SPEED POST
Procurement Department
LIMITED TENDER ENQUIRY
TWO BID SYSTEM

Ref: Q/NIB/19-20/59

Date: 14.08.2019

Due date of submission: 04-09-2019, Due Time: Up to 15:00 Hours
Due date of opening: 04-09-2019, Due Time: 15:30 hrs. onwards.
Pre Bid Meeting on 23-08-2019 at 3.00 PM

To,

Sub: - Tender enquiry for supply installation of furniture items – Req:-

Dear Sir,

This institute indents to procure office furniture items and send you this Tender Enquiry with the request to submit the most competitive offer for supply of the following items as per details below.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Material</th>
<th>Quantity</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Office Table(L-shaped)Type-I</td>
<td>1 No.</td>
<td>Annexure-I</td>
</tr>
<tr>
<td>2</td>
<td>Executive High Back Chair (Wheeled) with Hand Rest and head rest (Type-I)</td>
<td>2 Nos.</td>
<td>-Do-</td>
</tr>
<tr>
<td>3</td>
<td>Visitor Chair with Hand rest, fabric</td>
<td>6 Nos.</td>
<td>-Do-</td>
</tr>
<tr>
<td>4</td>
<td>Laboratory Chair Back Height Foot ring, Fabric</td>
<td>2 Nos.</td>
<td>-Do-</td>
</tr>
<tr>
<td>5</td>
<td>Standard Size Steel Almirah (Double Door with Lock)</td>
<td>3 Nos.</td>
<td>Annexure-II</td>
</tr>
<tr>
<td>6</td>
<td>Magazine Rack</td>
<td>1 No.</td>
<td>-Do-</td>
</tr>
<tr>
<td>7</td>
<td>Office/Visitors Chair (Type-II)</td>
<td>14 Nos.</td>
<td>-Do-</td>
</tr>
<tr>
<td>8</td>
<td>Executive Office Table (Type-II)</td>
<td>2 Nos.</td>
<td>-Do-</td>
</tr>
<tr>
<td>9</td>
<td>Executive Chair (Type-II)</td>
<td>1 No.</td>
<td>-Do-</td>
</tr>
</tbody>
</table>

Please indicate price on following terms & Conditions

1. Price:— FOR Destination NIB, NOIDA, U.P.
II. Taxes:- Indicate applicable rate of GST.

III. EMD of Rs.7000/- (Rupees seven thousand only) in the form of Demand Draft in the name of "National Institute of Biologicals" Payable at Noida/ New Delhi. Tenderer to bear exchange rates fluctuation at the time of refund, if any OR

EMD in the form of Bank Guarantee in the prescribed format enclosed. Any deviation in the proforma is not acceptable. The bank guarantee should be from any Indian Bank or Foreign Bank having branch in India on Non-judicial stamp paper of value commensurate with EMD amount as per norms. The issuing branch of bank shall be situated in India OR

EMD can be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID details with date & Time etc. Bank details of NIB are as below:-

<table>
<thead>
<tr>
<th>NAME OF THE BANK</th>
<th>BANK OF BARODA, SECTOR-29, NOIDA(UP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ACCOUNT</td>
<td>NATIONAL INSTITUE OF BIOLOGICALS</td>
</tr>
<tr>
<td>S.B.ACCOUNT</td>
<td>26290100001774</td>
</tr>
<tr>
<td>IFSC CODE</td>
<td>BARB0NOIDAX (5th digit is zero)</td>
</tr>
</tbody>
</table>

NO CHEQUE WILL BE ACCEPTED: In the event of the withdrawal /revocation of tenders before the date specified for acceptance, earnest money shall stands forfeited. The earnest money will however, be returned without interest to tenderers whose tender is not accepted.

The tenderer whose EMD has been deposited by RTGS, must enclose the transaction details/evidence along with their bid. Otherwise, the bid will be rejected.

Demand Draft/RTGS details (UTR No./)Bank Guarantee are to be enclosed along with "Technical-Bid" only

Pre Bid Meeting: Pre Bid Meeting will be held on 23-08-2019 at 3.00 PM at National Institute of Biologicals, A-32, Near NH-24, Institutional Area, Sector – 62, Noida – 201309, Bidder may seek clarification during the meeting, however, for any amendment they need to submit their requirement in writing.

IV. Custom Duty: NIB will provide necessary certificate as NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No.51/96-Customs dated 23rd July, 1996, Notfn. No. 28/2003 – Customs dt. 01.03.2003, Notfn. No. 43/2017-Customs dt. 30.06.2017 &Notfn. No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 14.11.2017 &Notfn. No. 9/2018-Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018-Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty/GST.

V. Payment: 100% payment within 30 days from the date of satisfactory receipt installation and acceptance of items at NIB NOIDA.

VI. Authorisation Certificate: The offer must be submitted along with valid authorisation certificate from your principal. Without authorisation certificate the offer will not be considered.

VII. Delivery & Installation: - The items should be delivered and installed within 15 Days from the date of issue of Purchase Order. Offered by Bidder ________________________________
VIII. Transit Insurance: For delivery of goods at site, the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from “Warehouse to warehouse” (ultimate destination) on “all risks” basis including strikes.

IX. Fabric & Shade: The selected vendor will submit sample of fabric and colour shade to NIB for selection. The approved fabric and shade will be used.

X. Delay Delivery Discount: In case of delayed delivery off all or any item (s) or goods the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods/items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted/unreduced Contract price for the relative good/items, and/or, risk purchase will be affected at your risk and expenses.

XI. Warranty: Products shall be warranted for a period of one year from the date of satisfactory receipt and installation. **No conditional warranty shall be acceptable.** The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 07 days. The above provision shall also equally apply to the material replaced by the Supplier under this Clause. In case the same is again found to be defective after its replacement. If the Supplier fails to act with requisite promptness and thereby entail avoidable loss to the purchaser/consignee. It shall be liable to suitable action as deemed fit during the operative warranty period.

XII. Performance Security Deposit: The successful tenderer will be required to furnish a Performance Security Deposit equal to 10% of the contract value after receiving work order in the form of Fixed Deposit Receipt or Bank Guarantee as per format at Annexure-IX from any Nationalised Bank duly pledged in the name of the “National Institute of Biologicals, Noida” which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations.

XIII. Right to accept or reject the Tender: The National Institute of Biologicals reserves the right to split the items and place order on more than one vendor or to a single vendor for all the items without assigning any reason.

XIV. Validity of Offer: Validity of the offer should be kept open for a period of not less than 120 days (four months) from the date of bid opening.

XV. Settlement of Dispute: If any dispute or difference of any kind, whatsoever, shall arise between NIB and the contractor/vendor/supplier, in connection with or arising out of the Contract, or the execution of the works/supply, whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of the contract, it shall, be settled under the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. Such arbitration shall be settled by Sole arbitrator who shall be appointed by Director, NIB. The arbitration shall take place in Noida/ Delhi unless both parties agree otherwise. Any dispute arising out of the tender/bid document/evaluation of bids/issue of purchase order shall be subject to the jurisdiction of the competent court at Delhi only.

XVI. By submitting the bid it is presumed that the bidder has verified the tender Documents and technical specification of the items in details and has quoted the tender rate accordingly.

XVII. No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the Purchaser order is placed.

XVIII. NIB will have the right to increase or decrease up to 25% of the quantity of goods and services
specified in the schedule of requirements without any change in the unit price or other terms and conditions during the validity period.

XIX. Any bid received after the deadline will be rejected.

XX. No Email or fax bids will be accepted.

XXI. The bidder has to submit No Deviation Statement duly signed and sealed. If the statement received with any deviation to Tender Condition & Specification the bid will be rejected.

Terms and conditions for MSME

1) Latest / prevailing MSME rule/notification shall prevail

General Terms and Conditions

1. The Tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must appear specifically in the quotation.

2. All necessary permissions and approvals (including statutory, regulatory permissions, approvals etc.) required for carrying out the contract work /Supplier shall be the responsibility of the bidder.

3. The award of work/order shall not be assigned, transferred or sub-delegated to other Contractors except with the written approval of NIB. However, this clause shall not apply to purchase of equipments and material for the performance of the work.

4. Offer should be submitted in two sets. One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be put in a sealed cover and marked as "Technical Bid" Prices should be kept blank.

5. The second set (in duplicate) should be sent in a separate sealed cover and should contain Price Schedule (Annexure-I) only. 'Price-Bid' should be clearly mentioned on the cover.

6. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelope.

7. Both Technical – Bid & Price – Bid should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due date of opening on the sealed cover.

8. Copy of GST registration certificate and PAN card shall be provided.

9. Copy of work order for similar items shall be provide.

10. Customer reference list for similar furniture items / materials for last three years shall be provided.

11. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.

12. Validity of the offer should be kept open for a period of not less than 4 months (120 days).

Please indicate item, our enquiry number and opening date on the top of your sealed envelope positively.

Yours faithfully,

(W.Z. Quazi)
Procurement Officer

Encl: 1) Annexure-I (Specification of items)
2) Annexure-II (Price Schedule)
3) Annexure-III (Proforma for statement of Deviations)
4) Annexure – IV (Proforma for Performance Bank Guarantee)
### Annexure-I.

**NATIONAL INSTITUTE OF BIOLOGICALS NOIDA**

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**SPECIFICATION OF FURNITURE ITEMS**

<table>
<thead>
<tr>
<th>No</th>
<th>Furniture Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Office Table (L-shaped) Type-I</td>
<td></td>
</tr>
<tr>
<td>i</td>
<td>Type</td>
<td>L-shape Executive Office Table with Side Runner &amp; Drawer Cart</td>
</tr>
<tr>
<td>ii</td>
<td>Material</td>
<td>Royal Oak/Engineered wood</td>
</tr>
</tbody>
</table>
| iii| Dimension                                                 | a) Table: H30XW71XD31.5  
           |                                                          | b) Side: H30 XW31.5 X D16 inches  
           |                                                          | c) Drawer: H22.5XW16XD20 with Lock and Key |
| 2  | Executive High Back Chair (Wheeled) with Hand Rest and Head Rest (Type-I) |         |
| i  | Type                                                      | Executive High Back  
           |                                                          | with Hand and Headrest |
| ii | Material                                                  | Fabric |
| iii| Dimension                                                 | a) H46XW19XD19 inches  
           |                                                          | b) Seating Height: 17-21 inches adjustable |
| 3  | Visitor Chair with Hand rest, fabric                      |         |
| i  | Type                                                      | Back rest, Hand rest |
| ii | Material                                                  | Fabric, Metal Leg Finish-MS Chrome |
| iii| Dimension                                                 | a) H30-32XW20-24XD19-21 inches  
           |                                                          | b) Seating Height: 19.29 inches |
| 4  | Laboratory Chair Back Height Foot ring, Fabric            |         |
| i  | Type                                                      | Back height, rake adjustment and connected to mechanism with sold chomed back bar, fitted with adjustable footring, base fitted with glides |
| ii | Material                                                  | Fabric |
| iii| Dimension                                                 | a) Seat Height 55-80cm  
           |                                                          | b) Overall Width 48cm  
           |                                                          | c) Overall Height 103-128 cm |
ANNEXURE-I

Visitor Chair with Hand rest, fabric
Laboratory Chair Back Height Foot ring, Fabric
L-shaped Executive Office Table with slide Runner, Drawer Const. Table H x W x D (30 x 71 x 31.5) Size H x W x D (30 x 31.5 x 16) with lock and key
Executive High Back Chair (Wheeled) with Hand Rest, adjustable Fabric
Annexure-II
NATIONAL INSTITUTE OF BIOLOGICALS
NOIDA
****

SPECIFICATION OF FURNITURE ITEMS

1. Providing & placing in positon Steel Almirah:
   a. Overall size : 198 to 200 cm (H) x 90 to 92 cm (W) x 48-50 cm (D)
   b. Materials : The CRCA steel sheet used for the body should be 0.9 mm thick,
   c. Construction : It should interlocking design and full length over lapping doors and sides.
      It should have three way bolting mechanism. The two doors have hinge
      mounted on frame.
   d. Doors : The doors have one handle and lever locking mechanism with 6- Six lever
      Mazak/equivalent Zinc plated Lock.
   e. Powder coating : All Steel components should undergo eight tank anti rust treatment and oven.
      Baked epoxy polyester powder coating with 50-60-micron dry film
      thickness.Salt Spray test to withstand more than 1000 hours as per IS 101,
      Pencil scratch hardness more than 2H, Adhesion as per DIN 53152
      Standards.
   f. Shelves inside Almirah : It should have 4 adjustable shelves made of 0.8 mm thick CRCA steel sheet
   g. Image : Almirah image enclosed.

2. Providing & Placing in positon Magazine Rack
   a. Size : 1830 to 1890 cm (H) x 897 to 900 m (W) x 400 to 450 mm (D)
   b. Material : Wood & Steel combination
   c. Structure :
      * Each compartment shall have pivoted inclined retractable tray for display and 15 Nos.
        Compartment behind the try for storage.
      * Nylon rollers with ball bearing for easy tray movement.
      * Width -- wise stackability with common panel to optimize space.

3. Providing & Placing in positon Office Chairs
   a. Providing & placing in position ergonomically designed 360° revolving Chairs having back tilt
      facility & upright position locking, load bearing capacity upto 200 kg, approx.
   b. Netted fabric material back and having 12mm thick hot pressed plywood base foam cushioned
      seat upholstered with fabric and moulded 50 mm thick polyurethane foam cushioning of density
      45 +/- 2kg/ m3. --
   c. Armrest shall be scratch and weather resistant made of black integral skin. Polyuraathene,
      reinforced with M.S. insert.
   d. The pneumatic height adjustment shall have an adjustment stroke of 8.0 to 9.00 cm.
e. The pedestal is to be fabricated from 0.2 cm thick C.R. steel in Chrome finish and fitted with and injection moulded black polypropylene hub, cap and 05 Nos. twin injection moulded Nylon Wheel Castors, Castor wheel dia 6.0 cm.
f. Size 76-78 cm (W) x 76-78 (D) x 97 to -109 cm (Ht) with head rest. Seat height adjustable 43Cm to 56Cm. Before manufacturing chairs colour of back support netting, seat upholstery and sample chair etc. shall be got approved from NIB.
ANNEXURE-II

Standard Size Steel Almirah (Double Door with Lock)

Executive Chair (Type-II)
## ANNEXURE -II  
**PRICE SCHEDULE – Tender No. Q/NIB/19-20/85**

### FURNITURE ITEMS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Qty. in Nos.</th>
<th>Ex-Works Price</th>
<th>Packing &amp; Forwarding</th>
<th>Inland transportation &amp; other local costs</th>
<th>Unit Price INR</th>
<th>Applicable GST</th>
<th>Total Price in INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive Office Table (L-shaped) Type-I</td>
<td>1 No.</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Executive High Back Chair (Wheeled) with Hand Rest and head rest (Type-I)</td>
<td>2 Nos.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>Visitor Chair with Hand rest, fabric</td>
<td>6NOS.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Laboratory Chair Back Height Foot ring, Fabric</td>
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<td>Standard Size Steel Almirah (Double Door with Lock)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Magazine Rack</td>
<td>1 No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Office/Visitors Chair (Type-II)</td>
<td>14Nos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Executive Office Table Type-II</td>
<td>2Nos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Executive Chair (Type-II)</td>
<td>1 No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Delivery Schedule: Material required by NIB – 15 days from the date of receipt of Supply order. Delivery offered by supplier: ………… days/week.
2. Installation if required will be done by the vendor free of cost.
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. Destination of material: National Institute of Biologicals, Noida (UP)
5. Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, GST, Freight separately in terms of Percentage of Ex-Works price. NIB is exempted for Customs & Excise duty under the provision of Notification No.51/96-Customs dt.23.7.1996 and 10/97-Central Excise dated 01.03.1997
6. "Technical Bid" (Un-price bid) to contain this price schedule keeping price as 'Blank'. However, bidder to fill up all other columns and indicate in percentage the charges, if any, for Packing & Forwarding, GST, Freight etc.

Total bid price in fig __________________ In words __________________

Tender No: Q/NIB/19-20/85

Signature of Bidder ____________________________

Place: ____________________________ Name ____________________________

Date: ____________________________ Business address ____________________________

*Taxes if not mentioned may be treated as inclusive*
ANNEXURE - III
PROFORMA FOR STATEMENT OF DEVIATIONS

The following are the particulars of deviations from the requirements of the instructions to bidders as contained in the General conditions of Contract and the T/E specifications and terms and conditions:

1. STATEMENT OF DEVIATIONS FROM THE GENERAL CONDITIONS OF CONTRACT AND THE TENDER ENQUIRY TERMS AND CONDITIONS:

<table>
<thead>
<tr>
<th>CLAUSE</th>
<th>DEVIATION</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

II. STATEMENT OF DEVIATIONS FROM THE TENDER ENQUIRY SPECIFICATION:

<table>
<thead>
<tr>
<th>SL NO OF THE SPECIFICATION</th>
<th>DEVIATION</th>
<th>REMARKS</th>
</tr>
</thead>
</table>

SIGNATURE AND SEAL OF THE MANUFACTURER/TENDERER

NOTE: Where there is no deviation the statement should be returned duly signed with an endorsement indicating "No Deviations"
ANNEXURE - IV
(On Non-Judicial Stamp Paper appropriate value)

PROFORMA OF BANK GUARANTEE (PERFORMANCE)

To
National Institute of Biologicals,
A-32, Institutional Area,
Sector-62, NOIDA-201307
India

Dear Sirs,

In consideration of the National Institute of Biologicals (hereinafter called "the Institute" which expression shall include its successors and assigns) having awarded to:

M/s. ___________________________ (Address) ___________________________ (Constitution)

(hereniafter referred to as "the Contractor" which expression shall include its successors) a works/purchase contract in terms, inter-alia, of the Institute(s) Letter of Acceptance No./Purchase Order No. ___________________________ dated ___________________________; and the Tender Documents (hereinafter called the "said contract" which expression shall include any and all formal contracts entered into in addition to in supersession of the said Letter of Acceptance and all amendments and modifications in the said contract upon the condition of contractor furnishing an undertaking from a Bank as performance guarantee for a sum of (currency) ___________________________ (currency) ___________________________ only) amounting to 10% (ten percent) of the total contract value for the payment of the Owner's claims under the said contract.

We (Name) ___________________________
(Constitution) ___________________________
(hereniafter called "the Bank" which expression shall include its successors and assigns) hereby undertake to pay the Institute in (currency) forwirth on first demand in writing and without protest or demur or proof or condition any and all moneys anywise claimed by the Institute from the Contractor under, in respect of or in connection with the said contract as specified in any notice of demand made by the Institute on the bank with reference to this undertaking up to an aggregate limit of (currency) ___________________________ (currency-in words) ___________________________.

AND the Bank hereby agrees with the Institute that:

i) This undertaking shall be a continuing undertaking and shall remain valid and irrevocable for all claims of the Institute and liabilities of the Contractor arising up to and until the midnight of ___________________________.

ii) This undertaking shall be in addition to any other undertaking or guarantee or security whatsoever that the Institute may now or at any time have in relation to its claims or the Contractor's obligations/liabilities under and/or in connection with the said Contract, and the Institute shall have full authority to take recourse to or enforce this undertaking in preference to the other undertakings or security(ies) at its sole discretion, and no failure on the part of the Institute in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the Bank from its full liability hereunder.
iii) The Institute shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking or security in respect of the contract's obligations and/or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and/or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to release or to forebear from enforcement of all or any of the obligations of the contractor under the said contract and/or the remedies of the Institute under any security(ies), now, or hereafter held by the Institute and no such dealing(s), variation(s), reduction(s), increase(s), or other indulgence(s) or arrangements with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from the full liability to the Institute hereunder or of prejudicing rights of the Institute against the bank.

iv) This undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution of insolvency of the contractor but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to the Institute in terms hereof.

v) The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking and the obligations of the bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the Contractor (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Contractor or any other order or communication whatsoever by the Contractor stopping or preventing or purporting to stop or prevent payment by the Bank to the Corporation hereunder.

vi) The amount stated in any notice of demand addressed by the Institute to the bank as claimed by the Institute from the Contractor or as liable to be paid to the Corporation by the Contractor or as suffered or incurred by the Corporation on account of any losses or damages or costs, charges and/or expenses shall be between the bank and the Institute be conclusive of the amount so claimed or liable to be paid to the Corporation or suffered or incurred by the Institute, as the case may be, and payable by the bank to Institute in terms hereof.

vii) The bank doth hereby declare that Shri _______________ who is __________________ (his designation) is authorised to sign this undertaking on behalf of the Bank and to bind the Bank thereby.

This _______________ day of ___________ 20 ___.

Yours faithfully

For ______________________ (Signature)

Name ______________________

Designation ______________________

Name of Bank ______________________

Dated: ______________________

Note:

1. This Guarantee/Undertaking is not to be witnessed.
2. This guarantee/undertaking is required to be stamped as an agreement according to the stamp duty prescribed in the country in which it is executed.
3. This guarantee/undertaking is required to be sent by the Vendor's banker directly to the purchaser (the Institute).
4. The Bank Guarantee should be (Nationalized or Schedule Bank) from any Indian or foreign bank having branch in India, on non-judicial stamp paper of value commensurate with amount as per norms. The Bank Guarantee issuing branch should be situated in India.