



OFFICE OF THE MUNICIPAL COUNCIL, CHOUDWAR  
Govt. of Odisha (H&UD Deptt.) CUTTACK (ODISHA)  
PIN-754071 Phone No- 0671-2394272(O) Fax No - 0671-2394272  
e-mail: [choudwarmunicipality@gmail.com](mailto:choudwarmunicipality@gmail.com)

Letter No. 2683

Date 21/07/2023

Expression of Interest


Choudwar Municipality proposes to undertake "Preparation of Storm Water Drainage Master Plan and DPR for Choudwar Municipality area".

Proposals are invited to conduct the assignment and submit the deliverables from Public Sector Undertakings/ Autonomous Bodies/ consulting registered architectural firms that have requisite experience in preparation of drainage/ pipeline/ sewerage network plan and infrastructure.

The details may be accessed and the EOI/ Application forms can be downloaded from the website [www.choudwarmunicipality.in](http://www.choudwarmunicipality.in).

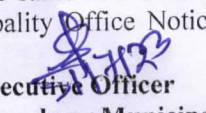
The completed application as per the instructions in the EOI document, should reach the following address by Speed Post/ Registered Post/ Courier & by hand latest by **5 pm on 10.08.2023**

Choudwar Municipality reserves the sole right to accept or reject any or all proposals without assigning any reason whatsoever.

  
Executive Officer  
Choudwar Municipality


Memo No. 2684 / Date 21/07/2023

Copy submitted to the Collector & District Magistrate, Cuttack/ Project Director, DUDA, Cuttack/ for favour of kind information with a request to display the same in the notice board for wide publication and one copy displayed in the Choudwar Municipality Office Notice Board for wide publication.

  
Executive Officer  
Choudwar Municipality

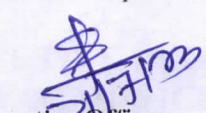
Memo No. 2685 / Date 21/07/2023

Copy submitted to the D.I.O, NIC, Cuttack for kind information with a request to display the notice in the district website, Cuttack for wide publication.

  
Executive Officer  
Choudwar Municipality

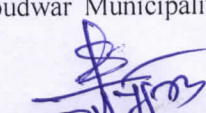
Memo No. 2686 / Date 21/07/2023

Copy submitted to the Director, I & PR, Govt. of Odisha, Bhubaneswar for information with a request to publish the same in any one English News Paper and one Odia News Paper.

  
Executive Officer  
Choudwar Municipality

Memo No. 2687 / Date 21/07/2023

Copy submitted to the Chairperson/ Vice-Chairperson, Choudwar Municipality for favour of kind information.

  
Executive Officer  
Choudwar Municipality



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**PREPARATION OF COMPREHENSIVE  
STORM WATER DRAINAGE MASTER PLAN  
AND DETAILED PROJECT REPORT OF  
CHOUDWAR MUNICIPALITY  
DISTRICT: CUTTACK, ODISHA**

**EXECUTIVE OFFICER  
CHOUDWAR MUNICIPALITY**



## OFFICE OF THE MUNICIPAL COUNCIL, CHOUDWAR

Govt. of Odisha (H&UD Deptt.) CUTTACK (ODISHA) PIN-754071

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### REQUEST FOR PROPOSAL (RFP) SCHEDULE OF EOI AND OTHER IMPORTANT INFORMATION

Sl. No.	Particular	Details
1.	Web address to download the EOI	<a href="http://www.choudwarmunicipality.in">www.choudwarmunicipality.in</a> & <a href="http://www.cuttack.nic.in">www.cuttack.nic.in</a>
2.	Last date & time of submission of bid by speed post/ registered post/ Courier by hand (Bid due date & time)	10.08.2023 till 5.00 pm
3.	Date & Time of opening of Technical Bid	11.08.2023 at 11 am
4.	Date & time of opening of Financial Bid	To be intimated later to the technically qualified bidders
5.	Duration of Service	10 months
6.	Mode of tendering	Mode of tendering QCBS -80:20 (JV) Joint venture is not allowed
7.	Contact person	Municipal Engineer Choudwar Municipality
8.	Cost of EOI document	DD of Rs. 5000/- (Ten Thousand) only from any Nationalized Bank in favour of Executive Officer, Choudwar Municipality payable at Choudwar
9.	Earnest Money Deposit	DD of Rs. 50000/- (Fifty Thousand) only from any Nationalized Bank in favour of Executive Officer, Choudwar Municipality, payable at Choudwar.
10.	Address where Bidders must send proposal	Executive Officer, Choudwar Municipality, Choudwar-754071



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[choudwarmunicipality@gmail.com](mailto:choudwarmunicipality@gmail.com)

**EXPRESSION OF INTEREST**  
**FOR PREPARATION OF STORM WATER DRAINAGE MASTER**  
**PLAN & DPR OF CHOUDWAR MUNICIPALITY**

Choudwar Municipality is in the District of Cuttack having an area of 32 Sq. Kms and Population of 42784 as per Census-2011, consisting of 19 nos. of Wards and 9176 House Holds.

Looking in to the sufferings of the people of the city, the Housing & Urban Development Department, Govt of Odisha has directed the Municipality to go for a Comprehensive Drainage DPR for Choudwar Municipal Area as mandated by the 5th State Finance Commission to solve the above issue.

Choudwar Municipality is an urban local body with the responsibility of providing basic civic services like roads, water supply, sewerage, health, sanitation and storm water disposal etc. within its 19 wards.

In support of the Invitation for the EOI (Offer), the Choudwar Municipality issues this Bidding Document for the preparation of Comprehensive Drainage Master Plan along with DPR with complete technical data, design, drawing, estimates with specification, L.S and C.S etc. and related Services incidental thereto as specified in Schedule of Services (SS).

**The main objectives of the present work are:**

To prepare a Detailed Project Report for implementation of comprehensive storm water urban drainage system at Choudwar consisting of the Municipal area & fringed areas. The entire study will have an integrated approach to Urban Watershed Management. The DPR shall be prepared as per the norms & guidelines of Housing and Urban Development Department, Govt. of Odisha.

**OBJECTIVES / SCOPE OF THE ASSIGNMENT**

The scope of services to be rendered is as follows:

- ❖ Total Station Survey, for collection of baseline data of existing drain, road, along with its R.L. for an outcome to investigate water logging situation at different pockets under Choudwar Municipality jurisdiction, so as enable for preparation of Master DPR on drainage system.
- ❖ Study of rainfall data and hydrology for Choudwar region including analysis of historical data & future projected data. Proven computer model shall be used for studying the urban hydrology of the city.
- ❖ Topographical survey of the identified water logged areas, road side drains and nallas (L-section and cross section).
- ❖ Checking adequacy for natural drains as well as existing road side drains.

- ❖ Calculation of flood discharge and designing of storm water drains for water logged areas including storm water drain of appropriate size along roads, suggestion for improvement of nallas and cross-drain works, planning and designing of network of storm water drains for rainfall intensity.
- ❖ Determination of water sheds and drainage patterns of the study area and its surrounding with the aid of existing maps with contour lines, NSRA topo sheets and aerial photographs of town & the drainage basin (catchment area) and by carrying out additional survey.
- ❖ Identification of flood prone areas, reasons for flooding and mitigation measures required.
- ❖ Topographical survey and GIS based mapping of entire project area with require contour interval making there in all important features.
- ❖ Conducting field survey of existing drainage network, hydraulic testing of the adequacy of size, identification and classification of major primary storm water drains existing and required and their present condition.
- ❖ Preparation of the estimation of the project and preparation the tender documents for execution of work & finalization of Tender.

**The DPR shall include the following:**

- Detailed survey of the drains and their flood plain areas.
  - Review of existing conditions including incorporation of present drainage work in progress by other agencies like drainage division, Choudwar of Department of Water Resources, PWD, etc.
  - Preparation of detailed drawings.
  - Detailed estimate with rate analysis based on current SR.
  - Deficiency analysis from hydraulic and structural point of view.
  - Enlisting of obstructions, bottlenecks and encroachments.
  - Socio-environmental impact analysis.
  - Estimation of flood discharge and hydraulic design. Estimation and finalising the design discharge of the individualizations.
  - Preparation of Longitudinal Sections (LS) and Cross-Sections (CS).
  - Soil investigation.
  - Structural design of drain cross-section depending up on the availability of land.
  - Construction program to complete the Project.
  - Ground water recharging, study and its effect.
  - The DPR should be prepared as per the standard guidelines and norms stipulated by Housing and Urban Development, Govt. of Odisha.
  - The DPR should be prepared and submitted Primary drain including all its secondary and tertiary drains in a holistic manner.
- 
- ❖ The DPR is to study the Topography, Hydrology of the site and surrounding area with Design and prepare the surface runoff water drainage as per the center Public Health and Environmental Engineering Organization (CPHEEO) –Manual for storm water Management 2019, Central Ground water Board (DGWB) guidelines/River centric Urban Development Planning guide of MoHUA.
  - ❖ Estimate shall be in consideration to SOR Odisha OPWD along with analysis of present wages rates and local royalty fix by Dist. Administration.



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**REQUEST FOR PROPOSAL (RFP)**

**For**

**Proving Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of Drainage System of CHOUDWAR MUNICIPALITY in the District of- Choudwar-, Odisha**

**INFORMATION TO THE BIDDER**

**Pre- Qualification Criteria:**

Before opening and evaluation of the technical proposals, each bidder / consultant will be assessed based on the following pre-qualification criteria. The bidder / consultant is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

Sl. No	Eligibility Criteria	Supportive Documents
1	Bidder/Consultant <i>must be</i> a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008	Certificate of Incorporation/Partnership deed/Service Tax Registration
2	The bidder/ Consultant should have been in the consulting business for more than <b>Ten years</b> from the date of Incorporation on the last date of submission of the proposal.	
3	bidder should be operating its local office in Odisha. Self-Declaration from the Bidder with mentioning office add address.	
4	Bidder/Consultant must have experience in: The Agency/bidder should have offered/completed similar consultancy services, i.e Preparation of at least one Master Plan/DPR with relate to Sewerage OR Storm Water Management in any urban area in India with existing population more than 1 lakh within the last 10 years. OR The Agency/bidder should have offered/completion Certificate of a single work Value Rs 1.0 CR (one cores Only) , i.e Preparation of at least one Master Plan /DPR with relate to Sewerage OR Storm Water Management in any urban area in India with existing population more than 1 lakh within the last 10 years.	Copies of Work Order /Contract Document /Completion Certificate from the previous Clients  (sublet work order or sub contract is not considerable)

5	The Bidder should have average financial turnover of atleast Rs.5.00 Cr (Five) from consulting business only during the last 5(Five) Financial Years.	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder/consultants.
6	Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any project. & The bidder undertake a letter that all the provide documents are true as per their knowledge's and there are no falls documentation during submission of the bid & the bidder agree that the discretion and decision of CHOUDWAR MUNICIPALITY in respect of selection of agencies with accomplished expertise is final and binding.	Self-Declaration from the Bidder.

**2 Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL:** The bidder / consultants have to furnish the following documents duly signed in along with their Technical Proposal:

- 1-Covering letter (**TECH- 1**) on bidder's letter head requesting to participate in the selection process.
  - 2-Copy of Certificate of Incorporation/Registration
  - 3-Copy of PAN
  - 4-Copy of Goods and Services Tax Identification Number (GSTIN).
  - 5-Copies of IT Return for the last **3 (Three) Assessment Years**
  - 6-General Detail of the Bidder
  - 7-List of completed assignments of similar nature (Past Experience Details,) along with copies of contracts / work orders from previous Clients.
  - 8-Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/International & National Organization in the recent past.
- .Each page should be signed by the authorized representative.**

**3. Validity of the Proposal:**

Proposals shall remain valid for a period of **90 (Ninty Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

**4. Bid shall be enclose with -----**

- Part 1: Tender Fee/Pre-Qualification/Technical Proposal with proposed key personnel's  
Part 2: Financial Proposal.

**Performance Bank Guarantee: (PBG)**

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **3% of the Contract Value** from a scheduled commercial bank. After deposit of PBG the EMD will be refunded to successful bidder.



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**5. Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b. A recommendation for award of Contract shall be rejected if it is determined that there commended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**6. Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**7. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of CHOUDWAR, Odisha. The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such a dispute shall be resolved by a sole arbitrator nominated by the dept of Housing and Urban development dept govt of Odisha.

**8. Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earth quake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency. If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency 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. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.



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**Marking Process of RFP**

**TECHNICAL EVALUATION:** Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.

Sl. No.	Bid Evaluation Parameters	Allocation of Marks (Maximum)
1	The bidder /Consultant should have been in the consulting business for more than ten years from the date of submission of the proposal.	05
2	The bidder having experience of similar /urban consultancy work performed in India, DPR for restoration/rejuvenation of water body or lake /UG drainage / sewerage projects, DPRs for urban area in Govt maximum 05 nos * 2 marks each	10
3	Specific Experience in preparation of Storm Water drainage DPRs in different urban sectors at Govt .(ongoing also considerable) Storm water drainage DPR experience specific project shall be consider 3 marks Storm water drainage DPR experience in composite Project shall be consider 2 marks	15
4	Work Plan, Approach and Methodology with case study of different projects & adopt of appropriate technology system - submitted along with Proposal	40
5	Qualifications and competence of the Key Professional staff for the assignment 1- Team Leader-01-BE with 15 years' experience & Specialization in Master Plan / sewerage or storm water management-10 marks 2- Project Engineer-02-BE with 10 years' experience & Specialization in sewerage or storm water management-@5*2=10 marks 3- GIS Expert-01- BE with 07 years' experience with Specialization in GIS – Master Plan/Swerege or Storm Water Management –GIS work Minimum 3 project experience in any urban towns of India -10 Marks	30

QCBS approach for storm water drainage DPR .Bidders who secure above 70% marks from the total (100marks) in the technical proposal will be called for financial evaluation. JV is not allowed in this project. The minimum technical score (ST) required to pass 70 points The formula for determining the financial score is the following:

The financial proposal (F) shall be arithmetic sum of Total cost, as indicated in price bid.(P).  $SF = 100 * FM / F$ , In which in SF is the financial score ,FM is the lowest price and F price of the proposal under consideration. The weights to be given to the technical and financial proposals are  $T = 0.80, P = 0.20$

**Time lines, stages of deliverables and content of each deliverable.**

**Deliverables vis-à-vis time frame**

Deliverables	Description of Items/Deliverables	Corresponding time frame (Monthly)
D1	Topographic Survey and Primary Survey Reports	1– 3 Months
D2	Preparation of Detailed Project Report (Draft)	4– 6 Months
D3	Submission of Final Report & Tendering for Construction with necessary coordination	7– 9 Months



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(BIDDER'S PAST EXPERIENCE DETAILS)

Completed assignments only of similar nature of work

Sl. no.	Period	Name of the Assignment	Name of the Client	*Contract Value(in INR) and	Date of Award /Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

→  
PROPOSED WORKPLAN TO CARRYOUT THE ASSIGNMENT (Bidders Work Plan in Month Wise )

Activities	1	2	3	4	5	6	7	8

*Bidders requested to fill and propose their work plan.*

*1-Enclose the work Plan by consultant.*

*2-Enclose the Approach & Methodology of Work by Consultant.*



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**Payment Terms and Schedule (The Payment of Consultancy Fees will be made as per the following table:)**

Sl.No.	Payment Terms	Schedule	Disbursement Schedule	
1	Completion of Topographic Survey and Submission of Survey Report	1 <sup>st</sup> to 3 <sup>rd</sup> Month	10% On team Mobilization and start the survey works and 20% after submission of Topographical Survey and Preliminary Survey Report (total 30%)	The entire activity reporting to Authority of CHOUDWAR Municipality
2	Preparation of draft DPR & Submission	6 <sup>th</sup> Month	30% Submission of draft DPR & presentation in ULB with all analysis of the technical issues and proposals with the initial estimation.	A committee will be formation by the ULB for scrutiny of the draft DPR i.e 2 <sup>nd</sup> phase of work onwards (Design & Estimation)
3	Preparation of DPR and Submission of Final DPR incorporating observations and compliance	8 <sup>th</sup> Month	30% Submission of Final DPR along the presentation and discussion with technical committee formed by municipality.	The suggestion of the committee shall be incorporate during preparation of the final report and submit to the Municipality
4	Preparation of Specifications and submission of Tender Documents for Construction & assist in bidding system of municipality for mutual decide period.	9 to 10 th Month	10%. Assist in tendering system and reporting to municipality..	As per suitability to ULB & advise/propose by ULB the consultant will be prepare the tender documents and submit to Municipality.

- 1- The payments will be made upon submission of an invoice backed by consultant. Payment of professional fees would be made within two weeks of submission of Invoices.
- 2-If any of the work is to be addition in this contract in jurisdiction of ULB area according to the necessary requirements & desires of ULB authority that to extended PMC support to ULB during Execution of work then the extra payment shall be pay to consultant as per mutual discussion between both the parts in consideration to a Minutes of Minutes.
- 3- The ULB will be extend all necessary coordination with different depts. for providing of all necessary information's during topographical survey and preparation of DPR .The ULB authority shall be extend all necessary cooperation to Scrutiny of the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB.
- 4-The DPR is to study the Topography, Hydrology of the site and surrounding area with Design and prepare the surface runoff water drainage as per the center Public Health and Environmental Engineering Organization (CPHEEO) –Manual for storm water Management 2019,Central Ground water Board (DGWB) guidelines/River centric Urban Development Planning guide of MoHUA
- 5-If the consultant/bidder submitted the completion certificate, in consideration to JV completion works near any client in past, then the bidder should produce the amount of fee sharing between the venture partners along with TDS certificates.
- 6-The bidder should be visiting the CHOUDWAR Municipality area with its own arrangement for study and analysis of geographical & topographical situation of area before submission of the RFP.

**FINANCIAL PROPOSAL- II**  
**COVERING LETTER**  
**(In Bidder's Letter Head)**

Place- \_\_\_\_\_

Date- \_\_\_\_\_

To  
Executive Officer,  
CHOUDWAR MUNICIPALITY  
Choudwar, Odisha,  
Pin-752069

**Subject:**

**Financial Price offer for Providing Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of Drainage System of CHOUDWAR MUNICIPALITY, Choudwar, Odisha, Pin-752069.**

Sir,

I, the undersigned, offer to provide the consulting services for [Price offer for Providing Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of storm water Drainage System of CHOUDWAR MUNICIPALITY in the District of Choudwar, Odisha] in accordance with your Request for Proposal No. \_\_\_\_\_ Date- \_\_\_\_\_

SL No	Item	Unit	Rate(Rs)for whole assignment Including all taxes & duties	
			In Figure	In Words
1	Preparation of Comprehensive DPR for Storm Water Drainage System of CHOUDWAR MUNICIPALITY area in conformity with the provisions of detailed scope of work mentioned in the tender documents.	Per One Km Drain in the Proposed of Municipal area		

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Yours faithfully,

**Authorized Signatory**

**Name and Designation of Signatory with Date and Seal:**

Address of the Bidder:

PERFORMANCE BANK GUARANTEE FORM A

The Executive Officer CHOUDWAR MUNICIPALITY, Odisha.

**WHEREAS** \_\_\_\_\_ (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No \_\_\_\_\_ Dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, 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 consultant to be in default under the contract and without caviler argument, any sum or sums within the limits 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.

We here by waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we here by waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of \_\_\_\_\_, <Year>

Our branch at ----- (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ----- branch a written claim or demand and received by us at our ----- branch on or before Dt. \_\_\_\_\_. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Signature of the authorized officer of the Bank)

.....Name and designation of the officer

.....Seal, name & address of the Bank

**Name & Designation**