

DIRECTORATE GENERAL OF HYDROCARBONS

MINISTRY OF PETROLEUM & NATURAL GAS

GOVERNMENT OF INDIA

NOIDA

TENDER NO. : DGH/MM/E&P/007/2015-16/ENQ/004 dt. 12/06/2015

TENDER DOCUMENT

FOR

**PRINTING OF ANNUAL PUBLICATION “HYDROCARBON EXPLORATION
& PRODUCTION ACTIVITIES 2014-15”**

Notice Inviting Tender

Directorate General of Hydrocarbons, Noida invites Sealed Competitive Bids (in duplicate) for **Printing of “Hydrocarbon Exploration and Production Activities 2014-15” Report** under **Composite Bid System** from all the “A” Category offset printers, empanelled by Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information and Broadcasting whose names are as mentioned under:

“A” Category offset printers:

1. M/s. Aravali Printers & Publishers (P) Ltd., New Delhi.
2. M/s. Brijbasi Art Press Ltd. Greater Noida
3. M/s. Delhi Press. , New Delhi.
4. M/s. India Offset Press, New Delhi.
5. M/s. International Print-O-Pac Ltd., Noida.
6. M/s. Nu -Tech Photolithographers, New Delhi.
7. M/s. Paras Offset Pvt. Ltd. , New Delhi.
8. M/s. Rave Scans Pvt. Ltd., New Delhi.
9. M/s. Salasar Imaging Systems, New Delhi.
10. M/s. Universal Offsets, New Delhi.

Bid Closing / opening date is **03/07/15**

NB: This limited tender is issued to DAVP empanelled “A” category printers as above. If any of the above mentioned printer does not receive the tender within 5 days hereof, he may contact us. This tender is not available for issue to any other printer.

MM

Directorate General of Hydrocarbons.

FORWARDING LETTER

SUB: Printing of E&P Activities Report 2014-15

DGH/MM/E&P/007/2015-16/ENQ/004 dt. 12/06/2015	
To,	Document Download/ Sale End Date : 25/06/2015 Bid Closing Date: 03/07/2015 Time: 1400 Hrs Bid Opening Date: 03/07/2015 Time: 1500 Hrs

Sub:- Tender for Printing of “Hydrocarbon Exploration and Production Activities – 2014-15”

Dear Sirs,

1. DGH invites you to submit your lowest bid for above mentioned items as per General Terms & Conditions vide **Annexure-I**, Technical Specifications enclosed at **Annexure-II** and price format as per **Annexure-III**, including all attachments thereto.
2. Please arrange to send your bid in a sealed envelope, super-scribed with the above mentioned Bid Document No. and Bid Closing Date so as to reach DGH's office at following address before the bid closing date and time. Any bid received after the closing date and time will not be considered.

HOD(MM)
Directorate General of Hydrocarbons
OIDB Bhawan, Tower A, Plot No.2, Noida – 201301(U.P.)

3. Delivery: Please refer to the Specification Sheet (**Annexure – II**).
4. Validity of Offer: Your bid should be valid for a period of **120 days**.
5. Payment Terms: Payment will be made within 30 days of receipt of completed supply bills.
6. Bid Security : **Not Applicable**
7. Performance Security: **7.5 %** of the contract value.
8. Eligibility Criteria: Bidder should be empanelled with DAVP under “A” category printers.

This tender is not available for issue to any other printer.

DGH now looks forward to your active participation in the Bid.

**Thanking you,
Yours faithfully,**

**Nitin Raj
EE (M) - MM
For : Directorate General of Hydrocarbons.**

General Terms & Conditions

1.0 Transferability of Bid Documents:

1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.

1.2 Unsolicited offers will not be considered and will be straightway rejected.

2.0 CLARIFICATION ON BID DOCUMENT

A bidder requiring any clarification of Bid Document should notify DGH in writing at the address provided in the forwarding letter. Clarifications, if any, shall be sought within **2 days** of closing date of sale of Bid Documents. However, DGH may at its discretion provide clarifications on any relevant or crucial issue regarding the bid document and such clarifications shall not automatically cause any extensions of prescribed dates unless otherwise notified by DGH in writing within the original prescribed dates. In case no such extension of time is notified by DGH in writing then the original prescribed dates shall deem to apply.

3.0 Bid Price:

3.1 Bidders should offer firm prices. No increase in price on or any score whatsoever shall be entertained by DGH.

3.2 Prices should be quoted as per format mentioned in **Annexure-III** and should include all charges like basic price, packing, taxes and freight etc.

3.3 Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

3.4 Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.

3.5 Prices should be quoted net of discount and no discount should be shown separately. Discount, if any should be merged with the quoted prices. Discount of any type, indicated separately as well as conditional discount, will not be taken into account for evaluation purpose. However, if an offer is found to be the lowest even without considering discount, DGH shall avail such discount at the time of placement of order.

4.0 Taxes & Duties:

4.1 Offer should be inclusive of all taxes & duties.

4.2 All taxes, duties and other levies for the services including installation/commissioning, Training etc. where applicable, shall be to the Bidder/Seller's account

5.0 Delivery :

Bids should be for “Duly packed and delivered at DGH’s office at Noida”, with firm delivery date. If delivery date is not specifically indicated by the bidders, it will be construed that the delivery quoted is as per delivery date indicated in our Bid Document and will be binding on the bidder. The delivery date will be counted from the date of receipt of the letter of intent/order by the successful bidder.

6.0 Submission of Bids :

6.1 Bids should be sent in duplicate in double sealed envelope.

6.2 The original bid in bidder’s own original letterhead duly signed by authorized signatory and stamped should be marked as ORIGINAL and the copy as DUPLICATE . All the three copies of bid should be put in a sealed envelope bearing the following details on the left hand top corner:

- i) DGH’s Bid Document No.
- ii) Bid closing date
- iii) Brief Description of materials
- iv) Bidder’s Name, official address with Phone Nos. & Email address.

6.3 Bids must be submitted in original. No bid should be sent by Telex /Cable /Fax / E-mail/telephone. Bids not complying with above will be rejected.

6.4 Relevant technical literature must be submitted along with the bid whenever called for without which the bid would be liable to be rejected.

6.5 Incomplete bids would be summarily rejected by DGH.

7.0 Deadline for Submission of Bids:

7.1 Bids must be received at the office of the Directorate General of Hydrocarbons at Noida, UP (India) by the Bid Closing Date & time mentioned in the forwarding letter.

7.2 Timely delivery of the bid at the above address is the responsibility of the bidder.

8.0 Opening of Bids:

8.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a an authorisation letter from the bidder must be produced to the Bid Opening Officer at the time of opening of bids. Unless this letter is presented, the representative will not be allowed to attend the bid opening.

8.2 In case of any unscheduled holiday on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

9.0 Bid Rejection Criteria / Bid Evaluation Criteria (BRC / BEC)

The bid shall conform generally to technical specifications and terms and conditions given in this bid document. Bids shall be rejected in case the items offered do not conform to required parameters stipulated in the Technical Specifications.

Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as nonresponsive and rejected.

(a) Experience of the bidder: Bidders shall have prior experience in publication of Reports, Magazines of Central/State Govt/PSU's/Oil & Gas Corporate.

Documentary evidence to be submitted by the bidder for above shall be in the form of Copy(ies) of Purchase order /Contract/Agreement/Work Order copy **and** Satisfactory completion / performance report **along with** proof of published reports, magazines for similar work done during **last five** years as for the purpose of evaluation under BEC/BRC.

For this purpose, the period reckoned shall be the period prior to the date of opening of the composite bid. Documentary evidence in regard to the above should be enclosed along with the composite bid.

(b) Any Bid received by the DGH after the deadline for submission of bids prescribed by the DGH shall be rejected.

(c) Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.

(d) Offers without samples of paper will be liable for rejection.

