



Guwahati Biotech Park

Technology Complex, IIT Guwahati

Guwahati- 781 039

Phone: + 91-361-2690228/227, Fax: 0361- 2690227

**TENDER DOCUMENT
FOR SUPPLY OF BOOKS AT
GUWAHATI BIOTECH PARK INCUBATION CENTER**

CRITICAL DATA SHEET

System of bid	Single Bid
Date and time to download the bid document	From 22.02.19 to 08.03.19 upto 2.00 P.M.
Last date & Time of submission of bids	08.03.19 upto 2.00 P.M.
Date & Time of Opening of Bids	08.03.19 at 2.30 P.M.
Tender Fee	₹2, 000.00 (Two Thousand only) in the form of DD/Banker's Cheque drawn in favour of Guwahati Biotech Park Incubation Center payable at Guwahati.
Bid Security of Books	Bid Security ₹30,000.00 (Thirty Thousand Only)
Address for communication:	Guwahati Biotech Park Technology Complex, IIT Guwahati Guwahati- 781 039



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Phone: + 91-361-2690228/229, Fax : 0361- 2690227

NIT No. GBPIC/8.2.6/2018-19/3973

DATED 22nd February, 2019

TO

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REQUEST FOR QUOTATIONS FOR SUPPLY OF BOOKS

Dear Sir,

The **Chief Executive Officer**, Guwahati Biotech Park invites sealed quotations from Dealers/Suppliers/Distributors for supply of books as per BOQ attached at Annexure-I. Quotations will have to be submitted in the Bidders letter head along with Annexure-I (**Price column to be filled**) and should reach the office of the undersigned on or before **08.03.2019** within **2 p.m. Quotations will be opened on the same date at 2.30p.m.**

Interested bidders may submit their best competitive offers as per the instructions and terms and conditions stated below. This Bid Document contains Pages numbered 1 to 15 consecutively. Please check to see that no page is missing or any in duplicate. The bid documents are not transferable and the firm's seal and signature of the authorized official must appear on all the papers and envelopes submitted.

INSTRUCTION TO BIDDERS & TERMS & CONDITIONS

1. Mode of transmission:

Quotations will have to be submitted in single bid and in sealed covered super-scribing the following lines:

<u>“QUOTATIONS FOR SUPPLY OF BOOKS”</u>	
NIT.NO: GBPIC/8.2.6/2018-19/3973 Dated : 22nd February, 2019	
To The Chief Executive Officer, Guwahati Biotech Park Technology Complex, IIT Guwahati Guwahati -781039 Assam, India	From: M/s..... Contact No.:.....

2. The tender form/bidder documents may be downloaded from the website: www.guwahatibiotechpark.com
3. Tenders/bidders are requested to visit the website www.guwahatibiotechpark.com regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. The Bidder or his authorized representative may be present at the time of opening of bid on the specified date. In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid, the time notified remaining the same.
5. **Eligibility of the Bidder:**
 - a. The bidder should be a publisher or their authorized dealer/supplier.
 - b. The bidder must provide the copies of the following with their bids:
 - Trade License
 - Copy of GST Registration.
 - Copy of PAN No/ TAN No.
 - Income Tax clearance certificate
 - Audited Balance Sheets/ Income Tax return certificate of last three fiscal years.
 - The bidder must have at least two years of experience for supply of similar type of items in any recognized Colleges, Universities, Technical Institutes or other organizations.
 - The bidders are required to submit a declaration on letter head stating that the Firm has not been black listed by any Institute/Department/organization.
6. The rate should be quoted both in figure & words must be to inclusive all.
7. Rates quoted should be on **FOR Guwahati Biotech Park, on door delivery basis**. Vague terms like “packing, forwarding, transportation extra” without mentioning the specific amount will not be accepted. Where there is no mention of packing, forwarding, freight, insurance charges, taxes etc. such offers may be considered as all charges are inclusive. All offers of delivery should be made ex-stock and clear note should be inserted in case of damage or loss in transit, if any will be borne by the supplier.
8. **Discounts offered** shall be indicated clearly in terms of percentage on the MRP.
9. The consignment note along with the quadruplicate of copy of relevant bill and two copies of priced challan should dispatch to the CEO, Guwahati Biotech Park, Technology Complex, IIT-Guwahati, Assam-781039 immediately on completion of dispatch of consignment. If these documents do not reach the said office in time all wharf age/demurrage incurred, if any will be recoverable from the suppliers.
10. The items are required to be delivered/dispatched within Thirty days from the date of receipt of the supply order/or as per mutual agreement.

