



76-C, Sector 18, Institutional Area,  
Gurgaon, Haryana- 122015

**REQUEST FOR PROPOSAL DOCUMENT**

**FOR**

**“E-NOTICE INVITING TENDER FOR COFFEE-TABLE BOOK ON  
WAPCOS’S TOP PROJECTS & ACHIEVEMENTS “**

**January 2026**

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**WAPCOS LIMITED**

**BID DATA SHEET**

**NOTICE INVITING e-TENDER (NIT)**

**Subject: NIT for Coffee-Table Book on WAPCOS Top Projects & Achievements.**

WAPCOS Limited (A Govt. of India Undertaking invites online tenders for experienced Agencies/ Consultancy Firm and competent bidders for the Services as per the following details:

The tenders shall be available in website [www.wapcos.co.in](http://www.wapcos.co.in), GeM Portal ([https:// gem.gov.in](https://gem.gov.in)) on dates as mentioned below. Bids to this tender will be accepted only through ONLINE mode through the website GeM Portal. No other mode of bid will be considered and accepted.

1.	Name of Work / Project	: <b>E-Notice Inviting Tender For Coffee-Table Book On WAPCOS Top Projects &amp; Achievements.</b>
2.	Tender Invitation date	<b>As per GeM Portal</b>
3.	Website for viewing tender	: <a href="https://gem.gov.in">https://gem.gov.in</a> & <a href="http://www.wapcos.co.in">www.wapcos.co.in</a>
4.	Website for Registration/ Procurement/ uploading of Tender and also viewing & procurement of the Corrigendum/ Addendum, if any.	<a href="https://gem.gov.in">https://gem.gov.in</a>
5.	Estimated Cost	<b>Rs. 29,50,000/- including GST</b>
6.	Cost of Tender Document / Processing Fee	<b>Nil</b>
7.	Earnest Money Deposit (EMD)	: <b>Rs. 59,000/-</b> shall be deposited in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque, Bank Guarantee from scheduled/ nationalized/ commercial banks, or payment online in an acceptable form, safeguarding the purchaser's interest in all respects in favour of "WAPCOS Limited" payable at Gurugram and submitted in sealed envelope cover before the last date of technical bid submission

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		<b>Account Number – 193502000000405</b> <b>A/c Holder – WAPCOS Limited</b> <b>Bank Name – Indian Overseas Bank</b> <b>Branch name: NHB Gurugram</b>  <b>Note: Exemption in EMD as per GeM.</b>
8.	Performance Bank Guarantee	: <b>3% of Total Awarded Contract Value</b>
9.	Assignment Period	: <b>3 Months</b>
10.	Place of Delivery	: <b>Gurgaon, Haryana + As Required</b>
11.	Validity of Bid/Tender	: <b>90 Days from Bid Opening Date</b>
12.	JV/Consortium	: <b>Not Allowed</b>
13.	Last date of Online Submission of Bid	: <b>As per GeM Portal</b>
14.	Date & Time of opening of Bid	: <b>As per GeM Portal</b>
15.	Last date & time of Procurement / download of tender Document	: <b>As per GeM Portal</b>
16.	Pre Bid Meeting	: The pre-bid meeting will not be held. Bidder Can ask queries through GeM Portal only.
17.	Last date & time for online submission of Technical & Financial Bid	: <b>As per GeM Portal</b>
18.	Address for Submission of Original EMD	WAPCOS Ltd Deputy Chief Manager (Admin) WAPCOS Ltd, 76-C, Institutional Area, Sector-18, Gurugram, Haryana - 122015
19.	Online opening of Technical Bid	: <b>As per GeM Portal</b>
20.	Online opening of Financial Bid	: Will be Intimated to Technically Qualified Bidders through GeM Portal.
21.	WAPCOS Communication address during Tendering and execution of works	WAPCOS Ltd Deputy Chief Manager (Admin) WAPCOS Ltd, 76-C, Institutional Area, Sector-18, Gurugram, Haryana – 122015

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The tender document has to be downloaded from above specified website. Bidders are advised to visit above specified website regularly for updates/Amendments/Corrigendum, if any. The Updates/Corrigendum/Addendum shall be followed up to submission of tender and it will be the part of tender. The full details about the work, specifications, terms and conditions shall be available in the Tender Document. The tender document has to be submitted online on website <https://www.gem.gov.in>

The purpose of this NIT is to provide with information to interested parties to assist the preparation of their bid. While WAPCOS Limited has taken due care in the preparation of the information contained herein, and believe it to be complete and accurate, neither it nor any of its authorities or agencies nor any of its respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

Further, WAPCOS Limited does not claim that the information is exhaustive. Respondents to this NIT are required to make their own inquiries and will be required to confirm, in writing, that they have done so and they did not rely solely on the information in NIT. WAPCOS Limited is not responsible if no due diligence is performed by the bidders.

#### **IMPORTANT POINTS**

- i. Joint Ventures are strictly not allowed.
- ii. All Bidders are hereby cautioned that Bids containing any deviation or reservation as described in Clauses of "Instructions to Bidders" shall be considered as non-responsive and shall be summarily rejected.
- iii. WAPCOS Ltd. reserves the right to accept or reject any or all bids without assigning any reasons. No Bidder shall have any cause of action or claim against the WAPCOS Ltd for rejection of his Bid and will not be bound to accept the lowest or any other tender.
- iv. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their Bid.
- v. All information submitted in response to this NIT shall be the property of WAPCOS Limited and it shall be free to use the concept of the same at its will.
- vi. It is hereby declared that WAPCOS is committed to follow the principle of transparency, equity and competitiveness in public procurement.
- vii. Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of



the bidder would be summarily rejected. This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the WAPCOS.

