

# Tender for "Supply of Fully Automatic Coffee Machine for Officers' Mess, LBSNAA, Mussoorie"

File No. D-21013/9/2018-S&S

Lal Bahadur Shastri National Academy of Administration,  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

Dated: 9<sup>th</sup> October, 2018

## TENDER NOTICE

Sealed tenders are invited by the undersigned under **two bid system** for supply of "FULLY AUTOMATIC COFFEE MACHINE FOR OFFICERS' MESS, LBSNAA" from Manufacturers/ authorized dealers/ firms/ suppliers.

Sl.	Key Events	Date
1.	Last Date for Submission of Bids	19 <sup>th</sup> October, 2018 (1500 hrs.)
2.	Date of opening of Bid	19 <sup>th</sup> October, 2018 (1600 hrs.)
3.	Evaluation of Technical Bid	22 <sup>nd</sup> October, 2018 (1100 hrs.)
4.	Cost of Tender	NIL
5.	Earnest Money	Rs. 15,000.00 (Rs. Fifteen Thousand Only)
6.	Venue for opening of bid	Office of the Chairman, Tender Opening Committee, LBSNAA Campus, Mussoorie

Detailed tender document can be downloaded from the Academy portal at [www.lbsnaa.gov.in/tenders](http://www.lbsnaa.gov.in/tenders) or received from Store & Supply Section (Academy). The tender should be addressed to **The Deputy Director (Sr.), (Store & Supply), Lal Bahadur Shastri National Academy of Administration, (LBSNAA), Mussoorie-248179 (UTTARAKHAND)** and may be deposited in the Tender Box placed at **Store & Supply Section, LBSNAA, Mussoorie** or sent through registered post. Tender documents should reach the designated address before the last date/ time for submission of bids. The Academy shall not be responsible for any postal delays. Tenders sent by email/ fax or any media shall be rejected.

(M H Khan)

Deputy Director (Sr.)  
LBSNAA, Mussoorie (U.K)

Ph: 0135-222207

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web: [www.lbsnaa.gov.in/tenders](http://www.lbsnaa.gov.in/tenders)

Email: [storesupply.lbsnaa@gov.in](mailto:storesupply.lbsnaa@gov.in)

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# Tender for "Supply of Fully Automatic Coffee Machine for Officers' Mess, LBSNAA, Mussoorie"

## A. INTRODUCTION

Lal Bahadur Shastri National Academy of Administration (LBSNAA) is an institute of the Government of India under the Department of Personnel and Training. It is situated at Mussoorie and undertakes the training of the IAS and other All India and Central Services officer. LBSNAA proposes to procure **ONE FULLY AUTOMATIC COFFEE MACHINE FOR OFFICER'S MESS, LBSNAA**, the details of which are listed in the **Schedule of Requirement** (Annexure-1) from manufacturers/ Suppliers/firms etc capable and willing to supply & install the same at Mussoorie.

## B. SUBMISSION OF BIDS

Two Bid System will be followed for this tender. The Technical and Financial Bids should be put in two separate envelops super-scribed as "**TECHNICAL BID**" and "**FINANCIAL BID**" respectively, and sealed separately. Both these envelops should be put in a bigger envelop super-scribed as "**BID FOR FULLY AUTOMATIC COFFEE MACHINE FOR OFFICERS' MESS, LBSNAA**", duly sealed and addressed to **Deputy Director (Sr.), (Store & Supply), Lal Bahadur Shastri National Academy of Administration (Government of India), Mussoorie - 248 179 (Uttarakhand):**

