



**OFFICE OF THE REGISTRAR GENERAL, INDIA**  
(Government of India, Ministry of Home Affairs)  
2/A, Man Singh Road, New Delhi – 110 011

No.D-31011/02/2016-GS

Dated: 18.01.2016

**TENDER CALL NOTICE No.D-31011/02/2016-GS, DATED-18.01.2016**

Office of the Registrar General, India invites sealed bids in two bid system (Technical & Financial) from the eligible agencies who agree with the terms and conditions for providing conservancy services of rooms/toilets/open corridors etc. at the following locations of ORGI, New Delhi

SI. No	Office of the ORGI	Carpet Area for Conservancy
(i)	ORGI (HQ), 2/A, Man Singh Road New Delhi.	16,568 sq.ft incl.10 toilets
(ii)	D.P. Division Pushpa Bhawan , New Delhi	10,693 sq.ft, incl. 08 toilets
(iii)	West Block –I, R.K. Puram New Delhi ( Including VS, AHS, Map Division & DDE Center )	23,200 sq.ft incl. 09 toilets
(iv)	Sewa Bhawan R.K.Puram, New Delhi	20,000 sq.ft incl. 06 toilets
<b>For effective supervision, 02 nos of supervisor also deployed</b>		

2. The interested parties may submit their sealed quotation on prescribed proforma placed at Annexure –I along with an Earnest Money of ₹ 50,000/- (Rupees fifty thousand only ) in the form of Account Payee Demand Draft/Pay order of any Nationalized/Scheduled Bank drawn in favour of “Pay & Accounts Officer (Census)” payable at “New Delhi”. Due date for submission of offer is on or before 3.00 P.M. on 01.02.2015, which will be opened on the same at 3.30 P.M. in presence of quotations or their authorized representatives, if any. Offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged/returned as promptly as possible as but not later than 30 days after the award of work order

**3. Eligibility Criteria Terms and conditions:**

- (i) The firm should have annual turnover of Rs.1crore (each financial year) in the last three year i.e. 2012-13, 2013-14 and 2014-15.
- (ii) The firm will submit three works order of Government of India/ State Governments/Public Sector Undertakings/any other reputed companies.
- (iii) Interested firms should quote their rates and other details on prescribed proforma (Financial bid) only as at Annexure-II. They should quote their rates indicating month wise cost of manpower keeping in view the strict compliance of labour laws i.e. minimum wages ESI, PF, service charges, service tax etc. and cost of cleaning materials as prescribed at Annexure-III .The offer without cleaning rates (ISI Brand) will not be entertained
- (iv) Selected firms should provide conservancy services for a minimum period of one year at the approved rate and the same may be extended for a further period of two years at the existing terms and conditions with stipulated of NCT rates.
- (v) Performance Security 10% after award of the work and will be deposited with 10 working days.
- (vi) The firm will deploy 19 nos safai kramacharies at all four locations of ORGI and two Supervisors for monitoring conservancy at all four locations for all working days including Saturday. The timing for each worker shall be suitably decided by the office. The duty hours of each worker shall be 8-hours/day either in two shifts or without any break.
- (vii) The firm should have to furnish service tax return of last 3 years. The firm should have ISO certificate (9001-9008) for mechanize housekeeping.The firm should have atleast 50 nos of workers with EPF numbers.
- (viii) The firm has to submit a certified certificate from bank showing their current account in the name of company for last three years.

- (ix) The firm should have atleast three years experience in the field. They should have undertaken similar works in atleast three Govt. Departments. The firm should also be registered with the concerned authorities in respect of ESI, PF, Service Tax, Labour Licenses and PAN etc. The firm should enclose the company's profile, ESI and PF code numbers, copy of service tax and income tax clearance certificate etc.
- (x) The interested parties can inspect the premises at any time between 2 PM. To 5.00 PM on any working day to assess the job requirement/quantum of work involved. For this purpose, the interested parties can contact the Building Incharge of above locations
- (xi) The successful bidder with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next hundred in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". If the Security Deposit is not deposited within the time scheduled, the Earnest Money Deposit shall be forfeited. The "Performance Security" shall be released by Registrar General, India after 12 months. No interest will be payable for "Performance Security".

4. Proper indexing and page numbering of documents is essential for processing of any bid failure which will not be considered

5. Bidders are requested to deposit Earnest Money Deposit (EMD), of Rs 50,000/- towards EMD by Bank Draft/Bankers Cheque drawn in favour of "Pay & Accounts Officer (Census)" payable at Delhi shall be submitted along with the tender. Any bid without EMD will be rejected by office as non-responsive.

