



**TENDER DOCUMENT FOR HIRING AGENCY FOR SOCIAL MEDIA CONTENT CREATION
AND PROMOTION FOR EMBASSY OF INDIA, BEIJING**

**PRESS AND INFORMATION WING,
EMBASSY OF INDIA,
5 LIANGMAQIAO NORTH ROAD, CHAOYANG, BEIJING**

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Important Dates	
Published Date	06/01/2021
Pre-Bid Meeting	20/01/2021
Bid Submission Start Date	21/01/2021
Bid Submission End Date	01/03/2021
Date of Technical Bid Opening	02/03/2021

**Embassy of India
Beijing**

Date: 06 January 2021

Notice Inviting Bids

The Embassy of India, Beijing intends to invite bids for contract for **services for content generation and promotion for social media handles of Embassy of India, Beijing** in English and Chinese languages, one (1) year, extendable on year to year basis for another two years on same price and subject to mutual agreement. The details are available in the Request for Proposal.

2. The agencies are required to submit technical and financial bids in two separate envelopes. In the first stage, only the technical bids will be opened and examined and only the bidders fulfilling the technical requirements will be selected for opening the financial bids. Any remaining bids will not be processed further. Financial bids of companies qualifying on technical evaluation will be opened in the next stage and the Contract Price shall be the criterion for selecting the successful Service Provider. If the Contract Price is same for more than one company, the company graded higher will become eligible.

3. The offers/bids may be sent in sealed covers (superscribed 'Embassy of India - Social Media' and containing two separate sealed covers superscribed "Technical Bid" and "Financial Bid" addressed to Second Secretary (Pol, Press & Info), Embassy of India, Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600) so as to reach the Embassy latest by 1700 hrs on **01 March 2021**.

4. The bids shall remain valid for 180 days from the date of opening of technical bids. Any future clarification and/or corrigendum(s) shall be communicated through 'Tenders' section on the Embassy website <http://www.eoibeijing.gov.in>

5. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

REQUEST FOR PROPOSAL (RFP)

**EMBASSY OF INDIA
BEIJING**

Invitation of Bids for services of content generation and promotion for social media handles of Embassy of India, Beijing for a period of 01 year

Date: 06 January 2021

1. Bids in sealed covers (Technical and Financial separately) are invited for items listed in Part II of this RFP. Please superscribe the sealed covers with title 'Embassy of India - Social Media', along with Date of Opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

a) Bids to be addressed to: Mr. Deepak Padmakumar, First Secretary

b) Postal address for sending the Bids:

**Embassy of India, Beijing,
No.5, Liang Ma Qiao Bei Jie,
Chaoyang District, Beijing 100600**

c) Name/designation and contact details of the responsible person for queries and clarifications:

Ms Li Yutong, Information Assistant,

Contact No: 85312509

press1.beijing@mea.gov.in

3. This RFP is being issued with no financial commitment and the Embassy, i.e. Embassy of India, Beijing reserves the right to change or vary any part thereof at any stage. Embassy also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General Information

- Last date and time for depositing the Bid.** Last date and time for receipt of Tender is **01 March 2021 at 1700 Hrs (Beijing Time)**. The sealed Bids (**both technical and financial**) *should be sealed separately with clear indication and then both are to be put in a third sealed envelope superscripted with title 'Embassy of India - Social Media', along with RFP number and Date of Opening of the Bids* are to be deposited in the Tender Box by the due date and time. The responsibility to ensure this lies with the Bidder.
- Manner of depositing the Bids.** Sealed Bids should be delivered by hand/ post/ courier to Gate No-2, Embassy of India, **Beijing** or sent by registered post at the address given below so as to reach by the due date and time. Late tenders will not be considered. This Embassy will have no responsibility for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by fax or e-mail will not be considered.
- Time and date for opening of Bids:** Bids shall be opened **at 16:30 hrs** on **02.03.2021** (if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Embassy).
- Place of opening of the Bids:** Bids shall be opened in the Embassy premises. The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative. Security clearance has to be obtained for firms representatives to visit Embassy of India, Beijing for official purposes. Bidders found to be technically meeting the eligibility criteria will be called upon to make a **detailed technical presentation** showcasing their skills and competencies no later than fifteen days from the date of opening of technical bids, at a date and time laid down by the Embassy and communicated to all with at least three day's notice given to all the bidders who fulfill the Minimum Eligibility Criteria and submit the documents as mentioned in Annexure I. The presentations will be evaluated and graded by the Embassy **before** the opening of Financial Bids.

5. **Two-Bid system:** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Financial Bid will be intimated after acceptance of the Technical Bids and review of Technical Presentations. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical Evaluation is done by the Embassy.

6. **Forwarding of Bids.** Bids should be forwarded by Bidders under their original memo / letter pad with complete postal & e-mail address of their office.

7. **Clarification Regarding Contents of the RFP.** A **pre-bid meeting** will be held at the Embassy premises for prospective bidders of the tender on 20 January 2021 . Prospective bidders may depute their representatives, duly authorized in writing, to attend the same. This event will not be postponed due to non-presence of your representative. Security clearance has to be obtained for firms representatives to visit Embassy of India, Beijing for official purposes, and requests for attending the meeting should be made atleast a day in advance via email to press1.beijing@mea.gov.in. Prospective Bidders subsequently needing clarifications following the pre-bid meetings regarding the contents of the bidding documents shall notify to the Embassy in writing about the clarifications sought ***not later than five (5) days prior to the date of opening of the Bids***. Copies of the query of the bidder and its clarification by the Embassy will be sent to all prospective bidders who have contacted the Embassy expressing interest in the tender.

8. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Embassy may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

9. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary / rejection. Conditional tenders will be rejected.

10. **Validity of Bids.** The Bids should remain valid till **180 Days** from the last date of submission of the Bids.

Part II – Essential Details of items/services required

1. Scope of work:

- (a) To develop a strategy to enhance Embassy's presence on social media (including but not restricted to Embassy's social media handles on Facebook, Twitter, Instagram, Weibo and WeChat) and to engage a wider audience;
- (b) Producing quality content including still and motion graphics, including posters, photo collages, Power Point presentations, short and long form videos, as well as animations for use on social media platforms, including that of the Embassy;
- (c) Adapting content provided by the Embassy for different social media platforms, including Translation, Animation, Movie Making, Subtitling, Voice-Overs, Dubbing etc. with the ability to convert the contents (photo/ video/audio files) from one format to another for given assignments as and when required by the Embassy.
- (d) Promotion of content through engagement with KOLs, online influencers and bloggers, as well as by working with Chinese media companies such as Tencent, Sina Weibo, Bytedance, etc.
- (e) Implementing Social Media Analytics to gather useful information on foreign policy issues trending on social media at the local/regional/national level, as well as monitoring and reporting on the effectiveness of Mission's outreach and engagement efforts;
- (f) Consulting on content creation and promotion for specific events and occasions, such as major Embassy events, important festivals, cultural activities, National Day celebrations, special social media campaigns, etc.
- (g) Coverage of events (both in and out of Beijing), as and when required by the Embassy to create promotional material, including photo and video shoots, content writing, creation of story boards, etc., for dissemination through social media;

(h) Implementing any new social media initiatives/modules/ campaigns as and when required.

A **tentative** list of expected minimum concrete deliverables are tabulated below. May note that these are purely **indicative** in nature and the Bidders may project their ability to surpass these targets in their technical presentations following the opening of technical bids.

SI. No.	Scope of Work	Expected Deliverable (MINIMUM)
(a)	To develop a strategy to enhance Embassy's presence on social media	1. Annual Content Plan - 1 2. Monthly Review Meetings- 12 3. Special Social Media Campaigns - 2/ year
(b) & (c)	Production and Adaptation of Content	
i	Still graphic content generation , including original content (based on verbal/ other inputs from Embassy) and adaptations (English language content provided by Embassy which needs to be modified based on needs, including translation and editing)	10/ week
ii	Moving graphic content generation , including original content, such as animations, PPT Presentations, etc. based on verbal/ other inputs from Embassy, and adaptation of English language content provided by Embassy.	6/ month
iii	Short Video Content (upto 3 minutes) Original – shooting, subtitling, dubbing, voice-overs Adaptation – translation, subtitling, dubbing, voice-overs	4/month
iv	Long Video Content (3 to 15 minutes) Original – shooting, subtitling, dubbing, voice-overs Adaptation – translation, subtitling, dubbing, voice-overs	12/ year
(d)	Engagement of KOLs; Working with Chinese media companies	Organic growth in followers on Chinese social media platforms at rate of 5-10% per month.
(e)	Social Media Analytics	Monthly, Quarterly and Annual Reports on foreign policy issues trending on Chinese social media and effectiveness of Mission's outreach and engagement on social media.

2. **Validity of Contract:** The work would be assigned initially for a period of 1 year.

(B) Minimum Eligibility Criteria:

1. The Agency/Company should be based in the People's Republic of China. Its address, telephone/Mobile/Fax/e-mail address, etc. should be provided, while submitting the completed tender documents.

2. The Agency/Company should be a registered firm/entity legally authorized and competent to engage in the scope of work envisaged. Registration Certificate/ Business License as per the extant regulations of the People's Republic of China are required to be submitted along with the bid.

3. The Agency/Company should have an experience of **at least three (3) years** in in the field of Social Media Management, analysis, working in conjunction with local Ministries/ Departments/private organizations of repute.

4. The Agency/Company should provide proof of such works **(at least three projects of RMB 300,000 each or two projects of RMB 400,000 each)** may be provided in the form of Work Orders or Completion Certificates.

4. The Agency/Company should neither be blacklisted by any Govt. Department nor should any Criminal Case be registered against the firm or its owner or partners anywhere in China. An undertaking by the company stating the same should be provided by the Agency/Company.

5. The Agency/Company should have an annual turnover of 1,500,000 RMB and should not be insolvent. Financial documents in the form of an annual audited turnover certifying the same should be submitted along with the bid.

6. The Agency/Company shall submit an irrevocable Performance Guarantee OR Performance Bond of Two point Five percent (2.5%) of the total Contract Value within ten (10) days from the Date of Issue of the Letter of Acceptance, and which would be valid for the duration

of the contract. This period can be extended by the Embassy up to a maximum period of seven (7) days on receiving a written request from the Agency/Company stating the reason for delays in procuring the Performance Guarantee, which is to the satisfaction of the Embassy. This Performance Guarantee shall be in the form of Guarantee bonds issued by any Scheduled Bank. In the event of the contract being determined or rescinded under provision of any of clause/condition of the agreement, the Performance Guarantee/Bond shall stand forfeited in full and shall be absolutely at the disposal of the Embassy. The Agency/Company should give an undertaking stating that the submission of such an Performance Guarantee OR Performance Bond as stated in this clause is acceptable to it.

(C) Submission of bids:

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid.

Technical Bid: The bidding agencies are required to submit documents as detailed in **Annexure I**. Only the bids complying with the Minimum Eligibility Criteria shall be allowed to participate in the technical evaluation.

Financial Bid is to be submitted in the format given in **Annexure II**. Financial Bids will be opened only after the technical evaluation process has been completed for all bidders that meet the minimum eligibility criteria.

(D) Technical Evaluation:

1. Only the bidders who fulfill the Minimum Eligibility Criteria and submit the documents as mentioned in Annexure I shall be eligible for technical evaluation. Such agencies shall be required to present a Technical Presentation showcasing their skills and details no later than fifteen days from the date of opening of technical bids, at a date and time laid down by the Embassy and communicated to all with at least three day's notice given to all the bidders who fulfill the Minimum Eligibility Criteria and submit the documents as mentioned in Annexure I.

2. The technical evaluation of the bidders shall be made on following criteria:

Social Media management capabilities	Ownership of Third party software/Licenses held for home-grown software; knowledge of their usage. (eg. Coral Draw, Photoshop, video/audio editing etc.)	10 marks
	Affiliation with or direct contracts from social media networks and companies, including Tencent, Sina Weibo, Bytedance, etc.	
Social media footprint increase	Strategy to increase the social media presence of Embassy (to be assessed in terms of increase in followers periodically)	10 marks
	Scalability- expansion/ accommodation of new accounts of Mission/ Posts in China and on new social media apps and platforms	
Social Media analysis	Strategy & Resources (Human and Technological) for social media analysis	10 marks
	Creation of analytical reports & summarizing of the social media developments	
Security	Response Management, Data Security, Confidentiality	10 marks
Manpower	Total manpower employed by Agency	10 marks
Relevant experience	Experience in Social media management and analysis in Govt./Public sector/other Embassies in number of years	10 marks
	Experience in Social media management and analysis in private sector in number of years	10 marks
	Number of projects undertaken with/currently working with; Govt./Public sector/ other Embassies	10 marks
	Number of projects undertaken	10 marks

	with/currently working with; private sector enterprises.	
Turnover	Turnover of the Agency over the last three years	10 marks
Total	Total	100 marks

3. The minimum qualifying score will be determined by the Embassy's specially appointed committee for the purpose of Tender Evaluation.

(E) Financial round:

1. Only the agencies who qualify the Technical evaluation round, will be eligible to participate in the financial bidding round. The date and time for opening of the Financial Bid will be intimated on a later date.

2. The bidder/agency applying will quote their 'per annum (yearly) rates' (exclusive of applicable taxes). The rates shall be quoted in the **Annexure II** provided with tender document.

3. No change in financial bids is allowed after the last date of submission of tender documents.

4. After evaluation of financial bids, the L1 (lowest responsive financial bid) bidder will be awarded the contract.

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of his acceptance to the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Embassy of India, Beijing (i.e. Buyer in the Contract). Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the People's Republic of China. The contract shall be governed by and interpreted in accordance with the laws of the People's Republic of China.

2. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Resolution of Disputes.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through normal diplomatic channels.

4. **Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Embassy or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf shall entitle the Embassy to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such

cancellation. A decision of the Embassy or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Embassy or to any other person in a position to influence any officer/employee of the Embassy for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Embassy may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Embassy.

5. **Non-disclosure of Contract documents.** Except with the written consent of the Embassy/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

6. **Liquidated Damages.** In the event of the Seller's failure to submit the documents, supply of services, etc as specified in this contract, the Embassy may, at its discretion, withhold any payment until the completion of the contract. The Embassy may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of service.

7. **Termination of Contract.** The Embassy shall have the right to terminate this Contract in part or in full, by a written notice sent to the Seller, in any of the following cases:

- (a) The delivery of the required services is delayed for causes not attributable to Force Majeure for more than 01 month by the Embassy after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of service is delayed due to causes of Force Majeure by not more than **01 month** provided Force Majeure clause is included in contract.
- (d) The Embassy has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) In case of quality of service provided by the agency found wanting / inadequate, the competent authority may terminate the agreement after giving 15 days' notice. In that case the Seller may forfeit the Performance Guarantee deposit.

- (f) In case of material breach of any of terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Mission in that event and the Performance Guarantee deposit may also be forfeited.

The notice of termination shall specify the extent to which performance of work under the contract is terminated and the date upon which such termination becomes effective. The Embassy will not be liable to make any payments for the performance of work under the contract that is terminated.

8. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

9. **Transfer and Sub-letting.** The Seller has **no** right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

10. **Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Embassy against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

Amendments. No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Embassy. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Payment Terms:** 10% of the total contract value at the time of signing the contract. Balance payment will be made in 4 equal installments on quarterly basis at the end of each quarter after satisfactory completion of work. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant details as all payments will be made via bank transfer directly to the bank account whose details are submitted at the time of bidding.
2. **Advance Payment:** 10% of the total contract value at the time of signing the contract
3. **Force Majeure Clause:**
 - (a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
 - (b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
 - (c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

- (d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- (e) If the impossibility of complete or partial performance of an obligation lasts for more than **1(one) month**, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of thirty (30) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the services received.

4. **Specification:** The following Specification clause will form part of the contract placed on successful Bidder – The Seller guarantees to meet the specifications as per Part-II of the RFP. The Seller, in consultation with the Embassy, may carry out technical upgradation/alterations in the design and specifications.

5. **Evaluation Criteria:**

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Embassy with reference to the technical criteria and documents as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Financial Bids of only those Bidders will be opened whose Technical Bids and Presentations clear the technical evaluation.
- (c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Annexure II.
- (d) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Embassy.
- (e) Any other criteria as applicable to suit a particular case.

Annexure I

Sl. No	Document
1	Copy of company's registration
2	A list of their owners/partners etc. of the agency along with full contact particulars.
3	Copy of certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partner anywhere in China
4	Copies of award of contracts along with Certificate of satisfactory performance from Ministries/Departments/Diplomatic Missions/private organizations of repute.
5	Copy of proof of qualification/additional skills in respect of the team proposed to be employed by the Agency
6	Proof of Annual Turnover during each of the last three years
7	Details of Manpower employed by Agency
8	Undertaking stating that the submission of a Performance Guarantee OR Performance Bond as stated in clause "(B) 6" of the Minimum Eligibility Criteria is acceptable to the company.
9	Undertaking confirming acceptance of the Standard and Special conditions of the RFP as specified in Parts III and IV of this document.

Financial Bid Proforma

1. Name of the Agency:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact Details:
 - (a) Telephone/ Mobile :
 - (b) Fax :
 - (c) E-mail :

Sl. No:	Charges for services identified in Scope of Work	Charges* (per unit)	Charges (per annum)	Remarks, if any
1.	Developing a strategy and calendar to enhance Embassy's presence on social media	N.A.		
2.	Creation and Adaptation of Still Graphic Content			
3.	Creation and Adaptation of Motion Graphic Content			
4.	Creation and Adaptation of Short Video Content			
5.	Creation and Adaptation of Long Video Content			
6.	Engagement with KOLs and Chinese media companies to enhance visibility of Embassy's outreach efforts	N.A.		
7.	Social Media Analytics	N.A.		
8.	Any applicable Taxes / Duties / Overheads / Other costs (details as applicable).			
	TOTAL			

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

*Per-unit Charges are to be provided for reference only. May please note that Financial Bid will be evaluated only on the basis of total amount charged.