

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

MATERIALS MANAGEMENT DIVISION



TENDER DOCUMENT FOR COLLECTION CENTRE OF SPECIALISED PATHOLOGICAL TESTS

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SECTION 1 – INVITATION FOR BIDS

Tender No.	MMD/PATHOLOGY/RC/2020-21
Tender Date	27th August 2020
Advt. No.	MMD-02/20-21
Item Description	TENDER DOCUMENT FOR COLLECTION CENTRE OF SPECIALISED PATHOLOGICAL TESTS
Pre- Bid Meeting Date & Time	Due to current Covid 19 pandemic, we are not scheduling any pre-bid meeting. Any queries regarding this tender to be sent through mail to drmm@iitb.ac.in before 7 th September 2020.
Last date & time of submission of Tender :	17 th September 2020 upto 1.00 p.m
Place of Submission of Bids	Materials Management Division, Ground Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.
Submission of Bids	Two Bid System: The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Price Bid. Both the Technical Bid and Price Bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and "Envelope No. 2 - Price Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned in Tender document.
Opening Date & Time of tender	17 th September 2020 at 4.00 p.m
Place of Opening Tender	Materials Management Division, Ground Floor, Main Building, Indian Institute of Technology Bombay, Powai, Mumbai 400076.

Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 100,000/- (Rs. One Lakh Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid "Envelop 1".
Any Clarification	Name: Joint Registrar (MM) Dept : Materials Management Division ,IIT Bombay Email: drmm@iitb.ac.in Contact No.: 022-2576 8800
Signing Authority	Joint Registrar (MM)

SECTION 2- ELIGIBILITY CRITERIA

1. The Bidding firm should have existence for minimum period of 5 years in Mumbai. (Certificate of Incorporation/Registration Certificate of the firm to be submitted).
2. The bidder should have at least one Laboratory {accredited by National Accreditation Board for Testing and Calibration Laboratories (NABL)} providing Diagnostic/Laboratory Test reports anywhere in Mumbai during last five continuous years. The bidder should enclose NABL certificates issued in respect of aforesaid Laboratory along with complete postal addresses, Phone No. & email addresses in technical bid.
3. The bidder can be a franchise of any of the large diagnostic laboratories such as SRL Ltd., Thyrocare diagnostics & Metropolis Healthcare Ltd. etc. having certificate of franchise for minimum period of 5 years in Mumbai and should be NABL accredited.
4. Copy of PAN CARD of the firm to be submitted.
5. Bidder's Information duly filled (Annexure 1) to be submitted.
6. The Bidder must not be blacklisted/Suspended or have any service related dispute with any organisation/Government Organisations/Semi Govt. organisations/Banks in India or outside India. (Annexure 2).
7. The Bidder should have Annual Business Turnover of 40 lakhs and filed ITR for the last two years i.e. A.Y. 2018-19 & A.Y. 2019-20 (Annexure 3). The certificate should be certified by Chartered Accountant based on Balance sheet and Profit & Loss Account. The bidders are advised not to enclose any other document in this respect other than certificate issued by Chartered Accountant (Copy of filed Acknowledgments and copy of Audited Annual Accounts for the last two years to be submitted).
8. The bidder must have experience of having executed similar contract for providing pathology services with various Hospitals (comparable large trusts) during last five years of collecting hospital samples for testing and reporting. Enclose copy of at least 3 work orders and their completion certificates (Annexure 4).
9. The Bidder should accept tender Terms & Conditions (Annexure 5).
10. Copy of valid GST Registration Certificate to be submitted.

11. The laboratory should employ qualified M.D. (Pathology)/MD (Microbiology) and adequate no. of qualified technicians and staff. Kindly provide details of the same along with certificates in technical bid.

12. List of machines used to carry out the enlisted tests, to be attached in technical bid.

13. Visit to Eligible Qualified bidders Laboratory:

The committee will visit eligible qualified bidder's laboratory. The committee will disqualify bidder if it finds their labs incapable of doing work, no proper automated machines or lack of full time pathologists for reporting. The financial bids of only those bidders who qualify in this aspect will be considered for commercial opening.

SECTION 3 – INSTRUCTIONS TO BIDDERS

A) SUBMISSION OF OFFER:

1. Tender must be put in the Tender Box kept in the office of Joint Registrar (MM) at Materials Management Division, Ground floor, Main Building, IIT Bombay, Mumbai-76.
2. No tender is to be handed over to our staff personally.
3. The Quotation **MUST BE ENCLOSED IN A SEALED COVER** superscripting Tender number/due date & should reach the undersigned on or before the due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.**
5. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing to IIT Bombay.

B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

C) VALIDITY OF THE BID:

1. 180 Days from the date of submission of bid.

D) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification requested by a prospective BIDDER may modify the bid document.
2. All prospective BIDDERS who have downloaded the bidding document may visit IIT Bombay website for amendments / modifications which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time.

F) BID OPENING PROCESS:

1. In case of two bid systems, the technical bid will be opened in the first instance in the presence of department, Technical Evaluation Committee (TEC), MMD, representatives of the bidders at IIT Bombay.
2. Commercial bids of only those bidders will be opened, whose bids are found technically qualified and also qualify in the site visit.
3. Commercial Bids will be opened in the presence of Technical Evaluation Committee (TEC), MMD, representatives of the bidders.. Date and Time of commercial bid opening shall be intimated to technically qualified bidders only.

4. One authorized representative of each of the bidder would be permitted to be present at the time of opening of the bids.
5. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the Technical/Commercial bid opening session.

G) LATE BIDS:

1. IIT Bombay will not be responsible:
 - i. For delayed / late quotations submitted / sent by post / courier etc.
 - ii. For submission / delivery of quotations at wrong places other than mentioned in the tender.
 - iii. Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

H) SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL BID:

1. Tender submitted against above mentioned tender shall not be returned in case the tender opening date is extended/ postponed. BIDDER desirous of modifying their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating the extent of updating done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY:

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other person not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

J) DEVIATION, RESERVATIONS AND OMISSIONS:

1. **During the evaluation of Bids, the following definitions apply:**
 - i. "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - ii. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;
And
 - iii. "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K) CORRECTION OF ARITHMETICAL ERRORS:

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - i. If there is a discrepancy between the unit price and the line item total that is obtained

- by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same shall result in the rejection of the Bid.

L) EVALUATION OF BID:

1. IIT Bombay evaluates technical and Price acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i) Non- submission of complete offers.
 - ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - iii) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clause mentioned in this tender document, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender. No further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M) PRICE BID (Commercial Bid):

Price bid will be opened only from technically qualified bidders and the following terms and conditions will be applicable:

1. Quoting of Price (s): Price quoted should be in Indian Rupees.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, IIT Bombay will reject bid.
4. If supplier wishes to give pricing details it may be attached in separate sheet.
5. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
6. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.

N) CORRUPT & FRAUDULENT PRACTICES:

1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
 - (i) The terms set forth below are defined as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence the action of a public official in the procurement process or in contract execution;
 - b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - c) "Collusive practice" means a scheme of arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels; and
 - d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (ii) IIT Bombay will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

O) TRANSFER AND SUBLETTING:

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance of the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

P) CANCELLATION OF TENDER:

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - i) To accept OR reject lowest tender or any other tender or all the tenders.
 - ii) To accept any tender in full or in part.
 - iii) To reject the tender offer not conforming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - i) Non-submission of complete offers.
 - ii) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - iii) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will be rejected.
5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.

SECTION 4 – SCOPE OF WORK

1. Successful bidder /service provider shall arrange to have its technician available at IIT Bombay Hospital by 08.00 am. Service provider's technician shall draw samples from IPD & OPD patients from 08.00 am to 09.30 am on daily basis except Saturdays(to be confirmed with Hospital), Sundays & Holidays. However in case of emergency, service provider shall also arrange to collect the samples drawn by IIT Bombay's technicians as per hospital requirement.
2. The service provider should arrange for safe and proper transportation to its laboratory located in Mumbai. It is mandatory that all tests are carried out at own laboratory. The collection of samples & delivery of the reports will be the responsibility of the bidder.
3. The service provider shall carry out tests for the patients as per the advice of the IIT Bombay's Hospital Doctors **through a “Referral Note”**.
4. In case of loss of or damage to any sample collected, it will be the service provider's responsibility to report the same to IIT Bombay Hospital without delay and the bidder will have to arrange for immediate collection of another sample.
5. In case, due to failure of machinery if the service provider is unable to test the samples the service provider should not disclosed to any other agency or test in any laboratories but inform the Institute immediately.
6. The service provider shall be required to forward the soft copy of the reports on same day of collection vide email and deliver the printed reports with sign and stamp of the technicians/doctors along with the list of patients in duplicate within 24 hours of collection in case of routine tests. For tests where 24 hours reporting is not possible, printed reports should be delivered within minimum time schedule.
7. The results of any test should not be disclosed to any person/agency other than IIT Bombay Hospital's authorized doctors. Any disclosure will amount to breach of the contract.
8. The service provider should conduct any other Government regulated tests (not mentioned in the price bid) if required, at Government rates only.

SECTION 5: TERMS & CONDITIONS OF CONTRACT

A. AWARD OF CONTRACT:

1. Only one technically qualified L1 bidder shall be selected for rate contract.
2. L1 service provider will be calculated on total approximate annual quantity multiplied by per unit test amount.
3. Evaluation shall be carried out as per the tests and quantities and prices under Section 6 - Price Bid. The successful bidder required to provide services for the entire list of tests mentioned in price bid.
4. The qualified bidder will be abiding by all the Terms & Conditions of the Tender Document.
5. The qualified bidder will be empanelled initially for the period of one year and maybe extended further for two years if performance found satisfactory.
6. The services of the empanelled service provider will be reviewed by committee during contract period and IIT Bombay reserves right to add or delete service provider in rate contract based on performance if necessary without intimation.
7. If more than one BIDDER happens to quote the same lowest price, IIT Bombay reserves the right to award the contract to more than one BIDDER or any BIDDER.
8. IIT Bombay reserves right to award for all tests or part of it.
9. If the service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract. We may remove or add any service providers during the contract without prior notice.

B. PRICES:

1. Bid Prices MUST BE SUBMITTED IN ENCLOSED PRICE BID FORM ONLY.
2. If the price is not quoted in Price Bid Form provided in tender document then, IIT Bombay will reject bid along with forfeiting Earnest Money Deposit. If service provider wish to give pricing details may be attached in separate sheet.
3. The price must be inclusive of all taxes and charges.
4. The service provider shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Institute in the contract.

C. TERMS OF PAYMENT:

1. The bills are to be submitted on monthly basis for payment to Chief Medical Officer, IIT Bombay Hospital.
2. The bills must be supported by original "Referral Note" issued by IIT Bombay Hospital Doctors.
3. Payment within 30 days from the date of submission of bill completed in all respects

as mentioned above.

4. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

D. EARNEST MONEY DEPOSIT & SECURITY DEPOSIT

1. Earnest Money Deposit (EMD) of Rs. 100,000 (Rs. One Lakh Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. The Earnest Money shall be valid up to a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
5. For successful tenderer/ bidder Earnest money deposit will be converted to Security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
6. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

E. PENALTY:

1. In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IIT Bombay shall levy and recover penalty subject to maximum of 5% of total monthly bill. And IIT Bombay also reserves rights to forfeit the Security Deposit.

F. FORCE MAJEURE :

1. Force Majeure will be accepted on adequate proof thereof.

G. LEGAL MATTER :

1. Jurisdiction of Mumbai Courts only.
2. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.
3. In case of wrong diagnosis resulting out of incorrect reporting of samples, the legal liability arising out of it if any, shall entirely rest with the empanelment service provider with cost and damages applicable.

SECTION 6: PRICE BID

Tender No. MMD/PATHOLOGY/RC/2020-21

Due date: 17th Sept'20

Sr. No.	Item Description	Approximate Annual Quantity	Amount per Test (₹)	Taxes	Other charges	Total Amount per Test
1.	T3 T4 TSH	600				
2.	FT3 FT4 TSH	1200				
3.	TSH	600				
4.	VITAMIN B12	480				
5.	VITAMIN D3 (25 HYDROXY)	600				
6.	URINE ALBUMIN RATIO/ MICROALBUMIN UREA	180				
7.	PROTHROMBIN TIME INR	180				
8.	C-REACTIVE PROTEIN	120				
9.	PAP SMEAR	360				
10.	HbA1c (HPCL)	2000				
11.	PCR test (for Covid 19)	-	As per govt regulation			
12.	Antigen test (for Covid 19)	-	As per govt regulation			
Total Amount of all Tests (₹)						

Note:

- Bidders should quote for all items.
- Approximate Annual Quantity of tests may increase or decrease.
- The service provider should conduct any other Government regulated tests if required (not mentioned in the price bid) at Government rates only.

Place:

Date:

GST Registration No:

Signature:

Company Name:

Office Address:

Affix Rubber Stamp:

SECTION 7 – ANNEXURES

ANNEXURE 1: BIDDER'S INFORMATION

(On Company / Firm Letterhead)

Details of the bidder :		
1	Name of the bidder	
2	Registered Office/Shop Address of the bidder	
3	Details of the Incorporation/Shop Establishment License of the Company	Date:
		Registration No.
4	Details of Franchise (if applicable)	
5	Valid GST Registration No.	
6	Permanent Account No. (PAN)	
7	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
8	Address for Communication	
9	Telephone No. (with STD Code)	
10	Email Address of the contact person	
11	Fax No. (with STD Code)	

(Signature of the bidder)
Printed Name Designation
Seal

Date:
Business Address:

ANNEXURE 2 – DECLARATION REGARDING CLEAN TRACK
(On Company / firm's Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Ref: Tender No. MMD/PATHOLOGY/RC/2020-21 dated 27th August 2020 for “Tender for Collection Centre of Specialized Pathological Tests”.

I/we carefully gone through the Terms & Conditions contained in the above referred tender. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following:

Sr. No.	Country in which the company is debarred /blacklisted/ case is pending	Black listed / debarred by Government / Semi Government Organizations/Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,

(Signature of the bidder)

Printed Name Designation

ANNEXURE 3: DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Ref: Tender No. MMD/PATHOLOGY/RC/2020-21 dated 27th August 2020 for “Tender for Collection Centre of Specialized Pathological Tests”.

- 1) I/we hereby declare that, our firm's Annual Turnover and I/we have also supported an Audited Accounts for your references :

F. Y. 2017-18	F. Y. 2018 – 19

And,

- 2) I/we hereby declare that, our firm had filed Income Tax Returns for last two years i.e. A. Y. 2018-19 & 2019 – 20. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder) Printed
Name Designation
Seal

Date:

Business Address:

Encl: As above

ANNEXURE 4: EXPERIENCE IN SIMILAR WORK

(On Company / Firm Letterhead)

To,
The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Ref: Tender No. MMD/PATHOLOGY/RC/2020-21 dated 27th August 2020 for “Tender for Collection Centre of Specialized Pathological Tests”.

Brief particulars of the similar work done in last five years in various hospitals:

(Please attach copy of at least three work orders & their completion certificates for our reference)

Sr. No.	Name of Hospital	Work Order No. & Date	Amount of Work order	Completion certificate attached (Yes/No)	Details of Contact person (Name, Add & Contact No.)

Yours faithfully,

(Signature of the bidder) Printed Name Designation
Seal

Date:
Business Address:
Encl: As above

**ANNEXURE 5: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND
CONDITIONS**

(On Company / firm's Letterhead)

To,

The Joint Registrar (MM)
Materials Management Division
IIT Bombay,
Powai, Mumbai – 400 076.

Date:

Sir,

Ref: Tender No. MMD/PATHOLOGY/RC/2020-21 dated 27th August 2020 for “Tender for Collection Centre of Specialized Pathological Tests”.

I/we carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I/we declare that all the provisions of this tender are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder) Printed Name Designation

Seal

Date:

Business Address:

SECTION 8 - CHECKLIST

The following items must be checked before the Bid is submitted:

1. ENVELOPE "1"

- i. Demand Draft for Rs. 100,000/- (Rs. One Lakh only) towards Earnest Money Deposit.
- ii. Eligibility Criteria Responses (each pages duly sealed and signed by the authorized Signatory)
- iii. Annexure 1: Bidder's Information
- iv. Annexure 2: Declaration Regarding Clean Track by Bidder
- v. Annexure 3: Declaration of Annual Turnover and Income Tax Return
- vi. Annexure 4: Experience in Similar Work
- vii. Annexure 5: Declaration for Acceptance of Tender Terms and Conditions

2. ENVELOPE "2"

- i. Price Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due date.**