

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND
DORANDA: RANCHI-834002**

Reference No: VLC/JHR/Change Management/2023-24/73

Date: 31.07.2023

Website:- <https://cag.gov.in/ae/jharkhand/en>Email:- agaejharkhand@cag.gov.in

NOTICE INVITING TENDER

The Office of the Principal Accountant General (A&E), Jharkhand, Ranchi invites bids for modification in the existing VLC software which is currently running on Oracle 11g database and Oracle Forms and Reports. Tender/bid document containing conditions of prequalification, detailed scope of work, etc., is annexed. The key dates are as under: -

1.	Date of Tender	31.07.2023
2.	Last Date & Time for submission of bids	31.08.2023 (5:30 PM)
3.	Date & Time of opening of Technical bids	01.09.2023 (11:30 AM)
4.	Date & Time of opening of Financial bids	05.09.2023 (3:30 PM)

The bidders eligibility, detailed scope of work and other terms and conditions etc., are available on our official website at <https://cag.gov.in/ae/jharkhand/en>. The concerned firms who satisfy the eligibility criteria may download the tender documents from our official website and submit the same either personally or through post/courier along with required documents to the Dy. Accountant General (A/cs and VLC) so as to reach this office on or before 31.08.2023 up to 5:30 PM.

In case of any clarification, please contact the following officers from 10:00 AM to 5:30 PM

- (1) Shri Rabindra Banerjee, Asstt. Accounts Officer Mob: - 9431928347
(2) Shri Jiten Paitandi, Asstt. Accounts Officer Mob: - 7488242317


Dy. Accountant General (A/cs and VLC)

Request for Proposal **(RFP)**

For Change Management in
Voucher Level Computerisation (VLC) Software



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Tender ID: VLC/JHR/Change Management/2023-24/73 Dated : 31.07.2023

Principal Accountant General (A&E) Jharkhand
P.O. Doranda, Ranchi-834002

E-mail : agaejharkhand@cag.gov.in

1. General Information

- 1.1 The tender is a “Two Bid” document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 1.2 All information called for in the enclosed form should be furnished against the respective columns in the forms. If information furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “Not Applicable”. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified.
- 1.3 The Responses should be typed or hand written but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder’s letter head.
- 1.4 Each tender should be accompanied with ₹ 30,000/- as Earnest Money Deposit (EMD) in the name of the **Pay and Accounts Officer (Audit), Office of the Pr. Accountant General (A&E), Jharkhand, Ranchi – 834002** in the form of Accounts Payee Demand Draft (DD) or Fixed Deposit Receipts (FDR) or bankers cheque or bank guarantee (as per format given in Annexure-D) from any of the commercial banks.. The tenders without Earnest Money Deposit shall be summarily rejected. The successful bidder shall be required to deposit **performance security in form of bank guarantee valid for 12 months, equal to 10% of contract value within 15 days** from the date of the award of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the agreement along

amends his bid after submission of tender document.

- 1.5 The bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information.
- 1.6 Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
- 1.7 Bidders may seek clarification regarding the project and/or the requirements for pre-qualification, in writing through mail within a reasonable time. Further, bidders may seek clarification of the tender document from office/contact person before the end date mentioned in the bid document.
- 1.8 All disputes arising shall be subject to the jurisdiction of Ranchi only. The **Office of the Principal Accountant General (A&E) Jharkhand, Ranchi** reserves right to award the work/ cancel the award without assigning any reason.
- 1.9 The payment shall be paid only after successful completion of work without errors and delays. A penalty of forfeit of Performance Bank Guarantee will be imposed on the successful bidder in case of delay/Non completion of the work.
- 1.10 Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.
- 1.11 The bidder should be a registered Firm/Company/Society/Sole Trader and should possess certificate of registration from the competent authority.
- 1.12 The bidder should not have been black listed or debarred by any Department of Central/State Government/PSUs/Autonomous Bodies etc. The bidder shall furnish a self-undertaking to this effect in the prescribed format as mentioned in **Annexure-C** on its letter head, duly signed by the authorized person of the bidder(s).
- 1.13 The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a Court or a Judicial Officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.
- 1.14 The bidder must not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any

unfair/unethical/anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit and offer for restricting competition.

- 1.15 The bidder must have a valid PAN/TAN number/GST Registration Number and details thereof should be provided along with the Technical bid.
- 1.16 Copy of IT returns filed by the bidder during the last three financial years should be furnished.
- 1.17 The bids submitted by bidders shall be valid for a period of 45 (forty-five) days from the date of closure of the bid. On expiry of the validity period, if required, this office would solicit the bidder's consent for an extension of validity period.
- 1.18 The issue of this tender document does not imply that this office is bound to select bid(s), and it reserves the right without assigning any reason to reject any or all of the bids, or cancel the tender process. It would have no liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.
- 1.19 Before the deadline for submitting bids, this office may update, amend, modify or supplement the information, assessment or assumptions contained in the tender document by issuing a corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original tender document and be considered as a part of the bid document. However, it is the bidder's responsibility to check the website for any corrigenda and addenda. To give reasonable time to the prospective bidders to take such corrigendum/addendum into account in preparing their bids, this office makes such modifications, any bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

2. Request for Proposal

- (a) Sealed quotations are invited through Limited Tender Enquiry (LTE) from eligible, reputed and qualified IT firm with sound technical and financial capabilities for development and implementation in Change Management in VLC Software for the **office of the Principal Accountant General (A&E) Jharkhand, Ranchi** as detailed out in the scope of work of this Request For Proposal (RFP) Document.
- (b) Interested bidders are advised to study the RFP document carefully. Submission

of response shall be deemed to have been done after careful study and examination of the RFP document will full understanding of its implications.

3. Scope of Work

- 3.1 Rounding off figures and comma separators as per the principles outlined in Para 4. Simultaneously, system's ability to generate unrounded figures (whole rupees figures) as OB. Addition/deletion and CB etc. for validation with rounded figures for Finance Accounts and Appropriation Accounts by internal audit, local audit, inspection team.
- 3.2 Facility to update Opening balances of Heads of Accounts, which are closing to balances by unrounded figures as per new guidelines.
- 3.3 Availability of unrounded figures for Audit using Computerized Aided Audit Tools.
- 3.4 Facility to differentiate between conditional and unconditional Grants-in-Aids for monitoring the UCs (Utilization Certificates).
- 3.5 Generation of Statements for Finance and Appropriation Accounts in A4 format.

4. Details of work

4.1 Rounding off principles

The proposed rounding off is based on the following principles / precepts.

- 4.1.1 Figures / data of all the Statements of the Finance Accounts, as applicable, shall be generated from the VLC in absolute figures, which shall be shared along with statements with rounded off figures.
- 4.1.2 All parts and sectors of the accounts, Consolidated Fund – Receipts & Expenditure, Public Accounts – various sectors and Contingency Fund will be first prepared in whole of ₹ in Excel.
- 4.1.3 Respective Statement of Finance Accounts will have its granular component figures (first line of figures, e.g., Major Head level figures for the Statement 4A or Minor Head level figures for Statement 17) machine rounded in Crore or Lakhs as the case may be.
- 4.1.4 Totals of the entry level rounded figures (component figures) depicted in the statement shall be the sum total for one higher level. All grand totals (e.g., at Major head and Sector level) will be the sum of the sub totals at one lower level.
- 4.1.5 The Summary Statements and the Detailed Statements will not be tallied through their grand totals but a footnote "The difference between Summary and Detailed

Statements is due to rounding in ₹ Crore/ Lakhs respectively” will be carried.

- 4.1.6 In case of opening balances carried forward from last year, the balances should be carried forward as the absolute figure in the system.
- 4.1.7 Figures of previous year (i.e., year ended March 31, 2022) for comparison with the figures for the year ended March 31, 2023 shall be the same as in the last year Finance Accounts. In other words, no recasting of previous year figure is required.
- 4.1.8 Differences for the Statements in the Finance Accounts having two-side entries will be added as an entry “on account of rounding” in Credit or Debit side as may be necessary and further be explained by footnote.
- 4.1.9 Figures in the Grant-wise details in the Appropriation Accounts shall be machine rounded off in lakhs (use ‘Round’ function in excel / rounded figure directly from VLC) up to two decimal places. The Summary of Appropriation Accounts shall be prepared in thousands of ₹ and rounded off without any decimal (as is the existing practice).

4.2 Rounding off rules

The rounding off shall be machine based and shall meet the following rounding off rule.

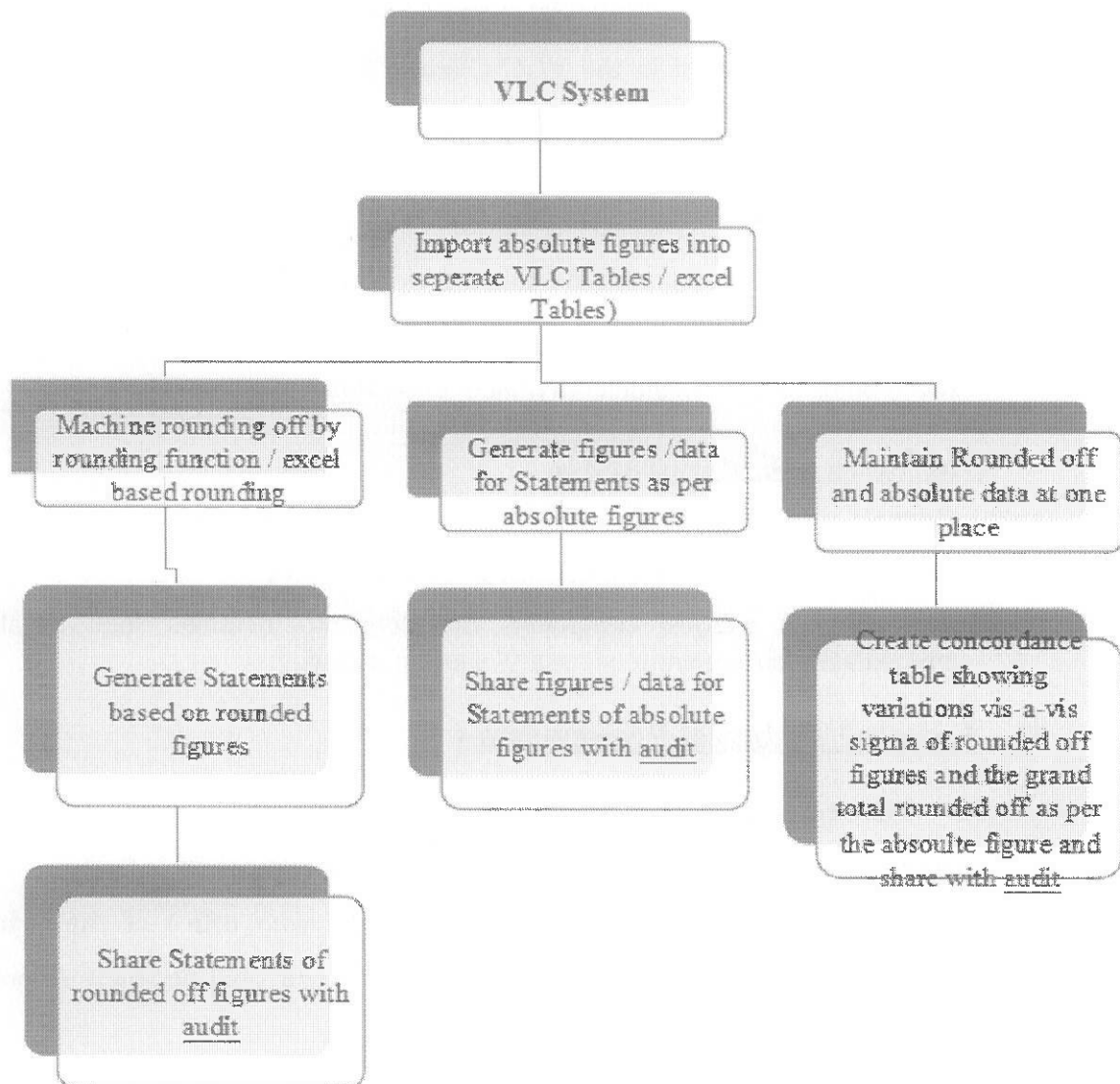
- 4.2.1 For the Detailed Statements of the Finance Accounts and Appendices, rounding off of the absolute figures to the two decimal points to depict the figures in terms of ₹ in lakh (use ‘Round’ function in excel / rounded figure directly from VLC).
- 4.2.2 For the Summarised Statements of the Finance Accounts, rounding off of the absolute figures to the two decimal points to depict the figures in terms of ₹ in crore (use ‘Round’ function in excel / rounded figure directly from VLC).
- 4.2.3 Rounding off of the absolute figures to the two decimal points, as relevant to the grant-wise details or the Summary of Appropriation Accounts.

