



Tender No. IIMC/MBA/2024-25/CBS/001

Date: 23.07.2024

**NOTICE INVITING TENDER**Tender for “**Online access and support service for Course Bidding Software (CBS)**”.

Online tenders are invited for procurement of **Online access and support service for Course Bidding Software (CBS)**. Course Bidding/Registration Software is a solution to manage Term-wise course (elective) bidding process in MBA Programme at IIM Calcutta.

**Duration:**

Online access to the Course Bidding Software (CBS) at IIM Calcutta, Joka, for three Terms: IV, V & VI, AY 2024-25 for MBA 60<sup>th</sup> Batch.

**Time schedule of tender activities:**

Published date & Tender Document downloading start date	On 23.07.2024 at 16:00 hrs.
Date & Time for submission of Tender Documents	From 23.07.2024 at 16:30 hrs. to 26.07.2024 at 13:00 hrs.
Date & Time of Opening of Technical Bid	On 26.07.2024 at 13:30 hrs.
Date & Time of Opening of Commercial Bid/ Price Bid	After opening of Technical Bid.

Tenderers/ Bidders who are willing to participate in the tender should visit IIMC website <https://www.iimcal.ac.in/tenders> regularly till the end date of submission of tender for any corrigendum/addendum/amendment.

The prescribed tender form should not be changed / modified by the tenderer / bidder under any circumstances. If any tender form is changed / modified in any way, the tender will be rejected completely and the Tenderer/Bidder will be debarred from doing business with IIMC.

Bidder is requested to see the mail communication done to them for submission of the Price bid.

**A tenderer / bidder shall submit only one tender and if the same tenderer / bidder submits more than one tender, the tender will be rejected. Even this will be applicable when one or more partner(s)/director(s) are common.**

**Guidelines for Submission of Tender:**

Tender documents comprising of the following:

- Volume –I: Notice Inviting Tender
- Volume –II: Price Bid

**Guidelines for submission of Earnest Money Deposit (EMD):**

- Earnest Money Deposit (EMD) payment mode will be online payment and the EMD Amount is INR 40,000/- . All applicable bank charges shall be borne by the applicant.
- The bank details for online transfer of EMD are given below:

Name of the Bank a/c : Indian Institute of Management Calcutta  
Bank a/c number : 10120246705

Name of the Bank : SBI, IIM Joka Branch, D.H. Road, Kolkata  
 IFSC Code : SBIN0006210

- The tenderer / bidder must pay EMD amount for bid security on or before the date and time of submission of the tender and the payment details should be uploaded at that time
- The tender will be accepted officially after proper verification and confirmation of the EMD Amount. Any delay in credit will not be entertained by the Institute.
- EMD amount will be refunded in following circumstances.
  - i] EMD Amount will be refunded to Tenderers/ Bidders except L1 bidder.
  - ii] EMD Amount refund process will start on or before the 30<sup>th</sup> day after the award of the contract.
  - iii] No interest will be payable by IIMC on the said amount covered under EMD.
- EMD of successful bidder will be kept as Performance Security Deposit and will be released within 30 working days without any interest after successful completion of the Contract.
- The Earnest Money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to IIMC.

**The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.**

**Terms & Conditions:**

- Price: Price must be quoted in Indian Rupees in the above format.
- Delivery: Delivery of online access must be done within 3 days from the date of issuance of the Purchase Order.
- Payment: Payment will be made after successful delivery of the service and users' certification of acceptance and satisfactory performance.
- Validity: The rate must be valid for six months from the date of issuance of inviting Quotation.
- Copy of company Incorporation/Regn. Certificate, PAN & GST need to be submitted along with the quotation

**Scope of work:**

The following things are necessary (but not limited to) to be covered:

- The software will be made available and accessible for all the students
- Any bugs or issues detected will be resolved and system improvements will be provided without any additional cost
- Your team needs to provide Real-time support during the bidding process and to respond to IIMC team within 10 minutes.
- Your team needs to provide post-bidding investigation of issues if any.
- Your team needs to provide Server management, Capacity optimization and Monitoring of the machines.
- At least 4 Mock Rounds and at least 3 Final Rounds required to be conducted
- The vendor has to re-conduct the bidding process without any additional cost if the process fails because of issues related to the software.
- Real time support is to be provided by the vendor during the bidding time window and the bidding time window can be mutually agreed between IIMC and the vendor.
- Support activities other than real-time bidding support is to be considered by the vendor during the 9.00AM - 6.00PM IST on working days. The vendor needs to provide full customer support.

**The solution should have following rounds (for reference purpose for the quoting agencies):**

(i) Elective Demand Estimation (Survey) Round	Provides insights on the demand for the elective courses. Demand estimation data can be used for Class schedule /Timetable preparation, planning additional sections for an elective, or even cancelling an elective from an offering
(ii) Course Bidding Rounds (1/2/3 Rounds)	Allows students to bid for courses online in real-time
(iii) Confirmation Round (1/2/3 Rounds)	Allows students to view the courses they have won during a bidding round
(iv) Waitlist Generation Round	Allows students to be on the Elective Course Waitlist
(v) Add & Drop Rounds	Allows students to drop their confirmed courses and also add courses where seats are available subject to meeting Programme registration rules

### **Suggestive Activities During Bidding Rounds:**

During this round, students would be able to see all the available courses and the corresponding available seats at the time of start as well as during the bidding. This should have the followings and allied features towards successfully conducting the bidding process:

#### **Bidding Round – 1**

1. Once the bidding time window starts, students would select a set of elective courses of their choice and would be able to see how many other students are bidding for the same elective(s) and view the minimum bid points required for winning each elective course.
2. Students can now increase the bid points for their wish list of courses if certain courses need high bid points to win/retain the seat at the moment of time in an active bidding round. Students can drop a losing bid elective and in a scenario, a student can choose other elective courses to meet his or her elective criteria requirement.
3. Students are aware of the set of elective courses they are winning or losing at any point in time during an active bidding round.

#### **Confirmation Round – 1**

During this round, every student winning results are auto confirmed post-Bidding Round – 1. If a student feels that a certain course was won utilizing a very high number of bid points because of which they couldn't get other important courses, that particular course could be dropped by the student (this action can be enforced or disabled by the Programmes office). The corresponding bid points are automatically reimbursed which can be used in the next round of bidding.

#### **Bidding Round – 2**

This becomes active post the confirmation Round -1 and in this time window, all the students can participate in another round of bidding provided they have not met their maximum credit criteria for the respective term. Only elective courses that have seats left after the Confirmation of Round -1 are available for bidding, and students can also use bid points that are left after the Confirmation of Round – 1.

#### **Confirmation Round - 2**

Confirmation of Round – 2 is similar to confirmation of Round – 1 except that the students would be able to auto-confirm or drop courses won during the Bidding Round – 2.

#### **Waitlist Round and Add Drop Round 1**

A waitlist generation round and Add Drop Round 1 can be conducted to allow students be on the waitlist and allow students who did not meet their min credit requirements to further add courses where seats are available.

#### **Suggestive Activities Post Bidding Process**

Students can also download the list of courses won during the completed bidding process. All the administrative work need for post-process data reports needs to be handles by the agency/vendor. All the data reports can be downloaded in an excel template.

#### **Handling the scenario of Course drop and conducting Bidding Round 3**

At the end of the bidding process, courses with insufficient subscriptions may get dropped by the Programme office and the affected students are given a chance to participate in Round 3.

**Bidding Round 3 and subsequent Confirmation Round 3 is conducted for those students who don't meet the minimum credit requirements for a term and for those who get affected by the course drops.**

#### **Key Features of Course Bidding Software (CBS)**

- CBS should be transparent to the student by making the closing bids visible to each student during the process.
- CBS should complete the entire bidding process in a few hours (2 – 4 hours) thus saving a lot of time for both students and PGP Representatives.
- CBS should ensure better utilization of bid points of the students since the closing bid of each course is open and known to the students
- Course Bidding Software allows Real-Time Open Bidding and supports a closed bidding process as well. The software provides key insights on the demand for each course in real-time to all the participants of the bidding.
- Allowing Participants to make a data-driven decision while allocating, changing their bid currencies amount in the course auction process. CBS thus allows transparent allocation of course seats.
- The Course Bidding Software should support an extensive Add & Drop Round process to enable automated notifications on seat availability to waitlisted students in high-demand courses.
- The system should be designed to be used by 1000 users simultaneously
- The users are to be specified / advised to use regarding the browser (e.g. Google Chrome browser) on their laptops or PCs during the Bidding
- The system should be designed to meet the performance metric of 500 milliseconds on average even at peak usage

## PRICE/TAXES AND DUTIES

The Bidder should quote in the specific format in BOQ.

