

Government of Odisha
Information & Public Relations Department

RFP No: 9527
(IPR-FP-GP-0002-2021)

Dated: 2/9/2021

TENDER CALL NOTICE

Name of the Assignment: SELECTION OF AGENCIES FOR “ HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”.

Director, I&PR Department, Govt. of Odisha (*The Client*) invites sealed proposal from the eligible agencies / bidders for “HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”.

For overview of the objective & scope of the assignment and other terms & conditions, please visit the website <http://inpr.odisha.gov.in>. Interested bidders who meet the specified criteria and other terms and conditions may furnish their ‘ Request for Proposal ‘ completed in all respects by **SPEED POST/ REGISTERED POST/ COURIER** only on or before **24-09-2021 at 1.00 p.m.**

The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.


02/09/2021
Director
I. & P.R. Department

REQUEST FOR PROPOSAL

“HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”.

GOVT. OF ODISHA

I & PR DEPARTMENT

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BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	The Director, Information & Public Relations Department, Govt. of Odisha
2.	Method of Selection	Cost Based Selection (CBS i.e. L-1) Method
3.	Date of Issue of RFP	02-09-2021
4.	Proposal Due Date	24-09-2021
5.	Date of Opening of Proposal	24-09-2021
6.	Address for Submission of Proposal	The Director Information & Public Relations Department, Government of Odisha, Bhubaneswar, Odisha Telephone No. -2394890/ 2398610 (Fax) Email -iprenews@gmail.com Mode of Submission: Speed Post/ Registered Post/ Courier only to the address as specified above during the office hour only. Submission of bid through other mode and late bid will be rejected.
7.	Place of Opening of Proposal	Conference Hall of I& PR Department

SECTION: 1

LETTER OF INVITATION

RFP No: _____
(IPR-FP-GP-0002-2021)

Dated: _____

Name of the Assignment: SELECTION OF AGENCIES FOR “ HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”.

1. **Director, I&PR Department**, Govt. of Odisha (*The Client*) invites sealed proposal from the eligible agencies / bidders for “**HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”**. More details on the proposed service are provided at **Section-2: Information to the bidder** of this RFP Document.
2. Agency will be selected under **Cost Based Selection (CBS)** procedure as prescribed in the RFP Document.
3. The proposal must be delivered at the specified address as per the Bidder Data Sheet by **Speed post / Registered Post / Courier** only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
4. The last date and time for submission of proposal completed in all respects is **Dt. 24-09-2021 at 1.00 p.m.** and the date and time for opening of the technical bid in presence of the bidders or their authorised representative at the specified address as mentioned in the Bidder Data Sheet (**Sl. No. 7**) is **Dt. 24-09-2021 at 3.30 p.m.** Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of Invitation [**Section – 1**]
 - b. Information to the Bidder [**Section – 2**]
 - c. Technical Proposal Submission Form [**Section – 3**]
 - d. Financial Proposal Submission Form [**Section – 4**]
6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/data included in this document. The Client reserves the right to accept / reject any/all proposals / cancel the entire selection process at any stage without assigning any reason thereof.

Hosted in the Website :- <http://inpr.odisha.gov.in>

**Director
I.& P.R. Department
Govt. of Odisha**

SECTION: 2

INFORMATION TO THE BIDDER

1. **OBJECTIVE:**

Government of Odisha intends to hire the services of the Agencies for Mounting of Hoardings for advertisement of various Developmental and welfare policies / schemes of Government.

2. **SCOPE OF WORK**

Director, I & PR Department, Government of Odisha is looking for Agency/ Agencies for **“HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”**. Towards this end, Request for Proposal is invited from the eligible agency fulfilling the laid down eligibility criteria for conducting the said programme.

3. **KEY DELIVERABLES:**

The service provider shall have to perform the following assignments during the period of contract:

1. It shall be the duty of the Service Provider to inform the Collector / D.I.&P.R.O. or his duly authorized Officer of the District, about the details of hoardings under intimation to this Department.
2. Service provider shall ensure all safety precautions for the people as per law. It shall be liable to meet all legal requirements as required by Law.
3. Service provider shall maintain the prescribed minimum standards of Star Canvass Flex, front lit flex 260 GSM weight.
4. The Service provider shall ensure that it does not infringe any provisions of Copyright Act and such other acts. In case of any violations in this regard, the Service Provider shall be liable for action as per Law.
5. Photographs with date of mounting and GPS co-ordinates are required as proof/ evidence for mounting of hoardings.
6. GIS tagging facilities for mounting of hoardings must be ensured by the vendors.

4. **ELIGIBILITY CRITERIA:**

1. The bidder must be a registered company under the Indian Companies Act or registered individual / partnership firm or Proprietorship firm.
2. The bidder should have valid GST registration for legally carrying out its business activities.
3. The bidder should have a valid PAN. The bidder shall provide the details of the ownership of the company.
4. The bidder should have local office in the state of Odisha with adequate manpower and infrastructure support.

5. The bidder must have experience of executing at least three similar works of minimum Rs. 50 lakhs during last five consecutive years in any Government / PSU Organizations.
6. The bidder must have minimum annual turnover of Rupees 1 (one) crore each during last three financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2021 with audited balance sheet of last three financial years.
7. The bidder must not have been barred or blacklisted by any State / Central Government Departments or any PSUs.
8. The bidder with unsatisfactory performance, if any, will not be eligible for tender process.

5. **TECHNICAL REQUIREMENT DETAILS:**

An Agency can apply for maximum 4 (FOUR) different zones.

6. **TERMS AND CONDITIONS:**

- I. The state of Odisha has been divided into eight zones.

Zone-1:- Sundergarh (Except Rourkela Municipal Corporation), Jharsuguda, Bargarh, Deogarh and Sambalpur (Except Sambalpur Municipal Corporation)

Zone -2:- Balasore, Mayurbhanj, Keonjhar, Bhadrak and Jajpur

Zone-3:- Angul, Dhenkanal, Kendrapada, Jagatsinghpur and Cuttack (Except Cuttack Municipal Corporation)

Zone -4:- Koraput, Rayagada, Nabarangpur, Malkangiri and Kalahandi

Zone -5:- Balangir, Nuapada and Subarnapur

Zone -6:- Gajapati, Phulbani, Boudh and Ganjam (Except Berhampur Municipal Corporation)

Zone -7:- Puri, Nayagarh and Khurda (Except Bhubaneswar Municipal Corporation)

Zone-8:- Bhubaneswar Municipal Corporation, Cuttack Municipal Corporation, Berhampur Municipal Corporation, Rourkela Municipal Corporation and Sambalpur Municipal Corporation.

- II. Towards this end, Request for Proposal is invited from eligible Agencies fulfilling the laid down eligibility criteria to submit their proposals. The details relating to the eligibility criteria, terms and conditions and other information relating to this RFP can be downloaded from the Government of Odisha Portal all Tender Section and also from I & PR Website:- <http://inpr.odisha.gov.in/>. Tender shall be opened on **Dt. 24-09-2021 at 3:30 p.m.** in the Conference Hall of I&PR Department. Proposal may be submitted to the Director, I&PR Department in the address mentioned in the Sl. No. 6 of the Bidder Data Sheet in a sealed envelope. The last date for receipt of proposals is **Dt. 24-09-2021 at 1:00 p.m.**

- III. The annual turnover of Rupees 1 (one) crore each during last three financial years with audited balance sheet of last three financial years.
- IV. The bidders must have previous experience in mounting of hoardings.
- V. Attested copies of Income Tax Returns for the last three consecutive years and up-to-date GST return filing copies.
- VI. Selected company / Firm will have to sign an Agreement with Director, I.&P.R. Department for a period of one year from the date of signing of Agreement failing which the selection of the firm will be cancelled automatically. The cost to this effect will be borne by the selected bidder.

This could be extended for a further period, if necessary. The terms & conditions of the contract shall remain unaltered.
- VII. Wherever specific terms & conditions have not been spelt out in the document, OGFR of State Govt. shall apply.
- VIII. Zone wise L-1 bidders will be entrusted with the work of display of hoardings in their respective zones.
- IX. The participating bidders must have minimum numbers of hoardings as follows in the zones they have applied for.
 - a. 20 nos. of hoardings in each Municipality/ District Hqr.
 - b. 15 nos. of hoardings in each Block Hqr.
 - c. 15 nos. of hoardings in each N.A.C. Hqr.
 - d. 5 nos. of hoardings in each Gram Panchayat Hqr.
 - e. 75 nos. of hoardings in Bhubaneswar Municipal Corporation area
 - f. 50 nos. of hoardings in Municipal Corporations of Cuttack, Berhampur, Sambalpur and Sundergarh Districts
- X. The qualified bidders must submit the numbers and locations of hoardings under their disposal at Dist. level, Sub-Div. Level, N.A.C. level, Block level, Panchayat level, Municipal Corporation level and Municipality level at the time of executing agreement.
- XI. If work is not found satisfactory, the agreement is liable to be cancelled without giving any reasons thereof. No payment shall be made if the Agreement is cancelled.
- XII. All the crucial figures i.e. Rates & amount should be written in figures followed by words in a bracket in Tender document.
- XIII. There shall be no over-writing in the tender documents and other papers submitted. Any alteration should be initialled with seal by the same person who signs the Tender document.
- XIV. All the rates and amounts shall be quoted in Indian Rupees (INR).
- XV. Submission of more than one competitive bid by the same Firm in response to the same Tender call Notice is prohibited.

