

RFP for hiring filmmaking agency to show case investment opportunities in Punjab

Department of Industries & Commerce , Punjab

**Punjab Information & Technology Corporation Ltd.
5-6 floor Udyog Bhawan, Sector 17
Chandigarh**

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BID DATA SHEET

01	RFP processing fee	Nil
02	Last date for pre bid inquiries	05-03-2018
02	Last date for submission of Bids	08March 2018 by 17.30 hrs
03	Opening of prequalification Bids & Technical bids	12 March 2018
04	Opening of Financial Bids	15-March-2018
05	Contact Address (Opening of Bids too)	Punjab Infotech Udyog Bhawan, Sector 17 Chandigarh
06	Contact no.	0172-5252400
07	Email Id	Contact@punjabinfotech.in

1. Introduction

Punjab stands at the cusp of major transformation with a slew of policies on the anvil to accelerate social and economic development of the State. The policies aim at overcoming the constraints and challenges being faced by the State in various sectors such as agriculture, infrastructure, real estate, education, industry and trade and building on the strengths of the State in these sectors.

The Industrial and Business Development Policy 2017 policy ushers bold reforms, restructures institutions, and presents a holistic framework for sustainable industrial growth of the State. The policy is architected around eight core strategic pillars of Infrastructure, Power, MSME, Ease of Doing Business, Start-up & Entrepreneurship, Skills, Fiscal & Non-Fiscal Incentives and Stakeholder Engagement supported by Sector Specific Strategies for growth. The policy gives a great thrust to the development of MSME sector. The policy also aims at promoting growth of service industries apart from the traditional manufacturing industries.

In this backdrop, Govt. of Punjab, in its endeavor to facilitate investors, has concrete plans to create awareness among existing and prospective entrepreneurs about the current incentives and facilities being offered in the New Industrial & Business Development Policy 2017, the achievements and the upcoming projects facilitated by Government of Punjab.

To present Punjab as an ideal investment destination, the State has plans to participate in and organize events, conferences, seminars, road shows, business development Conferences, G2B Conference etc. wherein the State film and sector videos shall be showcased in order to disseminate the information on State offerings and invite interest of the prospective investors.

Realizing that services of a professional agency become imperative to launch a targeted and successful Marketing Campaign, Deptt. of Industries & Commerce

intends to engage a professional agency to assist in providing support for spreading awareness amongst the existing stakeholders and potential investors.

Deptt of Industries & Commerce proposes to appoint an agency for the conceptualizing, shooting, editing and final production of a promotional video film (8 - 10 minutes) to showcase the initiatives taken by the government of Punjab and representing Punjab's strengths as an ideal business destination and opportunities for long term business growth.

The Agency should have proven expertise in preparation of corporate films of similar nature. It needs to have a strong content and production team in place for conceptualizing, shooting of videos, editing and giving it an attractive audio-visual rendition. Prior experience of handling a similar project(s) will be an added advantage. Comprehensive details on present clientele and past work undertaken must be included.

The creative/production Agency would be appointed on a project basis for the said project.

Interested agencies shall be invited to submit their proposals for the assignment.

2. Scope of Work

The scope of project covers the production of **01 audio visual film (HD) of about 08 - 10 minutes duration** including storyline, video shooting, photo shoot, editing, supers and designing of opening and closing visuals with attractive animation and background score. Selected Bidder will also be required to prepare the shorter version of the film for social media or any other promotional event or branding activities at no additional cost.

The above film would involve complete pre-production, production and post-production services across all formats and include conceptualization, visualization, scripting, shooting, editing, voice-over and delivery in the desired format in English and Punjabi version

All the activities and resources required for the production of video would be responsibility of the agency. The same shall include but not limited to scouting and

recce, crew hiring, government and private permissions, co-ordinate travel / accommodation / catering / transport, arrangement of actors/actresses/models and support crew, and hiring of facilities for equipment as per the requirement of the video production.

The agency will be required to visit the prominent locations of different projects across the State of Punjab (approximately 12-13 districts and tentatively 5-8 bytes of the investors and other stakeholders) in order to showcase Punjab as an ideal investment destination.

The data collated and used for making videos, from various agencies / departments / companies etc should be vetted, verified and up to date.

3. Completion of film

Film is to be completed within 30 days from the date of Purchase Order. The detailed time lines are as under ;

S.No.	Deliverables	Timelines
1.	Preparation & Submission of detailed plan of action	T + 2 Days
2.	Content Creation & First Cut	T + 21 days
3.	Avi Film	T+ 25 Days
4	Updating, Maintenance, New Content addition, etc	T+30 Days

T- Date on which Purchase Order is issued.

4. BID PROCESS

The complete bidding process will involve the following

- (i) Pre-qualification bid
- (ii) Technical bid
- (iii) Financial bid

Pre-qualification Bid

Those firms who meet the following parameter/ qualifications can apply for the RFP

- a) Experience of at least 5 years in production of short documentary or promotional films. **(Date of Incorporation)**
- b) Should have made at least 3 promotional film for any State of India or Government of India in past 5 years out of which at least one should be Investment Promotional films **(Purchase Order from the Department / agencies)**
- c) Minimum average annual turnover Rs 10 lacs or above for the last three years. **(Audited balance sheets for the year 2016-17, 2015-16 and 2014-15)**

Technical bid

Those firms who satisfy the pre-qualification criteria will be eligible for the technical qualification round. Following documents are required for the Technical bidding process;

- a) A self-attested covering page on company's letter head, having full contact details and address including email and list of enclosures and indicate eligibility criteria.
- b) Copy of the letter of incorporation of the firm
- c) Proposed script
- d) Video CDs of AVIs of Investment Promotion prepared by the bidder for any Government Organisation or any limited company.
- e) Video CDs/ DVDs of AVIs of film prepared by the bidder for any Govt. Dept./ Organisation
- f) Undertaking that the company has not been blacklisted by any Government Organisation.

- g) Earnest Money (EMD) of Rs. 10,000 in the form of a Demand Draft drawn in favour of “Punjab Information & Communication Technology Corporation Ltd ” Chandigarh should be submitted along with the bid.

Even if the Bidders meet the above qualifying criteria, they are subject to be disqualified at any stage, in case of following:

- a) The Bidder has made any false representation in the forms, statements and attachments submitted in proof of the pre-qualification requirements.
- b) The Bidder has been black listed by any Government or its organizations. An undertaking to this effect is required from the Bidder. If at a later stage it is

Technical Evaluation of the bids:-

Proposals received from the bidders will be evaluated by the Committee based on the below mentioned parameters.

Sr	Description	Marks	Details
1	Date of Incorporation	10	Time Marks
			0-4 yrs 8
			5-10 yrs 9
	More than 11 yrs 10		
2	Relevant experience of working with Industrial promotion projects	10	Films Marks
			1 films 7
			2 films 10
3	Experience of working with Government Department	10	Films Marks
			1 films 7
			2 films 10
4	Proposed script	30	Maximum 4 pages
5	Profile of film maker/ Director	10	One page
6	Presentation	30	Not more than 20 slides

Bidders are required to clear the Technical bid evaluation round with minimum 70 marks. The bidders with more than 70 marks will qualify for the next round of financial bid evaluation.

Financial Bids

The committee will open the financial bids of the successful bidder of Technical evaluation and vendors will be scored as under;

Final Score = (Technical Score) X 0.7 + (Lowest bid/commercial bid of vendor)*30

Bidder with highest score will be awarded the contract. In case of tie the committee reserves the right to negotiate with the bidders

5. Pre-bid Inquiries and Responses

The mode of delivering written questions to the aforementioned contact would be through email only with subject line as RFP – Production of Short film for Invest Punjab. The bidder shall send their queries at the following email address: contact@punjabinfotech.in

In no event will Punjab Infotech / Dept. Of Industries & Commerce/ investpunjab be held responsible for ensuring that bidders inquiries have been received by it. Punjab Infotech will endeavor to provide a timely response to all questions and would provide information to the extent it is currently available to the best of its knowledge. The responses will be communicated through email only.

The last date for receiving the pre bid queries is 05.03.2018. Any query received beyond the specified timeline would not be entertained under any circumstances.

6. Supplemental Information to the RFP

If Punjab Infotech deems it appropriate, it may issue additional data to clarify any provisions of this RFP, by issuing supplements to RFP. Copies of such supplements will be provided by publishing them on the website (www.punjabinfotech.in). Prospective bidders are advised to periodically browse this website to find out any further corrigendum / addendum / notice published with respect to this tender. All

such supplements shall be part of the RFP and the bidder shall submit their bids on that basis.

7. Bid Preparation Cost

The bidders will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal.

Further, no reimbursable cost may be incurred in anticipation of award of contract.

8. Advice to bidders

Bidders are advised to study this RFP document carefully before participating. It shall be deemed that submission of Bid by the bidders has been done after careful study and examination of the RFP document with full understanding of its implications.