(e) Any bid received in the form of Telex/ Telegraphic/ Telefax/ e-mail/ Xerox/Photocopy and bids with Scanned signature will be rejected. Original bids should be signed manually failing which they shall be rejected.

(f) Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by bidders, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement will be liable for rejection.

(g) Bidders must quote clearly and strictly in accordance with the "Price Format" of bidding document, otherwise the bid will be summarily rejected.

(h) Bidder must accept and comply with the following clauses as given in the Bid Document in toto failing which offer will be rejected –

- (i) Performance Guarantee Clause
- (ii) Force Majeure Clause

- (iii) Tax Liabilities Clause
- (iv) Arbitration Clause
- (v) Liquidated damages
- (vi) Termination Clause

(i) The bids conforming to the technical specifications, terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid rejection criteria will be considered for further evaluation as per the Bid evaluation criteria given below:

(j) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

10.0 DGH's Right to accept or reject any or all Bids.

10.1 DGH reserves the right to accept / reject or prefer any bid either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder (s) of the ground for DGH's action. DGH also reserves the right to split the order between two or more parties.

11.0 Performance Security:

11.1 The successful bidder shall furnish the Performance Security for an amount specified above in the Forwarding Letter within **14 days** of the receipt of Letter of Intent / order in any of the following forms, failing which DGH reserves the right to cancel the order and forfeit the Bid Security. **Bidders should undertake in their bid to submit Performance Security as stated above.**

(a) An Account Payee Demand Draft drawn in favour of 'Directorate General of Hydrocarbons' valid for 90 days from the date of issue and payable at New Delhi.

(b) A Bank Guarantee (BG) as per **Appendix 1** from any Nationalised / Scheduled Bank in India. Bank Guarantees issued by Banks should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker

11.2 In the event of Seller's/Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be encashed and the proceeds thereof shall be forfeited without any further reference to the Seller/Bidder.

11.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee /Demand Draft.

11.4 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :

(a) Full Address

(b) Branch Code

(c) Code Nos. of the authorized signatory with full name and designation

(d) Phone Nos./Fax Nos./E-mail address

10.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOI/Purchase Order issued/placed on the Supplier shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Supplier shall be invoked without any further reference.

11.5 The Bank Guarantee shall be enforceable at Delhi.

11.6 Performance Security shall be valid for 5 months from the date of delivery / commissioning whichever is later. The validity requirement of Performance Security specified in the order is assuming despatch within stipulated delivery period. In case of any delay in despatch, validity of the Performance Security is to be extended suitably as aforesaid.

11.7 Performance Security will be discharged by the Purchaser and returned to the Seller, within 30 days of its expiry of validity including any extension sought thereof in case of no claim on seller by the purchaser.

11.8 Performance Security amount will not accrue any interest during its period of validity or extended validity.

12.0 Default in delivery / Liquidated damages:

a) CONTRACTOR (successful bidder) shall complete the scope of work within the stipulated period under the contract.

b) If the CONTRACTOR fails to complete the scope of work within the stipulated period, DGH shall have, without prejudice to any other provisions in the contract including sub **clause (c)** below, the right to terminate the contract.

c) If the contractor is unable to complete the scope of work within the stipulated period, it may request DGH for extension of the time with unconditionally agreeing for payment of LD. Upon receipt of such a request, DGH may at its discretion, extend the period of job completion and shall recover from the contractor, as an ascertained and agreed Liquidated Damages, a sum equivalent to **0.5 % of contract value**, for each week of delay or part thereof, subject to a maximum of **7.5 %**.

d) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by DGH on account of delay/breach on the part of the CONTRACTOR and the

said amount will be payable without proof of actual loss or damage caused by such delay/breach.

13.0 Default :

13.1 In the event of an Contract with the Bidder, if the Bidder/Seller contravenes any of the provisions of the Contract or neglects to carry out his obligations of the Contract, DGH may give notice in writing thereof requiring the Bidder/Seller to remedy the breach within seven days, or within such period as DGH may agree to be reasonable and in the event of Bidder's/Seller's failing to do so, DGH will be at liberty to purchase the goods elsewhere or have the work which the Bidder/Seller has neglected to do, carried out by some other person at the Bidder's/Seller's expense. In such an event DGH shall have the right to terminate the Contract.

14.0 Termination :

14.1 In the event of an Contract with the Bidder, DGH shall have the right to terminate the Contract giving 7 days notice or such reasonable time and in this event shall pay to the Bidder/Seller such sum as shall fully compensate the Bidder/Seller for work carried out by him in performance of the Contract prior to such termination.

15.0 Force Majeure:

15.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and particulars of such force majeure in writing or by fax to the other party as soon as possible, after the occurrence of the cause relied on, then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

15.2 The term "force majeure" as used herein shall mean 'Acts of God' including Landslides, lightning, Earthquake, Fires, Storms, Flood & Washout, Strikes, Lockouts or other Industrial Disturbances in the Seller's undertaking, Wars whether declared or not, Blockades, insurrection, riots and Government regulations whether of the kinds herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the contract by the said party impossible.

16.0 Arbitration:- In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between DGH and the contractor, the matter shall be referred to Arbitration. Such Arbitration shall be governed by the provisions

of the Indian Arbitration and Conciliation Act, 1996 as amended till date.
The venue of such Arbitration will be at Delhi.

Directorate General of Hydrocarbons

SCOPE OF WORK/ TECHNICAL SPECIFICATIONS

Brief Specifications for printing the annual publication are as follows:

- The date of commencement of the contract shall be from the date of handing of approved design by DGH to the successful vendor identified for printing.

Size	210MM X 297MM A4 International (finished size)
No. of Pages	Approx. 210 pages including front and back cover
Cover/ Pastel/ Jacket finish	Matt finish, Thermal lamination, Spot UV Coating
Copies	1000 (750 Copies Paper Back + 250Copies Hard Bound)
Colour	All Text pages and cover is 4 color printing with online aqua coating
Binding	Perfect Binding, Matt Lamination (750 Copies Paper Back Section Swing cover drawn) & 250 Copies Hard Bound (Full Pastel binding with jacket)
Paper	Text – 130 GSM Mont Blanc/Galgo Imported Extra white Paper, Matt finish Cover – 270 GSM Mont Blanc/Galgo Imported Extra white Paper with Matt finish or 270 GSM Renoir Ultra White Card with Matt finish Pastel/Jacket – 190 GSM Mont Blank/Galgo Imported Paper, Matt finish
Inputs	Soft copy of the report of the Annual report will be provided to printing press contractor by DGH
Completion and Delivery	The entire quantity of printed Annual Report should be made ready within 20 working days from the date of approval of dummy copy/ <i>ferro</i> proof of the Annual Report by DGH.
Printing and Submission	Submission of draft copy should be in Digital color printing: 2copies , followed by Digital color printing of 2 final copies.
Packing	Packed in Kraft Paper in lots of 10 copies each

Note:

- The last Annual report printed for 2013-14 can be checked at DGH office before Bid Closing Date.**
- Paper to be used should be as per the technical specifications and sample printed copy is to be submitted along with offer duly signed by the bidder.**

- 3. The inputs will be provided by DGH in application software such as Adobe PageMaker, MS word, MS Excel and MS PowerPoint etc.**

Price Format

Sl. No.	Description	Qty.	Unit Rate (Rs.)	Total (Rs.)
a	b	c	d	e = (c*d)
A1	Basic Rate For Printing of Annual Publication “Hydrocarbon Exploration & Production Activities 2014-15” of 210 Pages Including Front & Back Cover As Per Scope Of Work/Specifications Given In Annexure II (750 Copies Paper Back + 250 Copies Hard Bound)	1000 Copies		
A2	Applicable VAT @ ____ % / Taxes (if any) @ ____% on (A1) (specify percentages)			
A3	Total Cost (A1 + A2)			
Rate for +/- 4 pages text (adjustment of price due to increase / decrease of number of pages) (Rs.)				
A4	Rate for +4 pages text (increase by 4 pages / book)	1000 Copies		
A5	Rate for - 4 pages text (decrease by 4 pages / book) pages text *	1000 Copies		

- **Price Evaluation Formula = Total of [(A3 + (Qty x A4) – (Qty x A5)]**

Note:

1. Evaluation will be done based on Price Evaluation Formula given above inclusive of all applicable taxes and duties.
2. If rates for A4 and A5 are not quoted, the same will be assumed as pro-rata of A1 rate **[(A1 rate/210) x 4]** for evaluation and actual payment in case of the successful bidder.
3. Prices should be inclusive of all applicable taxes & duties, packing & forwarding charges for door delivery at DGH, Noida office.
4. Taxes will be as applicable at the time of incidence.

I agree to all the above conditions.

Signature of Authorized Signatory_____

Name and designation of Authorized Signatory _____

Seal of the bidding company_____

BID SUBMISSION PERFORMA

Tender No.....

Bidder's Telegraphic Address :
Telephone No :
FAX NO :

Directorate General of Hydrocarbons .
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India.

Dear Sirs,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer open till _____(Validity of Bid).

2. I/We have understood and complied with the "Bid Evaluation Criteria" at **Annexure-I** and accepted the "General Terms and Conditions" at **Annexure-I** along with the **appendices** for providing services and have thoroughly examined and complied with the Scope of Work, Specifications etc at **Annexure-II** & Price format at **Annexure III**, hereto and am/are fully aware of the nature of the service required and my/our offer is to provide services strictly in accordance with the requirements.

3. If our Bid is accepted, we will submit a security in the form of an account payee Demand Draft or a Bank Guarantee for the applicable amount, for the due performance of the Contract.

4. Until a formal 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.

Yours faithfully,

Signature of the Bidder_____

Name_____

Seal of the Company _____

Dated

Signature of witness

Address

Note : This form should be returned along with offer duly signed.

**PROFORMA FOR CHANGES/ MODIFICATIONS SOUGHT BY BIDDERS
TO THE BIDDING CONDITIONS**

DGH expects the bidders to fully accept the terms and conditions of the bidding documents. However, changes/ modifications to the terms and conditions of bidding documents, if any proposed, can be communicated in the following proforma. This can be used even in cases where pre-bid is held, to inform about the proposals in advance to the pre-bid date.

Clause No. of Bidding Document	Full compliance / not agreed	Changes/ modifications proposed by the Bidders	REMARKS

Note: If left blank, it will be construed that bidder has **not taken** any exceptions/ deviations to the terms and conditions of the bid document.

Signature of the Bidder

.....

Name.....

Seal of the Company

.....

Note:- Bids maintaining or taking exceptions/ deviations beyond the bid closing date shall be rejected straightaway.

Proforma of Bank Guarantee towards Performance Security.

PERFORMANCE GUARANTEE

Ref. No. Bank Guarantee No.

Dated

To,

Directorate General of Hydrocarbons,

OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India.

Dear Sirs,

1.1 In consideration of Directorate General of Hydrocarbons, having its Office at OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India, (hereinafter referred to as 'DGH', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and DGH having agreed that the CONTRACTOR shall furnish to DGH a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT.

1.2 We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by DGH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by DGH in writing. This guarantee shall not be determined, discharged or affected by the liquidation,

winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

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

1.4 The Bank further agrees that DGH shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in DGH against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of DGH or any indulgence by DGH to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

1.5 The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of DGH under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till DGH discharges this guarantee in writing, whichever is earlier.

1.6 This Guarantee shall not be discharged by any change in our constitution, in the constitution of DGH or that of the CONTRACTOR.

1.7 The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

1.8 The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the Bank Guarantee has been issued.

1.9 Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ (Indian Rupees (in words) _____) and our guarantee shall remain in force until _____.(indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by

the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this day of20__ at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name, designation and
address (in legible letters)

with Bank stamp

Attorney as per power of
Attorney No.....
Dated

WITNESS NO. 2

(Signature)
Full name and official address (in legible letters)