



## INDIAN INSTITUTE OF FOREST MANAGEMENT

INDIAN INSTITUTE OF FOREST MANAGEMENT,  
POST BOX 357, NEHRU NAGAR BHOPAL 462 003  
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

### E-TENDER NOTICE

(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)

Online Tenders ( 2 Bid system – Technical and Financial) are invited on behalf of Director, Indian Institute of Forest Management, Bhopal from experienced professional Printers for designing, printing and supply of Summer Internship Bulletin 2018-19 and Placement Bulletin 2018-19 of the Institute (along with Envelopes) on full contract basis starting from conceptualization to final supply of the Bulletin, as per specifications indicated in the tender document. The tender documents are available in our website [iifm.ac.in/tender](http://iifm.ac.in/tender) or [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be down-loaded from <https://moefcc.euniwizard.com>. Last date for receipt of bids is 18-07-2018.

(Chief Administrative Officer)

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## **E-TENDER NOTICE**

(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://moefcc.euniwizard.com>

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizard.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2000/- (excluding GST) year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on e- Procurement portal. (<https://moefcc.euniwizard.com>)

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060, 2. Dheeraj-9113711647, 3. Mr. Amit Kumar Jha-9999728398

Earnest Money Deposit (EMD) of Rs. 6,000/- (Rupees six thousand only) should be submitted with the Physical Envelope A in the form of Demand Draft drawn from any Nationalised Indian Bank in favour of Director, IIFM. NSIC/MSME registered firm are exempted from payment of EMD for which valid certificate to be enclosed.

The tenderers are required to submit Envelope 'A' physically latest by 18-07-2018 1430 hrs to the Chief Administrative Officer, Indian Institute of Forest Management, Post Box No.457, Nehru Nagar, Bhopal -462003.

Please upload scan copies of following documents under Technical Qualification (Envelope A) and submit physical copies of the documents to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal in due date :

1. DD for Earnest Money Deposit/NSIC Certificate.
2. Registration Certificate
3. Experience in Similar work in past three years
4. Income Tax Return of last three years.
5. Any other document

Tenders which qualify the technical bid will only be considered for opening of Financial Bid, rest of the Financial bid will be rejected. IIFM reserves the right to reject any or all the tenders received without assigning any reason(s) thereto.

The Schedule of this tender is as follows :

Name of Work	Summer Internship Bulletin and Placement Bulletin 2018-2019
Bid Security ( Earnest Money Deposit)	Rs. 6,000/- in the form of Account payee DD in favour of "Director, Indian Institute of Forest Management" payable at Bhopal.
Availability of tender document on website : <a href="https://moefcc.euniwizard.com/">https://moefcc.euniwizard.com/</a>	03-07-2018 10:00 AM
Last date of submission of tender	18-07-2018 up to 14:30 P.M.
Date and time for opening online technical bids	18-07-2018 at 15:00 P.M.
Date and time for opening online financial bids for technically Qualified bidders.	-----
Place of Opening of Bid	Indian Institute of Forest Management, Bhopal
Officer Inviting Bid	<b>Chief Administrative Officer</b> Indian Institute of Forest Management Nehru Nagar, Bhopal 462003
Tender Processing Fee	Rs. 590/- (Five Hundred Ninety Rupees only) Including GST

(Chief Administrative Officer)

**SCHEDULE OF REQUIREMENTS AND  
SPECIFICATIONS FOR SI BULLETIN AND PLACEMENT BULLETIN 2018-19**  
(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)

**SPECIFICATIONS**

1. The work involves with single piece planning.
2. The contractor should conceptualise the ideas and themes, develop the design, take necessary quality photographs, prepare the profiles of the students, print the brochure with the specifications and deliver the final output within the period of time specified in this tender document.
3. The contractor needs to present at least two concepts or ideas for the brochure before the placement committee and get the matter cleared from the Chairperson (SI & Placement) or Manager in charge of SI & Placement.
4. The printing specifications are as follows:

a. **Summer Internship Bulletin 2018-19**

Total number of pages	:	48+4 cover pages
Size	:	8.25" x 11.75"
Printing quality	:	High quality four colour printing
Inner page	:	145 GSM
Cover page	:	270 + GSM
Paper quality	:	Imported texture paper Inner pages 145 GSM, Cover pages 270+GSM (FSC & Green Energy certified Eco Friendly 100% recycled Paper)
Quantity of Bulletins	:	200 Nos.

b. **Placement Bulletin 2018-19**

Total number of pages	:	52+4 cover pages
Size	:	8.25" x 11.75"
Printing quality	:	High quality four colour printing
Inner page	:	145 GSM
Cover page	:	270 + GSM
Paper quality	:	Imported texture paper Inner pages 145 GSM, Cover pages 270+GSM (FSC & Green Energy certified Eco Friendly 100% recycled Paper)
Quantity of Bulletins	:	200 Nos.

**Envelopes:** Suitable size to the Bulletins with 120 GSM Maplitho paper, inside lamination, two colour printing. Quantity equal to number of each bulletins.

One book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin

**c. Sector-wise Leaflets/Booklets of 3-4 pages each**  
(100 each for 7 (seven) sectors)

Work involves designing, printing and supply of Sector-wise leaflets of seven sectors. Multi Colour Printing, Size 25cm x 10 cm of three fold in 130 GSM Lenza Paper (eco-friendly) Quantity 100 each.

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

### GENERAL TERMS AND CONDITIONS OF TENDER (IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected.

02. 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 and office seal affixed.

03. Each and every page of the tender documents should be signed by the Tenderer and be submitted with the Technical Bid as a token of acceptance of terms and conditions of this tender. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, super-scribing "Tender for Designing, Printing and supply of SI Bulletin & Placement Bulletin 2018-19". Corrections, if any, should be duly signed with seal.

04. 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 the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.

05. The rates quoted (In Indian Rupees) for each item should be inclusive of all taxes/Duties etc, cost of material, labour charges, supply and installation at IIFM. No concessional forms will be issued for any tax rebate.

06. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart 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 conditions of Tender at its discretion.

07. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.

08. 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.

09. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.

10. **Performance Bank Gurantee/Security Deposit:** The successful tenderer shall furnish Bank Guarantee/performance guarantee which will be equal to 5% (five percent) of the work order value, in the form of Bank Guarantee from an Indian Nationalized Bank failing which 5% (five percent) of the work order value will be withheld for the period of the guarantee/warranty.

11. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Director, IIFM will have the right to cancel the work order without assigning and reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be

recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

12. The firm shall not assign or sublet the work or any part of it to any other person or party.

13. The tender is not transferable.

14. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

15. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.

16. 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.

17. In case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% per week (To be calculated on number of day basis) of the price of the undelivered items upto maximum of 5%. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.

18. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute

19. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.

20. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.

21. Criteria for award of supply order will be based on the rates quoted by the bidders, besides fulfilling other criteria as asked for in the Tender documents.

22. Validity of this Tender will be 3 months from the date of submission of the Tender.

23. If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.

24. A self declaration, declaring the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted.

25. IIFM requires that the bidders who wish to bid for this work have highest standards of ethics. IIFM reserve the right to reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. IIFM may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of the contract.

26. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, interpretation/decision of the Director, IIFM shall be final and binding on all parties.

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(Seal and signature of Tenderer)



## **INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

### **SPECIFIC TERMS AND CONDITIONS OF TENDER**

(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)

01. The Tenderer must have previous experience of executing such work for leading management or technical institutes in the country, such as IIMs. IITs or institutions of such national importance. Proof of having executed such work earlier should be submitted.
02. This tender is for designing, printing and supply of Summer Internship Bulletin 2018-19 and Placement Bulletin 2018-19; alongwith Sector-wise leavelets/booklets of 3-4 pages. However, this contract can be extended for the next two years, on year to year basis, based on mutual consent, with the same terms and conditions.
03. The technically qualified bidders will be required to submit samples of each item to IIFM for the approval of the committee constituted for the purpose. They may also be required to conduct a presentation before the committee on concept, theme and design of the bulletins. Samples must be submitted exactly as per specification given in the tender documents. Party who fail to submit samples and/or conducting the presentation will be considered as technically disqualified. Only the financial bids of those bidders whose are technically qualified will be opened and other bids will be rejected.
04. Delivery Period/Timelines :- The deliveries must be completed within 30 days from the date of issuing Purchase/Work Order. The time is the essence of the contract and therefore it is mandatory for the bidders who respond to this bid to meet these expectations, as they are tightly linked to IIFM's plans of completing the work within the time frame.