6. Validity of tender shall be for 90 days from the date of opening of the Tender.

7. The tender document can be had from Accounts Officer on payment of Rs 500/-or the bid document can be downloaded from [www.orgi.nic.in](http://www.orgi.nic.in). Those who have downloaded bid document from the website, the tender cost of Rs 500/- (Non-Refundable) shall be attached separately in the technical bid by means of demand draft, Bankers Cheque drawn in favour of "Pay & Accounts Officer" (Census) Payable at New Delhi.

8. The bids are to be submitted in two bid system (Technical & Financial bid). The technical Bid along with EMD instrument and requisite documents shall be placed in one sealed envelope super scribed "Technical Bid". Annexure-I, the price Bid Annexure-II shall be kept in a separate sealed envelope, superscripted "Price Bid". Both the envelopes shall then the place in one single, sealed envelope superscripted 'Bid for providing Security Services at ORGI, New Delhi and shall be addressed to the "Deputy Director (Admin)"New Delhi-110011. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope. Both the inner envelopes super-scribed with Technical Bid and Price Bid shall have the name and address of the bidder so that if required, they must be returned to the bidder without opening them. All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.

9. The technical bid will be opened first on 01.02. 2016 at 3.30 P.M. and the financial bid will be opened on 04.02.2016 at 11.30 A.M. in respect of those tender who qualify in the technical bid. The list of technically qualified firms shall be declared before opening the financial bid. Late received (after due date and time) will not be acceptable.

10. The tenderer shall submit downloaded original computer printout of the document from website the photocopy shall not be accepted. If during the process of the tender finalization if it is detected that the tenderer has submitted tender documents after making any changes /additions deletions in the tender documents downloaded from the website the offer shall be summarily rejected and the EMD deposited by the tenderer shall be forfeited and in addition to any other action as per prevalent rules.

11. At any stage if the experience certificates, Registration certificate and details furnished by the firm are found to be false the earnest money shall be forfeited and the firm will be debarred from the tendering process.

12. The Sealed tenders completed in all respect shall be submitted to “Deputy Director (Admin)” at the office of the Registrar General, India, 2/A Man Singh Road, New Delhi -110011, up to 3.00PM on 01.02.2016. The Technical bid will be opened at 3.30 PM on the same day at Conference Room, ORGI New Delhi at 2/A Man Singh Road and financial bids of qualified agencies will be opened on 04.02.2016 at 11.30 A.M. If a firm quoted nil charges, the bid shall be treated as unresponsive and will not be considered.

13. The rates quoted by the firms would not be altered or changes due to non-application of any clause and the same would be treated for defining the firm’s position in the tender for finalizing award of work.

#### **14. Evaluation of the Bid**

- (i) An evaluation Committee formed by ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified time and date fixed by the ORGI.
- (ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.
- (iii) Technical Evaluation: The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality and competence of the agency would constitute the core parameter for technical evaluation.
- (iv) Financial bid of only those agencies who are found to be technically qualified will be opened on the specified date and time which shall be communicated to such agencies. Before opening of the financial bid
- (v) The representative of the Tenderer who wishes to attend the tender opening is allowed to do so Subject to presenting authorization letter from the tenderer.

#### **15. Evaluation of Price Bids:**

- (a) The Price Bid shall comprise the price component for all the mandatory services indicated in the Annexure-II of the bid document. The price quoted by the bidders shall include all applicable taxes, wherever applicable as per latest Govt. order.
- (b) ORGI shall however, deducts such tax at source as per the rules and issue necessary certificates to the Agency. The prices once accepted by the ORGI shall remain valid till the currency of the contract. The ORGI shall not entertain any increase in the rates during the period. In case of extension of the contract for another year, the prevailing rates as announced by Govt. of NCT, in the month would be taken for payment.
- (c) Quoted rates shall ensure compliance of under noted the statutory obligations Contract Labour (Regulation & Abolition) Act, 1970.
- (d) Employee State Insurance Act and rules made there under. Minimum wages Act, 1948 EPF (Misc. Provision) Act 1952 and rules made there under. Any other labour Legislate that may be applicable or may become applicable.
- (e) The rates quoted will inclusive of all obligatory and mandatory expenses as per NCT laws i.e. minimum wages service Tax, Provident Fund, ESI, etc. and the interpretation of the ORGI would be final in this regard.

(f) Prices quoted should be reasonable and in accordance with the laws of NCT, in Indian rupees only in both figures and words

(g) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

(h) Erasing overwriting and corrections in the offer should be authenticated by tenderers signature. In case this has not been done, such offer is likely to be rejected.

16. **Award Criteria** The purchaser shall award the job contract to the successful bidder on the basis of calculation of cut of rates calculated by ORGI, comprising of mandatory compliance of labour laws and firms whose bid has been determined to be responsive by the Technical Evaluation committee and has also been cleared for opening of the financial bid and thereafter determined after compiling all statutory obligations as the lowest evaluated bid above the cut of rates on the basis of quoted rates . However the ORGI reserve the right to accept the lowest or any other bid and also reserve the right to accept any bid, wholly or in part and open to reject any or all bids without any assigning any reason. The office at its absolute and sole discretion reserves the right to award contract to any one bidder for the purpose as may be necessary or expedient. In case of rates found to be similar in the tender, the performance and turnover would be the criteria for selection of firm.

### **17. Payment terms.**

The ORGI shall make the contract payment as per the payment schedule mentioned below:

(a) Monthly bills submitted in triplicate by the agency for the security services works executed in the preceding month, shall be paid. The payment for the work will be released only after production of attendance records, log register for each security point and production of copies of Acquaintance rolls for proof of payment.

(b) If the performance of the conservancy services by the agency is not found satisfactory the Competent Authority shall have power to deduct proportionate amount from the monthly bill or to terminate the contract without any reason to the firm. Upon such termination, the security deposit of the Agency shall be liable to be forfeited and shall be absolutely at the disposal of ORGI

(c) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by the ORGI and the decision of ORGI, would be binding on the Agency.

18. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.

19. The earnest money of successful bidder will be adjusted with the money deposited with respect to Performance Guarantee, which has to be deposited within 10 working days after the receipt of Letter of Intent @ 10 % of the annual value of contract. The Performance Guarantee will be refunded to the Agency on Completion of contract period without interest after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 30 days of the completion of the financial evaluation by registered post.

20. No bid will be considered unless and until all the pages documents comprising the Bid are properly signed and stamped by the persons authorized to do so.

21. In the event of bid being accepted, the bid will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.

22. The Agency would have to acknowledge that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.

23. If the Agency or his agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Agency or any of his partners or representatives thereof with the ORGI; or at any time during the pendency of the contract, it comes to the notice of the ORGI, that the Agency has misled it by giving false/incorrect information.

24. The Agency will be responsible for the conduct of all workers deployed by him and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Agency or any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The ORGI will not be liable for any loss or harm to any person within or outside the ORGI campus from any act of omission or commission of any of the workers agents any others deployed by the Agency in the course of providing any services stated in this contract.

25. The ORGI shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at ORGI.

26. Without prejudice to the preceding term of contract, the Agency will be liable to reimburse the ORGI of any cost because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Agency or any of the workers Sub Agency's agents any others deployed by the Agency in the course of providing any services stated in this contract

27. The Agency shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The ORGI shall not be liable for any contravention/non-compliance on the part of the Agency. Any contravention/non-compliance on the part of the Agency would be construed as a sufficient ground for termination of the contract at the discretion of the ORGI.

28. The Agency may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The ORGI will have the right to claim damages, and recover them from the payments due to the Agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.

29. The Agency has to maintain all the relevant register/records as per the laws related with labour engagement etc. The workers employed by the Agency will not be treated as the employees of the ORGI for any purpose whatsoever.

30. The office of the ORGI reserves the right to accept or reject any or all bids partly or fully without assigning any reason and no correspondence would be made in this regard.

