected to meet the minimum eligibility criteria as given in the “Notice Inviting Tender”. NATRAX will reject the bids that do not meet the minimum eligibility criteria as laid down, based on their submission along with the Tender documents even after the bid opening process is concluded.

3. The Contract shall be governed by NATRAX’s Special Conditions for Contract (SCC) and all other relevant specification applicable.

4. All Bidders are hereby explicitly informed that “CONDITIONAL OFFERS” or “OFFERS WITH DEVIATIONS” from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, technical specifications, or any other requirements as stipulated in the Tender documents are liable to be “REJECTED”.

5. **Bidders should give details of their technical soundness and provide list of customers/client of previous works of similar nature in Government Departments/**



Undertakings/ Public / Private sectors/Autonomous etc.,

6. **List of Bidders:**

- a. M/s SS Enterprises.
- b. M/s Alfa Corporation
- c. M/s Ujjwal Enterprises
- d. M/s Shri Sai Plumber
- e. M/s Prince Electricals and Engineers
- f. M/s Sanjay Enterprises
- g. M/s Kothari & Kothari

7. **Minimum Eligibility Criteria: - for all interested bidders.**

Documents to be submitted along with the bid:

The bidders whose bid meet the following criteria would only be considered as responsive and evaluated by NATRAX.

i. **MEC 1: -**

Legal Valid Entity:

The Bidder shall necessary be a legal valid entity either in the form of Proprietary/Private Partnership/ Public Limited Company / Private/ Govt./ Public/ Autonomous. In form of JV/Consortium not permitted.

List of acceptable documents: -

- a) Certificate of Incorporation, Commercial establishment of firm, or
- b) License certificate of the firm or
- c) Copies of Income Tax Registration/PAN Card, GST registration, PF registration and any other statutory requirements, etc.,

ii. **MEC - 2: Financial Capabilities**

The minimum **Average Annual Financial** turnover of the bidder during the last three years, ending on 31st March of the previous financial year (2018-19, 2019-20, 2020-21), should be as Rs 5.00 Lakh. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.

In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion. For startups registered firms, no turnover is required.

iii. **MEC- 3: Experience**

The Bidder should have successfully completed or substantially completed similar works during last three (3) years ending last day of month previous to the one in which applications are invited should be either of the following: -



- a. Three similar completed works costing not less than the amount equal to 40(forty) percent of the estimated cost; or
- b. Two similar completed works costing not less than the amount equal to 50 (fifty) percent of the estimated cost; or
- c. One similar completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost;

Similar Works: Plumbing and associated Maintenance Works at Various Government/ Government Aided and Reputed Private Firms

List of accepted documents:

- a) Completion certificate alongwith PO/ work order with value of works, etc.,
- b) Incase completion certificate/PO does not clearly mention the value of work executed, then the bidder shall submit the fresh summary & proof as TDS, CA certificate, Excise, GST etc.,

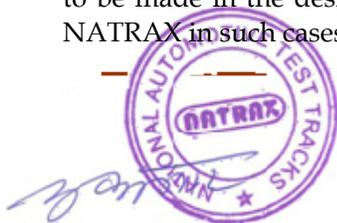
8. Tender Fee & Exemptions: -

- a) This tender is free of cost.
- b) If registered under Startups and “Micro & Small Enterprises” (MSEs) (Udhyam Registration Certificate), supporting documents need to be submitted along with technical bid, to avail exemption from Earnest Money, subject to verification of certificate.
- c) For Startups and MSME (Udhyam Registration Certificate), price benefit may be given as per the guideline.
- d) Bids accompanied without EMD/ MSME (Udhyam Registration Certificate), certificate are liable to be rejected.

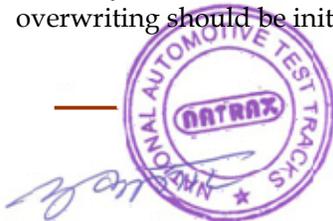
9. The Bidders are expected to carefully examine all the contents of the Tender documents including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder’s own risk. Bids which are not responsive to the requirements of the Tender will be rejected.

10. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.

11. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX’s representative and deviation on any account will not be permitted. If in the opinion of NATRAX, changes have to be made in the design and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.



12. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities and drawings to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
13. The successful Bidder should make his own arrangement to obtain all materials required for the work.
14. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
15. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
16. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of bids.
17. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
18. NATRAX reserves the right to accept / reject or modify any bids, and to annul the Tender process and reject all quotations, at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any bidder not following ITB stands rejected.
19. **Bid Opening Details:**
- a) The Bids will be opened at NATRAX HUB office at the date and time through **online mode only** mentioned in Tender / corrigendum in the presence of Bidders or their duly authorized representatives, who choose to remain present at the time of opening the Bids.
 - b) A letter of authorization shall be submitted to NATRAX, through email, by the Bidder's representative prior the opening of Bids.
 - c) It is advisable for the bidders to be present for the bid opening as the password of the bid documents shall be shared by the bidders at the time of bid opening only. **No other way of submission of the passwords shall be accepted by NATRAX.** In case the passwords are not submitted, the bids are likely to be rejected.
20. The rate should be quoted both in words and figures on our prescribed format duly signed & stamped by the bidder, in case any discrepancy, word will be preferred. All statutory deductions shall be applicable while releasing payments. All corrections and overwriting should be initialed by the Bidder.



21. TECHNICAL BID EVALUATION

- a) NATRAX shall follow the **Segregated bid evaluation** system (No bearing of technical score in the financial bid evaluation and L-1 in the financial bid shall be deemed as successful bidder) to determine the successful bidder. (Bidders may also refer the SCC)
- b) All the bidders (including above listed bidders) must qualify the all three MECs (as specified at Sr. No. 7 above) to be eligible for further process.
- c) The Bidder is requested to specify what particular value he is offering for each particular requirement, rather than just stating he is fulfilling the Minimum Requirement. Unless specifically required ("Specify yes/no"), cells filled with terms like "compliant" or "yes" will not be evaluated. Even when a "Specify yes/no" answer is required a small sentence explaining the requirement is required.
- d) During the technical bid evaluation process, NATRAX may ask clarifications to the bidder through E-mail for confirming and consolidating their technical offers.
- e) All such clarifications are required to be answered by the bidder by E-mail, within the time specified by NATRAX.
- f) Only the technically qualified bidders shall be intimated for financial bid opening in writing.
- g) The Financial bids of the Technically qualified bidders shall be opened through online mode

22. FINANCIAL BID EVALUATION

- a) For the evaluation of the Financial Bids, the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Financial Bid document and after detailed scrutiny of the financial bid.
- b) No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.
- c) If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;
- d) If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- e) The bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial bid). In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. All the prices should be



inclusive of all taxes and GST.

- f) The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, the bid will be rejected.
- g) Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

23. Award of Work:

- a) Prior to the expiry of the period of Bid validity prescribed, NATIS will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.
- b) NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.

24. Validity of bids:

The rate quoted should be valid for a **minimum period of 60 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

25. Prospective bidders requiring any clarification of the Tender may write to tulika.banerjee@natrip.in; anuj.kumar@natrip.in;

26. The Bids / related correspondences shall be made in English language only.

27. Special Conditions:

a.	Scope of work	Plumbing accessories repairing / Replacement For Maintenance purpose in Various Buildings at NATRAX Pithampur
b.	Completion Period	45 days from the date of issue of LOA/work order.
c.	Liquidated Damages	0.1% of the Contract Price per day to a maximum of 10% of the Contract Price.
d.	Warranty Period	6 (Six) months from the date of issue of work completion certificate.
e.	Payment, Mode and Retention	<ul style="list-style-type: none">i. 95% of invoice/contract value shall be released within 15 working days after completion of work and on production of all supporting documents by the contractor/supplier.ii. Balance 5% shall be retained towards retention





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		amount and shall be released after completion of DLP/warrantee i.e., 6 months from the date of completion of work. All the payments shall be made through RTGS only
f.	Project Facility / Place of Installation/delivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur) Dhar District, Madhya Pradesh-454774
g.	Tender Document Fee	Free of Cost
h.	Bid Security/EMD	The bidders are advised to deposit the EMD amount of Rs 7,000/- in NATRAX's Bank Account if they are not covered under exemption or otherwise, before the submission of their respective bid documents. The bank details are provided at the end of this document. A proof of submission are to be shared along with the password protected technical bid. Bids received without EMD will be summarily rejected.
i.	Performance Security	3% (Three) of the Contract value should be submitted as Performance Security by the Successful Bidder on award of Contract. Performance Security may be furnished in the form of an A/C Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Scheduled Commercial Bank favouring "National Automotive Test Tracks" & payable at Pithampur and should remain valid for a period of Sixty days beyond the date of completion of all Contractual Obligations. Bid Security/EMD will be returned to the successful bidder on receipt of Performance Security.

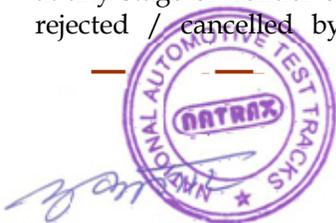
28. The bidder should give the following, duly signed and sealed, failing to which the bids will be summarily rejected:

**a. DECLARATION
(To be executed on Bidder's letter head)**

I/We having acquainted with the content & requirement of this Tender No. **NATRAX/UTL/PLUMBING WORKS /21/136**, dated _____ and do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.

I / We hereby declare that the firm/company has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed),





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Retention, Bid Security (EMD), Performance Security, etc., shall be forfeited.

Signature of the Bidder:

Name and Designation:

Address:

Contact details:

Place:

Date:

Seal of the Bidder's Firm



ANNEXURE-II
TECHNICAL SPECIFICATION:

1. Name of work: **Maintanence and Repairing, Plumbing accessories repairing/replacement for Maintenance purpose in Various Building at NATRAX.**

The Works shall be carriedout as per the Indian Standereds and as per the instrctions of NATRAX. The work should be completed in all respect as per BOQ as attached at **Annexure-III.**

2. **WORKMANSHIP**

The workmanship shall be best of its kind and shall conform to the specifications, as below or Indian Standard Specifications in every respect or latest trade practices and shall be subject to approval of the Owner's Site Representative. All materials and/or Workmanship which in the opinion of the Owner's Site Representative is defective or unsuitable shall be removed immediately from the site and shall be substituted with proper materials and/or workmanship forthwith.

3. **MATERIALS**

All materials shall be best of their kind and shall conform to the latest Indian Standards. All materials shall be of approved quality & as per approved by the Owner's Site Representative.

4. **TOOLS AND TACKELS**

All tool and tackles ladder etc required during the installation/repairing will be arranged by the contractor

5. **DAMAGES DURING INSTALLATION**

The cost of equipment/system/spare damaged during installation/repairing will be the responsibility of contractor and the same will be borne by the contractor.





Form for the submission of Financial Bid

Financial Proposal Submission Form
(To be Executed on Letterhead of the Bidder)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
The Procurement Officer
NH-52, Old Agra- Mumbai Highway,
Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. NATRAX/UTL/PLUMBING WORKS /21/136, dated _____ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is _____ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand NATRAX has right to accept or reject our Bid as per its discretion.

Yours sincerely,

Authorized Signature [In full]: _____

Authorized Signature [In initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

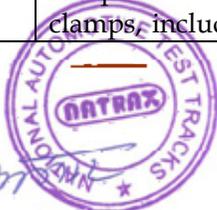
Address: _____

[Note: To be signed in blue ink]

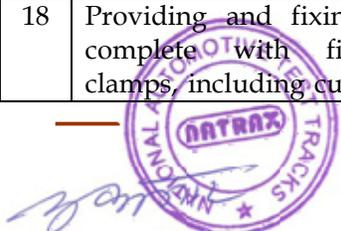


Annexure-III
BOQ

PLUMBING MAINTENANCE WORK: Plumbing accessories repairing/replacement for Maintenance purpose in Various Building						
Sr. No.	ITEM DESCRIPTION	Unit	BOQ Qty	Rate/Unit (Rs)	Amount (Rs)	Remarks
1	Health Faucet: Providing & fixing C.P. hand spray with lever control (health faucet) Parryware or approved equivalent) and flexible hose 1 m long connection with C.P. holder for hand spray complete in all respects	Nos	39			
2	Urinal Sensor: Repairing of automatic flushing systems (Parryware or approved equivalent), infrared photo cells, eyes electrically operated solenoid valve, step down transformer / equipment and any other item required to provide satisfactory functioning. Including Battery for automatic urinal flushing systems	Nos	5			
3	Urinal Sensor Cell: Replacement of Battery for automatic urinal flushing systems as mentioned above	Nos	120			
4	Angle Cock: Providing and fixing C.P. brass long body bib cock of approved quality conforming to IS standards and weighing not less than 690 gms. 15 mm dia	Nos	20			
5	Providing and fixing toilet paper holder: CP Brass	Nos	4			
6	Providing and Installation of Hoise Pipe for Plumbing accessories Maintenance	Nos	25			
7	Repairing of Wash Basin/Sink Fiting with material	Nos	30			
8	Providing & fixing PTMT Bottle trap for wash basin and sink	Nos	5			
9	Providing and fixing GI pipes complete with fittings and clamps, including cutting 15 mm	Meter	10			



	dia					
10	Providing and fixing G.I. Union in G.I. pipe including cutting and threading the pipe and making long screws et. Complete (reparing work):15 mm dia nominal bore	Nos	5			
11	Reparing and maintenance of white vitreous China wall mounting cascade type water closet Parryware or approved equivalent) with CP bolts, nuts, CI chair hanging arrangements, spray jet, bakelite seat & cover with CP hinges & rubber buffers, CP brass screw, washer with all accessories with WC connector with Rubber Lip / Buffer and side gap filled with silicon sealant wherever required with chrome finished brass dual flush cistern (Parryware or approved equivalent) comprising of actuator button facia assembly including brass / SS screws and washer complete including cutting, making good the walls, floors, slab wherever required	Nos	5			
12	Providing, jointig and fixing UPVC Floor Traps outlet	Nos	10			
13	Minor reparing work in Toilet (HQ/Canteen/Clint Workshop etc)	Nos	20			
14	Supply of Taflan Tap	Nos	25			
15	Supply of White Cement	Kg	5			
			Total			
OTHER REQUIRED CONSUMABLE ITEMS DURING SANITARY MAINTANANCE WORK						
16	Providing and fixing GI pipes complete with fittings and clamps, including cutting 20 mm dia	Meter				Rate/Meter only
17	Providing and fixing GI pipes complete with fittings and clamps, including cutting 25 mm dia	Meter				Rate/Meter only
18	Providing and fixing GI pipes complete with fittings and clamps, including cutting 40 mm	Meter				Rate/Meter only



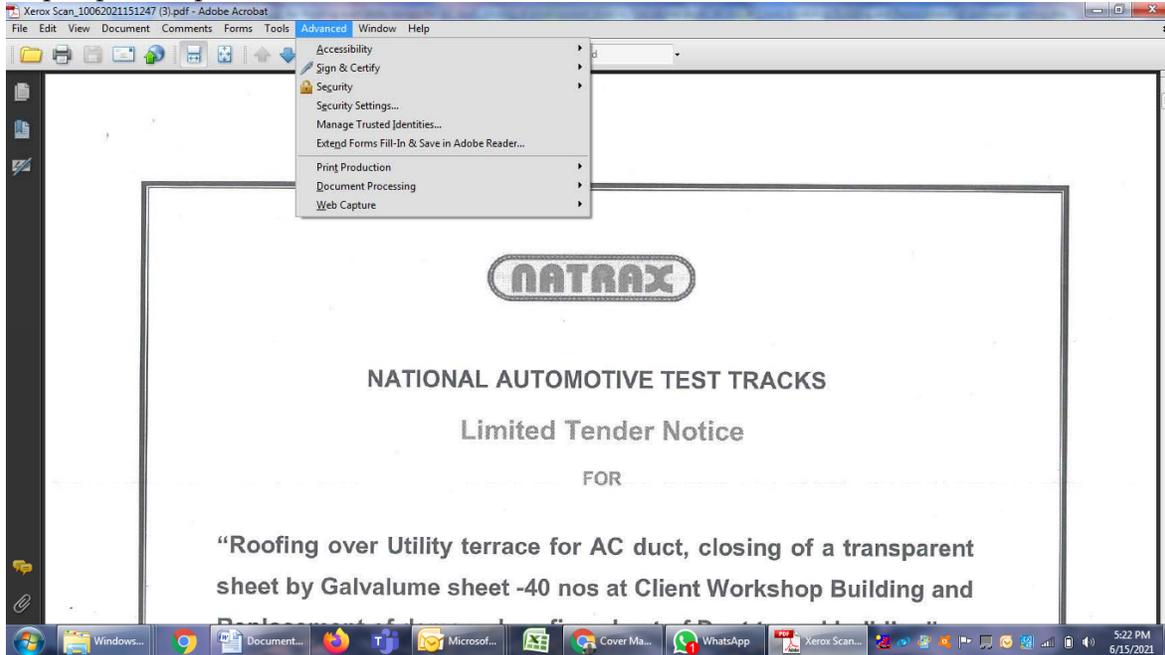
	dia					
19	Providing and fixing GI pipes complete with fittings and clamps, including cutting 63 mm dia	Meter				Rate/Meter only
20	Solvent (100 Gm)	Nos				Rate/pc only
21	Hole tight Linen	Gram				Rate/gram only
22	Waist coupling	Nos				Rate/pc only
23	Waist hose pipe	Nos				Rate/pc only
24	Shink coupling	Nos				Rate/pc only
25	Extention S.S Pipe (Various size)	inch				Rate/inch only
26	Tap cap SS (various size)	Nos				Rate/pc only
27	Clamp (various size)	Nos				Rate/pc only
Total Rate						

Seal and Signature of Bidder

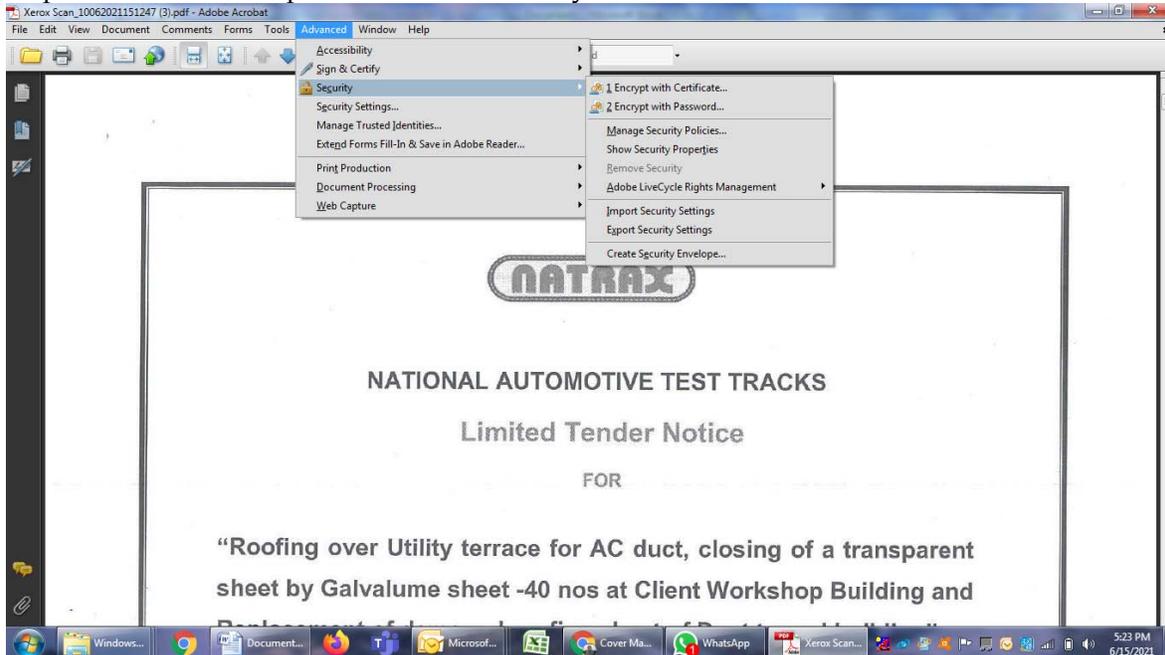


Steps for loading passwords in PDF Files-Method I

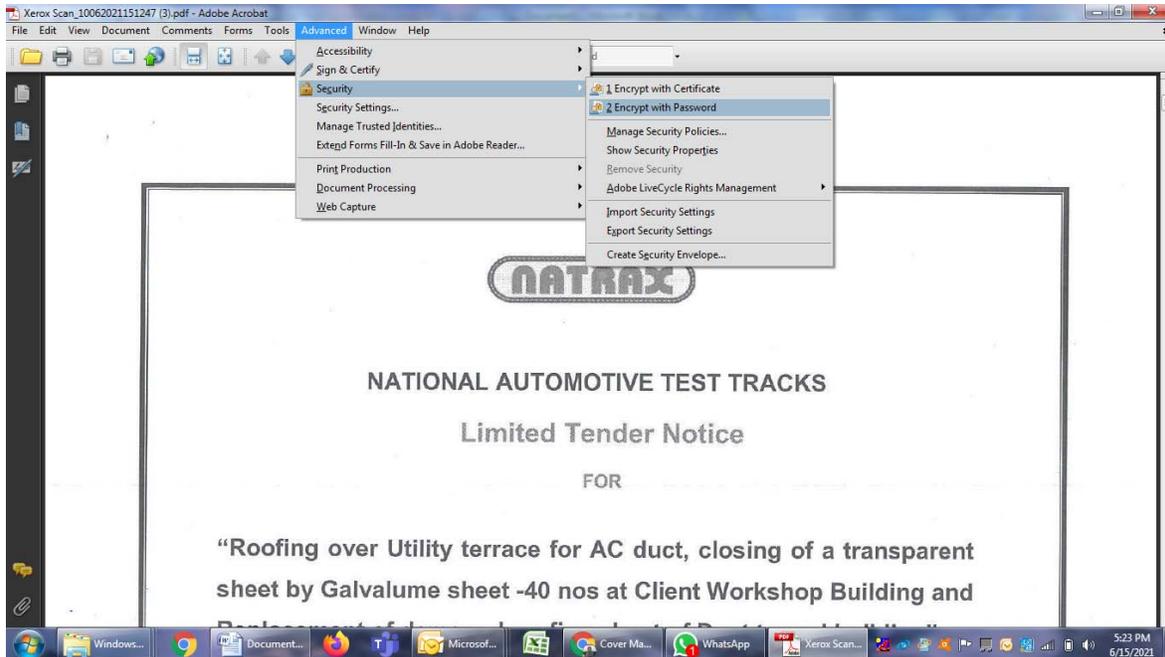
Step 1- please open PDF file and click on "Advance" tab.



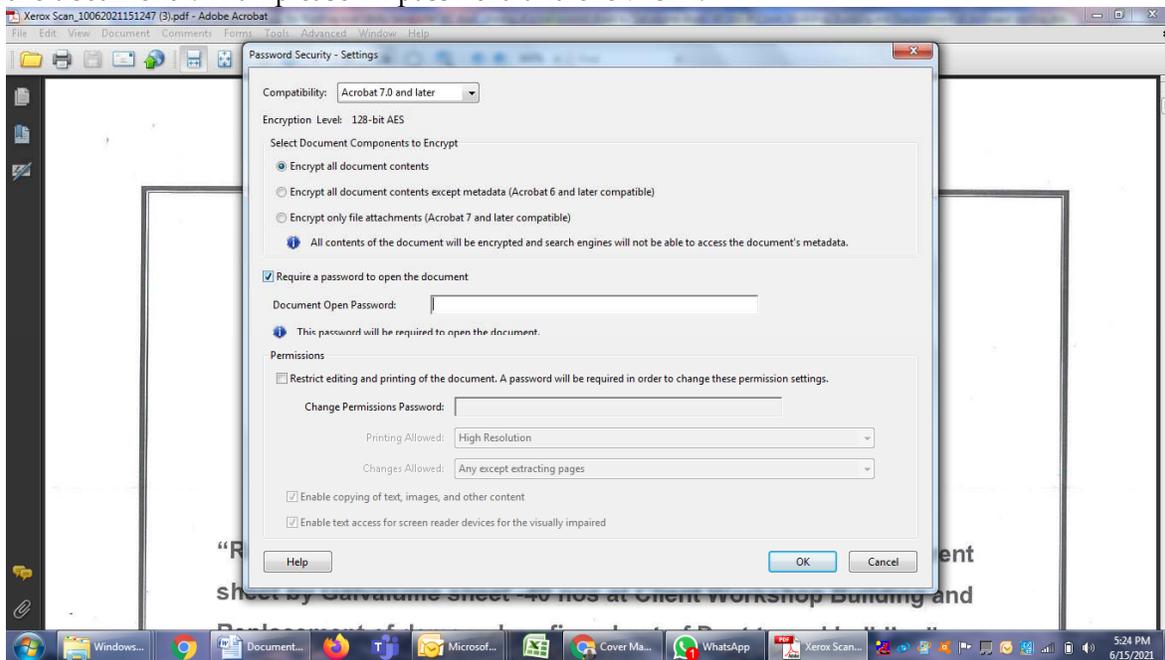
Step 2- in advance tab, please click on "Security" tab.



Step 3- in security tab, please click on "2 Encrypt with Password".



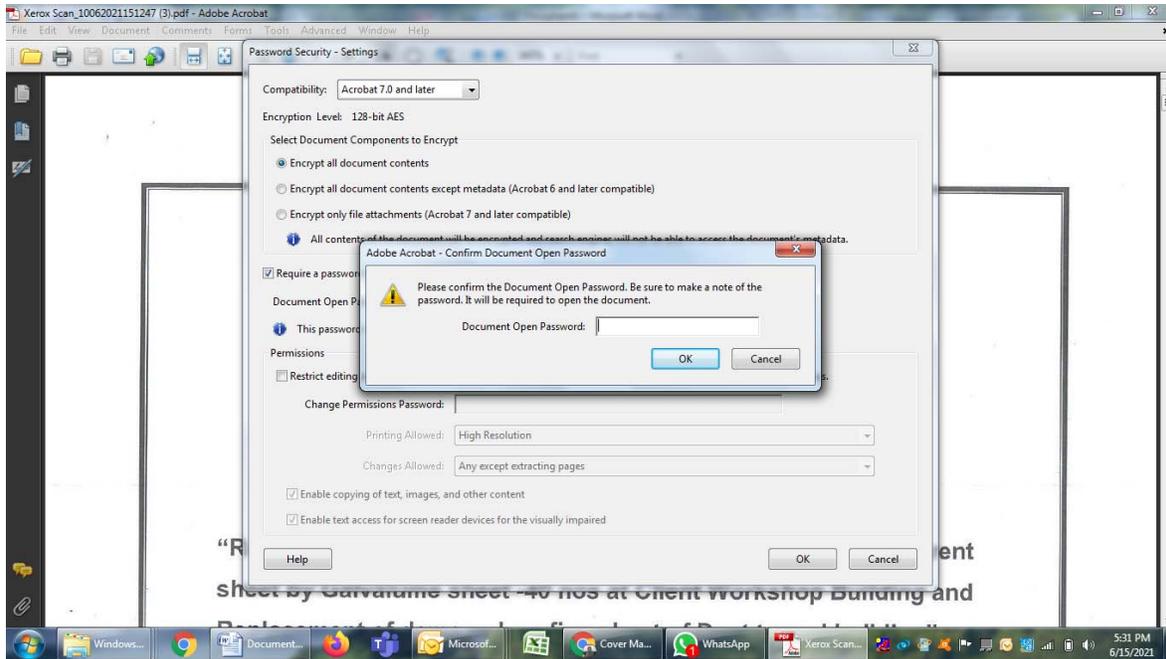
Step 4- after that below window will open, please check in option “Required a password to open the document”. Then please fill password and click “ok”.



Step 5- after that below window will be open, please fill same password again, and click “ok”.



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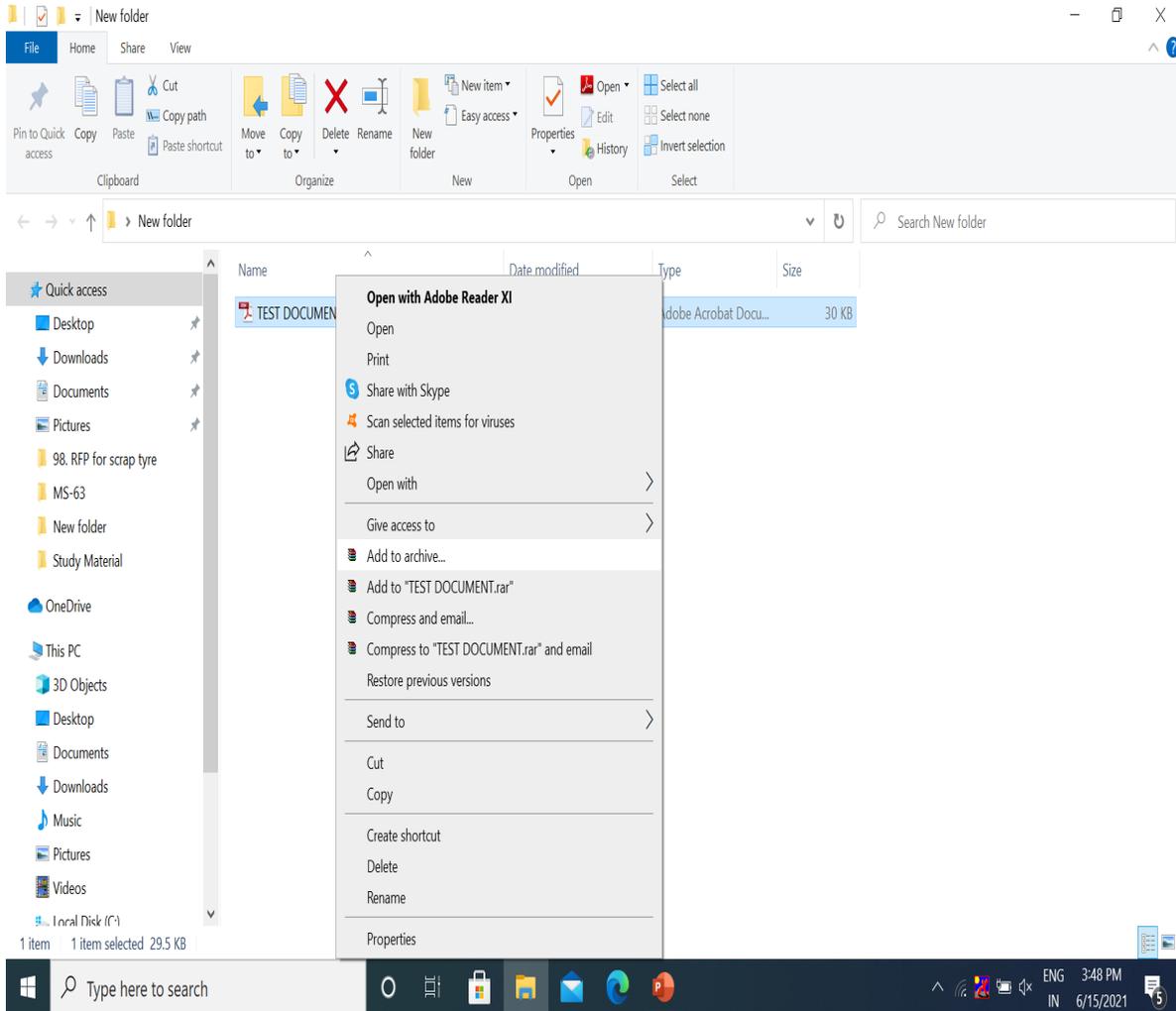


Steps for loading passwords in PDF Files-Method II

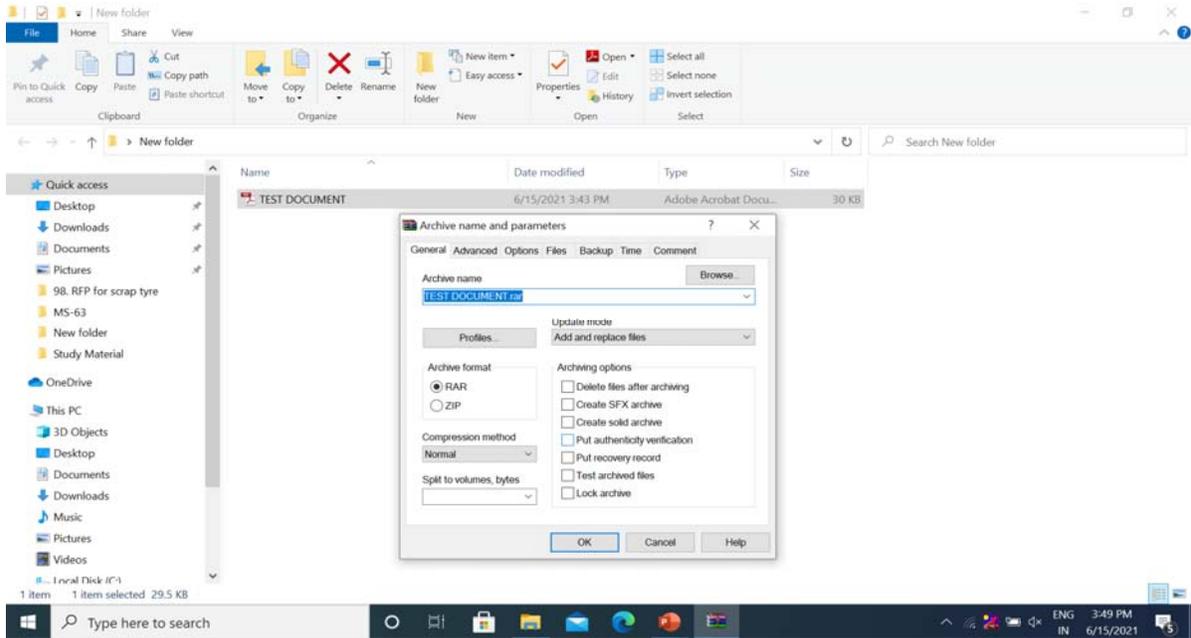
Step-1 Download WinZip app free version: -

https://www.winzip.com/landing/download-winzip-v1.html?gclid=CjwKCAjwn6GGBhADEiwAruUcKvP95d5v3VbWagjRC11XGV182PfyJdFFjYF-elx85HN3ZfkQpjl-hoCFOsQAvD_BwE

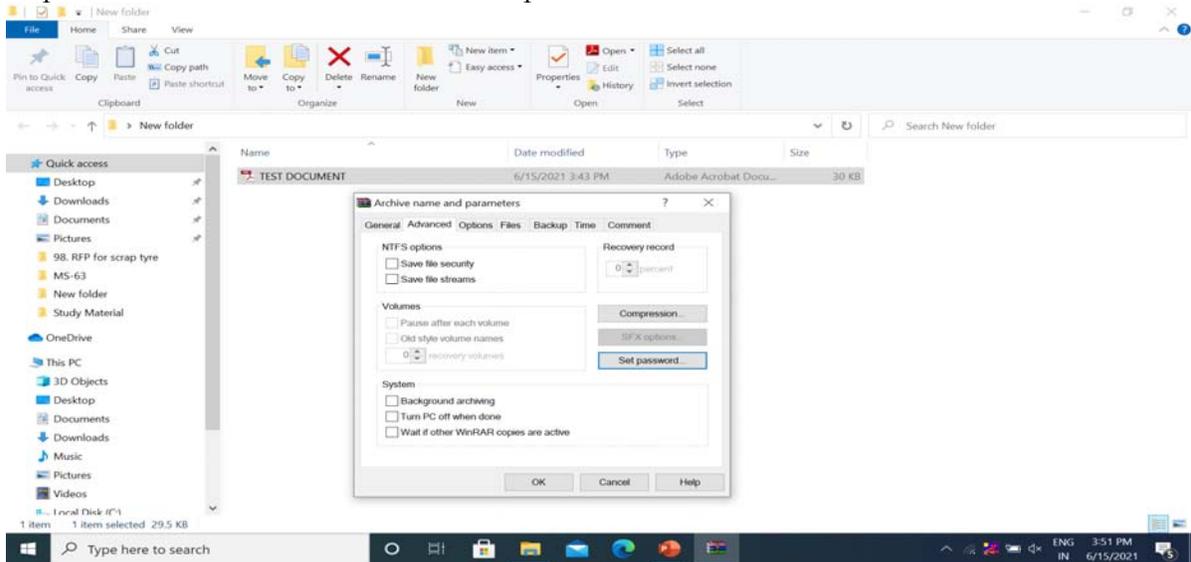
Step2: Right click on the PDF document and select 'add to archive'



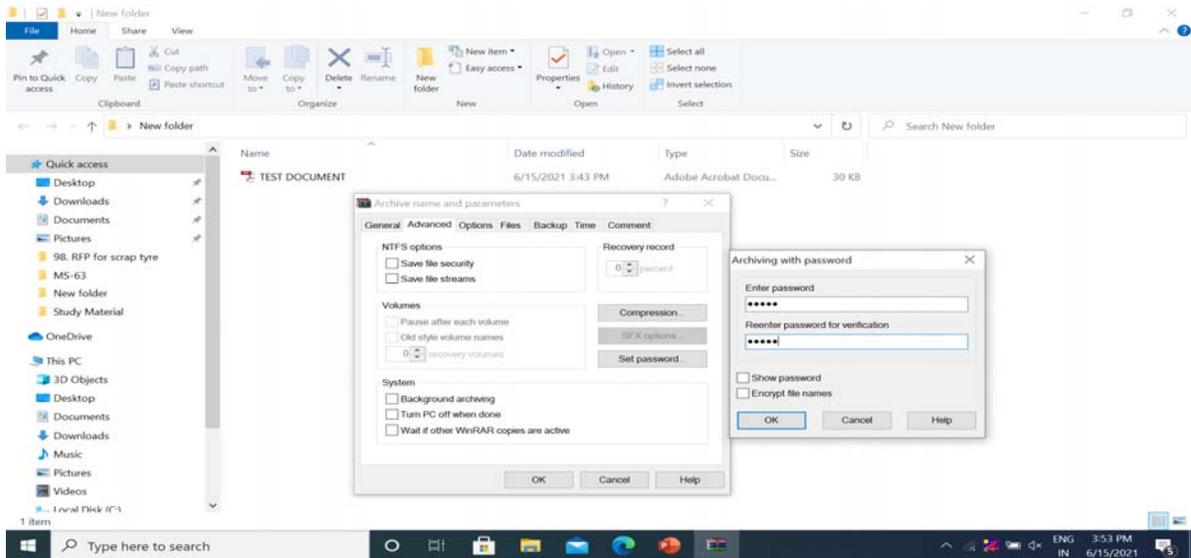
Step 3:



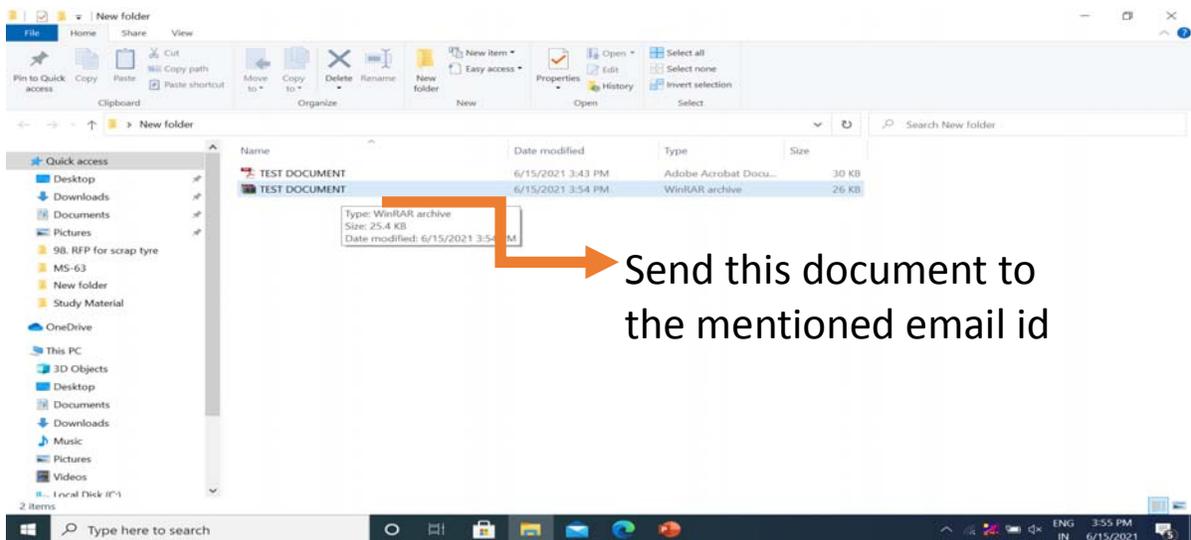
Step4: Select 'advanced' tab and select 'set password'



Step5: Put password of your choice and click ok



Step 6



Step 7: Please retain the password which shall be shared at the time of bid opening.