



INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES

(An autonomous institution under the Govt. of NCT of Delhi)

Dilshad Garden, Delhi 110 095 (India)

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F. No. 14/29/PS(G)/IHBAS/2022/ 865

Date:- 24-12-2022

To

Sub:- Inviting quotations for procurement of Dietary Items (Fruits & Vegetables, etc.) for making a Rate Contract through LTE from ONLY registered Cooperative Societies/Government approved outlets like NAFED, MARKFED, NCCFI, Kendriya Bhandar, Delhi Khadi and Village Industries Board, Delhi State Wholesale Consumer Co-operative Store, Delhi State Consumer Co-operative Federation Limited, etc.

Sir,

This Institute invites Quotations under Two Bid System (Technical Bid & Price Bid) for making a Rate Contract for procurement of Dietary items (Fruits & Vegetables, etc.) initially for **ONE YEAR from ONLY registered Cooperative Societies/Government approved outlets like NAFED, MARKFED, NCCFI, Kendriya Bhandar, Delhi Khadi and Village Industries Board, Delhi State Wholesale Consumer Co-operative Store, Delhi State Consumer Co-operative Federation Limited, etc.** as per details/specifications mentioned in 'Annexure-1'. The contract shall be extendable by another year on satisfactory performance with same rates as well as terms & conditions. The supplier, however, will have to submit his willingness three months prior to the end of the first year of contract.

If you are interested in supplying Dietary items (Fruits & Vegetables, etc.), you are requested to submit your quotation addressed to the **Officer In charge (Purchase), IHBAS, Delhi**, in a sealed envelope superscribed "**Quotations for supply of Dietary Items (Fruits & Vegetables, etc.)**" by **2.00 p.m. on 11.01.2023**. Quotations received will be opened on the same day at 2.30 p.m. in the office of OIC (Purchase) in the presence of the tenderers, who may like to be present at the time of opening of the Quotations.

Yours faithfully,

[Signature]
24/12/2022

Alternate Officer-In-Charge Purchase

(Non-Medical)
Officer-In-Charge
Institute of Human Behaviour & Allied Sciences
(Govt. of NCT of Delhi)
Dilshad Garden, Delhi-110095

TERMS AND CONDITIONS

QUOTATION

1. The tenders complete in all respects duly signed with stamp of the firm on each page addressed to Officer-in-Charge (P), IHBAS, should be deposited in the tender box placed in Purchase Section within the prescribed date i.e. 11.01.2023 on 02:00 pm. The tender will be opened on the same day at 02:30 p.m. in the presence of the tenderers who may like to be present at the time of opening of the tender. In case the last date of depositing the Quotations is declared as a Closed/Public Holiday, the last date will be deemed to be the next working day.
2. The tenderer should quote the rates of items in the given format only as per Annexure-1. Rate quoted by the Supplier in any other format will not be accepted. Please note that the bid shall be treated as unresponsive and will not be considered, if any firm quotes 'NIL' charges or quotes for only selected Dietary items.
3. The Bids (Technical & Financial) should be submitted in a sealed cover/envelope indicating thereon:
 - (a) Tender Enquiry No.
 - (b) Name of the Firm.
 - (c) Date of Opening
 - (d) Number of items for which price are quoted.
4. The bid envelope super-scribed as "Tender for Supply of Dietary items (Fruits & Vegetables, etc.)" should contain two separate envelopes duly super-scribed as "Technical Bid" and "Financial Bid" preferably in spiral binding, properly indexed, page numbered and signed in English or Hindi Language at their own cost will be physically submitted in the Purchase Section of the Institute before the closing date and time of the tender. "Technical Bid" should contain photocopies of documents as indicated in Clause 5 of the terms and conditions.
5. The following certificates/documents must be submitted along with the Technical Bid:-
 - (a) Tender Form duly signed and stamped.
 - (b) Demand Draft/Banker Cheque/FDR/BG of Rs 90,000/- on account of EMD in the favour of "Director, IHBAS, Dilshad Garden, Delhi-110095. Firm registered with NSIC is exempted from submission of EMD (subject to the financial limits indicated in the NSIC certificate). Govt. of India/State Government departments/Undertakings are also exempted from EMD. However, the respective firm/department has to submit the relevant certificate (NSIC etc.) to avail this exemption.
 - (c) Self-attested copy of GST.
 - (d) Self-attested copy of Latest Income Tax Return (ITR).
 - (e) Self-attested copy of Permanent Account Number (PAN).
 - (f) A list containing the details of Government/Institutes/Organizations to which the supply, if any, has already been provided during last two years along with Performance Certificates of respective Governments/Institutes/Organizations.
 - (g) An Undertaking as per Annexure-2 on non judicial stamp of Rs.100/- (enclosed herewith).
 - (h) ECS/RTGS details.
 - (i) Certificate that all the items have been quoted as per Annexure-3.