- XVI. No advance payment shall be made. Full payment will be made after receiving service from the firm and after certification given by the concerned Officer that full satisfactory service received as per the specification of work order.
- XVII. TDS under IT & GST shall be deducted as per law.
- XVIII. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Bhubaneswar.
- XIX. Each page of this Tender Document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
- XX. All the documents and papers submitted with the bid should be either in English or in Odia and shall be authenticated under the seal and signature of the bidder.

7. **Bid Validity Period:**

The Offer submitted and the prices quoted therein shall be valid for **60 days** from the date of opening of Bid. Bid valid for any shorter period shall be rejected by the Client.

8. **Bid Processing Fee :**

The bidder must furnish as part of technical proposal, the required bid processing fee (Non-refundable) amounting to **Rs. 10,000/- (Ten Thousand) Only** in shape of DD from any scheduled commercial bank in favour of “**D.D.O., I.&P.R. Department**” payable at Bhubaneswar. Proposals received without bid processing fee will be out-rightly rejected.

9. **Earnest Money Deposit (EMD) :**

The bidder must furnish, as part of the technical proposal, an Earnest Money Deposit (EMD) amounting to **Rs. 1,00,000/- (One Lakh) Only per Zone** as mentioned in ‘ Terms & Conditions ‘ in shape of DD/BC from any scheduled commercial bank in favour of “**D.D.O., I.&P.R. Department**” payable at Bhubaneswar. The EMD of unsuccessful bidders shall be refunded after finalization of selection process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Bank Guarantee (PBG) and signing of the contract.

The EMD will be forfeited on account of the following reasons:

- If bidder withdraws its proposal during the bid validity period as specified in RFP
- If bidder does not respond to requests for clarification of its proposal.
- If bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- If the bidder fails to
 - provide clarifications
 - agree to decisions of the contract negotiation meeting
 - sign the contract in time

- furnish required Performance Bank Guarantee.
- Any other circumstance which holds the interest of the Client during the overall selection process.

10. **Performance Bank Guarantee: (PBG)**

Within 7 days of notifying the acceptance of proposal for the award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **Rs. 5,00,000/- (Five lakh) only** from a scheduled commercial bank situated in Bhubaneswar / Odisha in favour of “**D.D.O., I.&P.R. Department**”, as per the format at **Annexure-I**, for a period of three months beyond the entire contract period (i.e. PBG must be valid from the date of effectiveness of the contract to a **period of 3 months beyond the contract period**) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for the forfeiture of the PBG. The PBG shall be released immediately after three months of expiry of contract provided there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the PBG.

11. **Price Bid:**

The Price Bid is to be submitted as per the prescribed Format at **Section: 4**.

Cost Based Selection (CBS) method will be followed during the overall selection process. The client will select the lowest evaluated price bid among all the qualified bids. For the purpose of evaluation, the total evaluated cost shall be inclusive of all overhead expenses and applicable taxes for which the client makes payment to the agency. The successful bidder shall be selected taking into consideration of the lowest bid (L-1) in most transparent manner. The Tender Publishing Authority can negotiate the rates with the L-1 bidder and finalize the rates accordingly. The authority is not bound to accept the L-1 rates. If the L-1 bidder fails to sign the agreement then negotiations with Firms other than the (L-1) lowest bidder i.e. L-2 bidder shall be held obtaining prior approval of the Government.

The state has been divided into eight Zones. A bidder can participate in maximum 4 (four) different zones.

12. **Termination of Contract**

The contract can be terminated by the Deptt. during the period of contract by giving 15 days notice in case of violation of any terms & conditions of the contract or in public interest. In case of violation of contract by the Company /Firm, the performance bank guarantee can be forfeited by the Deptt. apart from levy of fine/ recovery and termination of contract including blacklisting the concerned Firm. In case the agency is not interested in continuing with the contract, he can give 2 (Two) months notice in advance citing reasons for the same.

13. **Documents required to be submitted (Self Attested)**

1. Up-to-date Income Tax return copies for the last three consecutive years.
2. GST Registration Certificate with up-to- date GST return filing copies in support of annual turnover and audited Balance Sheet for the last three consecutive years.
3. Annual turnover of Rupees 1 (one) crore each during last three financial years with audited balance sheet and Profit & Loss account of the firm for last three financial years duly certified by C.A. (indicating membership no. of C.A. with seal) ending on 31-03-2021.
4. The bidders shall submit separate EMD of Rs.1,00,000/- (One lakh) only for each participating zones drawn in favour of ‘ D.D.O., I.&P.R. Department ‘
5. Demand Draft of Rs. 10,000/- (ten thousand) only towards cost of tender paper and processing fee in favour of ‘ D.D.O., I.&P.R. Department ‘ (Non-refundable)
6. Work Orders and / or Experience Certificates for Mounting of Hoardings as mentioned in ‘ Eligibility Criteria ‘. The certificates obtained from the executing Govt./ PSU Organizations must be attached.
7. Copy of PAN Number
8. Registration Certificate of the firm with details of the ownership of the company.
9. Non-Blacklisting declaration as mentioned in ‘Eligibility Criteria’ should be submitted in shape of an affidavit.

14. **Submission of Proposal:**

The **Technical and Financial Proposal** should be put into separate envelopes and submitted inside one single envelope super-scribing the title of the RFP as “**HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE**”.

Bidders must submit their proposals through **Registered Post/ Speed Post/ Courier** to

The Director,

Information & Public Relations Department,

Government of Odisha,

Bhubaneswar – 751001

SECTION: 3

TECHNICAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001**

Subject: SELECTION OF AGENCIES FOR 'HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE' .

Dear Sir,

I, the undersigned, request you to participate in the selection process for _____ in accordance with your request for proposal No. _____ dated _____. We are hereby submitting our proposal which includes technical proposal and financial proposal sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to **60 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

FORMAT- I: DETAILS OF THE BIDDER

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id -	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Whether willing to carry out assignments as per the scope of work of the RFP	
11	Whether accept all the terms and conditions as specified in the RFP	

Authorized Signatory [*In full and initials*]:

Name and Designation with Date and Seal:

FORMAT - II: LEGAL CONSTITUTION & NUMBER OF YEARS OF EXISTENCE

Parameter	Information	Supporting Documents	Page No.
Company/Firm Name and Existence		Certificate of Incorporation/ Registration (refer Table below for appropriate documentation)	
Type of Organization	Private Limited Company/ Registered Individual /Partnership Firm /Proprietorship firm		
Name of Registration Authority			
Registration No.			
Date of Registration			
Place of Registration			
GST Registration	Registration No.	Registration Proof:	
PAN	PAN No.		
IT Returns of last 03 consecutive years			

SECTION: 4

FINANCIAL PROPOSAL SUBMISSION FORMS

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

**The Director,
Information & Public Relations Department,
Government of Odisha,
Bhubaneswar – 751001**

**Subject: SELECTION OF AGENCIES FOR “HIRING OF MOUNTING OF
HOARDINGS IN ALL DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK
HQs., GRAM PANCHAYAT, MUNICIPAL CORPORATION,
MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE”**

I, the undersigned, offer to provide the service for **[Insert title of assignment]** in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is [Insert amount(s) in words and figures] per month per unit. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **60** days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

I understand that you are not bound to accept any proposal you receive. We thank you for providing us an opportunity to participate in the selection process. Please find our financial offer as per Commercial bid format along with this covering letter.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SUMMARY OF FINANCIAL BID

“HIRING OF MOUNTING OF HOARDINGS (AS AND WHEN REQUIRED) IN DISTRICT HQS., SUB-DIVISIONAL HQS., BLOCK HQS., GRAM PANCHAYAT, MUNICIPAL CORPORATION, MUNICIPALITY AND N.A.C. AREAS ACROSS THE STATE ”.

Sl. No.	Specification	Rate per Sq. Ft. per Month (in INR) exclusive of taxes	GST @ (_____%)	Total
1	Hoarding Rental charges per month	In Figure _____ In word _____		
2	Printing of Star Canvass Flex and its mounting	In Figure _____ In word _____		

The bidders should mention the Zone / Zones for which applied. (Refer terms and conditions).

N.B. Taxes will be paid by the Client as per the applicable rate under GST Act. Fee offered above shall remain fixed till completion of the contract.

Authorized Signatory [*In full and initials*]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

PERFORMANCE BANK GUARANTEE FORMAT

To,

WHEREAS..... (Name and address of

the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (Description of services) (here-in after called “the contract”).

AND WHEREAS it has been stipulated by _____ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby declare that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 202

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank & Branch