

**INVITING PROPOSALS FOR RUNNING, OPERATION AND MAINTENANCE
OF COLD STORAGES AT KINFRA PARKS IN
MAZHUVANNOOR AND KALPETTA**

Background:-

Kerala Industrial Infrastructure Development Corporation (KINFRA) which is a Statutory Corporation established by Govt. of Kerala has been the leader in providing industrial infrastructure for the State of Kerala. It has established a chain of Industrial Parks across the length and breadth of the State which include industry specific theme parks/special economic zones. For the Food Processing Industry, two food parks namely, KINFRA Food Processing Park (KIFPRO) at Kakkancherry and KINFRA Small Industries Park (KSIP) at Mazhuvannoor have already been established. A third Food Park at Adoor is under implementation. The KINFRA Small Industries Park at Kalpetta, Wayanad, has been set up to utilize the rich agro resources of the district.

Cold Storages - Common Facilities in KINFRA Parks:-

Cold storages play a very important role in providing stake holders of the food processing industry such as raw materials suppliers (farmers), food processing units, distributors etc., with vital means to preserve the quality of their products. This would greatly enable stake holders of the food processing industry to avoid wastage and prevent loss to them as well as the national exchequer.

As part of its role to promote industries, a host of common facilities have been provided by KINFRA in its parks. Cold storage accompanied with provision for pre processing activity is one such common facility offered by KINFRA in its Parks at Mazhuvannoor and Kalpetta. KINFRA is looking for partners with appropriate expertise to run and operate these cold storages.

Proposals Invited: -

KINFRA invites proposals from interested parties in the prescribed format for running, operating and maintaining the cold storages at Mazhuvannoor and Kalpetta.

Location:-

- KINFRA Small Industries Park, Mazhuvannoor in Ernakulam District is situated at a distance of about 45kms from Kochi city.

The cold storage is housed in an independent building within the park premises.

- KINFRA Small Industries Park, Kalpetta, in Wayanad district is situated by the side of the National Highway at a distance of about 5 kms from Kalpetta, head quarters of Wayanad district.

The cold storage is housed in an independent building within the park premises.

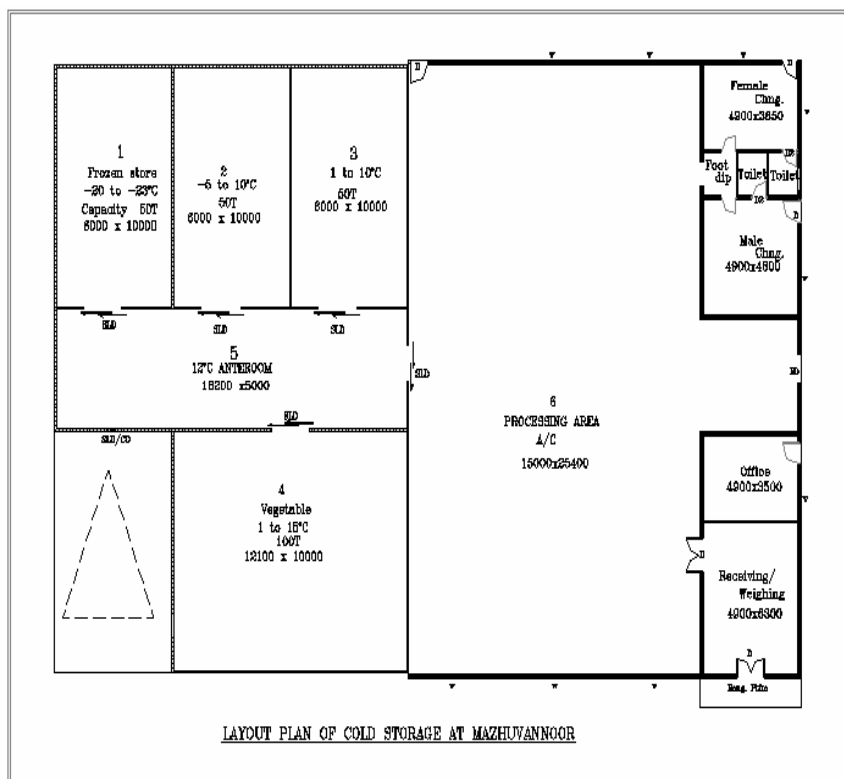
Facilities:-

Cold Storage at the above two locations are equipped with state-of-the-art machinery/equipments and back up power facility. A provision for pre-processing cum packing facility is also provided for value added services.

