Pre Qualification Tender document

Pre Qualification tender document for Retrofitting of RCC structural members repairing / strengthening works to be carried out at NID’s Ahmedabad Campus. (Including both material and labor)

Name of the Contractor :

Last date for submission of PQ Tender : 27-10-2016 up to 6.00 pm
EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CONTRACTORS FOR RETROFITTING & STRENGTHENING OF RCC STRUCTURAL MEMBERS

(Including Both Material & Labor)

The National Institute of Design seeks Expression of Interest (EOI) from experienced and reputed contractors for the Registration in the panel of contractors for Retrofitting of RCC structural members repairing / strengthening works to be carried out at NID Paldi campus. (Including both material and labor)

The work is estimated to cost approx. Rs. 20 lakhs and is proposed to commence during November 2016 and to be completed within 2 months. First class reputed firms of long standing and having experience of Retrofitting of RCC structural members repairing / strengthening works need only apply for enrollment of their names / firm with the details. The tender documents for submission of the technical offers in NID’s prescribed form which is available from NID’s Account Office during working days from 10.00 am to 5.00 pm on a payment of Rs. 2500/- as tender fees (Non refundable). The last date for issue of blank PQ Tender forms is 27-10-2016 upto 2.00 pm. The Pre Qualification tender forms duly filled in with all details should be submitted in a sealed cover on or before Wednesday 27-10-2016 up to 6.00 pm to the office of The Secretary & Head, General Administration, National Institute of Design, Paldi, Ahmedabad 380 007.

The blank PQ tender forms can also be downloaded from NID website www.nid.edu. The tender fees of Rs. 2500/- for downloaded tender documents from NID website, should be submitted along with PQ Tender documents duly filled in by a pay order / demand draft of any Nationalized Bank issued in favor of “National Institute of Design” payable at Ahmedabad.

No further tender notice will be published in the press and issue of tender forms will be restricted only those prescreened and short listed contractors from amongst who apply against this advertisement.

The NID reserves the rights to select or reject all or any contractor for inclusion in the short listed panel without assigning any reason thereof or alter the schedule of implementation of the project as per requirements.
SECTION II

INFORMATION & INSTRUCTIONS FOR BIDDERS

1.0 General:

1.1 Letter of transmittal and forms for deciding eligibility are given in Section III.

1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bid being summarily disqualified.

1.3 The bid should be type-written. The bidder should sign each page of the application.

1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing it, initialling, dating and rewriting. Pages of the eligibility criteria document should be numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

1.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by an officer not below the rank of Executive Engineer or equivalent.

1.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to complete the envisaged work successfully. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.

1.7 The credentials submitted in respect of pre-qualification of the tender/tender for specialised work by the first lowest bidder after opening of the financial bid shall be verified before award of work. Any information furnished by the bidder found to be incorrect either immediately or at a later date would render him liable to be debarred from tendering/taking up of work in NID. If such bidder happens to be enlisted contractor of any class in NID, his name shall also be removed from the approved list of contractors.
2.0 Definitions:

2.1 In this document the following words and expressions have the meaning hereby assigned to them.

2.2 Employer: Means the competent Authority of NID, acting through the Sr. Engineer, L,B & Maintenance

2.3 Bidder: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4 “Year” means “Financial Year” unless stated otherwise.

3.0 Method of application:

3.1 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.

3.2 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full type written name and the full name of his firm with its current address.

3.3 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or, alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

4.0 Final decision making authority.

The employer reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders.

5.0 Particulars provisional

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the bidder.

6.0 Site visit

The bidder is advised to visit the site of work, at his own cost, and examine it and its surroundings to collect all information that he considers necessary for proper assessment of the prospective assignment.

7.0 Initial criteria for eligibility

7.1 The Bidder should have satisfactorily completed works during the last seven years ending previous day of last date of submission of tenders. For this purpose, cost of work shall mean gross value of the completed work including cost of material supplied by the Government/Client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.
(i) Three similar works each costing not less than Rs. 8.00 Lakh, or completed two similar works each costing not less than Rs. 12.00 Lakh, or completed one similar work costing not less than Rs. 16.00 Lakh.

and

(ii) One work of any nature (either part of (i) above or a separate one) costing not less than Rs30 Lakh with Central/State Government/Central Autonomous Body/Central Public Sector Undertaking.

Similar work shall mean works of Retrofitting of RCC structural members repairing / strengthening works etc.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent per annum; calculated from the date of completion to last date of receipt of applications for tenders.

7.2 At the time of purchase of tender, the tender shall have to furnish an affidavit as under:

“I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred from tendering in NID contracts in future forever. Also, if such a violation comes to the notice of Department before start date of work, the Engineer-in-Charge shall be free to for it the entire amount of Earnest Money Deposit/Performance Guarantee.”

7.3 The bidder should have had average annual financial turn over (gross) of Rs.1.00 Crore. On Construction works / Retrofitting works during the last available three consecutive balance sheets (may range from six to eighteen months) duly audited by Charted Accountant. Year in which no turnover is shown would also be considered for working out the average.

7.4 The bidder should not have incurred any loss in more than two years during available last five consecutive balance sheets, duly certified and audited by the Chartered Accountant.

7.5 The bidding capacity of the contractor should be equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

Bidding Capacity = \({[AxNx2]-B}\) Where,

\(A\) = Maximum turnover in construction works executed in any one year during the last five years taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of seven percent per annum (as mentioned in Para 7.1 of Appendix-20).

\(N\) = Number of years prescribed for completion of work for which bids has been invited.

\(B\) = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

7.6 The bidder should have a solvency of Rs. 10.00 lakh certified by his Bankers. (Not required if applicant is a Class-I (Civil) registered contractor of CPWD) *

7.7 The bidder should own constructions equipment as per list required for the proper and timely execution of the work. Else, he should certify that he would be able to manage the equipment by hiring etc., and submit the list of firms from whom he proposes to hire.

7.8 The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The bidder should submit a list of these employees stating clearly how they would be
involved in this work.

7.9 The bidder’s performance for each work completed in the last seven years and on hand should be certified by an officer not below the rank of Executive Engineer or equivalent and should be obtained in sealed cover.

Evaluation criteria

8.0 The details submitted by the bidders will be evaluated in the following manner:

8.1.1 The initial criteria prescribed in para 7.1 to 7.5 above in respect of experience of similar class of works completed, bidding capacity and financial turn over etc. will first be scrutinized and the bidder’s eligibility for the work will be determined.

8.1.2 The bidders qualifying the initial criteria as set out in para 7.1 to 7.5 above will be evaluated with the following criteria by scoring method on the basis of details furnished by them.

   (a) Financial strength (Form ‘A’ & ‘B’)  Maximum 20 marks
   (b) Experience in similar nature of work during last seven years Maximum 20 marks
   (c) Performance on works (Form ‘E’) – Time over run Maximum 20 marks
   (d) Performance on works (Form ‘E’) – Quality Maximum 15 marks
   (e) Personnel and Establishment (Form “F”&”G”) Maximum 10 marks
   (f) Plant & Equipment (Form “H”) Maximum 15 marks

Total 100 marks

To become eligible for short listing the bidder must secure at least fifty percent marks in each and sixty percent marks in aggregate.

The department, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable.

8.2 Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has:

(a) made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document,

(b) record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

Financial information

Bidder should furnish the following financial information:

Annual financial statement for the last five year in (Form “A”) and solvency certificate in (Form “B”)

Experience in works highlighting experience in similar works
10.0 Bidder should furnish the following:

(a) List of all works of similar nature successfully completed during the last seven years in (Form “C”).

(b) List of the projects under execution or awarded in (Form “D”).

10.1 Particulars of completed works and performance of the bidder duly authenticated/certified by an officer not below the rank of Executive Engineer or equivalent should be furnished separately for each work completed or in progress in (Form “E”).

10.2 Information in (Form “D”) should be complete and no work should be left out.

**Organisation information**

Bidder is required to submit the information in respect of his organization in Forms “F” & “G”

**Construction plant and equipment**

Bidder should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding to be used in carrying out the work. (in Form “H”). Details of any other plant & equipment required for the work not included available with the applicant may also be indicated.

**Letter of transmittal**

The bidder should submit the letter of transmittal attached with the document.

**Opening of Price bid after Empanelment:**

After evaluation of applications, a list of short listed agencies will be prepared. Thereafter the financial bids of only the qualified and technically acceptable bidders shall be opened at the notified time, date and place in the presence of the qualified bidders or their representatives. The bid shall remain valid for a period mentioned below:

1. For specialized work involving three envelope system - 120 days from the date of opening of technical bids.
2. Normal works involving two/three envelope system - 90 days from the date of opening of technical bids.

**Award criteria**

15.0 The employer reserves the right, without being liable for any damages or obligation to inform the bidder, to:

(a) amend the scope and value of contract to the bidder.

(b) Reject any or all the applications without assigning any reason.

15.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the employer would result in rejection of his bid. Canvassing of any kind is prohibited.
SECTION III

INFORMATION REGARDING ELIGIBILITY

LETTER OF TRANSMITTAL

From:

To

National Institute of Design,
Ahmedabad

Subject: Submission of bids for the work of ……………………………………

Sir,

Having examined the details given in press notice and bid document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statement made and information supplied in the enclosed forms A to H and accompanying statement are true and correct.

2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

3. I/we submit the requisite certified solvency certificate and authorize the Sr. Engineer: Maintenance NID, A'bad to approach the Bank for issuing the solvency certificate to confirm the correctness thereof. I/we also authorize Sr. Engineer, NID, A'bad to approach individuals, employers, firms and corporation to verify our competence and general reputation.

4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures:

Seal of bidder

Date of submission: 

Signature(s) of Bidder(s)
FORM ‘A’

FINANCIAL INFORMATION

I. Financial Statements – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

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i Gross Annual turnover on construction works. (ii) Profit/Loss.

II. Financial arrangements for carrying out the proposed work.

III. Solvency Certificate from Bankers of the bidder in the prescribed Form “B”.

Signature of Chartered Accountant with Seal

Signature of Bidder(s)
FORM “B”

FORM OF BANKERS’ CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s./ Sh………………………………………………………………………………………… having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement Upto a limit of Rs………………… (Rupees………………………………………………………………………………………….)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

(1) Bankers certificates should be on letter head of the Bank, sealed in cover addressed to tendering authority.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

Signature of Bidder(s)
FORM 'C'

DETAIL OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST FIVE YEARS ENDING LAST DAY OF THE MONTH........

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of work/project and location</th>
<th>Owner or sponsoring organization</th>
<th>Cost of work</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Actual date of completion</th>
<th>Litigation/arbitration cases pending/in progress with details*</th>
<th>Name and address/telephone number of officer to whom reference can be made</th>
<th>Remarks</th>
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* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)
FORM ‘D’

PROJECTS UNDER EXECUTION OR AWARDED

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<th>Sr No</th>
<th>Name of work/project and location</th>
<th>Owner or sponsoring organization</th>
<th>Cost of work</th>
<th>Date of commencement as per contract</th>
<th>Stipulated date of completion</th>
<th>Upto date percentage of the progress of work</th>
<th>Slow Progress if any and reasons thereof</th>
<th>Name and address/tele. number of officer to whom reference can be made</th>
<th>Remark</th>
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Certified that the above list of works is complete and no work has been left out and that the Information given is correct to my knowledge and belief.

Signature of Bidder(s)
FORM ‘E’

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORMS “C” & “D”

1. Name of work/project & location

2. Agreement no.

3. Estimated cost

4. Tendered cost

5. Date of start

6. Date of completion
   (i) Stipulated date of completion
   (ii) Actual date of completion

7. Amount of compensation levied for delayed completion, if any

8. Amount of reduced rate items, if any

9. Performance Report

   (1) Quality of work                          Very Good/Good/Fair/Poor
   (2) Financial soundness                     Very Good/Good/Fair/Poor
   (3) Technical Proficiency                   Very Good/Good/Fair/Poor
   (4) Resourcefulness                         Very Good/Good/Fair/Poor
   (5) General Behavior                        Very Good/Good/Fair/Poor

Dated:                                       Executive Engineer or Equivalent
FORM “F”

STRUCTURE & ORGANISATION

1. Name & address of the bidder

2. Telephone no./Telex no./Fax no./e-mail address.

3. Legal status of the bidder (attach copies of original document defining the legal status)
   
   (a) An Individual
   
   (b) A proprietary firm
   
   (c) A firm in partnership
   
   (d) A limited company or Corporation

4. Particulars of registration with various Government Bodies (attach attested photocopy)

<table>
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<th>Organization/Place of registration</th>
<th>Registration No. with class category, if any</th>
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5. Names and titles of Directors & Officers with designation to be concerned with this work.

6. Designation of individuals authorized to act for the organization

7. Was the bidder ever required to suspend construction for a period of more than six months continuously after he commenced the construction? If so, give the name for the project and reasons for suspension of work.

8. Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.

9. Has the bidder, or any constituent partner in case of partnership firm, ever been
debarred/black listed for tendering in any organization at any time? If so, give details.

10. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.

11. In which field of Civil Engineering, the bidder has specialization and interest?

12. Any other information considered necessary but not included at above.

Signature of Bidder(s)
**FORM ‘G’**

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK**

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<th>S.No.</th>
<th>Designation</th>
<th>Total Number</th>
<th>Name</th>
<th>Qualifications</th>
<th>Professional experience and details of work carried out</th>
<th>How He/she would be involved in this work</th>
<th>Remarks</th>
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Signature of Bidder(s)
### FORM ‘H’

**DETAILS OF PLANT MACHINERY AND EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK**

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<th>S.No.</th>
<th>Name of equipment</th>
<th>Nos.</th>
<th>Capacity or type</th>
<th>Age</th>
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<th>Ownership status</th>
<th>Current location</th>
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Signature of Bidder(s)