



TEA BOARD INDIA
Ministry of Commerce & Industry, Deptt. Of Commerce, Government of India
14, B.T.M Sarani (Brabourne Road) Kolkata 700 001, West Bengal
www.teaboard.gov.in

Tender document
for

Repair (wherever necessary) and painting of the outside building wall of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

PART – I : TECHNICAL BID

Notice Inviting Tender No. File No.6/2/2017/STR/05
Date : **26/04/2019**

APRIL 2019

Cost of Tender Document: Rs.1000/- (Non-Refundable)

Last date & Time of Submission: **21/05/2019** up to 1500 HRS

Sd/-
(Secretary)

Name & Address of the Bidder:

Tender Sl.No. 6/2/2017/STR/05

Date 26/04/2019

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Table of Contents		
Sl.No.	Subject	Page No.
1	Notice Inviting Tender	3 - 4
2	Instruction to the Bidder	4 - 8
3	Additional Condition of Contract	8 - 9
4	Scope of Work and Technical Specification	10
5	Check-List	11
6	Financial Bid	12 - 16
7	Form of Tender	17

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Tender No.6/2/2017/18/05

Date: 26/04/2019

Secretary on behalf of Deputy Chairman, Tea Board India, 14, B.T.M Sarani, Kolkata 700001 invites sealed tenders under two bid system containing Part – 1 (Technical Bid) and Part – II (Financial Bid) from licensed contractors fulfilling the eligibility criteria for the following works

Name of the work	Estimated amount in INR excluding GST/taxes	Earnest Money Deposit in INR	Time for completion of work	Start date and time to download tender document	End date and time of submission of tender document	Date & time of opening of technical Bid
Repair (wherever necessary) and painting of the outside building of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal	14,78,865	30000.00	03 Months	26/04/2019 1800 HRS	21/05/2019 1500 HRS	22/05/2019 1600 HRS

Pre Bid Meeting: 03/05/2019 at 1145 Hrs at Board Room, 8th Floor

Cost of tender document is Rs.1000/- (Rupees one thousand only) and is non-refundable, should be deposited in the form of DD only in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata. Tender without the "Cost of Tender Document" will be summarily rejected. The Earnest money (EMD) should be deposited in the form of DD only in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata. Tender without the EMD will be summarily rejected. Validity of both the DD should be at least 03 months form the date of publication of the tender. The DD for the cost of Tender Document and the EMD should be submitted separately in sealed envelope subscribing the cost of tender document and EMD and shall be kept inside the main envelope containing Technical and Financial Bid.

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ELIGIBILITY CRITERIA

The tender document (consisting of specifications, the schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents / drawings, if any) can be downloaded from the Central Public Procurement Portal of Government of India <https://eprocure.gov.in/cppp/tendersearch> & Board's Website www.teaboard.gov.in. *The Board shall not be responsible for any delay / difficulties / inaccessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the tender documents downloaded from internet and the master copy available in this office, the letter shall prevail and will be binding on the tender(s). No claim on this account will be entertained*

Tender should be submitted as per the prescribed format within the specified date and time to The Secretary, Tea Board India, 14, B.T.M Sarani (Brabourne Road), Kolkata 700 001, West Bengal, and failing to do so, the offer shall be summarily rejected. Bid Validity period is 90 Days from submission of bid. Bid will be opened by the committee after one working day from the last day of submission of tender document at 1600 Hrs (22/05/2019 at 1500 hrs). The Board have the right to reject any tender without assigning any reason thereof

Statutory Requirements:

Essential

1. Agency/Contractor Should have current Trade License of civil contractor from the concerned authority, GST Registration Certificate, PAN/TAN number with the appropriate Authorities.

Desirable

2. The minimum turnover of the Firm/Contractor shall not be less than Rs.10.00 Lakhs per annum

Sd/-
(Secretary)

INSTRUCTION TO THE BIDDER

1. Attention of the tenderer is directed to the conditions of tender and general conditions of contract of Tea Board India. Bidders who are not aware of the "General Conditions of Contract" of Tea Board India are instructed to collect the same and read the terms & conditions before submission of the tender
2. The tenderer shall visit and inspect the site and obtain all information on his own responsibility and at own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding of the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him/them and the Tea Board accepts no liability whatsoever therefore. Failure by the tenderer to have done all the things, which in accordance with his condition he is deemed to have done shall not relieve the successful tenderer of the

responsibility for satisfactory completion of the work as required. If there is any clarification required, the tenderer shall submit the queries in writing 03 (Three) working days before the last date & time of submission of the tender, to the Secretary, Tea Board, 14, B.T.M Sarani (Brabourne Road) Kolkata 700 001.

