

# INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

## NOTICE INVITING TENDER

(No. IIFM/M(P)/ARC FOR PRINTING WORKS 2018-19)

Sealed Items-wise Tenders (Two Bid system - Technical & Financial Bids) on behalf of the Director, IIFM are invited by **SPEED POST/REGISTERED POST/COURIER/BY HAND** from reputed parties for supply of following items on Annual Rate Contract basis for a period of one year:

1. General Printing Works
2. Offset Printing Works

Detailed Tender Documents are available in our website [www.iifm.ac.in/tender](http://www.iifm.ac.in/tender) and [www.eprocure.gov.in](http://www.eprocure.gov.in). The last date and time for receiving the tender is 5.00 p.m. on 09-04-2018.

(CHIEF ADMINISTRATIVE OFFICER)

# INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

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Tender documents are available in our website [www.iifm.ac.in/tenders](http://www.iifm.ac.in/tenders) and [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be down-loaded from 10.00 a.m. on 19-03-2018. Filled tenders with name of work and name of Tenderer clearly mentioned on the envelope should be received at the Institute latest by 5.00 p.m. on 09-04-2018 addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Post Box No.357, Bhopal 462003. The Institute or its any authority will not be responsible for postal delay. The tender (Technical Bids only) will be opened on 10-04-2018 at 3.00 pm in presence of tenderers present, if any. EMD as mentioned in the Tender Document should be submitted with the Technical Bid in the form of Demand Draft in favour of Director IIFM, Bhopal failing which the tender will be rejected.

(CHIEF ADMINISTRATIVE OFFICER)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
**TERMS AND CONDITIONS OF TENDER**  
(No. IIFM/M(P)/ARC FOR PRINTING WORKS 2018-19)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the tender will be rejected.
02. The tenderer should have minimum three years of experience in running a stationery shop or supplying stationery items to reputed organisations.
03. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed..
04. Each and every page of the tender offer should be signed by the Tenderer and be submitted with the technical bid as a token of acceptance of terms and conditions. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, superscribing "Tender for Supply of Stationery Items". Corrections, if any, should be duly signed with seal.
05. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (Delete/Reduce/increase) the quantum of any item. Also the Institute has the full right to order or not to order any item in the Annual Rate Contract to the successful tenderer.
06. The rates quoted (In Indian Rupees) for each item should be inclusive of all taxes/duties, cost of material, labour charges, and FOR IIFM Complex. No concession forms will be issued for any tax rebate.
07. **Earnest Money Deposit (refundable) [ Rs 10,000/- For Stationery items, Rs.8000/- for Bags, Certificate Folder, Binding Materials etc, Rs.4000/- for refilling of printer catridges, Rs.4000/- for Computer consumables]**, should be submitted along with the Technical Bid by way of Demand Draft drawn in favour of Director, Indian Institute of Forest Management, Bhopal along with the Tender. Tender received without EMD will be summarily rejected.
08. The Director, IIFM Bhopal, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional tenders and also relax any quotation's/tender's condition at its discretion.
09. Submission of offers shall be treated as the acceptance of the terms and conditions of the tender and any counter terms shall not be accepted
10. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.

11. The rates quoted by the bidder shall remain firm till the completion of the job/completion of the contract period and no price variation shall be entertained.

12. In case of non-compliance of the work order after entering into agreement, or withdrawing the offer after submitting the tender, the Security Deposit will be forfeited and the party will be blacklisted for 3 years. Also, further action shall be taken at the costs of the party.

13. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

14. While quoting the rate, the serial number or the item mentioned in our list of items attached with the Tender Form should be maintained.

**15. Only technical bids will be opened on the date specified in the Tender Notice. Financial Bids of only those tenderers who qualify in the technical bid will be opened on a subsequent date with due intimation to the Tenderers.**

16. The Institute will have the right to ask the parties to submit sample(s) of the items to the Institute for which rates have been quoted, for quality assessment for finalization of party for award of the ARC. Samples should be as per the prescribed quality. Failure/refusal of submitting samples will result in disqualification of their tender. Also, the samples of selected party will be retained by the Institute till the expiry of the ARC.