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Note: If the above-mentioned certificates/documents are not submitted along with the Technical Bid, the Tender will not be considered for acceptance. It is also mentioned that the veracity/authenticity of tender and documents will be verified and checked by the authorities of IHBAS.

6. Performance Guarantee/Security Deposit @ Rs. 1,50,000/- in the form of FDR/Bank Guarantee of any scheduled bank for a period of 14 months (1 year + 2 months) in favour of Director, IHBAS, Dilshad Garden, Delhi-110095 **has to be submitted within 10 days of acceptance of the work order by the successful firm.** The EMD shall be released on receipt of performance security and refunded to all other bidders after issue of the order to the successful firm.
7. After evaluation of the Technical Bid, the Price Bid of those firms who qualify in the Technical Evaluation only will be processed for price evaluation.
8. The rates quoted by the Tenderer should be for the item conforming to the complete specification given by the Institute. The rates quoted should be inclusive of all charges, such as levies, packing, forwarding, transportation etc. The percentage of tax (es)/duty (ies), if any, should invariably be mentioned separately. Nothing extra will be paid.
9. The tender forms should be clearly/legibly filled or typewritten, giving full address of the Tenderer. The Tenderer should quote rates in figures as well as in words. Alterations/overwriting, unless legibly attested by the tenderer, shall be disqualified. The tender should be signed by the tenderer himself/themselves.
10. **Validity of Tender and Price quoted: Validity of tender shall be 180 days from the date of tender opening. A tender valid for a shorter period will be rejected by IHBAS as non-responsive. However, the rates quoted under this tender by the bidder will be valid for one year from the date of opening of the tender/award of the contract whichever is later.**
11. **The contract will be extendable for another one year on mutual consent**, after reviewing the performance of the Supplier, on the same rates as well as terms and conditions. The supplier will have to submit his willingness three months prior to the end of first year of contract.
12. Bid will be evaluated on the basis of the total basket price including all items.
13. The quoted rates will not be of higher than the maximum retail price (MRP) of the items. No increase in the quoted rates will be made during the period of contract for any reason. During the contract, if MRP of, any item falls below the quoted rate, the billing should be done for the decreased rate.
14. The tender form is NOT TRANSFERABLE.

SUPPLY

15. The supply of Dietary items (Fruits & Vegetable) will have to be made at the Kitchen Stores of the Institute on F.O.R. destination basis before 12 noon each day on all working days. Nothing extra will be paid on account of cartage, loading and unloading charges etc. If the supplies are not up to the specifications mentioned in the Tender, the supplier will be returned by the Kitchen and replacement will have to be made on the same day by 3 p.m. positively on all working days except Saturday. On Saturday, it will have to be made up to 12 noon. Please note that no supplies will be acceptable on Sundays and other Holidays. Nothing extra will be

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paid on account of packing, cartage, loading unloading, insurance charges etc. In case of emergency, advance supply of any individual item may have to be made on demand.