9. Right to Terminate the Process

- a) Punjab Infotech may terminate the bidding process at any time without assigning any reason. Punjab Infotech makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by Punjab Infotech. The Corporation may invite the bidders for further discussions during the process of selection.

10. Venue and Deadline for Submission of Proposals

- a) Proposals must be submitted to Punjab Infotech in sealed envelope at the address specified below:

**Managing Director
Punjab Information & Communication Technology Corporation LTd
(Punjab Infotech)**

Udyog Bhawan, Sector 17 Chandigarh

- b) Punjab Infotech may, at its discretion, extend the deadline for submission of bids by issuing an Addendum in which case all rights and obligations of the proposed project and the bidders will thereafter be subject to the deadline as extended.

11. Late Bids

Bids received after 1730 hrs. on 08 March 2018 for any reason whatsoever, shall automatically stand rejected.

12. General Guidelines on Submission of Bids

Bid to be submitted in three separate sealed envelopes: -

- a) Pre-Qualification Bid
- b) Technical bid
- c) Financial Bid

The Bid should contain the following documents in three separate packets:

Packet-1 Pre-Qualification bid (to be submitted in the prescribed format as given below)

- a) All the three items as mentioned in pre qualification Criteria

NOTE: - Packet-I should be superscribed in bold letters "**Pre-Qualification bid for Production of short film for Invest Punjab**". This packet should not contain any financial quotes, otherwise the proposal would be summarily rejected.

Pocket-2 Technical bid (to be submitted in the prescribed format as given below)

- a) All the documents as mentioned in the Technical bid qualification

Packet-3 Financial bid (to be submitted in the prescribed format as given below)

Rate should be quoted for the entire work in the prescribed format as at Annexure-I.

Packet III, i.e. the Financial Bid, should be superscribed "Financial Bid for Production of short film for Invest Punjab".

NOTE:- All three Packets –should be submitted together in a separate envelope, superscribed with "Pre-Qualification , Technical bid & Financial bids for Production of short film for Invest Punjab" and the envelope should be addressed to:

**Managing Director
Punjab Information & Communication Technology Corporation LTd
(Punjab Infotech)
Udyog Bhawan, Sector 17 Chandigarh**

The communications in Packet I , II & III should clearly indicate the name, address, telephone number, e-mail etc. of the interested party.

The bottom left corner of the big cover(envelop), containing Pre-Qualification and financial packets should carry the full name, address, telephone nos., etc., of the bidder . The outer big cover containing sealed packets 1 & 2 should be sealed and addressed to the name and address given above. Failure to adequately address the outside of a package could cause a bid to be misdirected or to be received at the required destination after the deadline.

The proposal cover letters, shall be typed in indelible ink and shall be signed & stamped on each page by the bidder or a person/persons duly authorized.

Punjab Infotech will not accept delivery of bids by fax or e-mail. Bids received by fax or email shall be treated as defective, invalid and rejected.

13. Bid Opening

There will be two bid-opening events (i) for Pre-Qualification Bids cum Technical bid and (ii) for the Financial Bids.

- a) Punjab Infotech will open Pre-Qualification bids list them for further evaluation. The Technical bid and 'Financial Bid' covers shall not be opened until the evaluation of the Pre-Qualification bid is completed.
- b) Those firms who satisfied the pre-qualification criteria will be asked for the technical qualification round.
- c) Those bidder who all satisfied the Technical bid will be judged by the Technical evaluation Committee and all those who score more 70 or more than 70 will be required for Financial bids
- d) Total transparency will be observed while opening of proposals. Punjab Infotech reserves the right at all times to postpone or cancel a scheduled bid opening, as mentioned in the Schedule. In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day.
- e) Bidders may be present at the time of opening of Pre-Qualification Bids cum Technical bid opening on 12 March 2018.

14. Validity of Bids

The Pre-Qualification cum Technical bids and financial bids shall be valid for a period of 90 days or three (03) months from the date of opening of Bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal.

15. Clarification of Offer

To assist in the scrutiny, evaluation and comparison of offers, PUNJAB INFOTECH may, at his discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

16. Hand written documents, Erasures or Alterations

The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Filling up of the information using terms such as 'as given in brochure/manual' is not acceptable. Punjab Infotech will treat offers not adhering to these guidelines as unacceptable.

