

GOVERNMENT OF INDIA  
**MINISTRY OF EARTH SCIENCES**  
(GENERAL SECTION)  
PRITHVI BHAWAN, NEW DELHI-110013

**OPEN TENDER NOTICE**

**ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY &  
CONSUMABLE ITEMS – REG.**

**No.MoES/8/01/2016-GA**

Online bids are hereby invited under **Two-Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Companies/Firms/Agencies for award of Annual Rate Contract for supply of Stationery and consumable items in this Ministry.

2. The bid will be accepted as e-tender only.
3. The tender document contains the following:  
Annexure-I -- “Instructions for Online Bid Submission”  
Annexure-II -- “Scope of Work and General Instructions to Bidders”  
Annexure-III -- “Proforma for Technical Bid”  
Annexure-IV --“Proforma for Financial Bid-I (for stationery and consumable items)”
4. **Important Dates for the activities of the Bidders:**

I.	Last date and time for downloading tender document	04.07.2016 at 15:00 hrs
II.	Last date and time for submission of bid	04.07.2016 at 15:00 hrs
III.	Date & time for opening of Technical Bid	04.07.2016 at 15:30 hrs
5. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

**Section Officer (GEN ADMN.)**  
**Tel: 24669596**

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES (GENERAL SECTION)  
PRITHVI BHAWAN, NEW DELHI 110013**

**Open Tender No. MoES/8/01/2016-GA**

**TENDER DOCUMENT**

**FOR AWARD OF ANNUAL RATE CONTRACT FOR SUPPLY OF  
STATIONERY & CONSUMABLE ITEMS TO MINISTRY OF  
EARTH SCIENCES**

**Document Control Sheet**

1. Open Tender No. MoES/8/01/2016-GA
2. Name of Organization MINISTRY OF EARTH SCIENCES
3. Last date and time for downloading Tender document 04/07/2016 (15:00 Hrs)
4. Last Date and Time submission of Bid 04/07/2016 (15:00 Hrs)
5. Date and Time of Opening of Technical Bid 04/07/2016 (15:30 Hrs)
6. Address for communication SECTION OFFICER (General Admn.)  
MINISTRY OF EARTH SCIENCES  
PRITHVI BHAWAN  
New Delhi – 110013  
Tel. # 011- 24669596

**Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificated with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to other which may lead to misuse.
6. Bidder than logs on to the site through the secured long-in by entering their user ID/password and the password of the DSC/ e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal

to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.

3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificates etc.)has been provided to the bidders. Bidders can use “My Space” or “Other important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the

data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

**Scope of Work and General Instructions of Bidders**

1. The Ministry of Earth Sciences, Prithvi Bhawan, New Delhi- 110003 intends to enter into an Annual Rate contract with reputed, well established and financially sound Firms for supply of stationery and consumable items.
2. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may be further extended for a period of one year after the completion of contract as per the requirement of the Ministry or may be curtailed/ terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. The Ministry, however, reserves right to terminate this initial contract at any time after giving one week notice to the awardee Firm.
3. The interested Firms are required to deposit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/Pay Order/Bank Guarantee/Fixed Deposit Receipt (FDR) from any of the Commercial Bank in favour of **DDO, Ministry of Earth Sciences, Prithvi Bhawan, New Delhi** valid for a period of 90 days super scribing the envelope "Annual Rate contract for supply of Stationery & consumables items in Ministry of Earth Sciences" Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.
4. The e-tenders have been invited under **two bid system** i.e., **Technical Bid and Financial Bid**. The interested Firms are advised to submit their bids "on-line" by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. <http://eprocure.gov.in>. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address is **pre-requisite** for e-tendering.
5. The scanned copy of the Earnest Money Deposit (EMD) of Rs. 1, 00,000/- (Rupees One Lakh only) must be uploaded with the Technical Bid and original of the same has to be dropped in the Tender Box installed in Room No. 01, Prithvi Bhawan in a sealed envelope super scribed with the words "Annual Rate Contract for procurement of Stationery and consumables items in the Ministry of Earth Sciences" latest by 3.00 p.m. on 04/07/2016. The tenders received without the prescribed EMD will not be entertained and cancelled. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract.
6. The EMD of successful firm(s) shall be returned after submission of Performance Security Deposit. The Performance Security Deposit shall be of the amount of 10% of total anticipated annual contract value.

