



Government of India
OFFICE OF THE COMMISSIONER GST APPEALS, DELHI-I
CENTRAL REVENUE BUILDING, I.P ESTATE, NEW DELHI-110109

C.No. 12-GST/Apl-I/W.Station/2017-18

Dated: .09.2017

Notice for inviting Tender for supply and installation of modular workstation in the Office of the Commissioner, GST Appeals, Delhi-I Commissionerate, New Delhi

Online tenders are invited from reputed firm/Company/Manufacturer for supply and installation of modular workstation in the Office of the Commissioner, GST Appeals, Delhi-I Commissionerate, New Delhi.

2. Last date for uploading the tender documents by bidders duly completed in all respect is **at 13.00 hrs on 04.10.2017.**
3. The lump sum amount to be quoted for the entire work by the tenderers shall include all taxes as applicable at the time of awarding of contract and during the execution of work till completion.
4. The Commissioner, Appeals, Delhi-I reserves the right to reject or accept any application/tender without assigning any reasons.
5. Any inquiries by the tenderer may be obtained from the undersigned on any working day from 1100 hours to 1700 hour. This tender notice is also available on the official website at www.cbec.gov.in.

Assistant Commissioner
GST (Appeals, Delhi-I), New Delhi

Note : The complete tender documents can be accessed & downloaded from Portal <http://eprocure.gov.in/eprocure/app> Please check regularly the website for any changes/modification/ amendment in the Tender Enquiry. This TE is being issued with no financial commitment and department reserves the right to change or vary any part thereof at any stage. The department also reserves the right to withdraw the TE, should it become necessary at any stage.

Assistant Commissioner
GST (Appeals, Delhi-I), New Delhi



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Dated: .09.2017

Tender Documents

1. Online tenders are invited from reputed firm/Company/Manufacturer for supply and installation of modular structures/ Work station in the Office of the Commissioner GST Appeals, Delhi-I Commissionerate, New Delhi.

2. Tender Process and uploading of Tender documents: -

The bid / tender will consist of two parts – Technical bid and Financial bid. The bid of all parties whose rates quoted by them finds mention in their Technical Bid shall be rejected forthwith. All information sought under terms and conditions and other information to be supplied is to be given in Technical Bid while the price quoted by them will be mentioned only in the Financial Bid.

- (i) The offers / bids received incomplete and / or filed after the due date and time shall be summarily rejected.
- (ii) The Technical Bids shall be opened on **04.10.2017 at 15:00 hrs** in the presence of bidder or their authorized representative with authority letter, if they appear.
- (iii) The financial bids of only those parties shall be opened whose Technical Bids are found to be eligible.
- (iv) The department reserves the right to accept or reject any or all tenders without assigning any reason. In case of any dispute of any kind and in respect of whatsoever, the decision of the Commissioner, GST Appeals, Delhi-I, New Delhi will be final and binding.

2. Authenticity of the tender document: -

Every page of tender document alongwith enclosures must be signed by the bidder.

3. Tender Document: -

- (i) The tender documents containing terms and conditions alongwith prescribed proforma / format for furnishing required information / details can be obtained from the Assistant Commissioner, GST

Appeals, Delhi-I, Room No. G-29, CR Building, IP Estate, New Delhi (Contact No 011- 23370758) on any working day from 13.09.2017 to 29.09.2017 between 11:00 hrs. to 17:00 hrs.

4. Earnest Money: -

- (i) Tender documents must be accompanied with non-interest bearing Earnest Money of Rs. 15,000/- (Rs. Fifteen Thousand only) in form of Demand Draft in favour of the Commissioner, GST Appeals, Delhi-I, Delhi payable at New Delhi failing which tender will not be considered for opening of Financial Bid.
- (ii) Cheques will not be accepted.
- (iii) No earnest money will be accepted after the due date and time of submission of tender document.
- (iv) Earnest money deposited with other Tender will not be adjustable with this Tender.
- (v) No bank commission or interest will be paid on the Earnest Money.
- (vi) If a bidder withdraws its offer after opening of Technical Bid or Financial Bid before award of tender to other valid tenderer, the earnest money deposited by them will be forfeited.
- (vii) If a successful bidder fails to deposit requisite amount towards the Performance Security within specified time as per intimation / request of GST, Appeals, Delhi-I, New Delhi, the earnest money will be forfeited.
- (viii) Central / State Government and Central / State Government Undertakings are exempted from deposit of Earnest Money.

5. Performance Security: -

The successful tenderer will be wholly and solely responsible for any damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs. 75,000/- (Rs. Seventy five thousand only) as performance security which is non-interest bearing in the shape of Bank Draft / Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Commissioner, GST Appeals, Delhi-I, Delhi payable at New Delhi.

6. Refund of Earnest Money and Performance Security: -

- i.** Earnest money deposited by the unsuccessful bidder will be refunded to bidder at the earliest after finalization of the tender. Earnest money will be refunded to the successful bidder on receipt of Performance Security.
- ii.** Further, the Performance Security will be refunded / returned to the successful bidder after successful execution of the work.
- iii.** The Performance Security will be forfeited in case of unsatisfactory performance of the successful bidder. The decision of the

Commissioner, GST Appeals, Delhi-I, New Delhi on this account will be final and binding on successful bidder.

7. Rates: -

- (i) Rate/bid/offer must be without any condition, assumption, qualification, reservation or variation. Rate/ bid/offer must be mentioned in prescribed proforma in figures and in words in respect of each item separately. In case of any discrepancy, rates quoted in words will prevail. Conditional tender offer or offer at variance from prescribed specification would be ineligible to compete for the tender. Prices and price components shall be firm and shall not be subject to any price variation or adjustment on account of any price escalations throughout the execution of the contract.
- (ii) The bidder shall quote their rate inclusive of all taxes and installation charges.
- (iii) The rates have to be shown separately in the financial bid (Annexure B).

8. Subletting of Contract: -

The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.

9. Completion period: -

- (i) Contract has to be completed within a period of 15 days from date of supply order/ Award of work.
- (ii) Liquidated damage (LD) will be charged @ of 2.50% per completed week or part thereof for delay subject to maximum of 10% of the value of work order.

10. Prescribed format / proforma: -

- (i) **Annexure – A** and **Annexure – B** are to be duly filled by the bidder in respect of each item.
- (ii) An affidavit in prescribed proforma i.e. **Annexure – C** regarding non-blacklisting or non-convicting by any court of law is to be duly submitted.
- (iii) The successful bidder has to submit a Demand Draft or a bank guarantee in the prescribed proforma i.e. **Annexure – D** for performance security.

11. Documents required to be attached with technical bid:

- I. Design of layout clearly showing dimensions. Any variation in size from the dimensions quoted in Tender Notice must be specifically spell out.
- II. Complete technical specifications along with brochure / photograph/ coloured picture if any.
- III. A copy of Terms & conditions duly signed by the bidder (including warranty and after sales service except price schedule).
- IV. FDR / Demand Draft / Bank Guarantee of 75,000/- (Rs. Seventy five thousand only) in favour of the Commissioner, GST Audit-I Delhi payable at New Delhi as Earnest Money.
- V. GST registration certificate.
- VI. All other supporting documents as required in the tender shall be attached.
- VII. Signed declaration as given on Annexure –C of the bid document.
- VIII. Experience certificate (for details of similar contracts handled by the tendering company /firm/agency for government departments/PSUs /Banks during the last three years. (List should be enclosed in technical bid).

