

**Courier service charges per e-Challan including pre-mailing activities (e.g. paper fold, staple, etc.) Collection, successful delivery and submission of PoD (Proof of Delivery)**

1. **Eligibility Criteria:** The Bidder meeting the following qualification criteria will be short listed to open the financial bid.

Sr. No	Eligibility Criteria	Document/ Information to be submitted with proposal
1.	The Bidder should have experience of minimum <b>5 years</b> in the field of Courier services.	Certificate of Incorporation / partnership registration/affidavit or necessary proof.
2.	The Bidder should have an average annual turnover of at least <b>Rs. 50 lakhs</b> from the Courier services in the last <b>three years financial years (2018-19, 2019-20 &amp; 2020-21)</b> as revealed by audited accounts.	Bidders have to submit the CA certificate mentioning Turnover for Three years OR audited accounts for the mentioned years.
3.	The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government or any of the PSU in India.	Certificate / affidavit mentioning that the Bidder is not currently blacklisted by any Government or any of the PSU in India due to engagement in any corrupt & fraudulent practices
5.	The bidder must have a valid GST Registration in India.	Proof of GST returns submitted during past Two financial years <b>(2018-19 &amp; 2019-20)</b> .
6	The bidder must have at least 1 branch offices, in each of the district of Gujarat state.	Addresses & Proof of branch offices needs to be submitted.

## 2. Scope of work

1. The Bidder shall be responsible to collect an e-Challans (In the form of One A4 size printed Page) on daily basis from the respective District Superintend of Police office on all working days and on holidays as well. The list of the offices across Gujarat is attached at Annexure A.
2. The Bidder shall be responsible for all pre-mailing activities of each document/e-challan.
3. The e-Challan shall be delivered to the respective citizens within 3 days across the state.
4. The Bidder is required to submit the Proof of Delivery with submission of the invoice for payment.

5. The Bidder should provide online tracking facilities on its official Website so as to enable to track status, date and time of delivery of each document/e-challan handed over for delivery to the Bidder.
6. Soft copy of Daily Feedback of deliveries/status of document/e-challan will be required to be submitted by the Bidder
7. The Bidder should maintain all record of e-challan and should provide MIS reports as per requirement
8. The Bidder should obtain necessary license, permit, consent, sanction, etc., as may be required or called for from/ by local or any other authority for doing such work. The Agency shall comply at its own cost with all applicable laws, rules and regulations in force from time to time of State or local Govt. as applicable to him or to this contract without any liability and responsibility
9. The Bidder shall be responsible for compliance to the provisions of various labor and industrial laws relating to the personnel deployed by Bidder.

### **3. Terms and conditions:**

#### **1. Penalty:**

- A. Penalty for late delivery:** In case of late delivery, the penalty shall be applicable on daily basis as under;
- Every e-challan is required to be delivered within max. 3 days from the date of collection of the e-challan from the command & control center of respective district SP office as mentioned in the Annexure-A.
  - If any e-challan is not delivered within 3 days of collection from the command & control center, there is a penalty of Rs. 2 per e-challan per delayed day.
  - If any e-challan delivered after 6 days from collection from the command & control center without any reason then no payment for that e-challan delivery will be paid and additional penalty of Rs.2 per delayed day will be levied.
- B. Penalty for non-delivery of e-challan:** In case of non-delivery of e-challan, the penalty shall be applicable as under;
- If in any case e-challan will be lost by bidder, then penalty at the double rate of the finalized rate from the payment.
  - If any e-challan is not delivered by the bidder on account of genuine reason (wrong address, Door locked, Addressee moved and refusal of acceptance) the same will be considered as deemed delivered and hence no compensation will be paid for the same.

**Note:** The penalty amount will be deducted from the Performance Bank Guarantee (PBG)/ Monthly Invoice.

2. **Period of Contract:** There are separate contract needs to be made between bidder & the respective offices mentioned in Annexure-A as per finalized rate. The validity of the contract will be initially for the period of One year. This contract may be renewed for further period of one year on expiry at the sole discretion of \_\_\_\_\_ on the same terms and conditions or at rates and terms mutually agreed upon and based on market conditions subject to the satisfactory performance of Tenderer.
3. **Payment Terms & Time line:** The Bidder will raise bills on completion of each calendar month to the respective offices mentioned in Annexure-A. The Proof of Delivery (PODs) will be preserved and maintained by Bidder and should be submitted along with the monthly bill payment, the payment will be made after scrutinizing and verifying the same by respective offices mentioned in Annexure-A.
4. **Performance Guarantee:** The successful bidder shall furnish Performance Guarantee for each districts offices as mentioned in Annexure-A, for the duration of contract period + extra 3 months for an amount of 2,00,000/-
  - a. The performance guarantee will be in the form of bank guarantee for the amount of 2,00,000/- per district office towards faithful performance of the contract obligation, and performance of courier service. In case of poor and unsatisfactory field services, THE OFFICE shall invoke the PBG.
  - b. The Performance Guarantee shall be valid for the duration of contract period + extra 3 months and shall be denominated in Indian Rupees and shall be in the form of an unconditional Bank Guarantee issued by any Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2018/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time. In the format provided by THE OFFICE to be submitted within 15 working days of receipt of award.
  - c. The Performance Guarantee shall be discharged by THE OFFICE and returned to the Vendor within 30 days from the date of expiry of the Performance Bank Guarantee

**5. EARNEST MONEY DEPOSIT (EMD)**

The Bidder shall furnish, as part of the Bid, EMD of Rs. 8,00,000/- shall be submitted in the form of Demand Draft OR in the form of an unconditional Bank Guarantee (which should be valid up to 9 months from the date of bid submission) of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2020/42/DMO dated 19.10.2020 issued by Finance Department or further instruction issued by Finance department time to time; in the name of Gujarat Informatics Ltd. payable at Gandhinagar (as per prescribed format given at Annexure B) in a separate envelope. The un-priced bid will be opened subject to the confirmation of valid EMD and bid processing fees.

- a. Unsuccessful bidder's E.M.D. will be returned as promptly as possible within 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee, whichever is earlier.
  - b. The successful Bidder's EMD will be discharged upon the Bidder signing the Contract/Agreement, and furnishing the Performance Bank Guarantee.
  - c. The EMD may be forfeited at the discretion of THE OFFICE, on account of one or more of the following reasons:
    - i. The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
    - ii. Bidder does not respond to requests for clarification of their Bid.
    - iii. Bidder fails to co-operate in the Bid evaluation process, and
    - iv. In case of a successful Bidder, the said Bidder fails :
      - To sign the Agreement in time
      - To furnish Performance Bank Guarantee
6. **Time-limit for the rates of tenders:** The rates of the tender shall be considered to be in force for 180 days from the date of opening of the tender and during this period, the tenderers cannot withdraw his rates. For the interpretation of the time, the provisions of the Indian Limitation Act shall be applicable.
7. **Termination for Default:** The office may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the courtier agency, terminate the Contract in whole or part:
1. if the Bidder fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the office pursuant or
  2. If Bidder fails to perform any other obligation(s) under the Contract.

3. If Bidder, in the judgment of the office has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

**4. Pre-bid meeting date & Time: 12.01.2021, 1500 hrs.**

**Venue:** Gujarat Informatics Ltd., Block No. 2/2 Karmayogi Bhavan, Sector-10, Gandhinagar-382010

**5. Financial bid:**

<b>Sr. No.</b>	<b>Particular</b>	<b>Qty.</b>	<b>Unit Rate including tax</b>	<b>Total Rate including tax</b>
1	Courier service charge per e-Challan including pre-mailing activities (e.g. paper fold, staple, etc.) collection, successful delivery and submission of PoD	15,00,000		

Annexure A – List of Offices where the e-Challans to be collected

Sr. No.	Name of District	Address of Command and Control Centre	Suggested Email ID
1	Ahmedabad Rural	Command and Control Centre , Office of the SP, Ahmedabad Rural, makarba, Nr. Adani CNG Gas pump, Nr. Dviya bhaskar press, SG Highway, Ahmedabad – 380055	<a href="mailto:ccc-ahd@gujarat.gov.in">ccc-ahd@gujarat.gov.in</a>
2	Amreli	Command and Control Centre , Office of the SP, Amreli, Chittal road, PHQ, Amreli – 365601	<a href="mailto:ccc-amr@gujarat.gov.in">ccc-amr@gujarat.gov.in</a>
3	Anand	Command and Control Centre , Office of the SP, Anand, Nr. Borasad Chowkdi, Opp. Jilla Seva Sadan, Anand – 388001	<a href="mailto:ccc-and@gujarat.gov.in">ccc-and@gujarat.gov.in</a>
4	Aravalli (Modasa)	Command and Control Centre , New DSP Office, Nr. Jilla Seva Sadan Campus, Modasa, Aravalli 383315	<a href="mailto:ccc-arv@gujarat.gov.in">ccc-arv@gujarat.gov.in</a>
5	Banaskantha (Palanpur)	Command and Control Centre , Nr. Jilla Seva Sadan 2, Jhorawar Place, Palanpur -385001	<a href="mailto:ccc-ban@gujarat.gov.in">ccc-ban@gujarat.gov.in</a>
6	Bharuch	Command and Control Centre , Office of SP, Nr. Kali Talavdi, Bharuch – 392001	<a href="mailto:ccc-bha@gujarat.gov.in">ccc-bha@gujarat.gov.in</a>
7	Bhavnagar	Command and Control Centre , Office of SP, Navabara, Bhavnagar – 364001	<a href="mailto:ccc-bav@@gujarat.gov.in">ccc-bav@@gujarat.gov.in</a>
8	Botad	Command and Control Centre , Beside Collector Office, Khas Road, Police Parde Ground, Botad – 364710	<a href="mailto:ccc-botad@gujarat.gov.in">ccc-botad@gujarat.gov.in</a>
9	Chhotaudepur	Command and Control Centre , Office of SP, Ghelvant Road, Ghelavnt, Chhotauderpur - 391165	<a href="mailto:ccc-cpr@gujarat.gov.in">ccc-cpr@gujarat.gov.in</a>
10	Dahod	Command and Control Centre , Besides DSP office, Near City Ground.Jail Road, Dahod - 389151	<a href="mailto:ccc-dah@gujarat.gov.in">ccc-dah@gujarat.gov.in</a>
11	Dang (Ahwa)	Command and Control Centre , DSP office, Ahwa - 394710	<a href="mailto:ccc-dan@gujarat.gov.in">ccc-dan@gujarat.gov.in</a>
12	Devbhumi Dwarka (Jamkhambhaliya)	Command and Control Centre , Office of SP, Lalpur-dharmapur road, Jamkhambhadiya, Devbhumi Dwarka -361305	<a href="mailto:ccc-dbdwarka@gujarat.gov.in">ccc-dbdwarka@gujarat.gov.in</a>
13	Gandhinagar	Command and Control Centre , DSP Office, Rd Number 7, Sector 27, Gandhinagar - 382028	<a href="mailto:ccc-gnr@gujarat.gov.in">ccc-gnr@gujarat.gov.in</a>
14	Gir Somnath (Veraval)	Command and Control Centre , Office of SP, Gir Somnath, At Inaj, Veraval-Talala Road, Veraval – 362265	<a href="mailto:ccc-gir@gujarat.gov.in">ccc-gir@gujarat.gov.in</a>
15	Jamnagar	Command and Control Centre , Office of SP, Nr. CTB Police Station, Opp. Ayurvedic University, Gurudhwara Chowkdi, Jamnagar – 361001	<a href="mailto:ccc-jam@gujarat.gov.in">ccc-jam@gujarat.gov.in</a>

16	Junagadh	Command and Control Centre , Office of SP, Nr. Shashikunj, Behind Sardar Baug, Collector Office Compound, Junagadh – 362001	<a href="mailto:ccc-jun@gujarat.gov.in">ccc-jun@gujarat.gov.in</a>
17	Kheda (Nadiad)	Command and Control Centre , Nadiad rural(taluka) police station Compound, Nr. DySP office, Moti Shak market, Nadiad- 387001	<a href="mailto:ccc-khe@gujarat.gov.in">ccc-khe@gujarat.gov.in</a>
18	Kutch East (Gandhidham)	Command and Control Centre , Office of SP Compound, Nr. Ravindranath Tagor Road, DC - 5,Kutch East Gandhidham - 370205	<a href="mailto:ccc-kutcheast@gujarat.gov.in">ccc-kutcheast@gujarat.gov.in</a>
19	Kutch West (Bhuj)	Command and Control Centre , Office of SP, Nr. Jubeli Ground, Opp Traffic Police Station, Bhuj – 370001	<a href="mailto:ccc-kut@gujarat.gov.in">ccc-kut@gujarat.gov.in</a>
20	Mahisagar (Lunawada)	Command and Control Centre , <b>New:</b> Office of SP, Nr. Collector Office, Lunavada, Mahisagar - 389230 <b>Current Temporary:</b> Police Training Center, New Police Pared Ground, Nr. Sercit House, Santrampur Road, Lunavada, Mahisagar – 389230	<a href="mailto:ccc-mahi@gujarat.gov.in">ccc-mahi@gujarat.gov.in</a>
21	Mehsana	Command and Control Centre , Office of SP, Rajmahal Road, PHQ, Mehsana - 384001	<a href="mailto:ccc-meh@gujarat.gov.in">ccc-meh@gujarat.gov.in</a>
22	Morbi	Command and Control Centre , Office of SP, Sobheshwar Road, Nr. Collector Office, Morbi – 363641	<a href="mailto:ccc-morbi@gujarat.gov.in">ccc-morbi@gujarat.gov.in</a>
23	Narmada (Rajpipla)	Command and Control Centre , DSP Office, Rajpipla MG Road, Beside Collector Office, Rajpipla, Narmada -393145	<a href="mailto:ccc-nar@gujarat.gov.in">ccc-nar@gujarat.gov.in</a>
24	Navsari	Command and Control Centre , Office of SP, Nr. Lunsikui Rd, Kaliawadi, Navsari, – 396445	<a href="mailto:ccc-nav@gujarat.gov.in">ccc-nav@gujarat.gov.in</a>
25	Panchmahal (Godhra)	Command and Control Centre , Office of SP, Nr. BSNL Office, Godhra – 389001	<a href="mailto:ccc-pan@gujarat.gov.in">ccc-pan@gujarat.gov.in</a>
26	Patan	Command and Control Centre , Office of SP, Nr. Navjivan Circle, Patan – 384265	<a href="mailto:ccc-patan@gujarat.gov.in">ccc-patan@gujarat.gov.in</a>



27	Porbandar	Command and Control Centre , DSP Office, Wadiya Road, Nr. New Fountain, Porbandar – 360575	<a href="mailto:ccc-por@gujarat.gov.in">ccc-por@gujarat.gov.in</a>
28	Rajkot Rural	Command and Control Centre , Office of SP, Nr. Jilla Panchayal Chowk, Opp. Girnar Cinema, Rajkot – 360001	<a href="mailto:ccc-rural-raj@gujarat.gov.in">ccc-rural-raj@gujarat.gov.in</a>
29	Sabarkantha (Himatnagar)	Command and Control Centre , DSP Office, Nr. District Jail, Himatnagar, Sabarkantha - 383001	<a href="mailto:ccc-sab@gujarat.gov.in">ccc-sab@gujarat.gov.in</a>
30	Surat Rural	Command and Control Centre , 3rd floor, Office of IGP, Athwa Gate, Beside Ichhanath Mahadev Mandir, Surat – 395001	<a href="mailto:ccc-sur@gujarat.gov.in">ccc-sur@gujarat.gov.in</a>
31	Surendranagar	Command and Control Centre , Office of SP, PHQ, Nr. Jawahar Prade Ground, Surendranagar – 363001	<a href="mailto:ccc-srn@gujarat.gov.in">ccc-srn@gujarat.gov.in</a>
32	Tapi (Vyara)	Command and Control Centre , Office of SP, Block no 15, Jilla Seva Sadan, Panvadi, Vyara Tapi – 394650	<a href="mailto:ccc-tapi@gujarat.gov.in">ccc-tapi@gujarat.gov.in</a>
33	Vadodara Rural	Command and Control Centre , Chhani PHQ, Behind Narmada Colony, Chhani Jakaat Naka, Vadodara – 390002	<a href="mailto:ccc-vad@gujarat.gov.in">ccc-vad@gujarat.gov.in</a>
34	Valsad	Command and Control Centre , DSP Office, Behind City Police Station, Tithal Road, Valsad – 396001	<a href="mailto:ccc-val@gujarat.gov.in">ccc-val@gujarat.gov.in</a>

**Annexure B**

**Format of Earnest Money Deposit in the form of Bank Guarantee**

Ref:

Bank Guarantee No.

Date:

To,

**Tenderer Address**

\_\_\_\_\_

Whereas ----- (here in after called "the Bidder")) has submitted its bid dated ----- in response to the Tender Ref. No. \_\_\_\_\_ KNOW ALL MEN by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the Tenderer in the sum of ----- for which payment well and truly to be made to Tenderer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of ----- 2021.

**THE CONDITIONS of this obligation are:**

1. The E.M.D. may be forfeited:
  - a. if a Bidder withdraws its bid during the period of bid validity
  - b. Does not accept the correction of errors made in the tender document;
  - c. In case of a successful Bidder, if the Bidder fails:
    - (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser or
    - (ii) To furnish performance bank guarantee as mentioned above or
    - (iii) If the bidder is found to be involved in fraudulent practices.
    - (iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to **9 months** from the date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that if this guarantee is extended for a period as mutually agreed between bidder & owner/purchaser, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER 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 SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Signed and delivered by

\_\_\_\_\_  
For & on Behalf of

Name of the Bank & Branch &  
Its official Address

**(Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no.EMD/10/2018/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time)**

**Annexure-C**

**Performance Bank Guarantee**  
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the respective District Office  
(As mentioned in Annexure-A)

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

In consideration of <<**Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar**>> (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s.

.....  
..... having Principal Office at  
..... (hereinafter referred to as the "SELLER"  
which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of \_\_\_\_\_ by issue of Purchase Order No..... Dated ..... issued by Tenderer, Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/Services as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance for faithful performance of the aforementioned contract and quality to the OWNER/PURCHASER, \_\_\_\_\_ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to the OWNER/PURCHASER on demand at any time up to \_\_\_\_\_ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/PURCHASER 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 SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER 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 SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

\_\_\_\_\_  
Signed and delivered by

\_\_\_\_\_  
For & on Behalf of

Name of the Bank & Branch &  
Its official Address

List of approved Banks

**Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2018/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time**

**Annexure- D**  
**CONTRACT FORM**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
Between \_\_\_\_\_ (Name of purchaser) of  
\_\_\_\_\_ (Country of Purchaser) hereinafter "the  
Purchaser" of the one part and \_\_\_\_\_ (Name of  
Supplier) of \_\_\_\_\_ (City and Country of Supplier) hereinafter  
called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz.,  
\_\_\_\_\_ (Brief Description of Goods and Services) and has accepted a bid by the  
Supplier for the supply of those goods and services in the sum of  
\_\_\_\_\_ (Contract Price in Words  
and Figures) hereinafter called "the Contract Price in Words and Figures" hereinafter called  
"the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
  - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
  - 2.2 terms and conditions of the bid
  - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Purchaser)

in the presence of \_\_\_\_\_

Signed, Sealed and Delivered by the

said \_\_\_\_\_ (For the Supplier)

in the presence of \_\_\_\_\_

=====XXXX=====