17. Bid Security / Earnest Money Deposit (EMD)

Bidders are required to deposit, along with its Bids, a refundable Bid Security /EMD of Rs. 10,000 in the form of Demand Draft/ Bank Guarantee in the name of Punjab Information & Communication Technology Corporation Ltd payable at Chandigarh. The EMD of the selected Bidder shall be retained till it has provided a Performance Bank Guarantee. The EMD shall be valid for a period of 90 days from the date of opening of Bids. The Bid shall be rejected if it is not accompanied by Bid Security / EMD.

18. Terms and Conditions

Right to accept / reject any or All Proposals

Punjab Infotech reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any financial or other liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Punjab Infotech's action.

Contract period

The contract shall remain in force for a period of 3 months from the date of issue of work order

Extension in the Contract period

The Contract period is extendable based on the mutual consent of both the parties.

Performance Bank Guarantee (PBG)

- a) The successful bidder shall have to submit to Punjab Infotech an undertaking in the form of Performance Bank Guarantee equivalent to 25% of the contract value at his own expense within five (05) working days from the date of issue of Purchase Order
- b) All charges and expenses whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder.
- c) The performance bank guarantee shall be valid till 05 months from the date of issue of Purchase Order which will be retained by Punjab Infotech for 02 month after the submission of Final Short Film. The performance bank guarantee may be discharged/ returned by the Corporation upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.
- d) In the event of the selected bidder being unable to service the contract for whatever reason, Punjab Infotech would evoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Punjab Infotech under the contract in the matter, the proceeds of the PBG shall be payable to Punjab Infotech as compensation for the pre-estimated, predetermined and pre-agreed loss resulting from the selected bidder's failure to perform/comply its obligations under the contract. Punjab Infotech shall notify the Filmmaker in writing of the exercise of its right to receive such compensation within a reasonable time.
- e) The Corporation shall also be entitled to make recoveries from the selected bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

Penalty Clause

In case of selected bidder fails to submit the complete film within 30 days from the date of issuance of Purchase Order, then:

- a) In special circumstances, on written request of the Filmmaker and approval of Punjab Infotech, additional one week will be granted as grace period.

- b) For the next 3 weeks after the grace period, the penalty imposed will be as follow:
- For 1st week- 4 % of the project value
 - For 2nd week- 8% of the project Value
 - For 3rd week- 10 % of the project value
- c) In case the selected bidder fails to abide by above conditions, Infotech reserves the right to terminate the contract of the selected bidder and forfeit the Performance Bank Guarantee

Failure to agree with the Terms & Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Punjab Infotech may award the contract to the next bidder or call for new proposals or invoke the PBG.

PAYMENT TERMS

- a) 25% of the project value will be payable in advance and another 25% at the approval of first cut.
- b) All pending payment will be paid on successful completion and approval of the film
- c) Bidder is required to mention the GSTno and name o f the Corporation on all bills (Name Punjab Information & Communication Technology Corporation Ltd, GST no. 04AABCP3373K2ZE)

19. Termination for Default

Default is said to have occurred:

If the selected bidder fails to deliver any or all contracted services as per service standards specified in the Contract.

- a) If the selected bidder fails to perform any other obligation(s) under the Contract.
- b) If the selected bidder in the judgment of Punjab Infotech has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

If the selected bidder, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Punjab Infotech (or takes longer period in spite of what Infotech may authorize in writing), The Corporation may terminate the contract / work order in whole or in part. In addition to above, Punjab Infotech may at its discretion also take the subsequent actions.

In the event Punjab Infotech terminates the Contract in whole or in part, the Corporation may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the selected bidder shall be liable to Punjab infotech for any excess costs for such similar services. However, the bidder shall continue performance of the Contract to the extent not terminated. Alternately, Infotech would be free to fully take over the assets and operations earlier being undertaken by the selected bidder on mutually agreed terms, without prejudice to any other action as contemplated in the Contract.

Termination for Insolvency

Punjab Infotech may at any time terminate the contract by giving 30 days written notice to the selected bidder, If the latter becomes bankrupt or otherwise insolvent, termination will be without compensation to the selected bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Punjab Infotech.

Force Majeure

- a) The successful bidder shall not be liable for forfeiture of its Performance Guarantee, Liquidated Damages, or termination for default if and to the extent

that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving the successful bidder fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of Punjab Infotech in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the successful bidder shall promptly notify Punjab Infotech in writing of such condition and the cause thereof. Unless otherwise directed by Punjab Infotech in writing, the selected bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Resolution of Disputes

Punjab Infotech and the selected bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Purchase Order.

In case both the party fails to resolve the dispute through information communication within 30 days, Managing Director or any person appointed by him will be the sole arbitrator (Place of arbitration will be Chandigarh)

20. Copy Write

Punjab Infotech will be the custodian of the AVIs as a result of the contract and selected filmmaker will not transfer or use the full or part of the film in any other activity.

Annexure - I

Format for Financial Bid

To,
Managing Director
Punjab Infotech
Udyog Bhawan, Sector 17
Chandigarh

Dear Madam,

Ref: Request for Proposal – Production of short film for Invest Punjab – Financial Bid
Having examined the Bid Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the said Project and to meet such requirements and provide such services as are set out in the Bid Document.

The detailed breakup of our Financial Proposal is shown below

: SI.No	Cost of Producing the film (Budget break up)	Taxes (if any)	Total Cost

Note :

- a) The rates quoted above are firm.
- b) The transaction charges quoted above include our fees towards production of a short film for Department of Industries & Commerce. This transaction charges are inclusive of local taxes, GST, Insurance, bank charges etc. Except quoted as above no other charges whatsoever shall be levied.
- c) Travel cost is also included in the above cost

We agree that you are not bound to accept the lowest or any bid responses you may receive. We also agree that you reserves the right in absolute sense to reject all or any or any of the products/ services specified in the Bid response without assigning any reason whatsoever.

It is hereby confirmed that I/ We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents which may be required in this connection

Date

Signature
stamp (duly authorised)

Annexure II

Format for Bank Guarantee

PERFORMANCE BANK GUARANTEE

PICTC LTD, 5th & 6th Floor Udyog Bhawan

18 Himalaya Marg, Sector 17, Chandigarh - 160017

Tel- 0172-5256400 Fax – 91-172-5256406

This deed of Bank Guarantee made this <<day>> day of <<month>><<year>> by <<Name of Bank>> having its office at <<office address of the Bank>>, hereinafter referred to as “The Bank” which expression shall include their successors, in favor of Punjab Information & Communication Technology Corporation Ltd. situated at PICTC LTD, 5th& 6th Floor Udyog Bhawan, 18 Himalaya Marg, Sector 17, Chandigarh – 160017 (hereinafter referred to as “The Department” which expression shall include their successors).

2. Whereas the Department has issued notification no. <<Notification no.>> dated <<date of notification>> to M/s <<Name of the Company>> a company incorporated in India under the Companies Act, 1956 and having its registered office at <<registered office address>> (India) and place of business at <<business address of company>> hereinafter referred to as “The Company” (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for Selection as Vendor <<project name>>.
3. In consideration the Department selecting the Company as Vendor to <<project name>> as per the terms and conditions of the Agreement entered into between the Department and the Company, we the Bank, hereby irrevocably and unconditionally guarantee to pay the Department on first demand without demur any sum up to Rs <<amount>> (Rupees <<in words>>) merely on claim

or demand by telex and/ or writing by the Department by reason of breach by the Company of any of the terms or conditions contained in the said Agreement or by reason of the Company's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

4. We, the Bank, undertake to pay to the Department any money so demanded notwithstanding any dispute(s) raised by the Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Company shall have no claim against us for making such payment.
5. The Bank's liability herein contained in this guarantee shall not be impaired or discharged by any extension of time or any forbearance or neglect on the part of the Department or any variations or alterations made, considered or agreed to with or without knowledge or consent of the Bank by or between the Department and the Company.
6. The guarantee shall remain in all force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or up to 41 (Forty one) months from the date of its execution i.e. up to <<day>> day of <<month>><<year>> , or the Department certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the Company and accordingly discharges this guarantee
7. We, the Bank, further agree with the Department that the Department 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 Agreement or to extend time of performance by the said Company from time to time or to postpone for any time or from time to time any of the powers exercisable by the Department against the Company and to forbear or enforce any 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 Company or for any forbearance, act or omission on the part of the Department or any indulgence by the Department to the said Company or

by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

8. The Bank Guarantee shall not be discharged due to any change in the constitution of the Bank or the Company.
9. NOTWITHSTANDING anything contained herein,
 - a. Our liability under this Bank Guarantee is restricted to Rs <<amount>> (Rupees <<in words>>),
 - b. This Bank Guarantee shall be valid up to dd.mm.yyyy inclusive of the claim period, and
 - c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the Department serve upon us a written claim or demand on or before dd.mm. yyyy.
10. We, the Bank, undertake not to revoke this Bank Guarantee during its currency except with the previous written consent of the Department in writing and the guarantee shall be continuous and irrevocable upto the sum stated hereinabove.

Place

Date
Bank)

(Signature of Authorized signatory & Stamp of