



Gujarat Environment Management Institute (GEMI)

Office of the Director, 3rd Floor, Block no. 13, Dr. Jivraj Mehta Bhavan,
Old Sachivalaya, Sector 10, Gandhinagar. 382010 (Gujarat)

T: (91)79-23240964(O), T: (91) 79-23240965(F)

e-mail: info-gemi@gujarat.gov.in website: www.gemi.gujarat.gov.in



BID Documents for Supply and Installation of Server and Server software

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Tender No.

Dated:

Subject: Tender for Supply and Installation of Server and Server Software

1. Tenders are invited under two bid system (i.e Technical Bid and Financial Bid), from reputed manufacturers /companies/organizations /firms and/or authorized dealer/sales partners for supply and installation of a Computer Server for this office. The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and Conditions applicable for supply has been mentioned in Section I. The supply and installation is to be made strictly as per parameters/technical specifications given in **Annexure III**. The terms and conditions specific to the tender have been mentioned in Section II. The format for submission of tender has been given in **Annexure II** (for Technical Bid) and **Annexure IV** (for Commercial Bid) to this bid document.

2. Schedule:

Duration of Downloading Tender Document (On Line): **05/04/2017 to 19/04/2017**

Due date and Time of Submission (On Line): **19/04/2017** up to 18.00 Hrs.

Date and Time of Technical Bid Opening: **20/04/2017, 15.00 Hrs.**

Envelopes containing the “Technical Supporting Documents”, inclusive of the “Document Fee”, “EMD Fee” to be submitted physically **05/04/2017 to 20/04/2017** up to 12.00 hrs., at the below mentioned address.

HEAD OFFICE:

Director GEMI,

Gujarat Environment Management Institute (GEMI)

3rd Floor, Block no. 13, Dr. Jivraj Mehta Bhavan, Old Sachivalaya,

Sector 10, Gandhinagar. 382010 Gujarat

Phone No. : (O) 079 - 23240964. Fax: 079 – 23240965

3.

- a. The tender documents can be downloaded free from the websites www.gemi.gujarat.gov.in or www.nprocure.com
- b. All bids should be submitted online from the website <https://www.nprocure.com>
- c. All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n)Code solutions

A division of GNFC Ltd.

403, GNFC Infotower, Bodakdev,

Ahmedabad- 380 054 (India)

Tel : +91 79 26857316/17/18

Fax: +91 79 26857321.

www.ncodesolutions.com

- d. The user can get a copy of instructions to online participation from the website <https://www.nprocure.com>
- e. The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority
- f. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- g. For all queries regarding use of digital signature certificate should be addressed to personnel in M/s (n) Code Solutions.
- h. For all queries regarding tender specifications and any other clauses included in tender document should be addressed to personnel in tendering office address provided below

CONTACT DETAILS

Shri Paresh Chavda, Deputy Environmental Engineer
Office of the Director,
Gujarat Environment Management Institute (GEMI)
3rd Floor, Block no. 13, Dr. Jivraj Mehta Bhavan, Old Sachivalaya,
Sector 10, Gandhinagar. 382010 Gujarat
Phone No. : (O) 079 - 23240964. Fax: 079 – 23240965

- i. Payment shall be made in favour of “Director, Gujarat Environment Management Institute”
 - j. Payment made towards document fee will not be refunded.
 - k. Non-payment of the document fee will make the Bidder liable for disqualification.
 - l. Payment made towards EMD will not be refunded unless bid is accepted.
 - m. Non- payment of the EMD will make the Bidder liable for disqualification.
 - n. Wrong/ Fraudulent data submission may lead to disqualification/debar. Please ensure that you furnish correct data.
4. Fees:
- Tender Fees **Rs.1500/-**
EMD **Rs. 10,000/-**
Security Deposit (Performance Bank Guarantee) **Rs. 15,000/-**
- 5. EMD of **Rs. 10,000/-** in the form of account payee DD in favour of “Director, Gujarat Environment Management Institute” has be submitted along with bid document.
 - 6. The Institute reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the **Gujarat Environment Management Institute (GEMI)**, in this regard shall be final and binding on all.
 - 7. Any basic document with regards to EMD will not be acceptable after closing date and time of tender.

General Conditions of Contract

1. Definition of terms.

- 1.1. Institute means office of the Director “Gujarat Environment Management Institute (GEMI)”, Sector 10, Gandhinagar 382010 Gujarat.
- 1.2. The Bidder means the firm / agency that participates in this tender and submits its bid.
- 1.3. Contractor/Agency/Firm means the bidder whose bid will be accepted by Institute of GEMI and shall include such successful bidder, its legal representatives, successors etc.
- 1.4. EMD shall mean Earnest Money Deposit.
- 1.5. Security Deposit shall mean monetary guarantee furnished by the successful bidder for due performance of the contract.

2. Receipt and opening of Tenders

- 2.1. Tenders duly filled in will be received and opened on the date and time indicated in this bid document in presence of bidders / their authorized representatives who wish to remain present. The authorized representatives shall have to bring with them the letter of authority from the respective bidder as per **Annexure – VIII**
- 2.2. If due date of receipt of tenders and that of opening of tender is declared to be a holiday subsequently, the tender would be received and opened on the next working day but the time of receipt and opening shall remain the same.
- 2.3. GEMI reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the Institute.

3. Preparation of Tender

- 3.1. The bidders are required to submit the tender documents completed in all respects after satisfying each and every condition laid down in the tender document.
- 3.2. All rates shall be written both in figures and in words. Corrections, if any are to be made may be done by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. No over writing / usage of correction fluid will be permitted.

4. Submission of Tenders

4.1. Technical Bid Submission

- 4.1.1. The envelope containing only supporting documents should be marked as **"Technical Supporting Documents"**. **It should be noted that no physical submission of technical bid and financial bid should be done.**
- 4.1.2. If the bidder fails to submit the supporting documents online within time limit, she/he would be entitled for immediate disqualification.
- 4.1.3. The Technical bids should be submitted in the format given for Bid document (page 1 to 3), Section I to II (page 4 to 8), Performance Bank Guarantee and DD towards Earnest Money Deposit along with duly filled in **Annexure I, II & III, V, VI, VII, VIII**) with requisite enclosures should be duly signed and stamped on each page for having accepted the General and Special Terms and Conditions on or before the time stipulated in Tender notice at the website <https://nprocure.com>.

The technical supporting documents in physical form should be submitted at the following address:

Gujarat Environment Management Institute (GEMI)
Office of the Director, 3rd Floor, Block no. 13,
Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Sector 10,
Gandhinagar: 382010 Gujarat.
Phone No. : (O) 079 - 23240964. Fax: 079 – 23240965.

4.2. Financial Bid Submission

- 4.2.1.** The Financial bid submission should be done on the website only in format given for the purpose in **Annexure IV**.
- 4.2.2.** The bids should be submitted on or before the time stipulated in tender notice at the website.
- 4.2.3.** 'Financial Bid' of only those Agencies / firms; who fulfill the terms & conditions as specified in Section I and II and who have submitted **Annexure I, II & III, V, VI, VII and VIII** duly filled in & compete in all respects along with requisite documents; will be opened separately as indicated in the Bid document.
- 4.3.** Only tenders complete in all respects and received on or before the due date and time shall be considered.
- 4.4.** Tenders should be submitted and signed by a duly authorized person giving full name of the firm with its current business address.
- 4.5.** GEMI reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- 4.6.** The tender shall be valid for a period of at least 3(three) calendar months from the date of opening of the tenders.
- 4.7.** The bidders should satisfy themselves before submission of the tender to GEMI that they meet the qualifying criteria and capability as laid down in the tender documents.
- 4.8.** The bidder should read this document very carefully and comply with the instructions /terms/conditions therein. Any tender, which does not conform to the instruction /terms /conditions therein is liable to be rejected without any reference.

5. Cost

Bidders are requested to quote firm price. No cost escalation will be accepted for the rates quoted.

6. Earnest Money Deposit

- 6.1.** All tenders must be accompanied by Earnest Money Deposit as specified in the schedule, otherwise tender will be ignored.
- 6.2.** Bidders shall submit along with the tenders, Earnest Money as indicated in para 4 of bid document in the form of Demand Draft in favour of **“Director, Gujarat Environment Management Institute (GEMI) Gujarat”** drawn on any bank in Gandhinagar. The Demand Draft should have been issued by bank, only after date of advertisement of tender enquiry.
- 6.3.** Tenders not accompanied with the DD for the requisite amount of Earnest Money shall be rejected.
- 6.4.** Earnest Money shall be forfeited in the event of any of the following situations:
 - 6.4.1.** If the bidder withdraws or amends his tender or increases the rates after deadline for submission of the bid but before the validity of the quotation expires.
 - 6.4.2.** On refusal to enter into contract after award of contract.

- 6.4.3. On failure to furnish the required performance security or
- 6.4.4. If the item is not supplied and/or the work is not commenced on the date of starting the work after work is awarded to the selected bidder.
- 6.5. No interest is payable on the Earnest Money Deposit under any circumstances and will be returned on completion of tendering process.

6.6. Preliminary evaluation

- 6.6.1. GEMI shall evaluate the bids to determine that they are complete, no computational errors have been made, required sureties have been furnished, the documents have been properly signed and the bids are generally in order.
- 6.6.2. Arithmetical errors shall be rectified only wherein there is a discrepancy between amount quoted in words and figures, the amount in words shall be taken for evaluation.
- 6.6.3. Prior to the detailed evaluation, the GEMI will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bid Documents without material deviations. The GEMI's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 6.6.4. A bid determined as substantially non-responsive will be rejected by the GEMI and shall not be considered subsequent to the opening of bids.
- 6.6.5. The GEMI may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

7. Security Deposit

- 7.1. The bidder shall furnish performance security to GEMI to the extent of 10% of the value of the hardware components (Server and its accessories) in the form of Performance Bank guarantee (PBG) within 15 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit will be taken against the bidder.
- 7.2. The PBG will be valid for a period of 90 days beyond the stipulated date for cessation of the contract which is co-terminus with the warranty period.
- 7.3. PBG will be realized by GEMI in case of termination of the contract for un-satisfactory performance and/or non-performance of the contract.

8. Tax Deduction At source: TDS as applicable will be effected from the bills.

9. Deviation: The bidder must comply with the tender specification and all terms and conditions of contract. No deviation and exceptions will be permitted.

10. Award of Contract: GEMI shall accept the lowest bid or any Tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason there of and without incurring any liability to the affected bidders for the action of GEMI.

11. Termination of Contract:

- 11.1. In case of any default by the bidder and in case of any violation of the terms and conditions of this contract, GEMI may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days' notice in writing to the bidder. In such a case the

Security Deposit paid by the bidder will be forfeited to GEMI and the bidder is liable to be blacklisted for a period of 3 Years.

- 11.2.** All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date. Notwithstanding anything contained herein, GEMI also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the bidder.

12. Jurisdiction of Courts: The jurisdiction of any dispute will be Gandhinagar, Gujarat.

13. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made **first on the basis of technical information furnished in form given in Annexure III** and then on the basis of commercial bid furnished in form given in **Annexure IV**. The Commercial bids (**Annexure IV**) of only such firms found valid based on technical parameters (as per **Annexure III**) will be opened on a date to be communicated to bidders who have qualified in the technical bid stage. The award of supply order will be further subject to any specific terms and conditions of the contract given in **Section II** of this bid document. During evaluation of bids, the GEMI Gandhinagar may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

14. DELIVERY SCHEDULE & INSTALLATION:

The Supply and installation of Computer Server must be made within four weeks from the date of issue of supply order. The supply should be effected as per specifications furnished in **Annexure III** and as per delivery schedule. The ordered Server should be supplied and installed, in **Gujarat Environment Management Institute (GEMI) Office of the Director, 3rd Floor, Block no. 13, Dr. Jivraj Mehta Bhavan, Old Sachivalaya, Sector 10, Gandhinagar 382010 Gujarat.**

15. Payment terms:

Payment for the servers / operating system supplied will be made immediately after the successful installation of the server / operating system on production of bill/invoice for supply along with bank details (Name of the bank/branch/Account No./Type (SB or current)/IFSC Code etc.,) for arranging remittance. The 60% of the bill will be paid immediately on executing the agreement and balance 40% will be released after the PBG is executed.

16. Force Majeure:

- 16.1.** In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.
- 16.2.** The term 'force majeure' as employed herein shall mean acts of God, war, civil riots, fire directly affecting the performance of the contract, flood and acts and regulations of the two parties, namely GEMI and the Bidder.
- 16.3.** Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to force majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively.

- 16.4.** Time for performance of the relative obligation suspended by force majeure shall then stand extended by the period for which such cause lasts.

Section-II

Special Conditions of Contract

Onsite Warranty maintenance & penalty

- 1.** All tendered items shall be under Five years on-site comprehensive warranty support from the date of installation including free spare parts, kits etc. excluding the consumable items.
- 2.** The vendor should fulfil the following conditions during warranty period, if any of the system is down. Break down call should be attended within 24 working hours.
 - a.** if not attended penalty of 1000/- per call.
 - b.** Any item failing at sub-component level more than three times in three months after installation, displaying chronic system design or manufacturing defects or quality control problem will be replaced by the vendor at his cost and risk within 30 days, from the date of last failure.
- 3.** The Vendor shall provide operational training regarding server to the staff of GEMI for appropriate time.

Annexure-I Bid Form

Tender No.

Date

To

**Gujarat Environment Management Institute (GEMI)
Office of the Director, 3rd Floor, Block no. 13, Dr. Jivraj Mehta Bhavan, Old
Sachivalaya, Sector 10, Gandhinagar. 382010 Gujarat**

Dear Sir,

Having examined the conditions of tender and specifications, the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to provide and install required server in conformity with the specifications of the tender document and as per the schedule of prices attached herewith and made part of the Bid.

I/We undertake, if my/our Bid is accepted, to provide the server as per your Work order. If my /our Bid is accepted, I/we will obtain the guarantees of a Scheduled Bank for a sum as specified in the contract for the due performance of the Contract.

I/We agree to abide by this Bid for a period up to 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal work order of contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by me /us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

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

Signature
(In the capacity of)

Duly authorized to sign the bid for and on behalf of

Tele No(s):-

Fax No(s)

E-Mail Address:-

Annexure-II Technical Bid for Purchase of Server in GEMI

Sr No.	Details of Technical Bid				Page No.																									
1.	Name of the firm, Address and Telephone Number																													
2.	Name of the Contact Person, Telephone/Mobile Number																													
3.	Name of the bank (With full address)																													
4.	Bank Account Number																													
5.	PAN No. (photocopy of PAN Card is to be enclosed)																													
6.	Latest Income Tax assessment form issued by the IT Dept. (To be enclosed.)																													
7.	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed																													
8.	Date/year of commencement of business																													
9.	A self-attested copy of authorized dealership certificate if the bidder itself is not the manufacturing firm																													
10.	Particulars of DD towards EMD of Rs. _____																													
11.	Details of work orders executed during last two years [attested copy of at-least one supply order to be enclosed]. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 8%;">SR. No</th> <th style="width: 32%;">Details of client (address telephone and fax No.)</th> <th style="width: 15%;">Value of annual contract</th> <th colspan="2" style="width: 45%;">Duration</th> </tr> <tr> <th></th> <th></th> <th></th> <th style="width: 15%;">from</th> <th style="width: 30%;">to</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				SR. No	Details of client (address telephone and fax No.)	Value of annual contract	Duration					from	to																
SR. No	Details of client (address telephone and fax No.)	Value of annual contract	Duration																											
			from	to																										
12.	The bidder should also mention in the tender the list of their service centers, nearest location of their principal's support centre and details of customer support establishment																													

DECLARATION

- 1) I, son/daughter/wife of Shri
Proprietor/Director/authorized signatory of the Agency/firm mentioned above, is
competent to sign this declaration and execute the tender documents;
- 2) I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;
- 3) The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact
that furnishing of any false information/fabricated document would lead to rejection
of my/our tender at any stage besides liabilities towards prosecution under appropriate
law and forfeiture of EMD and Performance Guarantee.

Signature of the Bidder / Authorized person

Date:

Name & seal:

Place:

Annexure-III Technical Specifications for Server

Sr. No.	Item Name	Specifications
1.	CPU	Intel Xeon Series
2.	Processor (max)/Cache (max)	Up to two 22-core Intel Xeon processors E5-2600 v4 series /Up to 55MB per processor
3.	Memory (max)	Up to 1.5TB – 2400 MHz system supports RDIMM/LRDIMM
4.	Slots	5 PCI/PCI Express
5.	RAM	1 x 16 GB TruDDR4 RAM Expandable to 128 GB
6.	Hard Disk Drive	5(4+1) TB HDD
7.	Maximum Internal Storage	Up to 40TB
8.	RAID Controller	12Gbps dedicated slot for the first RAID; support for up to four RAID adapters
9.	Power Supply (std/max)	1/2 redundant 900W AC PLUS Titanium
10.	Hot-Swap Components	Power supplies, fan modules and HDDs/SSDs
11.	Video Controller	To support VGA or above resolution
12.	Keyboard	Standard Company USB Optical Keys Keyboard
13.	Mouse	Standard Company USB Optical Mouse
14.	USB Ports/VGA Ports	8 USB Port, 1 Serial Port, Up to 3 x USB 2.0 front, 2 x USB 3.0 rear, 1 x USB 2.0 internal for hypervisor/1 front (optional) and 1 back
15.	Energy-Efficiency	ENERGY STAR compliance (model dependent); up to 40°C operating temp; 2 fan zones with up to 6 fans
16.	Cabinet	2U Rack- metallic
17.	Certifications	Windows, Red Hat or Novell certified , compliance and support
18.	DVD Drive	8x or better Inbuilt DVD RW Drive

19.	Power Supply	Redundant Power Supply
20.	Network Interface	4 × 1GbE (std.) and 1 x IMM; PCIe adapter; Trusted Platform Module built-in
21.	Power Management	Screen blanking, hard disk and system idle mode in power on, set up password, power supply surge protected, and automatic server reboot.
22.	Limited Warranty	5-year customer replaceable unit and onsite limited warranty excluding consumable items ; upgrades available

Annexure-IV Financial Bid

Sr. No	Name of Item	Quantity required	Unit price	Duties and taxes including VAT	Total Price
1.	Server	1			

Certified that the above rates are inclusive of statutory taxes as may be applicable, certified that I agree to all the terms & conditions of the tender document

Signature of the Bidder with seal

Annexure-V Agreement

This agreement is made this day of between (name of the bidder) herein after called the first party which expression shall include his heirs, executors and administrators/their successors and office of the **Gujarat Environment Management Institute (GEMI)**, Gandhinagar., herein after called 'GEMI', the second party, through GEMI herein after include his successors and assignees, shown as under: -

That whereas the first party shall and will deliver Computer server and related items to Office of the **Gujarat Environment Management Institute (GEMI)**, Gandhinagar. as per all the terms and conditions given in bid document dated _____ and all its sections and annexures which shall become part and parcel of this agreement.

This agreement is made for a period of five year with effect from..... as in clause 1 of section II of the bid document as decided upon to do so by the second party on the same terms, norms and rate.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS DAYOF 2017.

Signature with date, stamp/seal of Bidder

Witness 1.

(Signature, Name & full address)

Witness 2.

(Signature, Name & full address)

Annexure-VI Undertaking

- 1.** I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the office of the GEMI Gandhinagar and shall abide by them.
- 2.** I/We also undertake that I/We have understood technical specifications mentioned in the mentioned in the Tender No. Dated _____ and shall conduct the work strictly as per the clauses of the tender document
- 3.** I/We further undertake that the information given in this tender are true and correct in all respect and we undertake the responsibility for the same.
- 4.** I/We also undertake that the spare/parts to be replaced/supplied will be in accordance with specifications given in the bid document and I/We shall be responsible for rejection/cancellation of contract if the replacement of parts/spares and the work are not found up to the mark or for civil/criminal proceedings if the materials replaced/supplied is found sub-standard.

Date:

Place:

Signature of the Bidder with stamp of the firm

Annexure-VII Certificate of Compatibility

I S/o resident of hereby certify that I have reviewed the Technical specifications of the server in **Annexure III** and certify that the new server to be supplied is compatible to act as a Primary.

Signature of the Bidder with Name and Address

Annexure-VIII Letter of Authorization for Attending Bid Opening

Subject: Authorization for attending bid opening on (Date) in the tender for purchase of servers in the office of the GEMI Gandhinagar 382010 Gujarat.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1.		
2.		

Signature of the Bidder Or
Officer authorized to sign the bid
Documents on behalf of the Bidder

Note

1. Maximum of two representatives will be permitted to attend bid opening, and in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall, where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Bidder & Seal