

**State Council of Educational Research & Training, Chhattisgarh
BTI Campus, Shankar Nagar, Raipur**

REQUEST FOR PROPOSAL

Invitation of Bids for Supply of Book Kits

RFP No. 1 Dated 20.10.15..

1. Bids in sealed cover are invited for supply of items listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a. Bids/queries to be addressed to: Cell- in-charge, English language Teaching institute (ELTI) , SCERT, Raipur (C.G.)
 - b. Postal address for sending the Bids: SCERT, B.T.I. Campus, Shankar Nagar, Raipur, Chhattisgarh . Pin - 492007
 - c. Name/designation of the contact personnel: Mrs. S.N. Ali (Cell-In-charge) – ELTI, SCERT, Raipur (C.G.)
 - d. Mobile number. of the contact personnel: : 9826230345
 - e. e-mail ids of contact personnel: scertcg@gmail.com
 - f. Fax number: 0771-2443496
3. This RFP is divided into five Parts as follows:
 - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Delivery period and Consignee details.
 - c. Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
 - d. Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
 - e. Part V – Contains Evaluation Criteria and Format for Price Bids.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, if it become necessary at any stage.

Signature

Part I – General information

1. Last date and time for depositing the Bids:

(16.11.2015 at 3:00PM)

1. The sealed Bids both technical and Commercial should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as Book Kits or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or nondelivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3. Time and date for opening of Bids:

16.11.2015 at 4:00PM

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box:

SCERT, B.T.I. Campus, Shankar Nagar, Raipur (C.G.)

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids:

Conference Hall, SCERT, B.T.I. Campus, Shankar Nagar, Raipur (C.G.). The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Two-Bid system:** This RFP is in the form of Two-bid system. Both the Technical Bid and Commercial Bid will be opened on the time and date mentioned in the tender information published in the newspapers.

7. **Forwarding of Bids** – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, Bank address with EFT Account if applicable etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Validity of Bids:** The Bids should remain valid till 6months from the last date of submission of the Bids.
13. **Earnest Money Deposit:-** Bidders are required to submit Earnest Money Deposit (EMD) for amount of 1,20,000=00 along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, fixed deposit receipt, Banker's Cheque or Bank guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Annexure C. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Guarantee from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

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Part II – Essential Details of Items/Services required

1. Schedule of Requirements – List of items / services required is as follows:

- (i) The requirement of Book kits is mentioned at Annexure-A
- (ii) The book kit must be in shrink wrapped in a card board box/sealed polythene pack as mentioned in column no. 7 of Annexure –A to protect from any damage.
- (iii) The Books must have the latest year of publication.

2. Two-Bid System - In respect of Two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid –

| Para of RFP specifications item-wise | Specification of item offered | Compliance to RFP specification– whether Yes /No | In case of noncompliance, deviation from RFP to be specified in unambiguous terms |
|--------------------------------------|-------------------------------|--|---|
| | | | |

3. Delivery Period – The Book kits are to be delivered as per Annexure-A wherein period and month of delivery has been specified in Column 9. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

4. Consignee details :

The consignee details have been mentioned in column 8 of Annexure-A and their details are as per Annexure B.

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Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India
2. **Effective Date of the Contract:** Normally the contract shall come into effect on the date of signatures of both the parties on the contract except when some other effective date is mutually agreed to and specifically indicated/provided in the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.
3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to performance, which cannot be settled amicably, may be resolved through arbitration. For this purpose the Secretary, Govt. of Chhattisgarh, Deptt. of School Education will be the sole or arbitrator in accordance with the Arbitration and conciliation act, 1996 whose decision will be binding on both parties.
4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of Chhattisgarh or any organization related to Government of Chhattisgarh for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of Chhattisgarh. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the supplier of the Books/provider of the services referred to in this Contract and has not engaged any individual or firm, to intercede, facilitate or in any way to recommend to the Government of Chhattisgarh or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of Chhattisgarh or any organization related to Government of Chhattisgarh for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with any department or organization related to Government of Chhattisgarh.
6. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.
7. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents and supply the book kits etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every day of delay, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
8. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :-
- (a) The delivery of the material is delayed for more than one month after the scheduled date of delivery.
 - (b) The Seller is declared bankrupt or becomes insolvent.
 - (c) The Buyer has noticed that the Seller has utilized the services of any agent getting this contract and paid any commission to such individual/company etc.
 - (d) As per decision of the Arbitration Tribunal.

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9. **Notices:** Any notice required or permitted by the contract shall be written in the English/Hindi language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
10. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
- 11.. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
12. **Taxes and Duties:** The price quoted will be inclusive of all taxes, duties, octroi duty, local taxes etc.

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Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:**

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 3% (Three percents) of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of supply of last consignment. The specimen of PBG is given in Annexure - D.
2. **Tolerance Clause** – To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 10% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
3. **Fall clause** - If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale or offer of and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.
4. **Payment Terms** - It will be mandatory for the Bidders to indicate their bank account numbers and other relevant payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Annexure E. The 100% payment will be made on receipt of items in good condition by consignee (s) along with acceptance by the users.
5. **Transportation:** No Transportation charges will be borne by SCERT. The bidder must provide the book kits at the given consignee's address or venue.
6. **Claims:** The following Claims clause will form part of the contract placed on successful Bidder –
 - a. The claims may be presented either: (a) on quantity of the Book kits, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or (b) on quality of the Book kits, where quality does not correspond to the quality mentioned in the contract.
 - b. The quantity claims for deficiency of quantity shall be presented within 45 days of completion of JRI and acceptance of goods.
 - c. The quality claims for defects or deficiencies in quality noticed during the JRI shall be presented within 45 days of completion of JRI and acceptance of goods. Quality claims shall be presented for defects or deficiencies in quality.
 - d. The description and quantity of the Book kits are to be furnished to the Seller along with concrete reasons for making the claims. Copies of all the justifying documents shall be enclosed to the presented claim. The Seller will settle the claims within 45 days from the the Seller. In case no response is received during this period the claim will be deemed to have been accepted.
 - e. The Seller shall collect the defective or rejected books from the location nominated by the Buyer and deliver the repaired or replaced goods at the same location under Seller's arrangement.

Signature

- f. Claims may also be settled by reduction of cost of books under claim⁸ from bonds submitted by the Seller or payment of claim amount by Seller through demand draft drawn on an Indian Bank, in favour of Director, SCERT, Raipur C.G.
- g. The quality claims will be raised solely by the Buyer and without any certification/countersignature by the Seller's representative stationed in C.G.
7. **Joint Receipt Inspection:**– One representative each of seller and the receiver of the consignment at the latter's location will check the delivery – quantity, quality of the Book kits & the receiver will give the certificate to the representative of seller.
8. **Publisher's Certificate:** In case the bidder is not the publisher, the agreement certificate with the publisher for sourcing the books shall be mandatory.
9. **Packing and Marking** - The Seller shall provide the Book kits in shrink wrapped in a card board box to ensure their safety against damage during transportation. The packed boxes should have :
 - (i) Name of the programme
 - (ii) No. of the Books
 - (iii) No. of shrink wrapped Book kits
 - (iv) Publisher's Name /Mono

Signature

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
 - a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - b. In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the book kit as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:

All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.
 - d. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - e. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
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Price Bid Format: The Price Bid Format is given below and Bidders are required to fill this up correctly with full details: for separate programmes, separate price bid formats are required to be filled up.

a. Basic cost of the programme wise Book kits/Book kit:

| S.No. | Programme | Title of the books | Publication | Unit Price | | Total Price | |
|-------|---|---|--|------------|---------|-------------|---------|
| | | | | In figure | In word | In figure | In word |
| 1 | Self Study Support Material for the trs. Teaching English at Govt. H/HR. Sec. Schools | 1. Developing Language Skills | Manohar, 4753/23, Ansari Road, Daryagaj, New Delhi | | | | |
| | | 2. Spoken English –I with A/CA foundation course-by Kamlesh Sadanand, Susheela Punitha | Orient Black Swan | | | | |
| | | 3. Spoken English –II with A/CA foundation course-by Kamlesh Sadanand, Susheela Punitha | Orient Black Swan | | | | |
| | | 4. Cambridge School Dictionary With CD Rom | CUP | | | | |
| | | 5. Essential Intermediate English Grammar With Ans.- by Raymond Murphy | CUP | | | | |
| | | 6. English Idioms in use by MackCarthy | CUP | | | | |
| | | 7. Write Rightly: A course for sharpening your English | CUP | | | | |
| | | 8. Common Mistakes at Intermediate Level | CUP | | | | |

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**ELTI
Book Kits**

| S. No. | Programme | Title of the books | Publication | No. of Books | Total Set | Packing | Consignee | Period & Month |
|--------|--|---|--|--------------|-----------|------------------------------------|-----------|---------------------------------|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 1 | Self Study Support Material for the trs. Teaching English at Govt. H/HR. Sec. Schools (Distribution to 4100 H/Hr.Sec. Schools) through DEOs | 1. Developing Language Skills | Manohar, 4753/23, Ansari Road, Daryagaj, New Delhi | 4100 | 4100 | Shrink wrapped in a card board box | 27 DEOs | In the Second week of Dec. 2015 |
| | | 2. Spoken English –I with A/CA foundation course-by Kamlesh Sadanand, Susheela Punitha | Orient Black Swan | 4100 | | | | |
| | | 3. 2. Spoken English –I with A/CA foundation course-by Kamlesh Sadanand, Susheela Punitha | | 4100 | | | | |
| | | 4. Cambridge School Dictionary With CD Rom | CUP | 4100 | | | | |
| | | 5. Essential Intermediate English Grammar With Ans.- by Raymond Murphy | CUP | 4100 | | | | |
| | | 6. English Idioms in use by Mackarthy | CUP | 4100 | | | | |
| | | 7. Write Rightly: A course for sharpening your English | CUP | 4100 | | | | |
| | | 8. Common Mistakes at Intermediate Level | CUP | 4100 | | | | |
| | | | | | | | | |

