



DIRECTORATE OF HUMAN RESOURCES DEVELOPMENT
AGRICULTURE UNIVERSITY, KOTA
Borkhera, Kota- 324001 (Rajasthan)

Dr. Mahendra Singh
 Director, HRD

मानव संसाधन विकास निदेशालय
 कृषि विश्वविद्यालय, कोटा
 बोरखेड़ा, कोटा-324001 (राजस्थान)

Office: 0744 2340049
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 Email: dhrd@aukota.org

F. 8 ()/AUK/HRD/2025/196

Date : 24.05.2025

: निविदा सूचना :

कृषि विश्वविद्यालय, कोटा का अष्टम् दीक्षान्त समारोह दिनांक जून 19, 2025 (गुरुवार) को सीयाम ओडिटोरियम, कोटा में आयोजित किया जायेगा, उक्त आयोजन हेतु टेन्टेज, लाईट, डेकोरेशन एवं बेनर इत्यादि की व्यवस्था हेतु सील बन्द निविदाएं आमंत्रित की जाती हैं। इसकी निविदा दिनांक 04.06.2025 को दोपहर 12:00 बजे तक विक्रय कर, दिनांक 04.06.2024 को दोपहर 01:00 बजे तक प्राप्त की जायेंगी। प्राप्त निविदाएँ उसी दिन दोपहर बाद 3.00 बजे टेण्डर कमेटी द्वारा उपस्थित निविदादाताओं के समक्ष खोली जावेगी। निविदा से संबंधित समस्त विवरण विश्वविद्यालय की वेबसाइट www.aukota.org पर या स्टेट पोर्टल <http://sppp.rajasthan.gov.in> से डाउनलोड कर देखी जा सकती हैं।

कार्य का नाम	निविदा की अनुमानित लागत (रूपये लाख)	धरोहर राशि	निविदा फार्म डाउन लोड करने की दिनांक व समय	निविदा फार्म डाउन लोड करने की अंतिम दिनांक एवं समय	निविदा फार्म जमा करने की दिनांक व समय	निविदा खोलने की दिनांक व समय
Tentage and Decoration services for 8 th convocation of AU, Kota	2.64	5500/-	24.05.2025 सांय 06:00 बजे से	04.06.2025 को दोपहर 12:00 बजे तक	04.06.2025 को दोपहर 1:00 बजे तक	04.06.2025 को दोपहर 3:00 बजे

Ms. Singh

समन्वयक टेन्टेज कमेटी



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Technical Bid Check List

Sr. No.	Particulars	Enclosed (Yes/No)
1	Bid Document fee	
2	Bid Security detail	
3	Self-Attested Copy of PAN Card	
4	Annexure- A (Declaration by bidder regarding qualifications)	
5	Annexure-B (Statement of Past Supplies & performance)	
6	Annexure-C (Affidavit regarding acceptance of Bid terms & conditions)	
7	Annexure- D Additional condition of contract	
8	Annexure-E Technical Tender Form	
9	Annexure- -F Financial Tender Form	
10	Annexure- G Tender Condition	
11	Annexure- H Black list	
12	Annexure – I Truth Information	
13	Self-Signed of Bidder in all pages of Bid Documents	
14	Bank account Detail	

नोट : तकनीकी बिड के सभी कॉलम की पूर्ति करना आवश्यक है जिसके अभाव में तकनीकी बिड निरस्त कर दी जावेगी। सफल तकनीकी बिड की ही वित्तीय बिड खोली जायेगी।

Signature of Bidder

Name and Address with Seal

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Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

1. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

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Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

In relation to my/our Bid submitted to for procurement of in response to their Notice Inviting Bids No. Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:
Place:

Signature of bidder:
Name :
Designation:
Address:

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Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

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(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

(6) Fee for filing appeal

(a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,

(i) hear all the parties to appeal present before him; and

(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

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FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement
Act, 2012

Appeal No. of

Before the (First / Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official address, if any:

(iii) Residential address:

2. Name and address of the respondent(s):

(i) .

(ii)

(iii)

3. Number and date of the order appealed against
and name and designation of the officer / authority
who passed the order (enclose copy), or a
statement of a decision, action or omission of
the Procuring Entity in contravention to the provisions
of the Act by which the appellant is aggrieved

4. If the Appellant proposes to be represented
by a representative, the name and postal address
of the representative

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal

.....
.....
..... (Supported by an
affidavit)

7.

Prayer:

Place

Date

Appellant's Signature

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Annexure D : Additional Conditions of Contract

1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

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शर्तें—

1. निविदा प्रपत्र विश्वविद्यालय की वेबसाइट www.aukota.org एवं <http://sppp.rajasthan.gov.in> पोर्टल से डाउन लोड कर सकते हैं।
2. तकनीकी एवं वित्तीय निविदा अलग-अलग लिफाफे में बन्द करनी होगी।
3. निविदा फार्म शुल्क 500/- रुपये एवं धरोहर राशि 5500/- रुपये का डीडी या बैंकर चैक या Comptroller, Agriculture University, Kota Account No 6878011700343 IFSC code ICIC0006878 Branch Nayapura, Kota में जमा करें तथा सफल निविदादाता को work performance security to the tune of Rs. 8000/- should be deposited in favour of Comptroller, Agriculture University, Kota. एवं 500/- रुपये का नोन-ज्यूडिसियल स्टाम्प पर 3 दिन में एग्रीमेन्ट प्रस्तुत करना होगा।
4. निविदा को निरस्त करने का अधिकार निविदा समिति को होगा।
5. सशर्त, बिना हस्ताक्षर किये, बिना सील किये एवं अपूर्ण निविदाएँ स्वीकार योग्य नहीं होगी।
6. टेण्डर में दर स्याही द्वारा अथवा बॉलपेन द्वारा अंकित होनी चाहिए।
7. दर अंको व शब्दों में लिखी होनी आवश्यक है यदि दोनों में भिन्नता पाई जाती है तो शब्दों में लिखी हुई दर ही मान्य होगी।
8. टेण्डर में उल्लेखित दरों के अलावा किसी भी प्रकार का कोई भुगतान नहीं किया जायेगा। दरें सभी कर सहित मान्य होगी।
9. निविदादाता का पंजीकरण अनिवार्य है। तथा पंजीकरण की प्रति स्वयं प्रमाणित कर तकनीकी निविदा के साथ सम्मिलित करना आवश्यक है।
10. निविदादाता को जीएसटी/पेन संख्या तकनीकी निविदा के साथ प्रस्तुत करना होगा।
11. सम्पूर्ण टेन्ट व्यवस्था समिति के निर्देशानुसार SIAM, Auditorium, Kota में करनी है।
12. फर्म को कन्वोकेशन/वी.वी.आई.पी. कार्यक्रम में टेन्ट व्यवस्था का अनुभव होना चाहिए। प्रमाण पत्र तकनीकी निविदा के साथ संलग्न करें।
13. टेन्टेज एवं फायर सेफ्टी उपकरणों सम्बन्धी सम्पूर्ण व्यवस्था सफल निविदादाता की होगी एवं व्यवस्था वीवीआईपी प्रोटोकॉल की पालना करते हुए करनी हैं।
14. निविदा में प्रस्तुत समस्त सामग्री नवीन, साफ, दाग धब्बे रहित ही स्वीकार्य होगा।
15. उपरोक्त सामग्री में आवश्यकतानुसार कमी/अधिक हो सकती है तथा तिथि में परिवर्तन हो सकता है। तथा टेन्ट सम्बन्धी सम्पूर्ण व्यवस्था कन्वोकेशन के एक दिन पहले 18.06.2025 को 12.00 बजे तक की जानी है तथा पूरी व्यवस्था का केवल एक दिन का किराया देय होगा।
16. सार्वजनिक निर्माण विभाग से सुरक्षा प्रमाण पत्र/मुख्य फायर ऑफिसर एवं विद्युत इन्स्पेक्टर से सफल निविदादाता को प्राप्त करना होगा तथा इस पर कोई व्यय होगा तो वह भी सफल निविदादाता को वहन करना होगा।
17. समस्त विधिक कार्यवाही, यदि संस्थित किया जाना आवश्यक हो तो किसी भी प्रकार पक्षकार (संबंधित विभाग व ठेकेदार) द्वारा कोटा न्यायालय में ही पेश की जाएगी अर्थात् समस्त विधि कार्य क्षेत्र कोटा होगा।
18. अन्य सभी वाद, RTPPR-2013 से निर्धारित होंगे जिसे वित्त विभाग की वेबसाइट www.financerajasthan.gov.in पर देखा जा सकता है।
19. बिल कृषि विश्वविद्यालय, कोटा के नाम जारी करें।

निविदादाता कम्पलीट टेन्ट व्यवस्था हेतु अपनी निविदा 04 जून, 2025 को दोपहर 1.00 बजे तक वरिष्ठ वैज्ञानिक एवं अध्यक्ष, कृषि विज्ञान केन्द्र, बोरखेडा, कोटा के कार्यालय में दे सकते हैं। टेण्डर इसी दिन उपस्थित निविदादाताओं के समक्ष कमेटी द्वारा खोले जायेंगे।

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समन्वयक टेन्टेज कमेटी/निदेशक, मानव संसाधन विकास

**DIRECTORATE OF HUMAN RESOURCES DEVELOPMENT****AGRICULTURE UNIVERSITY, KOTA****Borkhera, Kota- 324001 (Rajasthan)****मानव संसाधन विकास निदेशालय****कृषि विश्वविद्यालय, कोटा****बोरखेड़ा, कोटा-324001 (राजस्थान)****Dr. Mahendra Singh**
Director, HRD**Office: 0744 2340049**
Mob: +91-9414213488
Email: dhrd@aukota.org**F. 8 ()/AUK/HRD/2025/196****Date : 24.05.2025****TECHNICAL BID****(SR FORM 15, RULE 68 OF GFAR-II)**

1	Bid for	Tentage and Decoration services for 8th convocation of Agriculture University, Kota at SIAM Auditorium, Kota
2	Name and address of the firm submitting the tender (photo ID proof shall be attached)	
3	Address to procurement Entity	Convenor, Tentage committee, 8 th Convocation, Agriculture University, Kota
4	Tender fee amount of Rs.500/- has been deposited vide demand draft..... dt.....	
5	Black listed	Yes/No
6	Copy of PAN card no	
7	Form A, B, C & D as prescribed in Rajasthan Transparency in Public Procurement Rules, 2013 duly signed is also enclosed	

Enclosures: -

- Copy to Photo ID Proof, PAN card, GST No
- Copy of tentage experience certificate for University convocation /VIP Programmes minimum once during last three years is mandatory
- Form A, B, C & D
- Bid Security, Tender form Fee as above

Signature of the bidder with Seal**Date :****Place :**



Dr. Mahendra Singh
Director, HRD

DIRECTORATE OF HUMAN RESOURCES DEVELOPMENT
AGRICULTURE UNIVERSITY, KOTA
Borkhera, Kota- 324001 (Rajasthan)
मानव संसाधन विकास निदेशालय
कृषि विश्वविद्यालय, कोटा
बोरखेड़ा, कोटा 324001 (राजस्थान)

Office: 0744 2340049
Mob: +91-9414213488
Email: dhrd@aukota.org

F. 8 () /AUK/HRD/2025/196

Date : 24.05.2025

FINANCIAL BID/ G-SCHEDULE

1	Bid for	Tentage and Decoration services for 8 th convocation of Agriculture University, Kota at SIAM Auditorium, Kota
2	Name and address of the firm submitting the tender (photo ID proof shall be attached)	
3	Address to procurement Entity	Convenor, Tentage committee, 8 th Convocation, Agriculture University, Kota

PWD Building & Electric BSR 2022 and non BSR Items

Sr. No.	BSR Item No.	Description	Quantity	Unit	Rate	Amount
1	2	3	4	5	6	7
1	G-5 5.3.3	Floor Covering: Non-woven synthetic carpet (Red/ Green) (New)	1000	Sqm	25	25000
2	G-5 5.2	Steel pipe padded chair	50	Each	30	1500
3	5.17	white cotton cloth cover for padded chair including ribbon	50	Each	10	500
4	G-5 5.27.2	Deluxe sofa 3-Seater	5	Each	700	3500
5	5.7	Kanat fixed with Tent. (15'x6')	50	sqm	40	2000
6	5.8	Kanat fixed without Tent. (15'x6')	50	sqm	50	2500
7	5.3.2	Cotton Dari (New).	100	sqm	3	300
8	5.2.3	Centre Table / Round Table sunmica Top 2'x4'	10	Each	50	500
9	G-5 5.5	Dome Pipe Pandal with covering height from to 12 to 18 ft	100	Sqm	30	3000
14	5.2.2	Wooden Table 6' x 2' (Babool) with cover.	50	Each	30	1500
15	5.6	Curtain cloth (View cutter) made out of steel pipe frame covering with good quality white cloth to cut view including making holes and made necessary strengthening support against wind pressure complete .	500	Sqm	25	12500
17		Electric items				
18		Power Point with fitting	20	Each/Day	335	6700
19	25.38	Hire charges for Jumbo polycarbonate/fiber body moveable desert cooler complete with water filling and operator with skilled operator to operate system as and when etc as required. (If work continue for more then one day , rates for next subsequent days will be 50% of the original rates.)	10	Each/Day	1187	11870

M82

20	25.39	Hire charges for following type of Airconditioners including copper piping , drain piping and electrical connections with skilled operator to operate system as and when etc as required. (If work continue for more then one day , rates for next subsequent days will be 50% of the original rates.) 3.0 /4.0 TR Tower type split AC	8	Each/Day	6708	53664
21	Non-BSR	Selffe point	2	Each/Day	5000	10000
22	Non-BSR	Gate	2	Each/Day	5000	10000
23		Pedestal fen/ wall fan	10	Each/Day	375	3750
24	Non-BSR	flower decoration (Backdrop, Podium, dias, main gates, pourch, railings, selfi point, VIP food Court etc.) with natural flowers, Flower vase	1	Job	90000	90000
25	Non-BSR	Banner (Backdrop, two main gate road side, hoardings, registration and Others on star printing qualtiy with frame, pasting and installation	50	Sqm	450	22500
26	Non-BSR	Banners - star printing without frame	15	Sqm	80	1200
27	Non-BSR	Dust bins	5	No.	250	1250
		Total				263734
		Say Rs. (in lakh)				2.64

Signature of the bidder

TERMS / CONDITIONS

1. Conditional tenders will not be accepted.
2. The Rates are based on PWD Electrical BSR 2022 amendments up to date & Non BSR approved rates.
3. In case of any typographical error or mistake in print the above said BSR shall be applicable.
4. The General agreement as prescribed by the Govt. of Rajasthan for Works shall be applicable.
5. All the tentage facilities should be install /ready up to 12.00 noon on 24.06.2024 and **payment will be made only for one day.** The mentioned quantity/numbers may be increased/decreased as per the need arise during the period of convocation. Date of function may be changed/postponed.

Director, HRD
Agriculture University Kota

I/We agree to execute the above work on Schedule- G at the following rates.

Add _____ % Above/ Below (In fiigure)

Add _____ % Above/ Below (In Words)

Signature of contractor with address and mobile No.

Signature of the bidder

Date :
Place :