**For and on behalf of  
WAPCOS LIMITED**

**Deputy Chief Manager (Admin)  
WAPCOS Limited  
Gurgaon, Haryana, India**

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**SECTION – II**  
**SELECTION AND QUALIFYING CRITERIA & GENERAL CONDITIONS**

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**QUALIFYING CRITERIA: ONLINE TECHNICAL BID SUBMISSION**

The intending bidders must read the terms & conditions of tender documents carefully.

The Technical Bid shall be uploaded **with properly readable colored scanned copies of following documents.**

Format of Check List				
Sr. No.	Particular of Document	Yes	No	Page Nos. From – To
a)	Authorization Letter to sign the Tender on bidder's original letter head or Power of attorney from the competent authority of the firm			
b)	The Bidder should be registered for at least 5 years from the date of this NIT. <b>MSE/Start-up bidders will be provided exemptions as per GeM portal.</b>			
c)	EMD as mentioned in NIT and shall also be submitted in physical form in original or the organization shall furnish a valid MSME Certificate.			
d)	Letter of Transmittal for Technical Bid in prescribed format on bidder's original letter Head			
e)	Yearly financial Turnover and <b>Audited Balance Sheet for 3 (three) years</b> ending on the financial year 2024-25 duly certified by Chartered Accountant. <b>MSE/Start-up bidders will be provided exemptions as per GeM portal.</b>			
	<b>Turnover:</b> Average annual financial turnover should be at least Rs 15,00,000/- in last 3 consecutive financial years ending March, 2025. This should be duly audited by the Chartered Accountant along with <b>UDIN Number (Form – A)</b> . <b>MSE/Start-up bidders will be provided exemptions as per GeM portal.</b>			
	<b>Net Worth:</b> The bidder should have a positive net worth during the last 3 Financial years ending March, 2025. Certificate shall be duly audited and Attested by the Chartered Accountant <b>(Form-A)</b> along with <b>UDIN Number</b> .			
	Balance Sheet and Profit & loss Statement of Bidder for the last 3 Financial years not incurring loss in more than two (2) years ending March, 2025 should be verified by Chartered Accountant.			

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f)	<p><b>Component Wise Mandatory Eligibility Criteria:-</b></p> <p>The Consultant should also have satisfactorily completed the Similar* type and nature of works with Govt. Departments/ Semi- Govt. Departments/ State Govt./ PSUs as mentioned below during the last Three years ending previous day of last date of submission of tender.</p> <p>i. One similar* completed work costing not less than <b>80% of the Estimated Value.</b></p> <p><b>OR</b></p> <p>ii. Two similar* completed work costing not less than <b>50% of the Estimated Value.</b></p> <p><b>OR</b></p> <p>iii. Three similar* completed work of order value not less than <b>40% of the Estimated Value.</b></p> <p><b>“Similar work*” refers to assignments involving conceptualization, content editing, design, layout, visual presentation, and printing of high-quality publications, such as coffee table books, annual reports, corporate publications, project compendiums, investment guides, or similar premium printed publications, executed for Government Departments, Semi-Government Organizations, PSUs.</b></p>			
g)	Name, Address, details of the Organization, Name(s) of the Owner/Partners/Promoter and Directors of the firm / company. <b>(Form – C).</b>			
h)	PAN Number shall be furnished by the Bidder.			
i)	<b>Goods and Service Tax (GST):</b> Bidders should submit the valid GST registration certificate, which are mandatory, as per Govt. of India notification regarding GST.			
j)	The bidder should be an Indian Registered Company under Companies Act 1956/2013 or a Trust under Indian Trusts Act, 1882 or a Society under Societies Registration Act, 1860. Copy of Certificate of			

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	<p>Incorporation/ Registration or any other relevant document, as applicable.</p> <p><b>The bidder Should have registered/branch office in Delhi/NCR.</b></p> <p><b>Joint Ventures / Consortium / Associations are strictly not accepted.</b></p>			
k)	<p>The Blacklisting Policy of the company is available on official website of WAPCOS Limited. The bidder/tenderer/consultant/contractors have to mandatorily furnish undertaking addressing the same to Engineer in Charge in the form of certificate to abide the contents of Blacklisting Policy. The format of undertaking is provided at <b>Form – D</b>. Any action in violation the Blacklisting Policy or to the certificate furnished shall result in cancellation of tender at the stage before or after the award of work. The participating bidder should not have been blacklisted during last Five years by any Government Department/ Organization/Private or any Public Limited Company as on date. A declaration to this effect is to be made by bidder as per <b>(Form – D)</b>.</p>			
l)	<p>No Deviation Certificate in prescribed format in Bidder's Letter Head <b>(Form – E)</b>.</p>			
m)	<p>Agreement to execute the Integrity Pact <b>(Form – F)</b>.</p>			
n)	<p>Bidder shall submit Information on litigation history in bidder Letter Head <b>(Form – G)</b>.</p>			
o)	<p>Undertaking [To be submitted on Bidder's Original Letter Head] [Rule 144 (xi) in the General Financial Rules (GFRs), 2017] <b>(Form – J)</b>.</p>			
p)	<p>Each page of all Volume of Tender document &amp; Addendum/ Corrigendum shall be Digitally signed (use scanned signature) by the bidders submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of WAPCOS Limited.</p>			

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**No information relating to financial terms of services should be included in the technical bid.** Bids are to be submitted to determine that the bidder has a full comprehension of the tendered work. Where a bidder technical submittal is found non-compliant with the requirement of work, it may be rejected. This process is to assure that only technical acceptable bids are considered for the tendered work.