17. The selected party has to submit a Security Deposit of 5% of the total order value as the amount fixed by IIFM.

18. The selected party should execute an agreement on Rs.100/- Non-Judicial stamp paper in the enclosed format.

19. The tenderer should have its own establishment functional at Bhopal, which can be inspected at call by IIFM, before finalization of the tender. The said functional establishment should be continued till the expiry of the ARC. Copy of the valid certificate issued by the Bhopal Municipal Corporation/competent authority under MP Shops & Establishment Act should be submitted as proof of having functional office at Bhopal.

20. The Institute is not bound to order the ARC approved items to the approved party and may purchase from any other parties also.

21. The Institute will have the right to order for any number of quantity of items as per the requirement, also at short notice during the contract period and the party should be able to supply the item in smaller quantity also at short notice.

22. Copy of registration of the firm, TIN/PAN No. should be attached with the tender.

**23. Technical Bid and Financial Bid should be prepared separately and should be submitted in a big envelope, super scribing "Tender for.....".**

24 \_ Validity of this Tender will be 3 months from the last date of submission of the tender.

25. Eligibility Criteria :

- a) Firm/bidders blacklisted at any stage or by any IITs/IIITs/IIMs/NITs/Central Universities/IISERs/CSIR Labs/PSUs need not apply.
- b) The bidder should be an Indian registered company engaged in printing and publishing with minimum experience of 10 years. The bidder should have sufficient infrastructure, technical expertise and financial strength to undertake the contract.
- c) The bidder should be experienced of similar 10 (ten) works, of multi-colour printing work of IITs/IIITs/IIMs/NITs/Central Universities/IISERs/CSIR Labs/PSUs. The nature of of completed work should be publication of annual reports and brochures etc. (Doucmentary proof of work orders must be submitted alongwith the bid).
- d) Minimum average annual turnover of Rs.2 crores in the last three financial years. (Balance Sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years 2014-15, 2015-16 and 2016-17). Joint venture with any other firms shall not be entertained.
- e) Bidder should furnish list of all machines and equipments of High quality (owned by the priinter and photographic layout proof thereof to be submitted alongwith the technical bid), unit having inhouse post production unit. The printing facilities of the firm may be subjected to physical inspection by the team of this office, if required.
- f) Bidder should have in house designing and DTP facilities. (design unit details needs to be submitted with technical bid).
- g) Bidder should have in house Hindi translation facility.
- h) The bidder must have ISO 9001 certification (copy of which should be attached with the technical bid).
- i) The bidder should have uptodate GST payment certificate (copy of which should be attached with the technical bid).
- j) A draft design and layout to be submitted with the technical bid.
- k) The bid is liable to be rejected in case of non-submission of documents.
- l) The successful bidder will be selected on cost-cum-quality basis.
- m) The sample of papers, with the description of the paper viz., brand, make, gsm etc. must be attached with the tender.
- n) Some sample copies of annual reports and magazines designed and printed by you in the recent should also be submitted with the tender.

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The above terms & conditions are acceptable to us.

(Name, signature and seal of Tenderer )

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**NOTICE INVITING TENDER**  
(No. IIFM/M(P) ARC FOR PRINTING WORKS 2018-19)  
**TECHNICAL BID FORMAT**  
**FOR PRINTING WORKS**

