

Tender Ref No.: IPE / Outsourcing Manpower / 2020-21 / 78

DATE: 01.01.2021

NOTICE INVITING TENDERS
(Limited Tender)

FOR OUTSOURCING MANPOWER
AT IPE, VISAKHAPATNAM, ANDHRA PRADESH
(As per the specifications)



Indian Institute of Petroleum & Energy,
Temporary Campus, 2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam,
Andhra Pradesh – 530 003.
Phone No: 0891-2585152, 2856015
Email : registrar@iipe.ac.in & procurement@iipe.ac.in,
Website : www.iipe.ac.in

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Time Schedule of various tender relate events
[For Outsourcing Manpower at IIPE, Visakhapatnam]

Last Date and Time for the receipt of Bids	20.01.2021 at 05.00 P.M.
Technical Bid Opening Date /Time	21.01.2021 at 11.00 A.M.
Financial Bid Opening Date / Time	Will be intimated later to only technically qualified Bidders
Contact Person	The Registrar (I/C), IIPE, Visakhapatnam.
Reference No:	IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to procurement@iipe.ac.in

Queries received via any mode other than through the e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letterhead of the company.

S.No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

If there is any addendum / corrigendum related to tender, it shall be intimated through email only. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving / opening date.

The Technical Bid along with the relevant documents should be attached with original EMD fee. Hard copies of Price bid only shall be considered.



[Handwritten Signature]
REGISTRAR (I/C)
IIPE, VISAKHAPATNAM

For any clarification and further details on the above tender, please contact. 0891-2585152, 2856015
 Website: www.iipe.ac.in

INDIAN INSTITUTE OF PETROLEUM AND ENERGY
Visakhapatnam – 530 003

NOTICE INVITING TENDER FOR OUTSOURCING MANPOWER

Ref No.: IIPE / Outsourcing Manpower / 2020-21 / 78

Date: 01-01-2021

The Indian Institute of Petroleum and Energy (IIPE) is an autonomous institute under the Ministry of Petroleum & Natural Gas, Govt. of India and backed by public sector Oil and Gas giant viz. HPCL, IOCL, ONGC, GAIL, OIL whose CEOs are on the Board of IIPE. All Faculty of the Institute are continuously striving for bringing excellence in the teaching-learning process as well as in the research activities.

Tenders are invited for **supply of Outsourcing Manpower** to IIPE.

Sealed Quotations under two cover systems (1. Technical and 2. Financial) are invited from reputed Organizations / Agencies for the Supply Outsourcing Manpower at IIPE Visakhapatnam, Andhra Pradesh as per the terms and conditions and summary sheets given respectively, so as to reach the Office of the Registrar (I/C) on or before the scheduled date and time.

Technical Bid : Enclose duly filled up & stamped ACTC, specification sheet along with EMD-DD and Technical Part of your offer. Super scribe the envelope with “ **IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021 – Technical Bid Due date : 20.01.2021 @ 05.00 PM** “.

Financial Bid : Enclose Financial offer with price duly filled. Super scribe the envelope with “ **IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021 – Financial Bid, Due date : 20.01.2021 @ 05.00 PM** “.

Enclose both the above envelopes in a Common Envelope. Super scribing with “ **IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021 – Due date : 20.01.2021 @ 05.00 PM** “

The bidder shall be required to deposit the Earnest Money Deposit (EMD) for an amount of Rs.20,000/- (Rupees Twenty Thousand only) by the way of Demand Draft, which is refundable. The Demand Draft shall be drawn in favor of “ Indian Institute of Petroleum Energy “, payable at Visakhapatnam. **The Demand Draft for Earnest Money Deposit must be enclosed in the envelope containing the technical bid.** The offer without EMD will be rejected summarily.

The Earnest Money Deposit of the successful Bidder shall be refunded after the completion of contract / order / entire work. For unsuccessful Bidder(s) it will be refunded after award of the contract. The Institute will not pay any interest on EMD charges.

Interested eligible bidders may download the set of bidding documents i.e., specifications, Terms and Conditions and format for Financial Bid etc., from our website www.iipe.ac.in.

The tender documents shall be submitted in a sealed envelope bearing the following reference on the top left corner: **Ref No.: IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021** addressed to:

**The Tender Box,
C/o The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.**

Bid(s) received beyond the due date and time of submission will be rejected. No tender document will be entertained by E-mail / FAX. The Institute shall not be responsible for any postal delay about non-receipt / non-delivery of the tender documents.

Technical bid(s) will be opened at Indian Institute of Petroleum and Energy, 2nd Floor, AU Engineering, Andhra University, Visakhapatnam – 530 003 in the presence of the bidder(s) or their authorized representative(s) who are present at the scheduled time. **The opening of the price bids will be intimated later to the technically qualified bidder(s).**

In the event of the due date of receipt and opening of the tender being declared as holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tender documents duly signed and stamped on each page shall be submitted in original with the Technical bid as a proof to confirm the acceptance of the entire terms and conditions of the tender. Any amendment and / or addition made to the tender documents are not permissible after opening of the tender. Incomplete tenders will be summarily rejected.

The Institute reserves the right to reject any or all tenders, wholly or partly or close, the tender at any stage prior to the award of contract without assigning any reason whatsoever.

MANPOWER DESCRIPTION

The complete requirements specified in the tender document should be quoted by a single vendor. Partially quoted tender documents will not be accepted. A single solution provider is required to complete the supply of Outsourcing Manpower required for IIPE as per the description below :

Services of Outsourcing Manpower details :

S.No	Services Requirement	Qty.
1	Maintenance in Campus for Electrical & Plumbing Works	01
2	Laboratory Assistant	01
3	Office Assistants	04
4	Housekeeping Works	04

Note :

- * The quantity may vary (Increase or Decrease) depending on the requirement of the Institute from time to time, for which separate Purchase Order will be issued to the qualified bidders from time to time as per requirement of the institute on same terms and conditions.

SCOPE OF WORK :

Indian Institute of Petroleum and Energy (IIPE) invites proposal from registered well established Contractor / Agency, who have executed similar nature of works in Central Govt. / State Govt. / PSU / Autonomous bodies having adequate experience in dealing with the Manpower Supply as per the details mentioned in Page No. 07.

Bidder's Eligibility Criteria (Mandatory Provisions) :

It is mandatory for the potential bidders to ensure that the following minimum eligibility criteria is met in order to participate in the process

1. Should have an operational Registered / Branch Office in Visakhapatnam, AP, India.
2. Bidder should have experience of providing Manpower to large Corporate Bodies / Educational Institutions etc., during last Three years.
3. Bidder should have PAN and a valid Registration under GST.
4. Bidder should have ESI, PF Registration certificates
5. The Agency should not have been blacklisted by Central / State Govt. / PSU at any point of time, nor is any criminal case registered / pending against the Agency or its Owner / Partners anywhere in India.
6. Bidder(s) should submit self-attested hard copies of the above relevant documents or else the bid shall be treated as unresponsive & invalid.
7. The bidder(s) should produce back up documents like purchase orders etc., for the above-mentioned work

SPECIAL TERMS & CONDITIONS :

1. The rate quoted should be valid for a minimum period of 90 days. No Claim for escalation of the rate will be considered after opening of tender.
2. Quotation price should be in Indian Rupees only
3. The Agency to comply with all statutory provisions including minimum wages, ESIC, EPF, Bonus, Weekly off wages etc., at the rates as applicable from time to time.
4. Any enhancement in the minimum wages from time to time by any competent authority shall be absorbed by the agency and IIPE will not allow any such reimbursement or enhancement in the contractual rate.
5. The agency to provide along with monthly bill the individual workman's pay slip duly indicating the total earnings, deductions and the net amount remitted to the individual bank account of the workman duly signed and stamped agency and the concerned workman.
6. The agency also to provide with the monthly bill the proof of remittance of wages, PF, ESI etc., into the bank with required challans.