**NOTES:**

**Bidders who full fill the above requirements shall only be qualified for technical evaluation.**

Non-fulfilment of any of the above requirements by any bidder will automatically lead to its technical disqualification. Therefore, bidders are requested to make sure that they submit all the relevant papers which meet all the above mentioned requirements.

**1. OPENING OF FINANCIAL BID**

The financial bids of the technically qualified bidders shall be opened at the notified date & time mentioned in NIT.

The company reserves the right to waive minor deviations if they do not materially affect the capability of the Tenderer to perform the contract.

**2. JOINT VENTURE**

Joint Venture / Consortium are strictly not accepted/allowed.

**3. BID PRICES**

- 3.1. The bidder shall fill in rates and prices for all the items of the schedule. The rates should be **inclusive of all applicable taxes & duties, if any, and exclusive of GST which will be paid as applicable.**
- 3.2. **The rate should include all taxes & duties, calibration, insurance, transportation etc and nothing extra will be paid over and above the contract price as specified in Annexure – II.**
- 3.3. Income tax and all other taxes, levies, impositions, deductions, charges, fees and similar assessments whatsoever imposed, assessed, levied or collected by the State Government and the Government of India or any subdivision thereof or any tax authority therein upon the contractor (Successful bidder to whom the work is awarded by WAPCOS) and his staff, shall be paid and/ or borne by the Bidder and WAPCOS shall perform duty of deduction from Bidder's payments whenever required by law.
- 3.4. Any conditional bid shall be rejected.

**4. BID VALIDITY**

The offer(s) submitted by the bidder shall be valid for a period of **90 (Ninety)** days from the date of Opening of the Bid.

**5. BID OPENING**

Bid opening date & venue are mentioned in Bid Data Sheet. The bidders can send their representatives, if they desire so as to attend the bid opening.

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## 6. TERMS OF REFERENCE

This assignment cover the end-to-end conceptualization, editing, design, printing, and delivery of a high-quality Coffee Table Book showcasing WAPCCS' key projects, achievements, and contributions across various infrastructure sectors in India and abroad. The selected agency shall work under the overall supervision of the Project Management Unit (PMU), WAPCOS, New Delhi, and shall be responsible for content editing, organization and standardization of text, development of creative concepts and page layouts, visual design including photographs, charts and graphics, proofreading, and preparation of dummy copies for approval. The agency shall also undertake high-quality offset printing, binding, and finishing of the Coffee Table Book strictly in accordance with the approved technical specifications, along with supply of the required number of USBs containing the digital version of the publication. The ToR further includes coordination with WAPCOS for approvals at all stages, adherence to prescribed timelines, compliance with quality standards befitting a Government of India publication, and timely delivery of all finalized outputs to the designated location.

## 7. OBJECTIVES OF THE ASSIGNMENT

The primary objectives of this assignment are as follows:

- To conceptualize and produce a high-quality Coffee Table Book highlighting WAPCOS' major projects, achievements, and institutional milestones.
- To showcase WAPCOS' contributions in the water, power, infrastructure, construction, and technical consultancy sectors in India and abroad.
- Present project information through well-structured content, high-quality visuals, and professional design befitting a Government of India organization.
- Ensure accuracy, consistency, and clarity in content, references, captions, and graphical presentations.
- Enhance WAPCOS' corporate image and outreach through a visually appealing and informative publication.
- Comply with the prescribed technical specifications, quality standards, and approval requirements.
- To complete the assignment within the stipulated timeframe while maintaining high editorial and production quality.

## 8. SCOPE OF WORK

The selected agency/firm/company shall work under the overall supervision and directions of the Project Management Unit (PMU), WAPCOS, New Delhi, and shall be responsible for end-to-end execution of the Coffee-Table Book project, including conceptualization, content handling, design, printing, and final delivery, as detailed below:

### 1. Content Editing & Compilation

- Editing, refinement, and standardization of all textual content provided by WAPCOS.
- Structuring and organizing content to ensure logical flow, readability, and professional presentation.
- Ensuring uniformity in language, tone, terminology, and referencing style throughout the publication.
- Preparation and formatting of headings, sub-headings, captions, footnotes, and



bibliography.

## 2. Concept Development & Design

- Development of an overall creative concept aligned with WAPCOS' corporate image, legacy, and achievements.
- Preparation of minimum three (3) design options for:
  - Book cover
  - Internal page layouts.
  - Finalization of designs based on feedback and approval from WAPCOS.
  - High-quality layout design, typesetting, and visual storytelling suitable for a premium coffee-table publication.

## 3. Visual Content & Graphics

- Selection, editing, retouching, and optimization of photographs supplied by WAPCOS.
- Design and creation of charts, graphs, maps, and info graphics wherever required.
- Ensuring accuracy and relevance of illustrations, images, and captions.
- Maintaining high-resolution image standards suitable for offset printing.

