



GOVERNMENT OF KARNATAKA
COMMERCIAL TAXES DEPARTMENT
Vanijya Therige Karyalaya, I Main Road, Gandhinagar,
Bangalore – 560 009

Telephone No:080- 22342680
Telefax : 080- 22208402

No.CCW/CR.46/2012-13

17th May, 2014

TENDER NOTIFICATION

1. The Commercial Taxes Department (CTD) has developed and put in a system for online verification of input tax credit claims by capturing the details of purchase and sales statement from the dealers. To assist the dealers in uploading the details of purchase and sales statements 132 helpdesks are proposed to be established across the State. As a one of the requirements of helpdesks, desktop computers are required to be procured.
2. As part of the procurement process tenders are now invited in two cover system **through e-Procurement platform** for supply of 150 desktops along with open MS Office Standard (Indic) licenses and other software so as to make the supplied desktop fully operational.
3. The specifications of the Desktop are at Annexure -1. The place of delivery is shown at annexure 2.
4. The authorities and schedule for tender process are as under:

i	Designation and address of the procuring entity	Commissioner of Commercial Taxes 1st Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore-560 009
ii	Name of the project for which procurement is to be effected	Establishing the helpdesks to assist the dealers in capturing of purchase and sales statement for online verification of Input Tax Credit and processing of refund claims.
iii	Designation and address of the tender inviting authority	Addl. Commissioner of Commercial Taxes (Goods and Service Tax) 4th Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore-560 009
iv	Designation and address of the tender accepting authority	Commissioner of Commercial Taxes 1st Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore-560 009
v	Last date for submission of pre-bid query	20-5-2014 17.00 Hrs.
vi	Pre-bid meeting	21-05-2014 17.00Hrs
vii	Last date for response on pre-bid query by CTD	22-05-2014 17.00 Hrs
viii	Last date and time for receipt of bid	28-05-2014 16.00 Hrs
ix	Date, time and venue for opening of technical bid;	30-05-2014 16.30 Hrs Room No. 401, 4th Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore- 560 009
x	Date, time and venue for opening of financial bid;	02-06-2014 at 11.00 A.M. at Room No. 401, 4th Floor, 'Vanijya Therige Karyalaya', 1st Main Road, Gandhinagar, Bangalore- 560 009
xi	Telephone No. and e-mail ID for contact	080-22208402, 22342680 rjpadcom@gmail.com

Tender document can be downloaded from the website <http://ctax.kar.nic.in> or from <http://eproc.karnataka.gov.in/>.

5. The bids should be submitted through e- Procurement platform vide <https://eproc.karnataka.gov.in/>

6. The following are the Terms & Conditions under this tender notification.

- 6.1 The bidder should satisfy all the terms and conditions.
- 6.2 The bidder should be empanelled by the e-Governance Department of Government of Karnataka Vide G.O.No.DPAR.32 EGV-2011 dated 21-01-2013 read with G.O.No. 32 2011, 30-04-2013.
- 6.3 The bidder should be a licensed dealer of the product. Manufacturers' Authorization Form (MAF) shall be furnished in the format prescribed in Annexure-4.
- 6.4 CTD will not deal with any entity other than the authorized bidder, whatsoever the nature of its relation with the bidder.
- 6.5 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Tenders.
- 6.6 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Karnataka.

7. Technical Bid: The Technical bid should be complete in all respects and contain all information about the desktop computers and associated software as specified in annexure 1 of this document. It should not contain any price information. However it should confirm that all required rates have been quoted in Commercial Offer (CO), without showing the actual amounts in the Technical Bid. It is mandatory to submit all the details in the prescribed formats duly filled in, along with the offer. The Commercial Tax Department, at its discretion, may not evaluate a technical bid in case of non- submission or partial submission of technical details. The technical bid must be submitted by bidder to CTD in an organized and structured manner. etc.,

- 7.1 Bidders shall furnish the following information and upload the scanned documents:
 - i. Name and full address of the bidder ;
 - ii. Name and telephone number of the contact person (on behalf of the bidder);
 - iii. Tax Payer's Identification Number (TIN)/ Registration Certificate Number under the VAT/ Sales Tax Act;

- iv. Copy of the PAN card issued by I.T Department;
- v. Full address and telephone number of the office of the Assessing Authority under the VAT/ Sales Tax Act;
- vi. Sales Tax/VAT Clearance Certificate;
- vii. Number and date of the certificate/dealership authorization letter issued by original equipment manufacturers for having appointed the bidders as the authorized seller/distributor of servers;
- viii. Name/s, contact number/s of authorized person/s of any two government organization/s to which the bidder has supplied computer desktops, open MS office 2010 standard Indic licensee etc. in the past 2 years.
- ix. List of documents submitted for technical bid.
- x. The compliance sheet comparing the specifications as stated in the tender document and as offered by the bidder shall be submitted. Deviation if any along with explanation shall be clearly mentioned.

8. Scope of Work

- 8.1 The bidder should supply the Desktop computers and open MS Office 2010 Standard Indic Licenses etc to the offices located at Annexure 2 to this tender notification.
- 8.2 The bidder should carry out the required configuration of the O.S and open MS Office 2010 Standard Indic Licenses software in the Desktop computers supplied.
- 8.3 The above should be demonstrated to the designated CTD Official, in the office of the location specified in the annexure 2 to the tender document, who will, only on satisfaction of the operation of the supplied Desktop computers, sign the Acceptance Report.

9. Warranty

- 9.1 Bidder should provide comprehensive onsite warranty for 3 years from the date of supply of Desktop computers at the locations throughout the State where these Desktop computers, may be in use.
- 9.2 In case of any operational problem, the bidder should be able to resolve the problem within one working day only.

10. Conditions of Bid.

10.1 Bids should be valid for a period of 4 months from the last date fixed for submission of bids.

10.2 Bidders should pay EMD of Rs.50,000.00 (Rupees Fifty Thousand Only)

10.3 The bidder can pay the EMD in the e-Procurement portal using any one of the following payment modes:

- Credit Card
- Direct Debit
- National Electronic Fund Transfer (NEFT)
- Over the Counter (OTC)

10.4 The supplier's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling a/c held at ICICI Bank. For details on e-Payment services and process refer to e-procurement portal.

10.5 EMD would be returned to the unsuccessful bidders soon after the finalization of the bid. The successful bidder's EMD will be returned after furnishing of Performance Bank Guarantee.

11. Commercial Bid: Commercial Bid shall be for 150 Desktop computers and 150 open Office 2010 Standard Indic licenses combined together and it shall be filled, uploaded, encrypted by the Digital Signature of the Bidder.

11.1 Commercial bid for Desktop computers and open MS Office 2010 Standard Indic Licenses shall be as specified in Annexure-1 shall be submitted.

11.2 'Price', will be for all the costs of 150 Desktop computers 150 open MS office Standard Indic Licenses and shall be inclusive of Taxes & Duties, Transportation, configuration and installation of OS, Software, etc. The bidder should mention net value of the product to be supplied and tax element (VAT/CST or Sales Tax, Service Tax etc.) separately and then put the total value in the financial bid document. It is mandatory that the Commercial Bid for 150 Desktop computers 150 open MS office Standard Indic Licenses shall be submitted in annexure 3

11.3 CTD reserves the right to issue any addendum/corrigendum to this bid document at any time prior to 2 days before the last date for submission of bids. The CTD

may amend any of the bid terms, which would be communicated/ indicated to the bidder as addendum/ corrigendum to bid document in the e-Procurement portal. The amendment so carried out will be binding on all the bidders. It will be assumed that addendum/corrigendum have been taken into consideration by the bidders in their offers after intimation, amendments shall be deemed to form an integral part of this tender document.

11.4 Communication from CTD will, inter alia, be by e- mail Id provided in the empanelled list of e-Governance Department, Government of Karnataka, in G.O.No.DPAR.32 EGV-2011 dated 21-01-2013 read with G.O.No. □□□□□□ 32 □□□□□ 2011 □□□□□□□□, □□□□□□ 30-04-2013 and Bidders may also provide alternate e- mail id for further communication.

11.5 The Earnest Money Deposit (EMD) may be forfeited, if the bidder withdraws his bid during the period of bid validity or in case of successful bidder's failure to furnish the performance bank guarantee.

11.6 The cost incurred towards bidding and submission of tender documents is the responsibility of bidders, regardless of the conduct or outcome of the tendering process.

12. Evaluation of bid:

A. **Prequalification Evaluation:** The CTD will first scrutinize the eligibility of the prospective bidders as per "Prequalification criteria" mentioned in clause 7 above, based on the documents submitted by the bidder. The offers of the bidders who fulfill the mentioned prequalification criteria will be taken up for further scrutiny i.e. the technical evaluation.

B. Technical bid evaluation:

i. CTD will scrutinize the technical offers. In the evaluation, CTD will determine whether the technical details along with documents furnished are as per bid requirements and whether items are quoted as per the annexure. If the bidder proposes to supply Desktop computers which are equivalent or higher performance than the specified Desktop computer, the bidder should necessarily include documents in the technical bid, to establish such claim to the satisfaction of the Tender Inviting/Accepting Authority.

- ii. The technical evaluation will be done on the basis of the information provided by Bidder against the detailed specifications of Desktop computers and its related software like Operating System, open MS office 2010 Standard Indic licenses.
- iii. Only those bidders who qualify in the technical evaluation will be treated as qualified for the commercial bid evaluation.

C. Commercial Bid Evaluation:

- i. Commercial bid offers of only those bidders who qualify technically shall be opened on the date & time specified in the bid schedule.
- ii. Evaluation of commercial bid offers for 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses as specified in annexure-1 will be carried out together as a single item.
- iii. Bidder having the lowest commercial offer for 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses put together as specified in annexure-1 will be selected as successful bidder.

13. Award of Contract

- 13.1 The Contract will be awarded to the successful bidder which is having lowest commercial offer and selected as per clause 12 above. The decision of CTD is final in this regard.
- 13.2 Purchase order, will be issued to the successful bidder, in the CTD format.
- 13.3 Commercial Taxes Department reserves the right to reject all or any of the tenders.
- 13.4 The successful bidder should enter into an agreement with CTD within 10 days of the receipt of the award of the contract based on the terms and conditions contained in this bid document.
- 13.5 The bidder should furnish to the CTD with 10 days from the date of purchase order by way of performance security an amount equivalent to 5% of the bid value in respect of 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses put together in the form of a Bank Guarantee of any Nationalized Bank which shall remain in force till the expiry of warranty period of the desktops, The bank guarantee (BG) will be returned to the bidder only after

satisfactory supply, installation of O.S and other software into the Desktop computers and satisfactory repair/replacement and maintenance during the 3 year comprehensive onsite warranty period.

13.6 The bidder should complete the work of supply and installation within the stipulated period as in clause 14.1 below

13.7 During the warranty period, the successful bidder will be required to repair/replace the defective components within one working day, failing which the bidder will be liable to pay a penalty of Rs.200.00 per working day for two days and Rs.500.00 per working day thereafter. The bank guarantee shall be encashed if the penalty so levied is not paid by the bidder.

13.8 The bidder should comply with such directions as the CTD may issue from time to time for successful supply of the Desktop computers and installation of software.

14. Supply of Goods and Services and Payment:

14.1 Supply of the 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses must be completed within 15 (fifteen) days from the date of issue of purchase order.

14.2 A 'summary of the Acceptance Report' from the authorities of the offices of the locations specified in Annexure2 must be prepared and submitted to the Addl. Commissioner of Commercial Taxes (GST), Bangalore.

14.3 100% of the contract value will be released within 30 days of submission of bill after supply of 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses in the offices located at the annexure 2 to the tender notification.

15. Penalty for delay in delivery

15.1 If selected bidder fails to supply the 150 Desktop computers and open 150 MS office 2010 Standard Indic licenses under this tender notification, within 15 days' time from the date of issue of Purchase Order, a penalty of 2.5 % of total cost of bid amount, per week (maximum 4 weeks) will be deducted from the amount payable to bidder or recovered from the bank guarantee. This may be in addition to forfeiture of EMD.

15.2 **Termination of contract** – CTD reserves the right to cancel the contract placed on the bidder if;

- The bidder commits breach of any of the terms and conditions.
- The bidder goes in to liquidation voluntarily or otherwise.
- The service is found unsatisfactory.

16. The procedure for payment of Tender Transaction fee and Earnest Money Deposit.

- The website of e-Procurement portal is: <http://www.eproc.karnataka.gov.in/>.
- The home page of e- Procurement portal would appear as follows:

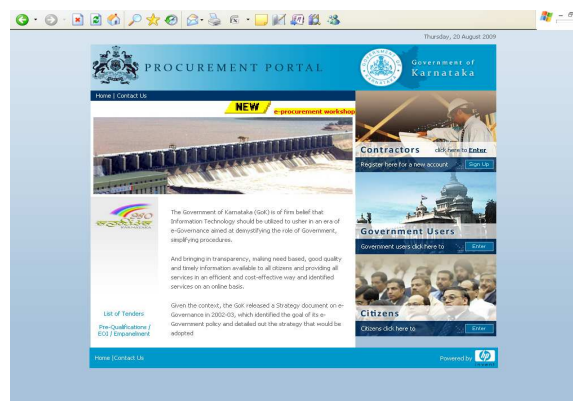


Fig 1 Home page of e-Procurement portal

The bidder can pay the EMD and tender transaction using any of the following payment modes in the e-Procurement portal:

- Credit Card
- Direct Debit
- National Electronic Fund Transfer (NEFT)
- Over the Counter (OTC)

1. CREDIT CARD PAYMENT METHOD

To pay the Tender Fee/EMD through credit card, click on the “Credit Card (Online Payment)” option. If you choose to pay the fees/EMD later click on “Close” button. Click on “Pay” button to proceed with payment process. Click “Back” if you wish to choose a different payment method. Click on “OK” button on the payment method confirmation window that is displayed. You will choose your card type (VISA or Master Card). Enter the credit card details.

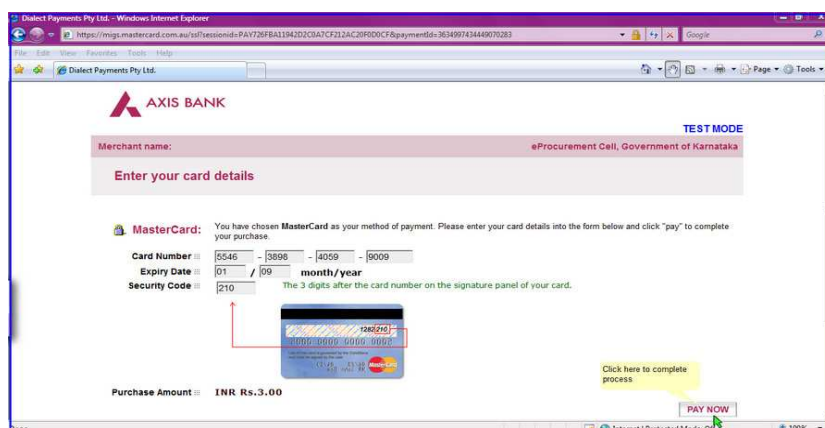


Fig 2 : payment by Credit Card.

The screen will look like above when you have completely filled the card details. Click on “PAY NOW” button to effect the payment. Your card details are verified by the payment gateway service and you will receive confirmation of payment debited to your card account if the card is valid. If the card is not valid you will receive alert about it and system will wait for you to correct any errors in the card details provided by you. A successful transaction message is displayed.

2. DIRECT DEBIT METHOD:

Click on “Direct Debit” using Internet Banking option to pay from your bank account through Internet Banking facility. Click on “Pay” to proceed or “Back” to change the payment method on the Payment details screen. Click on “OK” on the confirmation window to effect the payment. On your screen, you will be informed about successful completion of payment process.

3. OTC PAYMENT PROCEDURE:

If a supplier chooses to make payment of EMD/tender processing fees Over The Counter (OTC) in any of the designated ICICI Bank branches listed in the e-Procurement web-site (www.eproc.karnataka.gov.in), the supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the OTC option under the payment section and print the challan shown in that section. The printed challan will have the unique bid reference number and the amount to be remitted. Along with the challan, supplier can choose to make the payment either in the form of cash or

in the form of Demand Draft. Cheque payments will not be accepted. The supplier is requested to specifically inform the bank officer to input the unique bid reference number printed in the challan in the banking software. Upon successful receipt of the payment, the bank will provide a 16-digit reference number acknowledging the receipt of payment. This 16-digit reference number has to be entered by the contractor/supplier in the payment section of its bid as payment confirmation before the bid is submitted as a pre-requisite for bid submission.

4. NEFT (National Electronic Fund Transfer) PAYMENT PROCEDURE:

If a supplier chooses to make payment of EMD/tender processing fees using Reserve Bank of India's (RBI), National Electronic Fund Transfer (NEFT) system, the supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the NEFT option under the payment section and print the challan shown in that section. The printed challan will have the unique bid reference number, account details of Government of Karnataka and the amount to be remitted. The supplier has to submit the printed challan to its bank-branch (NEFT-enabled) and request for an account-to-account transfer, wherein the money will get transferred from the supplier's bank account to GoK's bank account. The supplier should ensure that NEFT transfer instructions are executed and the funds are wired to the Government of Karnataka's principal account before the last date for bid submission and preferably 24 hours before the last date for bid submission. If the supplier's bank transfers/wires the money after the last date for bid submission, the supplier's bid will be liable for rejection. Upon executing the transfer, the supplier's bank will provide a reference number generated by NEFT software as confirmation of transfer, which has to be entered by the supplier in the payment section of its bid as payment confirmation before the bid is submitted as a pre-requisite for bid submission. Also, the account number from which the funds were transferred has to be entered in the e-Procurement system as part of its bid.