## CONDITIONS OF TENDER

Note: Terms & Conditions are subject to change prior to the placement of the final Purchase Order.

### 1) General

- a) The Institute reserves the right to reject any or all the tenders, wholly or partly without assigning any reason thereof and shall not be bound to accept the lowest tender. The Institute reserves the right for distributing the work among several bidders.
  - b) All documentation is required to be in English. Corrections/overwriting, if unavoidable, should be signed separately. Tender papers must be signed on all the pages by the tenderer.
  - c) The Institute reserves the right not to disclose names and rates of successful tenderers / bidders.
  - d) Each page of the tender form, the Instructions to the tenderers / bidders must be stamped and signed by the person authorized by the tenderers / bidders. Full address of the tenderers / bidders must be mentioned on the tender forms, failing which the tender may not be considered.
  - e) The Institute will not be responsible for non-receipt of tender quotations within the specified date and time.
  - f) For any emergency situation, the Successful Bidder will provide solution related to his/her work at no extra cost.
  - g) Before quoting the rates, the agency/firm are advised to visit and inspect the site and working conditions thereof to assess and plan for the successful execution of work.
  - h) Each page of the quotation is to be signed by the tenderer and duly stamped.
  - i) All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Calcutta. The venue of arbitration shall be in Kolkata only.
  - j) IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
  - k) A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.
- 2) **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
- 3) **Effective Date of the Contract.** The contract will be in effect from the day of issue of work order.
- 4) **Arbitration.** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and bidder may agree for arbitration. Director, IIMC will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.
- 5) **Penalty for use of Undue influence.** The Bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Bidder or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Bidder*) or the commission of any offers by the Contactor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Bidder to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.

- 6) **Liquidated Damages.** In the event of the Bidder failure to submit the stores, supply the stores/goods as specified in this contract, the Customer may, at his discretion, withhold any payment until the completion of the contract. The Customer may also deduct from the Bidder as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
- 7) **Termination of Contract.** The BUYER shall have the right to terminate this Contract in part or in full in any of the following cases: -
- a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than THIRTY (30) days beyond stipulated time.
  - b) The Seller is declared bankrupt or becomes insolvent.
  - c) The delivery of material is delayed due to causes of Force Majeure for more than FORTY-FIVE (45) days after the schedule date of delivery.
  - d) The BUYER has noticed that the successful bidder has utilized the services\any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
  - e) As per decision of the Arbitration Tribunal.
  - f) The successful bidder fails to supply the desired standard of item/items even after three written reminders.
  - g) If the successful bidder fails to deliver the items as per approved specification/ quality and tries to supply substitute/substandard items.
  - h) The successful bidder uses illegal means to influence or bribe the staff dealing with the bidder.
- 8) **Transfer and Sub-letting.** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
- 9) **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract.
- 10) **PERFORMANCE SECURITY DEPOSIT (PSD):** The EMD amount for the successful tenderer will be retained as Performance Security Deposit (PSD) for a period of contract plus sixty (60) days. If any amount remains liable to be recovered by IIMC from the tenderer or in the event of termination of contract by IIMC on account of breach of any terms and conditions of the contract by the tenderer, the appropriate amount will be recovered from the PSD. No interest will be paid on PSD amount. It will be released after the defect liability period after thirty days of successful completion of the Contract whichever is later.
- 11) **Taxes and Duties:** -
- a) If Bidder desires to ask for GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
  - b) If reimbursement of GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.
  - c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily.
  - d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviabale later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
  - e) Any change in GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of GST paid by the SUPPLIER. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Bidder. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