### **05. Service Execution Procedure**

- 5.1. Upon award of the contract, the contractor will submit the agreement as is tender document in a Rs.100/- non-judicial stamp paper.
- 5.2. The contractor will submit the Security Deposit of 10% of the cost of work in the form of a Demand Draft in favour of the Director, IIFM drawn in any nationalised bank in India.
- 5.3. The contractor will conceptualize the ideas and theme of the Summer Internship Bulletin and Placement Bulletin, develop their design, take necessary photographs, and execute the work in the stipulated time.
- 5.4. The contractor will show the Institute's representative similar work samples of Placement Bulletin of reputed or high ranking B-schools for the selection of theme and idea as the expectation of the Institute is that the final output should be similar to that of the leading B-schools in presentation and concept.
- 5.5. A sample copy of the last years Summer Internship Bulletin and Placement Bulletin will be given to the contractor for reference and the output should be equal in its quality or better than that.
- 5.6. The contractor will get the satisfaction report from the representative of the institute for the work execution at different stages like draft 1, draft 2 and the final draft and thereafter get the bulletin printed with the given specifications.

5.7. Finally, a total satisfaction certificate should be obtained by the contractor from the Chairperson (SI & Placement) or the Manager in charge of SI & Placement of the Institute before raising the bill to the Institute. This certificate should also contain the certificate of delivery of final output within the time period specified.

5.8. Chapter-wise soft copy of the final bulletin compatible to web link in PDF and HTML format and also soft copy of the full document of the bulletin should be submitted to the Institute by the printer.

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)  
**TECHNICAL BID FORMAT**

Sr.No.	Technical requirements	Yes	No	Attachment Number.
01	Copy of currently valid Company Registration/Incorporation Certificate or Registration under Company Law. (to be attached).			
02				
03	Copies of Audited Balance Sheet with Returns of Last 3 Financial Years.( FY 2015-16, FY 2016-17 and FY 2017-18 to be attached).			
04	Copy of PAN Card ( to be attached.)			
05	Corpies of 1. Registration 2. GST Registration 3. Factory Act License			
06	Bid document duly filled in and signed as token of acceptance of Terms and Conditions of Tender.			
07	EMD of Rs.6,000/- by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal. (NSIC/MSME registered firms to attach copy of currently valid certificate for exemption from EMD)			
08	Self Declaration in letter head stating that Bidder is not under liquidation, Arbitration, Court receivership or similar proceedings.			
09	Self declaration in letter head stating that the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted.			

Sl.No.	Requirements	Willingness to provide the requirement (please tick)		Documents attached wherever applicable (please tick)	
		Yes	No	Yes	No
01	Conceptualising the ideas and developing the designs of the Placement Bulletin and SI Bulletin would have to be suggested by the printer.				
02	Provide professional photographers for photography required for the designing and also for the profiles of the students.				
03	Design the Bulletins with the concept and the theme selected.				
04	Print the Bulletins in the stipulated time and with adherence to global standards				
05	Delivery of Bulletins to be done to the Institute in the stipulated time and in perfect condition				

06	The final output should be ready within 30 days of issue of work order				
07	Expectation of the Institute that the final output should be similar to that of leading B-schools in presentation and concept				
08	Similar work samples (at least two) of Placement Bulletin and SI Bulletin of reputed or high ranking B-schools executed by the Tenderer				
09	Willingness of the tenderer to present atleast two concepts or ideas for the bulletin, which have to be presented before the Placement Committee in person on a given date as appointed by the Placement Committee.				

Signature :-----  
Name :-----  
Address:-----  
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**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

(IIFM/TENDERS/2018-19/SI & PLACEMENT BULLETINS)  
**FINANCIAL BID FORMAT**

<b>Sl.No.</b>	<b>Specification</b>	<b>Quantity</b>	<b>Rate in Rupees per copy</b>	<b>Total amount for 200 copies (Rs.)</b>
1a	<p><b>Designing, printing and supply of Summer Internship Bulletin 2017-18.</b> Total Inner Pages 48 Nos. + Cover pages 4. Size 8.25" x 11.75" High Quality, four colour printing, A1 colour Perfect Binding Imported texture paper Inner pages 145 GSM, cover pages 270+GSM (FSC &amp; Green Energy certified Eco Friendly Paper)</p> <p>Envelope of suitable size to the Bulletin, 120 GSM Maplitho Paper, inside lamination, two colour printing Also one book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin</p>	200 Nos.		
1b	In case of increase/decrease of inner pages, rate per page for 200 Nos.	Each page		
1c	In case of increase/decrease of number of copies, rate per copy	Each copy		
2a	<p><b>Designing, printing and supply of Placement Bulletin 2017-18.</b> Total Inner Pages 52 Nos. + Cover pages 4. Size 8.25" x 11.75" High Quality, four colour printing, A1 colour Perfect Binding Imported texture paper</p>	200 Nos.		

	Inner pages 145 GSM, cover pages 270+GSM (FSC & Green Energy certified Eco Friendly Paper)  Envelope of suitable size to the Bulletin, 120 GSM Maplitho Paper, inside lamination, two colour printing Also one book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin			
	In case of increase/decrease of inner pages, rate per page for 200 Nos.	Each page		
	In case of increase/decrease of number of copies, rate per copy	Each copy		
3	<b>Designing, printing and supply of Multicolour Sector-wise Leaflets of 25 cm x 10 cm in three fold (three sheets) in 130 GSM Lenza ecofriendly paper.</b>	100 each For 7 (seven) sectors Total 700		
	In case of increase/decrease of inner pages, rate per page for 100 Nos.	Each page		
	In case of increase/decrease of number of copies, rate per copy with three folders	Each copy		
Total				
GST ____%				
Grand Total				

Note: Rate quoted should be inclusive of all charges, and FOR at IIFM, Bhopal. GST/Taxes as applicable at the time of billing will be paid in addition to the quoted price.

Signature:-----

Name:-----

Address:-----

FORM FOR PERFORMANCE BANK GUARANTEE  
(To be furnished on award of Contract)

To

The Director  
Indian Institute of Forest Management  
Nehru Nagar, Bhopal

WHEREAS..... (Name and address of Contractor) (Hereinafter called "the Contractor" or "Supplier") has undertaken, in pursuance of Contract No..... dated..... to execute supply of furniture items for your Institute.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of ..... (amount of guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of ..... (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Signature and seal of the Guarantor.....

Name of Bank.....

Address.....

Date.....

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

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

### AGREEMENT

This Agreement is entered into this..... day of .....  
2012 etween the Indian Institute of Forest Management (IIFM), Bhopal, having its office at  
Nehru Nagar, Bhopal, being represented by the Director,( 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, against the Tender of Indian Institute of Forest Management,  
M/s..... have submitted the quotation for the supply of item(s) , details  
given in Schedule-I (Supply Order) which shall form the part of this Agreement.

WHEREAS the party on the first party has accepted the quotation 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.
- 02.That the ordered items will be supplied within ..... days or as specified in the Purchase  
Order.
- 03.That the items will be supplied strictly according to the brand/specifications/samples,  
approved by the competent authority of the Institute.
- 04.inimum guarantee of one year from the date of supply of the item, will be offered by the  
supplier, for repair/replacement of the items.
05. That in case of delay in supply within the specified time period in the Supply Order, Director  
IIFM without prejudice to its other remedies under the contract, deduct from the contract price as  
liquidated damages, 0.5% per week subject to maximum of 5% of the price of the undelivered  
items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the  
Vendor.
06. have also the right to cancel the supply order and forfeit the EMD/Security Deposit,  
including black-listing of the party.
07. In case of inferior quality of items, or supply of items not as per the approved  
specifications/sample, the Institute has the right to reject the complete material and cancel the  
supply order and forfeit the EMD including black-listing of the party; or to impose appropriate  
amount of penalty as decided by the Institute.
08. The party on the first part has the right to increase/decrease the quantity of items to be  
ordered.



09. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM, Bhopal.

10. That the party on 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.

11. 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.

12. 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.

13. That the party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

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  
Nehru Nagar, Bhopal.

Second Party:  
Name & Address:.....