32. **Job requirements and additional terms & conditions for conservancy:**

- (i) The firm shall be required to store the cleaning materials as per quality and quantity prescribed at Annexure-III, in the respective building in consultation with the Building In-charge.
- (ii) It will be ensured that branded type (ISI) of cleaning materials suited for the cleaning of tiles, floors and stone surface etc are used. Any damage caused to the office due to unsuitable cleaning material or due the negligence on the part of the workers employed by the contractor will liable to be compensated by the contractor.
- (iii) The initial sweeping and mopping of all the areas shall be completed by 9.15 A.M on all working days failing which a monetary penalty of ₹500/- per day shall be imposed to be recovered from the contractor's bill. The corridors/staircases will be swapped on daily basis.
- (iv) The toilets shall be cleaned/ washed Twice daily.
- (v) The contractor shall be responsible for the conduct and integrity of persons deployed for cleaning works in the building. He will vouch for their character and integrity and submit police verification of the sweepers with a period of 45 days for the date of award.
- (vi) The contractor shall not appoint any sub-contractor for the work in any circumstances.
- (vii) The contractor shall ensure discipline amongst his personnel deployed and restrict their unnecessary movement/assembly in corridors etc.
- (viii) The manpower's deployed would be dressed up smartly with photo identity card during working hours.
- (ix) Operations to be carried on daily basis on all areas are: sweeping mopping and dusting of doors, windows ceiling, ventilators and removing of cobwebs from all roofs and walls of building.
- (x) Operations to be carried out every fortnightly are: scrubbing of floors, corridors main hall and staircases and loggias manually with brushes and detergent.
- (xi) The contractor should be liable to implement strictlies the labour laws and social legislations in respect of the staff engaged with them for carrying on their business.
- (xii) The garbage collected should be disposed of daily at disposal area.
- (xiii) The firm shall be required to maintain building – wise logbooks showing the manpower engagement stock of cleaning materials etc. with respective building –in- charge.
- (xiv) In the event of any unsatisfactory services by the firm in any building, double the proportionate amount due for the days (s) in respect of the building shall be deducted from the monthly charges as penalty. Continuous unsatisfactory services by the firm or violation of terms & conditions, contained in this tender call notice, during the contract period shall constitute sufficient ground for termination of contract before expiry and forfeiture of the performance security deposited by the firm.
- (xv) The office reserves the right to reject any or all the tenders without assigning any reason thereto.

**(Dr.Ravi Shankar)**  
**Deputy Director**

**PRESCRIBED PERFORMA FOR TIECHNICAL BID**

With reference to Tender Notice No: D-31011/02/2016-GS the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration:-

<b>Sl. No</b>	<b>Description</b>	<b>Name / Documents attached</b>	<b>Page No.</b>
1	Name of the Agency		
2	The agency shall have valid license/registration certificate and should have experience of three years for running conservancy services. They should have undertaken similar works in atleast three Govt. Departments. Partnership, consortium or diversification of agreements will not be permitted.		
3	The firm should have to furnish service tax return of last 3 years.		
4	The firm should have ISO certificate (9001-9008) for mechanize housekeeping.		
5	The annual Turnover of the agency/agencies should be more than one core (each financial year) during last three years as on 31.03.2015. Copies of the audited balance sheets for the last three years(2012-13, 2013-14 & 2014-15)		
6	The firm has to submit a certified certificate from bank showing their current account in the name of company for last three years		
7	Documents/ evidence of requisite experience		
8	The earnest Money of Rs.50,000/-(Rupees fifty thousand only) through a Demand draft/pay order (Draft no.& Name of the bank)		
9	PAN No.( please enclose copy)		
10	A copy of latest service tax(ST-3) duly attested /stamped		
11	ESI & PF Registration certificate (attested copy) and latest challan copy & also provide list of number at least of fifty workers required with their ESI or EPF number.		
12	Self-certificate duly signed by the agency that agency is not currently black listed either by ORGI or any other Central Govt. / State Govt. / Public Sector Undertaking.		
13	15 digit service Tax Code Number with last year ST-3 returns		
14	Undertaking that none of the relative of agency is working in ORGI. Yes/No.		