### Envelope No.1 **TECHNICAL BID**:

The technical bid shall contain the following:-

- a. Schedule of Requirements (**Annexure-1**)
- b. Bid Declaration Letter ( **Annexure-2**)
- c. Technical Information of the Firm ( **Annexure-3**)
- d. Letter of Authorisation for attending Bid Opening ( **Annexure-4**)
- e. **Earnest Money Deposit (EMD) of Rs. 15,000.00 (Rupees Fifteen Thousand Only)** in the form of Account Payee Demand Draft/Fixed Deposit Receipt, Bank Guarantee, Banker's Cheque in favour of the Director, LBSNAA at Mussoorie with a validity of minimum 90 days from the last day of submission of bids. Bid security is to be submitted by all bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC), Micro & Small enterprises or the concerned Ministry or Department. **Bids received without the EMD will be rejected summarily.**
- f. **Self attested copy of :-**
  - i. Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)
  - ii. Valid GST/TIN/ VAT/Service Tax Registration Certificate.
  - iii. Permanent Account Number (PAN)

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- iv. Proof of purchase orders (Minimum 3) of such fully automatic coffee machines to various Ministries of Govt. / PSU / Corporates/ Hotels/ Established Restaurants etc.
- v. Declaration regarding blacklisting or otherwise by the Govt. Departments/ Ministry etc.
- g. The Technical Bid shall in no circumstance contain any information regarding Financial Bid, failing which will lead to disqualification of the Technical Bid.

### Envelope No.2 (FINANCIAL BID):-

It should contain a single quoted amount and shall be, inclusive of all taxes and other charges (**Annexure-7**). The envelope containing Financial Bid should be marked as "**FINANCIAL BID**" in bold and legible letters to avoid confusion.

### Envelope No. 3 (MAIN ENVELOPE):

Envelope No. 1 & 2 shall be kept in main envelope which should be sealed and submitted to LBSNAA with the following written thereon:

1. **Tender Notice No. D-21013/9/2018-S&S;**
2. **Tender for "Supply of Fully Automatic Coffee Machine for Officers' Mess, LBSNAA, Mussoorie".**

### C. OPENING OF TENDER BIDS & TECHNICAL EVALUTION:-

The sealed main outer envelope and Technical Bid will be opened in the first instance in the presence of representatives of the vendors at the Office of the In-charge, Stores And Supplies, LBSNAA, Mussoorie-248179, at the specified date and time mentioned in the tender document. The Technical bids of only those vendors whose EMD is found to be in order will be taken up for further evaluation. One authorized representative of each of the vendors would be permitted to be present at the time of aforementioned opening of the tender and shall sign a register evidencing their attendance. The authorized representatives who attend the tender opening are to bring with them letters of authority from the corresponding tenderer. (**Annexure-4**). **Tenders (Technical Bid) without EMD or incomplete in any respect shall be disqualified.**

### D. FINANCIAL BID EVALUATION:-

1. The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/ their authorized representatives, who choose to be present at the time of opening of the financial bids.



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2. All the technically qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be required to submit the Authorisation letter from their Companies and shall be asked to sign on all the sealed envelopes containing the Financial Bid.
3. Absence of bidders or their authorized representatives shall not impair the legality of the process.

### E. TENDER ACCEPTANCE & REJECTION

1. Director, LBSNAA, reserves the right to reject any part or whole of the Tender.
2. At the same time as LBSNAA notifies the successful Bidder that its bid has been accepted, LBSNAA will send the Bidder the contract agreement incorporating all agreements between the parties on non-judicial stamp. The successful bidder shall be expected to sign the agreement within stipulated period.
3. The successful bidder should furnish performance security to LBSNAA for an amount of 10% of the base financial value and same will be valid for 60 days after completion of contract obligation in accordance with the conditions of contract in the Performance Security Deposit Form prescribed by LBSNAA (Annexure-III enclosed) in the form of bank Security, FDR, etc., valid for 60 days after completion of contract obligation.
4. **Letter of Intent** will be issued to the successful vendor after evaluation of the Financial Bid. The successful bidder shall be responsible for submitting the performance security within 5 days of receipt of letter of intent. The **purchase order** will only be issued after the vendor submits the Performance Security and agreement within stipulated period.
5. In the event of satisfactory performance, the unclaimed Bank Guarantee for this purpose, will lapse automatically.
6. The Performance Security Deposit will not carry any interest.
7. EMD will be refunded within 15 days after submission of the performance security by the tenderer.
8. **Performance security will be forfeited** for unsatisfactory service and noncompliance of any clause of the contract.

### F. TERMINATION FOR CORRUPT OR FRAUDULENT PRACTICES OR DEFAULT:

1. Tenderer shall observe the highest standards of ethics during the period of contract.
2. LBSNAA will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
3. Default is said to have occurred:

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"If the contractor fails to deliver any or all of the services and/or fails to perform any other obligation (s) under the contract within the time period(s) specified in the order or any extension thereof granted by LBSNAA."

4. If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from LBSNAA may terminate the contract in whole or in part.

### G. DISPUTES AND APPLICABLE LAW

1. All disputes in this connection shall be settled in courts of Dehradun jurisdiction only.
2. Venue of arbitration shall be Mussoorie/Dehradun. Arbitrator shall be appointed by the Director, LBSNAA, Mussoorie.
3. The agency shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
4. The contractor shall indemnify LBSNAA against any suit litigation arising due to any violation of legal provisions.

### H. GENERAL TERMS AND CONDITIONS:-

1. Bid to be addressed to **The Deputy Director (Sr.), (Store & Supply), Lal Bahadur Shastri National Academy of Administration, Room No. 107, C.R.U., Level-1, Gyanshila Building, LBSNAA, Mussoorie-248179 (UTTARAKHAND)** must reach on or before **19<sup>th</sup> October, 2018 (1500 hrs.)**
2. Bids should be either placed in the **tender box** or may be **sent by post** at the aforementioned address on or before the above mentioned date and time. If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
3. All the envelopes shall be sealed separately and indicate the name and address of the bidder to enable the bid to be returned unopened if required.
4. The vendor must bear all the costs associated with the preparation and submission of the bid and Academy will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.
5. The Financial bid submitted by the firm must be a consolidated bid i.e. the firm quoting lowest total amount for all the mentioned items, taken together will be selected for bid. The firms have to bid for all items mentioned in the schedule of requirements at Annexure-1. The lowest bid will be treated as the most responsive bid.



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6. The supply of the goods mentioned in the purchase order has to be made within **10 working days** from the date of Purchase order.
7. The **EMD will be forfeited**, if the vendor withdraws his offer or any clause of his offer/tender, if such withdrawal adversely affects the interest of LBSNAA.
8. In the Schedule of requirements (Annexure 1), the bidder must clearly illustrate the availability of the required features by marking (YES) in the right column. Leaving the column blank or unavailability of any of the required features will lead to disqualification of the technical bid.
9. The bid shall deemed to include all accessories required for the full functioning of the machine.
10. In the schedule of requirements, it shall be deemed that all parts are accompanied with a replacement warranty of minimum of one year.
11. The bidder shall clearly state the name of the company and number with specifications of the model of machine which is being bid for. A brochure or details should be annexed with the technical bid.
12. **The price quoted should be inclusive of all charges including all applicable taxes (including GST), freight and handling charges and all other miscellaneous expense.**
13. After depositing of Performance Security mentioned, the EMD of the successful vendor will be refunded within 15 days. The successful tenderer shall furnish the performance security in the form of Bank guarantee, Fixed Deposit Receipt, Account Payee Demand Draft issued by a nationalized bank. (Bank Guarantee Form is enclosed as Annexure-6).
14. The **EMD of the successful Vendor shall also be forfeited**, if the vendor fails to deposit the Performance Security money when required to do so **within specified period** and fails to sign the performance agreement within a specified period.
15. The Director, LBSNAA may, at his discretion extend this deadline for submission of bids in which case all rights and obligations of LBSNAA and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

(M H Khan)  
Deputy Director (Sr.)  
LBSNAA, Mussoorie

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# Tender for "Supply of Fully Automatic Coffee Machine for Officers' Mess, LBSNAA, Mussoorie"

