



**J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA,
Mathura Road, Sector-6, Faridabad (HARYANA)**

(Established by the State Legislature Act No 21 of 2009)

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TENDER NOTICE

Ref.: JCBUST/P&S/2020-21/TENDER/5

Dated: 03.12.2020

**EMPANELMENT OF AGENCY FOR ORGANISATION CONSULTATION,
FACILITATION, AND TRAINING SERVICES FOR MAEF “SEEKHO
AUR KAMAO” SCHEME OF THE UNIVERSITY**

Open Tender are hereby invited from the Government Organizations/Semi Government Organizations/Company registered under section-25/Company registered under Companies Act, 1956/ Limited Liability Partnerships registered under the Limited Liability Partnership Act, 2008/ Registered Trusts/ Society registered under Societies Registration Act, 1860/ Registered Federation / Cooperatives registered under the Cooperatives Societies Act, 1912 for providing of above mentioned services in the University as per the details provided. Tender documents can be obtained from the Haryana Portal website <http://etenders.hry.nic.in>

1.	Tender Reference	JCBUST/P&S/2020-21/TENDER/5
2.	Tender Detail	Empanelment of agency for organization consultation, facilitation and training services for MAEF “Seekho aur Kamao” scheme of the University
3.	Tender Document fee	4000/-
4.	E-Service/Processing Fee (Rs.)	1000+GST
5.	Bid Security (EMD in Rs)	2% of quoted amount if quoted value exceeds Rs. 40000/-
6.	Approximate Cost in Rs.	7,00,00,000/-
7.	Last date and time for submitting of Bid Submission documents	22.12.2020 up to 02:00 PM
8.	Date and time of opening of Technical Bids	23.12.2020 at 11:00 AM
9.	Date of Opening of Commercial Bids	will be informed later
10.	Pre-Bid meeting	09.12.2020 online meeting at 11.30AM on Jio Meet App. Meeting ID: 476 805 9247

11.	Bid system	Technical Bid & Financial Bid through e-Portal
12.	Technical Bid Documents	To be evaluated as per pre-qualification criteria
13.	No. of Covers (1/2)	02 (RFQ & BOQ)
14.	Bid Validity days	4 months
15.	Financial Bid	BOQ
16.	Technical Evaluation	Course wise
17.	Financial bids opening schedule	After the opening/ evaluation of Technical bids, to be announced later
18.	GST	Mention basic rates and GST separately in BOQ
19.	Allotment of Tender	Lot wise

Detail of Services: -

J. C. Bose University of Science & Technology, Faridabad has received a target from Ministry of Minority Affairs being implemented through Maulana Azad Education Foundation to train 1300 candidates under “Seekho aur Kamao” scheme. The target is as follows:

Table 1: MAEF Target

S.N.	Name of Job Role	No. of Trainees (Target)
1	Medical Lab Technician – Healthcare (Duration of course approx 6 months)	300
2	Blood bank Technician – Healthcare (Duration of course approx 6 months)	500
3	Dialysis Technician – Healthcare (Duration of course approx 6 months)	500

This Tender is intended to develop partnerships with external agency to offer the services as per the specifications of Tender Notice.

Pre-qualification criteria for the bidders:

1. The agency (Organizations/Company/ Limited Liability Partnerships /Trusts/ Society/ Federation / Cooperatives) requested to submit the proposal for the implementation of the training target (table – 1) under “Seekho aur Kamao” scheme of the MAEF, Ministry of Minority Affairs.
2. Agency should be registered on the portal of NITI Aayog.
3. The organization should have been active and operational in the field of Skill Development and vocational training for a minimum of five years as on 15th September, 2020.
4. The organization should have a total turnover of ₹ 06 Crore or more in the past three consecutive years. The organization is required to submit a copy of audited financials for the last three years along with Certificate for Turnover of the organization issued by the Chartered Accountant.

5. The organization should have trained minimum 1500 trainees in each year for 3 years and have provided placement to not less than 75% of total trained in last three (3) years. The details should be furnished by the organization.
6. The organization is required to submit details of skill development training centres located in the state/UT of India, which are functional/operational as on date of the application.
7. Trainers with suitable qualifications/ experience being hired and each trainer should have undergone Training of Trainers (ToT).
8. The agency should have a valid GST registration and should enclose latest valid income Tax clearance certificate.
9. The organization will ensure that sufficient space, furniture, equipment, tools, training aids, raw material, electricity, water supply and other essentials required for imparting training to beneficiaries in the proposed course(s) are available at training locations.
10. The organization should not have been blacklisted by any Central Government/ State Government/ Govt. Department/ PSUs or any other funding/ donor organization. A self declaration affidavit to this effect must be submitted on Rs.100/- stamp paper.
11. Any other criteria laid down by the Ministry of Minority Affairs/ MAEF/ Ministry of Skill Development & Entrepreneurship at the time of execution of MoU would be applicable.
12. The bidder is required to deposit the tender fee & processing fee (Non- Refundable) and EMD amount (Refundable) online and the acknowledgment of payment should be sent alongwith tender documents.

Scope of Services:

1. The scheme will be implemented for the benefits of six notified minority communities under National Commission for Minorities Act 1992 (viz. Muslim, Christian, Sikhs, Buddhists, Parsis and Jains). However, in the States/UTs where some other minority communities notified by respective State/UT Governments exists, they may also be considered for the programme but they will not occupy more than 5% of the total seats.
2. The Organization should have Accreditation & Affiliation Certificate/ Letter of Registration (LoR) issued by National Skill Development Corporation (NSDC), If not available the organization will get it issued before commencement of the training programme or within 45 days of issue of order, whichever is earlier. The agency should have training center accredited on smart by NSDC.
3. The training programmes would be implemented in NSQF aligned courses approved by Ministry of Minority Affairs.
4. The agency should strictly follow the latest guidelines on <http://www.minorityaffairs.gov.in/> , <http://www.maef.nic.in/> , <http://smart.nsdcindia.org>.
5. The organization shall ensure that candidates who are either professionally qualified or have already obtained any such training in any previous such skills programme shall not be included.
6. The organization shall also be responsible for ensuring that there is no duplication of

trainees (in terms of name, address, Aadhaar number and bank details etc) and all the trainees are eligible for the course applied for. An undertaking in this regard will be given by all the agency. The selected trainee list shall be submitted to University/MAEF by the agency.

7. The training programme must include soft skills training, basic IT training, basic English training and other skills as per need.
8. It would be imperative on the part of the implementing organization to assess the employment potential in a particular area in advance depending upon the educational qualification of the targeted population, present economic trend and market potential before proposing the trades.
9. The organization shall also establish linkages with placement services. For the candidates interested in self-employment after availing the training, the organization shall arrange easy micro finance/ soft loans for them through Financial Institutions, National Minority Development Finance Corporation (NMDFC), Banks, etc.
10. The organization should also be able to identify and mobilize the beneficiaries belonging to the minority communities particularly women. The organization will ensure minimum 33% female seats for minority girls/women candidates.
11. The organization would ensure minimum of 75% overall placement percentage for total trained and certified trainees and out of that at least 50% placement should be in organized sector.
12. All training programme should be non-residential.
13. Course curriculum for training should be in accordance with the current requirement of industry/ trades which should be aligned with the National Skills Qualifications Framework (NSQF).
14. Trainers with suitable qualifications/experience being hired and each trainer should have undergone Training of Trainers (ToT).
15. The entire training program should be covered with live CCTV cameras, having recording facility and provide the live feeds of the training programme for online monitoring to the MAEF and other stakeholders through Static IP Address.
16. The organization would install Aadhaar linked GPRS enabled biometric machine for daily attendance (in & out) of trainers and trainees at the skill development training centers, which has to be compatible for linking with the online portal of the scheme.
17. The organization would ensure that uniform (if required), Photo ID card, welcome kit, training aids etc. should be handed over to beneficiaries at the time of batch freezing.
18. The organization would ensure the documentation of the training programme i.e. application forms of the trainees, internal assessment details, course curriculum, session plan/ daily time table etc. and will submitted to the MAEF.
19. The organization will have to display boards/ hoardings / banners in its premises land at entrance indicating that the specified skill training program is running under Maulana Azad Education Foundation, Ministry of Minority Affairs, Govt. of India. The agency should strictly follow the latest branding & communication Guidelines of “Seekho aur Kamao”

scheme. “Seekho aur Kamao” scheme branding & Communication Guidelines available on (<http://www.maef.nic.in/>). The Agency should also ensure compliance with social media guidelines available on website.

20. Regular internal assessments should be conducted by the organization, details of internal assessment along with sample answer sheets should be submitted to the MAEF and JCBoseUST, YMCA regularly.
21. The organization would ensure the independent assessment and certification by third party agencies through Sector Skill Councils (SSCs) or approved Third Party Assessment Agencies.
22. The organization shall comply with the extant requirements of the scheme guidelines: fulfill the requirement of 3rd Party evaluation in terms of Ministry of Skill Development & Entrepreneurship guidelines and compliance of norms of placement: Common Norms Notification of MSDE issued from time to time.
23. Arrangement of guest lecture to ensure interaction with industry expert and owners of the household enterprises of minorities, working in the particular trade / skill sector should be arranged to motivate trainees to opt the employment opportunities.
24. The organization shall ensure that monitoring mechanism as approved by the Ministry is strictly followed including data seeding on the Seekho aur Kamao Portal.
25. The agency will conduct all activities of “Seekho aur Kamao” scheme timely (as per guidelines). The information regarding the activities must be captured & shared with JC Bose University of Science & Technology, YMCA, Faridabad and MAEF (if University ask) immediately.
26. The agency will bear all financial responsibilities, irrespective of any nature, with regard to centre set up, equipment, trainee handbook, trainers & all centre operations for the Job Roles as mentioned in Table 1 as per latest guidelines of NSDC and MAEF. University will not be held liable/ responsible for any expenses / payments in relation to centre operations.
27. The Agency will submit the details of trainees, copy of advertisements and center details to MAEF, as per schedule of MAEF/SSC/NSDC/Mission, if required. The said information will be communicated to the University, at the earliest, on daily basis, till its completion.
28. The Agency will conduct, only those courses, which are permitted by JCBUST, which may differ from time to time, as per availability made by respective Sector Skill Council/ Agencies/Mission. The agency will conduct training at a training center or complex but a separate area will be designated & earmarked for ‘JCBUST’ courses, @ minimum 10 square feet per candidate with all necessary and basic amenities subject to the satisfaction of University & balance place may be utilized for other purpose.
29. The agency will adhere to the syllabi, course material, pattern of examination, issuance of certificates as prescribed by various examining agencies.
30. In case, the trainees “fail”, irrespective of any reason, the agency will not be paid any amount for failed trainees.
31. For the Non-MAEF schemes, the payout will be decided mutually through a separate

agreement/ MOU.

32. The agency will ensure compliance of all terms, conditions, rules & regulations of different schemes including placement/employment tracking of trainees.
33. The agency will sign MoU with JCBUST immediately as per the terms and conditions decided by JCBUST. MoU will be non-transferable.
34. COVID guidelines, SOP issued from time to time by the Ministry of Home Affairs, Ministry of Health and Family Welfare, State Govt. and Local Authorities for classroom training shall compiled with in all respects during training.
35. Agency should ensure the concurrent monitoring of the project by inspecting authorities of MAEF/State Government/Officers of MAEF or any Independent Agency as decided by the MAEF.
36. In the aftermath of COVID-19, migrant labour of minority community, if interested in skilling, shall be given preference during mobilization of the candidates.
37. If at any stage, it is found that any document submitted by the training provider is fake /information provided is incorrect, training provider shall be held responsible for the same and legal action shall be initiated accordingly.
38. The agency shall maintain separate file of each trainee/trainer with all details like certificates, Aadhar card, placement details, fees details, Salary etc.
39. The Assessment and Certification shall be done by a suitable SSC/ any authorized agency for which fee is to be paid by the agency as per norms.
40. Mobilization of youth will be the sole responsibility of the agency.
41. The agency will give preference to the candidates registered on Employment department Haryana. The candidate having Haryana Domicile must be registered on Employment department, Haryana before starting of the training.
42. The agency will not change its address or shift the premises without prior permission in writing from JCBUST. Any unauthorized shift will be considered illegal and MoU stands terminated.
43. All local and statutory compliances viz. Shops & Establishment Act and permission & compliance for the Signboard, obtain and maintain all required licenses, permits and certificates as may be required under Central, State or Local Laws (if required by local bodies) is to be managed & taken by the Agency. The agency shall ensure that it also complies with all applicable laws, ordinances and regulations.
44. The agency must start trainings within five days of communication by JCBUST to do so.
45. The agency shall maintain all financial documents as may be prescribed by University for a period of 3 years after the expiry of MoU. These records will be kept in custody of the agency for a period of 5 years. All such records would be open to inspection by University or any of its authorized representatives at any point of time. An audited statement of accounts would be submitted by the agency to JCBUST at the time decided by JCBUST every year.
46. It will be mandatory on the part of the agency to send reports to JCBUST at a frequency

and in a format prescribed by JCBUST. Further, photographic documentation both (photo and videos) are mandatory and needs to be sent at regular intervals.

Placement & Post Placement Support:

1. On the Job Training (OJT) may also be incorporated into the training module as per the requirement of the course/trades.
2. The organization is required to arrange continuous employment for minimum 75% (minimum 50% in organized sector) of beneficiaries out of total trained for a minimum period of not less than 3 months.
3. The beneficiaries should have worked and received payment for three continuous months, proof of which can either be in the form of a salary slip or a certificate indicating salary paid duly signed by the employer and salary received by the person with a bank statement. PF/ESIC records or as per other available records to support this. Details of bank accounts of trainees where the salary is deposited should be made available to MAEF for tracking of the trainees.
4. The organization has to ensure Post placement tracking and monitoring the extent of retention in the new jobs for a period of one year from the date of employment and develop Management Information System as per scheme guidelines.

Funding Norms:

1. Training Cost would be as per Common Norms Notification /Circulars issued by the Ministry of Skill Development & Entrepreneurship (as amended from time to time).
2. Monthly stipend & post placement support for trainees trained under “Seekho aur Kamao” scheme would be transferred to the beneficiary’s bank account directly by MAEF as per the scheme.
3. The bidder may offer the reduced price. L1 will be selected on the basis of the lowest price offered by him.

Terms & Conditions

1. **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
2. **Preparation of Bids:** The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format and **a hard copy of Technical bid only should be forwarded in sealed envelope and adequately superscripted.**
3. **EMD (if applicable):** The bidder is required to deposit the tender fee & processing fee (Non-Refundable) and EMD amount (Refundable) online and the acknowledgment of

payment should be sent alongwith tender documents.

NOTE (Mandatory): All Bidders must upload acknowledgement slip for tender fee, Processing fee & EMD amount alongwith tender documents on website.

4. The University reserves the right to accept/reject any/all bids without assigning any reason and also to increase or decrease quantity without any notice.

5. Refund of EMD: The EMD will be returned to unsuccessful tenderers only after the Tenders are finalized. In case of successful Tenderer, it will be return after satisfactory start of course.

6. Opening and evaluation of the tender: The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). At the time of technical evaluation of bid, the evaluation committee of JCBUST, YMCA, Faridabad may see the live demonstration of each parameter of specification of quoted services. This demonstration will be arranged by the supplier. The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened subsequently for further evaluation.

7. Resolution of Disputes: The dispute resolution mechanism would be as follows:

7.1 In case of Dispute or difference arising between the University and the agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Vice Chancellor of the University who shall appoint an arbitrator; The Language of Arbitration is proceedings in English and the place of Arbitration in Faridabad willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.

7.2 In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (i) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

7.3 The venue of the arbitration shall be the place from where the order is issued.

8. Applicable Law: The place of jurisdiction would be Faridabad (Haryana). Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

9. Governing Language: The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.

10. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

11. Comparison of Bids:

- 11.1 Only the short-listed bids from the technical evaluation shall be considered for commercial comparison.
- 11.2 L1 will be decided on the basis of the Grand total as quoted in the price bid.
- 11.3 The bids shall be evaluated on the basis of the total price of Grand Total including all taxes and duties.

12. Award of Contract:

- 12.1 JCBUST, YMCA, Faridabad shall award the contract to the eligible bidder whose technical bid has been accepted and determined as the lowest evaluated commercial bid based on the % offered for course of the Price Bids. However, JCBUST, YMCA, Faridabad reserves the right and has sole discretion to reject the lowest evaluated bid.
- 12.2 If more than one bidder happens to quote the same lowest price, JCBUST, YMCA, Faridabad reserves the right to decide the criteria and further process for awarding the contract, decision of JCBUST, YMCA, Faridabad shall be final for awarding the contract.
- 12.3 Bidders can discuss their queries in Pre bid Meeting as mention in Tender notice.
- 12.4 No charges will be paid other than mentioned in BOQ.

General Terms & Conditions:

- 1. The services shall be provided by the agency within the time limit specified in the purchase order for services. The delivery period can be extended by the Dy. Registrar (P & S) with the approval of CPC, only in exceptional cases on written request of the Agency giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the services are not provided within the delivery period, the agency shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of services each day or such other amount as the CPC/Dy. Registrar (P & S) may decide till the services remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of services provided.** Appeal against these orders shall, however, lie with the Vice-Chancellor, JC Bose University of Science and Technology YMCA, Faridabad whose decision shall be final.
- 2. In case, the agency fails to execute the purchase order for services/contract on the rates, and terms and conditions as contained in the purchase order for services within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
- 3. The payouts conditions will be as per norms of the scheme. The last installment will be given only after the placement tracking record of trainees for six months or as per scheme guidelines.
- 4. The agency will receive the payment within 30 days of receipt of payments by JCBUST from MAEF/ respective state mission or the scheme.
- 5. The acceptance of the services shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
- 6. It may be certified that you have not been debarred/ blacklisted for any reason/period by

DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the purchase order for services, but may also warrant legal action.

7. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. 0129-2310175 on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or through Email-principalcc@jcboseust.ac.in
8. The dispute, if any, shall be subject to the jurisdiction of Courts at Faridabad. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers /distributors/dealers/agency etc. shall be invalid and shall have no legal sanctity.
9. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the purchase order for services, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Asstt. Registrar (S&P)

Encl: As Above

ANNEXURE -I

COMPLIANCE SHEET

Empanelment of agency for organisation consultation, facilitation, and training services for MAEF “seekho aur kamao” scheme of the university

S. No	DESCRIPTION	Compliance YES/NO	Remarks
1	Nature of Organization (Govt./Pvt. Ltd./Public Limited Company/Society/Trust)		
2	Registered on the portal of NITI Aayog		
3	Total turnover of Rs. 06 crore or more		
4	Have trained minimum 1500 trainees in each year for 3 years		
5	Have provided placement to not less than 75% of total trained in last 3 years		
6	Training Centre accredited by NSDC		
7	Availability of Sufficient space and other essentials as per the requirement of “Seekho aur Kamao” scheme of MAEF		

I have also enclosed all relevant documents in support of my claims, as above) in the following pages.

Signature of Tenderer

Name:

Designation:

Organization

Name:

Contact No.:

LIST OF GOVT. ORGANIZATION/DEPARTMENT.

List of Government Organizations for whom the Tenderer has undertaken such work during last three years (must be supported with work orders)		
Name of the organization	Name of Contact Person	Contact No.

Signature of Tenderer

Name:

Designation:

Organization Name:

Contact No.: ____

ANNEXURE- III

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED

THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT Faridabad OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT Faridabad OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT Faridabad. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,

J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA
Mathura Road, Sector-6, Faridabad (HARYANA)-121006

LETTER OF GUARANTEE

WHEREAS **J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD (HARYANA)-121006** (Buyer) have invited Tenders vide Tender

No.....dt..... for purchase of..... and whereas the said tender document requires that any eligible successful Tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of **“J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD”** in the form of Bank Guarantee for Rsand valid till _____ from the date of issue of Performance Bank Guarantee may be submitted within 21 (Twenty-One) days from the date of acceptance as a Successful Tenderer.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Tenderer (seller) failing to abide by any of the conditions referred in tender document/ purchase order / performance of the equipment / machinery, etc. this bank shall pay to **J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD** on demand and without protest or demur Rs..... (Rupees).

This bank further agrees that the decision of **J.C.BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6, FARIDABAD** (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or **J.C.**

**BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY, YMCA, SECTOR-6,
FARIDABAD (BUYER).**

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs.....(Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date)
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at
(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.