The supplier's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling a/c held at ICICI Bank. For more details on e-Payment services and the process refer to e-procurement portal.

Note: In e-Procurement Portal, supplier has an option of withdrawing the bid by digitally signing to withdraw/cancel bid before the bid submission time /date.

Help Desk e(Procurement) : **080-25501216/25501227**

e-mail: hphelpdesk.blr@intarvo.com

Support timings: 9.00 am to 9.00 pm of all working days.

Sd/-

Tender Inviting Authority and
Addl. Commissioner of Commercial
Taxes (GST), Bangalore

**ANNEXURE-1 TO THE TENDER NOTIFICATION NO. CCW/CR-46/2012-13 DATED
17-05-2014**

A- SPECIFICATIONS OF 150 DESKTOP COMPUTERS

Feature	Specifications
Processor	AMD A10-5800 (Quad core, 3.8 GHz, 4MB cache) / Intel Core i5 3330 (Quad core 3.0 GHz, 6MB cache) or higher
Chipset/Mother Board	OEM mother board supporting above mentioned processor
Memory	1*4 GB DDR3 (1333 MHz or higher) & Non ECC Expandable to 8 GB
Hard Disk Drive & Controller	500 GB SATA-III 6.0-Gb/s Hard Drive, 7200 RPM with pre failure alerts.
Optical Drive	DVD Super Multi drive (Internal)
Graphics	Intel® HD Graphics or AMD any equivalent graphics integrated to processor
Ethernet	Integrated Gigabit Network Connection 10/100/1000
Bays	4 Bays: 2x 5.25 external, 1 x 3.5 external, 1 x 3.5 internal.
Slots	Minimum 3 Slots
Ports	6 USB (4 rear + 2 front) + 2 PS/2 ports <u>OR</u> 8 USB (4 rear + 4 front) , 1 RJ-45, 1 VGA, 1 Audio in/out
Form Factor	Micro ATX Tower
Power Supply	Minimu 200-watt power supply
Monitor	18.5" LED monitor:
Keyboard	PS/2 or USB 104/107 keys mechanical keyboard
Mouse	PS/2 or USB 2 button optical scroll mouse
Software	Remote diagnostics, Back Up and Recovery software Nudi 4.0 Kannada Software to be preloaded before delivery
Operating Systems	Microsoft Windows 8 Professional preloaded with recovery media.
Preloaded Software	Norton or McAfee or eTrust or e-Scan or Fore front or Trend Micro or PC Tool or Quick heal Antivirus or equivalent (Latest Version) with 3 year license.
Security	1. Removable media boot control 2. Serial, Parallel & USB Interface Control 3. Power-On Password 4. Setup Password
Compliance & Certification	For OEM : ISO 9001 : 2008, For PC : Windows8//Linux certification , Energy Star 5.0 For Monitor : TCO 05
Warranty	3 Years Comprehensive on site