Annexure 1

## SCHEDULE OF REQUIREMENTS

### DETAIL OF WORK TO BE EXECUTED THROUGH THIS TENDER

<b>Details and Technical Specifications (kindly tick whichever is available)</b>	
Variable brewing unit with Pre-Brew Aroma System / pre heating bean monitoring for ground coffee	
Adjustable water hardness	
Facility of espresso/cappuccino/ Latte	
Programmable amount of water	
Programmable coffee strength	
Programmable brewing temperature	
Programmable amount of milk	
Programmable hot water temperature	
Height and width adjustable spouts(minimum two)	
Water Tank Capacity( min 5 litre)	
Dimensions (W X H X D) - not more than 3 feet.	
<b>Accessories;</b> All containers, trays, containers, covers, power cables, stabilizers etc required for full functioning of the machine shall deemed to be part of the bid.	

#### Note:-

1. Clearly illustrate the availability of the above features by marking (YES) in the right column. Leaving the column blank or unavailability of any of the above features will lead to disqualification of the technical bid.
2. All parts must be accompanied with a replacement warranty of minimum of one year.

Signature of the Tenderer

Name & Designation with Seal of the Firm

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**ANNEXURE-2**

**Bid Declaration Letter Format**

(on the letter head of the firm submitting the bid document)

From

M/s. ....

.....

To

The Director,  
LBSNAA, Mussoorie

Date: .....

Sir,

Having read, understood the content of the tender and having examined the bidding documents, we, the undersigned, hereby submit the bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

1. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft etc.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/ Services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
3. We enclose herewith the complete Bid as required by you. We agree to abide by our offer and that we shall remain bound by a communication of acceptance within that time.
4. **I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing.**
5. I/We further undertake to report to LBSNAA, Mussoorie immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.
6. We hereby offer to supply the **required item(s)** at the prices and rates mentioned in the Financial Bid.
7. We enclose herewith the complete Bid as required by you. This includes:

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- a. **Earnest Money Deposit (EMD) of Rs. 15,000.00 (Rs. Fifteen Thousand Only) in form of Account Payee Demand Draft/Fixed Deposit Receipt, Banker's Cheque in favour of the Director, LBSNAA at Mussoorie.**
  - b. **Bid Declaration Letter (Annexure-2)**
  - c. **Technical Information of the Firm (Annexure-3)**
  - d. **Letter of Authorisation for attending Bid Opening (Annexure-4)**
  - e. **Self attested copy of :-**
    - i. **Certificate of incorporation of the firm (e.g. Registration as Partnership Firm, Proprietary concern, Company etc.)**
    - ii. **valid TIN/ VAT/Service Tax Registration Certificate.**
    - iii. **Permanent Account Number (PAN)**
    - iv. **Paper of purchase orders (Minimum 3) of such fully automatic coffee machines to various members of Govt./ PSU/ Corporates/ Hotels/ Established Restaurants etc.**
    - v. **Declaration regarding blacklisting or otherwise by the Govt. Departments.**
8. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

**Certified that the bidder is:**

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor, or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney, or

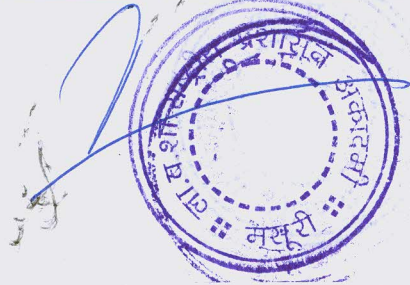
A Company, and the person signing the bid document is an authorized person of the company and he has authority to refer to arbitration disputes concerning the business of the company by virtue of the general power of attorney,

**(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorised to sign the bid document.)**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Yours faithfully,

**Signature of the Tenderer  
Name & Designation with Seal of the Firm**



**Tender for “Supply of Fully Automatic Coffee Machine for Officers’  
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**ANNEXURE-3**

**TECHNICAL INFORMATION OF THE FIRM/ BIDDERS PROFILE**

1.	Name of the bidder:	
2.	Address of the bidder :	
3.	Contact Details of the bidder :	
a)	Tel. No. with STD (O)..... (Fax)..... (R).....	
b)	Mobile No..... (c)E-mail.....(d) Website.....	
c)	Email Address	
4.	Name of Proprietor/Partners/Directors of the firm/agency:	
5. a)	Bidder’s Bank and Place of the Branch:	
b)	Current Account Number:	
c)	RTGS/NIFT number:	
d)	IFSC Code:	
6.	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/ certificates)	
<b>Attach the following documents duly self-attested</b>		
7.	Paper of purchase orders (Minimum 3) of such fully automatic coffee machines to various members of Govt./ PSU/ Corporates/ Hotels/ Established Restaurants etc.	
8.	Declaration regarding blacklisting or otherwise by the Govt. Departments.	

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9.	CST/VAT/Excise Duty/TIN, etc. registration details (Pl. attach copies of the relevant documents/certificates)	GST Others
10.	Details of Earnest Money Deposit:- DD No. .... Dated ..... for Rs-...../- drawn on ..... Bank in favour of Director, LBSNAA, Mussoorie valid till .....	
11.	Tender Document duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.	

**N.B. Bidders to ensure that all**

- i) Pages have been signed and stamped by the authorized persons .
- ii) Pages have been numbered.
- iii) Documents are legible (clearly readable).

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to bid a tender.

Dated.....

Name & Address of Firm

Authorised Signature & Seal of the Firm



**Tender for "Supply of Fully Automatic Coffee Machine for Officers'  
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**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding upon me/us for the entire period of contract.
3. I/We give the rights to the competent authority of the office of LBSNAA, Mussoorie, Government of India to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder





**Tender for "Supply of Fully Automatic Coffee Machine for Officers'  
Mess, LBSNAA, Mussoorie"**

**ANNEXURE-4**

**LETTER OF AUTHORISATION  
FOR ATTENDING BID OPENING**

To  
The Director,  
LBSNAA, Mussoorie

Subject- Authorisation for attending bid opening on (date) \_\_\_\_\_ in  
the Tender of \_\_\_\_\_

Following persons is hereby authorized to attend the bid opening for the tender  
mentioned above on behalf of \_\_\_\_\_  
(bidder) in order of preference given below.

Order of Preference	Name	Specimen
---------------------	------	----------

Signature

I.

II.

Alternate Representative

Signature of bidder/

Officer authorized to sign the bid

Document on behalf of the bidder

Note:

- 1) Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
- 2) Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

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**ANNEXURE-5**

**BID SECURITY FORM  
(if Bank Guarantee is given as Earnest Money)**

Whereas .....<sup>1</sup>(hereinafter called "the Bidder") has submitted its bid dated ..... (date of submission of bid) for the supply of ..... (name and/or description of the goods) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE ..... (name of bank) of ..... (name of the country), having our registered office at ..... (address of Bank) (hereinafter called "the Bank"), are bound unto ..... (name of Purchaser) (hereinafter called "the Purchaser") in the sum of ..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 2017..... THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

fails or refuses to execute the Contract Form if required; or

fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

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

This guarantee shall remain in force up to and including Sixty (60) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the Bank)

Name of Bidder:

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**ANNEXURE-6**

**SECURITY DEPOSIT FORM  
(if Bank Guarantee is given as Performance Security)**

To

\_\_\_\_\_ (Name of Purchaser)

**WHEREAS** .....(Name of supplier) hereinafter called "the Supplier" has undertaken, in pursuance of contract No..... dated ..... 2018 to supply .....(Description of goods and Services) hereinafter called "the order".