12. Eligibility criteria for bidder: -

- (i) Only those firms/Company/ Manufacturers will be eligible to tender their bids whose annual turnover is more than 2.5 crores in each of the last three financial years.
- (ii) The firms /Company/ Manufacturers should have executed such orders at least for two government offices/PSU in the last 3 years. The authorized dealer/ franchise / distributor may submit bids on behalf of the firms/ Company/Manufacturer alongwith authorization letter issued by the firms/ Company/Manufacturers to the bidder, to do so. Preference would be given to manufacturers registered with National Small Industries Corporation (NSIC), Ministry of Micro Small and Medium Enterprises (MSME). [supporting documents to be attached]
- (iii) The bidder should have capability to provide after sales service during warranty period and should be in a position to offer annual maintenance contract thereafter. The bidder should have registered branch office/Dealers network in New Delhi/NCR. List of the addresses of the branch/ Authorized dealers to be attached.

13. Validity of the offer / bid: -

- (i) The offer / bid of the bidder will be valid for at least for 3 months from the date of opening of Technical bid.

14. Details of tendered items: -

The refurbishing/ Renovation work is to be carried out as per plan given in drawings annexed as **Annexure E** of this tender document.

SCHEDULE OF QUANTITIES

Item No.	Description of work	Qty.	Unit
	Note: The following specifications are common for all work stations: Fabrication, supply and installation of factory made modular work stations with M S Frame Tile based partition system and all accessories as per the technical specifications. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed. All workstations should be fitted with branded electrical boards, sockets and switches.		
	NOTE : ALL MDF boards/ pre laminated particle boards shall be of INTERIOR GRADE of approved make		
1.1	WORK STATION TOP AND GABLE END :		
1.1.1	Providing and fixing work top of following sized and shall consist of following including powder coated M.S. Brackets and fixed to modular partition.		
	Top : Work station top made out of 25mm thick MDF board of Interior Grade with front edge in half round mould (post formed section).		
	Finish: Top finished in Post formed 0.6 mm thick laminate of approved shade. The bottom finished with balancing laminate of 0.6 mm thick.		
	Edge : All other edges finished with matching to top finish with 2 mm PVC lipping.		
	Providing and fixing 50 mm dia. Gourmets for cable entry at the specific location after drilling hole of required size in the work station top with ABS cover.		
Item No.	Description of work	Qty.	Unit
1.1.1a)	Size 1500X600mm Linear shape work station.	9	No.
1.1.1b)	Size 1200X600mm Linear work station.	2	No.
1.1.1c)	Providing and fixing Gable End made with 25mm thick interior grade MDF board for the following sizes and shall consist of following including powder coated M.S. bracket with fixity to top and partition.		

	Finish : Finish in Post formed 0.6mm thick laminate of approved shade.		
	Edge : All other edges finished with matching to top finish with 2 mm thick PVC lipping.		
1.2.1	Supply and fixing of overhead storage units of the dimension 1500WX450DX1500H: Board: Overhead storage made out of 25mm thick MDF board of Interior Grade Finish: Front finished in Post formed 0.6 mm thick laminate of approved shade. The interior finished with balancing laminate of 0.6 mm thick. Edge : All other edges finished with matching to top finish with 2 mm PVC lipping. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed.	09	No.
1.2.2	Supply and fixing of overhead storage units of the dimension 1200WX450DX1500H: Board: Overhead storage made out of 25mm thick MDF board of Interior Grade Finish: Front finished in Post formed 0.6 mm thick laminate of approved shade. The interior finished with balancing laminate of 0.6 mm thick. Edge : All other edges finished with matching to top finish with 2 mm PVC lipping. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed.	02	No.
Item No.	Description of work	Qty.	Unit
1.3	PEDESTAL DRAWER UNIT & ACCESSORIES :		
1.3.1	Fabricating, supply & placing in position Mobile pedestal drawer unit of following sizes and shall consist of following and with anti toppling device when all drawers are open.	11	No.
	Pedestal Drawer unit: Size 450mm X 515 mm X 725 mm height.		
	Carcass : Made out of 0.8mm thick M.S. sheet, treated with 7 tank Galvanized process and finished with powder coating of approved shade & thickness of 50 microns.		
	Drawer : 2 Nos. of drawers & 1 no. filing drawer made out of 0.6 mm thick M.S. sheet, treated with 7 tank Galvanized process and finished with powder coating of approved shade & thickness of 50 microns. The drawers shall be mounted on 2 nos. telescopic branded channels for smooth operations.		
	Locks : The units shall have central locking (7 lever) lock in front with hinge key in two sets.		
	Handles : The units shall have M.S. pressed concealed handles to every drawer.		
	The unit shall have 4 nos. glide screws with height Adjustment of +/- 10mm.		
1.4.1	Supply & fixing of acrylic Key board Tray of good quality.	11	No.
1.4.2	Fabricating, supplying & placing in position below work station movable type M.S. powder coated CPU trolley of size 230mm X 270mm X 150mm for placing any size of CPU unit, made out of 16 SWG M.S. sheet	11	No.

15. Terms and conditions: -

- (i) Minimum warranty period of the supplied items would be two year and the same will be effective from the date of handing over to the department.
- (ii) The firm / agency should not be blacklisted from any Central Government / State Government / Central and State undertakings and / or convicted by a Court of Law. An affidavit regarding non-blacklisting of the firm should be attached as proof. In absence of proof the tender/bid will be rejected.
- (iii) In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the (Hon'ble Courts at New Delhi will be final and binding).
- (iv) The department has the right to change the quantity and specifications of the items in the work order as per actual requirement, which may vary depending upon various factors.
- (v) Office of Commissioner of GST Appeal-I, Delhi may, without prejudice for breach of any of the terms and conditions of the tender, 10 days after written notice of default sent to the bidder, terminate this contract in whole or in parts.
 - if he fails to execute the work in full within the time period(s) specified in the tender or any extension thereof granted by , the office of Commissioner of GST Appeal-I, Delhi.
 - if he fails to perform any other obligation or,
 - if he, in either of the above circumstances, does not cure his failure with in a period of 30 days or longer period as specified by the office of Commissioner of GST Appeal-I, Delhi after receipt of default notice from the office of Commissioner of GST Appeal-I, Delhi.
- (vi) The tendering firm is advised to visit the site of work i.e. Room No. G-29A, C.R. Building, IP Estate, New Delhi with prior appointment at his own cost and examine it and collect all information that he considers necessary for proper assessment of the prospective assignment. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.
- (vii) All labour Employed by the Contractor shall be covered by the Workman's Compensation Act. Any death, injury or mishap to the

workmen of the Contractor will entirely be the Contractor's responsibility and Commissioner of Appeals, Delhi-I, shall not be liable to pay any damages for the same.

- (viii) Contractor shall take adequate safety precautions to avoid any accident etc. at site. Shall be fully responsible for any criminal & civil liabilities. All safety arrangements are to be made by contractor at his own cost.
- (ix) No labour or material rate escalation claims will be entertained from the contractor.
- (x) Removal and disposal of existing enclosures and any expense arising out of it will be fully borne by the contractor. It will not be part of the bid for this tender.
- (xi) The contractor shall be fully responsible for any damage caused to the existing building and the contractor will have to refurbish and rectify any such damage at his own risk and cost.
- (xii) Child labour strictly prohibited.
- (xiii) A weightage of **30%** will be given to technical bid and **70%** to financial bid. 30% of technical bid will include preference to firms with annual turnover of more than 2.5 crores, provided orders for two government offices/PSU in last three years, authorized dealer/franchise firms, after sale service and AMC the bifurcation of which is as follows:

S.No.	Preference criteria for technical bid	Marks allotted to each criteria
1.	Firms with annual turnover of more than 2.5 crores in each of the last 3 financial years	05
2.	Provided orders for two government offices/PSU in last three years	10
3.	Manufacturer/Authorized dealer/franchise firms	05
4.	After sale service and AMC	10

Further 70% of Financial bid shall be calculated as per the formula given below:

Financial Bid submitted by the Bidder X 70
Lowest Bid

Annexure – A

(Technical bid for the supply and installation of modular work station)

1.	Name of bidder:	
2.	Address:	
3.	Mobile no. of Bidder:	
4.	PAN (enclose self attested copy of proof):	
5.	Details of the Earnest Money:-	
	(i) Name of the Bank:	
	(ii) B. D. No. & Date:	
	(iii) Amount:	
6.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format-Annexure C)	
7.	Whether convicted by any court of law? If convicted, indicate details and enclose a self attested copy of the court's order. (submit the affidavit about non-conviction in prescribed format Annexure C)	
8.	Whether their annual turnover is more than 2.5 crores in each of the last 3 financial years? (If yes, attach supporting documents i.e. Annual Account/Income Tax Return of last 3 years)	

9.	Whether they have provided/ executed such Orders for two government offices/PSU in the last 3 years? (If yes attach supporting documents)	
10.	Whether the bidder is a authorized dealer/ franchise firms/ Company/Manufacturer? (Supporting documents to be attached)	
11.	Whether the bidder have capability to provide service after completion of work during warranty period and will be in a position to offer annual maintenance contract thereafter? (List of the addresses of the branch/authorized dealers to be attached)	
12.	Whether the furnitures/ products to be installed by the bidder fulfill the parameters of standards and certifications as laid down under ISO-90012008-QMS, ISO 140012004-EMS, ISO 180012007-OHSAS? (If yes, attach supporting documents)	

It is certified that all the information furnished above is true and correct, that all terms and conditions stipulated in the tender document is acceptable.

Date:

Place:.....

**Name and
Signature of
bidder with seal**

Annexure – B

(Financial bid for the supply and installation of modular work station.)

1. Name of Bidder :
2. Address:
3. Telephone / Mobile No.:
4. Rates:

SCHEDULE OF QUANTITIES

Item No.	Description of work	Qty.	Unit
	Note: The following specifications are common for all work stations: Fabrication, supply and installation of factory made modular work stations with M S Frame Tile based partition system and all accessories as per the technical specifications. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed. All workstations should be fitted with branded electrical boards, sockets and switches.		
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	Edge : All other edges finished with matching to top finish with 2 mm PVC lipping.		
	Providing and fixing 50 mm dia. Gourmets for cable entry at the specific location after drilling hole of required size in the work station top with ABS cover.		
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	Finish : Finish in Post formed 0.6mm thick laminate of approved shade.		
	Edge : All other edges finished with matching to top finish with 2 mm thick PVC lipping.		
1.2.1	Supply and fixing of overhead storage units of the dimension 1500WX450DX1500H: Board: Overhead storage made out of 25mm thick	9	No.

	MDF board of Interior Grade Finish: Front finished in Post formed 0.6 mm thick laminate of approved shade. The interior finished with balancing laminate of 0.6 mm thick. Edge : All other edges finished with matching to top finish with 2 mm PVC lipping. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed.		
1.2.2	Supply and fixing of overhead storage units of the dimension 1200WX450DX1500H: Board: Overhead storage made out of 25mm thick MDF board of Interior Grade Finish: Front finished in Post formed 0.6 mm thick laminate of approved shade. The interior finished with balancing laminate of 0.6 mm thick. Edge : All other edges finished with matching to top finish with 2 mm PVC lipping. All knock down ISI marked hardware to be branded and suitable for MDF board fixity complete as per drawing and as directed.	2	No.
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	Carcass : Made out of 0.8mm thick M.S. sheet, treated with 7 tank Galvanized process and finished with powder coating of approved shade & thickness of 50 microns.		
	Drawer : 2 Nos. of drawers & 1 no. filing drawer made out of 0.6 mm thick M.S. sheet, treated with 7 tank Galvanized process and finished with powder coating of approved shade & thickness of 50 microns. The drawers shall be mounted on 2 nos. telescopic branded channels for smooth operations.		
	Locks : The units shall have central locking (7 lever) lock in front with hinge key in two sets.		
	Handles : The units shall have M.S. pressed concealed handles to every drawer.		
	The unit shall have 4 nos. glide screws with height Adjustment of +/- 10mm.		
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1.4.2	Fabricating, supplying & placing in position below work station movable type M.S. powder coated CPU trolley of size 230mm X 270mm X 150mm for placing any size of CPU unit, made out of 16 SWG M.S. sheet	11	No.

Date:

Place:

Name and Designation
Signature along with stamp

Annexure – C

The Notary (Public)

Civil Court,.....

.....)..... aged about ,
son of resident of
Mohalla/village..... P.S.
..... Distt..... do hereby solemnly
affirm state as follows:

1. That I am the proprietor of M/s
..... .
2. That my Agency / firm / Central or State Government / Central or
State government undertakings has been allowed to participate in the
tender dated..... of GST Appeals-I, New Delhi for the
supply and installation of modular work station.
3. That, I have neither been convicted nor any cognizance has been
taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or
State government undertakings has not been blacklisted from any
Central / State Government Department and Central or State
government undertakings.

The above statement is true to the best of knowledge and belief.

Witness/Deponent

.....
.....

Annexure – D
Proforma of bank guarantee for performance security
(To be stamped in accordance with stamp Act)

Ref. No.
Bank Guarantee no.
To
The Commissioner
GST Appeals, Delhi-I
New Delhi

Date:
Date:

Dear Sir,
In consideration of GST Appeals-I, New Delhi (hereinafter referred to as the owner , which expression shall unless repugnant to the contest or meaning there of include its successors, administrators and assigns) having awarded the contract for the supply and installation of modular furniture/work station(specification) to M/swith its registered office at hereinafter referred to as contractor which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), by letter of Award/work order no..... dated and the same having been acknowledged by the contractor resulting in a contract to be executed for which the contractor having agreed to provide a contract performance guarantee for the faithful performance of the entire contract amounting to Rs..... Rs..... only.

We name and address of bank , having its head office at hereinafter referred to as the bank which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the owner, on demand any or all monies payable by the contractor to the extent of Rs..... Rs..... only.

Only as aforesaid, at any time up to days/month/year) without any demur, reservation, contest, recourse or protest and / or without any reference to the contractor.

Any such demand made by the owner on the bank shall be conclusive and binding notwithstanding any difference between the owner and the contractor or any dispute pending before any court, tribunal, arbitrator or any other authority. The bank undertakes not to revoke this guarantee during its currency without previous consent of the owner and further agrees that the guarantee herein contained shall continue to be enforceable till the owner discharges this guarantee.

The owner shall have the fullest liberty without affecting in any way the liability of the bank under the guarantee from time to time to extend the time for performance or the contract by the contractor. The owner shall have the fullest liberty, without affecting this guarantee, to postpone from time to

time the exercise of any powers vested in them or of any right which they might have against the contractor and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the contract between the owner and the contractor or any other course or remedy or security available to the owner. The bank shall not be released to its obligation under these presents by any exercise by the owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the owner or any other indulgences shown by the owner or by any other matter or thing whatsoever which under law would, but for this provisions have the effect of relieving the bank.

The bank also agrees that the owner at its option shall be entitled to enforce this guarantee against the bank as a principal debtor, in the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the owner may have in relation to the contractor s liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to and it shall remain in force up to and including..... and shall be extended from time to time for such period not exceeding one year , as may be desired by M/s on whose behalf this guarantee has been given.

Dated this Day of at
.....

Witness:

.....
..... (Signature)
(Signature)

.....
..... (Name)
(Name)

.....
..... (Official address)
(Official address)

Attorney as per power of Attorney no.....
date.....

* * * * *

Annexure - E
PROPOSED PLAN FOR SUPPLY AND INSTALLATION OF MODULAR
OFFICE AT THIRD FLOOR IN IAEA HOUSE BUILDING, 17-B,
SHAFIQ MEMORIAL, IP ESTATE, NEW DELHI-02

