

**TENDER DOCUMENT
FOR
UNIVERSITY RATE CONTRACT FOR ENGAGEMENT OF
AUTHORIZED CLEARING AGENT
FOR FIVE YEARS**



STORES PURCHASE OFFICE

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**G. B. PANT UNIVERSITY OF AGRI. & TECH.
PANTANGAR- 263145
DISTT. UDHAM SINGH NAGAR (UTTARAKHAND)**

Part 'A'

Technical Bid

**To be submitted in a separate envelope
Subscribing 'Technical Bid'**

Item-----

**OFFICE OF THE STORES PURCHASE OFFICER
G. B. PANT UNIVERSITY OF AGRI. & TECH., PANTNAGAR
(U. S. NAGAR) UTTARAKHAND**

No. SPO/Tender/URC/2016-17/340

Dated: 15 December, 2016

TENDER NOTICE

Sealed tenders are invited in two bid system for University Rate Contract of **Engagement for Authorized Clearing Agent as Per Custom ACT 1962 at New Delhi.**

Tender documents and other detailed information are available on University web site **www.gbpuat.ac.in** and may be downloaded. Last date for submission of tender documents is **17.01.2017 upto 5:00 PM.** The technical bid will be opened on **18.01.2017 at 3:00 PM** onwards in the office of undersigned.

Tender Documents cost:- ` 2,000.00 +VAT 14.5%= ` 2,290.00 Each

Phone No. 05944-234260, Tele-Fax-05944-234816, e-mail:spo.gbpuat@gmail.com

Officer I/C Stores Purchase

**कार्यालय प्रभारी अधिकारी, भण्डार क्रय
गो0 ब0 पन्त कृषि एवं प्रौद्योगिक विष्वविद्यालय, पन्तनगर**

पत्रांक: एसपीओ/निविदा/2016-17/340

दिनांक: 15 दिसम्बर, 2016

निविदा सूचना

दोहरी निविदा प्रणाली के अन्तर्गत विष्वविद्यालय में कस्टम एक्ट 1962, नई दिल्ली के अनुसार **इंगेजमेन्ट फार आथोराइज्ड क्लीयरिंग एजेन्ट** के दर अनुबन्ध के लिए मुहरबन्द निविदाएं आमंत्रित की जाती हैं।

निविदा प्रपत्र और तत्सम्बन्धी विस्तृत विवरण विष्वविद्यालय की वेबसाईट **www.gbpuat.ac.in** पर उपलब्ध है जिसे देखा एवं डाउनलोड किया जा सकता है। निविदा प्रपत्र की संपठनीय प्रति (हार्ड कापी) अधोहस्ताक्षरी कार्यालय में जमा करने की अन्तिम तिथि **दिनांक 17.01.2017 सांय 5.00** बजे तक है तथा तकनीकी निविदाएं **दिनांक 18.01.2017 को अपरान्ह 3.00** बजे अधोहस्ताक्षरी कार्यालय में खोली जायेंगी।

निविदा प्रपत्र शुल्क:- रू0 2,000.00+ 14.5% वाणिज्य कर = रू0 2,290.00 प्रति निविदा।

फोन नं0 05944-234260, फ़ैक्स नं0 05944-234816, ई-मेल **spo.gbpuat@gmail.com**

प्रभारी अधिकारी, भण्डार क्रय

**G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR
UDHAM SINGH NAGAR (UTTARAKHAND)**

**TENDER FORM FOR UNIVERSITY RATE CONTRACT FOR ENGAGEMENT OF
AUTHORIZED CLEARING AGENT FOR FIVE YEARS**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE.
THE NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”

Part (A): Technical Bid

“Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statement at serial ‘4’ to ‘17’ below.

For qualification criterion the tenderers are required to have provided the specified services during the last three financial years and the bidders have to furnish from their reputed clients a certificate in support of satisfactory performance.

Tenderer’s reference No. _____ Date _____

1. Application for the services (clearing & consolidation) _____

2. Name of the tenderer: _____

3. Address _____

Telephone No. _____

Fax No. _____

Mobile _____

e-mail _____

4. Earnest Money (must be attached with technical bid)

(a) Amount

Rs. 1,00,000.00

(b) In favour of

Comptroller, GBPUA&T Pantnagar

(c) FDR/TDR No. & date

A/c M/s _____

5. Details of Registration with IATA/FIATA
(Certificate must be submitted from appropriate
authority) _____

6. Sales Tax/VAT registration No. & date _____

7. Income tax PAN. No. _____

8. Service Tax Registration/Clearance certificate _____

9. Satisfactory performance report on Organization’s
and list of organizations for the last 5 years since
2011-12 onwards. _____

10. Registration with the Custom Department for consolidation services _____

11. Open policy with Govt. approved Insurance Company _____

12. CHA License No. and number of employees working with the _____
Company

13. ISO9001/9002 & ISO14001/14002

ISI awarded letter no.

(In case it is awarded to the firm)

14. Annual turnover for the last three years

(a) 2013 – 14

Rs. _____

(b) 2014 – 15

Rs. _____

(c) 2015 – 16

Rs. _____

15. Details of clients

(List to be attached separately)

16. Please certify that you are not blacklisted by any

department of Central/State Govt./ Pantnagar

University or any Public Institution (attach

notarized affidavit)

A duly notarized affidavit on Non-Judicial stamp paper worth ` 100.00 is to be attached.

17. Please enclose separately the technical

specifications of the services for which

tender rates are submitted

NOTE:- Below mentioned documents must be attached in the order indicated hereunder:-

1. Technical bid form duly signed.
2. General Terms & Conditions duly signed.
3. Instructions to the tenderers duly signed
4. Copy of CHA license from appropriate authority.
5. Copy of certificate of dealership/distributor ship, if applicable.
6. Copy of Sales tax/trade tax/VAT/Service Tax registration certificate.
8. Copy of C.S.T. registration certificate, if applicable.
9. Copy of registration with Custom.
10. Copy of Govt. approved insurance.
11. Copy of CHA Number.
12. Copy of membership with IATA/FIATA
13. Copy of last sales tax return clearance. (relevant portion)
14. Year wise turnover for last three years. (only extract of the relevant portion of Profit & loss A/c, Balance sheet & sales tax documents for proof of turnover).
15. Notarized affidavit regarding non-blacklisting.

NOTE:

Before sending/submitted the tender, the tenderer should read carefully, the attached terms & conditions, special terms & conditions, instructions to the tenderer etc.

Page 1 to 2 signed

**Signature of tenderer
with seal**

**OFFICE OF THE OFFICER I/C, STORES PURCHASE
G.B. PANT UNIVERSITY OF AGRIL.& TECH. PANTNAGAR- 263145
(U.S.NAGAR) UTTARAKHAND**

GENERAL TERMS & CONDITIONS
(Jurisdiction- Udham Singh Nagar, Uttarakhand)

**CLAUSES NOT APPLICABLE TO SERVICES (CLEARING & CONSOLIDATION) MAY
PLEASE BE TREATED AS NOT APPLICABLE**

1. Tender documents must be submitted consisting of notice inviting tender, tender form (technical and/or financial), special conditions if any, instructions to the tenders, schedule of items duly filled, completed & signed by the tenderer (rates for each item must be quoted in schedule of items itself).
2. Tender should be addressed to the Officer I/C, Stores Purchase, G.B. Pant University of Agri.& Technology, Pantnagar, Distt. Udham Singh Nagar, Pin – 263145, Uttarakhand and be sent in a properly sealed cover. The tender should be sent in an envelope superscribed as **“Tender for the Services of Clearing House Agent and Consolidation services _____/ formation of the University Rate Contract due on..... at 5.00 p.m.”**
3. For a two bid tender, Technical Bid & Financial Bid will be received in two separate sealed envelopes. Both the envelopes will then be put into one big envelope & sealed properly super- scribing “Technical & Financial Bids” for the supply of due on.
4. (a) The envelope containing Technical Bid should be superscribed “Technical Bid” for the supply of [Name of stores]
(b) The envelope containing Financial Bid should be superscribed “ Financial Bid” for the supply of [Name of stores]
5. Tenders will be received in the office of “Officer I/C, Stores Purchase” up to at and Technical Bid/ tender as per tender notice will be opened on dated at a.m. in the presence of the tenderers or their authorized representative who may like to be present at the time of opening of the technical bid/tender.
6. The tenderer should submit tender alongwith Earnest Money Deposit (EMD) in the form of a demand draft or fixed deposit receipt for **Rs.1,00,000.00** in favour of Comptroller, G.B. Pant University of Agri. & Tech., Pantnagar. Tender without proper earnest money **shall not be considered**. No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR/Bank guarantee should be drawn from the account of tendering firm. In case tender is not accepted for award of contract, the Earnest Money shall be refunded after its finalization. The EMD should be drawn from the account of the tendering firm otherwise tender shall be rejected. FDR/TDR issued in personal name shall not be accepted.
7. In terms of note 2 (3) to rule 273 of GFR (2002), Bid Security will be liable to be forfeited, if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect within the period of validity of his tender.
8. The terms & conditions given by the service provider will not be binding on us. Conditional tenders shall be rejected at the sole discretion of the competent authority of the University.
9. A tenderer shall not submit more than one tender for the services offered.

10. The tender so submitted shall be governed by the laws of Govt. of India and be interpreted in accordance with such laws.
11. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, G.B. Pant Univ. of Agri. & Tech., Pantnagar, and whose verdict shall be binding on both the parties.
12. The tenderers may be called for technical discussions by the University Rate Contract Committee duly constituted or nominated by the Competent Authority of this University.
13. Tenders are likely to be rejected in case it does not confirm to the specifications, terms and conditions etc as laid down or found incomplete in any respect.
14. The tenders may be dropped in the Tender Box kept in the office of Officer I/c Stores Purchase by due date & time. The tender may also be sent/submitted through post/courier. The tenders received after due date & time are liable to be rejected. The University shall not be responsible for delayed receipt of tenders after due date & due to postal delays or any other reason, whatsoever.
15. The validity of rates shall be for a minimum period of Five years in case of University Rate Contract from the date of opening of technical bid/offer and thereafter on mutual consent for further extension of rate contract.
16. **If during the currency of the contract, the price(s) of the contracted stores falls, the supplier shall have a binding to charge the prevailing lower rates against the higher contract price. However, the purchaser is not liable to compensate the supplier any hike in the contract price during the contract period.**
17. The consignment shall be booked always in favour of consignee only and as per instructions mentioned in the purchase order.
18. Bulky tenders which can not be dropped in the tender box will be accepted by the Officer I/C, Stores Purchase or his authorized representative and receipt will be issued.
19. **The University Rate Contract will be done on the basis of existing guide lines of Central Vigilance Commission.**
20. No subsequent change will be made in the authorized dealership indicated in the tender document.
21. Firms black-listed by any of the department of Central/State Govt./Pantnagar University or any public Institution are not eligible to participate in tender.
22. Interim enquiries or subsequent offers if any, will not be entertained.
23. The University is exempted from the Excise Duty/Custom Duty for certain stores. G.B. Pant University of Agriculture & Technology, Pantnagar is registered with the Department of Scientific and Industrial Research (DSIR) for purposes of availing Customs Duty Exemption in terms of Government Notification No. 51/96-Customs dated 23 July, 1996 and Central Excise Duty Exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March, 1997.
24. The Earnest Money of the successful bidder and/or the Rate Contract Awarded Firm shall be released only after the expiry of the Rate Contract satisfactorily in all respect and as per the terms & conditions of the tender.

25. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject or partially accept any or all the tenders without assigning any reason whatsoever thereof .

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

**Signature of Tenderer
with seal**

26. (In case tender documents are downloaded from University Web Site by the firm then following certificate should also be signed by the tenderer).

“Certified that we have downloaded the tender documents from University Web Site and for any difference in contents from original document we shall be fully responsible and understand that rate contract awarded/purchase order placed, if any, may be terminated by University on this account. The tender fee of ` 2,000.00 +VAT 14.5%= ` 2,290.00 is enclosed in shape of Bank Draft No..... date..... drawn in favour of “**Officer In-charge, Stores Purchase**” payable at **SBI/PNB/UCO/UNION Bank, Pantnagar only.**

**Signature of tenderer
With seal**

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**OFFICE OF THE OFFICER I/C, STORES PURCHASE
G. B. PANT UNIVERSITY OF AGRI. & TECH.
PANTANGAR- 263145
DISTT. UDHAM SINGH NAGAR (UTTARAKHAND)**

(ADDITIONAL TERMS & CONDITIONS OF CHA & CONSOLIDATION SERVICES)

1. That the approved Agent shall act as **CLEARING, CONSOLIDATING, FORWARDING, LIAISONING, TRANSPORTATION AND ANY OTHER RELATED TASK AS PER CUSTOM ACT 1962** for the G.B.P.U.A&T. Pantnagar, for clearing, consolidations, forwarding and transporting of packages of equipments/machines, scientific consumable goods, chemicals etc. received from foreign countries at Airport New Delhi/FPO/Sea and inland consignment of radioisotope material.
2. The Agent shall be required to perform all the duties which are required under the Custom Act, 1962 as amended from time to time and take such steps to ensure that the interests of the G.B.P.U.A&T. Pantnagar are protected on the clearing of the consignments.
3. At the time of shipment arriving in their consolidations, the Agent will be in contact with G.B.P.U.A&T. Pantnagar by means of fax or telephone or mail before the actual arrival of shipments so that G.B.P.U.A&T. Pantnagar can arrange and send the related documents.
4. The agent shall be responsible for finalization of the bill of entries and release of the consignments from the Airport/FPO within 02 (two) working days from the date of receipt of the documents and date of delivery of consignment to the G.B.P.U.A&T. Pantnagar. The consignment shall be cleared without any demurrage charges. Under this arrangement, university will provide the custom duty exemption certificate along with copy of L/C documents and other related documents to the clearing agent in advance at the time of placing the purchase order. In case of any delay beyond 02 (two) working days, the agent shall be liable to pay the demurrage/godown rent/warehousing charges/detention charges etc. provided the delay is on the part of the agent. The decision of the G.B.P.U.A&T. Pantnagar on this matter shall be final and acceptable to agent who will not challenge the same on any ground whatsoever.
5. The bills complete in all respect as per agreement/tender terms/ G.B.P.U.A&T. Pantnagar provisions for the work done shall be submitted by the agent within 15 days and payment will be made by G.B.P.U.A&T. Pantnagar to the agent within 30 (thirty) days of the receipt thereof subject to scrutiny/verification by the G.B.P.U.A&T. Pantnagar. However custom duty payable on the equipment will be paid to the clearing agent on concessional rates applicable at the time of shipment against CDEC and the same amount will be adjusted from the bill raised by the clearing agent for the same consignment. **The agent will be required to mention the date-wise status of the receipt of documents, advance, MAWB, expected shipment, filing of bill of entry, delivery order and dispatch etc on each bill of the clearing agent issued to the university.**
6. The Agent shall maintain day-to-day records of the clearance made and submit quarterly reports to G.B.P.U.A&T. Pantnagar of the work done by him and the clearing agent shall reconcile the account after every six months. A soft copy in the form of CD will also be provided
7. It is incumbent on the agent to examine carefully all packages of each consignment arrived at the airport with the respective invoice and measurements/packing list etc. If at the time of physical examination of the consignment any damage or loss to goods is noticed, the same shall be brought to the notice of G.B.P.U.A&T. Pantnagar, as well as to the Insurance Company immediately for arranging a Surveyor for surveying the consignment.
8. If at any time, the consignment or its parts thereof is not cleared within the stipulated time or found to be lost in transit after clearance or otherwise, the responsibility will be devolved upon the agent.

9. The Agent shall maintain close liaison regularly with the G.B.P.U.A&T. Pantnagar /FPOs/Sea/TKD Division of Customs/ Airlines/ Foreign principal or their local agents etc. for jobs like collection of supply orders/catalogue/packing list/technical write-ups & other documents etc. He shall collect documents whenever required and shall take steps for finalization of Bill of Entries filed with the Customs and are finalized as early as possible and any hold up for want of documents etc., for such finalization should be promptly brought to the notice of G.B.P.U.A&T. Pantnagar.
10. The Agent shall be held responsible for any delay on his part where he does not file the Bill(s) of Entry with Customs or does not confirm any discrepancy to G.B.P.U.A&T. Pantnagar.
11. The approved vendor has to clear the consignments coming through Air/Sea/FPO (ITO)/Courier mode by paying all expenses (Govt./Pvt.) at their own and expenses incurred will be reimbursed to the approved vendor as per agreement rates, terms & conditions after production of the documentary evidence(s). **To attach the documentary evidence for payments made by the clearing agent to any of the organization/ bodies related to clear the shipment of the university by way of cash, cheque or e-transaction is mandatory. If the evidence of deposit is not attached, the reimbursement will not be made by the university in any case.**
12. In the event of unsatisfactory services or on stoppage of clearance work by the agent, the G.B.P.U.A& T. Pantnagar reserves the right to get the work done from outside agency at their risk and cost and also to terminate the contract at any time without assigning any reason and proceed appropriately against the clearing agent.
13. The clearing Agent shall pay freight out of their own pocket for the consignments arrived on freight collection basis either the consignments arrived by Air or by Sea or through FPO (ITO) or through courier, which will be reimbursed with their clearing bills along with **documentary proof of payment**.
14. In the event of damage or any other discrepancy in the consignment found at the time of the customs clearance of the consignments, the clearing agent will be required to arrange insurance survey by the insurance company or their surveyor and also lodge insurance claim on behalf of the university. The claim will also be filled with IAAI/customs on behalf of the university.
15. All consignments which are arrived under FOB contract on freight to pay basis shall be cleared by the clearing Agents duly paying the freight, Insurance charges etc without any delay on their part and the corresponding amount should be claimed in their final bills by the clearing agent **alongwith the documentary proof of payments/ proper receipt**. Those consignments which are arrived under CIF contract shall also be cleared by the clearing agent.
16. Consignments shall be cleared by those clearing agents who are approved clearing agent of competent bodies like as IATA/ FIATA etc. at the time of placement of the order.
17. The foreign supplier will be instructed to ship the goods through the authorized freight forwarder according to the list of freight forwarders under their Delhi Jurisdiction along with their tender or any change in this respect informed by them **from** time to time. The name of freight forwarder, so as will be incorporated in addition of L/C documents/letter of intent or purchase order.
18. All charges towards customs clearance, freight etc. whether from clearing agent(s) consolidations or otherwise will be incurred by clearing agent(s) on behalf of the University which will be paid to the clearing agent(s) either in advance on submitting the estimated bill to Officer Incharge, Stores Purchase well in time or within 30 days against your bill after receipt of goods and bills in triplicate duly pre-receipted, **at our premises**. The bills must accompany the bill of entry from home consumption and exchange control copy, copies of HAWB/HAWB, copy of customs assessed invoice, gate-pass, all receipts in support of payment made by the clearing agent on our behalf and customs examination report of each case.
19. Non delivery certificate/short landing certificate/shortage certificate of the customs or any other documents (if needed by us), will be provided by the clearing agents without any charge.

20. If the damage/pilferage/shortage occurs during the transportation, loading and unloading under custody of clearing agent after taking delivery from customs, he will be responsible for the total losses and the same will be recovered from him. In the event of damage/shortage/pilferage to the consignment open delivery will be taken by us. If the same is found during the course of customs clearance, the same must be recorded on the bill of entry, copy of which will be provided to us by clearing agent.
21. The clearing agent will be responsible for safe delivery of the consignment at Central Stores **or the concerning departments of this University under intimation to this office. The delivery of the consignment will be made by the clearing agent within 07 from the date of release of the shipment from Air/Sea/FPO (ITO)/Courier etc. It will be ensured by the clearing agent that the consignment will be sent by safe transport not by the public transport which carrying other goods. It will be desired if the consignment is sent by single mode of vehicle. The perishable articles will be sent immediately to avoid any loss in the quality as well quantity of the item.**
22. A copy of our order will be sent to clearing agent which will be routed through clearing agent to foreign suppliers for chasing up and monitoring the progress of our orders with foreign supplier and taking delivery of the consignment within delivery schedule mentioned in our order to avoid any discrepancy to the goods. In this respect all information will be provided by clearing agent to us.
23. After taking delivery from the supplier the consignment must be shipped immediately by next available flight (in case of FOB consignment). If the consignment is not shipped accordingly and delayed by clearing agent without any specific reasons, actions to impose the penalty or terminate the agreements may be taken against clearing agent without assigning any reason.
24. **Earnest Money Deposit for Rs.1,00,000.00 pledged in favour of Comptroller, G.B.P.U.&T Pantnagar will be treated as Security Money in case of acceptance of this contract.**
25. The Vice-chancellor G.B.P.U.&T Pantnagar reserves the right to terminate the contract at any time without assigning any reason to.
26. Except where otherwise provided in the clauses of this contract or the execution of the same whether arising during the progress of the work or after the completion or abandonment thereof all disputes shall be referred to the sole arbitration. In this situation, the Vice-chancellor will be the sole arbitrator and his decision shall be final, conclusive and binding on all parties to this contract.

Part 'B'

Financial Bid

**To be submitted in a separate envelope
Superscribing 'Financial Bid'**

TO BE ENGAGED AS CUSTOM CLEARING AGENT

**OFFICE OF THE OFFICER I/C, STORES PURCHASE
G.B.PANT UNIVERSITY OF AGRI.& TECH. PANTNAGAR- 263145
(U.S.NAGAR) UTTARAKHAND**

**TENDER FOR UNIVERSITY RATE CONTRACT FOR CUSTOM CLEARANCE &
CONSOLIDATION SERVICES**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE.
THE NON-COMPLIANCE OF ANY ONE CONDITION MAY MAKE YOUR OFFER INVALID”

Part (B): Financial Bid

Tenderer's reference No. _____

Dated: _____

1. Application for clearing services

2. Name of the applicant firm

Address

3. Telephone No.

Mobile _____

Fax No. _____

e-mail _____

4. Telephone No., Fax No., e-mail of foreign
principals

Tel. Ph. _____

Fax No. _____

e-mail _____

5. Validity of rates (period)

Minimum Five Year

6. Specify Sales tax:

(A) Full Sales tax/VAT

(B) Concessional Sales tax (if any against
Concessional certificate as per Govt. rules).

**Signature of the Tenderer (Applicant)
Name & Seal of the Firm**

CHARGES FOR CIF / FOB CONSIGNMENTS					
S. No.	Charges	Custom Clearance by AIR	By SEA	By Courier	Other
1.	Agency Commission/ charges				
2.	a) Delivery order / AAI/CMC Charges				
	Local Cartage				
3.	Transportation including loading & unloading and delivery charges upto G.B.P.U.A. & T, Pantnagar and University's out campuses				
4.	Local Conveyance Charges				
5.	Custom examination/Inspection charges				
6.	Documentation charges				
7.	Insurance Charges on FOB Consignments				
8.	Freight up to Delhi airport /ICD/ TKD				
9.	Crane/ Fork lift charges				
10.	Perishable charges				
11.	Service tax as applicable				
12.	Any other charges				
13.	Consolidation Charges				
14.	Discount on air freight/ sea freight				

NOTE:

1. Those vendors who have both services (Clearance of consignments from CDCTMI (Custom House), ICD, Tughlakabad (Custom House), FPO (ITO) (Custom House), Courier and Consolidation Services) will only be considered.
2. Screening will be made on composite basis/Package deal.
3. Vendor will quote the rates in accordance with aforesaid tabulation, failing which their offer shall be summarily rejected.
4. Over writing in tender will not be accepted. Cutting if any should be properly signed by the tenderer.
5. University will not make any part payment if full supplies are not made in accordance with the Purchase Order/Letter of Intent.
6. The tenderer should enclose required certificates in the same order as mentioned above & serialize them accordingly.
7. Before sending/submitting the application/tender, the applicant should read carefully the attached terms & conditions.

**Signature of the Tenderer (Applicant)
Name & Seal of the Firm**