**AND WHEREAS** it has been stipulated by you in the said order that the supplier shall furnish you with a Bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the Supplier a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 supplier to be in default under the order and without cavil or argument, any sum or sums within the limit 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.

This guarantee is valid until the ..... day of .....2018

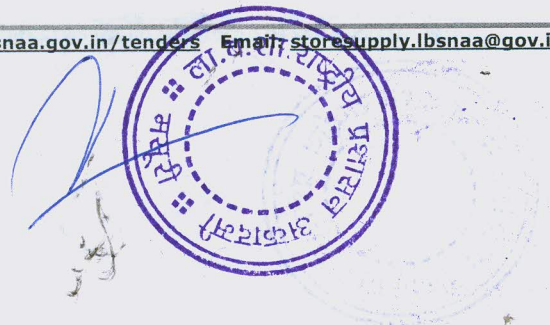
Signature and Seal of guarantors

.....  
Address :.....

Date .....2018

All correspondence with reference to this guarantee shall be made at the following address:

(Name & address of the bank)



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Annexure-7

**FINANCIAL BID**  
[TO BE SEALED SEPERATELY]

To

**The Director,**  
LBS National Academy of Administration,  
Mussoorie

Dear Sir/Madam,

- a) I/ we have carefully read the content of the tender for **Supply of Fully Automatic Coffee Machine for Officers' Mess, at LBSNAA, Mussoorie** and hereby offer to supply the items mentioned below at the rate given below
- b) I/ We undertake to pay all taxes, as required under law, on aforesaid supplies.
- c) I/We have understood the instructions in the tenders and conditions of contract in the schedule of the Tender form and accept them.
- d) I/We agree to arrange supplies in accordance with the nomenclature and specifications given in the schedule to tender.
- e) I have seen the location where the item has to be installed in LBSNAA Officers' Mess.

	Fully Automatic Coffee Machine
1	2
Name of the Company	
Model No	
Accessories	
<b>Total Cost (Inclusive of all statutory taxes, commissioning, freight &amp; handling etc.) *</b>	
<b>Total Cost ( In figures)</b>	<b>Rs.</b>
<b>Total Cost (In Words)</b>	<b>Rupees</b>

Place: .....

Authorised signatory & stamp)

Date:.....

Name:.....

Seal

16

Ph: 0135-2222307

Fax: 0135-2632350

web: [www.lbsnaa.gov.in/tenders](http://www.lbsnaa.gov.in/tenders)

Email: [storesupply.lbsnaa@gov.in](mailto:storesupply.lbsnaa@gov.in)





**Tender for "Supply of Fully Automatic Coffee Machine for Officers'  
Mess, LBSNAA, Mussoorie"**

**Annexure-7**

**FINANCIAL BID  
[TO BE SEALED SEPERATELY]**

To

**The Director,**  
LBS National Academy of Administration,  
Mussoorie

Dear Sir/Madam,

- a) I/ we have carefully read the content of the tender for **Supply of Fully Automatic Coffee Machine for Officers' Mess, at LBSNAA, Mussoorie** and hereby offer to supply the items mentioned below at the rate given below
- b) I/ We undertake to pay all taxes, as required under law, on aforesaid supplies.
- c) I/We have understood the instructions in the tenders and conditions of contract in the schedule of the Tender form and accept them.
- d) I/We agree to arrange supplies in accordance with the nomenclature and specifications given in the schedule to tender.
- e) I have seen the location where the item has to be installed in LBSNAA Officers' Mess.

		<b>Fully Automatic Coffee Machine</b>
<b>1</b>	<b>2</b>	
<b>Name of the Company</b>		
Model No		
Accessories		
<b>Total Cost (Inclusive of all statutory taxes, commissioning, freight &amp; handling etc.) *</b>		
<b>Total Cost ( In figures)</b>		<b>Rs.</b>
<b>Total Cost (In Words)</b>		<b>Rupees</b>

Place: .....

Authorised signatory & stamp)

Date:.....

Name:.....

Seal