16. All supplied items should be fresh, un-infested by worms/insects and free from pesticide or any artificial chemical colouring/coating.
17. The pre-packaged branded items should be of current date / month of packaging and of specified brands, quality and packaging.
18. The Rate Contract followed by supply should commence within a period of 30 days from the date of issue of the work order. In case, the service on Rate Contract is not executed on or before the stipulated date, the Director, IHBAS, Delhi will have the right to impose the penalty at the rate of:-
 - a) 2% of the amount of estimated contract value for the first extension for a month or part thereof.
 - b) 3% of the amount of estimated contract value for the second extension of another one month or part thereof.
 - c) In the event of non-commencement of service, within the stipulated date, the Director, IHBAS, will have the right to impose penalty as deemed fit and may resort to take services from the alternative service provider i.e. L-2 firm after seeking their willingness to provide services at the cost and risk of L-1 firm. Appropriate action will be initiated as deemed fit. The decision of Director IHBAS in this regard shall be final and binding.
19. If the firm fails to supply dietary items (Fruits & Vegetables etc.) in scheduled time, the Institute shall purchase its required dietary (Fruits & Vegetables etc.) items from the open market and the excess expenditure so incurred shall be borne by the approved supplier. The decision of the Director, IHBAS, in this regard will be final & binding on the supplier.
20. The quantity shown in the schedule can be increased or decreased to any extent, depending on the actual requirement of the Institute. However, there is expectant rise in requirement with increase in patient's number & subsequently the monthly/annual rise in the demand. The enlisted annual consumption quantity is for average of 300 inpatients.
21. The Director, IHBAS, Delhi, shall be the final authority to reject full or any part of the supply, which is not in accordance with the specifications and terms and conditions of the Tender/Schedule.

PAYMENT

22. The payment will be made after obtaining Satisfactory Performance Report from the user Department of this Institute. The firm will be required to submit the bills in triplicate copy, against supply order, each month, duly supported by a covering letter and the proof of supplies made in form of receipt/challans.
23. The payment will be made in Indian Rupees on monthly basis after making necessary recoveries in respect of penalty/damages/losses etc.
24. No payment shall be made in respect of rejected dietary items (Fruits & Vegetable etc.).

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Institute of Human Behavior & Allied Sciences
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DOWN TIME PENALTY CLAUSE

25. All items mentioned in the daily supply order are necessary for food preparation. In case of non-delivery of any Dietary items, the Institute shall be entitled to impose a penalty @ 0.5% of the total monthly bill of that month. The downtime will be calculated and penalty imposed on the performance on monthly basis. Penalty will be accumulated and deducted from the monthly bill.
26. Force Majure will be accepted on adequate proof thereof.

OTHER TERMS AND CONDITIONS

27. Tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions.
28. Any action on the part of the Tenderer to influence anybody in the Institute will disqualify the Tenderer, resulting in rejection of the tender.
29. Quotations received after last date will neither be entertained nor returned.
30. The Director, IHBAS, reserves the right of cancelling, rejecting or accepting any tender at any stage, without assigning any reasons thereof.
31. The Tender not in conformity with any of the conditions indicated in tender document is liable to be rejected. The decision of the Director, IHBAS, in this regard is final and binding. No further correspondence in connection with the rejection of tender shall be entertained.
32. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.
33. The Tender Form and Terms & Conditions can be downloaded from the Website of IHBAS (<http://www.ihbasdelhigovt.nic.in>).

gmg
24/12/2022
**Alternate Officer-In-Charge Purchase
(Non-Medical)**

Officer-In-Charge (Purchase)
Institute of Human Behavioural & Social Sciences
(Govt. of NCT of Delhi)
Dilshad Garden, Delhi-110095

ANNEXURE-1

S. No	Items	Specification	Annual consumption	Unit	Unit cost (As per existing Rate Contract)	GST (%age) on the unit cost	Total Unit Price (Rs.) (Including GST)	Total Price as per Qty (Rs.)
1.	Potato	-80 to 100 grams each - Required throughout the year	10000.00	Kg				
2.	Onion	-60 grams each - Required throughout the year	7000.00	Kg				
3.	Tomato	-60 grams each - Required throughout the year	9000.00	Kg				
4.	Lemon	-30 grams each - Required throughout the year	700.00	Kg				
5.	Coriander/Har a Dhania	-Fresh - Required throughout the year	500.00	Kg				
6.	Adrak	-Fresh - Required throughout the year	500.00	Kg				

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7.	Pumpkin	-Fresh - Required throughout the year	3000.00	Kg					
8.	Shelled Peas	-Safal Frozen (5 kg Pack) - Required throughout the year	2000.00	Kg					
9.	Shelled Peas	-Safal Frozen (1 kg pack) - Required throughout the year	400.00	Kg					
10.	Palak	-Fresh (without roots, arranged in bunches) - Required throughout the year	6000.00	Kg					
11.	Lauki	-Fresh - Required throughout the year	6000.00	Kg					
12.	Shulgum	-Fresh - Seasonal requirement	1000.00	Kg					
13.	Carrot	-Fresh - Required throughout the year	1400.00	Kg					

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14.	Radish	-Fresh - Seasonal requirement	150.00	Kg					
15.	Cucumber	-Fresh - Seasonal requirement	1500.00	Kg					
16.	Kakdi	-Fresh - Seasonal requirement	250.00	Kg					
17.	Tinda	-Fresh - Seasonal requirement	1000.00	Kg					
18.	Tori	-Fresh - Seasonal requirement	1200.00	Kg					
19.	Parwal	-Fresh - Seasonal requirement	200.00	Kg					
20.	Bringal	-Fresh (Round or Long) -Required throughout the year	4000.00	Kg					


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21.	Cabbage	-Fresh -Required throughout the year	1500.00	Kg					
22.	Cauliflower	-Fresh -Seasonal requirement	400.00	Kg					
23.	Capsicum	-Fresh - Required throughout the year	500.00	Kg					
24.	French Beans	-Fresh - Required throughout the year	500.00	Kg					
25.	Cholai Green	-Fresh -Seasonal requirement	1000.00	Kg					
26.	Bathua Leaves	-Fresh -Seasonal requirement	150.00	Kg					
27.	Methi Leaves	-Fresh -Seasonal requirement	300.00	Kg					


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28.	Mustard Leaves	-Fresh -Seasonal requirement	300.00	Kg					
29.	Hari Mirch	-Fresh - Required throughout the year	20.00	Kg					
30.	Garlic	-Fresh - Required throughout the year	0.750	Kg					
31.	Pudina	-Fresh -Seasonal requirement	0.500	Kg					
32.	Ladyfinger	-Fresh -Seasonal requirement	100.00	Kg					
33.	Mushroom	-Fresh -Seasonal requirement	5.00	Kg					
34.	Drum Sticks/Sainjan e ki Phali	-Fresh - Required throughout the year	15.00	Kg					


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35.	Curry Leaves/ Kadi Patta	-Fresh - Required throughout the year	6.00	Kg					
36.	Banana	-100 to 150 grams each - Required throughout the year	8000.00	Kg					
37.	Mango	-100 to 150 grams each -Seasonal requirement	600.00	Kg					
38.	Chikoo	-75 to 150 grams each -Seasonal requirement	700.00	Kg					
39.	Orange	-75 to 150 grams each -Seasonal requirement	900.00	Kg					
40.	Kinnoo	-75 to 150 gms each -Seasonal requirement	800.00	Kg					
41.	Apple	-75 to 150 grams each -Seasonal requirement	2000.00	Kg					


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42.	Pear	-50 to 150 grams each -Seasonal requirement	200.00	Kg					
43.	Babbugosa	-50 to 150 gms each -Seasonal requirement	600.00	Kg					
44.	Peaches	-50 to 150 grams each -Seasonal requirement	200.00	Kg					
45.	Pomegranate	-100 to 150 grams each - Required throughout the year	10.00	Kg					
46.	Grapes	-Fresh -Seasonal requirement	10.00	Kg					
47.	Plums	-20 to 40 grams each -Seasonal requirement	200.00	Kg					
48.	Whole wheat bread	-Britannia/Modern/Harvest Gold /English oven/Bonn Brand -Packet of 400 gm/ 450gm - Current date of packaging	8000.00	Pkt					

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49.	Maida Bread	- Britannia/Modern/Harvest Gold /English oven/Bonn Brand -Packet of 700 / 800 gm - Current date of packaging	10.00	Pkt					
50.	Butter	- Amul/Parag/Molher Dairy/Patanjali -Packet of 500 gm -Current month of packaging	500.00	Kg					
51.	Egg (Hen)	-50 to 60 grams each -free from pesticides, antibiotics, hormones, steroids	40000	No.					

Note: - The temperature of the items at S. No. 8, 9 and 50 (frozen products) should be maintained from the point of packaging till the delivery at IHBAS. The supply will be rejected if the same is not complied.

Shruti
24/12/2022
Officer-In-Charge (Purchase)
Institute of Human Behavior & Allied Sciences
(Govt. of NCT of Delhi)
Distrad Garden, Delhi-110065

UNDERTAKING

(To be submitted on non-judicial Stamp Paper worth Rs. 100/-)

Tender No. _____ for supply of Dietary Items (Fruits & Vegetables etc.)

To

The Director,
Institute of Human Behaviour & Allied Sciences,
Near G.T.B. Hospital, Dilshad Garden,
Delhi-110095

Sub:-Tender for supply of Dietary items (Fruits & Vegetables etc.)

Sir,

I/We _____ hereby declare that

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and abide by the same.
2. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender. However, I/We do hereby affirm that rates quoted under this tender shall be valid for period of 12 months from the date of award of the contract.
3. I/We understand that the contract will be extendable for another one year on mutual consent, on basis of our performance. I/We will have to submit our willingness for extension of rate contract with same rates as well as terms & conditions, three months prior to the end of first year of contract.
4. That the rate(s) quoted by me is/are for the service(s) conforming to the complete requirements given by the Institute and inclusive of all charges such as levies, packing, forwarding, loading, unloading charges, etc. The percentage of GST/Service Tax, wherever applicable, is mentioned separately.
5. I/We do hereby bind myself/ourselves to the Director, IHBAS for supply of the ordered items against this tender to IHBAS, Dilshad Garden, Delhi-110095, during the validity period of Rate Contract.
6. I/We do hereby confirm that the prices/rates quoted by me/us are the lowest one. Further, I/We certify that the items in question against the existing tender have not been supplied to any other Govt. Hospital/Departments at the rates below the rates mentioned in my/our quotations against the present tender. I/We will refund the difference in the cost in the event of found supplying at a lesser rate by us to other Government/Institutions/Organizations during the currency of such Rate Contract.
7. I/We will deliver supply of Dietary items (Fruits & Vegetable etc.) at the Kitchen Stores of the Institute on F.O.R. destination basis before 12 noon each day on all working days.

Signature
24/12/2017
In-Charge (Purchase)
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Nothing extra will be paid on account of cartage, loading and unloading charges etc. If the supplies are not up to the specifications mentioned in the Tender, the supplies will be returned by the Kitchen and replacement will have to be made on the same day by 3 p.m. positively on all working days except Saturday. On Saturday, it will have to be made up to 12 noon. No supplies will be acceptable on Sundays and other Holidays.

8. If I/We will ensure timely supply & also presence of our own personnel and labour for coordinating, unloading, stacking in the Kitchen Store at the time of delivery.
9. If I/We fail to supply dietary items (Fruits & Vegetables etc.) in scheduled time and the Institute purchases the required dietary items from open market, the excess expenditure so incurred shall be borne by me/us.
10. I/We do hereby declare that the items shall be of the best quality and kind and as per requirement of the Institute. The decision of the Director, IHBAS, Delhi, as regards to the quality and kind of items shall be final and binding on me.
11. I/We do hereby declare that EMD (Bid security) deposited by me for Rs. 90,000/- in the favor of "Director, IHBAS, Dilshad Garden, Delhi-110095 shall remain in the custody of IHBAS till the validity period of the tender, and I will not ask for refund of Bid Security during the validity of period of contract, if approved.
12. I/We do hereby declare that the Performance Guarantee of Rs. 1,50,000/- in the form of FDR/Bank Guarantee of any scheduled bank for a period of 14 months (1 year + 2 months) in favour of Director, IHBAS, Dilshad Garden, Delhi-110095 will be deposited by me/us within 10 days with acceptance of the work order. This shall remain in the custody of IHBAS till the validity period of rate contract and will not ask for refund of performance security.
13. I/We also certify that if any delay in supply of the items occurs on my part or my agent at the appointed place and time within the delivery period, the Director may purchase those items from any other sources and the firm will deposit the difference to the cashier of this hospital and submit the TR-5 receipt in the Purchase Section or else the same may be adjusted against my monthly bill/performance security/guarantee.
14. I/We understand that, in case, non-delivery is more than 5% quantity of any Dietary item beyond 10 days from the date of supply order, the Institute shall be entitled to impose a penalty @ 0.5% per day, of the total bill/estimated bill of that particular item for that month. The downtime will be calculated and penalty imposed on the performance on monthly basis. Penalty will be accumulated and deducted from the monthly bill/performance guarantee.
15. I/We do hereby declare that I/We do not have any right to claim for any Supply Order from IHBAS during the validity period of the Rate Contract.
16. I/We hereby undertake to supply the items during validity of the Rate Contract as per direction given in supply order positively. In case of urgent supplies, the supply shall be given on urgent basis.
17. I/We hereby undertake that if the MRP of any item approved against this tender goes up during the contract period, I/We shall supply the item at the quoted/approved price in the tender, and if the MRP of any item goes down during the contract period, I/We shall supply the items at the lower rate than the MRP. The price of any item shall not at all be more than MRP on packet during delivery of the item.

Shweta
24/12/2022
Officer-In-Charge (Purchase)
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18. I/We understand that the Director, IHBAS, Delhi, is empowered/will have the right:
- To initiate any action as deemed fit in case I/we fail to supply the items as required by the Institute within the stipulated date.
 - To increase/decrease the quantity indicated in the schedule to any extent depending on the actual requirements of the Institute.
 - To impose penalty as deemed fit in case service do not commence by the stipulated date or extended date, if any, and can resort to take the items from the alternative supplier at my/our cost and may initiate any action as deemed fit by the Director, IHBAS, his decision in this regard will be final and binding on us.
 - To reject full or any part of the supply which is not in accordance with the requirements and terms and conditions of the tender.
 - To deny the payment in respect of the rejected dietary items and I/We will not have any claim for the above. Further, I/We will remove the rejected dietary items immediately at our cost and replace them as per terms and conditions of the Contract.
 - To cancel, reject or accept any tender or split the items to be supplied from tenders at any stage without assigning any reason therefore.
19. I/We hereby authorize the Director, IHBAS, to take any action as deemed fit as per tender in the event of my/our given information/statement in the tender/undertaking is found incorrect and false at any stage.
20. I/We declare that my/ our firm has not been blacklisted /debarred by any of the Govt. Hospitals/Institutions.
21. I/We also submit that our firm has no vigilance case/CBI case pending against us.

Signature of the Tenderer _____
Name of the Tenderer _____
Name of the Firm Address: _____

Seal of the firm

Shruti
24/12/2022
Officer-In-Charge (Purchase)
Institute of Human Behavior & Allied Sciences
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Dilshad Garden, Delhi-110095

ANNEXURE-3

(ON THE LETTER HEAD OF THE BIDDER)

Tender No. _____ (due on _____)

It is certified that I/we have quoted all the items and accordingly, price for all the items have been quoted.

If at any stage, it is found that I/we have quoted for selective items against this tender, we will be liable to debar from the tender.

(_____)
 Name of authorized signatory

Signature of Authorized Signatory

Seal of the firm

Date: _____

Singh
24/12/2022
Officer-In-Charge (Purchase)
Institute of Human Behavior & Allied Sciences
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Dilshad Garden, Delhi-110095