



# **DELHI METRO RAIL CORPORATION LIMITED**

## **PRE-QUALIFICATION DOCUMENT**

**FOR**

### **TELECOMMUNICATION UTILITY DIVERSION WORKS**

**Covering shifting of MTNL / BSNL Optical Fiber & Copper cables through trenching / trenchless technologies , construction of Ducts & manholes, jointing / termination of Optical Fiber & Copper cables etc.**

**ON**

**MRTS PROJECT FOR DELHI & NCR**

**DELHI METRO RAIL CORPORATION LIMITED**

**METRO BHAWAN, BARAKHAMBA ROAD**

**NEW DELHI**

## MRTS PROJECT FOR DELHI & NCR

Tender No. DMRC/S&T/PQ/2016

**Name of work:** Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical Fiber & Copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of Optical Fiber & Copper cables etc for Mass Rapid Transport system for Delhi & NCR.

Approximate cost	Category A – Upto Rs. 10 lacs
Of work :	Category B – Upto Rs. 20 lacs
	Category C – Upto Rs. 40 lacs
	Category D – Above Rs 40 Lacks & up to Rs.1 Cr.
	Category E – Above 1 Cr. and up to Rs. 2 Cr.

**Pre-Qualification Document For Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical Fiber & Copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc for Mass Rapid Transport system for Delhi & NCR.**

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## SECTION - 1

### NOTICE FOR INVITING APPLICATIONS

#### DELHI METRO RAIL CORPORATION

#### TENDER NOTICE

1. DMRC invites online applications in prescribed Performa for Pre-Qualification Document for Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical fiber & copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc. for MRTS Project for Delhi & NCR.
2. DMRC will pre-qualify the tenderers / applicants in following five categories namely :

Category A	–	Upto Rs. 10 lacs
Category B	–	Upto Rs. 20 lacs
Category C	–	Upto Rs. 40 lacs
Category D	–	Above Rs 40 Lacs & upto Rs. 1 Cr.
Category E	–	Above 1 Cr. and up to Rs. 2 Cr.
3. Applicants having adequate exposure / experience in the related fields may apply
4. Applicants who satisfy the 'Basic Eligibility Criteria' need only apply.
5. Cost of Pre-qualification document (Non-refundable) : Rs. 5000/- + DVAT @ 5% ie Rs 5250/- ( Rs Five Thousand Two Hundred & Fifty only.)
6. Last date of receipt of application along with tender cost for purchase of tender document : 21.07.2016
7. Pre-qualification documents on sale : From 06.06.2016
8. Last date of submission of prequalification documents : 15.00 hrs on 21.07.2016
9. Date and time of opening of pre-qualification documents. : 15.10 hrs on 21.07.2016.
10. The Pre-qualification documents available on e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) Tender document can only be obtained online after registration of tenderer on the website [www.eprocure.gov.in](http://www.eprocure.gov.in). For

further information in this regard please refer: **Instructions for Online Bid Submission.**

Cost of tender documents i.e. D.D. / Banker's cheque, in original, shall be accepted only **up to 1500 hrs** on **21.07.2016** in the office of Executive Director/S&T/Project-1 at address mentioned herein after.

Executive Director/ S&T/Project-1  
Delhi Metro Rail Corporation  
B-Wing, 6<sup>th</sup> Floor, Metro Bhawan,  
Fire Brigade Lane, Bara Khamba Road,  
New Delhi-110001

12. The Pre-qualification documents submitted without Demand Draft shall not be considered and rejected.
13. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering / taking up work in DMRC. DMRC reserve the right to verify the particulars furnished by the applicant independently.
14. DMRC reserves the right to reject any application without assigning any reason and to restrict the list of short listed contractors to any number deemed suitable by it, if too many applications are received satisfying the basic short listing criteria
15. Each sheet of the tender paper must be signed by the applicant / authorized representative.

## SECTION - 2

### **INSTRUCTION TO APPLICANTS FOR PRE-QUALIFICATION**

#### 2.1 General

Delhi Metro Rail Corporation (DMRC) invites applications for Pre-Qualification from eligible agencies for 'Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical fiber & Copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc.' for MRTS for Delhi & NCR.

The instruction given herein should be read in conjunction with notice inviting applications for this purpose.

#### 2.2 Submission of Applications for Pre-qualification should be on line and before 21.07.2016

2.2.1 The applications shall be filled in English and all information required shall also be furnished in English language only.

2.2.2 Answers must be given to all the questions in the questionnaire. If necessary, additional sheets may be attached.

2.2.3 The application to be submitted for pre-qualification shall consist of the following:

a) Letter of Application as per Form I

b) Supporting data as per Forms II to VI.

2.2.4 Each page of items (a) & (b) of sub-clause 2.2.3 above shall be signed by the applicant or person (s) duly authorized to sign on his behalf

2.2.5 DMRC reserves the right to reject or accept any application or to annul the pre-qualification process without thereby incurring any liability related to the affected applicants or any obligation to inform them the grounds for such action of DMRC.

2.2.6 DMRC shall inform the successful applicants only. A panel of pre-qualified agencies would be prepared by DMRC. Pre-qualification shall not be taken as a commitment to invite tenders from or to award any contracts to the agencies borne on the panel

#### 2.3 Pre-qualification document

2.3.1 The pre-qualification documents consist of a Letter of Application (Form I) with a set of questionnaire as per Forms II to VI. The Performa for the forms are given at the end of the document in Section 5.

FORM No.

CONTENTS

Form I

Letter of Application

Form II	General Information
Form III	Financial Data
Form IV	Experience Record
Form V	Resources – Personnel
Form VI	Additional Information

2.3.2 If necessary, additional sheets may be added to the forms. Each page of each form should be clearly marked on the right top corner as follows:

Form I, Page 1 of \_\_\_\_\_; Form I, Page 2 of \_\_\_\_\_ etc.

2.3.3. Any annexure for forms shall be clearly marked as follows:-

Annexure 1 to Form 1 \_\_\_\_\_ etc.

## 2.4 ELIGIBILITY / ACCEPTANCE CRITERIA

2.4.1 The invitation for pre-qualification is open to all agencies who satisfy the “ Basic Eligibility Criteria “ listed below.

### **PQ criteria for category “A”**

1. Firm must have at least minimum turn over of Rs 15 Lacs in one of the year during last three Financial year.
2. Firm must have successfully completed at least two or more work of similar nature ( Total cost of Rs 10 Lacs) in any one year of the last three Financial years (completion report to be enclosed). However at least one work of Rs 5 lacs should have been successfully completed in that Financial year (completion report to be enclosed).
3. Firm must have technically qualified staff to undertake the work (CV to be attached).
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered in any agencies like MTNL , BSNL etc.
6. Firm should have valid registration of VAT & valid registration with PF & ESI authorities.
7. Firm should submit PAN details.

### **PQ criteria for category “B”**

1. Firm must have at least minimum turnover of Rs 25 Lacs in one of the year during last three Financial year.
2. Firm must have successfully completed at least two or more work of similar nature (Total cost of Rs 20 Lacs) in any one year of the last three Financial years (completion report to be enclosed). However at least one work of Rs 10 lacs should have been successfully completed in that Financial year (completion report to be enclosed).
3. Firm must have technically qualified staff to undertake the work (CV to be attached).
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered in any agencies like MTNL , BSNL etc.
6. Firm should have valid registration of VAT & valid registration with PF & ESI authorities.
7. Firm should submit PAN details

### **PQ criteria for category “C”**

1. Firm must have at least minimum turnover of Rs. 50 Lacs in one of the year during last three Financial year.
2. Firm must have successfully completed at least two or more work of similar nature ( Total cost of Rs 40 Lakhs) in any one year of the last three Financial years (completion report to be enclosed). However at least one work of Rs 20 lac should have been successfully completed in that Financial year (completion report to be enclosed).
3. Firm must have technically qualified staff to undertake the work (CV to be attached).
4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered in any agencies like MTNL , BSNL etc.
6. Firm should have valid registration of VAT & valid registration with PF & ESI authorities.
7. Firm should submit PAN Details.

### **PQ criteria for category “D”**

1. Firm must have at least minimum turnover of Rs. 90 Lacs in one of the year during last three Financial year.
2. Firm must have successfully completed at least two or more work of similar nature ( Total cost of Rs 80 Lacs ) in any one year of the last three Financial years (completion report to be enclosed). However at



- least one work of Rs 40 lacs should have been successfully completed in that Financial year (completion report to be enclosed).
3. Firm must have technically qualified staff to undertake the work (CV to be attached).
  4. Firm must have Positive net profit before tax in at least two years out of last three Financial year with positive net profit before tax in last Financial year.
  5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered in any agencies like MTNL , BSNL etc.
  6. Firm should have valid registration of VAT & valid registration with PF & ESI authorities.
  7. Firm should submit PAN details and financial statement for the last three Financial year.

**PQ criteria for category “E”**

1. Firm must have at least minimum turnover of Rs 1. 4 crore in one of the year during last three financial years.
2. Firm must have successfully completed at least two or more work of similar nature (Total cost of Rs 1.4 crore Lakhs in any one year of the last three financial years (completion report to be enclosed). However at least one work of Rs 70 lakhs should have been successfully completed in that financial year (completion report to be enclosed).
3. Firm must have technically qualified staff to undertake the work (CV to be attached).
4. Firm must have Positive net profit before tax in at least two years out of last three financial years with positive net profit before tax in last financial year.
5. Firm to provide accurate information in any litigation or arbitration resulting from Contract completed or under execution by them over last five years and should not be de-registered in any agencies like MTNL, BSNL etc.
6. Firm should have valid registration of VAT & valid registration with PF & ESI authorities.
7. Firm should submit PAN details and financial statement for the last three financial years.

In case of company, CA certified financial statement is required for last three financial years. All the firms/company should have valid WCT registration.

Only those Firm who meet the above mentioned criteria shall be considered.

## **SECTION - 3**

### **BRIEF DESCRIPTION OF PROJECT SITE**

#### **3.1 Location**

The Project site is located in the National Capital Territory of Delhi (NCTD) and NCR region.

## **SECTION - 4**

### **BRIEF DESCRIPTION OF WORKS**

- 4.1 Mass Rapid Transport System (MRTS) project for Delhi & NCR involves construction of underground, at-grade and elevated sections of double line rail transit system.
- 4.2 The present pre-qualification shall be for the work of 'Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL and other Government agencies Optical fiber & copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc.' for Mass Rapid Transport System for Delhi & NCR.

## **SECTION - 5**

### **PRE-QUALIFICATION QUESTIONNAIRE**

5.0 Check list for documents to be submitted.

Note: Each page of Forms I to VI shall be signed by the applicant or person duly authorized to sign on his behalf (see sub-clause 2.2.7)

**LETTER OF APPLICATION**

Registered Business Name :

Registered Business Address :

- Telephone
- FAX
- E-mail

Ref. No. \_\_\_\_\_

Dated \_\_\_\_\_

To

Executive Director/ S&T/Project-1  
Delhi Metro Rail Corporation  
Metro Bhawan, Fire Brigade Lane  
Bara Khamba Road, New Delhi

Dear Sir,

Sub:- Applications for Pre-Qualification for works of 'Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical fiber & copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc.' for MRTS for Delhi & NCR.

With reference to your notice dated \_\_\_\_\_ inviting applications for the pre-qualification of agencies for the works of 'Telecommunication Utility Diversion Works covering shifting of MTNL/BSNL Optical fiber & copper cables through trenching / trenchless technologies, construction of ducts & manholes, jointing / termination of optical fiber & copper cables etc.' for Mass Rapid Transport System for Delhi & NCR, we hereby apply to be potential contractor. We wish to be considered as per the notice for pre-qualification.

1. Description of categories for which application submitted:-

Category	Yes	No
A – Upto Rs. 10 lakhs		
B – Upto Rs. 20 lakhs		
C – Upto Rs. 40 lakhs		
D – Above Rs 40 lacs & up to Rs. 1 crore		
E – Above Rs. 1 crore & up to Rs. 2 crore		

2. We authorize Delhi Metro Rail Corporation Limited (DMRC) or their authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we, hereby, authorize any Public Official, Engineer, Bank, Depository, Manufacturer, Distributor, etc. or any other person(s) or firm(s) to furnish pertinent information deemed necessary and requested by DMRC to verify statements and information provided by this application regarding our competence and standing.
3. We understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, the following action can be taken:-
  - (i) Our name will be removed from the panel of pre-qualified agencies
  - (ii) Any tender submitted by us on the basis of pre-qualification may not be considered.
  - (iii) If any tender from us is accepted and a contract awarded to us on the basis of our pre-qualification, the tender acceptance may be withdrawn and the contract awarded to us cancelled without any financial claim / arbitration request from our side.
4. We also undertake to advise DMRC promptly in case of any material change in status such as change in ownership, change in nature of business, lines of credit and/or financial liquidity being affected adversely, any serious litigation, loss of trained personnel etc. which may affect our credentials for the work adversely.
5. The name and position of person(s), who may be contacted for further information, if required, is/are as follows:-  

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6. We declare that the statements made and the information provided in the duly completed supporting data (Form II to VI) are complete, true and correct in every detail

Thanking you,

Yours faithfully,

(Applicant)

**GENERAL INFORMATON**

1. Name of Company
2. Constitution and Legal Status
3. Address of Registered Office  
Telephone  
Fax  
E-mail
4. Address for Correspondence  
Telephone  
Fax  
E-mail
5. Year of incorporation
6. Has black-listed or de-registration action been initiated or taken against the applicant by any government or a Private Organization during the last years? If yes, give details and outcome as Annexure.
7. Information on current litigation in which the application is involved (to be given in Performa below)

Party with whom the dispute arose and nature of dispute	Cause	Amount involved (Rs. Lacs)	Present position and remarks
1	2	3	4

8. Organization chart showing the company structure including the position of Directors and Key personnel. (Attach the information as annexure)
9. PF registration detail
10. ESI registration detail

**FINANCIAL DATA**

A. Annual Turnover on the basis of financial statement of the firm of last three years

	Year 2013-14 (Rs. in lacs)	Year 2014-15 (Rs. in lacs)	Year 2015-16 (Rs. in lacs)
Turnover			
Profit before Tax			

NOTE: CA certified financial report is required with membership and registration number of the firm.



**EXPERIENCE RECORD**

List of contracts executed during the last Three years

Sl. No.	Nature & name of works with location and name & address of employer	Total value (Rs. Lacs)	Contract Period		Principal features in brief	User Certificate Attached
			Start (Date)	Completion (Date)		

NOTE: CA certified experience certificate is required with membership and registration number of the firm.

**RESOURCES – PERSONNEL**

SN	Nature of Work	No. of personnel
1.	Management and Administration	
2	Site supervision	
3.	Trenching work	
4.	Trenchless work	
5.	Making of ducts and manhole	
6.	Jointing and termination of Copper cables	
7.	Jointing of OFC	

Note: A summary of the qualification and work experience of each key staff, to be attached.

**ADDITIONAL INFORMTION**

Please add any further information which you consider to be relevant to the evaluation of your application for pre-qualification. If you wish to attach any documents please list below and attach as Annexure (see sub clause 2.3.3) otherwise state "Not applicable".

## **SECTION - 6**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

- 1) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 3) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 4) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 5) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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**SECTION - 7**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)