B. 150 OPEN MS OFFICE 2010 STANDARD INDIC LICENSES

ANNEXURE-2 TO THE TENDER NOTIFICATION NO. CCW/CR-46/2012-13 DATED 17-05-2014

Sl. No.	Designation and Address of the authority to whom the Desktop computers are required to be delivered	No. of Desk Tops to be delivered	Phone No.	e-mail ID
1	Additional Commissioner of Commercial Taxes(Goods and Service Tax), 4th Floor, Vanijya Therige Karyalaya, 1st main Road, Gandhinagar. Bangalore-560 009	19	080-22280402	cto.karbng@nic.in
2	Joint Commissioner of Commercial Taxes(Adm) DVO -1 TTMC, BMTC Building, 2nd Floor, Yeshwanthpura, Bangalore-560022.	8	080-23570126	jcctdvo1@gmail.com
3	Joint Commissioner of Commercial Taxes(Adm) DVO -2 Vanijya Therige Karyalaya-2, 'B' Block, 6th Floor, 80 ft Road, Rajendranagar, Koramangala, Bangalore-560047	8	080-25706166	jcctdvo2@gmail.com
4	Joint Commissioner of Commercial Taxes(Adm) DVO -3 TTMC, 'B' Block, BMTC Building, 2nd Floor, Shanthinagara, Bangalore-560027.	6	080-22221048	
5	Joint Commissioner of Commercial Taxes(Adm) DVO -4 Vanijya Therige Karyalaya-2, 'A' Block, 4th Floor, Koramangala, Bangalore-560047	10	080-25704833 / 25704770	dvo4-ct-ka@nic.in , jcctadmndvo4@gmail.com
6	Joint Commissioner of Commercial Taxes(Adm) DVO -5 Vanijya Therige Karyalaya-2, 'B' Block, 5th Floor, Koramangala, Bangalore-560047	11	080-25706157	jcdvo5@gmail.com , jcctadmndvo5@gmail.com
7	Joint Commissioner of Commercial Taxes(Adm) DVO -6 3rd Floor, KAIDB Building, 14th Cross, Peenya 2nd Stage, Bangalore-560058.	11	080-28363927	jcctdvo6@yahoo.com
8	Joint Commissioner of Commercial Taxes(Adm) DVO - Mysore 1st Floor, Sheshadri Bhavana, Old Building, Diwan Road, K.R.Mohalla, Mysore-570024	13	0821-2420367 / 0821-2426652	jcctadmndvomys@gmail.com

9	Joint Commissioner of Commercial Taxes(Adm) DVO - Shimoga Suvarna Karnataka Vanijya Therige Bhavana, Near 60 ft Road, Gopalgowada Extn. Shimoga-577205.	8	08182-258705 / 08182-258706	jcctadmndvosmg@gmail.com
10	Joint Commissioner of Commercial Taxes(Adm) DVO - Mangalore Vanijya Therige Bhavana, 1st Floor, Maidan Road, Mangalore-575001	10	0824-2424147	jcctadmnyahoo.in
11	Joint Commissioner of Commercial Taxes(Adm) DVO - Dharwad Vanijya Therige Bhavana, D.C.Compound, Dharwad-580001	12	0836-2210172 / 0836-2210170	jcctvatdivision@yahoo.com
12	Joint Commissioner of Commercial Taxes(Adm) DVO - Belgaum Sumoulya Soudha Club Road, Belgaum-590001	13	0831-2407366 / 0831-2407363	dvobel-ct-ka@nic.in
13	Joint Commissioner of Commercial Taxes(Adm) DVO - Gulbarga Vanijya Therige Karyalaya, Near Railway Station Road, Gulbarga-585101.	9	08472-2213388	jcctdvoglb@gmail.com
14	Joint Commissioner of Commercial Taxes(Adm) DVO - Davanagere Vanijaya Therige Bhavana, Devaraja Urs Layout, A-Block, P.B.Road, Davangaere-577002.	12	08192-231359 / 08192-253415	jcctadmndvg@gmail.com
Total		150		

**ANNEXURE-3 TO TENDER NOTIFICATION NO. CCW/CR-46/2012-13
DATED 17-05-2014**

**FORMAT FOR COMMERCIAL BIDDING FOR DESKTOP COMPUTER AND OPEN
MS OFFICE 2010 STANDARD INDIC LICENSES**

Sl.No.	Goods	Net Price per unit	Tax(VAT / CST/ST)	Total price per unit (3+4)	No. of Units	Total price in Rs.
1	2	3	4	5	6	7
1						
2						
Total						

“Price” is inclusive of all costs including cost of transport, installation of OS, Software, etc.

1. I, _____ - Authorized representative of
(Name & Designation)

M/s _____ agree to all terms and conditions
(Name of the company)

specified in the Tender Notification.

Date:

Signature

Place:

Note: 3A and Annexure 3B must be in separate cover

**ANNEXURE-4 TO TENDER NOTIFICATION NO. CCW/CR-46/2012-13 DATED
17-05-2014**

Manufacturer's Authorization Form

Date:

To,

The Commissioner of Commercial Taxes,
VTK-I, Gandhinagar,
Bangalore-560 009
Karnataka.

Subject: Authorization letter for tender number Ref. _____ Dated _____

Reg: Tender Notification Number _____ Dt. _____

Dear Sir,

This is with reference to above subject of Procurement offor your department.

We would like to authorize M/s. _____ who is a business associate/partner of <OEM> in India to participate in the above tender, and execute the same if awarded.

We hereby extend our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offer by the M/s _____. We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Your faithfully,

For "Company Name"

"Name of the person"

"Designation"