

Request for Proposals (RFP)

The provision of Food Court Services to the NCR Biotech Cluster Campus for a period of 3 years

RFP No. RCB/RFP/01/2021-22

Date of Issue	22 nd December 2021	
Compulsory Site Inspection	29 th December 2021 <ul style="list-style-type: none"> • Time: 11:00 Hrs – 12:00 Hrs • Place: RCB, • Venue: UG Conference Room 	
Closing Date	05 th January 2022 upto 15.00 hrs	
Tender submission place	Tender box, RCB Main Building Reception, Faridabad	
Enquiries	RCB Administration	admin@rcb.res.in , coa@rcb.res.in
Food Court Business hours	12h 30 – 21h 30	
Category	Food Court Services	

SECTION A – TECHNICAL INFORMATION

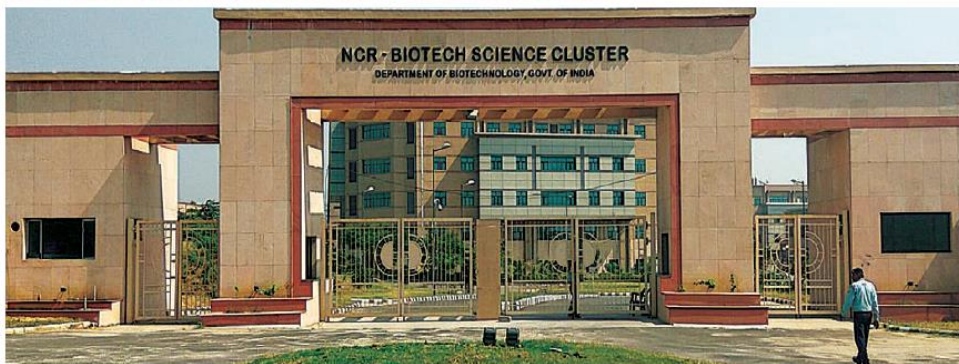
1 INTRODUCTION

NCR Biotech Science Cluster:

The NCR Biotech Science Cluster (NCR-BSC) has been established in Faridabad within the National Capital Region to foster biotech innovation through sharing of resources and expertise of the various member institutions of the cluster. Processes have been put in place to achieve the objectives of the cluster and there is already a significant synergy in functioning of the various cluster institutions at the operational and scientific levels. NCR Biotech Science Cluster aims to provide strategic support to national & regional research organizations in creation and integration of scientific, technical & business related frameworks that would accelerate and translate discoveries and carry out validation and transfer of product technologies to enterprises. The major initiatives/activities under taken during the year are as follows:

- Interim Office of Connectivity has been set-up.
 - Common cluster facilities like the small animal facility, auditorium, student hostel, and common activities like the Electrical substation and general maintenance, horticulture/gardening, cafeteria, and campus security are fully operational and managed jointly by its current stakeholders, namely, Translational Health Science Technology Institute (THSTI) and Regional Centre for Biotechnology (RCB).
 - Establishment and operation of Advanced Technology Platform Centre (ATPC) and Bio-incubator as the shared service resources for the cluster and the nation.
 - Monthly seminar series rotating within the cluster institutions initiated.
- The operation of common facilities under the cluster concept has led to substantial savings to the government by pooling resources and avoiding duplication. Enhanced interaction among the scientists of the cluster institutions is expected to lead to interdisciplinary research and novel innovations.

NCR-Biotech Science Cluster, Department of Biotechnology



2 BACKGROUND

RCB, on behalf of THSTI and RCB, NCR Biotech Science Cluster Campus, is seeking proposals from qualified food Service Providers for the provision and management of onsite sit-down and take-away items which provides multi-cuisine items and refreshments for staff, visitors, tenants and contractors working at the NCR Biotech Science Cluster Campus, Faridabad. The Client's Institutions i.e., RCB and THSTI hereinafter jointly referred to as the "Institutes". The services provided will also include the provision of catering services for various functions in different buildings as required by the Institutes.

Our goal is to partner with a Service Provider that can help us increase food service participation, and support corporate initiatives to promote healthy lifestyles and sustainable practices.

The successful bidder will be expected to provide breakfast and lunch to Institutes employees, visitors and tenants on a daily basis during Food Court official business hours as well as catering services as needed with offerings that include a variety of nutritious choices and local cuisines made with local ingredients when possible.

NCR Biotech Science Cluster Campus has a workforce of around 1000 people. About 500 people approximately support the Food Court services daily. It has a fully equipped location in the OoC building (Office of Connectivity). Food Service Provider(s) within the premises report through the Facilities Management.

We view the dining facility as an extension of our company-wide employee wellness program and providing a variety of tasteful menu options accompanied by as much nutritional information as possible is our goal. Local sustainability is also important and encouraged. These views inform our priority to partner with a suitably qualified food Service Provider that has demonstrated success balancing food costs with ecological responsibility and nutritional value. Services rendered will be for the Service Provider's own account, taking responsibility for all risks including profit/loss, stock and cash control (no subsidy or management fee payable).

Item Menu List with Maximum Selling Price (MSP):-

The **Item Menu List as slated in Annexure-I** outlines the estimated meals / drinks / snacks that are currently sold. These rates listed against each item are the Maximum Selling Price (MSP). The bidders are required to offer their uniform percentage (%) discount for all the items quoted.

3 INVITATION FOR PROPOSAL

Proposals are hereby invited from suitably qualified Service Providers for the provision and management of onsite sit-down and take-away staff cafeteria which provides meals and refreshments for staff working at the NCR Biotech Science Cluster Campus, Faridabad. This also includes catering services in various buildings as and when required by the Institutes.

4 PROPOSAL SPECIFICATION

All proposals are to be submitted in a format specified in this RFP (as applicable). However, tenderers are welcome to submit additional / alternative proposals over and above the originally specified format.

5 SCOPE OF WORK

This Scope of Work is subject to all conditions and requirements as stated in this section of this document as well as any other accompanying documents in this pack and shall be undertaken in the manner stated herein as well as the Service Level Agreement.

Food Court business hours are from 12h 30 hrs to 21 30 hrs, Monday to Saturday. Sundays shall be opened as per requirement.

5.1.1 This is an all-inclusive Food Court services providing basic meals (lunch, cooked and fast foods), non-alcoholic beverages, snacks and other items on a daily basis to on-site personnel, visitors, tenants and contractors.

5.1.2 This facility will be operated and managed on a full risk basis (no subsidy or management fee payable by the Institutes). Monthly Licence Fee @ Rs.9/- per sq. ft. will be payable by the Service Provider on the total chargeable area of the Four Court as specified in the Sketch Plan provided in Annexure-II. The total chargeable area for the purpose of running of Food Court Services will be 939.67 sq.ft. approx.. that includes Cooking area, Washing area, Store and Serving area as indicated in the Sketch Plan provided in Annexure-II. The monthly license fee shall

be payable, in advance, on or before 10th of each calendar month for the month it becomes due, till the currency of the contractor.

5.1.3 The contract will make provision for:

- a) Food Court Services
- b) Catering Services
- c) Maintenance of own equipment as well as the Client's owned equipment to be maintained by the Service Provider on a fair wear and tear basis.

5.1 The Food Court services should offer the following:

- 5.2.1. All fast food, ready-to-eat items (Multi-cuisine type) with duration (12h30 – 21h30).
- 5.2.2. Ensure availability of tea and coffee to the Client's staff in the earmarked Food Court Area (OoC Building (Office of Connectivity)).
- 5.2.3. A small menu, varied on a regular basis, consisting of stylish light lunches.
- 5.2.4. Halaal, vegetarian and kosher alternatives should always be accommodated on the menu on request.
- 5.2.5. Pastries/light snacks for tea time/meetings on request.
- 5.2.6. Quality and variety of hot and cold beverages (excluding alcoholic beverages).
- 5.2.7. Convenience food available during the day.
- 5.2.8. Provide a catering service for internal meetings and ad-hoc functions on request. However, this will not prohibit service receivers from making use of external service providers for catering services relating to internal meetings and ad-hoc functions, although such practice shall not be promoted.

5.2 The Preferred Service Provider must:

- 5.3.1 Provide catering services for meetings and functions in line with customer requirements which will be done on a pre-order only.
- 5.3.2 Be prepared to cater for all dietary preferences with valid certification from respective bodies where applicable;
- 5.3.3 Ensure that the quality of food prepared adheres to acceptable food industry standards and is prepared in a clean and hygienic manner in accordance with all health and safety regulations;
- 5.3.4 Ensure food grade cleaning materials are supplied and used.

- 5.3.5 Provide adequate catering equipment, cutlery and crockery as required;
- 5.3.6 Serve takeaway meals in packaging appropriate for a microwave.
- 5.3.7 The price list should be exhibited in a prominent location and any changes will require the approval of the competent authority.;
- 5.3.8 Maintain the services as per the Service Level Agreement to be executed on award of contract;
- 5.3.9 Provide a variety of menus options as per agreed menu cycles.

5.3 Specific Terms and Conditions:

5.4.1 The Service Provider is required to:

- 5.4.1.1. Appoint a key person who will be responsible for the implementation, management and coordination of the agreement between the Institutes and the service provider.
- 5.4.1.2. Conduct business in a courteous and professional manner.
- 5.4.1.3. Provide the necessary documentation as requested prior to the service contract being awarded (**refer paragraph 7.2 - mandatory documents**).
- 5.4.1.4. Comply with all relevant employment legislations, as well as Occupational Health and Safety Regulations Act and applicable standards and requirements.
- 5.4.1.5. Comply with the requirements of "Regulation 638" of the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 and obtain Certificate of Acceptability (CoA) prior to operations.
- 5.4.1.6. Ensure that all personnel working under this contract are in good health and pose no risk to any of Institute's employees, visitors, contractors and tenants (documentary evidence of conformance –e.g. periodic medical surveillance records etc. - to be availed as and when required by the Institutes or any other authority acting on its instruction).
- 5.4.1.7. Ensure operational risk assessment is conducted and appropriate mitigating actions are put in place prior to the commencement of operations.
- 5.4.1.8. Ensure that all personnel working under this contract are adequately trained prior to the commencement of operations (competency training, fire fighting, and first aider training). Documentary evidence of competence to be availed

as and when required by the Institutes or any other authority acting on its instruction.

- 5.4.1.9. Comply with the Institutes security and emergency policies, procedures and regulations (The staff shall be subjected to a security audit performed by Institutes).
- 5.4.1.10. Ensure that all work performed and all vehicles, plant and equipment brought onto or used on site will be in compliance with the Occupational Health and Safety Act of 85 of 1993 and any other applicable standards, bye-laws and regulations promulgated in terms of this Act and the standard instructions of the Institutes.
- 5.4.1.11. Maintain its equipment in good order so as to comply with the Institutes' occupational health and safety standards.
- 5.4.1.12. Provide all personnel working under this contract with uniforms, which state the name of the Service Provider and that can be clearly identified from other Service Providers, Institutes personnel, etc.
- 5.4.1.13. The Institutes reserves the right to order the immediate removal of a staff member of the Service Provider that does not adhere to Institutes regulations.
- 5.4.1.14. Provide all personnel working under this contract with adequate and appropriate Personal Protective Equipment (PPE) and clothing and to ensure these items are in an acceptable condition for the type of environment being used in and worn at all times.
- 5.4.1.15. Ensure that the Institutes is informed of any removal and replacement of personnel. For security reasons, the Institutes reserves the right to vet all personnel working under this contract.
- 5.4.1.16. Take reasonable care of Institutes owned equipment and facilities.
- 5.4.1.17. Provide an on-site manager, available at all times.
- 5.4.1.18. Issue and circulate weekly and/or daily menus to employees.

5.4.2 The Institutes shall:

- 5.4.2.1. Conduct business in a courteous and professional manner with the Service Provider.

- 5.4.2.2. Provide appropriate information as and when required and only in situations where it is required by the Service Provider to fulfil their duties; by means of raising a Purchase Order (PO).
- 5.4.2.3. Not accept responsibility for any damages suffered by the Service Provider or their personnel for the duration of the contract.
- 5.4.2.4. Not accept any responsibility of accounts/expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 5.4.2.5. Provide kitchen with inventory as per Annexure III.
- 5.4.2.6. Shall provide or make available to the service provider:
 - a) Electricity on chargeable basis (will be separately metered)
 - b) Water points
 - c) Geyser
 - d) Refrigeration
 - e) Equipment list and signed schedules as per Institutes requirements

6 BID EVALUATION CRITERIA

6.1 SCORE SHEET TO EVALUATE FUNCTIONALITY:

The evaluation of the functional / technical details of the proposal will be based on the following criteria:

Criteria for evaluation of the technical bid/performance of contractors for technical eligibility (70% weightage)		
	Attributes	Evaluation
1.	Financial strength (i) Annual (last three years) turnover 75 lacs/year - 10 marks (ii) Solvency Certificate 35 lakh - 05 marks	(15 marks) (i) 60% marks for minimum eligibility criteria (ii) 80% marks for twice the minimum eligibility criteria (iii) 100% marks for thrice the minimum eligibility criteria or more In between in any of the three category

		- on pro-rata basis for similar works.
2.	Experience (last three years)	(20 marks)
i.	One similar works contract of 60 lakh or more or	i)(60% marks for minimum eligibility criteria of works
ii	Two similar works contract of 37.5 lakh or more or	(ii) 100% marks for twice the minimum eligibility criteria or more
iii	Three similar works contract of 30 lakh or more	In between in any of the three category - on pro-rata basis for similar works.
3.	Digital payment, Paperless Automation System, App based payment system	(5 marks) (based on inspection)
4.	Performance of works (Quality) based on report/assessment by the visiting committee/ presentation (Quality of food, Hygiene, cleanliness, feedback from the client, service quality, efficiency in handling cash transactions)	(55 marks)
	(i) Excellent	55
	(ii) Very Good	45
	(ii) Good	35
	(iii) Fair	25
	(iv) Poor	0
5.	Statutory compliance FSSAI/ ESI/PF/Labor regulations	(Max. 5 marks) (based on the inspection)

6.2 Proposals with functionality / technical points of less than the pre-determined minimum overall percentage of **70%** on any of the individual criteria will be eliminated from further evaluation.

7 ELIMINATION CRITERIA

7.1 Proposals will be eliminated under the following conditions:

- Submission after the deadline;
- Proposals submitted at incorrect location;
- Non-attendance of compulsory site inspection, 29th December 2021 11:00 -12:00 Hrs

7.2 Mandatory documentation required to be submitted in **PART-1** that will be considered:

7.2.1. Company profile or resume including history of operation.

7.2.2. Reference letters from previous clients (at least 3 letters from different clients).

7.2.3. Management/ Operational Plan

7.2.4. Financial Plan (should be **attached only in PART-2**)

SECTION B – TERMS AND CONDITIONS

8 VENUE FOR PROPOSAL SUBMISSION

All sealed proposals (in two Parts) must be submitted at:

- **RCB Main Building Reception Area** (in the **Tender box**) at the following address
NCR Biotech Science Cluster, 3rd Milestone,
Faridabad-Gurgaon Expressway, Faridabad – 121 001.
- Additionally, soft copies (only Part-1) may be submitted via e-mail to: admin@rcb.res.in with RFP No: **RCB/RFP/01/2021-22** “Tender for Food Court Services at NCR BSC Campus” as the subject

9 TENDER PROGRAMME

The tender program, as currently envisaged, incorporates the following key dates:

- Issue of tender documents : 22nd December 2021
- Compulsory Site Inspection : 29th December 2021
- Time : 11:00 – 12:00 hrs
- Place : RCB, NCR Biotech Science Cluster, Faridabad
- Venue : UG Conference Hall (adj to RCB Reception)
- Closing / submission Date : 05th January 2022 upto 15.00 hrs.

10 SUBMISSION OF PROPOSALS

10.1 All proposals are to be sealed. No open proposals will be accepted.

10.2 All proposals are to be clearly marked with the RFP number and the name of the tenderer on the outside of the main package. Proposals must **consist of two parts**, each of which is placed in a separate sealed package clearly marked:

PART-1: Technical Proposal: bearing RFP No.: **RCB/RFP/01/2021-22**

PART-2: Pricing Proposal, Quality Credentials and other Mandatory Documentation: bearing RFP No.: **RCB/RFP/01/2021-22**

10.3 Proposals submitted by companies must be signed by a person or persons duly authorised.

10.4 The RCB will award the contract to qualified tenderer(s) whose proposal is determined to be the most advantageous to the Institutes, taking into consideration the technical (functional) solution, price and Quality Credentials.

11 DEADLINE FOR SUBMISSION

Proposals shall be submitted at the address mentioned above no later than the closing date of **05th January 2022** upto 15.00 hrs. The Food Court business hours are between 12h 30 and 21h 30.

Where a proposal is not received by the RCB by the due date and stipulated place, it will be regarded as a late tender. Late tenders will not be considered.

12 AWARDING OF TENDERS

12.1 Awarding of tenders will be published on the tender portal of the Institutes website. No regret letters will be sent out.

13 PERIOD OF CONTRACT

The Contract will be initially for a period of one year extendable for a further period of four years. Further, after the expiry of the first twelve months, the Centre will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Centre reserves the right to extend the contract for four more spells of twelve monthly periods on the same terms & conditions. The Centre also reserves the right to terminate the contract, at any time during the currency of contract by giving 30 days notice to the Contractor.

14 EVALUATION PROCESS

14.1 Evaluation of proposals

All proposals will be evaluated by an evaluation team for functionality, price and quality.

Based on the results of the evaluation process and upon successful negotiations, the Institutes will approve the awarding of the contract to successful tenderers.

A two-phase evaluation process will be followed.

- The first phase includes evaluation of **elimination** and **functionality criteria**,
- The second phase includes the evaluation of **price** and **quality** status.

Pricing Proposals will only be considered after functionality phase has been adjudicated and accepted. Only proposals that achieved the specified minimum qualification scores for functionality will be evaluated further using the preference points system.

14.2 Preference points system

The **70/30** preference point system will be used where **70** points will be dedicated to Technical and Quality aspects and **30** points to Price status.

15 PRICING PROPOSAL

15.1 Pricing proposal must be cross-referenced to the sections in the Technical Proposal. Any options offered must be clearly labelled. Separate pricing must be provided for each option offered to ensure that pricing comparisons are clear and unambiguous.

15.2 Price needs to be provided in Indian Rupees (incl. VAT), with details on price elements that are not subject to escalation as clearly indicated.

15.3 Price should include all cost elements.

15.4 Only firm prices will be accepted during the tender validity period. Non-firm prices will not be considered.

15.5 Payment will be according to the RCB Payment Terms and Conditions.

16 VALIDITY PERIOD OF PROPOSAL

Each **proposal** shall be valid for a minimum period of three (3) months calculated from the closing date.

17 APPOINTMENT OF SERVICE PROVIDER

17.1 The contract will be awarded to the tenderer who scores the highest total number of points during the evaluation process, except where the law permits otherwise.

17.2 Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement Institutes reserves the right to appoint an alternative supplier.

17.3 Awarding of contracts will be announced on the Institutes website and no regret letters will be sent to unsuccessful bidders.

18 ENQUIRIES AND CONTACT WITH THE RCB

Any enquiry regarding this RFP shall be submitted in writing to RCB at admin@rcb.res.in with “**RFP No RCB/RFP/01/2021-22- The provision of Food Court services to the NCR Biotech Cluster Campus**” as the subject.

Any other contact with Institutes personnel involved in this tender is not permitted during the RFP process other than as required through existing service arrangements or as requested by the RCB as part of the RFP process.

19 MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFP must be in English.

20 COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements and specifications of this RFP before submitting proposals. Each tenderer assumes all risks for resource commitment and expenses, direct or indirect, of proposal preparation and participation throughout the RFP process. The Institute is not responsible directly or indirectly for any costs incurred by tenderers.

21 CORRECTNESS OF RESPONSES

21.1 The tenderer must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFP. The prices and rates quoted must cover all obligations under any resulting contract.

21.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

22 VERIFICATION OF DOCUMENTS

22.1 Tenderers should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the Institutes in regard to anything arising from the fact that pages are missing or duplicated.

22.2 *One hard copy and one electronic copy (CD or USB memory key)* of each proposal (only Part-1) must be submitted. In the event of a contradiction between the submitted copies, the hard copy shall take precedence.

22.3 Pricing schedule and Quality credentials should be submitted with the proposal, but as a separate document and no such information should be available in the technical proposal.

22.4 If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the tender box, by the stipulated due date.

23 NO SUB-CONTRACTING

23.1 A tenderer will not be awarded points for Quality status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than **25%** of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.

23.2 A tenderer awarded a contract shall not sub-contract to any other enterprise that does not have an equal or higher Quality status level than the person concerned, unless the

contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.

24 SPACE AND FURNITURE :

The Contractor will be provided with the Food Court premises and furniture as available in **existing canteen**. The maintenance and upkeep of premises, furniture and fixtures will be the sole responsibility of the contractor. License fee as per rules of Govt. of India/centre shall be payable by the contractor for providing the accommodation.

25 Special Conditions of Service:

- a) The contractor should provide an automated billing service with facility of the swipe cards as well as cash payments.
- b) Headgear and gloves (at caterer's own cost) to be worn by all cooks and servers at all times while preparing and serving food.
- c) It is mandatory to wash hands with soap after use of the rest rooms & before cooking of food.
- d) Ensure no re-use of oil used once for deep-frying. Used oil shall be disposed-off appropriately, immediately after the usage. Storage of used oil will be viewed seriously and serious penalty as decided by the centre shall be invoked.
- e) Ensure no re-use of leftover foods from the previous day. Left-over food should be disposed-off appropriately, within one hour from the completion of the relevant service hours.
- f) Items such as sandwiches, burgers, French fry which can be consumed outside the cafeteria premises shall be served in appropriate and convenient packing.
- g) Ensure all employees are free of any contagious diseases or ailments.
- h) Ensure all employees are well mannered and display courteous behavior.
- i) Ensure pest control administration periodically (rats/ mice/ flying insects. Crawling insects), but not with aerosol based anti-pest sprays that could get in the food.
- j) Ensure doors to the Food Court are self-closing to prevent entry of flies.
- k) Operation of Food Court is subject to regular (every week) inspections by the management team appointed by RCB-THSTI to ensure all points are adhered to. Further periodic checking/ performance audit by a professional catering monitoring agency (engaged by RCB-THSTI) shall also be carried out to evaluate the performance of the caterer on international standards of hygiene, cleanliness and health.
- l) Any violation to the terms and conditions of the contract shall attract penalty on the contractor which shall be decided by the management of the centre and the same shall be **acceptable to the contractor**.

26 ADDITIONAL TERMS AND CONDITIONS

- 26.1 A tenderer shall not assume that information and/or documents supplied to Institutes, at any time prior to this request, are still available to Institutes, and shall consequently not make any reference to such information document in its response to this request.
- 26.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 26.3 In case of proposal from a joint venture, the following must be submitted together with the proposal:
- Joint venture Agreement including split of work signed by both parties;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.
- 26.4 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 26.5 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Proposal.

27 INSTITUTES RESERVES THE RIGHT TO

- 27.1 Extend the closing date;
- 27.2 Verify any information contained in a proposal;
- 27.3 Request documentary proof regarding any tendering issue;
- 27.4 Give preference to locally manufactured goods;
- 27.5 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 27.6 Award this RFP as a whole or in part;
- 27.7 Cancel or withdraw this RFP as a whole or in part.

28 DISCLAIMER

This RFP is a request for proposals only and not an offer document. Answers to this RFP must not be construed as acceptance of an offer or imply the existence of a contract between the

parties. By submission of its proposal, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The Institutes makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the Institutes shall have no liability towards the tenderer or any other party in connection therewith.

29 DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFP No: RCB/RFP/01/2021-22.

I hereby undertake to render services described in the attached tendering documents to Institutes in accordance with the requirements and task directives / proposal specifications stipulated in RFP No. **RCB/RFP/01/2021-22** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Institutes during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the Institutes may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