SL.No.	Requirements	Willingness to provide the requirements (Please tick)		Documents attached, wherever applicable (Please tick)	
		Yes	No.	Yes	No.
01	Tenders Document (Technical & Financial bid) for general and offset printing items to be submitted in separate sealed envelopes, as per the format given. All pages of the document should be signed by the tenderer with office seal.				
02	Copy of Registration certificate under Company's Act or under respective Municipal Corporation with year of establishment.				
03	Balance Sheet for the FY 2014-15, FY 2015-17 and FY 2016-17				
04	Copy of PAN Card.				
05	EMD of Rs 10,000/- (Rupees ten thousand only)				
06	ISO 9001 Certificate to be attached				
07	Atleast three samples of similar work of offset printing carried out by the tenderer for quality assessment.				
08	Consent of the party to submit one sample of each of the tendered item if desired by the Institute for technical evaluation.				
09	Consent of the party for maintaining the quality standards in terms of paper to be used for printing and quality of printing including photographs.				
10	Consent of the party to completing designing, proof-reading etc. within the stipulated time.				
11	Consent of the party to visit the Institute as many times as and when required for finalization of the proof.				
12	Consent of the party to deliver the printed materials to the Institute within 10 working days after the approval of the final proof.				
13	Attach samples of paper specifications as given in Annexure-I (A) & B				

(Name, Signature & Address of Tenderer)

Place & Date:.....

**PAPER SAMPLES FOR**  
**GENERAL AND OFFSET PRINTING ITEMS TO BE ATTACHED**  
**(FOR GENERAL PRINTING ITEMS)**

Sr.No.	Name of Item	Paper sample GSM	Attached (please tick)	
			Yes	No
01	Executive Bond paper for Letterhead	85 GSM		
02	Rough writing pad A-4 size Rough writing Pad A-5 size Store Requisition Book Pad Gate Pass book pad Medical reimbursement form	70 GSM Maplitho.		
03	Note Sheet pad	90 GSM Ledger paper		
04	MDP Spiral writing pad	80 GSM Maplitho for inner pages, 170 GSM Hand-made khadi card for cover, Hard sheet for back cover.		
05	Envelopes of different sizes	120 GSM Maplithoo		
06	MDP Certificates	270 GSM Matt finish		
07	Answer sheets (Main & supplementary)	80 GSM ruled Maplitho paper		
08	Visiting cards	Synthetic card Recycled card Card Sheet		
09	Hand made paper (card sheet)	250 GSM card sheet.		
10	Writing pad	300 GSM Art card & 80 GSM Maplitho.		
11	File Folder on hand made card sheet	250 GSM hand made card sheet. Double colour printing.		

(Name, address with seal and signature of Tenderer)

**Annexure-I (B)**

**PAPER SAMPLES FOR OFFSET PRINTING ITEMS TO BE ATTACHED**  
**(FOR OFFSET PRINTING ITEMS)**

Sr.No.	Name of Item	Paper sample GSM	Attached (please tick)	
			Yes	No
01	Newsletter	130 GSM Imported matt finish white paper.		
	Envelopes	120 GSM Maplitho		
02	Annual Report (cover page & inner page)	90 GSM high quality white imported paper glossy.		
		300 GSM imported matt finish art paper.		
03	Project Report (I) (cover & inner pages)	270 GSM Indian Art sheet & 120 GSM DO white maplitho paper.		
	Project Report (II) & III (cover & inner pages)	270 GSM Imported Matt finish Art sheet & 130 GSM Imported white matt finish art paper.		

Name, address with seal and signature of Tenderer)



**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**(No. IIFM/M(P)/ARC FOR PRINTING WORKS2018-19)**  
**DETAILS OF ITEMS AND SPECIFICATIONS FOR GENERAL PRINTING 2018-19**  
**FINANCIAL BID**

**PART – I**  
**GENERAL PRINTING**  
**LIST OF ITEMS FOR GENERAL PRINTING ITEMS.**

<b>Sr No</b>	<b>Name of item and description</b>	<b>Qty. (No.)</b>	<b>Rate each (Rs.)</b>
01	Letter head (Size 11"x8.1/2") screen printing double colour Executive Bond paper (bilingual)85 GSM Containing 100 sheets in each pad.	300 pads	
02	Note sheet in ledger paper with single colour printing 90 GSM Ledger paper. (size-A-4) bilingual both side printing. With eye let and tag.	300 Pads	
03	MDP Writing Pads- Size: 14cm x 22cm, Spiral Binded-80 GSM maplitho, 100 inner pages (25 green and 25 white sheets in each pad), both side ruling and emblem in single colour on all pages, cover 170 gsm white Handmade card sheet printing in two colour (bilingual) back cover hard sheet (as per sample)	600 pads	
04	Rough Pad on orient sheets with 70 gsm maplitho paper, cover multi- colour printing,(bilingual), inner pages single colour. size A-4 cover card sheet (thick) light green, total 50 sheets in a pad (as per sample).	3000 Nos.	
05	Rough pad on orient sheets with 70 gsm maplitho paper, cover on card sheet (thick)light green colour. Cover multi colour printing and inner pages single colour (bilingual) size A5 30 sheets in each pad (8.5"x5.2").as per sample.	3000 Nos.	
06	Store Requisition Books size 28 cms x 22cm100 sets in a book,70 gsm Maplitho paper in 3 colours(Yellow Green & White).Single Colour Bilingual printing with Book No. and Sr No. on each page.	100 pads	
07	Gate Pass: Size 8 ½ " x 5" First Page 70 GSM Maplitho paper good quality. Copy on Rice paper, numbering of pages, bilingual printing with book no.	50 Pads	
08	Medical Reimbursement Bills Paper- 70 gsm Maplitho, A3 size, one fold both side Bilingual printing with Emblem on single colour	5000 Nos.	
09	File cover with printing (adjustable spring clip cobra file in single colour printing file green colour size 14"x19.5"(close), 14"x19"(open) bilingual printing	2000 Nos.	
10	File folders (light green colour) standard size card sheet cloth pasted in middle with single colour printing with eyelet and tag(bilingual printing	2000 Nos.	
11	Envelope medium (without window)printing in double colour size 9"x4", 120 gsm Maplitho paper bilingual printing with bar code, as per sample approved by Postal Department.	5000 Nos.	
12	Envelope medium with window bilingual double colour printing with bar code size 9"x4" 120 gsm maplitho paper, as per sample approved by Postal Department.	10000 Nos.	
13	Envelope big in brown thick Paper 120 GSM maplitho size 11"x6" printing in single colour bilingual	5000 Nos.	
14	File Pad (Full scap size) single Colour(Green) bilingual printing on white paper with good quality flap and good quality tag	1000 Nos.	

15	Envelope large size in thick paper 120 gsm maplitho 12"x10"-light cream colour ingle colour printing, inside cloth pasted	1000 Nos.	
16	Envelopes large size A4 in 120 gsm maplitho white paper size 12"x10" with single colour printing	1000 Nos.	
17	Visiting cards double colour screen printing synthetic card/ recycled card sheet. Both side printing (Hindi & English).  (a) Rate for Synthetic Card: (b) Rate for Recycled Card: (c) Rate for Card sheet	5000 Nos.	
18	MDP Certificates-Size A4, 270 gsm Matt finish paper with four colour screen printing	1000 Nos.	
19	Answer sheets-PFM & MRM Answer sheets size 41x33 cm. 4 sheets(20 pages), 80 gsm Maplitho paper. Ruled, Single colour printing with one eye-lid & staple done fold with perforation as per sample.	3000 Nos.	
20	Supplementary answer sheets one sheets (4 pages)(PFM & MRM) size 41x33 cm single sheet 80 GSM Maplitho ruled paper. Single colour printing as per sample.	2000 Nos.	
21	Envelopes big plastic bilingual with printing size 11"x15"	1500 Nos.	
22	Envelopes Medium Plastic. Bilingual with printing Size 10"x12"	1500 Nos.	
23	Name Badges (as per sample)	500 Nos.	
24	Printing of cover pages (A-4 size, hand made card sheet 250 GSM different colors, three-colour screen printing) and binding of PFM/MRM/FPM/MDP Rules & Hand Book as per sample. (Inner pages ranging from 10 to 50 pages will be photocopied and will be given for binding).	500 Nos.	
25	File folder – 25 cm x 32 cm on hand-made card sheet 250 GSM with colour printing both side in Hindi and English with two inner pockets both side, as per sample approved.	1000 Nos.	
26	Writing Pad – 15 cm x 10.5 cm with cover multi-colour printing on 300 GSM art card with lamination. Inner 80 GSM maplitho paper, 100 pages single colour printing with locking binding, as per sample.	1000 No.	

Note: Please note that the quantity mentioned is approximate only for calculation purpose. The Institute has the right to order any number of quantity as per requirement. Samples may be seen from the Purchase Section/Central Stores of the Institute before quoting rates.

( Name, signature and seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
 DETAILS OF ITEMS AND SPECIFICATIONS  
 (No. IIFM/M(P)/ARC FOR PRINTING WORKS 2018-19)  
**FINANCIAL BID FOR OFFSET PRINTING**

Sr No	Name of item and description	Qty. (No.)	Rate/Rs
01	<p><b>MDP COURSE BROCHURE (With envelopes) (Designing, printing &amp; supply – single Piece planning).</b>            One sheet A-4 size three folding. Paper: 130gsm Glossy Indian Art sheet both side printing, 5-8 colour Photographs, multi-colour printing. <b>Envelopes</b> 120 gsm maplitho paper with Double colour printing.</p> <p>-Rate for 100 copies : .....            -Rate for 200 copies.: .....            -Rate for 500 copies.: .....</p>		
02	<p><b>NEWSLETTER (Quarterly):</b> Designing, Printing and supply (single piece planning). Size: A-4. Multi-colour both side Printing. 5-15 colour photographs On inside and outside pages. Total Pages – 16 (approx.). Paper: 130Gsm Imported Matt Finish art paper white. Envelopes: 120 gsm maplitho paper Double colour printing, size – Suitable for the Newsletter.            Final version of the Newsletter be Given on CD along with the printed Matter.</p> <p>(a) Rate for 500 copies : .....            (b) Rate for 750 copies : .....            (c) Rate for 1000 copies : .....</p> <p>In case of increase/decrease in No., of copies, rate per copy .....            In case of increase/decrease in No. of inner pages, rate per page .....</p>		
03	<p><b>Designing, printing and supply of Annual Report</b>            (Designing, printing and supply – single piece planning. Entire cover and inner pages in multi colour offset printing with colour photographs, charts etc. on cover and inner pages and design.            Lamination of cover pages and perfect binding and creasing.            Size : 11” x 8.5”            Total number of pages (Approx.) : 300 inner pages+4 cover pages (Increase/ decrease in no. of inner pages possible).            Printing quality : High quality four colour offset printing (Single piece planning).            Inner pages : 90 GSM High Quality White Imported Paper Glossy            Cover page : 300 GSM Imported matt finish Art paper (with</p>	250	<u>Rate per copy</u> .....







	<ul style="list-style-type: none"> <li>- Rate for 100 copies : .....</li> <li>- Rate for 200 copies : .....</li> <li>- Rate for 500 copies : .....</li> </ul> <p>In case of increase/decrease in <b>No. of copies</b>,</p> <ul style="list-style-type: none"> <li>- Rate for 100 copies : .....</li> <li>- Rate for 200 copies : .....</li> <li>- Rate for 500 copies : .....</li> </ul>		
10	<p><b>PROJECT REPORTS OF SMALLER QUANTITY (Designing, printing &amp; supply – single Piece planning)</b></p> <p>Size A-4, cover and inside Multicolor offset printing with color Photographs on cover and inside pages and design. Cover 300 gsm Imported matt finish art sheet with lamination. Inside text should be on 130 gsm imported white Matt finish art paper, multi-colour offset printing, Perfect Binding and creasing.</p> <p>(a) Approx. 50 inner pages (25 sheets) printing on both sides:</p> <ul style="list-style-type: none"> <li>- Rate for 10 copies .....</li> <li>- Rate for 20 copies .....</li> <li>- Rate for 30 copies .....</li> <li>- Rate for 40 copies .....</li> <li>- Rate for 50 copies .....</li> </ul> <p>(b) Approx. 100 inner pages (50 sheets), printing on both sides:</p> <ul style="list-style-type: none"> <li>- Rate for 10 copies .....</li> <li>- Rate for 20 copies .....</li> <li>- Rate for 30 copies .....</li> <li>- Rate for 40 copies .....</li> <li>- Rate for 50 copies .....</li> </ul> <p>(c) Approx. 200 inner pages (100 sheets), printing on both sides:</p> <ul style="list-style-type: none"> <li>- Rate for 10 copies .....</li> <li>- Rate for 20 copies .....</li> <li>- Rate for 30 copies .....</li> <li>- Rate for 40 copies .....</li> <li>- Rate for 50 copies .....</li> </ul>		

**NB:**

01. Rate for Increase/Decrease in no. of copies would be up to 50%.

02. Rate should be quoted for increase/decrease of no. of pages as well as for copies failing which the offer will not be considered for the concerned item.

03. Samples of paper(item-wise) should be attached with the Technical Bid in a separate envelope duly signed. The offers received without sample of paper will not be considered. Also if samples found not as per the specifications, the offer shall be rejected and Financial Bid will not be opened for further consideration.

04. The photographs, if any, to be taken by the approved printer will be the property of IIFM. All photographs will be retained by IIFM.

05. The quantity indicated is only for calculation purpose. **The Institute reserves the right to increase/decrease the quantity of any item(s) as per the actual requirement, and not place order for the Rate Contract items.** The ordered items will have to be delivered at IIFM.

06. In case of offset printing items, the printed version of the items should be given to the Institute on CD with printed material.

07. Photographs will be provided by IIFM.

08. The printer has to submit proof of the test material as many times as required in consultation with the concerned indenter.

09. The printer has to supply the material within the stipulated time mentioned in separate purchase orders, which shall normally be ten working days from the date of final approval of the text material. In urgency the printer should be prepared to supply the material even before the normal stipulated time of ten working days.

(Name, signature and Seal of Tenderer)



(On 100 rupees non-judicial stamp paper – to be submitted on award of work order )

## A G R E E M E N T

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2014 between Indian Institute of Forest Management (IIFM), Bhopal (being represented by its Administrative Officer which expression shall include his successors in office), the first party of the Agreement, and M/s \_\_\_\_\_ (being represented by its proprietor which expression shall include its successors or assignees), the second party on the other part of the Agreement.

WHEREAS, the Tender of Indian Institute of Forest Management, Bhopal, vide Purchase Order No..... dated..... placed to M/s,..... for supply of ..... details given in the Purchase Order (Schedule-I which shall form the part of this agreement).

WHEREAS the party on the first part has accepted the Purchase Order of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

### THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the party on the second part will supply the item(s) on the rates mentioned in the Schedule for the period from ..... to.....
02. That the ordered items will be supplied as per the Purchase/Work Order.
03. That the items will be supplied strictly according to the Brand/specifications/samples approved by the competent authority of the Institute.
04. That in case of inferior quality or delay in supply, the penalty of 1. 5% of the total cost of the ordered items will be imposed or complete rejection of the items will effect.
05. The party on the first part has the right to increase/decrease the quantity of items to be ordered.
06. The party on the first has the full right to cancel the order at any time without assigning any reason and in case of any loss caused to the first party from the party on the second part, the party on the first part has the full right to recover the amount from pending/future bill of the party on the second part.
07. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand draft drawn in favour of Director, IIFM Bhopal and in case the party on the second part fails to supply the ordered items within the stipulated time/approved quality items/fails to executive the order in part or full,

the party on the first part reserves the right to terminate the work order and forfeit the above Security deposit and also award the work to any other party.

08. That, the party of the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.
09. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the agreement.
10. In case of dispute arising between the parties in respect of interpretation, construction of this agreement, the same shall be referred to the Director, IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this agreement on the date as aforesaid at Bhopal.

(Chief Administrative Officer)  
Indian Institute of Forest Management  
Bhopal

Second party:

Name:

M/s

Witness: