



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
 (पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त संस्था)
 (An Autonomous body under the Ministry of Environment, Forest and Climate Change, Government of India)
 पो० ओ० न्यू फॉरेस्ट, देहरादून – 248006 (उत्तराखण्ड)
 P. O. New Forest, Dehradun – 248006 (Uttarakhand)

सं/No. 1-64(37)/2023/RECAP4NDC/BCC/ICFRE/

दिनांक / Date: 28/08/2025

प्लायर की प्रिंटिंग हेतु कोटेशन आमंत्रण / Request for Quotation for Printing of Flyer
(केवल जी.ई.एम. के माध्यम से) / (Through GeM only)

परियोजना का नाम / Name of Project: एनडीसी कार्यान्वयन हेतु वन और वृक्ष आवरण को बहाल करना, संरक्षित करना और सुरक्षित रखना / Restore, Conserve and Protect Forest and Tree Cover for NDC Implementation (RECAP4NDC) Project

अनुबंध संख्या / Agreement Number: 81301539

परियोजना प्रोसेसिंग संख्या / Project Processing Number: 21.9023.9-004.00

जी.ई.एम. बिड संख्या / GeM Bid No.: GEM/2025/B/6616441

- भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद् (भा.वा.अनु.शि.प.) रिकेपफॉरएनडीसी परियोजना के कंसोर्टियम भागीदारों में से एक है और आउटपुट-V डीसीकेसीएम-एफएलआर (वन परिदृश्य बहाली के लिए क्षमता, ज्ञान और संचार तंत्र का विकास) घटक को क्रियान्वित कर रहा है।

Indian Council of Forestry Research and Education (ICFRE) is one of the consortium partners of the RECAP4NDC Project and implementing the component Output-V DCKCM-FLR (Development of capacities, knowledge and communication mechanisms for forest landscape restoration).

- भा.वा.अनु.शि.प. निम्नलिखित विनिर्देशों के अनुसार प्लायर की छपाई के लिए बोलियां आमंत्रित करता है :
ICFRE invites bids for Printing of Flyer as per following specifications:

Particulars	Specifications	Quantity
गुजराती में प्लायर की छपाई / Printing of Flyer in Gujarati	- No. of pages: 04 pages - Type of Printing: Printing with Material - Mode of Printing: Offset - Colour of Printing: Front Multicolour and Back Multicolour	5000 प्रतियां / copies
मराठी में प्लायर की छपाई / Printing of Flyer in Marathi	- Printing Content: Text and Pictorial - Paper Material: Art paper - Standard of Paper: Conformity to Indian Standard IS 1848	6000 प्रतियां / copies
हिन्दी में प्लायर की छपाई / Printing of Flyer in Hindi	- Size of Paper: A4 - Thickness of Paper: 170 GSM - Number of Languages of Printing: 04	14000 प्रतियां / copies
अंग्रेजी में प्लायर की छपाई / Printing of Flyer in English	- Language: Hindi, English, Gujarati and Marathi - Packaging required: Carton - Additional Support: Designing, Formatting and Logistics support (Delivery of order to the consignee)	4000 प्रतियां / copies

3. Qualifying and Eligibility Criteria for submitting the bid:

- Firm must have at least five (5) years of experience in printing of books/ flyers/ brochures/ reports. Documentary evidence in the form of Work Orders/ Contracts/ Work Completion Certificates of each year of last 5 years of same must be submitted by the firm.
- Firm must have minimum average annual turnover of Rs. 11,00,000/- for last 3 years. Documentary evidence of same duly verified by CA must be submitted by the Firm.
- Copies of registration/ taxation documents (Company Registration Certificate/ PAN Card, GST Certificate, Aadhar Card, etc.) must be submitted by the Firm.