11. The books offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the BOQ cited.
12. **EARNEST MONEY DEPOSIT**
 - Refundable Bid Security of **₹30000.00** must be submitted along with the “Bid” by means of Demand Draft drawn in favour of ‘Guwahati Biotech Park Incubation Center’ and payable at Guwahati.
 - The Bid Security is required to protect the GBP against the risk of Bidder's conduct which would warrant the forfeiture of Bid Security in the following events:
 - a. If the Bid is withdrawn during the validity period or any extension thereof duly agreed by the Bidder.
 - b. If the Bid is varied or modified in a manner not acceptable to GBP during the validity period or any extension of the validity duly agreed by the Bidder.
13. **PERIOD OF VALIDITY OF BID:** Bid shall be valid for acceptance for a period of 120 days from the date of opening as indicated in the "Invitation for Bid" and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension agreed thereof. No bid may be modified (or) withdrawn after the dead line for submission of bids.
14. **Income Tax/Sales Tax clearance:** The tender should be accompanied by up to date Income Tax/Sales Tax clearance certificate.
15. **Quantity of Books:** The approximate quantities of item proposed to be purchased as mentioned in the list are liable to be increased or decreased at the time of placement of purchase order.
16. **Special discount/rebate:** Special discount/rebate admissible to Institute of National importance may be specifically indicated in the quotation if offered.
17. **Refection of offer:** Tenders not conforming to the terms and conditions and procedure so out lined are liable to be rejected summarily.
18. **Special condition:** Special condition, if any, printed on the quotation sheets of the tenders or condition attached with the tender will not be applicable to the contract unless these are expressly accepted in writing by the **Chief Executive Officer**.
19. **Payment Term & Mode of Payment:** No part payment as well as advance payment will be made. Payment will be made within 30 days on completion of the full supply of goods at Guwahati Biotech Park, Technology complex, IIT Guwahati, through NEFT/RTGS. In case payment is required by DD, the draft commission will be deducted from bill amount.
20. **Quotation through Fax/ E-Mail/Telegram etc.** shall not be considered. No correspondence will be entertained on this matter.
21. **Conformity to Specifications:** Specifications are basic essence of the product. It must be ensured that the offers are strictly as per our BOQ.
22. **Evaluation:** The bids will be evaluated soon after opening of bids as per the eligibility criteria in this bid document and during such evaluations any clarification or query maybe raised by GBP in email or letter/fax etc. The bidder should co-ordinate and reply in writing against such queries at the earliest possible time facilitating the evaluation process. Such written queries & replies will be annexed with the bid and shall be treated as the part of the bid.
23. **Termination for default:**

Default is said to have occurred

 - If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by GBP.
 - If the supplier fails to perform any other obligation(s) under the contract.

If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of default notice from CEO, Guwahati Biotech Park (or takes longer period in spite of what GBP may authorize in writing), GBP may terminate the contract/purchase order in whole or in part.
24. If a firm accepts the order and fails to execute the order in full or part as per terms and conditions stipulated therein, it will be open to the Competent Authority to recover liquidated damaged from the firm at the rate of 1% per month or the part thereof, subject to a maximum of 5% of the value of the undelivered books. It will also be open to the Competent Authority, alternatively to arrange procurement of the required books from any source, at the risk and expense of the firm that has accepted the order and failed to execute the order according in stipulations agreed upon.