3. The time for completion of work is **03 (Three) Months** & will be reckoned from the 7th day from the date of issue of Work Order or handing over of site, whichever is earlier
4. EMD of requisite amount as mentioned in the tender document should be in favour of **Tea Board Tea Fund Disbursement Account** in the form of **Demand Draft** only payable at **Kolkata** should be enclosed within the **Technical Bid**. Validity of DD should be at least 90 days from date of publication of the tender. Any tender received without requisite Earnest Money in the form as mentioned above shall be summarily rejected and treated as cancelled. The Earnest Money received shall be refunded to the unsuccessful bidders without any interest upon executing the Contract Agreement by successful tenderer, subject to the provisions of Clause 5 of the tender document. The Earnest Money Deposit (EMD) of successful tenderer shall be retained and converted as part of Security Deposit
5. Earnest Money Deposit (EMD) will be forfeited in the following cases –
 - a) If the tenderer withdraws / modifies his tender during the period of Bid Validity
 - b) If the tenderer does not accept the correction of arithmetical errors of his tender
 - c) If the tenderer after award of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order

6. Submission of Bid

The bids shall be submitted in **Two Bid System** in **Three separate sealed envelopes**:

- I. Envelope 1 – Tender Fee and EMD will comprise of
 - a) Cost of tender document of Rs.1000/- Non Refundable in the form of DD in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata. Validity of DD should be at least 90 days from date of publication of the tender. Tender without cost of tender document will be treated as cancelled
 - b) EMD of requisite amount as mentioned in the tender document should be in favour of Tea Board Tea Fund Disbursement Account in the form of Demand Draft only payable at Kolkata. Bid without cost of tender document will be treated as cancelled
- II. Envelope 2 – Technical Bid will comprise of
 - a) Self-certified copies of Credential documents fulfilling the minimum eligibility criteria as per Eligibility Criteria,
 - b) Original Tender Document – Part-I: Technical Bid duly Stamped & Signed in all pages
 - c) Self-certified copies of Statutory documents like Trade License, PAN, IT Return for last 3 years, GST Registration details etc.,

III. Envelope 3 – Financial Bid will comprise of

- a) Original Tender Document – Part-II: Financial Bid with duly filled-up **Schedule of Quantities** and **Form of Tender** as an acceptance to the terms and conditions set in the tender (stamped & signed in all pages).

All the envelopes should be duly marked on top with **Tender Number, Name of work and Tender Fee & EMD / Technical Bid / Financial Bid** as the case may be and the **name of the bidder**. All these three envelopes to be put in another sealed large envelope duly marked on top with **Tender Number and Name of work** and **name of the bidder**. Tenders must be delivered at the place and time as indicated in Tender document. Bids that are not in the above format will be rejected.

7. Each and every page of the tender documents and correspondences accompanying the tender shall have to be duly signed and stamped by the Bidder / Authorised Signatory before submission. The person / officer signing the tender / bid should be the Owner / Proprietor / Partner / CEO / MD / Director of the company or delegated with an appropriate Power of Attorney (duly endorsed by a Notary Public) to sign such documents by the Owner / Proprietor / Partner / CEO / MD / Director of the company
8. The bidder shall have to submit certified copies of valid Trade License, PAN, Income Tax Return for last 3 years, GST registration details, other statutory tax clearance certificates (if any) and credential documents fulfilling the minimum eligibility criteria along with his tender. The original copies of these documents will have to be produced when demanded for verification
9. All Percentages, Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English
10. All Rates, Amounts, Percentages & Sums shall have to be quoted in indelible ink and written both in figures and words. If the rate/percentage quoted in words does not tally with the rate/percentage quoted in figures then the rate/percentage which corresponds to the lesser amount shall be considered
11. Any overwriting / correction / applying correction fluid shall be avoided and in case any correction is made the same must be initialized and stamped
12. Tender must be submitted with the rates for all the items of work involved and any incomplete tender will not be considered. The items for which the rates are not quoted will be considered as '**Zero**' & the agency shall complete that item of work without any claim
13. No alteration shall be made by the tenderer in the tender and no conditional tender will be entertained. Tender with split rate will not be considered
14. The bid shall remain valid for a period of 90 days from the date of opening of the bid. If before expiry of the validity period or issue of work order, whichever is earlier, the bidder amends / modifies / withdraws his bid, making unacceptable to the Tea Board, then the Earnest Money Deposit shall be liable to forfeiture at the option of the Tea Board
15. **The rates quoted by the tenderer should be exclusive of GST**, but inclusive of

freight, cost for loading & unloading etc. and must hold good till the completion of work and shall not be subjected to escalation due to increase in local market rates of materials and labour. No claim on this account what so ever shall be entertained at any stage including the extended period, if any. GST will be paid as per actual based on Government Notification