7. The agency to maintain all statutory records as required under the law and submit to IIPE as and when called for.
8. The agency shall solely be held responsible for violation of any labor enactments at their cost and responsibility.
9. The agency shall take necessary precautions for safety of their workmen and preserving their health.
10. The agency to replace the person/s posted by them at IIPE Campus in case they found to be technically or otherwise not enough competent to discharge their duties.
11. In case the person/s posted by the agency at IIPE campus remains absent for any reason what so ever, the agency shall arrange alternative person/s ensuring that the work at campus is not hampered.
12. The agency to indicate the present basic wage per workman per duty of 8 hours to be paid by the agency to them as applicable and declared by any competent authority.
13. The agency to engage workmen duly verifying their antecedents and criminal record.
14. The workers of the agency shall not be the employees of IIPE of what so ever nature and cannot claim any employability with IIPE.
15. IIPE reserves the right to terminate the contract with one-month notice without assigning any reason.
16. The party shall indemnify IIPE for any loss, damage, deterioration or loss of produce of materials or property arising from any act or negligence on the part of workmen and referred by IIPE. IIPE's decision in the regard to the amount of loss/damage suffered shall be final and binding on the party. The loss / damage shall be deducted from the amounts payable to the party
17. If any time party fails to fulfil their obligation or fails to carry out work satisfactorily, IIPE will have the right to make suitable alternative arrangement and cost of the same shall be recovered from the amounts payable to the party.
18. Housekeeping / Office Assistant staff should be attended well before 8.00 AM so that it does not hamper Institute's academic activities.
19. All the person/s posted by the agency at IIPE campus to follow all the safety rules and the firm is to ensure the same and IIPE has no liability for any incidents
20. Contractor will replace manpower for absenteeism, weekly off, leaves etc. of staff.
21. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.
22. A prospective bidder requiring any clarification of the tender document may contact to Ph. No. 0891-2856015, 2585152

23. At any time prior to the last date of receipt of bids, Institute may for any reason, at its own initiative, modify the tender document by an amendment.

24. This TENDER document is non-transferable.

Scope of work for Electrical & Plumbing works :

1. Checking and up keeping of the various equipment's and installations at college campus which includes Electrical, Civil, Plumbing, Diesel Generator, Water Purifier, UPS, Panel Boards, ACs, Fans etc.,
2. Repair, preventive, predictive and downtime maintenance of electrical, mechanical, plumbing and civil structures / installation
3. The technical person/s posted by the agency shall plan required regular consumables / spares and provide the list of the same to the office for procurement.
4. The technical person/s posted by the agency shall maintain inventory of the items procured for repair and maintenance and account for the same as and when demanded by the office for stock verification, utilization etc.,
5. The technical person/s posted by the agency shall maintain required registers, records, log books as to the stock, works carried out, equipment history etc.,
6. The person posted by the agency at campus shall be present during normal working hours / days of the college and make routine check-ups maintenance etc., as required.
7. The person/s posted by the agency shall keep all the electrical, plumbing, civil items appliances, structures neat and clean by the de-dusting them, which include fans, ACs. UPS, Panel Boards, Water Purifier etc.,
8. The person/s posted by the agency at campus shall have adequate technical technology in repair and maintenance of electrical installations, electrical wiring, plumbing works, Diesel Generator set maintenance etc.,
9. The technical person/s posted by the agency shall regularly coordinate and liaise with any external agency in case of any patented services spares etc.,
10. Any other duties assigned as required by the IIPE.