25. **Applicable Law:** The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of competent Court & forum in Guwahati, India only.
26. **Force Majeure:** The supplier shall not be liable for failure to perform its obligations under the contract in the event of Force Majeure. The events referred to as force majeure that may hinder performance obligation of either party are (i) acts of God (ii).regulations of Government of India. (iii).any kind of natural disaster like earthquake, flood, epidemic and (iv). Revolutions, strikes, war, lockouts, riots, sabotage etc.
27. **Consideration of Tender:** Guwahati Biotech Park's decision shall be final and binding and no claims/representations in this regard shall be entertained. The acceptance of the quotation will rest solely with the CEO, Guwahati Biotech Park, who in the interest of the organization reserves the right to himself to reject or partially accept any or all the quotations and to withdraw or cancel entire bid process without assigning any reasons whatsoever. Mere submission of bid by the bidder does not vest any right in them for being selected.

ANNEXURE-I

LIST OF BOOKS (BOQ)

SL. NO	ISBN	AUTHOR / EDITOR (First author is mandatory)	TITLE IN FULL (VOLUME, SERIES NO)	PUBLISHER	YEAR OF PUBLICATION	QTY	MRP (INR)	DISCOUNT %	NET PRICE
1	ISBN: 978-1-119-18707-3	Tim Wing Yam, Joseph Arduini	Micropropagation of Orchids, 3 Vol set	Wiley-Blackwell, 3 rd Ed.,	2017	1			
2	ISBN - 9781771886895	Anjali Priyadarshini	Biocatalysis and Agricultural biotechnology	AAP	August ,2018	1			
3	ISBN-13: 9780123948076	Brian Thomas	Encyclopedia of Plant Science	Academic press	2016	1			
4	ISBN 978-3-540-93883-5	Neumann	Plant Cell and Tissue Culture- A Tool in Biotechnology- Basics and Application Series: Principles and Practice	Springer	2009	1			
5	ISBN 9781466590465 - CAT# K20466	G. Buchbauer	Handbook of Essential Oils: Science, Technology & Applications	CRC	October 27, 2015 , 2Edition	1			
6	ISBN 9780849329760 - CAT# 2976	L. J. Cseke, A. Kirakosyan, P.B. Kaufman, S. Warber, J.A. Duke, H.L. Brielman	Natural Products from Plants	CRC	2006, 2 nd Edn	1			
7	ISBN 9781466500815 - CAT# K14381	Bonnie H. Ownley, Robert N. Trigiano	Plant Pathology Concepts and Laboratory Exercises, Third Edition	CRC	October 27, 2016	1			
8	ISBN-13: 978-1461464853	Crommelin, Daan J. A., Sindelar,	Pharmaceutical Biotechnology, 4 th Edition	Springer	2013	1			

		Robert D., Meibohm, Bernd (Eds.)							
9	ISBN 9781439855799 - CAT# K12604	E. M. T. El- Mansi, E. M. T. El-Mansi, C. F. A. Bryce, Arnold L. Demain, A.R. Allman	Fermentation Microbiology and Biotechnology, Third Edition	CRC	December 12, 2011	1			
10	ISBN 9781466587397 - CAT# K20342	Emanuel Goldman, Lorraine H Green	Practical Handbook of Microbiology, Third Edition	CRC	June 4, 2015	1			
11	ISBN 9781584888109 - CAT# C8105	(Ed.)-S. Q. Ye	Bioinformatics A Practical Approach	CRC	2008	1			
12	ISBN-13: 978- 3540705352	Stahl	Food Biotechnology Series: Advances in Biochemical Engineering/Bio technology, vol.1 11	Springer	2008	1			
13	ISBN 9781138118034 - CAT# K35573	Kayvan Najarian, Siamak Najarian, Shahriar Gharibzadeh, Christopher N. Eichelberger	Systems Biology and Bioinformatics: A Computational Approach	CRC	May 31, 2017	1			
14	978-1-84973-017- 4	Elizabeth Farrant	New Synthetic Technologies in Medicinal Chemistry	RSC	25 Oct 2011	1			
15	ISBN 9781498702782 - CAT# K24629	Kristian Stromgaard, Povl Krogsgaard- Larsen, Ulf Madsen	Textbook of Drug Design and Discovery, Fifth Edition	CRC	August 9, 2016	1			
16	978-3-527-32343- 2	Robert A. Meyers	Pharmacology: From Drug Development to	WILEY	2008	1			

