

TENDER NOTICE

**LIFE INSURANCE CORPORATION OF INDIA,
DIVISIONAL OFFICE: SHIMLA, E&OS DEPARTMENT,
BLOCK NO. 14-15, SDA COMPLEX,
KASUMPTI, SHIMLA-171009 (HP)
Tel. No.0177- 2629209, 2629210
Email: os.shimla@licindia.com**

NOTICE INVITING BID

Tender No.: LIC/DO-SML/OS/FIRE-EXT/2026-27/04

Life Insurance Corporation of India, Divisional Office Shimla invites online bids through GeM Portal from eligible manufacturers/authorized dealers for Supply, Installation, Testing and Commissioning of Fire Extinguishers at various offices under Shimla Division.

Particulars	Details
Name of Work	Supply, Installation, Testing & Commissioning of Fire extinguishers of BIS & ISI Mark Only.
Estimated Bid Value	₹7,00,000/- (Approx.)
TYPE OF BID	TWO PACKET BID SYSTEM
Mode of Tender	GeM Portal
Delivery Period	40 Days from issue of Supply Order
Bid Validity	180 Days
Warranty	Minimum 36 Months
Consignee Locations	Various Offices under LIC Shimla Division
Cost of Tender	Nil (As per GeM)
EMD	Rs. 14000/-
Performance Security	5 % of Actual Bid Cost

The Senior Divisional Manager, LIC of India, Shimla reserves the right to accept or reject any or all bids without assigning any reason thereof.



Senior Divisional Manager

Dated: 15 July 2026



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INDEX OF INSTRUCTIONS TO
FIRMS/ORGANISATIONS/VENDORS/COMPANIES/AGENCIES SUBMITTING
TENDERS FOR Supply, Installation, Testing and Commissioning of Fire Extinguishers

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IMPORTANT NOTE: Copies of requisite documents should be uploaded with the name of each document or only pdf of the documents may be uploaded. Without proper name of pdf/word file will not be considered.



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PART-I

INSTRUCTIONS TO BIDDERS

- The tender shall be processed through GeM Portal only.
- Bidder shall carefully examine all tender conditions before submitting the bid.
- Submission of bid shall imply unconditional acceptance of all terms and conditions.
- Incomplete bids are liable to be rejected.
- LIC reserves the right to verify documents submitted by bidders.
- LIC reserves the right to increase or decrease the quantity by up to 25% depending upon actual requirement.
- Conditional bids shall not be accepted.
- The bidder shall quote rates inclusive of all taxes, freight, transit insurance, loading, unloading, installation and commissioning.
- RATE SHALL REMAIN VALID FOR ONE YEAR FROM THE DATE OF ACCEPTANCE OF TENDER.
- ANY DEMAND ARISING DURING THE VALIDITY PERIOD SHALL BE MET BY THE VENDOR AT SAME RATES, TERMS AND CONDITIONS WITHOUT ANY ESCALATION PRICES.
- Installation, Mounting Brackets, Signage and Commissioning Lot must be included in cost while quoting.
- Corrigendum if any, shall be published on LIC web site and gem Portal only.

Important Tender Conditions

- Rates shall be inclusive of supply, transportation, loading, unloading, installation, mounting brackets, wall clamps, signage, commissioning and all incidental charges.
- No additional charges beyond the quoted rates shall be payable.
- Quantity may vary by $\pm 25\%$ at LIC's discretion and delivery location can be different of offices mentioned in "ANN E"
- Payment will be made after satisfactory supply and installation.
- Delivery is required at the respective LIC offices as per the distribution list.

PART-II

ELIGIBILITY CRITERIA

The bidder should fulfil the following eligibility criteria:

1. The bidder shall possess:
 - GST Registration Certificate.
 - PAN Card.
 - Valid business registration.
2. OEM Authorization
 - Bidder should be:
 - Manufacturer (OEM), or
 - Authorized Dealer/Distributor of OEM.
 - Valid authorization certificate from OEM has to be submitted.



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3. Experience

- The bidder should have successfully supplied fire extinguishers to Government Departments, PSUs, Banks, Insurance Companies or reputed organizations during the last three years.
- Copies of Purchase Orders/Work Orders shall be submitted.

4. Turnover

- Average Annual Turnover for authorised dealer during the last three financial years should not be less than Rs 3.50 Lac and for OEM it should not be less than 25 Lac.
- CA Certificate/Audited Financial Statements shall be submitted.

5. Non-Blacklisting

- Bidder shall submit a declaration that it has not been blacklisted/debarred by any Government Department, PSU, Autonomous Body or Public Sector Insurance Company.

PART-III

SCOPE OF WORK

The successful bidder shall Supply:

- New BIS-certified Fire Extinguishers of required type and capacity. It should be valid as on date.
- Transport the material up to locations as mentioned in Annex E.
- Install extinguishers at designated locations including:
 - Divisional Office Shimla
 - Branch Offices
 - Satellite Offices
 - Other offices under Shimla Division
- SITC of the product
- Conduct testing and commissioning.
- Demonstration
- Provide operational training and demonstration to staff.
- Documentation
- Submit:
 - Installation Report
 - Warranty Certificate
 - BIS Certificate

PART-IV

TECHNICAL SPECIFICATIONS

General Specifications:

- Fire extinguishers shall conform to latest BIS standards.
- Fire extinguishers shall bear BIS Mark.
- Manufacturing date shall not be older than six months from date of supply.
- Products shall be free from manufacturing defects.
- Cylinders shall be properly painted and labelled.



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Manufacturer's Authorization Form (MAF)

- Wherever an Authorized Distributor/Channel Partner participates in the bidding process, a Bid-Specific Manufacturer's Authorization Form (MAF) issued by the Original Equipment Manufacturer (OEM) shall be submitted. The MAF shall clearly mention the bid reference and contain the name, designation, address, e-mail ID, and contact number of the issuing authority.

Technical Compliance Statement

- The bidder shall submit a detailed Technical Specification Compliance Statement on the OEM's letterhead, duly signed and stamped by the authorized signatory. The compliance statement shall include the name, designation, contact number, and e-mail ID of the authorized signatory.

BIS Certification

The bidder shall upload a valid BIS Certification/Registration Certificate for the offered product(s), wherever applicable. The certificate shall clearly indicate the registration number and validity period.

ISO 90001 Certification

The Bidder shall upload a valid ISO 90001 Certification/Registration Certificate. The certificate shall clearly indicate the registration number and validity period.

Applicable Standards

Type	BIS Standard
ABC Powder Fire Extinguisher	IS 15683
CO ₂ Fire Extinguisher	IS 15683

Accessories

Each extinguisher shall be supplied with:

- Wall Mounting Bracket
- Safety Pin
- Tamper Seal
- Instruction Label

PART-V

DELIVERY AND INSTALLATION

- Delivery shall be on FOR Destination basis.
- No separate freight charges shall be payable.
- Delivery period shall be 40 days from issue of supply order.
- Installation shall be completed within 15 days after delivery.
- Bidder shall coordinate with concerned offices for installation.
- Supply and installation of equipment must be done with in office hours only. Our Office remain open except Holiday under NI Act from Monday to Friday from 10 AM to 5.30 P.M



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PART-VI

WARRANTY

- Minimum warranty shall be 36 months.
- Any manufacturing defect during warranty period shall be rectified/replaced free of cost.
- Warranty shall commence from date of successful installation.

PART-VII

INSPECTION AND ACCEPTANCE

- Material shall be inspected by LIC.
- LIC may reject material not conforming to specifications.
- Rejected material shall be replaced within 15 days.
- Acceptance shall be subject to satisfactory installation testing and commissioning

PART-VIII

PAYMENT TERMS

- No advance payment shall be made.
- Payment shall be released after:
 - Supply
 - Installation
 - Commissioning
- Submission of required documents i.e. original bill with installation report from all the locations with duly signed and stamped.
- Payment shall be made through NEFT/RTGS.
- Bill must bear LIC GSITN number 02AAACLO582H1ZY.

PART-IX

LIQUIDATED DAMAGES

Delay in supply shall attract Liquidated Damages at:

- 0.5% per week of contract value or part thereof subject to maximum: 10% of order value or as decided by Sr. Divisional Manager.
- LIC may cancel the order for excessive delay.

PART-X

TERMINATION

- LIC reserves the right to terminate the contract in case of:
 - Non-performance.
 - Supply of substandard material.
 - Submission of false documents.
 - Breach of tender conditions.

PART-XI

BID EVALUATION

- Bids shall be evaluated on overall L-1 basis.
- Only technically qualified bidders shall be considered for financial evaluation.
- In case of tie among L-1 bidders, GeM provisions shall apply.



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PART-XII

SPECIAL CONDITIONS

- Supplier shall provide location-wise installation report duly signed by Officer-in-Charge.
- Fire extinguishers shall be supplied with wall mounting brackets.
- Supplier shall conduct one awareness session on operation of fire extinguishers.
- All costs including freight, transit insurance, loading, unloading, installation and commissioning shall be included in quoted rates.
- Quantity may increase or decrease by up to 25%.
- The bidder shall comply with all applicable safety and statutory requirements.

PART XIII :EMD & PERFORMANCE SECURITY DEPOSIT

1. The Agency is required to deposit Earnest Money Deposit of the amount of **Rs.14000/-** through NEFT. In case of unsuccessful bidder, the Earnest Money Deposit paid by the bidder shall be refunded without interest within 30 days from the Date of Work order/Acceptance Letter issued to the successful Agency. For Successful Agency, EMD can be adjusted towards security Deposit. MSMEs registered in NSIC under single point registration are exempted from EMD on production of valid document.
2. The selected contractor will have to remit security deposit of 5% of the Bid Estimated value of the contract immediately on intimation of selection of bid but not later than 15 days from the date of intimation. Performance Security Deposit can also be submitted in the form of Bank Guarantee through any Scheduled Bank Branch situated in Shimla City. The amount will be kept with us interest free for the entire period of the for the period of 36 months. The Security deposit shall be refunded within a period of two months from the date of expiry of warranty period provided there are no defects or loss or damage caused to the Corporation. In case of defects or loss or damage caused to the Corporation, the same shall be recovered from the Security deposit and balance, if any, shall be refunded without interest to the contractor.

Bank Name: AXIS BANK LTD.

Address of Bank: Durga Cottage, Kasumpti, Shimla-171009

Name of Bank Account: LIC of India(I) Div. Office Current A/c No. I

Account No.: 050010200001175

IFSC No.: UTIB0000050



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PART XIV: - FORCE MAJEURE

i) The Contractor shall not be liable for forfeiture of its performance, security deposits, penalty termination for default, if and to the extent that delays in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, Act of Government of India in their Sovereign capacity, Acts of War, Pandemic, epidemics, Fire, Floods, Strikes, lock-outs and freight embargoes.

ii) If a Force Majeure situation arises, the contractor shall promptly notify Divisional Office, LIC of India, Shimla, in writing of such condition and causes thereof, within seven (07) working days. Unless otherwise directed by Divisional Office Shimla, in writing, the Contractor shall continue to perform its obligation under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the FORCE MAJEURE event.

The Force Majeure condition may also be applicable to LIC in unforeseen extraordinary situation such as a pandemic, requiring certain action (including cancellation of the tender, contract) to be taken by the Competent Authority which are not covered by the Contract and such actions taken due to these unforeseen, extraordinary situations will have to be accepted by the contractor.

Signed before me Notary (SEAL)

PART XV: COMPLIANCE WITH STATUTORY PROVISIONS

INSURANCE AND IRDA REGULATION TO BE COMPLIED:

1. In terms of provision of Section 33(3) of the Insurance Act, 1938, as amended by the Insurance Laws(Amendments) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) is authorized to verify all such books of account, register, other documents and the data base in the custody of the Agency in respect of service outsourced by the LIC of India. It shall be the duty of the Agency to provide such documents/statements/information as may be required by IRDAI within such time as may be specified by the IRDAI.
2. In terms of provision of Section 33(4) of the Insurance Act, 1938, as amended by the Insurance Laws(Amendments) Ordinance, 2014, Insurance Regulatory Authority of India (IRDAI) if it considers expedient to do so, may direct any person hereinafter refer to as the “Investigating Officer”, to make an investigation as specified under Section 33(1) or carry out an inspection as specified under Section 33(2) of the Insurance Laws (Amendment) Ordinance 2014 who may examine under oath any Manager, Managing Director or other Officer of the agency where the services are outsourced by the LIC of India.
3. Bidder Shall ensure himself of procuring necessary certificate required for supply & installation of Fire Extinguishers. Bidder shall ensure themselves insurance policy of their workman under workman compensation act,1923.



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ANNEXURE-A

Declaration by Bidder

I/We certify that:

All information furnished is true and correct.

We have not been blacklisted by any Government Department/PSU.

We accept all terms and conditions of the tender.

Authorized Signatory

Name: _____

Designation: _____

Date: _____

Seal of Firm: _____

This document is suitable for a GeM bid value of approximately ₹10 lakhs and includes installation, destination delivery, eligibility criteria, turnover requirement, warranty, and security-related provisions.

ANNEXURE-B

DECLARATION & LETTER OF ACCEPTANCE

(TO BE UPLOADED ON NON JUDICIAL STAMP PAPER AND ATTESTED BY NOTARY)

1. I, _____ Son / Daughter / Wife of Shri. _____
Proprietor / Director /Authorized Signatory of the Firm/ Contractor/
Company mentioned above is competent to sign the declaration and Execute this Tender Document
2. The agency has not been blacklisted /debarred by Central/State Govt. Ministry/Depts. Autonomous Body/ PSU and has no criminal case / ongoing investigation is pending against the firm/owner/ partner of the agency on grounds of moral turpitude or for violation of law in force.
3. NO child labour is engaged by the agency.
4. Proprietor or Managing Director/Partner of the Company that they have no criminal antecedents.
5. The agency shall not disclose any data without prior permission from the competent authority of LIC of India
The information / Documents furnished along with the 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 tender at any stage besides liabilities towards prosecution under appropriate Law
6. I have carefully read and understood all the terms and conditions of the NIT and undertake to abide by them. I/we, am/are fully aware of the fact that furnishing of any false information/fabricated document and not abiding the stipulated terms and conditions of the bid would lead to rejection of my bid / award at any stage and entail forfeiture of bid EMD /performance security as the case may be, besides liabilities towards prosecution under appropriate law.

Signature of Authorized person

Date: -

Place: -

Full Name: -

Seal: -



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ANNEXURE C

Work Experience of Contractor in the field of Supplying Fire Extinguishers Give details of the existing clients

Sr. No.	Name of the Client	Specify whether Financial organization, Government /Public Sector undertaking / Private organizations	VALUE OF WORK ORDER	TIME PERIOD OF CONTRACT	

Attach separate sheet If required

SIGNATURE OF THE VENDOR/AUTHORISED REPRESENTATIVE WITH SEAL



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ANNEXURE D – TECHNICAL BID

Supply, Installation, Testing and Commissioning of Fire Extinguishers

Name of the Agency/ Firm / Contractor / Company (in BLOCK letters) (Attach certificate of Registration)	
Status of the Agency (whether Sole Proprietorship firm/Partnership firm/Pvt Co.	
Date of Incorporation/Establishment	
Name of the Proprietor/ Director of the Firm / Contractor / Company	
Full Address of Operating Office /Branch (with Tel Nos/Fax No./Email Address	
Name of contact person with designation who would be calling on us and attending to our jobs and contact phone No.	
Name of your Bankers with addresses & telephone Nos. (Attach certified copy of A/c statement of last 3 years) Enclose certificate from Banker stating Date of opening of account, Average balance, OD Limit etc.) Name of the beneficiary: Beneficiary A/c No: Account Type (Saving/Current) Beneficiary Bank branch: MICR code/IFSC code Beneficiary contact no/Email id if any	
Whether holding Certificate under Shop & Establishment Act duly renewed Registration No. Date: Validity :	
Is the Firm/Company registered for MSME with Director of Industries/District Industries centre as Manufacturing/Service Enterprise or registered with National Small Industries Corporation (NSIC) under single point vendor registration scheme. If yes submit latest and valid certificate	
Whether the firm is blacklisted or debarred by any Central/State Govt Ministry/Deptt/Autonomous body/PSU or any criminal case is registered against the firm or its owner/partner anywhere in India (an undertaking may be submitted with LIC of India. A scanned copy of the undertaking must be uploaded and placed with the online bid	
Annual Turnover of the Company during preceding three years (Attach certificate issued by the CA,ITRs for the Assessment years & P&L Account & Balance sheets,	FY2023-24 _____ lacs



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Shimla Division

Turnover)	FY2024-25 _____ lacs
	FY2025-26 _____ lacs
Experience certificates for works executed /completed during last 3 years with Central /State Govt. Ministry/Depts. /Autonomous body/PSUs. Attach self-attested copies of the on-going contracts/completed contracts	
WHETHER OEM (YES/NO)	
If Authorised Dealer , Attach OEM authorisation certificate	
Do you have BIS /ISI Certification.(YES/NO)	
If Yes Attach Certificate .It will be Checked from BIS SITE	ATTACH BIS/ISI CERTIFICATE
ISO 90001 certification (YES/ NO)	
Registration under MSME/NSIC or the District Level Authority	
GST REGISTRATION NUMBER (Attach certified copy) Name	_____
State (complete State Name)	_____
State code	_____
PAN Number	_____
GSTIN No.	_____

AUTHORISED SIGNATORY


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ANNEXTURE: "E"

LIFE INSURANCE CORPORATION OF INDIA, DIVISIONAL OFFICE, SHIMLA

Detail of Delivery Locations

Details of Fire Extinguishers installed at various office under DO SHIMLA									
S.N.	BO CODE	Locations	ADDRESS	CO2		ABC		Modular 5 kg	Total
				2 KG	4.5kg	2KG	5 KG		
1	15G	AMB	UNA ROAD AMB, HP			5			5
2	16F	BILASPUR	PLOT NO. 3 & 4, HOUSING BOARD COLONEY, BILASPUR, HP		4	5	4		13
4	15F	DEHRA	Opp : Inspection Kuter of IPH, DEHRA GOPIPUR DISTT.KANGRA-177101	1	3	4			8
5	145	DHARAMSHALA	OPP WAR MEMORIAL CIVIL LINES DHARMSALA,					1	1
6	D015	DO SHIMLA	SDA Complex, Block No. 14-15, P & GS, Kasumpti, SHIMLA- 171009			1			1
7	13B	HAMIRPUR-1	Branch Office, Satya Shopping Complex, New Road Hamirpur, HP – 177001	0	5	3	3	1	12
8	1161	HAMIRPUR-2	Branch Office,;DayaNand Chok, UNIT 2 HAMIRPUR, HP-177001	1	1	5	1	1	9
9	15J	KANGRA	LIC OF INDIA OF INDIA, JAI HOTEL BUILDING, KANGRA HP- 176001		2	1		1	4
10	16C	KULLU	HOUSING BOARD COMPLEX, BIASA MOAR, KULLU, HP- 175101		1	1	1		3
11	167	MANDI	Durga Cottage Near GPO, Mandi- 175001		1	1			2
12	16A	NAHAN	HOTEL CITY HEART, FIRST FLOOR, NEAR CHOWGAN, NAHAN, HP	1	3	4		2	10
13	15C	NALAGARH	Jeevan Jyoti, H.B.A. NO-139/3, Opp. Police Station, Baddi Road, Nalagarh, HP-174101		2		1	1	4
14	15B	NURPUR	JEEVAN JYOTI, NIYAZPUR, NURPUR	0	0	1	1	0	2
16	107	PALAMPUR	JEEVAN JYOTI BUILDING, NEAR IPH OFFICE, PALAMPUR, DISTT.KANGRA, HP- 176061	4	3	0	3	1	11



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Shimla Division

17	15E	PARWANOO	HPMC ROAD, SECTOR 2, PARWANOO, DISTT SOLAN, HP- 173220		4	4		1	9
18	16R	RAMPUR	RAMPUR BSHESHAR, DT. SHIMLA, HP-	2	6	4	2	1	15
19	338	SOLAN	HIMUDA COM. COMPLEX, SAPROON, SOLAN, HP- 173211	2	3			1	6
21	13D	UNA	ABOVE SBI MOHALLA GURUSAR UNA, HP-			3	0	1	4
22	SATL1161	SO BARSAR	GARLI CHOWK, THE. BARSAR, HAMIRPUR 174305					1	1
23	SATL167	SO JOGINDER NAGAR	SO LIC OF INDIA Of India Near Hotel UHI Joginder Nagar, Distt. Mandi, HP- 176120		1		1	1	3
24	SATL13B	SO Nadaun	TRIMURTI MARKET, JAWALAJI ROAD NADAUN, DT. HAMIRPUR-177033		1	1		1	3
25	SATL011161	SO CLIA HAMIRPUR	DAYANAND CHOWK HAMIRPUR, HP-177001		1		1		2
26	SATL2107	SO BAIJNATH	PANDOL ROAD, NEAR BUS STAND		1		1	1	3
27	SATL107	SO JAISINGHPUR	KACHHAL JAGIYAN, LIC OF INDIA OF INDIA,		1		1	1	3
28	SATL16F	SARKAGHAT	SO SARKAGHAT, DISTT. MANDI, HP-		1		1	1	3
29	SATL166	SO CLIA SHIMLA	LIC OF INDIA OF INDIA JEEVAN JYOTI THE MALL, SHIMLA-1		1				1
30	SATL15A	ROHRU	A.AC PARK, ROHRU, DT. SHIMLA -171207		1	1			2
31	SATL16F	R PEO	CFATARIA ROOF, RECKONGPEO, Dt Kinnaur		1		1	1	3
33	SATL16S	KARSOG	SNOW MOUNTAIN BUILDING, MANALI, DT. KULLU, HP		1	1			2
		Total		11	48	45	22	19	145



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ANNEXURE- H

Bid Security Declaration Form

To,

**The Sr. Divisional Manager,
LIC of India,
Divisional Office, SHIMLA**

Sir,

Sub: Tender for SITC of Fire Extinguishers at offices/branches of the LIC, SHIMLA DO

1. I/We, the undersigned accept that I/We as M/s _____ may be disqualified from bidding for any contract with you for a period of 3years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We
 - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
 - b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidder₹.
2. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder;
3. I/We declare that I am the authorized person ofto make the declaration for and on behalf of Letter of Authority for executing declaration is enclosed

Signed: (insert signature of person whose name and capacity are shown)
In the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)
Name: (insert complete name of person signing the Bid Securing Declaration)
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)



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