2. I agree to the terms and condition as mentioned in the Tender Notice No: D-31011/02/2016-GS issued by the ORGI.

**Signature with date  
Name of the Agency  
Office Seal**

## Annexure-III

**Description & Materials to be supplied by the agency**

Sl. No	Name of the cleaning and sweeping Materials	Brand Name	Minimum Quantity to be supplied				Periodicity of supply
			Man Singh Road	Pushpa Bhawan	West Block-1,R.K.Puram	Sewa Bhawan	
1	Phenyl	Trishul Black	5 Litre	05 Litre	05 Litre	05 Litre	Monthly Basis
2	Hydrochloric	Approved	05 Ltre	05 Ltre	05 Ltre	05 Ltre	Monthly Basis
3	Detergent Powder	555	10 Pkt	10 Pkt	10 Pkt	10 Pkt	Monthly Basis
4	PVC Scrubber Std Size		----	03 Nos -	----	----	Quarterly Basis
5	Plastic Balti (15 Liters)		03 Nos	03 Nos	5 Nos	4 Nos	Half yearly Basis
6	Plastic Mug (1 Liter)		08 Nos	08 Nos	11 Nos	10 Nos	Half yearly Basis
7	Toilet Brush Std Size-Hocky		10 Nos	08 Nos	14 Nos	12 Nos	Quarterly Basis
8	Rubbing Brush-Hard		04 Nos	02 Nos	6 Nos	5 Nos	Quarterly Basis
9	Pool Jharu (400gm wight)		08 Nos	06 Nos	11 Nos	10 Nos	Monthly Basis
10	Naphthalene Ball	Trishul	02 Kg	02 Kg	03 Kg	02Kg	Monthly Basis
11	Glass cleaner	Coolin	03	03 Nos	03	03	Monthly Basis
12	Wiper (1.05 Mtr in Length)		06 Nos	03 Nos	8 Nos	7 Nos	Half yearly Basis
13	Floor Map/Pooncha 22"x 22"		10 Nos	06 Nos	14 Nos	12 Nos	Monthly Basis
14	Air fresher/ Odonil	Balsara/Odonil	10 Pkt	06 Pkt	14 Pkt	12 Pkt	Monthly Basis
15	Room Freshner	Yardley	06 Nos	06 Nos	06 Nos	06 Nos	Monthly Basis
16	Iron Patti		04 Nos	02 Nos	6 Nos	5 Nos	Half yearly Basis
17	Industrial Brush 2' in with		04 Nos	02 Nos	6 Nos	5 Nos	Half yearly Basis
18	Liquid Soap / Hand wash	Homocol	15 Litre	08 Litre	21 Litre	18 Litre	Monthly Basis
19	PVC Litter Liftner		08 Nos	06 Nos	11 Nos	10 Nos	Half yearly Basis
20	Harpic Toilet Cleaner	Harpic	10 Nos	07 Nos	14 Nos	12 Nos	Monthly Basis
21	Sanitizer / Cleanzo	Metro poll	25 Ltre	18 Ltre	35 Ltre	30 Litre	Monthly Basis
22	Urinal Cube ( Pink)	Trishul	10 Pkt	08 Pkt	14 Pkt	12 Pkt	Monthly Basis
23	Sink Jharu		06 Nos	02 Nos	8 Nos	7 Nos	Monthly Basis
24	Bamboo Jharu		04 Nos	Nil	6 Nos	5 Nos	Monthly Basis
25	Wash Basin Joona		10 Nos	06 Nos	14 Nos	12 Nos	Quarterly Basis



**Note:-Any other items other than quantity stated above as and when required will be supplied by vender-Monthly, Quarterly, Half early as per actual requirement of building In-charge.**

**Annexure-II**

**PRESCRIBED PERFORMA FOR FINANCIAL BID**

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Price Bid for providing the conservancy Services at ORGI Complex, at, New Delhi 110011 in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer. The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

**With Reference to Tender Notice No.**

**Dated**

1. Name of the Firm/ Contractor

2. Building wise quoted monthly cost towards conservancy services:-

SI. No	Building Name	Area for Conservancy	No. of Workers required Per Day	Monthly cost quoted by the firm		
				Total Labour Cost/ Per Month/Per sweeper & supervisor (in Rs.)	Total Material Cost /per month Building wise (inRs.)	Total conservancy Charges /Per month (in Rs.)
1	Man Singh Road	16568 sq.ft incl.10 toilets	19 sweepers			
2	Pushpa Bhawan	10693 sq.ft, incl. 08 toilets				
3	West Block-1,R.K.Puram	23200 sq.ft incl. 09 toilets				
4	Sewa Bhawan	20000 sq.ft incl. 06 toilets				
5	Two Supervisor to Monitor Conservancy at all four buildings		02 Supervisors		-----	

3. Period of validity of offer rates (in year):

(Minimum period should be one year from the offer date)

4. Details of Earnest Money Deposit:

- (i) Draft / Pay Order No:
- (ii) Date of Issue:
- (iii) Name of the Bank:
- (iv) Draft / Pay Order Amount:

5. Whether support papers showing five years experience enclosed or not: Yes/ No

If Yes-I) Central Govt. ii) State Govt. iii) Other Govt. Undertaking

6. Whether support papers showing the registration of the firm enclosed or not: Yes/ No

If Yes –with the concerned authorities for ESI, PF, Service Tax, Laboure Charge, PAN etc

7. I hereby declare that I have quoted my best rates for each of the building keeping in view the minimum manpower and materials required for cleanliness.

8. I agree to all the terms & conditions mentioned in the Tender Notice No..... dated  
.....issued by the Government of India , O/o Registrar General India, 2/A, Man Singh Road  
New Delhi.

Name of the Signatory.....  
Name of the firm/ Contractor .....  
Stamp/ Seal of the firm.....