



**Basic Details**

<b>Organisation Chain</b>	Office of the CAG of India AE-Punjab-Chandigarh - CAG		
<b>Tender Reference Number</b>	02/2022		
<b>Tender ID</b>	2022_CAG_709499_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Lump-sum
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	Demand Draft

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	Technical bid
2	Finance	.xls	Financial Bid

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	5,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	PAO (AG (AE) Punjab	<b>EMD Payable At</b>	Chandigarh

[Click to view modification history](#)

**Work /Item(s)**

<b>Title</b>	Implementation of Digi-diary				
<b>Work Description</b>	Implementation of Digi-diary				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	Yes				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Info. Tech. Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	120	<b>Period Of Work(Days)</b>	42
<b>Location</b>	O/o PAG AE(Punjab UT) Chandigarh	<b>Pincode</b>	160017	<b>Pre Bid Meeting Place</b>	2nd floor , Conference room
<b>Pre Bid Meeting Address</b>	2nd floor conference room . plot no. 20 sector 17E Chandigarh,	<b>Pre Bid Meeting Date</b>	09-Sep-2022 11:00 AM	<b>Bid Opening Place</b>	2nd floor conference room . plot no. 20 sector 17E

<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No
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**Critical Dates**

<b>Publish Date</b>	01-Sep-2022 06:00 PM	<b>Bid Opening Date</b>	20-Sep-2022 11:00 AM
<b>Document Download / Sale Start Date</b>	01-Sep-2022 06:00 PM	<b>Document Download / Sale End Date</b>	19-Sep-2022 11:00 AM
<b>Clarification Start Date</b>	01-Sep-2022 06:00 PM	<b>Clarification End Date</b>	13-Sep-2022 11:00 AM
<b>Bid Submission Start Date</b>	01-Sep-2022 06:00 PM	<b>Bid Submission End Date</b>	19-Sep-2022 11:00 AM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Tender Document	1745.04

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Additional Documents	DigiDiary.xls	Financial Bid	259.00

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	bharatsinghb.pjb.ae@cag.gov.in	Bharat Singh Bhandari	BHARAT SINGH BHANDARI
2.	surendrasy.pjb.ae@cag.gov.in	surendra singh yadav	SURENDRA SINGH YADAV
3.	thakursan.pjb.ae@cag.gov.in	Sanjeev Thakur	SANJEEV THAKUR

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	Urgent nature of Procurement
<b>Remarks</b>	drop down not available
<b>Document Name</b>	GeM.pdf
<b>Document Size (in KB)</b>	566.97

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bids Details</b>	Yes
BoQ Comparative Chart model	NIL	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	NIL	Form Based BoQ	No

**Tender Inviting Authority**

<b>Name</b>	DAG (A)
<b>Address</b>	DAG-A

**Tender Creator Details**

<b>Created By</b>	Bharat Singh Bhandari
<b>Designation</b>	Assistant Accounts Officer
<b>Created Date</b>	30-Aug-2022 04:44 PM



सत्यमेव जयते

**कार्यालय महालेखाकार (लेखा एवं हक़ ) पंजाब एवं यू टी , चंडीगढ़  
प्लाट संख्या 20, सेक्टर 17-ई , चंडीगढ़**

**टेंडर संख्या : 02/2022**

**वेबसाइट :-** <https://cag.gov.in/ae/punjab/en>

**क्र.-** सी आर टी 1/ e-daak/2022-23/ 362

**ईमेल :-** [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)

**दिनांक :** 01.09.2022

**निविदा आमंत्रण सूचना**

कार्यालय महालेखाकार (लेखा एवं हक़ ) पंजाब एवं यू टी , चंडीगढ़ में वेबसाइट **Digi- Dairy का कार्यान्वयन** हेतु बोलियां आमंत्रित करता है। निविदा जिसमें पूर्व योग्यता शर्तें एवं कार्यों का विवरण आदि सम्मिलित हैं <https://cag.gov.in/ae/punjab/en/tenders> and [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.gem.gov.in](http://www.gem.gov.in) से डाउनलोड किये जा सकते हैं तथा पोस्ट/कॉरियर या व्यक्तिगत रूप या CPPP पोर्टल के माध्यम से कार्यालय महालेखाकार (लेखा एवं हक़ ) पंजाब एवं यू टी , चंडीगढ़ को आवश्यक दस्तावेज सहित निर्धारित तिथि तक जमा किये जा सकते हैं। बोली दस्तावेजों का कोई मूल्य नहीं है तथा अग्रिम की राशि **Rs.5,000/- (रूपये पांच हजार) है।**

महत्वपूर्ण तिथियां:-

वृत्तांत	तिथि
निविदा के प्रकाशन की तिथि	<b>01.09.2022</b>
प्री बिड मीटिंग	<b>09.09.2022 - 11:00 बजे</b>
निविदा से सम्बंधित प्रश्न / सवाल की अंतिम तिथि	<b>13.09.2022 - 11:00 बजे तक</b>
बोली जमा करने की अंतिम तिथि	<b>19.09.2022 - 11:00 बजे तक</b>
तकनीकी बोली खुलने की तिथि	<b>20.09.2022 - 11:00 बजे</b>
वित्तीय बोली खुलने की तिथि	<b>21.09.2022 - 11:00 बजे</b>

Sd/-

**उपमहालेखाकार(प्रशा.)  
कार्यालय महालेखाकार( ले व हक़)  
पंजाब एवं यू.चण्डीगढ़। .टी**



सत्यमेव जयते

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), PUNJAB & UT.,  
CHANDIGARH**

**Plot no. 20, Sector 17-E, Chandigarh**

**Tender No: 02/2022**

**Website :-** <https://cag.gov.in/ae/punjab/en>

**No-** CRT 1/ e-daak/2022-23/362

**Email :-** [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)

**Date :** 01.09.2022

**NOTICE INVITING TENDER**

The office of the Pr. Accountant General (A&E), Punjab & UT. Chandigarh invites bids for **Implementation of Digi- Diary system** in this office. Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ae/punjab/en/tenders> and [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.gem.gov.in](http://www.gem.gov.in) and submitted the same personally or through post/courier or on CPP portal along with required documents to the O/o the A.G.(A&E), Punjab & UT, Chandigarh, Pin-160017.

The cost of bid document is Nil and EMD is **Rs. 5,000/- (Rupees Five Thousand only)**.

**Key Events & Dates**

<b>Events</b>	<b>Date &amp; Time</b>
<i>Date for publication of NIT</i>	<b>01.09.2022</b>
<i>Pre-Bid Meeting</i>	<b>09.09.2022 - 11:00 Hrs</b>
<i>Last date for receipt of Queries from bidders</i>	<b>13.09.2022 - till 11:00 Hrs</b>
<i>Last date for submission of bids</i>	<b>19.09.2022 - 11:00 Hrs</b>
<i>Opening of technical bids</i>	<b>20.09.2022 - 11:00 Hrs</b>
<i>Opening of financial bids</i>	<b>21.09.2022 - 11:00 Hrs</b>

**Sd/-  
Deputy Accountant General (Admn),  
Office of AG (A&E), Punjab & UT, Chandigarh**

## निविदा दस्तावेज

निविदा दस्तावेज निम्नलिखित है:-

क्र.स .	विषय	पृष्ठ स.
1.	बोली हेतु आमंत्रण	5
2.	पृष्ठ भूमिकार्य विवरण तथा बोलीदाता को अनुदेय ,	6
3.	संविदा की सामान्य शर्तें	12
4.	तकनीकी बोली(1-परिशिष्ट)	14
5.	वित्तीय बोली (2-परिशिष्ट)	16
6.	ब्लैकलिस्टिंग / गैर-विलम्बन के लिए उपक्रम	17
7.	बोली खोलने में भाग लेने के लिए प्राधिकार पत्र	18
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9.	चेक लिस्ट	22

## Tender Document

Tender documents contain the following:

### Table of Contents

<b>Sr.no.</b>	<b>Contents</b>	<b>Page no.</b>
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<b>2</b>	<b>Background, Scope of work and Instruction to Bidders</b>	<b>6</b>
<b>3</b>	<b>General Conditions of Agreement</b>	<b>12</b>
<b>4</b>	<b>Technical Bid (Annexure I)</b>	<b>14</b>
<b>5</b>	<b>Financial Bid (Annexure II)</b>	<b>16</b>
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## **1. Invitation for Bids**

1.1 The office of the Pr. Accountant General (A&E) Punjab & UT, Chandigarh invites bids for **Implementation of Digi- Diary system.**

1.2. Bid document containing conditions of eligibility of prequalification, detailed scope of work etc. can be downloaded from <https://cag.gov.in/ae/punjab/en/tenders> and [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.gem.gov.in](http://www.gem.gov.in).

### **1.3. Cost of Tender/bid document**

Cost of the Bid document is Nil.

**1.4. Bidder profile & Technical competence (Eligibility Criteria) (Supporting documents need to be enclosed):**

#### **I. Essential**

- a) The bidder must be a registered GST entity.
- b) At least two (2) Satisfactory performance certificate in relevant work.
- c) The vendor must have experience in PHP Laravel & My SQL

#### **II. Desirable**

- i. Should have developed Government software/website using **php** database & MySql.
- ii. Should have done similar work and have experience of HTML- CSS / Boot Strap, Java Script and JQuery

## 2. BACKGROUND, SCOPE OF WORK AND INSTRUCTIONS TO VENDORS

### 2.1 Introduction

Like any other government office, this office maintains a diary of the letters received in the office in physical form. These diaries are generally maintained for ordinary letters, urgent letters, CAG letters, etc.. The purpose of these diaries is to maintain a record on the receipt of the daak, action taken on the daak and the pendency of such daak to ensure timely citizen service.

However, with the exponential growth in the number of letters received in modern day government offices along with different nature of letters like RTI, Legal Notices, urgent, ordinary, etc. it is impossible to maintain different diaries for each nature of letter. It is even more difficult to monitor so many diaries effectively.

Thus, the purpose of this project is to build a digi-diary for the office of PAG(A&E) which shall allow the recording the receipt, transfer, processing and the final disposal of all letters at a single place, thereby eliminating the need for maintaining physical diaries for letters.

### 2.2 SCOPE OF WORK

#### Scope of Work:

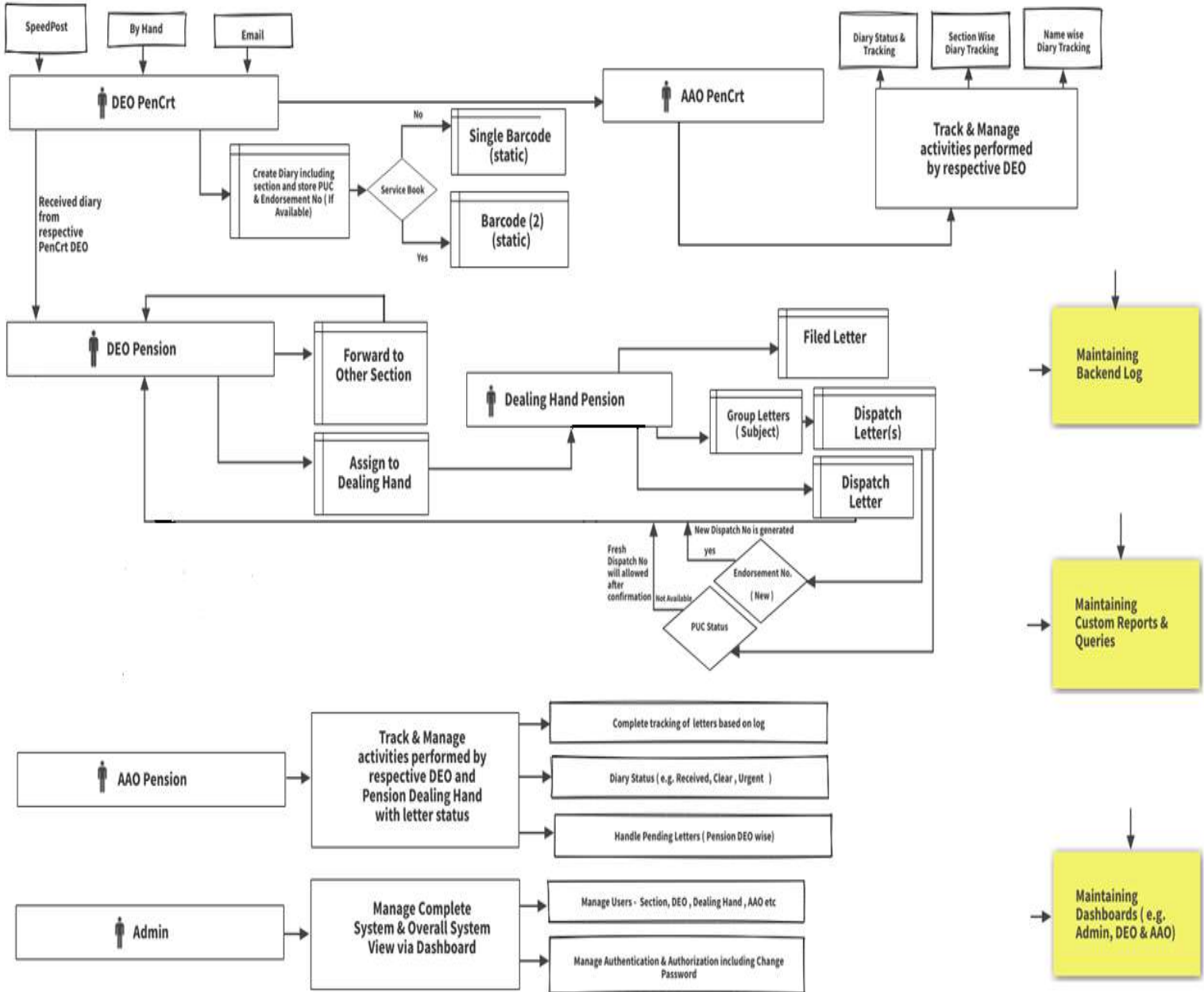
- A. The scope of work shall be to develop a utility platform for recording end to end log of the letters in the software along with feature of annexing a scanned copy of the letter with the letter log. This scanned copy shall be for ready reference only while the main ambition of the project is to assist the physical management of letters.
- B. The access shall be restricted through user name and passwords for each user. It should also be able to maintain an audit trail of the sequence of events / changes made in the data base.
- C. It should have an administrative module where by the rights to create wings, sections, users etc are given to this office.
- D. The platform should have necessary dashboards where by the reports on the status of letters is readily displayed along with the utility to generate customized reports based on the user, section, time interval, status of letter, nature of letter, etc.
- E. The utility should be able to allow the transmission of letters as per the work flow in this office which is tentatively annexed with this tender document. Minor changes may be required to fine tune the work flow at the time of implementation.
- F. One of the scope of work shall also be to bar code a letter once it is received in this office. In case it is only a letter then a single bar code should be generated and in case there is a service book annexed then two bar codes should be generated. The recipient section should have a feature to scan the bar codes to receive the letter and electronically send a receipt log to the sender section that the letter has been received.



Thus, eliminating the need to maintain a physical record of the movement of letters and diary thereof.

- G. The utility should have a feature to set reminders to be sent to each user based on set timelines as per the category of letters received.
- H. The utility should also provide a feature of Global Search based on any particular field of database.
- I. The utility should have a feature to generate a dispatch number along with its endorsement. Furthermore, before generation of dispatch it should allow the user to close all letters on same subject simultaneously.

### 2.3 DIGI-Diary Flow Chart



### 2.4 TIME SCHEDULE OF THE PROJECT

The work should be completed within a time frame of **6 weeks** from the date of commencement.

Extension of time frame shall be considered on genuine grounds and decision of Pr. Accountant General. However, no extra cost shall be payable for the extended period.

## 2.5 Pre bid Meeting

The pre-bid meeting will be held where the details of the requirement of this office and clearance of doubts of prospective bidders shall be held on designated date and time.

## 2.6 PROCEDURE FOR SUBMISSION OF BIDS

In order to participate in the bidding process, bidders should follow the procedure described below for submitting their bids. Failure to do so may result in the bid being eliminated at the examination stage as non-responsive.

2.7 Submit sealed envelopes containing Technical bid and Financial bid *separately* in the following manner:

### 2.7.1 . Envelope I – Technical Bid —

a) Each of Technical Bid (Eligibility Criteria) comprising all mentioned necessary documents in Annexure-I and declaration of the period of validity of offer for 120 **(one hundred twenty) days** from the last date of opening of Financial Bid along with all information requested by Purchaser as mentioned in 4.2 along with documents mentioned therein.

b) Technical Bid should be a complete document, bound as a volume and placed in separate sealed envelope. Every page of the bid shall be numbered.

c) The envelope containing the Technical Bid should be superscribed as below:

**“TECHNICAL BID FOR TENDER NO. 02/2022 DATED 01.09.2022 ”.**

### 2.7.2 . Envelope II---Financial Bid.

a) Financial Bid should be a complete document, bound as a volume and placed in separate sealed envelope. It shall be certified that the rates quoted in the financial bid shall remain valid for a period of **120 (one hundred twenty) days**.

b) The envelope containing the Financial Bid should be superscribed as below:

**“FINANCIAL BID FOR TENDER NO . 02/2022 DATED 01.09.2022**

## **2.8 Amendment of Tender/bid document**

At any time prior to the last date for receipt of bids, Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder(s), modify the tender document by an amendment.

**2.9** Financial bid of only those Agencies/firms who fulfill the terms & Conditions as specified in Annexure I and essential parameter of tender document will be opened separately which is as per dates specified in tender. However, if any change in schedule of opening of financial Bid, it will be informed to qualifying firms through E-Mail only. Therefore, the e-mail id of authorized signatory must be mentioned in Performa provided in Technical Bid – Annexure I

## **2.10 Withdrawal of Bids**

The bidder may withdraw his bid after the submission of bids, provided that written notice of the withdrawal is received by Purchaser prior to the last date prescribed for receipt of bids.

## **2.11 Forfeiture of Bid Security**

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval shall result in forfeiture of EMD.

## **2.12 Address for correspondence**

### **2.12.1 Bidder**

The bidder shall designate the official mailing address, place, telephone number, fax number and email address to which all correspondence shall be sent by Purchaser.

### **2.12.2 Purchaser**

Deputy Accountant General (Admin)  
Office of the Pr. ACCOUNTANT GENERAL (A&E), PUNJAB, Lekha Bhavan,  
Plot No. 20, Sector-17E,  
Chandigarh – 160017.

Purchaser shall not be responsible for non receipt of any communication sent by the Bidder. All correspondence by post/email/fax should indicate the Bid Reference number and marked

**“Confidential /To be opened by the Addressee only”**, as the case may be. The Email- id for any correspondence is **“agaepunjab@cag.gov.in”**

### **2.13 Preliminary Examination**

Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order and duly page numbered. A bid determined as not substantially responsive will be rejected by Purchaser and may not subsequently be made responsive by the bidder by correction of the nonconformity. Purchaser may waive any minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

### **2.14 Criteria for award of Agreement**

In addition to the technical competence, Purchaser will determine to their satisfaction whether the bidder(s) selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the agreement. The decision of Purchaser shall be final in such cases. Purchaser will review the financial bids of only those bids found technically suitable. Bids that are not substantially responsive are liable to be disqualified at Purchaser’s discretion. Purchaser reserves the right to reject any bid without assigning any reason.

### **2.15 Liquidated Damages during Delivery, Implementation & Warranty and penalty for deficiency in performance**

**2.15.1** If the bidder fails to provision/deliver any or all of the services within the time period(s) specified in the contract, Purchaser shall without prejudice to its other remedies under the contract, deduct from the Unit contract price, as liquidated damages, a sum equivalent to the 2% of the unit contract price, every week (seven days) or part thereof for delay, up to maximum deduction of 10% of the Unit contract price. Once the maximum is reached, Purchaser may consider termination of the contract and imposition of Liquidated damages.

**2.15.2** The Service provider should extend technical support for One year after completion of the contract. The service provider should respond within 48 hours for any technical support requested by the A&E office. If the service provider fails to respond/provide solution within the stipulated time, the A&E office may have the option of levying penalty @ Rs.500/- per day of delay/default. The performance guarantee of 10% can also be forfeited in case of non-responsiveness.

### **3. GENERAL CONDITIONS OF AGREEMENT**

#### **3.1 Performance Bank Guarantee**

Within Seven (7) days after the receipt of notification of award of the agreement from Purchaser, the successful bidder shall furnish performance guarantee to the Purchaser (template given Annexure V), which shall be 10% of the agreement value in the form of a bank guarantee bond from a nationalized/scheduled bank as per the norms laid by the RBI. The performance guarantee shall be valid for a period of 12 months from the date of completion of the project. The successful bidder shall renew the bank guarantee to ensure its validity up to the end of this period.

#### **3.2 Relaxation in EMD/Turnover/Experience:-**

Any relaxation in this shall be considered only as per prevalent GOI guidelines on production of relevant certificates and supporting documents.

#### **3.3 Warranty**

The Service Provider shall submit a warranty for successful operation of the Digi-Dairy system after completion of the project. The warranty must be for 12 months from the date of completion of the work.

#### **3.4 Payment Terms**

No payment towards the agreement shall accrue until after the performance bank guarantee bond envisaged in section 3.1 has been furnished. Payment under the agreement shall be made only after the successful completion of work.

#### **3.5 Payment**

100% Payment will be made after completion of work, 10% Performance guarantee will be released after the expiry of warranty period.

#### **3.6 Prices**

The prices quoted for the components of services and optional services shall be firm throughout the period of agreement and shall not be subject to any escalation.

### **3.7 Taxes and Duties**

The quoted Rate/Cost should be inclusive of all levies/taxes like Service tax, Educational cess, Sales Tax, Transportation customs, Excise, travelling charges etc, if any

### **3.8 Legal Jurisdiction**

For any dispute or legal matters arising out of or in relation to this agreement, the jurisdiction shall be Chandigarh only.

### Technical Bid

Development of Web based Cloud utility for Pension revision cases AT THE OFFICE OF PR. ACCOUNTANT GENERAL (A&E) PUNJAB & UT, CHANDIGARH **(supporting documents for Sr. No. 1-13 must be enclosed) \*Page numbering of reference document is must.**

1	Name of the Company	
2	Address (with Tel. No., Fax no. & e-mail address)	
3	Contact Number	
4	Registration Number	
5	PAN Number	
6	GSTN no.	
7	Details of EMD Deposited and cost of Tender	
	Demand Draft/PO Number	
	Name of the Bank	
	Amount (in Rs.)	
	Date	

Sr. no.	Particular (copy of supporting documents duly self attested)	Enclosed (Yes or no)	Attached at page no. (Page numbering Compulsory)
8	Latest audited annual financial results of the bidder for the last 3 years with annual turnover of not less than 5 Lakh each year. (Turnover Certificate by CA)		
9	Person signing the bid shall bind the bidder as the "Constituted Authority of the company/firm".		
10	Letter of undertaking regarding the company is not black listed by any Govt./semi Govt.		



	Organization or PSU. (Annexure III)		
12	Letter of undertaking regarding acceptance of all the terms and condition of this tender document. (bid letter)		
13	At least Two Satisfactory performance certificate regarding development / modification / maintenance php/oracle /My Sql based system at any Govt./semi Govt. organization or PSU in last 3 years.		

**Declaration**

*I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the Govt. offices in future. I also certify that the period of validity of this Bid is 120 days from the date of opening of the Financial Bid.*

(Signature of authorized signatory)

**Financial Bid**

Implementation of Digi-Diary at the office of Pr. Accountant General (A&E) Punjab & Ut,  
Chandigarh

Format for the submission of bid

Sr.No	Item	Cost combined rate of both the works. (In INR)
1	<b>Implementation of Digi- Diary system</b> including 12 Months onsite maintenance warranty from final signoff.	
2	Applicable Taxes	
3	<b>Grand Total</b>	

Grand Total (in words) .....

.....

Signature and Seal of authorized signatory

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH  
REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

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**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

Sr.Deputy Accountant General (Admn),  
Office of the Pr. Accountant General (A&E), Punjab & UT.  
Chandigarh-160017

Sir,

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services in past.

There are no complaints against us regarding delayed supply and refusal of supply for which supply order granted by the client or Govt. department.

For \_\_\_\_\_

Authorised Signatory

Date:

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject:** - Authorization for attending bid opening on ..... (Date) in the Tender for purchase of servers in the office of the Pr. Accountant General (A&E) Punjab & UT, Chandigarh

Following persons are hereby authorized to attend the bid opening for the tender Mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1		
2		

Signature of the Tenderer  
Or Officer authorized to sign  
the bid Documents on behalf  
of the Tenderer

Note:-

1. Maximum of two representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Signature of the Tenderer & Seal**

**Pro-forma for Bank Guarantee for Agreement – Performance bank guarantee**

Reference No. Tender- 02/2022 dt. 01.09.2022

Bank Guarantee No.

To

Deputy Accountant General (Admin)  
Office of the Pr. ACCOUNTANT GENERAL (A&E), PUNJAB  
Plot No. 20, Sector-17E,  
Chandigarh – 160017.

**Ref: Tender No. 02/2022**

Against agreement vide advance acceptance of the Tender No. \_\_\_\_\_, Dated \_\_\_\_\_ entered into between The Deputy Accountant General (Admin), Office of the Pr. Accountant General, PUNJAB (herein called the Purchaser) and M/s \_\_\_\_\_ (herein called the Service Provider) this is to certify that at the request of the Service Provider, we

\_\_\_\_\_ (Name of the Bank), are holding in trust in favor of the Purchaser, the amount of Rs.(Rupees only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Service Provider of any of the terms and conditions of the said agreement and/ or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said agreement and/ or in the performance thereof has been committed by the Service Provider and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

We \_\_\_\_\_ (Name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said agreement by the Service Provider i.e. till \_\_\_\_\_ (viz. the date up to 12 months after the date of successful commissioning and acceptance by the purchaser) hereinafter called the said date and that if any claim accrues or arises against us \_\_\_\_\_ (Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us \_\_\_\_\_ (Name of the Bank), notwithstanding the fact that the same is enforced within twelve months' after the said date, provided that notice of any such claim has been given to us. \_\_\_\_\_ (Name of the Bank), by the Purchaser before

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the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

It is fully understood that this guarantee is effective from the date of the said agreement and that we \_\_\_\_\_ (Name of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Service Provider in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

We \_\_\_\_\_ (Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the Service Provider from time to time or to postpone for any time of from time to time any of the power exercisable by the Purchaser against the said Service Provider and to forebear or enforce any of the terms and conditions relating to the said agreement and we, \_\_\_\_\_ (Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Service Provider or for any forbearance by the Purchaser to the said Service Provider or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_ Printed Name \_\_\_\_\_

**(Bank's common seal)**

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**Bid Letter**

Date: dd/mm/yyyy

To

Deputy Accountant General (Admn)  
Office of the Accountant General (A&E), Punjab &  
UT. Chandigarh-160017

**Reference:** Tender No. \_\_\_\_\_ Dated \_\_\_\_\_

Sir,

We hereby declare:

That we fulfill the criterion specified in the Bid Document. We hereby offer to provide the services at the prices and rates mentioned in the attached financial bid. We do hereby undertake that, in the event of acceptance of our bid, the commencement of services shall be made as per the requirements. We affirm that the prices quoted are inclusive all taxes and duties.

We agree to abide by our offer for a period of 120 days from the date of opening of the bid prescribed by Purchaser and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood all the terms and conditions of the tender. We do hereby undertake to provision as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

**Signature of Bidder (with official seal)**

**Date**

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## Check List

1. *The **Technical Bid** (Eligibility Criteria) ‘original’ and ‘copies’ & **Financial bid** should be placed in Seperate sealed **Envelopes** as per requirements mentioned at **2.7**. Please ensure that all the documents as prescribed in Annexure I of Bid Document and other relevant documents are enclosed.*
2. *The cost of the Bid Document is **Nil**.*
3. *All bids must be accompanied by EMD in the form of Cheque/Demand draft of **Rs 5,000/- (Rupees Five thousand only)**. The EMD should be submitted in the Sealed Envelope of Technical Bid “Original”. In case bid is submitted by online method, the EMD shall reach this office before the date of opening of Technical Bid.*
4. *It should be ensured that requirement(s) of all relevant sections and sub-sections of the tender document have been complied with and all the pages of bid has been numbered and reference has been made.*
5. *The tender schedule is being followed as provided in Page 1*

**Note:** The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

-----END OF NIT-----