

PART : I

TECHNICAL BID

OF QUALITY OFFSET PRINTERS

For printing of University Admission Brochures -2012-13
(Number of pages 1-8: Part:I)

The firm will seal Part -I, (Technical Bid) in separate envelope indicating it by writing "Technical Bid" on the top of the envelope. Part -II (Financial Bid) in separate envelope indicating it by writing "Financial Bid" on the top of the envelope. The firm will keep both sealed envelopes (Technical Bid & Financial Bid) in a bigger envelope addressed to:

Registrar, Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110075,

Superscribed "Quotation for Printing of University Admission Brochures -
(2012-13)".

Name of your firm should be clearly indicated on each envelope

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110075
Website : www.ipu.ac.in

Price: Rs.1000/-
(Both Technical Bid & Financial Bid)

Guru Gobind Singh Indraprastha University

Tender Documents No.....

F.No : IPU-7/Printing/Admission Bulletin/2012-13

Date of issue :

Important: (Kindly seal Part -I, (Technical Bid) in separate envelope and Part -II (Financial Bid) in separate envelope and keep both sealed envelopes in a bigger envelop addressed to:
Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi -110075.
Superscribed "Quotation for Printing of University Admission Brochures - (2012-13)"
Name of your firm should be clearly indicated on each envelope.)

To,
M/s.....
.....
.....

**Subject : Quotation (Technical Bid) for the Printing of Admission Brochures through offset printing —
Inviting of**

Sir,

The Guru Gobind Singh Indraprastha University, Delhi invites tenders from the reputed Quality offset printers for the printing of the Admission Brochures as per detail given below:

1. SPECIFICATIONS

a) Names of the Work : PRINTING OF ADMISSION BROCHURES
Admission Brochure- I
Admission Brochure-II
Admission Brochure- III
Admission Brochure- IV
Admission Brochure- V
Admission Brochure- VI
Admission Brochure- VII
Admission Brochure-VIII and more if required.

Note: It is a single job.

**b) Process of Printing : Photo Offset Process — Printing to be done by CtP
(Computer to Plate) technology by P.S. Plates.**

c) Number of Copies (Approx.) :

- i) Admission Brochure- I , 70,000 Copies
- ii) Admission Brochure-II, 80,000 Copies
- iii) Admission Brochure- III, 25,000 Copies
- iv) Admission Brochure-IV, 1,500 Copies
- v) Admission brochure-V, 1,000 Copies
- vi) Admission Brochure-VI, 2,500 Copies
- vii) Admission Brochure-VII, 2,500 Copies\
- viii) Admission Brochure-VIII, 5000 Copies

Note: The actual quantity may increase or decrease as per actual requirement.

- d) **No. of pages** : i) **Admission Brochure- I**, 200 Pages (approximately)
 ii) **Admission Brochure-II**, 120 Pages (approximately)
 iii) **Admission Brochure- III**, 40 Pages (approximately)
 iv) **Admission Brochure-IV**, 40 Pages (approximately)
 v) **Admission brochure-V**, 36 Pages (approximately)
 vi) **Admission Brochure-VI**, 80 Pages (approximately)
 vii) **Admission Brochure-VII**, 88 Pages (approximately)
 viii) **Admission Brochure-VIII**, 40Pages (approximately)
 (However number of pages may increase or decrease at the discretion and actual requirements of the University).
- e) **Trimmed Size** : A-4 (210X297 mm)
- f) **Number of colours** : Four Colours
- g) **Raw Material (Paper)** : **Text** : Art Paper (Mat Finish) Sinarmas, 115 GSM
Cover : Art Card (Mat Finish) Sinarmas, 220 GSM
- Important** : Press must enclose at least one full size sheet Paper/Card samples duly stamped and signed on each.
- h) **Binding** : After folding, gathering, collating etc. the Admission Brochures will be bound and cover drawn on as the case may be and trimmed to size.
- i) **Packing and Forwarding** : Printed and bound copies in good condition, and packed with strong packing paper (good quality strong craft paper) in packing of 100 copies each to be supplied to the University 'FREE OF COST' at its Store.
- j) **Print Quality** : A very high print quality is required by the University. There will be no compromise on the quality of printing. This may please be noted very carefully for strict compliance. Below standard of print quality may lead to the rejection of the entire job and / or a penalty to be decided by the University.
- k) **Delivery Schedule:** Hundred percent (100%) of ordered quantity of Admission Brochures III to VIII and Sixty percent (60%) of ordered quantity of Admission Brochures I & II shall be delivered within three (3) weeks of approval of design. Remaining Forty percent (40%) of ordered quantity of Admission Brochures I & II has to be delivered within thirty one (31) days of approval of design.

2. IMPORTANT INSTRUCTIONS

- i) The Press will be provided camera-ready design in the form of soft copy on CD or any other media by the University for processing and printing. The Press will also show 2/3 cover designs and inside text designs/layouts of each brochure for the approval within ten (10) days of placing of work order.
- ii) Complete proofs will necessarily have to be shown to the University for approval before undertaking the final printing. The instructions/ corrections marked by the University on the proofs will have to be carried out very carefully by the Press without any extra cost to the University. In some cases, wherever essential, another set of corrected prints may also have to be shown without any extra cost to the University.

iii) The complete back-up (soft copy) of the design will become the property of the University. As such the complete back-up of the job may be taken on a CD or any other media as directed by the University and same has to be returned to the University in good condition immediately after printed copies are supplied to the University.

iv) **The press should have :**

1. (a) Two C.P.C. four colour offset machines of 25" x 36" or bigger size
- (b) One C.P.C. four colour offset machines of 19" x 25" size
- (c) Two double colour offset machines of 19" x 25" or bigger size and
- (d) Two single colour offset printing machines of 23"x36" size.
2. Drum and flat bed Scanning and System Planning facilities
3. Complete CtP (Computer to Plate) plate making unit
4. Complete processing equipment
5. Complete binding machinery i.e. automatic folding machines, section sewing machines, perfect binding machines, automatic cutting machines.

Important : All the facilities should be of the same firm/ press and preferably under one roof.

v) Firstly the technical bid will be opened and those printers who fulfill the requirements of technical bid, only their financial bid will be opened.

You must furnish the enclosed technical bid proforma (relating to available infrastructure), as per Annexure-'A'.

The Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rs. Three Lakh only) must be attached. The Earnest Money shall be accepted in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-

- (a) Demand Draft / Bankers Cheque of a nationalized Bank.
- (b) Bank Guarantee issued by a nationalized bank in the favor of "Registrar, GGSIPU".

Technical Bids received without EMD will be rejected and the onus of such rejection will fall on the printer submitting the Bids. The EMD of the successful bidder will be refunded/adjusted on receipt of **Performance Security of Rs. 7,50,000/- (Rs Seven Lakh fifty thousand only)** in the form of DD/BC/Bank Guarantee issued by the Nationalized Bank in favour of "Registrar, Guru Gobind Singh Indraprastha University" before the award of Work Order along with prescribed Performa as per Annexure-II. The performance Security will be retained by the University till the successful completion of the job and no interest will be paid by the University.

3. MOST IMPORTANT INSTRUCTIONS:

- I. The Tender Documents will be available for sale against by paying Demand Draft of Rs. 1000/- (One Thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. A request letter from the firm on the Firm/Press letter head may be addressed to The Registrar, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi — 110075. The Tender Documents can be obtained from the Academic Reception Counter, Administration Block, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi — 110075 from 28 October 2011 to 18 November 2011 (10:00 a.m. to 3:00 p.m.) on all working days by paying a Demand Draft of Rs 1000/- (One thousand only) in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi also if the Tender Documents are downloaded from the University website same may be submitted along the Demand Draft of Rs 1000/- with the filled Tender Documents. On the last day i.e. 18 November 2011 the sale of Tender Documents will be upto 12:00 noon only.
- II. The Tender Documents may be dropped in the sealed box/submitted on all working days, kept at the Academic Reception Counter, Administration Block, Guru Gobind Singh Indraprastha

University, Sector 16-C, Dwarka, New Delhi — 110075. The Last date of receipt of this bid in the University is 18 November 2011 upto 3:00 p.m. Tenders will be opened on same day i.e. 18 November 2011 at 4:00 p.m.

- III. The printer whose annual turnover is less than five crores per year (in any last three preceding financial years) will not be considered for opening of financial bid and this is a must. (Refer to clause 12 (c) of Financial Bid). Secondly, it will also depend on other parameters e.g. Technical etc. The decision of the University in this matter is final and will be binding on the printers.
- IV. An inspection team (if required) may visit the press for the physical inspection of available infrastructure before opening of Financial Bid, as furnished by the Press in the enclosed proforma and the University will be free to seek any clarification on any point in Part-I or Part-II of the Bids.
- V. All legal matter of dispute will be subject to the jurisdiction of the Delhi Court.

Yours faithfully,

Registrar

Guru Gobind Singh Indraprastha University

MANDATORY DETAILS FOR QUALITY OFFSET PRINTING FIRM

1. Name of the firm
2. Full Address
 - i) Head Office
 - ii) Branch Office, if any
3. Telegraphic/e-mail Address
4. Telephone Number (s)
5. Fax No.
6. Date of establishment of the firm
7. Is your firm registered under:
 - a) The Indian Companies Act, 1913?
 - b) The Indian Factories Act, 1932?
 - c) Another Act. If not, who are the owners? (Please give full names)
8. Sales Tax Number/ TAN Number
9. PAN Number
10. Name and address of your Bankers, stating the name in which the account stands
11. Whether insured against fire, Theft, and Burglary if so, please state the amount for which insured, the name of the insurance company and policy No.
12. Total number of employees in your firm/organization.
13. Give details of equipment and manpower of your firm/ unit as per Annexure-'B'
14. Last three years annual turnover alongwith documentary evidence (Refer to clause 12 (c) of Terms & Conditions of Financial Bid)
15. Any other information which you may consider necessary to furnish

Certified that:

1. We have read the terms and conditions governing the Offset Printing work of the University and hereby agree to abide by them.
2. The information provided by us above regarding the details of equipment & manpower is correct & any information found by the Inspection Team of your office to be incorrect will lead to the cancellation of our bids.
3. The firm has not been Blacklisted from Government/Autonomous/Public/Private firm in the last three years. (also attach the certificate for the same).

Signature(s) _____

Name (s) _____

Date: _____

Stamp of the firm _____

DETAILS OF EQUIPMENT & MANPOWER OF OFFSET PRINTING FIRM

A. MACHINES	Make & Year of Manufacture	No. of Machines
1. Image Setter	_____	_____
2. Laser Printers : Colour	_____	_____
B/W	_____	_____

B. PROCESSING	Name & Model/Type	Size	Number
I. Cameras	_____	_____	_____
2. Scanner			
(a)Drum Scanner	_____	_____	_____
(b)Flat bed Scanner	_____	_____	_____

C. COMPUTER TO PLATE (CtP)

1. No. of CtP Units _____

D. MACHINE ROOM

Details of offset Machinery:

Name	Year of Make	Size	No. of Units	No. of Machines
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

E. STAFF

1. No. of Supervisors	_____
2. No. of Machinemen	_____
3. No. of Feedermen	_____
4. No. of Helpers	_____
5. Other staff, if any	_____

F. BINDING SECTION

	Name & Model	Size	No. of Machines
1. Paper Cutting Machine	_____	_____	_____
2. Folding Machine	_____	_____	_____
3. Stitching Machine	_____	_____	_____
4. Perforating Machine	_____	_____	_____
5. Creasing Machine	_____	_____	_____
6. Perfect Binder	_____	_____	_____
7. U.V. Curing Machine	_____	_____	_____
8. Lamination Machine	_____	_____	_____
9. Any other			

STAFF (Please give details of all Bindery staff)

- 1.
- 2.
- 3.

G. MISCELLANEOUS EQUIPMENT

(Not falling under any of the previous headings)

Signature(s) _____

Name(s) _____

DATE:

Stamp of the Press _____

PART : II

FINANCIAL BID

OF QUALITY OFFSET PRINTERS

**For printing of University Admission Brochures -2012-13
(Number of pages 1-7 : Part:II)**

The firm will seal Part -I, (Technical Bid) in separate envelope indicating it by writing "Technical Bid" on the top of the envelope. Part -II (Financial Bid) in separate envelope indicating it by writing "Financial Bid" on the top of the envelope. The firm will keep both sealed envelopes (Technical Bid & Financial Bid) in a bigger envelope addressed to:

**Registrar, Guru Gobind Singh Indraprastha University Sector 16-C, Dwarka, New
Delhi - 110075.**

**Superscribed "Quotation for Printing of University Admission Brochures -
(2012-13)".**

Name of your firm should be clearly indicated on each envelope.

**Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi - 110075**

Website : www.ipu.ac.in

**Price: Rs.1000/-
(Both Technical Bid & Financial Bid)**

Guru Gobind Singh Indraprastha University

Tender Documents No.....

F.No : IPU-7/Printing/Admission Bulletin/2012-13

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To,

M/s.....

.....

.....

Subject : Quotation (Financial Bid) for the Printing of Admission Brochures through offset printing — Inviting of

FORM OF QUOTATIONS FOR ADMISSION BROCHURES-(2012-13)

- i) Admission Brochure- I
- ii) Admission Brochure-II
- iii) Admission Brochure- III
- iv) Admission Brochure- IV
- v) Admission Brochure- V
- vi) Admission Brochure- VI
- vii) Admission Brochure- VII
- viii) Admission Brochure- VIII and more if required.

Note: It is a single work.

(Rates should be quoted on this Proforma only, duly typed. Corrections and overwritings of rates should be avoided, and if any, should be duly initialled. Overwriting without initials will not be considered. Statements like 'At Scheduled Rates', 'As decided by', 'At Actual Cost' etc., should be avoided).

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- | | | |
|------------------------------------|----------|--|
| 1. Title of Publication | : | Admission Brochures – (2012-13) |
| 2. Size of the Publications | : | A-4 (210X297 mm) |
| Cut Size | | |
| 3. Process of Printing | : | Photo Offset Process |
| | | Computer to Plate (CtP) by P.S. Plates |
| 4. Paper | : | Text : Art Paper (Mat Finish) Sinarmas, 115 GSM |
| | | Cover : Art Card (Mat Finish) Sinarmas, 220 GSM |
-

5. R A T E S (TO BE QUOTED BY THE PRESS) (Including Cost of Paper)

- a) Admission Brochure- I - 70,000 Copies (approx) / 200 Pages (approx)
- b) Admission Brochure-II - 80,000 Copies (approx) / 120 Pages (approx)
- c) Admission Brochure- III - 25,000 Copies (approx) / 40 Pages (approx)
- d) Admission Brochure- IV - 1,500 Copies (approx) / 40 Pages (approx)
- e) Admission Brochure-V - 1,000 Copies (approx) / 36 Pages (approx)
- f) Admission Brochure- VI - 2,500 Copies (approx) / 80 Pages (approx)
- g) Admission Brochure-VII - 2,500 Copies (approx) / 88 Pages (approx)
- h) Admission Brochure-VIII - 5,000 Copies (approx) / 40 Pages (approx)

(i) Text :-

Rates for per page per 1000 copies for typesetting, Designing, planning, scanning/processing, proofing, CtP (plate making), printing in 4-colour, perfect binding for Brochure I & II and centre stitch binding for other brochures including paper cost. Admission Brochure IV & V will be serially numbered at two places.

Rs.....

(ii) Cover :-

Rates for per page per 1000 copies for typesetting, Designing, planning, scanning/processing, proofing CtP (plate making), printing in 4-colour, Lamination mat/gloss (outer covers only), perfect binding including paper cost

Rs.....

Note: Number of photographs shall remain approximately same as per last year's Admission Brochures (I to VIII).

- 6. Only single rate for all Admission Brochures shall be quoted. Any conditional or separate rates quoted for different brochures will not be accepted and tender may be summarily rejected on these grounds. There will be no slab rates for different kind of Admission Brochures as it is a single work.**

7. Packaging and Forwarding

Printed and bound copies in good condition and packed with strong packing paper (good quality strong craft paper) in 'Packing' of 100 copies each are to be supplied to University Store at Sector 16 C, Dwarka, New Delhi – 75. No additional Transport Cost will be given. Any damage to the printed copies, in transit, will have to be made good by the Press.

8. VAT/Taxes: Extra as applicable.

- 9. Validity of the Rates Quoted:** All rates quoted shall be treated as valid for till the completion of entire job from the date of awarding contract during which the reprints can be ordered. Further, the University will be free to consider the rates quoted herein for its Admission Brochures- 2013-14.

10. The rates should be paid on pro-rata per centum basis.
11. Tender will be awarded to the lowest quoted consolidated price (without taxes) for the entire job of all eight (08) Brochures.
12. Quantity can be increased or decreased as per requirement.
13. If the firm, after issue of Work Order does not execute the work order due to any reasons, the work order can be passed to the next available lowest bidder and the difference of expenditure will be recovered from the forfeited EMD / Performance Guarantee given by the original L1 bidder besides black listing the original L1 bidder.
14. Kindly ensure that each and every page of Part - II (Financial Bid) has been duly signed before submission.

Signature :

Name :

Dated :

Rubber Stamp of the Press

:

ANNEXURE-I

TERMS AND CONDITIONS GOVERNING THE PRINTING WORK OF THE UNIVERSITY

1. The printer shall print, bind and generally deliver the work in clear and eligible type, form and style in a good and workman like manner (for which the university shall be the sole judge) within the limits as per schedule prescribed by university.
2. The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions. All proofs and trials and spare copies shall be destroyed by burning in the presence of a responsible person of the press. A certificate to this effect shall be sent by the Printer to the university after the completion of the work.
3. The Printer shall not assign or sublet the work or any part thereof without having first obtained the permission in written of the university. The University reserves the right without written permission from the University authorities, to refuse such request of the Printer.
4. After the work has been completed, the bill for the work, in triplicate, prepared on the basis of the accepted rates shall be submitted by the Printer to the university together with, (i) Receipt/delivery voucher for the supplies made, (ii) account showing the receipt.
5. All proofing, CDs, Floppies, etc. which have been supplied by the university or have been prepared by the Printer for the work shall be returned to the university in good condition (duly packed) after the completion of the work.
6. **Earnest Money:**
 - (i) The Earnest Money Deposit (EMD) of Rs 3,00,000/- (Rs. Three Lakh only) must be attached. The Earnest Money shall be accepted in the following forms and shall be in favour of "Registrar, GGSIPU", payable at Delhi:-
 - (a) Demand Draft / Bankers Cheque of a nationalized Bank.
 - (b) Bank Guarantee issued by a nationalized bank in the favor of "Registrar, GGSIPU".
 - (ii) Tender with no earnest money deposit will be summarily rejected. The EMD of the successful bidder will be refunded/ adjusted on receipt of Performance Security of Rs.7,50,000/- (Rs Seven lakh fifty thousand only) before the award of Work Order.
 - (iii) In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.
7. **Performance Guarantee**
 - (i) The performance Guarantee of Rs.7,50,000/- (Rs Seven lakh fifty thousand only) along with prescribed Performa will be deposited by the tenderer within the 10 days after the letter of intent, and before the award of the work order. The Performance Guarantee shall be accepted in the following form and shall be in favor of "Registrar, GGSIPU", payable

at Delhi:-

- Demand Draft / Bankers Cheque of a nationalized Bank.
 - Bank Guarantee issued by a nationalized bank in the favor of "Registrar, GGSIPU".
- (ii) The Performance Guarantee will be refunded/ discharged without any interest after the completion of the contract to the satisfaction of the University.
 - (iii) In case of non submission of Performance Guarantee within the specified time, the earnest money will be forfeited.

8. **Delay and Non Performance**

- (i) Time is essence and the Printing firm will have to abide by the time schedule prescribed by the University. Admission Brochures I & II can be supplied in maximum two installments. Rest of the Admission Brochures (III, IV, V, VI, VII & VIII) must be supplied in single Installment. If the printer fails to supply the material within the period specified in the Work Order or defaults in performing the Contract; University shall without prejudice to its other remedies under the Work Order, will deduct from the contract price a sum @ 1% on delayed quantity per day subject to maximum of 10% of total cost of procurement of concerned lot. In addition Hon'ble Vice Chancellor of the University may also impose a suitable penalty as deemed fit in case of abnormal delay, deficiency in paper & printing quality or non-performance of the contract which adversely affect University Interest.
 - (ii) In the event of any discovery of error or defect due to the fault of printer at any time after the delivery of the copies ordered, the Printer shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the university.
 - (iii) In case of any delay in the supply of the material or in rectification of the defects by the printer, the University reserves the right to terminate the contract without any liability to cancellation charges and adjust/encash the submitted Performance Guarantee. The decision of the Registrar of University in all these matters shall be final and binding on the Printers.
 - (iv) In the event of the university terminating the contract, then the university may without prejudice to the any other remedy arrange to get the work done else where and by any other person or from any other source than the printer, at the printer's risk and cost, and in which case the amount of extra cost, if any, apart from the actual cost of the job, paper and other materials involved shall be recovered by the university from the printer.
9. In the event of the Printer having adjudged insolvent or having a receiving order or other order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making of any order for winding up, neither voluntary or otherwise, the university shall have the power to cancel the work without previous notice.
10. In the event of making a supply of the printed copies short of the actual number of copies ordered. The university will deduct the price of the copies supplied short from their respective bill. This is without prejudice to any other remedy.
11. In case of any dispute, the matter may be referred to the Arbitrator appointed by the Hon'ble Vice Chancellor of the University, whose decision will be binding on both the parties.

12. TERMS OF PAYMENT

- a) Payment will be made only on satisfactory completion of the job and "No" advance payment of any kind will be made.
- b) A copy of PAN number must be enclosed with Technical Bids.
- c) A copy of balance sheet duly certified by C.A. is to be enclosed with Technical Bid for at last three years i.e. 2008-09, 2009-10 & 2010-11.
- d) The firm must have been registered with Sale Tax Department and in support a copy of proof must be enclosed with Technical Bids.

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the GGSIPU (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between ----
----- and ----- (hereinafter called "the said Contractor(s)") for the work ----- (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs.----- (Rupees -----
-- only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, ----- (indicate the name of the Bank) ----- (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs.----- (Rupees ----- only) on demand by the University.

2. We, ----- (indicate the name of the Bank) ----- do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.----
----- (Rupees ----- only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, ----- (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Project-in-Charge on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.

5. We, -----(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, -----(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto ----- unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.----- (Rupees ----- only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the ----- day of ----- for ----- (indicate the name)