16. The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded for verification. If any information furnished by the bidder is found as false / fabricated then his bid will be rejected and treated as cancelled, even if the same is detected at any stage after signing of the contract and would lead to termination of the contract besides forfeiture of Earnest Money Deposit (EMD) and liabilities towards prosecution under appropriate law. In such cases the bidder / tenderer will be debarred from participation in future tendering process for next 05 (five) years
17. Should there be any doubt or obscurity as to the meaning of any of the tender documents or if any further information is required, the tenderer must address his enquiry in writing in duplicate the Secretary, Tea Board, 14, B.T.M Sarani (Brabourne Road) Kolkata 700 001, West Bengal. Such enquiries must be submitted not later than **03 (Three)** working days before the last date fixed for submission of the tenders
18. The sealed Bids shall be received by the Tea Board as per the address above not later than the time and date stipulated in the Notice Inviting Tender or Corrigenda otherwise. Tenders that are received after the date and time specified will not be considered
19. The Technical Bid of tender will be opened on the specified date and time of opening by the tender committee formed by Tea Board or any other representative authorized by Tea Board at 8th Floor, Board Room, Tea Board, Kolkata. Tenderers or their Authorised representatives (with proper authorization letter from Owner / Proprietor / Partner / CEO/ MD / Director of the company mentioning Name, Address and designation of the person being authorised) may attend the same
20. Date and time of opening of Price Bid will be informed to the Technically Qualified Bidders and will be opened by the tender committee of Tea Board or any other authorized person by Tea Board in the presence of bidders / tenderers or their Authorised representatives (with proper authorization letter from Owner/Proprietor/Partner/CEO/MD/Director of the company mentioning Name, Address and designation of the person being authorised)
21. The Tea Board reserves the right to accept or reject any or all the offer including the lowest without assigning any reason. The Tea Board does not bind itself to accept the lowest offer
22. The successful tenderer, shall deposit an amount equal to **5% of the tendered and accepted value of the work as performance guarantee** in the form of Demand Draft of a Scheduled Bank in favour of Tea Board Tea Fund Disbursement Account payable at Kolkata. The time allowed for submission of the performance guarantee shall be 15 days of receiving "Letter of Acceptance" (LOA). This period can be further extended as the written request of the contractor by the Tea Board for a maximum period ranging from 1 to 15 days with a late fee @ 1.00% per day of Performance Guarantee Amount. If the bidder still fails to deposit the performance

guarantee within the extended time period, i.e. within 16th day to 30th day from the issue of letter of acceptance (LOA), his bid will be rejected and treated as cancelled and the entire Earnest Money Deposit shall be forfeited. After recording of the completion certificate for the work by the competent authority, the performance guarantee shall be returned to the Contractor without any interest.

23. Standard Tea Board payment procedure shall be followed. A sum @ 5% of the gross amount of the bill shall be deducted as Security Deposit from the bill of the contractor. However, Earnest Money shall be adjusted first in the Security Deposit and the rest amount to complete a sum of 5% of gross bill value will be deducted from the contractor's bill. The security deposit of the Contractor shall not be refunded before the expiry of defect liability period after the issue of the final certificate or otherwise, of completion of work, or till the final bill has been prepared and passed whichever is later

ADDITIONAL CONDITION OF CONTRACT

1. The quantities indicated are approximate and may vary at the time of execution. The Tea Board will exercise absolute discretion for operating all or some items of the schedule
2. Contractor has to remove all the debris from the site of execution and dispose them at suitable places as per KMC guidelines
3. All temporary arrangements, staging, working platforms etc. is to be provided by the tenderer at his own expense to the satisfaction of the Tea Board. Tea Board will not however, be liable to pay any compensation due to accident, injury to the contractor's work men or any account what-so-ever
4. The contractor will have to maintain the work for **SIX** calendar months from the certified date of its completion
5. The job is to be done as per WBPWD Building & Sanitary works specification for Building / Civil works, as applicable and provisions made in relevant IS codes must be followed. Wherever these are silent, the construction and completion of works shall conform to sound engineering practice as approved by the Tea Board in consultation with the experts. In case of any dispute arises out of the interpretation of the above, the decision of the Tea Board shall be final and binding to the contractor
6. The splashes of paints over doors, windows and floor shall be cleaned thoroughly after execution of the work
7. Irrespective of rates quoted by the bidder, the contractor shall be solely responsible for payment of *Minimum Wages to their workers* as stipulated by the Government from time to time
8. For **PAINTING WORKS (Walls/Fixtures & Furniture)**
 - a) Volume of paint required is to be procured & stored at site during starting of work to avoid mismatch of shade and Challans/Tax invoice of procured paint, certified by the Manufacturers, should be submitted to the

