



**Haffkine Bio-Pharmaceuticals Corporation (Ltd)
(Materials Department)**

Acharya Donde Marg, Parel, Mumbai 400 012.

Tel.No. +91-22-24147564

Website: <https://www.vaccinehaffkine.com>

E-mail: mm@vaccinehaffkine.com

Tender Website: <https://mahatenders.gov.in>

**Tender for:-
Domestic Air Cargo Agent for the supplies of
Oral Polio Vaccine in All Over INDIA**

Tender No. M-07

Haffkine Bio-Pharmaceutical Corporation Ltd.

(A Government of Maharashtra Undertaking)

(MM Dept.)

Tender Notice

Tender reference No: **M –07/HBPCL/Domestic Air Cargo Agent Services/2025-26/**

Managing Director, Haffkine Bio-Pharmaceutical Corporation Ltd., Parel, Mumbai invites online TENDER for THE year **2025-26** in two envelope system from the genuine service provider for Domestic Air Cargo Agent Services

Sr No.	Name of Item	Name of Dept	Tender Fee (Rs.)	EMD (Rs.)
1	Domesti Domestic Air Cargo Agent Services for supplies of Oral Polio Vaccine in All Over India	Marketing/Despatch	Rs.19,500/-	Rs. 1,95,000/- (One lakh ninety five thousand only)
	Total			

Interested eligible tenderers may obtain further information of technical specifications, and other terms and conditions applicable for procurement of above services from the tendering website <https://mahatenders.gov.in>

TENDER SCHEDULE

All bid related activities (Process) like Tender Document Download, bid submission and submission of EMD and other documents will be governed by the time schedule given under Key Dates below:-

Sr. No	Activity	Period
1	Period of sale of Tender document/Download	From 29.09.2025, 15:00 P.M.
2	Dates for uploading tender document	From 29.09.2025, 15.00 P.M. to 09.10.2025 up to 14.00 P.M.
3	Last date and time for submission of tender:	09.10.2025 up to 14.00 P.M.
4	Pre-Bid Meeting Date & Time	03.10.2025 @ 2:30 PM
5	Date and time of opening of Envelope No.1 (Technical Bid)	10.10.2025 at 14.30 P.M.

Address for communication : office of the Materials Manager
Haffkine Bio-Pharmaceutical Corporation Ltd.,
Acharya Donde Marg, Parel, Mumbai 400012

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TERMS AND CONDITIONS

1. Introduction

- 1.1. The Managing Director, Haffkine Bio-Pharmaceuticals Corporation Ltd, Mumbai, hereinafter referred to as a “Purchaser “ invites online tender in two Envelope systems for selection of agency specified in Annexure-A for the Domestic Air Cargo Agent for supply of oral polio vaccine in India in Haffkine Bio-Pharmaceuticals Corporation Ltd, Mumbai.
- 1.2. Interested eligible Tenderer may obtain further information of scope of work and other terms and conditions applicable from Government of Maharashtra E-tendering website <https://mahatenders.gov.in>
- 1.3. All tender related activities such as document download, preparation, submission and submission of EMD and other documents will be governed by the times schedule.
- 1.4. All activities of this tender are carried out online on Website <https://mahatenders.gov.in>. The tender document is uploaded and released on Government of Maharashtra, (GOM) e-tendering website <https://mahatenders.gov.in>. It must be downloaded, filled out and submitted online only. Under no circumstances should be the tender fee be combined with the EMD amount. Any tender not following the prescribed procedure may be summarily rejected.
- 1.5. The quantity mentioned in the tender is approximate. The purchaser reserves the right to increase or decrease the quantity without assigning any reason.
- 1.6. If any tenderer wishes to file a complaint regarding submission of false documents or information by another tenderer, the complaint must be submitted before opening of the price bid. The complaint should be accompanied by a deposit of Rs.50,000 (Rupees Fifty Thousand only) via Demand Draft drawn in favour of The Managing Director, Haffkine Bio- Pharmaceuticals Corporation Ltd, Mumbai payable. The complaint will be reviewed by an Appeal Committee. If the complaint is found valid, the deposit will be refunded. If found false or malicious, the deposit will be forfeited. No interest will be paid on the deposit. Complaints received after the price bid opening will not be entertained

2. The Minimum Eligibility Criteria for appointment of Domestic Air Cargo Agent

- 2.1. Bidder should have achieved a yearly Turnover of 30 to 50 Crore (with proof of audited balance sheet and IT/GST returns) in the financial year 2021-22, 2022-23 & 2023-2024.
- 2.2. Domestic air cargo agent should be based at Mumbai (Mandatory) and have capacity to operate all over the India with the offices in the major cities like Mumbai, Delhi, Kolkata, Hyderabad, Ahmedabad, Bangalore, Chennai, Lucknow, Jaipur, Assam-Guwahati etc.
- 2.3. Domestic air cargo agent should have 5 to 10 years of experience in handling highly perishable cargo item like Oral Polio Vaccine. Relevant documents should be submitted along with bid. (Please note that, this condition is applies to check the market stand/infrastructure of the Domestic Air Cargo Agent when we hand over such a valued vaccine which requires extra care while delivering to end user i.e. children, without hampering its quality.
- 2.4. After delivery of the consignment POD to be produced. (Proof of Delivery)
- 2.5. Domestic Air Cargo Agent Should be IATA and ISO Certified.
- 2.6. Domestic Air Cargo Agent should have monthly tonnage capacity minimum of 800 Ton.
- 2.7. Domestic Air Cargo Agent given maximum 50 tonnage capacity per day of vendor is mandatory.
- 2.8. Domestic Air Cargo Agent should have per day capacity to handle minimum 15 to 20 ton vaccine shipment packed in dry ice.
- 2.9. Domestic Air Cargo agent should have sufficient man power along with arrangement of vehicles for urgent onward forwarding of OPV consignments from HBPCCL to Mumbai Airport and Destination Airport to the consignee location like Delhi, Lucknow etc.
- 2.10. Vehicle should be temperature controlled for transportation of goods.

- 2.11. Domestic air cargo agent should have minimum 2 DG certified staff at station.
- 2.12. It will be cargo agent responsibility to ensure that there is no late delivery in schedule time, no damage, leakage, pilferage of any type of loss during the transit because our goods falls in the category of medicine/vaccines which highly perishable.
- 2.13. Should not be blacklisted or suspended by any Government agency cross India. Notarized affidavit in this regard is required to be submitted.

- **Please note that above all the points you may cleared with submitting the documents online.**

Note: Tenders from firms found guilty of malpractice, misconduct, or blacklisted/debarred either any of the Department of Government of Maharashtra or by any local authority, OtherState Government/SemiGovernment/Central Government's organizations will not be allowed to participate.

3. Cost of bidding:

The tenderer shall bear all costs associated with the preparation and online tender. The Purchaser shall not be liable for any such costs, regardless of the outcome of the bidding process.

4. Clarification of tender document:

E-tendering process related Queries can be sent on email

eproc.support@mahatenders.gov.in

Help: The 24/7 Toll free Telephonic Help Desk no.1800-3070-2232/ Mobile: + 91- 7878107985, + 91-7878107986, +91-7878007972 and 91-7878007973. A prospective tenderer requiring any clarification after this last date will not be entertained.

5. Amendment of tender document

- 5.1. At any time before the deadline for sale of tender, the Purchaser issue amendments via Addendum/Corrigendum.
- 5.2. All such amendments will be considered as part of the tender document. It is assumed that tenderers will incorporate the updated information while preparing their bids.
- 5.3. To allow sufficient time to tenderers to consider any changes, the Purchaser may extend the submission deadline at its discretion. Any such extension will be communicated via the e-Tendering website and will be binding on all tenderers.