## 4. Proofreading & Pre-Press Activities

- Comprehensive proofreading of the complete manuscript for grammatical, typographical, factual, and formatting errors.
- Cross-verification of captions, references, page numbering, and layout consistency.
- Preparation and submission of dummy print / proof copy for approval prior to final printing.
- Incorporation of all corrections suggested by WAPCOS at proof stage.

## 5. Printing & Production

- Printing of 1000 (One Thousand) copies of the Coffee-Table Book strictly as per the approved technical specifications.
- Use of specified paper quality, color scheme, lamination, binding, and finishing standards.
- Ensuring premium print quality, color accuracy, and finish befitting a Government of India publication.
- Production and supply of 1000 USB devices (minimum 32 GB) containing the digital version of the book.

## 6. Quality Assurance

- Ensuring high standards of editorial quality, design, printing, and binding.
- Compliance with all approved samples, specifications, and timelines.
- Responsibility for rectification/reprinting in case of defects, errors, or sub-standard output at no additional cost.

## 7. Coordination & Liaison

- Continuous coordination with WAPCOS officials for content inputs, approvals, and feedback.
- Collection and delivery of proofs, dummy copies, final printed books, and USBs.

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- Timely reporting of progress and adherence to agreed schedules.

#### 8. Delivery & Handover

- Packing, transportation, and delivery of all printed books and USBs to the designated WAPCOS location.
- Ensuring delivery within the stipulated timeframe mentioned in the tender.
- Submission of final editable design files and print-ready PDFs, as required by WAPCOS.

Sr. No.	Name of Work	Creator (Designing) & Printing of Coffee Table Book
a)	Quantity	1000 copies + 1000 USBs
b)	Layout/Concept designing	I. To be designed by agency as per requirements/briefings of the WAPCOS II. 3 options for cover and 3 options for layouts for inside papers.
c)	Size/Lay out	10x14" (Landscape)
d)	Paper & Pages	I. Inner Pages: 170 GSM Imported Matte II. Cover (PLC) – 300 GSM. Imported Matte III. USB should be having minimum 32 GB storage space
e)	Colour Scheme	<b>Inner Pages:</b> 4 colours + Varnish <b>Cover:</b> 4 Colours + (Gold) leaf printing and UV coating on cover.
f)	Offset Printing of Photographs Charts & Drawings	To be designed/created by the agency, anywhere and in any size as per requirement /design
g)	No. of pages	100 (+/- 4) pages approx. (excluding cover)
h)	Language	English
i)	Lamination/Varnishing	Cover Matte lamination + UV
j)	Binding	Hard Case with Jacket Cover Matt Laminated / Perfect binding section sewing
k)	Proof Reading	It will be the sole responsibility of the Agency/firm/printer. Dummy print to be provided before final printing
l)	Liaison	It will be the responsibility of the Agency/ firm/ Printing to Collect & deliver the proofs and each & every related job.

#### 9. TECHNICAL SPECIFICATIONS

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## 10. AWARD OF WORK

WAPCOS shall evaluate the Bid based on the documents submitted by the Bidder. Bids shall be first checked for responsiveness and minimum eligibility. Technical responsive bids shall only be eligible for Financial Opening.

- 10.1. To complete the work in the time period specified from the date of issue of work order including mobilization period.
- 10.2. Notwithstanding clause 10.1 as above the employer reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the bidder or bidder(s) of the ground of the employer action.

## 11. TERMS AND CONDITIONS

- 11.1. WAPCOS may extend the duration of the assignment further on mutual agreement subject to satisfactory performance.
- 11.2. The bidder shall start the required work within 7 days from issue of Letter of Award.
- 11.3. Time for completion is the essence of the contract and no relaxation of any account shall be entertained.

## 12. PERFORMANCE SECURITY

- 12.1. A performance security guarantee of 3% of the total value of contract shall be payable by the Bidder (successful bidder) within 7 working days on award of the works. The performance guarantee shall be paid by the Bidder in the form of Bank guarantee in the specified format.
- 12.2. The Performance Security shall be valid up to period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor.

The Bank Guarantee (Performance BG or any other) shall be submitted such that WAPCOS shall seek the confirmation of submitted Bank Guarantee through SFMS as per detail given below:

**Indian Overseas Bank**  
**NHB Gurugram, Branch Code: 1935**  
**IFSC Code: IOBA0001935**  
**Beneficiary: WAPCOS Limited**

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### 13. Dispute Resolution

"Any dispute, controversy or claims arising out of or relating to this Agreement or the breach, termination or invalidity thereof, shall be settled through following mechanism.

#### I. Tier-I: Engineer-in-Charge (EIC) Determination

Parties shall first refer disputes to the EIC, who shall examine the issue, undertake site level verification, if required and issue a reasoned decision within 30 days.

#### II. Tier-II: Review by Departmental Review Committee (DRC)

Either party may escalate the matter to DRC, which shall undertake an administrative review and pass a speaking order within 30 days extendable once by a further period of 30 days for reasons to be recorded in writing. The review will be primarily "record-based" and oral hearing can be granted at the discretion of the committee

#### III. Tier-III: Mandatory Mediation

If unresolved, the matter shall be taken to mediation under the Mediation Act, 2023 through a recognised mediation service provider. The mediation shall be conducted in accordance with the timelines and procedures prescribed under the Mediation Act, 2023.

#### IV. Civil Court Jurisdiction

In the event that the multi-tier dispute resolution mechanism is exhausted without resolution, any disputes arising out of or in connection with the contract shall be subject to the exclusive jurisdiction of the competent courts at Delhi only, where the Company's Registered Office is situated.

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SECTION III

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FORMS

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**LETTER OF TRANSMITTAL**

**(To be submitted on Bidder's Original Letter Head)**

**To**

**The Deputy Chief Manager (Admin)**

**WAPCOS Limited,**

76-C, Institutional Area,

Sector-18, Gurugram, Haryana

**Subject: Submission of Bids for ..... (Name of Work/ Project)**

**Ref: NIT No: -**

Sir,

Having examined the details given in tender document for the above work, I/we hereby submit the relevant information.

- i. I/We downloaded /obtained the tender document(s) for the above mentioned Tender/ Work from the website namely: \_\_\_\_\_ as per your advertisement.
- ii. I/We hereby certify that I/We have read the entire Terms & Conditions of the Tender Documents, which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein. The corrigendum(s) issued, if any, from time to time by your department/organization too have also been taken into consideration. I/We hereby unconditionally accept the tender condition of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
- iii. I / We acknowledge that the WAPCOS will be relying on the information provided in the Bid and the documents accompanying the Bid & detailed provided in the enclosed "Forms" for selection of the Agency for the aforesaid Project, and we certify that all information provided in the Bid are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
- iv. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
- v. I/we submit the requisite Certificate for solvency, Completion Certificates, Financial Information's and authorize WAPCOS Ltd. to approach the Issuing Authority to confirm the correctness thereof. I/we also authorize WAPCOS Ltd. to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- vi. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.



- vii. In case any provisions of this tender are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully,

Date:

Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)



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**(TO BE SUBMITTED ON BIDDER ORIGINAL LETTER HEAD)**  
**DECLARATION BY THE BIDDER**

This is to certify that We, M/s ....., in submission of this offer confirm that:-

We have carefully gone through each & every section of the tender document for “..... ..  
..... .. (Name of Service)”.

1. Our tender is offered taking due consideration of all factors mentioned in tender documents.
2. We promise to abide by all the stipulations of the Contract documents and carry out and complete the work to the satisfaction of the Employer, Principal Employer.
3. We also agree to procure equipment's at our cost required for the work. We also submit that we have Organizational Structure comprising adequate Technical Personnel in the line of requirement. We also agree to accomplish the job entrusted to us in the stipulated time laid out in document except situations not under our control.
4. We have not made any misleading or false representation in the forms, statement and attachments in proof of the qualification requirements.
5. We do not have records of poor performance such as abandoning the work, not properly completing the Contract, inordinate delays in completion or financial failures etc.
6. We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
7. We are financially sound and have not applied or be under corporate debt restructuring.
8. List of Similar Works satisfying Qualification Criterion as indicated hereinafter, does not include any work which has been carried out by us through a Subcontractor on a back-to-back basis.
9. The Cost has been quoted by me/us for bid after taking into consideration all the terms and conditions stated in the Tender Document, our own estimates of costs and after a careful all own the conditions that may affect the project cost.
10. I / We shall keep this offer valid as period specified in the NIT.
11. I / We hereby submit our FINANCIAL BID and Offer Cost for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.
12. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the format of Contract Agreement. We agree not to seek any changes in the aforesaid format of Contract Agreement and agree to abide by the same.

**Certificate:**

It is certified that the information given in the enclosed bid are correct. It is also certified that I/we shall be liable to be debarred, disqualified / cancellation of enlistment in case any information furnished by me/us found to be incorrect.

**Date:**

**Place:**

**(Signature, Name, Designation  
of the Authorized signatory with Seal)**



**TO BE SUBMITTED ON ORIGINAL LETTER HEAD OF STATUTORY AUDITOR OF BIDDER**

**FORM – A: FINANCIAL INFORMATION**

<b>Years</b>	<b>Gross Annual turnover</b>	<b>Net worth</b>
<b>2021-2022</b>		
<b>2022-2023</b>		
<b>2022-2023</b>		
<b>2023-2024</b>		
<b>2024-2025</b>		

Above Details are being furnished as per the figures in balance sheet for the last three years in respect of M/s .....( Name & address of firm of bidder), as submitted by the firm to the Income Tax Department.

Date:  
Place:

(Signature of Statutory Auditor with Seal)  
UDIN No. :

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FORM – B

STATEMENT OF EXPERIENCE OF SIMILAR WORKS AS IN ELIGIBILITY CRITERIA

DURING THE LAST 3 YEARS

Project Name / Name of Work	Name of Authority/ Client	Description of work	Value of Contract (INR)	Contract No.	Date of Issue of Work Order

**NOTE:**

- 1) The Tenderer should provide information as per this Proforma for the firm/company for all work orders as per eligibility criteria's works.
- 2) Work Order/ Purchase Order from client for the above information should be attached with the offer.

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**FORM – C**

**STRUCTURE & ORGANISATION**

**Name of Service:** .....

Sr. No.	Particulars	Details
1.	Name & Registered Address of the Bidder	
2.	Address and Email on which Correspondence will be made during Tendering & after Award of Work	
3.	Telephone no./Telex no./Fax no.	
4.	Legal status of the Bidder (attach copies of original document defining the legal status) a) A Limited Company or Corporation b) A Company registered under company's Act 1956/2013 c) Society / Trust	
5.	Particulars of Registration with various Government Bodies (Attach attested photocopy) <b>Organization/Place of Registration</b> 1. 2.	<b>Registration No.</b> 1. 2.
6.	Names and Titles of Directors with designation as per Legal Status of Company	
7.	Designation of Senior Level Officers authorized to act for this work	
8.	Any other information considered necessary but not included above.	

**Note:** The Bidder shall attach copy of Registration Certificate/Certificate of Incorporation, GST Registration and PAN Card.

**Date:**  
**Place:**

**(Signature, Name, Designation  
of the Authorized signatory with Seal)**

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FORM – D

Undertaking Regarding Blacklisting/Non-Debarment

[To be submitted on Bidder's Original Letter Head and to be notarized]

Name of Service:

Ref.: Tender No.....dated.....

To

The Deputy Chief Manager (Admin)

WAPCOS Limited,

76-C, Institutional Area,

Sector-18, Gurugram, Haryana

This is to certify that we have taken the cognizance of Blacklisting policy of WAPCOS Ltd. Further, we hereby confirm and declare that we, M/s \_\_\_\_\_ (Name of the organization), is not blacklisted/ De-registered/ debarred by any Government Department/ Public Sector Undertakings/ Private sector/ or any other agency for which we have Executed/undertaken the works/services during last 5 years.

Date:

Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)


FORM – E

**FORMAT FOR NO DEVIATION CERTIFICATE**

[To be submitted on Bidder's Original Letter Head]

To  
The Deputy Chief Manager (Admin)  
WAPCOS Limited,  
76-C, Institutional Area,  
Sector-18, Gurugram, Haryana

Subject: No Deviation Certificate for ----- (name of Work/Project)

Dear Sir,

With reference to above this is to confirm that as per Tender conditions, before submission of our Offer we have noted the job content and conditions, etc. We also confirm that we have not changed/modified the above tender document and in case of observance of the same at any stage it shall be treated as null and void.

We hereby also confirm that we have not taken any deviation from Tender Clause together with other reference as enumerated in the above referred Notice Inviting Tender and we hereby convey our unconditional acceptance to all terms & conditions as stipulated in the Tender Document.

In the event of observance of any deviation in any part of our offer at a later date whether implicit or explicit, the deviations shall stand null and void.

Yours faithfully,

Date:  
Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)

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*[Handwritten signature]*

*[Handwritten signature]*

**FORM – F**  
**FORMAT FOR INTEGRITY PACT**  
**[To be submitted on Bidder's Original Letter Head]**

**To**  
**The Deputy Chief Manager (Admin)**  
**WAPCOS Limited,**  
76-C, Institutional Area,  
Sector-18, Gurugram, Haryana

**Sub: Integrity Pact for ----- (Name of Work/Project)**

Dear Sir,

I/We acknowledge that WAPCOS is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document at **Enclosure-I**.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by WAPCOS. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, WAPCOS shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully,

**Date:**  
**Place:**

**(Signature, Name, Designation  
of the Authorized signatory with Seal)**

INTEGRITY AGREEMENT

[Will be submitted on non-judicial Stamp paper of Rs.100 duly attested by notary/Magistrate]

This Integrity Agreement is made at ..... on this ..... day of ..... 20.....

BETWEEN

WAPCOS Limited, New Delhi (Hereinafter referred as the 'EMPLOYER', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

..... (Name and Address of the Individual/firm/Company) through ..... (Hereinafter referred to as the (Details of duly authorized signatory)

"Bidder/Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

PREAMBLE

'The Employer' intends to award, under laid down organizational procedures, contract/ s for \_\_\_\_\_, 'The Employer' values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/ or Contractor(s).

In order to achieve these goals, the Employer shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the 'The Employer'**

- 1) 'The Employer' commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - (a) No employee of the Employer personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Employer shall, during the tender process, treat all Bidder(s) with equity and reason. The Employer shall in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - (c) The Employer shall exclude from the process all known prejudiced persons.


- 2) If the Employer obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Employer shall inform the Chief Vigilance Officer and, in addition, can initiate disciplinary actions.

### **Section 2 - Commitments of the 'Bidder/ Contractor'**

- 1) The 'Bidder/ Contractor' commit themselves to take all measures necessary to prevent corruption. The 'Bidder/ Contractor' commit themselves to observe the following principles during participation in the tender process and during the contract execution.
- a) The 'Bidder/ Contractor' shall not, directly or through any other person or firm, offer, promise, or give to any of the Employer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b) The 'Bidder/ Contractor' shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.
  - c) The 'Bidder/ Contractor' shall not commit any offence under the relevant IPC/ PC Act; further, the 'Bidder/ Contractor' shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Employer as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
  - d) The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the Agents/ representatives in India if any. Similarly, the Bidder/ Contractors of Indian Nationality shall furnish the name and address of the foreign Employers, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/ Contractor. Further, as mentioned in the Guidelines, all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed in Appendix to this agreement.
  - e) The 'Bidder/ Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
  - f) Bidder/ Contractor who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- 2) The 'Bidder/ Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts**

If the 'Bidder/ Contractor', before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Employer is entitled to disqualify the 'Bidder/ Contractor' from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

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#### **Section 4 - Compensation for Damages**

- 1) If the Employer has disqualified the 'Bidder/ Contractor' from the tender process prior to the award according to Section 3, the Employer is entitled to demand and recover from 'Bidder/ Contractor' the damages equivalent to Earnest Money Deposit/ Bid Security.
- 2) If the Employer has terminated the contract according to Section 3, or if the Employer is entitled to terminate the contract according to Section 3, the Employer shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

#### **Section 5 - Previous transgression**

- 1) Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process, or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

#### **Section 6 - Equal treatment of all Bidders/ Contractors/ Subcontractors**

- 1) In the case of Sub-contracting, the Principal Contractor shall take responsibility for the adoption of the Integrity Pact by the Sub-contractor.
- 2) The Employer shall enter into agreements with identical conditions as this one with all Bidders and Contractors.
- 3) The Employer shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)**

If the Employer obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Employer has substantive suspicion in this regard, the Employer shall inform the same to the Chief Vigilance Officer.

#### **Section 8 - Independent External Monitor**

- 1) The Employer appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He/ she reports to the Head of the Organisation.
- 3) The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Employer, including that provided by the contractor. The Contractor shall also grant the Monitor, upon his request and demonstration of a valid interest,

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unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Organisation and recuse himself/ herself from that case.
- 5) The Employer shall provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Employer and the contractor. The parties offer the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Employer and request the Management to discontinue or take corrective action or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- 7) The Monitor shall submit a written report to the Head of the Organisation within 8 to 10 weeks from the date of reference or intimation to him by the Employer and, should the occasion arise, submit proposals for correcting problematic situations
- 8) If the Monitor has reported to the Head of the Organisation, a substantiated suspicion of an offence under relevant IPC/ PC Act, and Head of the Organisation has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word 'Monitor' would include both singular and plural.

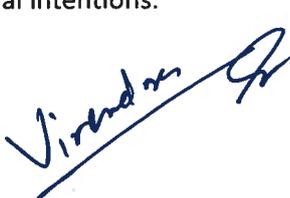
#### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Organization.

#### **Section 10 - Other provisions**

- 1) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Employer, i.e., New Delhi.
- 2) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
- 3) If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.

- 5) Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.
- 6) In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.
- 7) For and on behalf of the Employer

**SIGNED, SEALED AND DELIVERED**

**For and on behalf of the WAPCOS**

**For and on behalf of the Contractor**

NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_

NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_

**In the presence of witness:**

**In the presence of Witness**

1 \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

2 \_\_\_\_\_

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**FORM – G**

**FORMAT FOR LITIGATION HISTORY, LIQUIDATED DAMAGES, DISQUALIFICATION**

**[To be submitted on Bidder's Original Letter Head and should be notarized]**

**To**

**The Deputy Chief Manager (Admin)**

**WAPCOS Limited,**

76-C, Institutional Area,

Sector-18, Gurugram, Haryana

**Subject: Litigation History, Liquidated Damages, Disqualification for ----- (Name of Work/Project)**

It is hereby declared that our firm (Name of firm with address-----) neither disqualified, nor have any Litigation history and no Liquidated Damage imposed on the firm by any Department.

Yours faithfully,

**Date:**

**Place:**

**(Signature, Name, Designation  
of the Authorized signatory with Seal)**

*Vishnu*  
*[Signature]*

## LITIGATION HISTORY

**Subject:** Tenderer should provide information as per this Performa for the firm/company on any history of litigation or arbitration resulting from contracts executed in the last 5 years or currently in execution.

### 1. ARBITRATION CASES

Year	Name of work	Name and address of Client	Cause of litigation and matter in dispute	Disputed amount in Rs.	Actual Award amount in

### 2. COURT CASES

Year	Name of work	Name and address of Client	Cause of litigation and matter in dispute	Name of court	If judgment given whether for or against the Tenderer

### 3. Information Regarding Current Litigation, Debarring / Expelling of Tenderer or Abandonment of Work by Tenderer.

- a) i) Has the Bidder consistent history of Litigation.....Yes/No  
ii) If yes, give details:
- b) i) Has the Bidder been debarred/ expelled by any Agency in J&K state /India, during the last 5 years on the date of application except on account of reasons other than non-performance, ..... Yes/No  
ii) If yes, give details:
- c) i) Has the Bidder abandoned any contract work during the last 5 years...Yes/No  
ii) If yes, give details:
- d) i) Has the Bidder been declared bankrupt during the last 5 years...Yes/No  
ii) (If yes, give details, including present status:





e) i) Has the Bidder been debarred by client or by any Department... Yes/No ii) If yes, give details:

Note: i) Separate sheet may be used for giving detailed information.

If any information in this schedule is found to be incorrect or concealed, pre- Qualification of bidder will be summarily rejected.

Yours faithfully,

Date:  
Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)

   
Vishal

**FORM – J**  
**UNDERTAKING**

**[To be submitted on Bidder's Original Letter Head]**  
**[Rule 144 (xi) in the General Financial Rules (GFRs), 2017]**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I hereby certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered.

Yours faithfully,

Date:

Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)

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SECTION - IV

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ANNEXURES

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Dr. Arun

**ANNEXURE - I**

**FORM OF PERFORMANCE GUARANTEE**

To

**The Deputy Chief Manager (Admin)**

**WAPCOS Limited,**

76-C, Institutional Area,

Sector-18, Gurugram, Haryana

In consideration of \_\_\_\_\_ (Employer's name) (hereinafter referred to as "the Employer") which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to (Agency's name & address) (hereinafter referred to as "the Agency" which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a contract, by issue of Employer's Notification of Award No. \_\_\_\_\_ dt. \_\_\_\_\_ and the same having been unequivocally accepted by the Agency resulting in to a contract valued at Rs. (Rupees only) for \_\_\_\_\_ (name of work) (hereinafter called "the contract") and the Agency having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to Rs. (Rupees \_\_\_\_\_ only) (3 % of the said value of the Contract to the Employer).

We, (name & address of bank) (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer, on demand any or, all monies payable by the Agency to the extent of Rs. (Rupees only) as aforesaid at any time upto \_\_\_\_\_ without any demur, reservation, contest, recourse or protest and/or without any reference to the Agency or court. Any such demand made by the Employer on the bank shall be conclusive and binding notwithstanding any difference between the Employer and the Agency or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges this guarantee.

We the said Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said Agency and accordingly discharges the guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from, time to time to extend the time for performance of the Contract

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by the Agency. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Agency and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Agency or any other course or remedy or security available to the Employer. The bank shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision, have the effect of relieving the Bank. The guarantee shall not be affected by a change in the constitution of the bank or of the employer.

The bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Agency and notwithstanding any security or other guarantee that the Employer may have in relation to the Agency's liabilities.

We The Said Bank do hereby declare that we have absolute and unconditional power to issue this guarantee in your favour under the Memorandum and Articles of Association or such other constitutional documents of the Bank and the undersigned have full power to execute this guarantee under the Power of Attorney / Post Approval Authorization dated of the bank granted to him / us by the Bank. We the said bank do hereby declare and undertake that your claim under the guarantee shall not be affected by any deficiency or other defect in the powers of the bank or its officials and the guarantee shall be deemed to have been issued as if the bank and its officials have all the powers and authorization to give this guarantee on behalf of the bank.

We the said bank do hereby certify the genuineness and appropriateness of the Stamp paper and stamp value used for issuing the guarantee. We the said bank do hereby declare and undertake that your claim under the guarantee shall not be affected by any deficiency or other defect in the stamp paper or its stamp value.

We the said bank do hereby declare that our payments hereunder shall be made to you, free and clear of and without and deduction, reduction on account of any reasons including any and all present and future taxes, levies, charges of withholding whatsoever imposed or collected with respect thereto.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to Rs. \_ (Rupees only) and it shall remain in force upto and including and shall be extended from time to time for such period as may be desired by M/ . WAPCOS Limited to whom this bank guarantee has been given.



Notwithstanding anything contained herein

i) Our liability under this guarantee shall not exceed Rs. \_\_\_\_ (Rupees only);

ii) This bank guarantee shall be valid upto \_;

and

iii) our liability to make payment shall arise and we are liable to pay the guaranteed amount or any part thereof under this guarantee, only and only if you serve upon us a written claim or demand in terms of the guarantee on or before \_\_\_\_\_ (indicate a date twelve month after validity of Guarantee)

Dated this \_ day of at New Delhi.

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*Virendra*  
\_\_\_\_\_

**FINANCIAL BID**

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**Annexure – II**  
**Form of Quotation**

**Coffee-Table Book on WAPCOS Top Projects & Achievements as per the Terms of Reference & Scope of Work.**

To  
**The Deputy Chief Manager (Admin)**  
**WAPCOS Limited,**  
76-C, Institutional Area,  
Sector-18, Gurugram, Haryana

I/We the undersigned, having carefully examined and understood the documents on which quotation to be based, hereby agree to carry out the aforesaid work of "E-Notice Inviting Tender For Coffee-Table Book On WAPCOS Top Projects & Achievements." on Lump Sum basis described in the Scheduled of work, in conformity with the terms and condition as specified in the document. The Total price for carrying out the work, "Coffee-Table Book on WAPCOS Top Projects & Achievements as per the Terms of Reference & Scope of Work" is, Rupees \_\_\_\_\_ (Amount in Words and Figures)

The amount is inclusive of Out of Pocket Expenditure, Miscellaneous expenses & taxes, which shall be binding on us, if selected for the contract period. All the fees quoted in this bid shall be valid for entire contract duration, and no escalation will be payable.

This price will remain valid for **90 (Ninety) days** from the date of submission of bid. Unless and until a formal contract is prepared and executed, this quotation, together with your acceptance thereof, shall constitute a binding contract between us.

I/We undersigned, that you are not bound to accept the lowest or any quotation you may receive.

Signed this \_\_\_\_\_ day \_\_\_\_\_ 2025

Signature and seal of bidder  
or Authorized representative

Name of firm :  
Address of firm :  
Telephone No.:  
Fax No. :  
E-mail :

## ANNEXURE – II (Contd.,)

## SCHEDULE OF PRICE

Sl. No.	Description	Rate (INR)	Quantity	Unit	Total Amount (INR)
1	Coffee-Table Book on WAPCOS Top Projects & Achievements as per the Terms of Reference & Scope of Work along with digital copy on USB Drive (Pen Drive)		1000	Nos.	
				GST@18%	
<b>Total in INR (Inclusive of GST@18%):</b>					

Quoted price shall be inclusive of all levies and taxes and inclusive of GST which will be paid on submission of proof by the Agency after uploading of bills by Contractor on GST Portal "to avail Input benefit of GST.

Date:  
Place:

(Signature, Name, Designation  
of the Authorized signatory with Seal)

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