

8. Bid Formats Form-3 Commercial Bid Form

[To be submitted by the bidder as per the format given below in a separate sealed cover]

Bid Reference No. :

To,

The C.E.O, Punmedia,
Department of Information & Public Relations, Punjab,
5th Floor, Punjab Civil Secretariat-1
Chandigarh.

Sir,

Sub: Providing manpower to the office of C.E.O. Punmedia

and Punmedia Ref: Tender No. **E 87925**

We have gone through the bid document and have fully understood the scope of work and the terms and conditions of the tender.

We will be making payment of the remuneration to the personnel at the rates as may be notified by you from time to time and conditions and make payments of PF and ESI and other payments if any regularly to the appropriate authorities.

We will comply with all the requirements of the applicable laws, Acts and Rules.

Our bid for providing the above services as per provisions of the terms and conditions shall be the following:

- A. Administrative Charges: *[in words]* Percent of payments on the total amount of remuneration (excluding EPF, ESI).
- B. Service Tax if any at the applicable rates on the total amount of invoice shall

be extra Yours faithfully,

Dated this [day / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Proposal for and on behalf of

[Name of MSP] Name of Firm:

Address: