

**Technical Bid**

**APPLICATION LETTER (Specimen)**

To,

**In-charge, (F&A)**

**Technology Information, Forecasting and Assessment Council (TIFAC)  
'A' Wing, First Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg,  
New Delhi – 110 016**

**Sub:-** Quotation for Annual maintenance Contract (AMC) for Fire Alarm Addressable System (make- Honey Well Morley-4 loop panel).

Dear Sir,

In response to your tender notice for the above mentioned contract. I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Sl. No.	Description	(Yes/No )
1.	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)	
2.	Year of Establishment	
3.	Registration Number under applicable act with a copy of registration certificate	
4.	Registered Postal Address	
5.	Telephone No. Mobile No.	
6.	List of Clients	
7.	Name and address of Directors, in case of Company. Name and address of Sole Proprietor. Name and address of Partners; in case of partnership firm	
8.	(a) Name of Bankers & Branch with full address (b) type of Account & Number © Name(s) of person(s) operating the account (enclose banker's certificate)	
9.	GST No.	
10.	Honeywell Authorization letter	

11.	Documentary proof of having three years of experience in this business	
12.	Undertaking that the agency should not have been blacklisted by any Central /State Government/Public Sector Undertaking in India	

Details of Earnest Money Deposit (EMD):

a)	DD/ Pay Order No.	
b)	Date	
c)	Bank name	

Having acquired the requisite information related to the subject work, the tender invited by/on behalf of the TIFAC, I/We, the undersigned hereby offer of providing Annual Maintenance Contract (AMC) for fire Alarm Addressable System make (Honey Well Morley-4 loop panel) at TIFAC in accordance with the terms and conditions as indicated by you in the said documents.

Thanking you,

Yours faithfully,

(Name)

Signature

Signed as proprietor/partner/Director who holds power of Attorney on behalf of firm

Name & Address of Firm with seal

**Format for Financial Bid**

<b>Name of the firm / Company</b>	<b>Total Amount (inclusive all tax) for (2) Two years</b>	<b>Total Amount (inclusive all tax) for (3) Three years</b>

This is to certify that I / We before signing this tender / quotation have read all the terms & conditions carefully, contained herein, and undertake myself/ ourselves to abide by these.

(Signature with Name, Date , Address & Seal)