7. The firms who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted along with the bid.
8. The firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and will not be further considered :
  - a) Scanned copy of Earnest Money Deposit(EMD)
  - b) Scanned copy of PAN/GIR Card
  - c) Scanned copy of IT return filed for the last 3 financial years i.e. 2012-13, 2013-14 and 2014-15.
  - d) Scanned copy of VAT/Sales Tax registration certificate
  - e) Work experience of similar work during the last 3 years(requisite proof thereof)
9. Conditional bids shall not be considered and will be rejected out-rightly at the very first instance.
10. The competent authority of Ministry of Earth Sciences, Prithvi Bhawan, New Delhi reserves the right to annul any or all bids without assigning any reason.
11. The bidder shall submit the technical and financial bids only as per the format enclosed at Annexure III and IV.
12. Bidders should upload their financial bids in PDF format in the proforma given at Annexure IV. Bids for stationery items are to be made in the proforma given at Annexure IV.



II **TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANIES / FIRMS / AGENCIES**

1. The tendering Firms should fulfill the following technical specifications:
  - (a) The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi or in any of the adjoining Municipalities.
  - (b) It should be registered with the appropriate registration authority;
  - (c) It should have at least 3 years experience in providing supply of Stationery and consumables to Public Sector Companies/ Banks or Government Departments, etc;
  - (d) It should have its own Bank Account.
  - (e) It should be registered with the Income Tax and VAT/ Sales Tax authorities of the Government;

III **TERMS AND CONDITIONS**

**(a) General**

1. The contract is to commence from the date of award of contract to the Firm and shall continue for a period of one year, unless it is curtailed or terminated by this Ministry owing to deficiency of service or supply of sub-standard quality of materials.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and this Ministry.
3. The contract may be extended on the same terms and conditions or with some addition/deletion /modification and on satisfactory performance, for a further period of one year.
4. The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under the contract to any other Company/Firm/Agency without the prior written consent of this Ministry.
5. The contracting Firm will be bound by the details furnished by him/her to the Ministry, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
6. Financial bids of only those Firms who are technically qualified shall be evaluated.
7. The Ministry of Earth Sciences, Prithvi Bhawan, New Delhi reserves right to terminate the contract during initial period also after giving a week's notice to the Firm.

8. The contracting Firm should be in a position to supply stationery and consumable items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate contract are to be delivered at Room No.01, Prithvi Bhavan, New Delhi-11000.
9. All expenses for sending the stationery/consumable items to this Ministry at Room No.01, Prithvi Bhavan , New Delhi-110003 should be borne by the firm.
10. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
11. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergent cases. The Mobile Number may also be provided.
12. On their selection as L-1 the firm(s) will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the firm along with acceptance letter of each terms and conditions stipulated by this Ministry. If it is found that the sample is not of standard quality, the item will not be purchased from the firm even if they are L-1. This Ministry will not accept duplicate/substandard items or items not matching the samples/prescribed specifications.
13. This Ministry shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
14. Before award of contract, all original documents will be checked by the Ministry and at that time attested photo-copies are required to be furnished.
15. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items within a valid time, penalty to such effect would be charged, which would be required to be paid to an outside agency by the Ministry for the desired items and shall be adjusted against the firm's pending bills.
16. The Ministry shall not be responsible for any financial loss or other injury to any person deployed by the contracting firms in the course of their performing the duties to the Ministry of Earth Sciences in connection with purchase/supply order of stationery items.
17. In the event of failure to accept the offer of contract or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.

