

Tender Form for Civil Work

Department of Planning

Name of the Work-	- Renovation of	f Director	Bungalow
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Name of the Bidder:	
Address: -	
•	
•	
Phone No.:	

Mobile: -____

Email: -_____

Date: - Bidder Director (Employer)



Walchand College of Engineering, Sangli Invitation of tenders for Renovation of Director Bungalow

Ret. No	o.: - WCE/PD/Civil/Dir Bungalow	Date: - 21.03.2014
То		

Dear Sir/s,

Sub: Letter of invitation for tenders for Renovation of Director Bungalow

1. You are invited to submit your most competitive tender for the following work:-

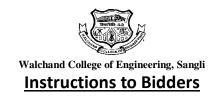
Brief Description of the Works	Period of Completion
Renovation of Director Bungalow	30 days from the date of letter of acceptance cum notice by the college to proceed with the work order

- 2. To assist you in the preparation of your tender, we are enclosing the following:
 - i. Detailed Bill of Quantities with estimated rates;
 - ii. Instructions to Bidders (in two sections as Section-A & Section-B).
 - iii. Draft Contract Agreement format for finalizing the agreement for this Contract.
- 3. Tender form can be downloaded from www.walchandsangli.ac.in. The cost of such downloaded forms shall be attached as D.D. along with D.D. of earnest money.
- 4. Amount paid towards cost of tender form is Non refundable.
- 5. You are requested to provide your offer latest by 3.00 p.m. on April 01, 2014.
- **6.** Tenders will be opened (in the presence of Bidders or their representatives who choose to attend) at **05.00 pm on April 01, 2014** in the office of the Director Walchand College of engineering, Sangli

Employer: The Director

Walchand College of engineering, Vishrambag, Sangli 416415

Tel. No.: (0233) 2300383 Fax 2300831



SECTION - A

1. Scope of Works

The Director Walchand College of Engineering, Sangli 416415 (Employer) invites tenders for the construction of work as detailed in the table given below

Brief Description of the Works	Period of Completion
Renovation of Director Bungalow	30 days from the Date of letter of
	acceptance cum notice to proceed with
	work

The successful bidder will be expected to complete the works by the intended completion period specified above.

- 2. **Qualification of the bidder**: The bidder shall provide qualification information, which shall include: -
 - (a) Total monetary value of construction works performed for each year of the last 3 years, which exceed estimated cost of present work.
 - (b) Income tax clearance certificate from the concerned IT circle;
 - (c) Report on his financial standing; and
 - (d) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

3. To qualify for award of the contract the bidder: -

Should have satisfactorily completed as a prime Bidder at least one work of value not less than Rs.3,50,000/- in the last three years; (Xerox copy of the certificate from the concerned about satisfactory completion of work to be attached)

4. Bid Price

- a) The contract shall be for the items as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the Bidder under the contract shall be including in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

- 5. Submission of Tenders
- 5.1 The bidder is advised to visit the site of work at his own expense and obtain all information that may be necessary for preparing the tender.
- **5.2** Each bidder shall submit only one tender. Submission of more than one tender for the same work by the same bidder shall automatically lead to disqualification for the bid.
- 5.2 The tender submitted by the bidder shall comprise of two sub envelopes sealed in one main envelope

Sub Envelope No 1: - **(Technical bid)**: - Shall consist of **D.D. of Rs 4000/- towards earnest money**, Bidders Qualification information. (Xerox copies of - filled up tender along with documental proofs)

Sub Envelope no 2: - **(Financial bid)**: - Shall consists of **duly stamped and signed tender form** as completed tender bid (drawing and covering page) by the bidder.

- **5.4** The bidder shall seal the tender in main envelope. The envelope will also bear the following identification: -
 - (a) Address to "The Director, Walchand College of Engineering, Sangli"

 Write at top of envelope "Renovation of Director Bungalow"
 - (b) Do not open before 05.00 pm on April 01, 2014.
 - (c) Name, Address and mobile number of bidder.
- 5.5 Tenders must be received in the office of the Director Walchand College of engineering, Sangli (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, tenders shall be received upto the appointed time on the next working day.
- 5.6 Any tender received by the Director, Walchand College of engineering, Sangli (Employer) after the deadline for submission of tenders will be rejected.
- 6. Validity of Tender

Tender shall remain valid for a period of 30 days.

7. Opening of Tenders

Tenders will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the **letter of invitation**.

8. Information relating to evaluation of tenders and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder by letter of acceptance.



9. Evaluation of Tenders

The Employer will evaluate and compare the tenders determined to be substantially responsive i.e. which

- (a) Meet the qualification criteria specified in clause 2 & 3 above;
- (b) Are properly stamped and signed; and
- (c) Conform to the terms and conditions, specifications and drawings without material deviations.

10. Award of contract

The Employer will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the feasible lowest evaluated tender price and who meets the specified qualification criteria and relevant clauses in section A & B.

- **10.1** Notwithstanding the above, the Employer reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the award of contract.
- **10.2** Notwithstanding the above, the Employer reserves the right to omit any item/work from the tender at any time without giving any reasons.
- **10.3** The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the tender validity period.

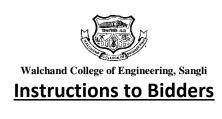
11. Performance Security

Within 5 days of receiving letter of acceptance, the successful bidder shall deliver to the Director Walchand College of engineering, Sangli (Employer) payment towards performance security (5% of tendered cost) by bank draft in favor of the Employer or will be deducted from first bill. The Performance Security shall be valid till the expiry of the period of maintenance of the work, specified in clause 12.

12. Period of Maintenance:

The "Period of Maintenance" for the work is **12 months from** the date of taking over possession. During the period of maintenance, the Bidder will be responsible for rectifying any defects in work, free of cost to the Employer.

13. Purchase of all construction materials as cement, steel, sand, tiles, grit, aggregate of all sizes etc. as per the specifications and to the satisfaction of the engineer incharge, shall be the responsibility of the Bidder. The Bidder shall get the material tested by paying appropriate testing fees in Walchand College of engineering, Sangli, Applied mechanics/Civil department and shall submit the test results to the employer.



SECTION - B

- 1. Format for Qualification Information.
- 2. Format for Submission of Tender.
- 3. Format of Letter of Acceptance.



QUALIFICATION INFORMATION FOR BIDDER

(to be supplied by the bidder along with bid document)

1	Nar	ne of bidde	r:		_			
1.1	Address of bidder:							
1.2	Con		Civil Engineer ork perform Rs. Lakhs)	_	t 201	11-2012 12-2013 13-2014		
1.3	Work performed as prime Bidder (in the same name) on works of a similar nature ove the last three years.							nature over
Proje Name		Name of Employer	Description of work	Value of contract (Rs. Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion*	Remarks explaining reasons for delay and work completed

^{*} Completion Certificate from engineer shall be attached

Information about Existing commitments and on-going works:

Project Name	Name of Employer	Description of work	Value of contract (Rs. Lakhs)	Date of issue of work order	Stipulated period of completion	Value of total work completed *	Remarks explaining reasons for delay and work completed

^{*} Certificate from engineer shall be attached

1.4 Proposed subcontracts and firms involved in the present work.

Sections of the works	Value of Sub- contract	Sub-Bidder (name & address)	Experience in similar work

- **1.5** Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.
- **1.6** Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.
- **1.7** Information on litigation history in which the Bidder is involved.

Name of the party	Cause of dispute	Amount involved	Remarks showing present status

FORMAT OF SUBMISSION OF TENDER

(To be completed by the bidder)

Description of the Works: Renovation of Director Bungalow

To:	The Director, Walchand College of Vishrambag, Sangli 4:			
Subject	: Tender for <i>Renovat</i>	tion of Director Bu	ngalow	
Reference Sir,	:- Letter No WCE/PD/ from Director W.C.E	•	dated 21.03.2014	
the Condition quantities i.e.	ns of Contract enclos for a total Contract Pr	sed there with a rice of -	r referred to above in a t Rs [in figures	as per bill of
].
We understan	d that you are not boo	und to accept the	nstitute a binding controlowest or any tender you days as required in	ou receive.
Yours faithfull	у,			
Authorized Sig	gnature	:	Date:	
Name of Signa Name of Bidda Address	•			



DRAFT LETTER OF ACCEPTANCE CUM NOTICE TO PROCEED WITH THE WORK

	Dated:
To:	[Name and address of the Bidder]
Dear Sirs,	
This is to notify you that your Tender dated _	
	for the contract
price of Rupees	[amount in words and
You are hereby requested to furnish part per contract value in the form of Bank draft in favor 5 days of the receipt of this letter. This part expiry of the period of maintenance. Failure to cancellation of the award of contract and forfeit You are also requested to sign the agreement for the day of furnishing performance security (three) days from signing the agreement under its completion within the contract period. With the issuance of this acceptance letter, furning the agreement, contract for the above satisfactory.	r of Director W.C.E., Sangli (Employer) within Performance Security shall be valid till the furnish the Performance Security will entail of earnest money. orm on court stamp value of Rs 100/- stamp and proceed with the work not later than 3 the instructions of the Engineer, and ensure rnishing the part Performance Security and
	Yours faithfully,
	Director Walchand College of Engineering, Sangli



Draft Agreement form ARTICLES OF AGREEMENT (On a stamp of Rs. 100.00/-)

	This deed of	agreement is	made in the	form of ag	reement	on	day
		month		_ 200	,	between	the
			(Employer) or	his authorize	d represe	ntative (here	einafter
referre	ed to as the fi	irst party) and	d		(Name o	of the Bidde	er), S/O
	re	sident of		(hereinafte	r referred	to as the	second
party)	, to execute the	work of		(her	einafter re	eferred to as	works)
on the	following term	is and conditio	ns.				
2.	Cost of the Co	ntract					
	The total cost	of the works	(hereinafter re	eferred to as	the "tota	I contract pr	rice") is
Rs		as reflected	l in Annexure -	- 1 (Bill of Qu	antities).		
3.1	Payments und	ler its contract	t <mark>:</mark>				
	The first party	will release pa	ayments to the	second part	y for the c	onstruction y	work in
the fo	<mark>llowing manner</mark>	<mark>': -</mark>					
<mark>Payme</mark>	<mark>ent within 7 day</mark>	<mark>rs on completic</mark>	on of approx. 5	<mark>0 % of the to</mark>	tal work (<mark>After submis</mark>	sion by
<mark>secon</mark> (d party of certif	<mark>ied R.A. bill sig</mark>	ned by engine	<mark>er to first par</mark>	<mark>ty)</mark>		
Payme Payme	ent within 15 da	ays on complet	ion of approx.	100 % of the	total wor	k (After sub	mission
by sec	ond party of ce	rtified Final bil	I & completion	certificate o	f work to f	irst party)	

4. Notice by Bidder to Engineer

The second party, on the works reaching each stage of construction, shall submit a R.A. bill along with a notice to the Engineer nominated by the first party (who is responsible for supervising the Bidder, administering the contract, certifying the payments due to the Bidder, issuing and valuing variations to the contract, awarding extensions of time etc.), to visit the site for certification of stage completion and RA. Bill. Within 5 days of the receipt of such R.A. Bill, the engineer nominated by it, will ensure issue of stage completion certificate after due verification. Within 15 days of the receipt of final bill, the engineer/I/C work nominated by it, will ensure issue of completion certificate and final bill certification after due verification.

5. Completion time

The works should be completed in **30 days** from the date of letter of acceptance. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

- 6. If any of the compensation events mentioned below would prevent the work being completed by the intended completion date, the first party will decide on the intended completion date being extended by a suitable period:
 - a) The first party does not give access to the site or a part thereof by the agreed period.
 - b) The first party orders a delay or does not issue completed drawings, specifications or instructions for execution of the work on time.
 - c) Ground conditions are substantially more adverse than could reasonably have been assumed before issue of letter of acceptance and from information provided to second party or from visual inspection of the site.
 - d) Payments due to the second party are delayed without reason.
 - e) Certification for stage completion of the work is delayed unreasonably.
- 7. Any willful delay on the part of the second party in completing the construction within the stipulated period will render him liable to pay liquidated damages. @ Rs. 1000/- per day, this will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

8. Duties and responsibilities of the first party

- 8.1 The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.
- **8.2** The first party shall supply 2 sets of drawings wherever necessary, specifications and guidelines to the second party for the proposed works.
- **8.3** Possession of the site will be handed over to the second party within 3 days of signing of the agreement.
- 8.4 The Engineer or such other person as may be authorized by the first party shall hold meeting once in a week where the second party or his representative at site will submit the latest information including progress report and difficulties if any, in the execution of the work. The whole team may jointly inspect the site on a particular day to take stock of activities.
- **8.5.1** The Engineer shall record his observations/instructions at the time of his site visit in a site register maintained by the second party. The second party will carry out the instructions and promptly rectify any deviations pointed out by the engineer. If the deviations are not rectified, within the time specified in the Engineer notice, the first party as well as the engineer nominated by it, may instruct stoppage or suspension of the construction. It shall thereupon be open to the first party or the engineer to have the deviations rectified at the cost of the second party.

9. Duties and responsibilities of the second party

9.1 The second party shall:

- a) Take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) Employ suitable skilled persons to carry out the works;
- c) Regularly supervise and monitor the progress of work;
- d) Abide by the technical suggestions / direction of supervisory personnel including engineer etc. regarding building construction;
- e) Be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification:
- f) Ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation;
- g) Keep the first party informed about the progress of work;
- h) Be responsible for all security and watch and ward arrangements at site till handing over of the building to the first party; and
- Maintain necessary insurance against loss of materials/cash, etc. or workman disability compensation claims of the personnel deployed on the works as well as third party claims.
- f) Pay all duties, taxes and other levies payable by construction agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).

10. Variations / Extra Items

The second party in accordance with the approved drawings and specifications shall carry out the works. However, if, on account of site conditions or any other factors, variations are considered necessary, the following procedure shall be followed:-

- a) The second party shall provide the Engineer with a tender for carrying out the Variation when requested to do so by the Engineer. The Engineer shall assess the tender, which shall be given within seven days of the request before the Variation is ordered.
- b) The tender given by the second party is will be technically assessed by engineer/ Construction committee and financial feasibility will also be checked. The first party has all right to alter the tender on technical realistic grounds.

On mutual approval of altered tender the content price shall be varied and first party at the mutually accepted tender/ rate shall execute the work.



c) If the alteration in the tender is net acceptable to second party, the first party has every right to deploy the other agency to get executed the deviated/ extra item and for which no claim of first party will be entertained. In the said situation the first party will cooperate the other agency to complete the whole of the work in stipulated time period.

11. Securities

The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The Performance Security shall be valid until period of maintenance from the date of issue of the Certificate of Completion in the case of a Bank Guarantee.

12. Termination

- 12.1 The Employer may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 12.2 Fundamental breaches of Contract including, but shall not be limited to the following:
 - (a) The Bidder stops work for 7 days and the stoppage has not been authorized by the Engineer;
 - (b) The Bidder has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (c) The Engineer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Bidder fails to correct it within a reasonable period of time determined by the Engineer/I/C work;
 - (d) The Bidder does not maintain a security, which is required;
- 12.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.
- 12.4 If the Contract is terminated the Bidder shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.



13. Payment upon Termination

- 13.1 If the Contract is terminated because of a fundamental breach of Contract by the Bidder, the Engineer shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.
- 13.2 If the Contract is terminated at the Employer's convenience, the Engineer shall issue a certificate for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Bidder's personnel employed solely on the Works, and the Bidder's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract and less taxes due to be deducted at source as per applicable law.

14. Dispute settlement

If over the works, any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred for arbitration by a Sole Arbitrator not below the level of retired Superintending Engineer, PWD to be appointed by the first party. The Arbitration will be conducted in accordance with the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.



Annexure I

BILL OF QUANTITIES

Sr. No.	Description of Work	Qty.	Unit	Estimated Cost		Amount
				In figure (Rs.)	In Words	
		As per S sheet of attached				



Annexure – 2

Format of Certificate

To, The Director, W.C.E., Sangli.			
Subject: - About R.A/Final bi	ill of Renovation of Di	rector Bungalow	
Certified that the works of	Rs	in respect of <i>I</i>	Renovation of
Director Bungalow , at Wa	lchand College of Er	ngineering, Sangli have beer	n executed in
accordance with the scope of	of work and technical	specifications	
		Signatur	e
		Enginee	r
Place:			
Date:	Office se	eal	



Walchand College Of Engineering, Sangli Bill of Quantities - Annexure – 1

NAME OF WORK: - Renovation of Director Bungalow

No	Description of Items	Quantity	Rate	Per	Amount
1	Providing and Fixing first quality Vitrified tiles of				
	Kajaria / Nitco / Oasis / RAK make having size				
	about 600*600mm & 8-10 mm thick as				
	approved by engineer for flooring & skirting in				
	required position new tiles on existing tiles				
	using laticrete adhesive and 1:4 cement mortar				
	for leveling wherever necessary including neat				
	cement float, filling joints, curing and cleaning				
	etc. complete as directed by engineer incharge.				
	a) For Hall & Dining	60.00	1000.00	Sqm	60,000.00
	(Basic Rate of tile Rs. 70/- per sqft)	Sqm			
	b) For Bed Rooms, Kitchen & Passages	80.00	900.00	Sqm	72,000.00
	(Basic Rate of tile Rs. 60/- per sqft)				
2	Providing and fixing POP ceiling with horizontal	40.00	800.00	Sqm	32,000.00
	and vertical alluminium straps of 24 gauges as	Sqm			
	per design and drawing, making necessary				
	grooves for light, spray and speakers etc				
	complete as directed by engineer incharge.				
3	Providing & applying two coats of ASIAN make				
	or equivalent LUSTER PAINT for internal walls of				
	approved quality and make roller finished on				
	one coat of primer applied on finished				
	Nitco/Birla make acrylic WALL PUTTY of two				
	coats by scrapping existing paint, filling the				
	cracks voids, including scaffolding etc. complete				
	as directed by engineer in-charge.				
	a) Using FULL PUTTY on entire wall	150.00 Sqm	110.00	Sqm	16,500.00
	b) Using PATCH PUTTY on walls (< 50% area)	150.00 Sqm	80.00	Sqm	12,000.00
4	Providing & applying two coats of ASIAN make	100.00 Sqm	70.00	Sqm	7000.00
	or equivalent OIL PAINT to Walls/Steel				
	Work/Wood Work of approved quality and				
	make brush finished on one coat of primer				
	applied on Nitco/Birla make acrylic WALL PUTTY				
	of two coats by scrapping existing paint, filling				
	the cracks voids, including scaffolding etc.				
	complete as directed by engineer in-charge.				
5	Providing and applying two coats of ASIAN make	400.00	90.00	Sqm	36,000.00
	or equivalent APEX PAINT externally of	Sqm			
	approved manufacture and of approved colour				
	and shade to the plastered surfaces including				
	one coat of primer with scrapping existing paint				
	by wire brush and watering to remove scales,				
	patches, fungus cleaning and preparing the				
	surfaces, watering for two days etc. complete as				
<u> </u>	directed by engineer in-charge.				



No	Description of Items	Quantity	Rate	Per	Amount
6	Renovation of Bath and WC at 1 GF & FF each	-			
	a) Removing Existing Wall & Floor Tiles of Bath	70.00	150.00	Sqm	10,500.00
	& WC as directed by engineer in-charge	Sqm			
	b) 1:3:6 PCC Bedding with approved water	15.00	600.00	Sqm	9,000.00
	proofing chemicals of 4" thick for Bath & WC	Sqm			•
	Floors as directed by engineer in-charge	•			
	c) Providing and laying chequered Bath & WC	70.00	900.00	Sqm	63,000.00
	tiles of size 12"*18" for Walls & Anti-Skid tiles	Sqm		'	,
	of size 12"*12" for Bath & WC floor of				
	approved quality of company Kajaria / Nitco /				
	Oasis /RAK /ASIAN in required position laid on				
	a bed of 1:4 cement mortar including				
	preparation/roughening of surface for				
	receiving tiles, cement float, filling joint with				
	approved joint filler like laticrete, cement slurry				
	cleaning curing complete as directed by				
	engineer in-charge.				
	(Basic Rate of tiles Rs. 50/- per sqft)				
	d) Providing & Fixing European Wall Hung	2 Units	13,000/-		26,000/-
	Water Closet Commode in WC & accessories as	2 011113	13,000/-		20,000/-
	directed by engineer in-charge with following				
	JAQUAR make accessories or equivalent.				
	Wall Hung-WC CNS-WHT-WS03 Size (mm) 330x 350				
	x 495 Soft Closing Seat Cover Basic cost Rs. 5000/-				
	Concealed Flush Valve 1.5" – FLR 1093 Rs. 3000/-				
	Health faucet / Hands Spray 1/2" - ALD-573 Rs.				
	1500/- Two Way Cock – CQT 23041 Rs. 1000/-				
	Plus additional miscellaneous accessories of Rs. 500/-				
	Any additional accessories will be provided by college.		/		
	e) Providing & Fixing Chromium Plated Mixer	2 Units	8,000/-		16,000/-
	& accessories in Bath rooms as directed by				
	engineer in-charge with following JAQUAR				
	make accessories or equivalent				
	(All connections should be concealed)				
	Mixer – CQT 23273 – Rs. 3400/-				
	Shower – OHS – 1985 – Rs. 1100/-				
	Shower Arm – SHA 477 – Rs. 500/- Plus additional miscellaneous accessories of Rs. 500/-				
	Any additional accessories will be provided by college.				
	and a second sec	Tot	al Cost of Wo	ork Rs.	3,60,000/-
		Offer Above/Below			%
		Total offer Cost Rs.			70
<u> </u>			. Jtai Jiici C	556 115.	

(Rs	amount in words).				
equipments/works as mentioned in above bill of quantities i.e., for a total contract.					
drawings and technical Specifications at % a	bove/below to the estimated cost of				
we agree to supply the above stated equipments/wo	rks in accordance with the approved				

Signature of Bidder