department

- b) Sampling of paint should be done in presence of the manufacturers' representatives and the quality of application to be certified by the manufacturer and the same to be submitted to the department
- c) Surface preparation and procedure of paint application as suggested by the paint manufacturers to be followed properly
- d) External painting works to be guaranteed by the paint manufacturer for a period of 03 years for normal acrylic emulsion, 05 years for 100 % Acrylic emulsion and 07 years for protective acrylic emulsion paint. The warranty should cover replacing of paint to the extent of defect including cost of labour for re-application of coating as may be necessary to set right the paint failure, at the contractor's risk and cost.
Paint failure shall mean
 - i) Flaking/peeling/cracking or chalking of paint film
 - ii) Growth of micro-organism like algae/fungus on the painted surface
 - iii) Fading of colour shade of painted surface
- e) For particular area, primer and paint to be used should be same approved by Tea Board
- f) Wood primer/polishing is to be done as per standard specification



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SCOPE OF WORK AND TECHNICAL SPECIFICATION

The scope of work includes : Repair (wherever necessary) and painting of the outside building wall of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

Approved Make List of Materials to be used in Civil, Paintings

Sl.No.	ITEM	SUGGESTED BRAND NAME OR SIMILAR (APPROVED BY THE TEA BOARD)
	Cement (PSC)	ACC / Ultratech / Ambuja / Lafarge / Birla
	Vitrified Tiles (600 mm x 600 mm)	Johnson / Kajaria / Somany / PS
	Wall Care Putty	JK / Birla
	Acrylic Exterior Paint	Asian Paints / Berger/ Nerolac/Dulux/ Jenson & Nicholson (India) Ltd/Shalimar
	Anti-corrosive water proofing paint with Aluminium finish	SIKA / Shalimar
	Sunken floor water proofing	Choksey / Sika / BASF/ Fosroc
	Water proofing / Injection Grouting	Fosroc, Choksey, Sika, BASF
	Synthetic Enamel Paint	Asian Paints / Berger/ Nerolac/Dulux/ Jenson & Nicholson (India) Ltd/Shalimar
	Acrylic Emulsion Paint	Asian Paints / Berger/ Nerolac/Dulux/ Jenson & Nicholson (India) Ltd/Shalimar
	Cement Primer	Same as above
	Adhesive for mixing in white wash	DDL(M/S Pidlite), SDL(M/S Chemisol)

Note: For items not covered in the above list or in case of non-availability of preferred make of any item listed above, the make / brand to be used in the work, should have prior approval from the Tea Board

Sd/-

(Secretary)



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CHECKLIST FOR TENDER SUBMISSION (TWO BID)
(To be filled by tenderer by putting "√" and to be signed & stamped)

SI.No.	Description	Yes	NO
1	Submitted requisite Tender fee		
2	Submitted requisite EMD		
3	Each pages of the tender document duly signed & stamped		
4	Form of Tender properly signed, stamped and enclosed with Financial Bid		
5	Financial Bid filled up with quoted prices) with proper Signature & Stamp		
6	Tender fee & EMD submitted in separately sealed envelope and duly marked on top with "Name of work:" and "Tender Fee & EMD"		
7	Technical Bid & Financial Bid submitted in separate sealed envelope and duly marked on top with "Name of work:" and "Technical Bid" / "Financial Bid" as the case may be and the "Name of the bidder :"		
8	All the three Envelopes put in another sealed Envelope duly marked on top, "Name of work:" and the "Name of the bidder :"		

Name of the Bidder _____

Signature _____

Address _____

Seal

Place

Date



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Tender document
for

Repair (wherever necessary) and painting of the outside building wall of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

PART – I : FINANCIAL BID

Notice Inviting Tender No. File No.6/2/2017/STR
Date : **26/04/2019**

April 2019

Cost of Tender Document: Rs.1000/- (Non-Refundable)
Last date & Time of Submission: 21/05/2019 up to 1500 HRS

Sd/-
(Secretary)

Name & Address of the Bidder:

Tender Sl.No. 6/2/2017/STR/05

Date 26/04/2019

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Tender Document Repair (wherever necessary) and painting of the outside building (Exterior building) wall of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