			Gene Therapy						
17	ISBN: 978-1-78326-907-5	Peter Grunwald	Biochemical Fundamentals and Applications 2nd Edition	World Scientific	2017	1			
18	ISBN 9780849390760 - CAT# 9076	Charles L. Wilson,	Microbial Food Contamination, 2 nd Edition	CRC	2008	1			
19	ISBN 13: 9781847552013	E. T. Contis, C-T Ho, F. Shahidi, C. Mussinan	Recent Advances in Food and Flavor Chemistry	RSC	2010	1			
20	978-1-84755-916-6	J. E.L. Corry, G.D.W. Curtis, R.M. Baird	Handbook of Culture Media for Food and Water Microbiology	RSC	2012	1			
21	ISBN: 978-981-3109-21-6	Wen-Huei Chen, Hong-Hwa Chen	Orchid Biotechnology III	World Scientific	2017	1			
22	ISBN :978818129247	Franklin, Trevor J., Snow, George Alan	Biochemistry and Molecular Biology of Anti-microbial Drug Action	Springer	2005	1			
23	9780128149904	Fidel Toldrá	Advances in Food and Nutrition Research, Volume 84 1st Edition	Elsevier	2018	1			
24	ISBN: 978-3-527-31941-1	Reiner Westermeier, Tom Naven, Hans-Rudolf Höpker	Proteomics in Practice: A Guide to Successful Experimental Design, 2nd, Completely Revised Edition	Wiley-Blackwell	2008	1			
25	ISBN-13 :9780471754022	Nawin C.Mishra	Introduction to Proteomics	Wiley-Blackwell	2010	1			
26	ISBN: 978-0-471-75477-0	Tadhg P. Begley	Wiley Encyclopedia of Chemical Biology, 4	Wiley-Blackwell,	2009	1			

			Volume Set						
27	ISBN-13: 978-0815344551	Dennis Bray, Karen Hopkin , Alexander D. Johnson , Julian Lewis, Martin Raff ,	Essential Cell Biology, 4th Edition	Taylor & Francis	2013	1			
28	9781555816261	Michael P. Doyle, Robert L. Buchanan	Food Microbiology: Fundamentals and Frontiers, Fourth Edn	ASM Press	2012	1			
29	ISBN-13: 978-0763757984	Jeffrey C. Pommerville	Encounters in Microbiology (Volume 1) 2 nd Edition	Jones & Bartlett	2008	1			
30	ISBN-13: 978-0763757991	Jeffrey C. Pommerville	Encounters In Microbiology, Volume 2	Jones & Bartlett	2008	1			
31	ISBN-13: 978-8173715822	S Vincent & S Janarthanan	Practical Biotechnology: Methods & Protocols	Universities Press	2007	1			
32	ISBN-13: 978-9386418302	K.R. Aneja	Experiments in Microbiology, Plant Pathology and Biotechnology	New Age Internationa l Publishers; Fifth edition	2017	1			
33	ISBN: 9781907568282	W T Godbey	An Introduction to Biotechnology 1st Edition	Academic Press,Elsevie r	2014	1			
34	ISBN:9781555819361	Bernard R. Glick, Cheryl L. Patten	Applications of Recombinant DNA, Fifth Edition	American Society For Microbiolog y	2017	1			
35	ISBN-13: 978-0123850157	David P. Clark BA (honors)Christ's College Cambridge 1973, Nanette J. Pazdernik	Biotechnology: Applying the Genetic Revolution	Elsevier	2015	1			
36	ISBN: 978-0-470-96309-8	Garth L. Fletcher (Editor),	Aquaculture Biotechnology	Wiley-Blackwell	2011	1			

		Matthew L. Rise (Editor)							
37	ISBN 978-981-10-4732-9	Gahlawat, S.K., Salar, R.K., Siwach, P., Duhan, J.S., Kumar, S., Kaur, P. (Eds.)	Plant Biotechnology: Recent Advancements and Developments	springer	2017	1			
38	ISBN 978-1-4614-9126-2	Simpson, Ricardo, Sastri, Sudhir K	Chemical and Bioprocess Engineering	springer	2013	1			
39	ISBN 978-81-322-2059-6	Singh, Kshitij Kumar	Biotechnology and Intellectual Property Rights	springer	2015	1			
40	ISBN-13: 978-0566087813	Martin Austin	Business Development for the Biotechnology and Pharmaceutical Industry	CRC Press,	2016	1			
41	ISBN: 9788126142408, 8126142405	Dr Shweta Sharma	Encyclopaedia Of Laboratory Practice Of Microbiology (English, Hardcover, Dr. Shweta Sharma)	Anmol Publications Pvt. Ltd.	2010	1			
42	ISBN-13:978-3-659-40108-4	Sudipta Sankar Bora, Kishore Sarma, Saurav Das	An Approach to Microbial Biotechnology: A Laboratory Handbook	LAP Lambert Academic Publishing (2013-05-23)	2013	1			
43	ISBN 978-1-4612-4278-9	Burden, David W., Whitney, Donald B.	Biotechnology Proteins to PCR	springer	1995	1			
44	ISBN: 978-0-470-01434-9	Brian McNeil (Editor), Linda Harvey (Editor)	Practical Fermentation Technology	Wiley	2008	1			
45	ISBN-13 978-1588904096	EIKE REICH, ANNE SCHIBLI	HIGH PERFFORMANCE THIN LAYER CHROMATOGRAPHY FOR THE ANALYSIS OF	THIEME	2006	1			

			MEDICINAL PLANTS						
46	ISBN 9781439852583 - CAT# K12418	Ye qiao Wang	Encyclopedia of Natural Resources - Two-Volume Set	CRC Press	2014	1			
47	ISBN13: 9781259281594	Joanne Willey and Linda Sherwood and Christopher J. Woolverton	Prescott's Microbiology10 th Edition	McGraw- Hill Education	2017	1			
48	ISBN: 978-0-387- 70637-5	Khare, C.P.	Indian Medicinal Plants	springer	2007	1			
49	Print ISBN:9783527303 441	Prof. Dr. Andreas Sebastian BommariusD r. Bettina R. Riebel	Biocatalysis	Wiley-VCH Verlag GmbH & Co. KGaA	2005	1			
50	ISBN-13: 978- 063205307	By Michael J. Waites, Neil L. Morgan, John S. Rockey, Gary Higton	Industrial Microbiology: An Introduction	Wiley- Blackwell	2001	1			
51	ISBN 9780824709440	Robert M. Goodman	Encyclopedia of Plant and Crop Science	CRC Press	2004	1			
52	ISBN 978-981-10- 0619-7	Jubilee Purkayastha	Bioprospecting of Indigenous Bioresources of North-East India	Springer Singapore, edition 1	2016	1			
53	ISBN 978- 8170355854	HS Jagtap	A Textbook Of Pisciculture And Aquarium Keeping	Daya	2009	1			
54	ISBN 978- 0471138228	Michael C. Flickinger	Encyclopedia of Bioprocess Technology: Fermentation, Biocatalysis and Bioseparation, 5 Volume Set	Wiley	1999	1			
55	ISBN 978- 0646552743	Brian Andrews	Ornamental Fish Farming	BRIAN ANDREWS ; 1st edition	2011	1			
56	ISBN: 9780198067740, 0198067747	K.C. Kankanala	Indian Patent Law and Practice	Oxford India	2012	1			

57	ISBN-13: 978-1783479443 ISBN-10: 1783479442	Duncan Matthews, Herbert Zech	Research Handbook on Intellectual Property and the Life Sciences	Edward Elgar Publishing	2017	1			
TOTAL (SL No.1 To 57)									
Discount If Any									
Net Total:									
GST @									
Excise Duty If Any:									
Transportation Charge Upto Guwahati Biotech Park									
Any Other Charges									
Grand Total (F.O.R., Guwahati Biotech Park Price) In Words:									

Note: 1. The Books should be of latest editions or not earlier than years of publication mentioned above.

2. Suppliers should fill up the price column and may forward the same with their letter head with seal & signature.

Signature with seal

Address:

Telephone/Email:.....

ANNEXURE II
PROFORMA TO BE FILLED BY THE TENDERER

Sl.No.	Particulars	Response/Answer
1	Name of the firm	
2	Office address: a) Telephone no. b) Fax Number c) e-mail ID d) web site, if any	
3	NIT No. & Date	
4	Offer/Quotation No. & Date	
5	Have you attached the draft of Tender Fees of Rs.2000.00/- (Rupees Two thousand only) with the Bid? If yes (mention the Bank draft No..... Dated..... Issuing Bank.....	YES/NO
6	Have you attached the draft of Earnest Money Deposit of Rs.30,000.00/- (Rupees Thirty thousand only) with the Bid? If yes (mention the Bank draft No..... Dated..... Issuing Bank.....	YES/NO
7	Kind of proprietorship: i) If Limited concern, name and address of Director & Managing Directors ii) If single owner, name and address of the proprietor and Manager iii) If partnership, name and addresses of partners	
8	The firm should have financial status in dealing with the supply of Books. Turnover of the firm during the preceding 3 years should be minimum 5 Lakh. The documentary proof of this effect in the form of audited balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected.	YES/NO
9	AUTHORISED DELAER/SUPPLIER SHOULD ENCLOSE: <ul style="list-style-type: none"> • Trade License • GST Registration Certificate • PAN No/ TAN No. • Income Tax clearance certificate • Audited Balance Sheets/ Income Tax return certificate of last three fiscal years. • The bidder must have at least two years of experience for supply of similar type of items in any recognized Colleges, Universities, Technical Institutes or other organizations. Copy of Work order/Supply order to be enclosed. • Profile of the firm & client list (Documentary proof of the same to be enclosed) 	YES/NO
11	Percentage of discount offered on Catalogue price & special discount if any as per BOQ written both, in figures & words is attached	YES/NO
12	Have you signed the terms and conditions for supply of books as per tender requirement to GBP.	YES/NO

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions.

Date:

**Name & Signature of the Bidder
With Seal.**

ANNEXURE III

DECLARATION

A. I/we.....(name of partners/proprietors/share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. It is certified that all the information furnished by me/us is correct. In case if it is found incorrect, I/we have no objection if my/our if my/our bid is rejected or cancelled by Guwahati Biotech Park, Guwahati, Assam and I/we agree to abide by the terms and conditions mentioned above.

B. Mr.whose signatures are given below, is an authorized representative of this firm.

C. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

**SIGNATURE OF THE PROPRIETOR/ WITH
ALL PARTNERS/AND FIRM'S OFFICIAL SEAL**

ANNEXURE IV

TENDER ACCEPTANCE LETTER

(To be given on Company letter head)

Dated:

To,

**Chief Executive Officer,
Guwahati Biotech Park,
Technology Complex, IIT-Guwahati**

Sub: Acceptance of terms and Conditions of tender.

Tender Reference No:

Name of the tender/work:-

.....
.....

Dear Sir,

1. I/we have downloaded the tender documents for the above mentioned Tender/work from the website

(s)

namely:

.....
.....

as per your advertisement, given in the above mentioned website(s).

I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/we shall abide hereby the terms/ conditions/clauses contained therein.

The corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.

I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality /entirety.

I/we do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking.

I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)