Interested parties could visit the sites to make a first hand study of the facilities.

The details of the Cold Storages at Mazhuvannoor and Kalpetta along with layouts are as shown below:

Layout of Cold Storage (showing existing facilities) at Mazhuvannoor



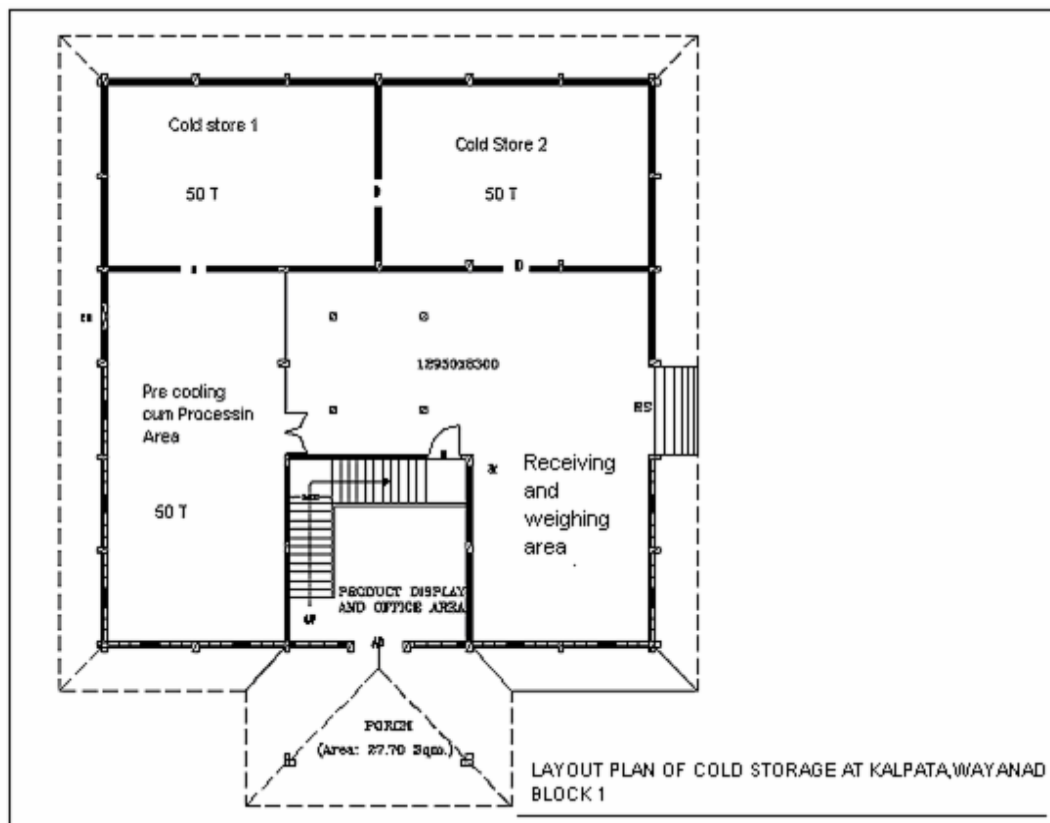
COLD STORAGE - MAZHUVANNOOR, ERNAKULAM

Sl. No	Description	Capacity	Room Dimension (in meters)			Temp. range	Total connected load(KW)	Capacity of DG set	
			L	B	H				
1	Room No.1- Frozen Store	50 T	6.00	10.00	4.50	-20 to -23	62.33KW	100 KVA	
2	Room No.2- Vegetable Room	50 T	6.00	10.00	4.50	+10 to -5			
3	Room No.3 – Vegetable Room	50 T	6.00	10.00	4.50	+10 to 1			
4	Room No.4 (for future expansion)	Approx: 100 MT	12.10	10.00	4.50	+15 to 1			
5	Room No.5- Common Ante Room		18.20	5.00	4.50				
6	Processing Area		Room	15.20	25.40	4.20			
			Passage	5.00	4.60	4.20			
7	Receiving and weighing Room		6.20	4.90	4.20				
8	Workers Change Room		Section I						
			3.65	4.85	3.60				
			Section II						
			4.80	4.85	3.60				

Additional Requirements:-

With respect to cold storage at Mazhavanoor, KINFRA may consider at its sole discretion the request for additional requirements of infrastructure such as conversion of temperature ranges in existing chambers of the cold storages etc that could help the selected Operating Agency to achieve better or sustainable capacity utilization as well as efficient operation, on payment of extra charges for such additional infrastructure, for which the bidder has to quote separately in the Price Bid.

Layout of Cold Storage showing existing facilities at Kalpetta



COLD STORAGE - KALPETTA, WAYANAD

Sl. No	Description	Capacity	Room Dimension (in meters)			Temp. range	Total connected load(KW)	Capacity of DG set
			L	B	H			
1	Cold store 1	50 T	9.30	6.10	3.20	+10 to -5	14.60	63.5 KVA
2	Cold store 2-	50 T	9.30	6.10	3.20	+10 to -5	14.60	
3	Pre cooling & Processing Area	50 T	12.76	6.25	3.60	+20 to +18	10.00	
4	Receiving & Weighing Area		12.95	6.30	3.60			
			6.35	6.50	3.60			
5	Product display Area & Office Area		4.70	4.70	3.60			

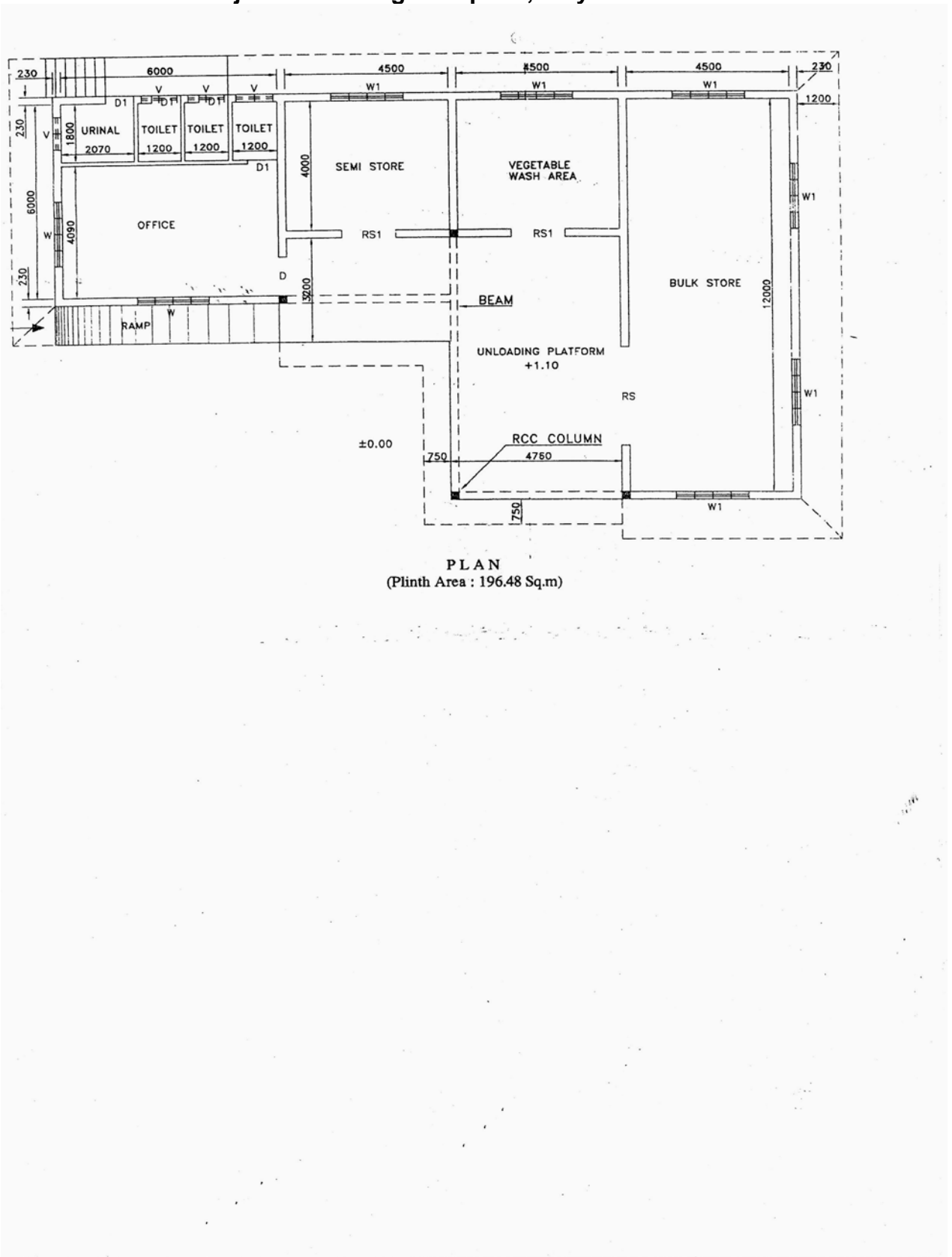
Additional Requirements:-

With respect to cold storage at Kalpetta, KINFRA may consider at its sole discretion the request for additional requirements of infrastructure such as conversion of temperature ranges in existing chambers of the cold storages etc that could help the Selected Operating Agency to achieve better or sustainable capacity utilization as well as efficient operation, on payment of extra charges for such additional facility, for which the bidder has to quote separately in the Price Bid.

There is already a building adjacent to the existing building of the cold storage which can be conveniently used for pre processing and packing activities. If the bidder desires to have the said building also as an additional requirement, he/they may also quote separately for such building in the price bid document.

Layout of the Adjacent Building with packing and preprocessing facilities at Kalpetta:-

Adjacent Building – Kalpetta, Wayanad



Sl. No	Description of additional facilities available	Room Dimension (in meters)		
		L	B	H
1	Office	4.09	6.00	3.60
2	Semi Store/preprocessing area	4.00	4.50	3.60
3	Vegetable wash area	4.00	4.50	3.60
4	Bulk store	12.00	4.50	3.60
5	Unloading platform	4.76	7.77	3.60

However KINFRA retains the right to accept or reject or partially accept such requests for additional requirements of infrastructure and it does not become mandatory on the part of KINFRA to accept such requests for additional requirements of infrastructure.

Area of activity: -

The cold storages at the above Parks are common facility centers aimed at reducing wastage of raw and in process materials and thereby enhancing quality. These are initiatives undertaken by KINFRA as part of its efforts to promote the food processing industry in the State by creating high quality and efficient infrastructure that is run professionally to meet the needs of the food processing sector of the State.

Eligibility: -

Those who are interested in operating running and maintaining the cold storages should satisfy the following eligibility conditions:

Essential criteria and conditions:

- Key technical/managerial person engaged by the applicant firm should have experience of over 5 years for round the clock operations in operating, running and maintaining the cold storages.
- Payment of interest free deposit of Rs. 10.00 lakhs each for cold storages at Mazhuvannoor and Kalpetta (*to be made at the time of signing agreement*) either by demand draft or in the form of Bank Guarantee from a scheduled nationalized bank in favour of Kerala Industrial Infrastructure Development Corporation, Trivandrum. The validity of the Bank guarantee shall be for a period of three years with a claim period of three months.

Desirable criteria and conditions:

- Current net worth of the applicant shall not be less than Rs. 50.00 lakhs (i.e. Rs. 25.00 lakhs for each cold stores at Mazhuvannoor and Kalpetta to be supported by authenticated documents).
- Applicant should have offered service to reputed clients with repeat assignments. Recommendation letters from three such clients preferably from food processing sector are to be enclosed with the proposal.
- The applicant should be willing to operate for a minimum period of three years, which may be renewable for a further period of two years.

Procedure for Selection:-

The applicants are required to submit their proposals in the prescribed format for technical/commercial bids (prescribed format enclosed) consisting of the followings parts:

- Part I (General) : with general details about the applicant.
Part II (Technical) : with details related to the compliance with terms and conditions and applicant's experience for operating and maintaining the cold storages.
Part III (Financial) : showing the applicant's bid/quotation.

The applicant is required to make monthly payments towards use of land, building, equipments. The monthly payment would consist of two components namely:

- (i) 'base rate' (or fixed monthly amount) that is fixed by KINFRA and binding on all applicants.
- (ii) 'quoted rate' : as per the bidding procedure, each applicant is required to quote/bid the percentage of monthly revenue (sales turnover) from cold storage operations they are willing to pay to KINFRA (on revenue sharing basis) over and above the specified 'base rate'.
- (iii) In case the bidder indicates requirements of additional infrastructure, he would be required to quote the monthly payment (to quote by specifying amount) he is willing to pay for use of the additional infrastructure (separately for cold storages and for adjacent building in the case of Kalpetta)

The highest bidder will become eligible for selection as the Operating Agency for running, operation and maintenance of cold storages.

The 'base rates' fixed for the cold storages at Mazhuvannoor and Kalpetta are as given below:

- (a) Rs. 15,000.00 for Cold Storage at KINFRA Small Industries Park, Mazhuvannoor
- (b) Rs. 11,000.00 for Cold Storage at KINFRA Small Industries Park, Kalpetta.

Business Plan:-

The applicant shall provide a business plan of operations for the next three years. The detailed business plan should cover the estimated revenue and expenditure.

Besides the above, the applicant should also furnish details if applicable, of the proposed 'other related activities' in the cold storages indicating the estimated revenue, and expenditure for each activity separately.

The business plan should highlight the proposed marketing strategy which the Operating Agency intends to adopt for consolidating its business.

Submission of Proposals:-

Those who are interested should submit their proposals in the prescribed format (format enclosed) in sealed envelopes with all the required credentials (supporting documents) and details so as to reach the Managing Director, Kinfra House, 31/2312, Sasthamangalam, Trivandrum on or before 3.00PM on 16th June 2008.

Earnest Money Deposit (EMD):-

An EMD of Rs. 10,000.00 should be submitted along with the proposal by demand draft drawn in favour of the **Managing Director, KINFRA**, payable at **Thiruvananthapuram**. Separate EMDs should be given for each Cold Storage. Bids not accompanied with EMDs will be summarily rejected.

The EMD of the first two highest bidders will be retained and EMD of other bidders will be returned. The bidder who has been selected for running and operating the Cold Storages has to enter into an agreement with KINFRA in the prescribed format with in 45 days from the date of award of the contract. In case the successful bidder fails to execute the agreement, the EMD will be forfeited and KINFRA will have the right to award the contract to any other bidder.

Format of Bid: -

Prescribed applications may be downloaded from the website. Separate application forms are to be submitted for cold storages at Mazhuvannoor & Kalpetta in separate sealed covers superscribed 'Application for selection of Operating Agency for Cold Storage at'. The bid should be prepared in two separate envelopes as mentioned below:

Envelope I: Technical Bids

This envelope should contain Part I and Part II of the bids showing (1) the general details of the applicant, (2) details related to compliance with terms and conditions and the applicant's experience for operating and maintaining the Cold Storage, and (3) the EMD of Rs.10,000.00.

Envelope II: Commercial Bids

This envelope should contain the applicants price bid/quotation.

Both covers should be kept in a big cover and addressed to the **Managing Director, Kinfra House, 31/2312, Sasthamangalam, Trivandrum – 695 010.**

The technical bids will be opened on 16th June 2008 at 4.00 PM at the office of KINFRA, and bidders who satisfy the eligibility criteria will be short listed.

The date of opening of commercial bids of those bidders who are short listed will be intimated later.

The bidders and/or other authorized representative may attend the opening of the technical bid/commercial bid.

Note:

***The Managing Director, KINFRA reserves the right
* to reject the proposal if any of the conditions for running, operating and maintaining Cold Storages are not complied with
* to accept, partially accept or reject any of the proposals in full or in part for any reasons recorded and is not bound to accept the highest bid of any item or all the items in the proposal and no claim shall be made by the bidder as a matter of right in this regard.***

GENERAL TERMS & CONDITIONS

KINFRA has set up Cold Storages at KINFRA Small Industries Parks in Kalpetta and Mazhuvannoor and intend to operate and maintain these Cold Storages through professional third party operating agencies.

Applicant should ensure compliance with terms and conditions for running, operating and maintaining cold storages.

1. ROLE OF KINFRA

- 1.1. KINFRA has provided infrastructure, and equipments/machinery required for running cold storages.
- 1.2 KINFRA has provided necessary utilities such as electricity, water, etc. for the Cold Storages.
- 1.3 Back-up DG power facility is also provided.
- 1.4 Other common facilities such as security, canteen etc are available within the respective park premises. Provisions for providing bank, P & T etc. facilities are also being planned.
- 1.5 KINFRA is actively involved in promoting food processing industries and along with its reputation will be able to generate considerable interest in projecting the cold storages as a facilitating centre for food processing industries in the State.

2. MANAGEMENT OF COLD STROAGES AND ITS STRUCTURE

- 2.1 A '*Management Council*' is proposed to be established with the responsibility to supervise and to ensure that each cold storage is meeting its stated objectives and serving the stakeholders to their expectations.
- 2.2 This *Management Council* would work as an Apex body. The Operating Agency managing the operations of the cold storage will be accountable to the Management Council.
- 2.3 The *Management Council* will have five members consisting of 2 members from KINFRA, 2 members from the Operating Agency, and an expert in the field of food processing/refrigeration nominated by KINFRA. The Chairman of the Management Council would be the nominee of KINFRA.

3. ROLE OF MANAGEMENT COUNCIL

- 3.1 The Management Council shall provide the vision and mission for the cold storages. The Operating Agencies will operate, run and maintain the cold storages as per the scope of activity and business plan approved by the Management Council. The Management Council will also periodically review the performance and working of the cold storages. The Operating Agency shall observe all the directions/guidelines issued by the Management Council from time to time.
- 3.2 Any new activity, beyond the originally approved scope of activity, if planned by the Operating Agency, will have to be approved by the Management Council.

3.3 Other responsibilities that come under the purview of the Management Council are:

- Decision on additional purchases/investments or replacement of existing equipments.
- Decision on price fixing for storages by units.
- Policy decisions on recruitment of personnel for running the cold storage.

4. RESPONSIBILITIES OF THE OPERATING AGENCY AND CONDITIONS FOR OPERATION AND MAINTENANCE

4.1 The primary objective of setting up Cold Storages is to provide professionally run infrastructure facility as common facility centers to the food processing industry catering to needs of the industry.

Preference for use of the facility in the cold storages shall be given to units in the KINFRA Parks. Depending on the availability of capacity, the cold storage shall be utilized for facilitating its use by entrepreneurs or units outside KINFRA Parks.

The Operating Agency can also make use of the cold storage facility for its own use on the same terms and conditions that are applicable to units in the Park/outside units as the case may be.

4.2 Operating Agency to abide by the terms of reference as per the agreement signed with KINFRA and the scope of activity approved by the Management Council.

4.3 Operating Agency to be accountable to the Management Council

4.4 Operating Agency will operate and maintain cold storage throughout 24 hours round the clock and all seven days of the week without interruption including operation of the standby DG set as and when required.

4.5 Operating Agency will recruit, hire and manage the technical as well as non technical manpower needed to operate the facilities based on the Management Council's guide lines. The liabilities related to man power will totally rest with the Operating Agency. The Operating Agency shall ensure that all the employees and manpower conduct themselves in befitting manner within the park premises. Any person who in the opinion of KINFRA misconducts himself, or is incompetent or is undesirable shall be replaced by the Agency with a competent substitute without delay.

4.6 Operating Agency will meet all the expenses incurred in operating and maintaining the cold storages. These would also include, but not limited to :-

- salaries & wages for the technical and non-technical persons
- cost of consumables
- cost of utilities (including share of common facilities, expenditure of the park such as security etc)
- administrative expenses including marketing costs
- maintenance cost including annual maintenance contracts
- breakdown insurance
- insurance premium
- training expenses
- cost of finance
- other expenses

4.7 The Operating Agency shall ensure that all the payments particularly bills related to power are promptly settled without attracting any penal charges. The Operating Agency will have to indemnify KINFRA from all liabilities due to problems arising from delayed or non payment of electricity bills.

- 4.8 Operating Agency will also arrange for meeting the expenses related to insurance, taxes and other statutory charges.
- 4.9 Operating Agency will charge and receive payments for all the storage activity undertaken by it as per rates approved by the Management Council.
- 4.10 Operating Agency will ensure that services will be provided by it without discrimination to all the units/organizations approaching it.
- 4.11 The Operating Agency will be responsible for upkeep of the cold storages and its premises in neat and good working condition.
- 4.12 The Operating Agency will satisfy all the safety requirements as per Govt. regulations.
- 4.13 The Operating Agency shall maintain and retain all the required logbooks pertaining to cold storage activity.
- 4.14 The Operating Agency will offer its books of accounts pertaining to activities of the cold storages for auditing by auditors appointed by KINFRA.
- 4.15 The Operating Agency shall insure the cold storage and all equipments with the approved insurance company. All insurances should be taken in the joint name of KINFRA and the Operating Agency and the copy of the insurance policy should be deposited with KINFRA.

5. NAMING OF THE COLD STORAGE

- 5.1 The Cold Storages are proposed to be given a combined identity i.e. name of Agency combined with name of KINFRA.
- 5.2 The Operating Agency will have to indemnify KINFRA from all liabilities due to problems and claims that may arise from improper operation of cold storages.

6. PERIOD OF OPERATION OF THE COLD STORAGE

The applicant should be willing to operate for a minimum period of three years, which may be renewable for a further period of two years on the expiry of three years subject to Operating Agency complying with the terms and conditions satisfactorily.

7. MAINTENANCE

- 7.1 Operating Agency will take full responsibility for proper upkeep and maintenance of all the building, equipment/machinery handed over to them. These would include:
 - Proper and careful handling and operation of the equipments by the Operating Agency's technical staff.
 - Proper maintenance of machines through annual maintenance contracts.
 - Replacement of worn out or damaged parts, components etc with genuine spares, part or components from the manufacturers approved dealers.
 - All consumables of the equipments that are needed for proper functioning of the equipment will have to be arranged by the Operating Agency at its cost.
 - At the end of the period of operation of running and maintenance of the cold storages, the Operating Agency will entrust back to

KINFRA the cold storages in proper and working conditions without damage.

- Handing over the equipments and facility to the Operating Agency at the start of operations as well as taking back the equipments/facility from the Operating Agency at the end of the period of operation will include joint inspection of equipments/facility and its performance/status. Any defects noticed other than due to the natural wear and tear at the end of the period of operation will be rectified by the Operating Agency at its cost.

- 7.2 The Agency shall, based on manufacturer's recommendations, manuals, data sheets prepare a programme for Preventive Maintenance (PM) for each system/subsystem of the said equipments including a maintenance schedule and description of PM operations, based on which regular Preventive Maintenance shall be carried out. BIS codes of practice should be strictly adhered to wherever applicable.
- 7.3 The Operating Agency will attend to all breakdown and emergency maintenance requirements on priority basis to limit breakdown time to the minimum possible duration.
- 7.4 The Agency shall ensure sufficient stock of spares and tools to ensure that there is no breakdown of service for want of spares/tools.
- 7.5 Operating Agency will fully indemnify KINFRA, in case of damage to equipment/instrument or any of its components, if it is not adequately replaced.
- 7.6 Operating Agency will enter into tripartite agreement with KINFRA and equipment manufacturer for annual maintenance contract. Wherever applicable tripartite agreements will be entered into for breakdown maintenance. The cost of such annual maintenance/breakdown contracts will be to the account of the Operating Agency.
- 7.7 Operating agency will permit persons/organizations authorized by KINFRA to inspect the equipments/machinery as and when required. The findings of such authorized persons/organizations will be binding on the Operating Agency.
- 7.8 Maintenance is classified under two headings. 1). equipments for which separate maintenance contracts would have to be entered into for each equipment separately. II). maintenance of the building/utilities which will have to be coordinated by Operating Agency with respective park offices.

8. PERFORMANCE REVIEW

- 8.1 The Management Council will undertake to review the performance of the Operating Agency from time to time. The basis of evaluation would include evaluation by competent persons authorized by the Management Council, evaluations undertaken for assessment of upkeep of equipments/machinery and any other relevant parameters as decided by the Management Council. Based on the performance review, the Operating Agency will address the various issues related to its performance to satisfy requirements put forth by the Management Council. These steps would be aimed at making constant and continuous improvement in the functioning of the Cold Storages.

9. OTHER RELATED ACTIVITIES

- 9.1 The Operating Agency may also identify and separately specify other related activities it proposes to undertake at the cold storages utilizing the facilities at the

cold storages. A description of the activities along with its potential should be provided.

10. MANPOWER

10.1 The Operating Agency will ensure that the cold storage is adequately equipped with skilled manpower. The manpower required at various levels are identified as follows.

- Chief Operations Officer
- Key Technical Team
- Support Staff
- Administration Team
- Marketing Team

10.2 **As quality of service is the critical factor of the cold storage's performance, meeting the minimum requirements as specified in this document for Key Technical Team is a prerequisite for consideration of the offer for operating and maintaining the cold storages.**

10.3 The prerequisite details are

10.3.1 Key Tech Team

Persons with over 5 years of technical experience in cold storage operation and maintenance.

There should be at least two persons for round the clock operation

10.4 It is mandatory for the Operating Agency to see that the above post are always maintained as per required norms failing which the Operating Agency might lose its right to run the cold storages. For all the other posts or levels, the Operating Agency can decide on the composition of the personnel depending on the business plan it proposes. This has to be clearly specified with specific reference to qualifications, training and experience for each post. However the Management Council reserves the right to specify and fix the personnel required to ensure that there will not be any compromise on the quality of service provided.

PROPOSAL FOR OPERATION AND MAINTENANCE OF COLD STORAGES

PART – 1 GENERAL

a	
1. Name	
2. Address	
3. Telephone No.	
4. Fax No.	
5. Email ID	
6. Website	
b)	
1. Type of Organization	
2. Documents related to registration/incorporation (enclose copy)	(specify document)
c)	
1. Promoters and Directors of the organization	(list)
2. Bio-data of all promoters and directors	(enclose as annexure)
d) Background	
1. Activities since inception	(enclose as Annexure)
2. Other plans for the future	(enclose as Annexure)
e) Current organization structure	(enclose organization chart as Annexure)
f) Professional membership of the organization	(list)
g) Bankers details	
1. Banks name and address	

PART – II TECHNICAL BID

a) Willingness to operate

(put ✓ mark)

(i) Cold Storage at

b) Willingness to abide by the terms and conditions related to operation and maintenance of cold storages

(put \checkmark mark)

(i) Willingness to abide by the terms and conditions as mentioned in the general terms and conditions.

Yes	No
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(ii) Willingness to operate under Management Council.

Yes	No
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(iii) Willingness to operate under mechanism of price fixation by the Management Council.

Yes	No
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(iv) Willingness to operate for at least three years.

Yes	No
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(v) Willingness to deposit Rs.10.00 lakhs per location (i.e. at Mazhuvannoor/Kalpetta)

Yes	No
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(vi) Comments (please specify any additional information which the applicant wishes to make . Please use additional sheet if required.)

Yes	No
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c) Business Plan

Enclose business plan as a separate document

d) Organization structure

Following details to be provided as separate annexure.

Organization structure for the proposed cold storage.

- To provide chart showing minimum requirement of manpower.
- To show existing available personnel and those to be recruited separately.
- Qualifications, experience to be separately indicated.

Signature :

Name :

(Seal)

PROPOSAL FOR OPERATION AND MAINTENANCE OF COLD STORAGE

PART- III COMMERCIAL BID

KINFRA Small Industries Park, Mazhuvannoor	
Monthly payments	
(a) 'Base Rate' (monthly fixed amount)	Rs.15,000.00
(b) 'Quoted Rate' % of monthly revenue (sales turnover) payable to KINFRA over and above 'base rate' as shown in (a) for the existing facility.	
(c) 'Quoted Amount' in case of additional requirements of infrastructure for Cold Storage (*)	
(c) 'Quote Amount' in case of additional requirements of infrastructure for Cold Storage (*)	

* Specify the additional requirements.

(Note: For each additional requirement of infrastructure over and above the existing facility, separate quote is to be made)

DECLARATION

I/we undertake to abide the general Terms and conditions contained in the bid documents.

Place:

Date :

(Seal)

Signature :

Name :

Address :

Phone :

Fax :

e-mail ID :

PROPOSAL FOR OPERATION AND MAINTENANCE OF COLD STORAGE

PART- III COMMERCIAL BID

KINFRA Small Industries Park, Kalpetta	
Monthly payments	
(a) 'Base Rate' (monthly fixed amount)	Rs.11,000.00
(b) 'Quoted Rate' % of monthly revenue payable to KINFRA over and above 'base rate' as shown in (a) for the existing facility.	
(c) 'Quoted Amount' in case of additional requirements of infrastructure for Cold Storage. (*)	
(d) 'Quoted Amount' in case of additional requirements of infrastructure for Cold Storage. (*)	
(e) 'Quoted monthly charges' for the adjacent building.	

* Specify the additional requirements.

(Note: For each additional requirement of infrastructure over and above the existing facility, separate quote is to be made)

DECLARATION

I/we undertake to abide the general Terms and conditions contained in the bid documents.

Place:

Date :

Signature :

Name :

Address :

(Seal)

Phone :

Fax :

e-mail ID :