TABLE OF CONTENTS

Sl.No.	SUBJECT	PAGE NO.
1	SCHEDULE OF WORK	
2	FORM OF TENDER	



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Ministry of Commerce & Industry, Deptt. Of Commerce, Government of India

14, B.T.M Sarani (Brabourne Road) Kolkata 700 001, West Bengal

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Tender Document for Repair (wherever necessary) and painting of the outside building wall (Exterior building) of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

SCHEDULE OF QUANTITIES



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NAME OF WORK

Repair (wherever necessary) and painting of the outside building (Exterior building) wall of Tea Board India premise located at 14, B.T.M Sarani, Kolkata 700 001, West Bengal

Proposed lay out of Plan for Exterior Painting



The lay out plan is representative only, actual may vary
Total Area in Sq.Ft : 80000 sq.ft approx.(3 sides cubical and back)

SCHEDULES OF RATES (Repair & Exterior painting)

Sl.No.	Description of Items	Unit	Quantity	Unit Rate in Rs	Total Amount (Rs)
	Removing old wall scrap, broken tiles/granite and disposing of debris at indicated location off site, keeping the site clean and create area for working (Ground floor level area)	Sq.ft.	250 approx.		
	The surface of wall or ceiling to be painted shall be prepared as per the manufacturer's specification. Cracks if any visible on the surface to be treated by opening up the cracks, The surface shall be applied with a priming coat of white cement or equivalent approved primer. The primed surface shall be painted with the desired paint with two or more coats as per specifications of the manufacture.	Sq.ft.	80000 approx.		
	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : Two or more coats	Sq.ft.	80000 approx.		
	Plaster (to wall etc.) with sand and cement mortar including rounding off or chamfering corners as directed and raking out joints including throating nosing and drip course, scaffolding /staging where necessary. (excluding cost of chipping over concrete surface) with 1:3cement mortar:20 mm thick plaster.	Sq.ft.	4000 approx.		
	Providing and laying water proofing treatment in sunken portion at WC bathroom etc., by applying cement slurry mixed with water proofing cement	Sq.ft.	500 approx.		
	Fixing new tiles/granites wherever damaged/replaced of same colour & texture	Sq.ft.	250 approx.		
	TOTAL IN INR (Excluding GST & Taxes) (Rupees _____ only)				

I agree to execute the work for Rs. _____ [in figure] (Rupees _____ (_____) [in words] as per the specification above.

Signature of Contractor with Date & Seal

The area mention is approximate and the interested bidder is requested to take the actual measurement at their own cost and submit the quote accordingly.



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FORM OF TENDER

(To be filled by the Tenderer with sign & stamp and submitted within the Financial Bid envelope)

To,
The Secretary I/c,
Tea Board India,
14, B.T.M Sarani (Brabourne Road)
Kolkata 700 001

I/We _____, the son/daughter of Shri _____
Proprietor/Partner/CEO/MD/Director of M/s. _____
Of address _____

_____ having
examine the site work carefully read and understood the Specifications, General Conditions of
Contract and Conditions of the Tender, hereby tender and undertake to execute and complete all
the works required to be performed in accordance with the Specifications, Bill of Quantities,
General Conditions of Contract, the rates and prices set out in the annexed Bill of Quantities
within _____ days/weeks/months from the seventh day of the date of receiving work
order.

I/We execute to undertake the work at Rs _____ in figure _____
(_____)

I/We have submitted Account Payee Demand Draft No. _____ dated ____ in favour of
Tea Board Tea Fund Disbursement Account payable at Kolkata for Rs. _____ (Rupees
_____) with the tender as **Cost of Tender Document**.

I/We have submitted Account Payee Demand Draft No. _____ dated ____ in favour of
Tea Board Tea Fund Disbursement Account payable at Kolkata for Rs. _____ (Rupees
_____) with the tender as **Earnest Money Deposit**.

I also declare that the information / documents furnished along with the application and tender are
true and authentic to the best of my knowledge and belief. I am well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my tender /
termination of contract at any stage besides liabilities towards prosecution under appropriate law.
Each page of the tender document and papers submitted by me/my Company are authenticated,
sealed and signed, and I/we take full responsibility for the entire documents submitted with this
tender.

I/We agree that the period for which the tender shall remain open for acceptance shall not be
less than **90 days** from date of opening of tender

Signature of the Tenderer/Authorized Person

Company Seal

Name of the Tenderer _____
(in Block Letter)

Address: _____

_____ Email ID & Contact No. _____