- d) **Firm must to submit a self-declaration certificate of not having blacklisted in any government department/organization during the last 3 years.**
- e) **Firm must to submit samples of flyers/ brochures/ reports/ documents of similar or equivalent specifications printed by the Firm.**
- f) **An office of the firm must be located in the state of Uttarakhand. Documentary evidence of same must be submitted by the firm.**
4. Eligible firms are invited to submit their bid for printing of above-mentioned flyer for Project Management Unit, RECAP4NDC project as per specifications mentioned in Para 2.
 5. Quoted price will be evaluated and contract will be awarded to the responsive bidder offering the lowest evaluated rate.
 6. Bid should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted.
 7. The deadline for receipt of bid through GeM is **15 September 2025 by 05:00 PM.**
 8. The prices should be quoted in Indian Rupees and should be inclusive of all taxes (GST). No price increase will be allowed after the submission of Bid.
 9. Validity of the Offer: Bid shall be valid for a period of 90 days from the date for receipt of Bid(s) indicated in Paragraph 7 above.
 10. Evaluation of Bid: The Procurement Committee of RECAP4NDC-PMU, ICFRE will evaluate and compare the Bid determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications of the Bid document.
 11. Award of contract: The contract for printing of flyer will be awarded to the Firm whose Bid has been determined to be substantially responsive and who has offered the lowest price as per the specifications in the Bid document.
 12. Notwithstanding the above, the ICFRE reserves the right to accept or reject any Bid and to cancel the procurement process and reject all Bids at any time prior to the award of contract.
 13. The Firm whose bid is accepted will be notified for the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the contract.
 14. All prices should be quoted F.O.R. destination inclusive of all taxes and contingent costs including, customs packing and forwarding, transportation, handling and insurance etc.
 15. Standards: The printing of flyer supplied under the contract shall conform to the standard prescribed/ specifications mentioned there, against the works in the financial bid.
 16. ICFRE shall not be responsible for fluctuation of the market rate of the ordered above mentioned works. The firm shall be required to supply the above-mentioned Flyers at agreed rate only. The contract may be terminated at any time due to non-performance of any of the terms and conditions of the contract.
 17. The Bid will be evaluated by the procurement committee of RECAP4NDC Project, ICFRE and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit an undertaking in this regard.
 18. ICFRE shall have the sole and unfettered discretion to decrease/ increase the number of above-mentioned Flyers to be printed by the firm within the validity of the contract.
 19. Payment shall be made after successful completion of work.
 20. The Principal Investigator, RECAP4NDC Project, ICFRE reserves the right to cancel the contract on ground of unsatisfactory or delayed supply and failure to fulfill terms and conditions of the bid document and contract.
 21. Materials of REACP4NDC Project flyers/brochure/reports/documents is highly confidential and shall not be disclosed to third party in any case. Any violation in this regard will attract legal action.
 22. Final drafts in colour (Colour Dummy) shall be made available to the Principal Investigator, RECAP4NDC Project, ICFRE and only after approval of the dummy, final print shall be taken.
 23. Printed copies of flyers shall be delivered by the firm within 15 days of submission of final formatted material. (Delivered at: Principal Investigator, RECAP4NDC Project, BCC Division, ICFRE, P.O. New Forest – 248006).

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प्रमुख अन्वेषक / Principal Investigator
रिकेपफॉरएनडीसी परियोजना / RECAP4NDC Project
भा.वा.अनु.शि.प., देहरादून / ICFRE, Dehradun

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	15-09-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-09-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Environment Forest And Climate Change
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Indian Council Of Forestry Research And Education (icfre)
कार्यालय का नाम/Office Name	Icfre Hq
वस्तु श्रेणी /Item Category	Paper-based Printing Services - Printing with Material; Flyer; Offset
अनुबंध अवधि /Contract Period	3 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	11 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Partial Experience - 2 year (s) Turn over value - 5 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Partial Experience - 2 year (s) Turn over value - 5 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and

technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Paper-based Printing Services - Printing With Material; Flyer; Offset (29000)

तकनीकी विशिष्टियाँ / Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Printing	Printing with Material
Category of Printing	Flyer
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Front Multi-color Back Multi-color
Printing Content	Text + Pictorial

विवरण/ Specification	मूल्य/ Values
Paper Material	Art Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	161-170 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	4
Language	Hindi, English, Gujarati & Marathi
एडऑन /Addon(s)	
Packaging Required	Carton
Additional Support	Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee)

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	RANJEET SINGH RAWAT	248006,ICFRE HEAD QTR, PO-NEW FOREST DEHRADUN, UTTARAKHAND	29000	Number of pages per Item : 4

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

6. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Qualifying and Eligibility Criteria for submitting the bid:

- 1) Firm must have at least five (5) years of experience in printing of books/ flyers/ brochures/ reports. Documentary evidence in the form of Work Orders/ Contracts/ Work Completion Certificates of each year of last 5 years of same must be submitted by the firm.**
- 2) Firm must have minimum average annual turnover of Rs. 11,00,000/- for last 3 years. Documentary evidence of same duly verified by CA must be submitted by the Firm.**
- 3) Copies of registration/ taxation documents (Company Registration Certificate/ PAN Card, GST Certificate, Aadhar Card, etc.) must be submitted by the Firm.**
- 4) Firm must to submit a self-declaration certificate of not having blacklisted in any government department/organization during the last 3 years.**
- 5) Firm must to submit samples of flyers/ brochures/ reports/ documents of similar or equivalent specifications printed by the Firm.**
- 6) An office of the firm must be located in the state of Uttarakhand. Documentary evidence of same must be submitted by the firm.**

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of

bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---