Consignees Details

जिला शिक्षा अधिकारी कार्यालय

| क्र. | जिला | कोड नं. | फैक्स नम्बर | फोन नम्बर |
|------|------------|---------|--------------------|-----------|
| 1 | रायपुर | 00771 | 2439899 4074892 | 2427717 |
| 2 | धमतरी | 07722 | 230989 | 230989 |
| 3 | महासमुंद | 07723 | 223110 | 223110 |
| 4 | बिलासपुर | 07752 | 238687 | 238687 |
| 5 | कोरबा | 07759 | 227426 | 224544 |
| 6 | जांजगीर | 07817 | 222033 | 223391 |
| 7 | रायगढ़ | 07762 | 222718 | 222718 |
| 8 | जशपुर | 07763 | 223215 | 220362 |
| 9 | दुर्ग | 00788 | 2211242 | 2322345 |
| 10 | बेमेतरा | 07824 | 222436 | 222231 |
| 11 | राजनांदगाव | 07744 | 224056 | 224056 |
| 12 | कबीरधाम | 07741 | 232246 | 232245 |
| 13 | सरगुजा | 07775 | 241471 | 266353 |
| 14 | सूरजपुर | 07774 | 266081 | 241581 |
| 15 | कोरिया | 07836 | 232241 | 232241 |
| 16 | रामानुजगंज | 07774 | 276382 | 231062 |
| 17 | बस्तर | 07782 | 222286 | 222286 |
| 18 | दंतेवाड़ा | 07856 | 252488 | 252817 |
| 19 | कांकेर | 07868 | 241801 | 241313 |
| 20 | बलौदाबाजार | 07727 | 223669 | 222488 |
| 21 | बालोद | 07749 | 223918 | 223918 |
| 22 | गरियाबंद | 07706 | 241456 | 241556 |
| 23 | मुंगेली | 07755 | 264105 | 260105 |
| 24 | कोण्डागांव | 07786 | 242265 | 243122 |
| 25 | सुकमा | 07864 | 284002 | 284002 |
| 26 | नारायणपुर | 07781 | 252216 | 252216 |
| 27 | बीजापुर | 07853 | 220019 | 220019 |

EMD Bank Guarantee Format

Whereas (hereinafter called the "Bidder") has submitted their offer dated for the supply of (hereinafter called the "Bid") against the Buyer's Request for proposal No. KNOW ALL MEN by these presents that WE of having our registered office at are bound unto (hereinafter called the "Buyer") in the sum of for which payment will and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this day of20.....

The conditions of obligations are –

- (1) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.

We undertake to pay the Buyer up to the above amount upon receipt of its first written demand, without the Buyer having to substantiate its demand, provided that in its demand the Buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Performance Bank Guarantee Format

Form:

Bank

To,

Director,
SCERT, Chhattisgarh,
Shankar Nagar, Raipur

Dear Sir,

Whereas you have entered into a contract No. dated (hereinafter referred to as the said contract) with M/S, hereinafter referred to as the "seller" for supply of goods as per Part-II of the said contract to the said seller and whereas the Seller has undertaken to produce a bank guarantee for (%) of total Contract value amounting to to secure its obligations to the Director, SCERT, Chhattisgarh. We the Bank hereby expressly, irrevocably and unreservedly undertake and guarantee as principal obligors on behalf of the seller that, in the event that the Director, SCERT, Chhattisgarh declares to us that the Books have not been supplied according to the Contractual obligations under the aforementioned contract, we will pay you, on demand and without demur, all and any sum up to a maximum of Rupees only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said contract. We undertake to effect payment upon receipt of such written demand.

2. We shall not be discharged or released from this undertaking and guarantee by any arrangements, variations made between you and the Seller, indulgence to the Seller by you, or by any alterations in the obligations of the Seller or by any forbearance whether as to payment, time performance or otherwise.
3. In no case shall the amount of this guarantee be increased.
4. This guarantee shall remain valid for 60 days beyond the date of supply of last consignment according to the contractual obligations under the said contract.
5. Unless a demand or claim under this guarantee is made on us in writing or on before the aforesaid expiry date as provided in the above referred contract or unless this guarantee is extended by us, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.
6. This guarantee shall be continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/S

Model ECS Mandate Format

Customer's option to receive payments through e-Payment (ECS/ EFT/ DIRECT CREDIT/ RTGS/ NEFT/ Other payment mechanism as approved by RBI.)

Credit Clearing Mechanism

1. Customer's name
2. Particulars of Bank Account –
 - a. Bank name
 - b. Branch name
 - c. Address
 - d. Telephone numbers
 - e. IFS code
 - f. 9 Digit code number of Bank and Branch appearing on MICR cheque issued by Bank
 - g. Account Type (S.B. Account / Current Account or Cash)
 - h. Ledger number
 - i. Ledger Folio number
 - j. Account number as appearing on Cheque Book
3. Please attach a blank cancelled cheque, or, photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars.
4. Date of Effect

“I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under scheme.”

(.....)

Date - Signature of Customer

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp: (.....)

Date:

Signature of the Authorized Official from the Bank