**(b) Financial**

1. The participating Firms are required to deposit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/Pay Order/Bank Guarantee/Fixed Deposit Receipt (FDR) from any of the Commercial Bank drawn in favour of DDO, Ministry of Earth Sciences, Prithvi Bhawan, New Delhi valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected.
2. The scanned copy of the Earnest Money Deposit (EMO) of Rs. 1,00,000/- must be uploaded with the Technical bid and original of the same should be dropped in a sealed envelope super scribed with the words "Annual Rate contract for supply of Stationery items in Ministry of Earth Sciences" latest by 3.00 pm on 04/07/2016 in the Tender Box installed in Room No.01, Prithvi Bhawan, Technical bid not accompanied with EMD shall be rejected out-rightly. The EMD in respect of firms who do not qualify the Technical Bid (First Stage)/Financial Bid (Second Competitive Stage) shall be returned to them without any interest.
3. The EMD of successful firm(s) shall be returned after submission of Performance Security Deposit. The Performance Security Deposit shall be of the amount of 10% of total anticipated annual contract value.
4. In case of breach of any terms and conditions attached to this contract, the PSD of the contracting Firm will be liable to be forfeited by this Ministry besides annulment of the contract.

**(c) Bid Evaluation Criterion**

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates (exclusive of tax) for all the items as per specifications indicated at the price bid at Annexure-II failing which the bids shall be considered as non responsive. The taxes shall be paid extra as admissible.

Place: New Delhi

Section Officer  
(GENERAL SECTION)

**Technical Bid**

**For Annual Rate Contract for supply of Stationery Consumable Items  
to Ministry of Earth Sciences, New Delhi.**

1. Name of Tendering Company/Firm/Agency  
**(Attach certificate of registration)** :
2. Name of Director of Company/  
Active Partner of Firm/Authorized Agent/Proprietor :
3. Full Address of Registered Office  
Telephone No. :  
FAX No. :  
E-Mail Address :
4. Full address of Operating/Branch Office  
at Delhi/New Delhi :  
Banker of the Company/Firm/Agency  
Full address  
(upload copy of latest bank statement) :
5. Details of Earnest Money Deposit Rs. 1,00,000/-  
DD/PO No. & Date  
Drawn on Bank  
(upload copy) :
6. PAN/GIR No. (upload copy) :
7. TIN No. (upload copy) :
8. VAT/Sales Tax Registration No.  
(upload attested copy) :
9. Give details of gross income of the firm as evident from the IT Returns for the  
years 2012-2013, 2013-2014 and 2014-2015.

	2012-13	2013-14	2014-15
Gross Income			

10. Additional information, if any (Attach separate sheet, if required)

**Signature of authorized person**  
**Full Name & Designation:**  
**Seal:**

Date:

Place:

**FINANCIAL BID**

**For Annual Rate Contract for supply of Stationery Items to  
Ministry of Earth Sciences, New Delhi**

1. NAME & Address of the Company/Firm/  
Agency (In capital letters)
2. Rates quoted for Stationery items:

S.No	Item	Tentative Requirement In a year	Rate per unit	Total rate
2	Assistant diary register	100		
3	Attendance register	200		
4	Acknowledgement (Peon book)	50		
5	Register 2qr	100		
6	Register 3 qr	100		
7	Register 4 qr	100		
8	Register 6 qr	100		
9	Register 8 qr	100		
10	Stock Register	50		
11	Binder clip 51 mm	20		
13	Coasters	100		
14	Borosil tape	182		
15	Candles	60		
16	Carbon paper	10		
17	Cello Tab small	200		
18	Cello Tab big	100		
19	Colour flag	250		
20	Correction tape	25		
21	CD-R	100		
22	CD-W	100		
23	DVD-R	100		
24	DVD+R DL (8.5) GB	100		
25	CD-Mailer	100		
26	Dak Pad	50		
28	Drawing Pin	100		
29	Duro Cell AA	100		
30	Duro Cell AAA	100		
31	Duster white	1000		
32	Duster yellow	1000		
33	Duster board	25		
34	Dustbin Steel	25		
35	Dustbin Plastic	50		
36	Dustbin big	25		
37	Double sided foam tape	10		
38	Double sided foam tape big	10		
39	Envelope SE-8A Khaki	7000		
40	Envelope SE-5 Khaki	7000		
41	Envelope SE-6 Khaki	7000		
42	Envelope SE-6 white	7000		
43	Envelope SE-6 Window	1000		
44	Envelope SE-8 A yellow	1000		
45	Envelope A 4 Size	1000		
46	Envelope A 5 Size	1000		

47	Envelope yellow/White A 4	1000		
48	Eraser	500		
49	Eveready (heavy Duty)	100		
50	Eveready Cell	250		
51	File Tray Plastic	10		
52	Four Flapper file board	50		
53	File board	3000		
54	File Cover	5000		
55	Gate Register	10		
56	GAR 17 & 18	100		
57	Gem clip plastic	500		
58	Gem clip steel	300		
60	Glue stick big	500		
61	Glue stick	500		
62	Gum bottle 150 ml	25		
63	Gum stick pad 3*3	100		
64	Gum stick pad 3*4	100		
65	Gum stick pad 3*5	100		
66	Gum stick pad 2*3	100		
67	Gum stick pad 1.5*2	100		
68	Gum stick pad 1*3	100		
69	Gum stick pad 6*4	100		
70	Lac/Sealing wax	100		
71	Letter Head A4 black	500		
72	Log Book	25		
73	Lux Soap	500		
74	Lock 65 mm	50		
75	Magic tape	10		
76	Machine Stapler 24/6	200		
77	Machine stapler No.10	200		
79	Magnetic Board Duster	25		
80	Note Sheet green	500		
81	UNIBALL (eye) Micro BLUE	100		
82	UNIBALL (eye) Micro RED	100		
83	UNIBALL (eye) Micro Green	100		
84	UNIBALL (eye) Micro Black	100		
85	UNIBALL Gel Impact Blue	100		
86	UNIBALL Gel Impact Black	100		
87	UNIBALL Gel Impact Red	100		
88	UNIBALL Gel Impact Green	100		
89	UNIBALL signo broad (Green)	100		
90	Pen jotter	1000		
91	Pilot 05 blue	5000		
92	Pilot 05 Red	500		
93	Pilot 05 green	500		
94	Pilot 05 black	1000		
95	Pilot V7 ( blue)	3000		
96	Pen Reynolds red	200		
97	Pen Reynolds black	250		
98	Pen Reynolds blue	7000		
99	Sketch pen	50		
100	Pen add gel	2000		
101	Pen & Pencil Stand plastic	25		
102	Pen & Pencil Stand wooden	25		
103	Pencil	1500		
104	Permanent marker pen	100		
105	Pen Marker (white board)	50		
106	Photopaper A-3	25		

107	Photopaper A-4 80 gsm	500		
108	Photopaper F/S A4	50		
109	Photopaper F/S A3	25		
110	Plastic folder Black	5000		
111	Plastic folder solo	5000		
112	Plastic Button Folder	250		
113	Plastic Folder (Double hole)	250		
114	Punch single hole	100		
115	Punch double hole	100		
116	Plastic jug	50		
117	Plastic Bucket	50		
118	Plastic thread	50		
119	Rubber band	100		
120	Scale	100		
122	Scissor Big	100		
123	Sharpner	500		
124	Short hand note book	200		
125	Stapler pin 23/17/HD	50		
126	Stapler pin 24/6	500		
127	Stapler pin No 10	500		
128	Stamp Pad	10		
129	Signature pad	20		
130	Tags	1000		
132	White fluid pen (uni)	500		

**Signature of authorized person**  
**Full Name & Designation:**  
**Seal of the Company/Firm/Agency:**

Date:

Place:

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To

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**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender/Work:-**

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Dear Sir,

I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/Work' from the website(s) namely:

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as per your advertisement given in the above mentioned website(s).

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I/we shall abide hereby the terms/conditions/ clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) corrigendum(s) in its totality/entirety.

In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully

(Signature of the Bidder, with Official Seal)