



# **Bharat Heavy Electricals Limited, Jhansi**

**COMMUNICATIONS & PUBLIC RELATIONS**

Tender Enquiry No : **CPR/ RC/Design of E Pragati/2022-23**

Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

## **TENDER DOCUMENT**

**For Tender Enquiry No.: CPR/ RC/Design of E Pragati/2022-23**

for

### **Finalization of Framework Agreement (FA) for Designing of E Pragati Magazine (In-house Journal) for Two years.**

#### **Contact Persons:**

Name: Monika

Designation: Manager (Trfr-MM/ CCC)

Email: monikav@bhel.in

PH:05102770001/Extn.2414

and

Name: P B S Ekka

Designation: AGM (MM-CCC)

Email: pbsekka@bhel.in

PH: 0510-2770001/Extn. 2549

Tender Due Date: 06/09/2022 at 13:15 Hrs.

Tender Opening Date: 06/09/2022 at 14:00 Hrs.

**Communications & Public Relations**

**Bharat Heavy Electricals Limited,**

**PO: BHEL, Jhansi 284120**

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

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### CONTENTS

SI No.	Description	Schedule	Page No.
1.	Cover Page	-	1
2.	Contents	-	2
3.	Notice Inviting Tender	A	3
4.	Scope of Work	B	4 – 7
5	Pre-Qualifying Requirements & Detail of documents to be submitted along with Technical Bid.	C	8
6.	General Terms and Conditions (Separately attached 1 to 14 pages)	D	9
7	Special Terms & Conditions	E	10
8	Blank Price Bid	F	11
9.	Price Bid	G	12
10.	Certificate of CA for MSE Preference	H	13
11.	No Deviation Certificate	I	14
12.	Declaration against Blacklisting	J	15
13.	Declaration of Bidder for Sister Concern	K	16

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/ RC/Design of E Pragati/2022-23

Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

Schedule "A"

## NOTICE INVITING TENDER

Sealed Tenders are invited for the work: - Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two Years.

### **Important Information**

S. No.	Particulars	Description
1	Name of Work	Contract for Designing of E Pragati Magazine (In-house Journal) for Two years
2	Tender Evaluation Criteria	As per Schedule "F".  <i>The evaluation of the offer will not be on item wise basis but on package wise basis, i.e. evaluation of the offers will be based on the total price of all the items.</i>
3	Validity of the Contract	Two Years from the date of award of the Work Order
4	Date of opening of Techno - Commercial Bid.	06/09/2022 on 14:00 Hours.
5	Address for submitting the tender	Tender Box, Security Control Room/Office Administrative Building, BHEL, Jhansi-284120.
6	Cost of Tender	Nil
7	Security Deposit	5% of the contract value
8	EMD	Rs. 1,000.00
9	Validity of Offer	120 Days from tender opening date.
10	PVC	Not Applicable
11	GST	GST will be paid extra.
12	Reverse Auction	Not Applicable
13	Address for issue of Tender	Manager (CCC), Bharat Heavy Electricals Limited Jhansi, PIN-284120

### **Note:**

For relevant details please visit our website "[www.bhel.com](http://www.bhel.com)".

The offer shall be considered if submitted as per our specification/sample otherwise no consideration will be given if it is not as per our requirement. No change in rate shall be entertained during the course of contract period once the tender is finalized.

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

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### Schedule -“B”

#### **SCOPE OF WORK**

SPECIFICATION /TERMS & CONDITION FOR “PRAGATI” HOUSE JOURNAL

Tentative quantum of work for 2 years will be as follows:

क्र .	डिजायनिंग विवरण	वांछित सामग्री /मदों की संख्या
1	प्रगति) नियमित अंक(	12अंक 06) पेज प्रति अंक - ( <b>कुल 72 पेज</b>
2	प्रगति) नियमित विशेषांक(	04अंक 08) पेज प्रति अंक( <b>-कुल 32 पेज</b>
	<b>कुल योग</b>	<b>104 पेज</b>
1	नाम /Name	प्रगति/ PRAGATI
2	अवधि / Periodically	द्विमासिक/ Every Two Month 1
3	साइज / Size	ए4 (A4)
4	पेज /pages	6 OR 8 ( AS PER Magazine MATERIAL )
5	पेज कॉलम /page Column	3( One Column = 6cms) OR 2 or Without Column ( One Column = 6cms)
6	ई-पत्रिका रंग/ Colour of E-Magazine	बहुरंगी /Multi Colour
7	ई-पत्रिका प्रति ( सॉफ्ट) की संख्या/ No. of Soft copy	One final soft copy for loading on BHEL Web page shall be required every time through email
8	ई-पत्रिका हेतु टाइपिंग/ Typography For E-Magazine	All Matter Hindi/English spread over in all pages are to be composed by DTP/Photo Composing.
9	पिक्चर, नेगेटिव, स्क्रीनिंग, स्केनिंग Picture, Negative, screening/scanning	A) Photographs to be copied/scanned from the given photographs, Art work, Cartoons etc. to be supplied by CPR Dept. B) On art work visual, there may be addition of Hindi along with English or vice-Versa with special effects as required in photographs. C) Tenderer will prepare art- work and it should be approved by CPR Dept.
10	ई-पत्रिका प्रक्रिया/E-Magazine Process	Both side of E-Magazine will be in multi-colour
11	स्क्रीन सुपर इम्पोजिंग / Screen super imposing	Different grade of screens will be used or super imposing will be done for Special effects as per the subject matter.
12	प्रूफ/proof	A) Service provider has to get the proof reading done of each page of the E-Magazine from CPR deptt. B) Final draft pages free from all mistakes with all photographs pasted in given size to be sent to CPR Dept. and service provider has to get it approved. C) Typography and photo proof should be of top quality. It should be clear and legible. photo proof should be properly identifiable photo side should be correct.
13	ई-पत्रिका क्रम/ E-Magazine Schedule	Manuscript for first issue including Photographs, sketches, Art-work and other related material will be given to the service provider by CPR as per schedule given below. - The service provider has to submit the draft (for proof reading) within 3 days of handing over the manuscript by CPR deptt.

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

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Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

		<ul style="list-style-type: none"> <li>- Supply/Delivery of E-magazine within 5 days of proof returned.</li> <li>- If the dates/date mentioned in the E-Magazine schedule happens to before holiday in BHEL Jhansi . The schedule action will be taken on the next working day.</li> <li>- Service provider is liable to collect all the above items from CPR Deptt.</li> <li>- Service provider will bring the proofs duly read and free from all mistake..</li> </ul>
14	पूरक / अतिरिक्त पेजों का भुगतान /Payment of Supplementary / Extra Pages	In case E-Magazine of extra pages, if desired by CPR deptt. payment will be on pro-rata basis.
16	भाषा /Language	The matter for the manuscript will comprise Hindi & English both. Hindi or English news items will be spread over on all pages or as required from time to time by the Editor. The requirement will be indicated in the Layout enclosed with the manuscript for each issue.
17	निर्धारित समय में विलम्ब / Delay in time	<p>A) The service provider has to ensure timely completion of the work as per Sl. No. 13 above.</p> <p>B) In case of any delay either in submitting proofs or supply of E-Magazine. 1% amount will be deducted from supplier's bill for delay up to 72 hours.</p> <p>C) The supplier has to ensure mistake free proofs.</p>
18	ई-पत्रिका त्रुटि / omission in E-Magazine	If any omission is found in E-Magazine, the entire lot is subject to rejection and supplier has to supply the same at his own cost. Any omission of word, line or paragraph the management reserves the rights to impose a suitable penalty on the supplier's bill . If the E-Magazine are not up to the standard and presentable, the entire lot is a subject to rejection. If mistakes are within acceptable limits, the Tenderer will have to carryout corrections as directed by the Editor immediately .
19	सम्पत्ति / Property	Any material such as photographs, manuscript, cartoons, artworks, visuals etc. will be the sole property of BHEL Jhansi and not to be leaked out or given to any outside agency for use before or after E-Magazine of publication .

### Instructions for furnishing of offer

- 1) Sealed Bids are invited in **two parts** for Designing of E Pragati Magazine (In-house Journal) for Two years.
- 2) The commencement date of the contract shall be the date of the LOI or LOA, whichever is earlier.
- 3) Offer to be submitted in two bid, i.e. Techno Commercial Bid and Price Bid. Techno commercial bid consist of General Terms & Conditions (14 pages attached with TD), and all

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

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Tender Enquiry No : CPR/ RC/Design of E Pragati/2022-23

Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years. its sections, all enclosures in support of various clauses and Pre - Qualifying requirements as per Schedule-C, and blank price bid as per Schedule - G. (**Page No. 1 to 11 and 13 to 16**)

- 4) Price bid to be submitted duly filled as per schedule – H.
- 5) Price bid shall be opened of the technically qualified bidders only.
- 6) Bidders must properly sign all documents, on each page.
- 7) **Techno commercial bid (Page No. 1 to 11 and 13 to 16)** along with General Terms & Conditions (14 pages) supporting documents attached by bidder and **Price bid (Only Page no.12)** to be submitted in separate sealed envelopes mentioning/ boldly super-scribing “**PART-I TECHNO COMMERCIAL BID FOR** tender enquiry no. & tender opening date and “**PART-II PRICE Bid FOR** tender enquiry no. & tender opening date respectively. Both the envelope (price bid and Techno commercial bid) to be kept in **third** envelop mentioning tender no. and tender due date with the name of bidder, addressed to Manager-CCC, BHEL Jhansi. This offer to be dropped in tender box located at security post ADM Gate BHEL Jhansi.
- 8) Overwriting /correction may attract for rejection of offer.
- 9) The duly filled in Technical and Price bid formats along with General Terms and Conditions and all other attachments with the signature of the tenderer on all the pages and complete in all respects super scribed as “Quotation for Tender No CPR/ RC/Design of E Pragati/2022-23 dated **XXXXXX**” should reach us in a sealed cover on or before the due date (13:15 hours) through Registered / Speed post or the same may be dropped in the tender box available at the following address:

*Tender Box  
Security Control Room/Office  
Administrative Building Gate  
Bharat Heavy Electricals Limited  
Jhansi-284 120*

**Note:**

- (i) *Incomplete offers are liable for rejection.*
- (ii) *Technical bid and price bid should be submitted in separate sealed envelopes. In case the bids are found in one single envelope then the “bids” are liable to be rejected.*

10)Tender Cost –NIL

11)EMD – Rs. 1,000.00.

Accepted

Signature and Seal of Bidder



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12)Vendors must go through all the annexures and schedules carefully before submitting the bid. For relevant details, please visit our website [www.bhel.com](http://www.bhel.com).

13)Bids with deviations are liable for rejection. Hence your offer should be submitted only if the enclosed terms and conditions are acceptable to you.

14)Bidders must note that the total quantity mentioned in the price bid format shall not be ordered in one go. However, the order shall be given to successful bidder based on the requirement of BHEL Jhansi during the contract period of 2 year.

15)The decision of BHEL in evaluation of bid and or award of contract shall be final. BHEL may accept/reject without assigning any reason.

**Note: BHEL takes no responsibility for any delay / loss of documents or correspondence sent by courier or post. Late tenders shall be rejected outright.**

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

COMMUNICATIONS & PUBLIC RELATIONS

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## Schedule -“C”

### Details of Bidder and Documents to be submitted along with Techno commercial Bid

S.No.	Particular	Detail (Please mention)
1.	Name of the firm	
2.	Name of the Proprietor/Partners	
3.	Address	
4.	Mobile No.	
5.	E-mail ID	

### Pre - Qualifying Requirements

Essential documents to be submitted as per PQRs. And mention the detail in the last column of table shown below-

SL. No.	Particulars	Supporting documents (Pl. attach copies)	Detail of attached docs. (Pl. fill)
1	EMD of Rs. 1,000.00 or  Valid CA certified MSMED certificate as per schedule H for the bidders claiming exemption for submitting EMD.	NEFT/RTGS/Cheque/DD/Money Receipt of BHEL cash Office etc.  <b>Account Details</b> BHEL Jhansi A/C No. – 10670828866 IFSC Code SBIN0003807	(Attached/Not Attached)
2	PAN No.	Copy of PAN	(Attached/Not Attached)
3.	<b>Experience:</b> Having experience of designing of journals/ flex/ banner etc. works during last 07 years- one or more works totalling to Rs.4,000.00 <i>(*Start-ups registered with DIPP are exempt to fulfill the above experience criteria)</i>	Work completion certificates/copy of invoices/TDS certificates/copies of work orders.	(Attached/Not Attached)
4	The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid.	Self-declaration	(Attached/Not Attached)

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

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### Schedule -"D"

### GENERAL TERMS AND CONDITIONS OF ENQUIRY

**GENERAL TERMS AND CONDITIONS OF ENQUIRY will be as per JHS2055C R02**

**JHS2055C R02 HAS BEEN UPLOADED IN SEPERATE FILE - PAGE NO 01 TO 14**

(All the pages of **JHS2055C R02** has to be mandatorily signed by contractor and submitted along with bid)

MSE Benefit:

**Benefits earmarked for MSE vendors:**

- 1 .0 Benefits earmarked for Micro & Small Enterprises (MSEs)
- 1 .1 Tender documents shall be issued free of cost & no EMD wherever called for will be insisted upon. MSE bidders shall submit along with bid relevant documents w.r.t. their respective MSE status as per extant norms. Date to be reckoned for determining the deemed validity will be the last date of Technical bid submission. Non- submission of such document will lead to consideration of their bid, at par with other bidders and MSE status of such bidders shall be shifted to Non- MSE supplier till the supplier submit these documents.
- 1 .2 In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 25% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately. A quantum of 6.25% out of 25% quantity, so earmarked, will be reserved for MSE's owned by SC / ST entrepreneurs who submit their bid with relevant documents provided that in event of failure of such MSE(s) to participate in tender process or meet tender requirements and L1 price, 6.25% sub-target for procurement earmarked for MSE(s) owned by SC or ST entrepreneurs shall be met from other MSE(s). In case of indivisible tender the full quantity shall be awarded to MSE.
- 1 .3 Minimum 3% reservation for women owned MSEs within the above mentioned 25% reservation.
- 1 .4 If an enterprise falling under MSE category as defined in the MSMED Act 2006, graduates to a higher category from its original category or beyond the purview of the Act, it shall continue to avail all non-tax benefits of its original category notified by the Ministry of Micro, Small and Medium Enterprise for a period of three years from the date of such graduation to the higher category.
- 1 .5 MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (As per BHEL Format, where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefits shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer.

Accepted

Signature and Seal of Bidder



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COMMUNICATIONS & PUBLIC RELATIONS

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Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

## Schedule - E

### Special Terms & Conditions

1. Contractor will have to fulfill all legal obligations regarding minimum wages, PF, ESI, GST etc. as may be applicable to him.
2. The contractor has to abide by all laws, rules & regulations of Government, applicable to this type of work. Ignorance of the same does not entitle him to any concessions or claims.
3. Quantities indicated in the price bid are for estimate purpose only. However, these quantities can vary to any extent during execution of the contract.
4. Offer with any deviation or any comments/additional remark/condition on price bid shall be liable for rejection of offer. The bidders are required to submit their rates in the strictly as per the price format enclosed in the tender document any price bid in any other fashion will be rejected.
5. Security Deposit: Contractor shall be liable to submit security deposit @ 5% of the total contract value. Mode of deposit – as per GTC JHS 2055C R02 Sl. No. IX.A.

6. **Payment Terms:** As mentioned in Cl. No. X.6 of 'General Terms & Conditions' JHS 2055C R02.

Payment shall be released within 30 days from the date of bill subject to submission of complete documents in all respect

7. **Taxes & Duties:** GST shall be paid extra as applicable.

8. **Penalty/ LD:**

- a. Penalty in case of non-reporting at required time and date, an amount of 100/hr shall be deducted from the bill.
- b. Generally, a prior notice of two hours will be given to the Service Providers for providing photography and videography service. In case of non-reporting / refusal to provide the requisite service, the same may be hired from any other source(s) at the risk and cost of the Service Provider. The difference, if any, between the agreed hiring rates with the Service Provider and the amount payable by BHEL in the event of not providing the service will be recovered from the Service Provider from the running bills.

9. **Short Closure:** During execution, if the performance of supplier is not upto the mark in respect of delivery / quality performance, BHEL reserves the right to short close / cancel the individual PO/ Rate contract.

Accepted

Signature and Seal of Bidder



# Bharat Heavy Electricals Limited, Jhansi

COMMUNICATIONS & PUBLIC RELATIONS

Tender Enquiry No : CPR/ RC/Design of E Pragati/2022-23

Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

Blank Price Bid Not to be filled, but to be signed only)

Schedule -F

**NAME OF WORK:** Two Years Rate Contract for Designing of E Pragati Magazine (In-house Journal)

<b>Blank Price Bid for Two Years Rate Contract for Designing of E Pragati Magazine (In-house Journal)</b>				
क्र .	डिजायनिंग विवरण	वांछित सामग्री /मदों की संख्या	मूल्य/दर प्रति पेज (जीएसटी रहित (₹	समेकित लागत मूल्य
1	प्रगति) नियमित अंक(	12अंक 06) पेज प्रति अंक - <b>कुल 72 पेज</b>	(Quoted/ Not Quoted)	(Quoted/ Not Quoted)
2	प्रगति) नियमित विशेषांक(	04अंक 08) पेज प्रति अंक( <b>-कुल 32 पेज</b>	(Quoted/ Not Quoted)	(Quoted/ Not Quoted)
	<b>कुल योग</b>	<b>104 पेज</b>	(Quoted/ Not Quoted)	(Quoted/ Not Quoted)

- Rates to be quoted is exclusive of GST, the applicable GST will be paid extra
- The evaluation of the offer will not be on item wise basis but on package wise basis, i.e. evaluation of the offers will be based on the total price of all the items.
- Quantities indicated above are estimated. However, these quantities can vary to any extent during execution of the contract.

Accepted

Signature and Seal of Bidder



# **Bharat Heavy Electricals Limited, Jhansi**

**COMMUNICATIONS & PUBLIC RELATIONS**

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**NOT TO BE SUBMITTED WITH PART –I BID . TO BE SUBMITTED IN SEPARATE ENVELOPE**

**PRICE BID**

**Schedule G**

**Accepted**

**Signature and Seal of Bidder**



# **Bharat Heavy Electricals Limited, Jhansi**

**COMMUNICATIONS & PUBLIC RELATIONS**

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Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

Certificate by Chartered Accountant on letter head  
(Only for those bidders claiming MSE Preference)

**Schedule H**

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

## COMMUNICATIONS & PUBLIC RELATIONS

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Rate Contract for Designing of E Pragati Magazine (In-house Journal) for Two years.

Annexure - I

### **Certificate by Chartered Accountant on letter head.**

This is to Certify that M/s ..... (hereinafter referred to as 'company') having its registered office at ..... is registered under MSMED Act 2006 as per following details:-

UDYAM Reg. No. - .....

UDYAM Reg. Date : .....

Category: ..... (Micro/Small),

Major Activity: .....(Manufacturing/Services).

Further verified from the Books of Accounts that the investment and turnover of the company as per the latest three financial statements as per MSMED Act 2006 is as follows:-

(Amount in Crores)			
Financial Year	Investment in plant and machinery*	Turnover during the Year	Type of Financial Statements
			Audited/Provisional
			Audited/Provisional
			Audited/Provisional

\*Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Micro, Small and Medium Enterprises vide its notification No.S.O.2119 (E) dated June 26, 2020:

**(Strike off whichever is not applicable)**

The above investment of Rs..... Crore and Turnover of Rs..... Crore is within permissible limit of Investment of Rs. ..... Crore and Turnover of Rs. .... Crore for ..... Micro/ Small (Strike off which is not applicable) Category under MSMED Act 2006.

.Or

The company has been graduated from its original category (Micro/ Small) (strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yyyy) as notified vide S.O. No. 2119(E) published in the gazette notification dated 26.06.2020 by Ministry of MSME.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

UDIN -

### **Schedule I**

#### **Acceptance Letter (No Deviation Certificate)**

Notwithstanding anything mentioned in our bid, we hereby accept all terms and conditions of the above tender.

**Accepted**

**Signature and Seal of Bidder**



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Signature

With name, Designation & seal of the firm

**Accepted**

**Signature and Seal of Bidder**



# **Bharat Heavy Electricals Limited, Jhansi**

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## **Schedule J**

### **Declaration**

I/ We hereby declare that I / we have not been banned/blacklisted or de-listed by any PSU / Government Department / Financial Institute / Court and no case is pending with the police / court against our firm/ partner or the company.

Signature

With name, Designation & seal of the firm

**Accepted**

**Signature and Seal of Bidder**



# Bharat Heavy Electricals Limited, Jhansi

COMMUNICATIONS & PUBLIC RELATIONS

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## Schedule K

### DECLARATION BY BIDDER

We declare that the following family firms or sister concern affiliates / subsidiary firms are participating in the tender No NIT **CPR/ RC/Design of E Pragati/2022-23**: 1.0.....  
2.0..... 3.0..... I....., hereby declare on behalf of M/s..... and the family firms or sister concern affiliates / subsidiary firms listed above that we are not indulging in cartel formation for tender No NIT: **CPR/ RC/Design of E Pragati/2022-23**

Name & signature of the bidder  
(Seal)

Accepted

Signature and Seal of Bidder