6. Submission of tenders:

Tender must be submitted online only, before the last of submission through website <https://mahatenders.gov.in> in two separate envelopes:

- Envelope No. 1 – Technical Bid
- Envelope No. 2 – Commercial Bid

Note: Bidders must have an e-Token based Digital Signature Certificate from a competent authority.

a. Envelope No. 1 (TechnicalBid):

Technical documents must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal. The tenderer must upload the following documents as per e-tendering schedule.

b. Envelope No. 2 (Pricebid):

- a** All Commercial offers must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal.
- b** BOQ - 1 rate quoted as per kg (zone-wise) (Sheet - BOQ1-Zone Wise Rates)
- c** BOQ- 2 rate quoted for road transportation delivery charges (Distance & Weight-wise) (Sheet 2 - BOQ 2 - Door Delivery Charges)
- d** In quoting the rates, the bidders are advised to take into account all the factors including any fluctuations in the market rates, toll charges, entry charges, taxes, door delivery charges, Airport Charges, Loading-Unloading charges, taxes, transportation charges etc. No claim shall be entertained any changes in quoted rate after acceptance of the tender or during the period of contract.

7. Deadline for submission oftenders

- 7.1.** Tenderers must complete online bid submission as per the published schedule.
- 7.2.** The Purchaser may extend the submission deadline, if necessary, and inform all tenderers accordingly.
- 7.3.** Only online e-Tender will be accepted Offline submissions are not permitted.

8. Opening of Envelope No.1 (Technicalbid)

Envelope No.1 (Technical bid) of the tenderer will be opened online in the presence of the tender opening authority, and the tenderer or their representatives may or may not be present during the opening of the technical/commercial bids, as it is an e-tendering procedure. Bidders can check the status online by logging in at <https://mahatenders.gov.in>

8.1. Opening of Envelope No.2

This envelope shall be opened as per e-tendering procedure after opening of Envelope No.1 (Technical bid). The likely date and time of the price bid opening will be communicated to the technically qualified bidders. Please note envelope no.2 will be opened only for those bidders who are technically qualified as per Envelope no.1, Envelope no. 2 will not be opened immediately after Envelope no.1; It will be opened after technical bid approval from our technical committee.

9. Period of Validity oftenders:

- 9.1.** The tenders shall remain valid for a period of 120 days after the date of opening of Envelope No. 1 (Technical bid). A bid valid for a shorter period shall be rejected.

10. Earnest Money Deposit:

- 10.1.** All tenders must be accompanied with Earnest Money Deposit (EMD) for the amount specified.
- 10.2.** The EMD shall be submitted in the form of online transfer.
- 10.3.** The tenders submitted without EMD will be summarily rejected.

104. Unsuccessful tenderer's EMD will be discharged/ returned within a period of 30 days after award of contract to the successful bidder.
105. Tenderer shall not be entitled for any interest on EMD /Securitydeposit.
106. The successful tenderer's EMD will be discharged after signing the Contract and submitting the security deposit as stipulated.
107. The successful bidder (L1 bidder) submitted security deposit of minimum Rs. 1 crore (as per our total material cost basis) in form of Bank Guarantee or Demand Draft to be submitted while taking official purchase order, for existing vendor's management decision will be final.
108. The EMD shall be forfeited:
- If tenderer fails to accept the purchase order.
 - If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
 - In case of a successful Tender, if the tenderer fails:

11. Evaluation of tenders:

- 11.1 After opening of Envelope No. 1 (Technical bid), on the scheduled date, time and venue, the Purchaser Haffkine Bio-Pharmaceuticals Corporation Ltd shall examine the contents of the tenders received online through e-tendering process along with all prescribed mandatory documents.
- 11.2 The Purchaser Haffkine Bio-Pharmaceuticals Corporation Ltd shall scrutinize the documents mentioned above for its eligibility, vendor visit, validity, applicability, compliance and substantiation.
- 11.3 Any tender that does not meet tender condition laid down in the tender document will be declared as non-responsive and such tenders shall not be considered for further evaluation.
- 11.4 The Purchaser will award the contract to the successful tenderer whose tender has been determined to be responsive and has been determined as lowest tender.
- 11.5 The Purchaser reserves the right to increase or decrease the number of appointments and also reserves the right to cancel or revise or any of the whole tender or any part of tender without giving any reasons thereto with no cost to the purchaser.
- 11.6 L1 bidder will be called for negotiation with our purchase committee.
- 11.7 In case L1 bidder not able to do service then we may call L2, L3.....but they have to service with at L1 rates only.

12. Service Agreement :-

The successful bidder (L1 bidder) signed Service Agreement between Haffkine and Service provider (L1 bidder) after given Service Order from HBPCCL. The Service Agreement format provided by after Purchase Order given from HBPCCL, but expenses of agreement i.e. bond paper, notarized, registration all the expenses in vendor scope.

13. Period of Contract:-

- 12.1 The period of contract is one year from purchase order.
- 12.2 The tender for one year further may be extended upto two years on satisfactory service with same rate, terms and conditions.

14. Default Clause / Cancellation on failure of services:

If the supplier fails to commence services as scheduled or to deliver the services ordered to him within the period stipulated in the contract, it shall be discretion of the purchaser either (a) to extend the period or (b) to cancel the contract in whole or in part for the balance without any show cause notice. In the event of extension, liquidated damages of whole consignment value on per day, will be applicable for services not rendered. If the purchaser decides to cancel the contract, the mode of repurchase will be at the discretion of the purchaser. The supplier shall be liable to pay any loss by way of extra expenditure or other incidental expenses, which the purchaser may sustain on account of such repurchase at the risk and cost of the supplier. In addition to the action above, the purchaser may debar the defaulting supplier from future orders, for maximum period of 3 years. In any case the supplier will stand debarred for future contracts for the period till extra expenditure on account of cancellation and repurchase in terms of action above is paid by the supplier or recovered from his bill for supplied services against any orders with the purchaser or his authorized consultants /agents.

15. Force Majeure

14.01 For purposes of this Clause, 'Force Majeure' means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freightembargoes.

14.02 If a Force Majeure situation arises at any time during the subsistence of contract, the Supplier shall promptly but not later than 30 days notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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.

14.03 Force Majeure will be accepted on adequate proof thereof.

14.04 If contingency continues beyond 30 days, both parties will mutually discuss and decide the course of action to be adopted. Even otherwise contingency continues beyond 60 days then the purchaser may consider for termination of the contract on pro-ratabasis.

16. Confidentiality

Information relating to the examination, clarification, evaluation, and comparison of tenders, and recommendations for the award of a Contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the notification of Contract award is made. Any effort by the tenderer to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Tenderer's bid.

17. Payment

- a. Payment shall be made 30 days in Indian Rupees after submission of bills from successful bidder.
- b. While submission of door delivery bills, bidder should submit airway bill along with surface transport bill. Separate surface transport bill will not be entertained for Door delivery consignments.
- c. The purchaser shall have every right to deduct from the payment due to the supplier any amount due on account of loss, compensation, or any remedial action in monetary terms due from the supplier to the purchaser. The supplier shall not agitate the said issue in future.

18. Corrupt or Fraudulent Practices

17.1 The Purchaser as well as Tenderer shall observe the highest standard of ethics during the procurement and execution of such contracts.

17.2 “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

17.3 “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract to the detriment of purchaser and includes collusive practice among Tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

17.4 “Collusive practice” means a scheme or arrangement between two or more tenderer, with or without the knowledge of the Purchaser, designed to establish tender prices at artificial, non-competitive level;

17.5 “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or effect the execution of the contract.

17.6 “The Purchaser will reject a tender for award if it determines that the tenderer recommended for award has directly or through an agent engaged in corrupt or fraudulent practices in competing for the contract in question;

17.7 The Purchaser will declare a firm or individual as ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

19. General Clauses

18.1 **Resolution of dispute:** In the event of any question, dispute or differences in respect of contract or terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.

18.2 **Arbitration:** In the event of failure to settle the dispute amicably between the parties, the same shall be referred to the sole arbitrator, Government of Maharashtra. The award passed by the sole Arbitrator shall be final and binding on the parties. The arbitration proceedings shall be carried out as per the Indian Arbitration and Conciliation Act, 1996 and the rules made hereunder.

18.3 **Governing Language:** English language version of the contract shall govern its interpretation.

18.4 **Applicable Laws:** The contract shall be governed in accordance with the law prevailing in India, Act, Rules, Amendments and orders made thereon from time to time.

18.5 **Indemnification:** The contractor shall indemnify the purchaser against all actions, suit, claims and demand or in respect of anything done or omitted to be done by contractor in connection with the contract and against any losses or damages to the purchaser in consequence of any action or suit being brought against the contractor for anything done or omitted to be done by the contractor in the execution of the contract.

18.6 **Jurisdiction:** All the suits arising out of the contract shall be instituted in the court of competent jurisdiction situated in Mumbai only and not elsewhere.

- 18.7**Saving clause:** No suits, prosecution or any legal proceedings shall lie against The Managing Director, Haffkine Bio-Pharmaceuticals Corporation Ltd, Mumbai or any person for anything that is done in good faith or intended to be done in pursuance of tender.
- 18.8 The Government orders issued by industries department, Govt. of Maharashtra time to time will be applicable to this tender.
- 18.9 In case of failure to provide requisite quantity of cold chain vehicles, it shall be responsibility of the vendor to arrange vehicles from outside vendor at their own expenditure. HBPCCL will not be entitled for any payment on account of such trips involved. Failing to provide cold chain vehicles in both the cases, pertinent amount shall be deducted from security deposit of the vendor
- 18.10 No rate revision will be done in this total service period.
- 18.11 The Managing Director, HBPCCL reserves all rights accept or reject any tender in part or full at any time or stage without assigning an reason.

Scope of Work & Terms Conditions for Appointment of Domestic Air Cargo Agent for Supplies of Oral Polio Vaccine in India

FOLLOWING DOCUMENTS ARE MANDATORY & SHOULD BE ENCLOSED IN SEQUENCE & ORDER.

1. Proof of EMD paid.
2. Tender Form as per Annexure -1.
3. Annual turnover statement for last 3 financial years in the format given in Annexure -2 certified by the Chartered Accountant or Last 3 financial years audited Profit & Loss and Balance Sheet.
4. GST Registration certificate
5. Latest Monthly GST Return. (for last 3 months)
6. Bidder's complete information and evidential documents on ownership must be submitted (as per format in Annexure-4 provided in the tender document)
7. The bidder should submit a copy of the firm's PAN card.
8. Client List with contact numbers.
9. Domestic air cargo agent should be based at Mumbai (Mandatory) and have capacity to operate all over the India with the offices in the major cities like Mumbai, Delhi, Kolkata, Hyderabad, Ahmedabad, Bangalore, Chennai, Lucknow, Jaipur, Assam-Guwahati etc, so as to make door delivery to respective consignees.
10. Domestic air cargo agent should have 5 to 10 years of experience in handling highly perishable cargo item like Oral Polio Vaccine. Relevant documents should be submitted along with bid. (Please note that, this condition is applies to check the market stand/infrastructure of the Domestic Air Cargo Agent when we hand over such a valued vaccine which requires extra care while delivering to end user i.e. children, without hampering its quality)
11. Domestic Air Cargo Agent Should be IATA and ISO Certified.
12. Own stock of Airlines. Relevant documents should be submitted along with bid.
13. Domestic Air Cargo Agent should have monthly tonnage capacity minimum of 800 Ton. (Please note that, this condition is applies to check the market stand/infrastructure of the Domestic Air Cargo Agent when we hand over such a valued vaccine which requires extra care while delivering to end user i.e. children, without hampering its quality)
14. Domestic Air Cargo Agent should have per day capacity to handle minimum 15 to 20 ton vaccine shipment packed in dry ice. Relevant documents should be submitted along with bid. (Please note that this condition applies in emergency situation like delay in receipt of batch release from CDL, vaccine acceptance by the consignee as per consignee's storage condition/space, in case any unavoidable circumstances at that time of supply etc.)
15. Domestic Air Cargo agent should have sufficient man power along with arrangement of vehicles for urgent onward forwarding of OPV consignments from HBPCL to Mumbai Airport and Destination Airport to the consignee location like Delhi, Lucknow etc.
16. Vehicle should be temperature controlled for transportation of goods.
17. Domestic air cargo agent should have minimum 2 DG certified staff at station.
18. It will be cargo agent responsibility to ensure that there is no late delivery in schedule time, no damage, leakage, pilferage of any type of loss during the transit because our goods falls in the category of medicine/vaccines which highly perishable.
19. After delivery of the consignment stamped and signed POD POD should be produced (Proof of Delivery).
20. Should not be blacklisted or suspended by any Government agency cross India. Notarized affidavit in this regard is required to be submitted.

*** Note- We required all above documents.**

ANNEXURE-1

Tender Form

To
Haffkine Bio-Pharmaceuticals Corporation (Ltd)
Acharya Donde Marg, Parel,
Mumbai 400 012

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide domestic air cargo services to HBPCCL, Parel in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. 2 which is made part of this tender.

We undertake, if our tender is accepted, to provide domestic air cargo services specified in the tender document.

If our tender is accepted, we undertake to submit the security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed: _____

Date: _____

In the capacity of _____

Duly authorized to sign this bid for and on behalf of _____

Signature & stamp of tenderer

ANNEXURE-2

STATEMENT OF ANNUAL TURN OVER FOR LAST THREE YEARS

The Annual Turnover of M/s _____ for the past three years are given below and certified that the statement is true and correct.

Sr. No.	Year	Turnover Rs.
1	2021-2022	
2	2022-2023	
3	2023-2024	
4	Average Annual Turnover	

Date:

Seal

Signature of Auditor/
Chartered Accountant
Name (in capital letters)

Annexure-3

CONTACT DETAILS

FORM

1. NAME OF THE COMPANY:.....
2. NAME AND DESIGNATION OF AUTHORISED REPRESENTATIVE:.....
3. COMMUNICATION ADDRESS:.....
4. PHONE NO./MOBILE NO:.....
5. FAX No:.....
6. E-MAIL I.D.:.....

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE

1. NAME OF THE CONTACT

PERSON:.....

2. DESIGNATION:.....
3. PHONE NO:.....
4. MOBILE NO.....
5. E-MAIL I.D.:.....

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/We give the rights to the competent authority of the Office of the **HAFFKINE BIO-PHARMACEUTICALS CORPORATION (LTD), ACHARYA DONDE MARG, PAREL, MUMBAI 400 012** to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender document/contract agreement.

Signature of the Authorized

Signatory Date:-

Place:-

Designation:

n:

(Office seal of the Bidder)

ANNEXURE – 4

SECURITY DEPOSIT FORM

To: (Name of Purchaser)

WHEREAS..... (Name of tenderer) Hereinafter called "the Supplier/Agency" has undertaken, in pursuance of Contract No..... dated, 201... "Domestic air cargo services" hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a Nationalized / Scheduled bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of..... (Amount of the

Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of..... (Amount of Guarantee) as aforesaid, without your

needing to prove or to show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until theday of.....200.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....200....

Address.....

.....

Annexure - 4

FORMAT FOR BANK GUARANTEE FOR E.M.D

Whereas..... (Hereinafter called “the Tender err”) has submitted its tender dated. (Date of submission of bid) for the “Appointment of Domestic Air Cargo Agent Services”(Hereinafter called “the tender”).

KNOW ALL PEOPLE by these presents that WE (Name of bank) of..... (Name of country), having our registered office at.....(Address of bank) (Hereinafter called “the Bank”), are bound unto..... (Name of Purchaser) (Herein after called “the Purchaser”) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this day of _____ 20

THE CONDITIONS of this obligation are:

1. If the Tenderer
 - a) withdraws its tender during the period of tender validity specified by the Tenderer in his tender; or
 - b) does not accept the correction of errors in accordance with the Instructions to tenderers; or
2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity:
 - a) Fails or refuses to execute the Contract Agreement if required; or
 - b) Fails or refuses to furnish the Security deposit, in accordance with the terms and conditions stipulated in the tender document;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 300 days after bid closing and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature& Seal of the Bank)

ANNEXURE – 5

AFFIDAVIT on Non-Judicial Stamp Paper of Rs. 100/-
(Hard copy to be submitted to this office in original)

Tender reference No: **M-07/HBPCL/Domestic Air Cargo Agent/2025-26**

The firm (Name of the Firm) has not been found guilty of malpractices, misconduct or blacklisted/debarred/ deregistered by Govt. of Maharashtra or by any local authority and other State Government/Central Government's organizations as on the date of submission tender document for the quoted items."

Seal

Signature