Essential Qualifications:

For Electrical & Plumbing Works :- Graduation in any discipline with 03 years' experience (or) ITI / Diploma with 03 years' experience.
Experience should be in any higher education institution or industry.
Languages known : Telugu, English & Hindi

Scope of work for Housekeeping works :

1. The Agency is to provide housekeeping services as detailed below:
 - a. Cleaning and upkeep of the College campus that include Class Rooms, Staff Rooms. Office, Toilets, Stair case on daily basis, Monday to Saturday and even on holidays and Sundays as and when required
 - b. Cleaning and mopping of toilets hourly basis throughout college hours and as and when required, de-odorizing the toilets with soap solution / phenol, Odonil, Naphthalene balls, acid etc.
 - c. De-dusting, cobwebs removing and cleaning of chairs, tables, cupboards, almira's, filing racks, partition panels, false ceiling, light fixtures, class room writing boards, audio-video equipment, computers etc. complete on daily basis or as and when required.
 - d. Polishing of door / window glass panes on daily basis to ensure clear shining on glasses.
 - e. Cleaning of Fans, ACS, Water coolers.
2. The Agency to provide required sanitation material / consumables of branded quality like soap oil, scented phenyl, acid, brooms, brushes, broom sticks, floor mops, floor wipers, hand wash material, cloths, de-odorizes etc.
3. Any other duties assigned as required by the IIPE.

Scope of work for Administrative Staff :

1. Lab Assistant :-

- (a) To maintain and upkeep of various lab equipment and to assist the faculty and students during practical's.
- (b) To make routine Check-up, Up keeping, Preventive and Predictive maintenance of various lab equipment and installation.
- (c) He shall plan required regular consumables / Chemicals, spares and forward the list to the Admin. Office through the respective faculty lab in-charge for procurement.
- (d) He shall maintain Inventory, Registers, Records, Logbooks, Equipment history, etc., of the lab items.
- (e) He shall coordinate and liaise with any external agencies in case of any patented service / spare and also for supplies against orders etc.
- (f) He shall assist the office in obtaining the quotations / sourcing the items required
- (g) Any other duties assigned as required by the IIPE

Essential Qualifications:

For Lab Assistant :- Graduation in Sciences with 02 years' experience (or)

Diploma with 03 years' experience.

Experience should be in any higher education institution or industry.

Should have knowledge of Computers

Languages known : Telugu, English & Hindi

2. Office Assistant :-

- (a) To assist admin staff and faculty in day-to-day admin and academic activities including typing of correspondence etc.,
- (b) To upkeep office premises in absolute working conditions.
- (c) Any other duties assigned as required by the IIPE.

Essential Qualifications:

For Office Assistant :- Graduation in any discipline,

Should have knowledge of Computers.

Languages known : Telugu, English & Hindi

(to be printed on bidder's letterhead)
LETTER OF SUBMISSION OF TENDER

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Subject: Proposal for Outsourcing Manpower at IIPE against Tender No.: IIPE/Outsourcing

Dear Sir,

Subject to the conditions given in the tender documents, I/We hereby submit Proposal for Outsourcing Manpower at IIPE, Visakhapatnam against Tender No. IIPE / Outsourcing Manpower / 2020-21/78, dt. 01.01.2021 for IIPE, Visakhapatnam at the rates specified in the Financial Bid (Annexure - III of the tender document). I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally

Declaration

I/we _____, the undersigned being authorized signatory of _____ for submission of "Proposal for Outsourcing Manpower at IIPE, Visakhapatnam against Tender No.: IIPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021, hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false / manipulated / fabricated with a mal-a-fide intention, the bid will be summarily rejected / contract be nullified and suitable action as deemed fit be initiated against our firm / company / agency.

Name of the Bidder (firm/Co./agency): _____

Address of Registered / Branch office: _____

Authorized person's Name and designation: _____

Contact No: _____ E-mail: _____

Date:

Signature:

Place:

(Company Seal)

Full name:

NOTE: All correspondence from this office shall be addressed to the above address and e-mail id only.

