



**Tender Document for selection of service provider for conducting Birkman  
Assessment tests to provide in-depth and personalized guidance and support  
for PGP-1st Year Prep Students of IIMB**

**Tender Notification No: IIMB/T&C/CDS/01/24-25**

**25.04.2024**

**This tender document contains pages from 01 to 15**

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**Indian Institute of Management Bangalore**

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## **1. SCOPE**

Indian Institute of Management Bangalore (IIMB) (hereinafter referred to as the “Institute”), an Educational Institute of National Importance, invites E- bids on open tender two bids system for selection of service provider for conducting assessment tests to provide in-depth and personalized guidance and support for IIMB PGP -1st Year Prep Students, under two bid system Technical Bid (Part-I) & Financial Bid (Part-II).

## **2. ABOUT IIMB**

Indian Institute of Management Bangalore is an institution of national importance under the Indian Institute of Management Act, 2017.

IIMB has highly experienced and renowned faculty and a distinguished Board of Governors. The institute has outstanding infrastructure and provides a distinctive learning environment with a strong focus on research and academic excellence. IIMB has 104 full-time faculty members, about 1,350 students across various degree-granting programmes. IIMB’s two-year Post-Graduate Programme [PGP] in Management is ranked #2 in India and #32 globally by the QS Master’s in Management Ranking [2024]

## **3. ABOUT CDS**

Career Development services (CDS) are an important activity at IIMB and the first touch point of the students. The end objective of CDS is as follows.

- Brochure preparation for communication to Corporates for placements.
- Understanding individual career goals & aligning for performance enhancement behavior.
- expectation setting & help students build their own growth and realistic career progression plan.
- Organizing corporate events & placement support services.

## **4. ABOUT THIS TENDER / SCOPE OF WORK**

The institute requires specialized assessment tests to provide in-depth and personalized guidance and support for IIMB PGP -1st Year Prep Students. This tender is for selecting an expert service provider who can deliver psychometric assessment test-the Birkman Method which is a scientific method to analyze suitable job roles and career for the student which helps them decide which careers they should opt for, especially for students who want to change line, grow fast or work on their own.

This has to be followed by Face-to-face counselling, In-depth discussion on Birkman result, Follow-up Counselling through Google Meet, phone, face-to-face for about 3 months. Counselling is expected to clear the issues and resolve the doubts.

### **Proposed timelines**

Day 1 (27th May) Brief 10 mins introduction to Birkman Method

Day 2-5 (Till 31st May) Administration of Birkman Method (online)

Day 6 (01st June) Group workshop for Group 1 Group workshop for Group 2

Day 7-10 (Till 05th- June) Face-to-face for students (15-20 mins each with a counsellor)

**Nos of Students (approx.):** 160 students, 2 groups of 80 students each

**Requirement**

- 1 panel of 2 Counsellors each for the Group Workshops
- Duration of Workshops should be of 2.5 hours each taken by two Counsellors each
- Birkman Test to be taken online by the students at their convenience
- F2F interactions will be of 1 student with 1 Counsellor for 15-20 mins each.
- Online support to be provided for those who have any clarifications till 3 months

**5. ELIGIBILITY CRITERIA**

All the Bidders must fulfill the following eligibility criteria and submit the copies of the documents and the declarations (duly self-attested) in support of their claim along with the Technical Bid. The Technical Bids not meeting the Eligibility Criteria stated below and not accompanied with the requisite documents as sought below shall be treated as incomplete and will be rejected.

Sl.No	Eligibility Criteria	Supporting Documents
a.	Nature of Organization	A copy of Certificate of Incorporation, Memorandum / Article of Association/partnership agreement/ LLP agreement/License under shops and establishment Act or relevant documents.
b.	The bidder should have carried out at least one similar service to any Indian Institute of Management, in the last Seven years up to 31.03.2024.	Copies of the Work Orders/Purchase Orders, Completion Certificate/Feedback/testimonials from the concerned IIM.
c.	The bidder should be trained and authorized to use the Birkman tools/assessments	Copies of the trainings/authorization issued by Birkman company.
d.	The bidders should have minimum annual turnover of Rs. 5 lakhs in the last three financial years (2020-21, 2021-22 and 2022-23).	Copies of the CA certified Balance Sheets and Profit & Loss Account statements or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the period indicated.
e.	PAN, GST Registration No	Copies of PAN & GST Registration Certificate
f.	The bidders should not have been blacklisted/debarred from any Government organization during the period of last three years. There should not be any criminal case registered against the bidding firm or its owners/partnersanywhere in India.	A Self-declaration to this effect on the Company letter head duly signed to be enclosed, as per <b>Annexure III</b>

## 6. EARNEST MONEY DEPOSIT (EMD)

Interested Bidders are requested to pay the EMD for an amount of Rs. 25,000/- (Rupees Twenty Five Thousand Only) should be submitted through NEFT or RTGS in favor of Indian Institute of Management Bangalore.

Bank details for NEFT/RTGS transfer to IIMB

Bank Name	: HDFC Bank Ltd
Bank Street Address	: J.P. NAGAR BRANCH, BANGALORE
Branch Code	: 0133
IFSC CODE	: HDFC0000133
Customer HDFC Bank a/c name	: Indian Institute of Management
Customer HDFC Bank a/c number	: 0133145000019

Copy of UTR details for NEFT/RTGS transfer should be enclosed with the technical bid.

**i) Micro and Small Enterprises (MSEs) only** as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from EMD. However, they have to enclose valid UDYAM Registration Certificate for relevant category along with the Technical Bid.

**ii)** The bidders who seek exemption from EMD as per clause no. 6(i) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

**iii)** In lieu of EMD, bidders can also submit Bid security Declaration as per **Annexure V**

**iv)** EMD of unsuccessful bidders will be returned within 30 days of finalization of the tender. EMD of the successful bidder will be returned only after closure of the contract.

**v)** The amount of EMD (if any) is liable to be forfeited if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and issue of letter of award by IIMB.

**vi)** No interest will be paid on the EMD.

## 7. TENDER SCHEDULE

<b>Publish Date</b>	25.04.2024 at 1400 hrs.	<b>Bid Opening Date</b>	08.05.2024 at 1600 hrs.
<b>Document Download / Sale Start Date</b>	25.04.2024 at 1430 hrs.	<b>Document Download/Sale End Date</b>	07.05.2024 at 1500 hrs.
<b>Bid Submission Start Date</b>	25.04.2024 at 1430 hrs.	<b>Bid Submission End Date</b>	07.05.2024 at 1500 hrs.

## **8. 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, preparing their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information was useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **8.1 Registration**

- a. 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.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. 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. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- d. Only one valid DSC should be registered by a bidder. Please note that the bidders a responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- e. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

### **8.2 Searching for Tender Documents**

- a. 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.
- b. Once the bidders have selected the tenders they are interested in, they may download the required 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 / email in case there is any corrigendum issued to the tender document.
- c. 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.

### **8.3 Preparation of Bids:**

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Bidder to 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.

- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / 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.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a 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.

**Note:** My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

#### **8.4 SUBMISSION OF BIDS**

- a. **Language of bid:** Bids and all related documents as well as all subsequent correspondence between the Bidder and IIMB shall be in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case for purpose of interpretation of the bid, the translation in English shall prevail.
- b. 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.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. Bidders are requested to note that they should necessarily submit their financial bids in the BoQ format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, 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 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 online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- e. The server time (which is displayed on the bidders’ 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.
- f. 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 a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- g. 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.
- h. The bid summary has to be printed and kept as an acknowledgment of the submission of the bid.

**i. The bid should be submitted in two Bids**

**i) Technical Bid:**

- (a) **EMD:** Copy of the UTR details for online transfer to IIMB OR Udyam Registration Certificate for EMD exemption or bid security declaration( Annexure V)
- (b) Copies of the documents supporting Eligibility Criteria Clause 5 a. to f.
- (c) Annexure I, II & IV

- ii) **Financial Bid:** Bidders are requested to note that they should submit their financial bid in the BoQ format provided and no other format is acceptable.

A Screenshot of the BoQ is as below:

Validate		Print		Help		<b>Item Rate BoQ</b>		
<b>Tender Inviting Authority: CAO, IIMB</b>								
<b>Name of Work: Tender Document for selection of service provider for conducting Birkman Assessment tests to provide in-depth and personalized guidance and support for PGP-1st Year Prep Students of IIMB</b>								
<b>Contract No: IIMB/TC/CDS/01/24-25</b>								
<b>Name of the Bidder/ Bidding Firm /</b>								
<b>PRICE SCHEDULE</b>								
<b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>								
<b>NUMBER #</b>	<b>TEXT #</b>	<b>NUMBER</b>	<b>TEXT #</b>	<b>NUMBER #</b>	<b>NUMBER</b>	<b>NUMBER</b>	<b>NUMBER #</b>	<b>TEXT #</b>
<b>Sl. No.</b>	<b>Item Description</b>	<b>Quantity (No. of Students)</b>	<b>Units</b>	<b>BASIC RATE for each student in Figures To be entered by the Bidder in</b>	<b>GST %</b>	<b>GST Amount</b>	<b>TOTAL AMOUNT With Taxes in Rs. P</b>	<b>TOTAL AMOUNT In Words</b>
<b>1</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>53</b>	<b>55</b>
1.01	Fee for Birkman Assessment Test for each student	160	Nos			0.00	0.00	INR Zero Only
1.02	Group Sessions (4 Sessions of 75 minutes	1	Lumpsum			0.00	0.00	INR Zero Only
<b>Total in Figures</b>							<b>0.00</b>	<b>INR Zero Only</b>
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>					

**This is for reference only and not to be filled and submitted along with the Technical Bid.**

**8.5 ASSISTANCE TO BIDDERS**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the email id [tenders@iimb.ac.in](mailto:tenders@iimb.ac.in) on or before 01.05.2024 1700 hrs.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal, in general, may be directed to the 24x7 CPP Portal Helpdesk numbers.

## **9. BID OPENING**

Technical Bids will be opened on 08.05.2024 at 1600 Hrs.

Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be intimated through CPP Portal.

## **10. MODE OF SELECTION/ EVALUATION OF BIDS**

### **TECHNICAL BID EVALUATION:**

#### **a) Eligibility Criteria evaluation:**

The technical bids consisting of all documents indicated in the eligibility criteria and EMD clause submitted the documents for the same on or before the mentioned date & time., will be considered for further evaluation. Bids not meeting the eligibility criteria will be rejected and not considered for further evaluation.

#### **b) Financial Bid Criteria and Evaluation:**

The financial bids of only those bidders who qualify for the Technical Evaluation round will be opened under intimation. A comparative chart will be prepared, and the bidder who has quoted the total lowest for Birkman Test and group session.

## **11. BID VALIDITY PERIOD**

The bid must be valid for 90 days from the date of opening of Technical Bids. A bid valid for a shorter period shall be rejected, being non-responsive. In exceptional circumstances, IIMB may request the bidders for the extension of the validity period.

## **12. AWARD OF CONTRACT AND COMMENCEMENT OF OPERATIONS**

The IIMB will award the Contract to the successful Bidder whose price will be the lowest, provided further the bidder is meeting the terms and conditions of the tender document.

## **13. TERM/PERIOD OF CONTRACT**

The assessments and group sessions should be completed within the timelines indicated in the service order placed with the successful bidder.

### **PAYMENT TERMS**

Invoice to be raised after reaching the following milestones:

- a. The Fee for Birkman Test will be made within 10 days of completion of the test for all the students.
- b. The amount for group sessions will be made within 10 days of completion of final session of the group discussion.

**Note:** Billing should be made for actual number of students for whom the services is provided.

## **Annexure-I**

### **Bidder Information Form (On Company Letter-head)**

Bidder's Name:

[Address and Contact Details]

Tender Document No. Tender No./ xxxx;

Date:

Tender Title:

*Note: Bidder's wrong or misleading information may result in bid being rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.*

#### **1) Bidder/ Contractor particulars:**

(a) Name of the Company:

(b) Legal Entity of Bidder (Proprietorship /Partnerships /Private Company /Government Institutions:

(c) Place of Registration/ Principal place of business/ manufacture:

(d) Complete Postal Address:

(e) Pin code/ ZIP code:

(f) Telephone nos. (with area codes):

(g) Mobile Nos.:

(h) Contact persons/ Designation:

(i) Email IDs:

#### **2) Taxation Registrations:**

(a) PAN number:

(b) GSTIN number:

#### **3) Bidder's Authorized Representative Information**

(a) Name:

(b) Address:

(c) Telephone/ Mobile numbers:

(d) Email Address:

(Signature)

(Name, designation, and seal of company)

## ANNEXURE – II

### Undertaking

To

Chief Administrative Officer

Indian Institute of Management Bangalore

Bannerghatta Road

Bangalore-560076

Ref : - Tender No:

(Tender Document for selection of service provider for conducting assessment tests to provide in-depth and personalized guidance and support for IIMB PGP -1st Year Prep Students for students of IIMB)

Sir,

- 1) I /We hereby submit our bid for **Tender for selection of service provider for conducting assessment tests to provide in-depth and personalized guidance and support for IIMB PGP - 1st Year Prep Students for students of IIMB** along with other required documents.
- 2) This is to certify that I/We before submitting this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves abide by the said terms and conditions.
- 3) Our bid is valid for 90 days from the date of opening of Technical Bids.

Yours faithfully,

(Signature)

(Name, designation, and seal of company)

Date:

**ANNEXURE – III**

**Self Declaration**

To

Chief Administrative Officer

Indian Institute of Management Bangalore

Bannerghatta Road

Bangalore-560076

Sir,

In response to the RFP dated \_\_\_\_\_, I, Mr./Ms \_\_\_\_\_, as a \_\_\_\_\_, hereby declare that I/our firm/our company \_\_\_\_\_ am/is (a) not insolvent; (b) there is no vigilance and / or court case pending against me/our firm /our company ; (c) no inquiry or investigation is pending against me our firm/ our company from any statutory regulatory and / or investigation agency (d) I/our firm/our company have/has not been blacklisted by any Government body/ PSB/PSU neither indefinitely or in the last three years and (e) I/our firm/our company have/has all necessary licenses, permissions, consents, no objections, approvals as required under law for carrying out its business.

(Signature)

(Name, designation, and seal of company)

Date:

**Annexure-IV**

**VENDOR BANK DETAIL FORM**

(Please submit this in your letter head with technical bid)

The Indian Institute of management Bangalore  
Bannerghatta Road  
Bangalore – 560 076

Dear Sir,

I / We hereby request you to remit our payments to our bank account as per the details furnished below:

Sl. No.	Particulars	Details
1	Name of the Agency /Company	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers and Email ID	
5	Savings /current Account No.	
6	Name of the Bank	
7	Name of the branch with complete address	
8	IFSC Code	
9	PAN Number	

I / we hereby declare that I /we are authorized to sign this form and that the particulars furnished above are correct and complete in all respects. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I /we shall not hold IIMB responsible.

***Please find enclosed a cancelled cheque for your reference.***

Authorized Signatory:

Name:

Designation:

Date:

Signature Attested by Banker

Name:

Designation:

**Annexure V**

**Bid Security Declaration**  
**(On Bidder's Letterhead)**

Date:

Tender No:

To,  
Chief Administrative Officer  
Indian Institute of Management Bangalore  
Bannerghatta Road  
Bangalore-560076

I/We undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against IIM Bangalore tenders for a period of two years from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required
- 3) I/We understand this Bid Security Declaration shall cease to be valid on the Thirty First day from following,
  - a) If I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
  - b) the expiration of the validity of my/our Bid or any extension thereof.

Signed:(insert signature of person whose name and capacity are shown)

In the capacity of(insert legal capacity of person signing the Bid Security Declaration)

Name:(insert complete name of person signing the Bid Security Declaration) Duly authorized to sign the bid for an on behalf of(insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)