4.3 Rounding off procedure

The rounding off procedure shall, *mutatis mutandis*, include the following steps / processes.

- 4.3.1 Import absolute data from the VLC as relevant for a statement or subset in a separate VLC table / excel sheet.
- 4.3.2 Generate figures / data for Statements as per absolute figures.
- 4.3.3 Administer machine rounding in terms of lakhs and crores as per the levels applicable (use ‘Round’ function in excel / rounded figure directly from VLC). This shall apply to all the Detailed Statements and Summarised Statements of the Finance Accounts and the Statements of the Appropriation Accounts.
- 4.3.4 Ensure the absolute figures and rounded off figures are available at the same place / co-located in a separate VLC table / excel sheet to depict the variations.
- 4.3.5 Machine rounding off has the effect of neutralizing rounding up and rounding down and shall not be subjected to any adjustments.
- 4.3.6 Generate Statements as per the machine rounded off figures.

- 4.3.7 Share with audit Statements i.e., in rounded off figures with supporting data of absolute figures from the VLC reports / figures.
- 4.3.8 A concordance table showing variations due to sigma of rounded off figures and the grand total rounded off as per the absolute figure shall be prepared using appropriate rounding off level for reference of the Audit.



5. Deliverables

- 5.1 User manual and Standard Operation Procedure (SOP)
- 5.2 Technical and design manual
- 5.3 Error free source code
- 5.4 Training of source code & database management to two concerned officials.
- 5.5 Trial run of the system by means of generation of Statements and Accounts in A4 format in respect of 2022-23 Accounts to establish that the intended outcomes have

been achieved.

5.6 Warranty of software for one year.

5.7 The bidders should clearly specify the methodology for undertaking the work of incorporating changes in the VLC system, whether onsite/offsite. In case of offsite development, the bidder should be expected to visit this office to understand the requirements in entirety. On conclusion of work, the bidder is required to visit this office in person to demonstrate the changes made.

5.8 **Hardware component in the VLC Change Management, if required, may be intimated separately.**

6. Time Schedule

Scope of services for Modification of existing VLC Software under Change Management Services is for 2 (two) months from the award date of tender. Time schedule for completion of project should be adhered to strictly. The timeline of two months can be extended only under exceptional circumstances.

Operation and maintenance

6.1 Support on training/ Demo as and when required during warranty period.

6.2 Warranty for one year from the date of commissioning.

6.3 All technical queries/ complaints including modifications shall be attended immediately during entire warranty/ support period.

7. Essential Technical Pre-requisites

7.1 The registered bidder should be operating with an objective of offering of relevant IT solutions and services that are the subject matter of this tender.

7.2 The bidder shall be single point of contact with **office of the Principal Accountant General (A&E) Jharkhand, Ranchi** and shall be solely responsible for execution and delivery of the work.

7.3 The Bidder should be registered with appropriate tax authorities such as Income Tax and GST and should submit self-certified copies of valid certificates of registration with these authorities.

7.4 The bidder should submit certified copies of their company duly audited Balance Sheet for last three financial years.

7.5 The bidder must have successfully executed similar projects in VLC, and should enclose a performance statement for VLC work undertaken in the past with necessary supporting documents as part of technical bid.

7.6 The bidder should not have been blacklisted by central/state government

departments/ undertakings.

8. General Terms and Conditions of Contract

8.1 The proposal should be duly signed on every page.

8.2 Conditional offers/offers which are not conformity to the prescribed document will be summarily rejected.

8.3 The tender is liable to be ignored if complete information/documents is not provided as specifically mentioned in this bid documents.

8.4 Submission of tender will bind the bidder to accept all the conditions specified herein and in addition to the conditions of the contract. However, the terms and conditions of the bid documents are required to be signed in each page with seal of the bidder and be returned with the bids as a token of acceptance, besides submitting acceptance letter in prescribed format as per **Annexure-E**.

8.5 The execution of the work should be high standard, neat, accurate and as per specifications/requirements of this office.

8.6 The sub-standard work will liable to be rejected and bidder will have to rectify the same as per specifications mentioned in the bid. No extra payment will be made for such work. No payment shall be made for incomplete or partially completed work.

8.7 The successful bidder shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firms, company, directly or indirectly. If the bidder is found to be fraudulent, their work order will be terminated and the bidder will be black listed.

8.8 The VLC data forms the basic material for compilation of Annual Accounts of the Government as well as the Audit Report of the Comptroller and Auditor General (C&AG) of India. Therefore, the VLC data/material are confidential and you the bidder will be required to maintain absolute confidentiality with regard to the material accessed in the VLC.

8.9 No advance payment shall be made by this office to the successful bidder.

8.10 For facilitating electronic transfer of fund, the selected bidder will be required to indicate the Bank Account Number, IFSC Code and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of the bill(s) submitted for payments by the selected bidder.

8.11 The bid shall be submitted in two parts i.e. Technical Bid (Annexure-A) and Financial Bid (Annexure-B). The documents in support of the Technical Bid and Financial Bid shall be placed in separate sealed envelopes. The Technical Bid, along with other information as specified in the tender document shall include the following:-

Envelope-I (Technical Bid)

- (i) Certified copies of registration/incorporation, Memorandum & Articles of Association, Partnership Deed etc.

- (ii) Proof of experience.
- (iii) Self-declaration for not being black listed, insolvent, bankrupt etc., in prescribed format (Annexure-C).
- (iv) Certified copies of PAN/TAN/GST number.
- (v) Earnest Money Deposit (DD/FDR/Bankers Cheque/BG as per prescribed format in Annexure-D) or certificate of registration as MSE.
- (vi) Signed copy of this bid document.
- (vii) Certificate of Acceptance to all terms and conditions of this bid documents (Annexure-E).

Envelope-II (Financial Bid)

Financial bid shall be strictly as per the format prescribed in Annexure-B.

The Bid should contain the above documents and be sent to the addressee mentioned in Para - 8.11 before 5:30 PM on 31.08.2023.

8.11 The sealed cover containing the above envelopes (Envelope-I & II) with the superscription "Pr. AG (A&E), Jharkhand – Change Management in VLC Software" should be addressed to:-

Dy. Accountant General (A/cs & VLC)

O/o the Pr. Accountant General (A&E), Jharkhand, Ranchi 834002

Phone: 0651-2411043

9. Evaluation of Bids**9.1 Technical Evaluation**

- 9.1.1 For the purpose of technical evaluation, the substantially responsive bid will be of the one that conforms to all the eligibility terms and condition of the tender without any material deviation.
- 9.1.2 The responsive bidder(s) who comply with all terms and conditions of the tender may be called for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution.
- 9.1.3 A duly filled, signed and stamped Technical proposal to be submitted as per **Annexure – A.**

9.2 Financial Evaluation

- 9.2.1 The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.
- 9.2.2. The Financial Bids of only technically qualified bidders shall be opened in the

presence of representatives of technically eligible Bidders, who may like to be present.

9.2.2 Financial bid should contain only **Annexure – B** (on the Company's Letter head).

10. **Payment Schedule**

10.1 Payment will be made after 30 days from the date of successful implementation of the program (subject to the availability of budget), after imparting necessary training thereof and issuing of acceptance Certificate by the office. The payment is to be made by the O/o the Principal Accountant General (A&E) Jharkhand, Ranchi after receiving the budget from Headquarters' Office.

11. **Legal Jurisdiction:**

All legal disputes between the Agency and the **Department** shall be subject to jurisdiction of the courts in Ranchi only.

-Sd/-

Dy. Accountant General (A/cs & VLC)

Annexure – A

(Information to be submitted by the bidder on letter head)

STRUCTURE OF THE ORGANISATION

S.No.	Descriptions	
1.	Name and Address of the bidder	
2.	Telephone Number/Fax No./Email ID	
3.	Legal Status (Attach copies of original documents): a) An Individual/Consortium b) A Proprietary/Partnership c) A Trust d) A Limited Company or Corporation	
4.	Particulars of Registration with various Govt. bodies and tax authorities (attach self-attested photocopies): a) Registration Number b) Place of Registration c) Date of validity (if any)	
5.	Name and titles of Proprietor/Partners/Directors to be concerned with this work.	
6.	Were you or your company ever required to suspend the work for more than 6 continuous months. If yes, give reasons.	
7.	Have you or your partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons thereof.	
8.	Have you or your partner(s) been debarred/blacklisted for tendering in any organization at any time? If so, give details.	
9.	Area of specialization	
10.	Any other information considered necessary but not included above.	
11.	No. of manpower available in office	

Signature and Stamp of the bidder.

ANNEXURE-B (Financial Bid)
(To be printed on the company's letter head)

To

The Deputy Accountant General (A/cs & VLC)
O/o the Accountant General (A&E) Jharkhand,
Ranchi - 834002.

Ref : VLC/JHR/Change Management/2023-24/73 dated 31.07.2023.

Respected Sir,

In reference to the above noted Tender No., we are giving our best competitive rates (inclusive all taxes) as under:

PARTICULARS

AMOUNT

Change Management in VLC Software :
as per scope of work

Signature & Stamp of the Bidder.

Annexure-C
Self-Declaration
(refer para-1.12)

From

Bidders Name: _____

Address: _____

To

The Dy. Accountant General (A/cs & VLC)
Office of the Pr. Accountant General (A&E)
Jharkhand, Ranchi-834002

Ref: Tender Reference No. VLC/JHR/Change Management/2023-24/73 dated 31.07.2023.

Sir/Madam,

We, the undersigned, solemnly declare that:

Our Company/Firm/Business Unit named _____ has not been black listed or debarred by any Department of Central/State Government/PSUs/Autonomous Bodies etc.

We further declare that our Company/Firm/Business Unit named _____ is not an insolvent, in receivership, bankrupt or being wound up. The activities of our Company/Firm/Business Unit named _____ has neither been administered by a Court or a Judicial Officer, nor have its business activities suspended. Moreover, the activities are also not subject of legal proceedings for any of these reasons.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____

Place: _____

Annexure-D
Bank Guarantee Format for Earnest Money
(refer para-1.4)

To

The Dy. Accountant General (A/cs & VLC)
Office of the Pr.AG(A&E), Jharkhand
Ranchi-834002

Whereas, _____ (name and address of the Bidder) (hereinafter, called "the Bidder") has submitted the bids, in pursuance of Tender Reference No. VLC/JHR/Change Management/2023-24/73 dated 31.7.2023 for "Change Management in VLC Software" (hereinafter called "the contract").

And Whereas, you have stipulated it in the said bid documents that the Bidder shall furnish you with a Bank Guarantee by a Commercial bank for the sum specified therein as Earnest Money Deposit for compliance with its obligations as per the contract;

And Whereas, we have agreed to give the Bidder such a Bank Guarantee.

Now, therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the _____ day of 2023.

Our _____ branch at _____ (Name & Address of the
.....(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before dated _____ otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)
Name and designation of the officer

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

Annexure-E
(refer para-8.4)

Certificate of Acceptance

Certified that I/we have read and understood all the terms and conditions in the tender documents (Tender ID: VLC/JHR/Change Management/2023-24/73 dated 31.07.2023 and that our/my company/firm, namely, _____ do hereby unconditionally accept all the terms and conditions.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____

Place: _____

Annexure-F
Bank Guarantee Format for Performance Security
(refer para-1.4)

To

The Dy. Accountant General (A/cs & VLC)
Office of the Pr.AG(A&E), Jharkhand
Ranchi-834002

Whereas _____ (name and address of the contractor) (hereinafter, called "the contractor") has undertaken, in pursuance of Letter of Award No. _____ date: _____ for "Change Management in VLC Software" (hereinafter called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now, therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the _____ day of 20....

Our _____ branch at _____ (Name & Address of the
.....(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before dated _____ otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)
Name and designation of the officer

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