TECHNICAL BID

Subject : Proposal for Outsourcing Manpower at , against Tender No.: IYPE/Outsourcing Manpower / 2020-21 /78, dt. 01.01.2021

S.No	Criteria Item	Documents to be uploaded (Attested Photocopies)	Submitted Yes/ No
1	Bidder Should have been registered with ESI & PF	Copy of Certificate of registration with ESI & PF	
2	Should have an operational Registered/Branch office in Visakhapatnam, Andhra Pradesh, India.	Valid proof of office address in Visakhapatnam	
3	Bidder should have experience of providing Manpower to large corporate bodies / educational institutions etc., during last Three years	Copies of work orders / Agreements	
4	Bidder should have PAN and a valid registration under GST.	Copies of GSTN and PAN	
5	The agency should not have been blacklisted by Central/State Govt./PSU at any point of time, nor is any criminal case registered / pending against the agency or its owner / partner anywhere in India	Declaration to be submitted in original (Annexure – VI)	

The bid without any of these documents shall be treated as incomplete. The bids with documents NOT matching with above eligibility criteria and incomplete documents will be declared as 'Not eligible'.

All the above documents should be clearly stamped and signed by the authorized signatory of the bidder

All supporting documents in support of above clauses shall be produced along with Technical Bid documents.

All document shall be serially numbered

Date:

Signature:

Place:

Full name:

(Company Seal)

FINANCIAL BID

Subject : Proposal for Outsourcing Manpower at IPE, Visakhapatnam, against Tender No. IPE / Outsourcing Manpower / 2020-21 / 78, dt. 01.01.2021

Item No.	Service Description	Quantity (A)	Unit Rate per month (Rs.) (B)	Amount per month (Rs.) (C)
1	Maintenance in Campus for Electrical & Plumbing Works	01		
2	Laboratory Assistant	01		
3	Office Assistants	04		
4	Housekeeping Works	04		
Total Amount (Per month)				

Note :

1. The Agency to quote basic cost only. GST extra as applicable.
2. The Agency to comply with all statutory provisions including minimum wages, ESIC, EPF, Bonus, Weekly off wages etc., at the rates as applicable.
3. The quantity may vary (Increase or Decrease) depending on the requirement of the Institute from time to time, for which separate Purchase Order will be issued to the qualified bidders from time to time as per requirement of the institute on same terms and conditions.

(To be printed on Agency's letterhead)

Non-Blacklisting declaration

The Registrar (I/C),
Indian Institute of Petroleum and Energy,
2nd Floor, AU Engineering College,
Andhra University, Visakhapatnam – 530 003.

Sub : Non-Blacklisting declaration in connection with IIPE, Visakhapatnam, AP, India Tender
Proposal for Outsourcing Manpower at against Tender No.: IIPE / Outsourcing Manpower /
2020-21 / 78, dt. 01.01.2021

Dear Sir,

This is to notify you that our Firm / Company / Organization intends to submit a proposal in
response to invitation for Proposal for Outsourcing Manpower at against Tender No.: IIPE/Outsourcing
Manpower / 2020-21 / 78 , dt. 01.01.2021.

In accordance with the above we declare that:

a. We are not involved in any major litigation that may have an impact of affecting or compromising
the delivery of services as required under this assignment.

b. We are not blacklisted by any Central / State Government / Agency of Central / State
Government of India or any other country in the world / Public Sector Undertaking / any Regulatory
Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

Date:

Signature:

Place:

Full name:

(Company Seal)

Format – A

(to be printed on Agency's letterhead)

LETTER OF AUTHORISATION FOR ATTENDING TECHNICAL BID OPENING

Subject: Proposal for Outsourcing Manpower at against Tender No.: IIPE/Outsourcing Manpower / 2020-21 / 78 , dt. 01.01.2021.

The undermentioned person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ on _____.

Name: _____

Specimen Signature: _____

Officer authorized to sign the bid documents on behalf of the bidder.

Signature: _____

Name: _____

Designation: _____

Date: _____

Office seal:

Note: 1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative is not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ATTACHMENT FOR TENDER ENQUIRY NO. : IIPE/Outsourcing Manpower/2020-21/78, dt. 01.01.2021
AGREED COMMERCIAL TERMS AND CONDITIONS

To be duly filled, signed and submitted along with your unpriced offer failing which your offer is liable for rejection

S NO	DESCRIPTION	PARTY'S CONFIRMATION
1.	<u>Bid Submission:</u> "Two Bid System: Un-priced bid and priced bid submitted separately. In case either (a) the Vendor submits both the Un-Priced offer in open condition as well as the Priced offer in open condition in the same envelope, or (b) in case ONLY Priced Bid is submitted, or (c) Price is mentioned in the envelope marked as "Un-Priced Bid" such Offers shall be SUMMARILY REJECTED , WITHOUT ANY reference to and/or correspondence with the Vendor.	
2.	<u>IIPE Scope :</u> Nil	
3.	<u>Agency's Scope :</u> As per Annexure	
4.	<u>Job Commencement :</u> Services to be made available from 01.02.2021 or ordered by IIPE	
5.	<u>Validity of Contract :</u> One year from the date of Commencement of Services and extendable by another two years subject to satisfactory performance and the discretion of IIPE.	
6.	<u>Validity of Offer :</u> The rates quoted are valid for 3 months from the date of tender.	
7.	<u>Security Deposit :</u> An a/c. payee crossed demand draft drawn in favour of IIPE, payable at Visakhapatnam for 1 % of the total contract value must be submitted within 15 days from the date of PO, failing which IIPE reserves the right to cancel the contract. (1% of PO Contract value as Security Deposit will be acceptable in the form of Demand Draft up to Rs.50,000/- . and in the form of Demand Draft / Bank Guarantee beyond Rs.50,000/-)	
8.	<u>Payment Terms :</u> Within 15 days after submission of monthly running bill for the completed month. Payments towards executed job will be made by IIPE. Certification of bills will be reviewed and evaluated by IIPE.	
9.	<u>Retention Money :</u> 10 % of the total value of the bill will be deducted and retained by IIPE, free of any interest, on account of any damage / defect liability that may arise. Retention amount shall be returned after successful completion of contract.	

10.	<p><u>GST :</u> A : Confirm that the rates quoted shall be inclusive of all charges and Exclusive of GST.</p> <p>B : Applicable GST as per Govt. Guidelines shall be paid extra. It may be noted that IIPE is Educational Society. Vendor to quote GST accordingly.</p> <p>Please specify SAC Code for the subject services.</p>	<p>GST Extra @ _____ %)</p> <p>SAC Code _____</p>
11.	Confirm that you have not been banned or delisted by any Government or Quasi Government Agencies or PSUs.	
12.	<p>Following documents have to be submitted along with your bid in unpriced envelope:</p> <p>a) Copy of PAN Card b) Copy of Provisional GST Certificate c) ESI & PF Registration Certificates</p> <p>Please confirm that you have submitted the above documents in unpriced envelope.</p>	
13.	<p>Disputes : Disputes, if any arises between Vendor and IIPE, the decision of IIPE is final, and the legal jurisdiction is at Visakhapatnam only.</p>	

VENDOR's CONFIRMATION

The Terms & Conditions mentioned in the Price Enquiry, mentioned above, are acceptable to us. We have submitted our Offer accordingly. We have NOT taken any Technical and / or Commercial Deviations and in case of Order, we will supply the materials as per the details specified in Price Enquiry / RFQ specified above.

Vendor's Name	
Vendor's Address (In case of order, PO shall be placed at this address)	
PAN Number	
GSTIN Number	
Name of the Authorised Signatory	
Designation of the Authorised Signatory	
E-Mail Address of the Authorised Signatory	
E-Mail Address of Alternate Contact Person	
Mobile Number of the Authorised Signatory	
Telephone Number of the Vendor	
Fax Number of the Vendor	