## SPECIAL CONDITIONS OF RFP

- 1) The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'A'** to this RFP.
- 2) **Option Clause.** The contract shall have an option Clause, wherein the BUYER can exercise an option to procure an additional 25% (TWENTY-FIVE PERCENT) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.
- 3) **Repeat Order Clause.** The contract shall have an option of Repeat Order Clause, wherein the BUYER can exercise an option to procure an additional 50% (FIFTY PERCENT) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable up to SIX (06) months beyond the completion of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.
- 4) **Risk & Expense Clause.** Should the stores thereof not be delivered/carried out within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores, the BUYER shall after granting the SELLER FIFTEEN (15) days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.  
(a) Should the stores thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's premises, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.  
(b) In case of a material breach that was not remedied within FIFTEEN (15) days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase or procure from any other source as he thinks fit, other stores of the same or similar description to make good: -  
(i) Such default.  
(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.  
(c) Any excess of the purchase price or value of any stores procured from any other SUPPLIER as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. 100% recovery will be made from SELLER.
- 5) **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, BUYER reserves the right to 25% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered can be increased or decreased by the BUYER within this tolerance limit.
- 6) **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques wherever feasible. The payment will be made as per the following terms, on production of the requisite documents: -
  - i) Payment will be made after successful and satisfactory services rendered. Satisfactory services will be given by the MBA Department of IIMC.
  - ii) Upon receipt of the items and producing of all supported documents by the successful bidder, payment will be made by the IIMC. Payments will be made in INR only.
  - iii) It is mandatory for the SUPPLIER/bidder to submit their PAN details, Cancelled Cheque and NEFT details for making of payments through ECS/NEFT mechanism instead of payment through cheque by IIMC.
  - iv) Signed copy of Service provider's invoice.
  - v) Signed copy of Commercial invoice/Service provider's invoice.
  - vi) Copy of Supply Order/Contract/Contract with U.O number and date of IFA's concurrence where required delegation of power's.
  - vii) Details for electronic payment viz Account holder's name Bank name, Branch name address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
  - viii) Any other document/Certificate that may be provided for in the Supply Order/ Contract.
  - ix) On receipt of final payment, SELLER should furnish a 'NO CLAIM CERT' as per **Appendix 'B'** of this RFP.
- 7) **Advance Payment.** Unless otherwise specially mentioned in this RFP, No Advance payments will be made.
- 8) **Paying Authority.** The process of bills of successful tender will be made by the MBA Department of the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the bidder within FIFTEEN (15) days of completion of work/supply.
- 9) **Fall Clause.** The following fall clause will form part of the contract placed on successful Bidder: -

- a) The price charged for services under the contract by the SELLER shall in no event exceed the lowest prices at which the SELLER sells the services or offer to sell stores of identical description to any persons/Organization including the purchaser or any department of Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.
- b) If at any time, during the said period the SELLER reduces the price, sells or offer to sell such services to any person/organization including the Bidder, any Dept, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.
- 10) **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its Contractual obligations, if the affected party within SEVEN (07) days of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.
- 11) **Inspection Authority.** The Inspection will be carried out by the MBA Department of the IIMC.

**SAO/Advisor-MBA  
MBA Programme Office**

**TERMS AND CONDITIONS - COMPLIANCE**

(To be submitted as part of Technical bid on Company Letterhead)

Bidder's Name and Complete Address

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Tender Document No. \_\_\_\_\_; Tender Title:

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*Note to Bidder: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.*

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognized and shall be null and void.

.....  
(Signature with date)

.....  
(Name and designation)  
Duly authorized to sign bid for and on behalf of

.....  
.....  
[name & address of Bidder and seal of company]  
DA: If any, at the option of the Bidder.



**NO CLAIM CERTIFICATE**  
(On company Letterhead)

Vendor's Name and Complete Address \_\_\_\_\_  
[Address and Contact Details]

Vendor's Reference No. \_\_\_\_\_ Date \_\_\_\_\_

To  
The Director  
Indian Institute of Management Calcutta  
D.H. Road, Joka, Kolkata – 700104

**No Claim Certificate**

**Sub: Contract Agreement no. ----- dated -----for the supply of -----**

We have received the sum of Rs. (Rupees \_\_\_\_\_ only) as final settlement due to us for the supply of \_\_\_\_\_ under the above mentioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the Procuring Entity, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of the bidder or  
officer authorized to sign the contract documents.  
on behalf of the vendor

(company Seal)

Date:

Place: