

مولانا آزاد نیشنل اردو یونیورسٹی

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, **Hyderabad** – 500 032

No: MANUU/Purchase/F.88/2016-17/T. No.11/2016-17

Date: 28.02.2017

Cost of tender form: **Rs. 10,000/-** through DD favouring MANUU payable at Hyderabad
(Exemption of Tender Cost/EMD will be considered as per GOI rules on submission of documentary proof.)

TENDER DOCUMENT

**FOR PROCUREMENT OF LAB / OFFICE FURNITURE FOR SCHOOL OF
SCIENCE, MANUU, HYDERABAD**



Last date & time of submission of technical and financial bids : **22nd March 2017**
at 3:00 p.m.

Date and time of opening of technical bids : **22nd March 2017**
at 3:30 p.m.

Chapter-I : Instruduction

1. **Preface:** Maulana Azad National Urdu University (MANUU) is a Central University established by an act of Parlimament in 1998 with headquarter at Hyderabad and other campuses, colleges and Regional Centres located all over India.
2. **Call for tender:** MANUU invites sealed tenders from original manufacturer / Govt. organizations / authorised dealers / reputed firms to supply lab / office furniture at School of Science, MANUU. This is tender cum rate contract initially for a period of one year. The requirement mentioned in the tender may be spread over a period of one year and will be procured accordingly.
3. **Submission of tender:** The sealed tenders are invited for procurement of lab / office furniture for School of Science, MANUU at Hyderabad under **two bid system** viz. 1) **Technical bid** (*Annexure-II duly signed and stamped, consisting all technical details along with commercial terms and conditions and relevant documents, tender cost and EMD. The details of tender cost and EMD are given at S.No.5/Chapter-II: Terms & Conditions.*) 2) **Financial bid** (*indicating items-wise price for each category of the respective trade category in Annexure-III. These two separate sealed covers should be kept in a third envelope on which it should be super scribed 'Open Tender for procurement of lab/ office furniture for School of Science, MANUU, Hyderabad, addressed to the Asst. Registrar, Purchase Section.*
4. **Quoting of items:** The vender may quote for all the items / part of items of Annexure-II and should agree to accept the part supply order as per the criteria of lowest bid for each item GoI rules will be considered. Unit prices are to be quoted both in figures and in words. In case of discrepancy, price quoted in words or figures whichever is less will be taken as valid.
5. **Opening of bids:** The Technical bids will be opened and scrutinized. The firm, which meets the basic requirement as per documents furnished, may be invited for full fledge display / demonstration. The committee of the University may visit the firm / show room for the items supplied to other organizations to ascertain the quality. The University may also ask the firm to submit the samples before opening of financial bid / execution of order. The University may shortlist and consider overtere best quality furniture firms. The University will not bear any expenses for presentation of samples. The financial bid will be opened for those firms which qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.
6. **Selection of firm:** The lowest quoted firm will be selected on item wise basis subject to satisfaction of the quality of the product. The decision of the committee will be final in this regard.
7. **Alteration in the bid:** Bidders will not be permitted to alter or modify their bids after expiry of the deadline of receipt of bids.
8. **Availability of tender form:** The tender document can be had from Purchase Section on payment of DD of Rs. 10,000/- (non refundable) or can be down loaded from the University's web site (www.manuu.ac.in). If downloaded, the cost of tender amounting to Rs. 10,000/- (non refundable) is to be submitted by way of a demand draft drawn in

favour of “Maulana Azad National Urdu University” payable at Hyderabad along with technical bid. The downloaded tender form without demand draft will not be accepted.

9. **Cost:** The rates quoted should be inclusive of all taxes, levies, freight, insurance, transportation, installation etc. Rates are to be quoted in the financial bid as per tender document (Annexure-III) else it shall not be considered. The element of taxes is required to be shown separately and distinctly.
10. **Offices location:** The firm should have its office within GHMC limit of Hyderabad / Secunderabad to provide service after sale and to furnish the addresses of service centre with telephone number along with technical bid. The bidder may be required based on necessity to supply items to MANUU campus, colleges etc all over India at same rate basis.
11. **Repair and maintenance:** The firm selected has to identify one single point for effective services and to attend for repair within 24 hours from the time of booking the complaint.
12. **Validity period of quotation:** Firms tendering should note that their offers should remain open for acceptance up to 120th days; if the 120th day falls on holiday then last date will be the next working day from the date of opening of tender.
13. **Acceptance of tender:** The University does not pledge itself to accept the lowest or any tender and reserves to itself, the right to accepting the whole or any part of the tender or rejecting completely.

Chapter–II: Terms and Conditions

1. **Rejection of tender:** The conditional tenders, unsigned bids, without required EMD and cost of tender form (if downloaded form is used) shall not be accepted and any query / intimation will not be entertained on such bids.
2. **Specification:** The desired specifications and allied technical details are placed at Annexure-I. If required the same may be amended / up graded at the time of placing purchase order. These are basic specifications; the firm may quote the same or higher specifications as per enclosed Annexure only.
3. **Technical bid:** The technical bid must contain the specifications as per the Annexure–II and indicate that the firm is ready to supply items of the required specifications or upgraded by mentioning “Yes / No” in against each item. The firm has to quote as per the required specifications. However higher Specification / technically up graded can be considered by the University. Detailed specifications, catalogue / literature, of all the items quoted may be supplied with the technical bids. Incomplete Bid / in adequate specification etc., in any respect are liable to be rejected. In case, the firm intends to supply the item with a different specification, it should be specified invariably. The firm should in variables indicate the make / model / manufacturer of the item against each item. If the firm wish to supply by indicating ‘yes’ the details of make / model / manufacturer should be mentioned. Incomplete bids will not be accepted.
4. **Date and place of submission of form:** The technical and financial bids should be submitted to the Purchase Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500032 by **3:00 p.m.** on **22nd March 2017**. Tenders received after due date and time will not be considered. The technical bid will be opened on the same day at **3:30 p.m.** in presence of vendors or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening

committee meeting. If the opening day is declared as holiday on account of unforeseen situation, it will be on next working day.

5. **Bid security / EMD:** The filled in tender form without requisite bid security / EMD and cost of tender will not be considered and both are to be drawn separately favouring “Maulana Azad National Urdu University” payable at Hyderabad. The Security bid of unsuccessful bidders will be returned without interest. Bid security/EMD of the successful bidder will be converted into Security Deposit of 10% cost on payment of differential amount or released on submission of Bank Guarantee / Demand Draft / FDR for 10% cost. The firms claiming exemption of EMD / Tender Cost may have to furnish necessary proof thereof. The cost of tender form and security bid / EMD amount is as follows:

Sl.	Description	
1.	Cost of tender document (Non refundable): (if download, Rs. 10,000/- through DD only) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.)	Rs. 10000/-
2.	EMD / Bid Security (refundable) (Note: Exemption of Tender Cost/EMD for registering with MSME, NSIC, N.C.C.F, Kendriya Bhandar etc will be considered as per GOI rules on submission of documentary proof.)	Rs. 1,30,000/-

6. **Company profile:** The bidders must submit their company profile, make / brand of the items etc. supplying. A list of organizations / agencies to which items have been supplied previously may be submitted along with copies of supply order, with the technical bid.
7. The firm shall take all security measures as per Government rules while transport, installation etc.
8. **Bidders shall have to meet the following pre-qualification criteria:-**
- a) Having the Average Annual Turnover of 7,89,450/- of the value for which the quotations are furnished, during the last three years.

And

- b) (i) Should have supplied similar products three purchase orders of the worth Rs. 10,52,600/- of the value during the last 7 years for which the quotations are furnished
or
(ii) Should have supplied similar products two purchase orders of the on worth Rs. 13,15,750/- of the value for which the quotations are furnished during the last 7 years.
or
(iii) Should have supplied similar products one purchase order of the worth Rs. 20,90,800/- of the value for which the quotations are furnished during the last 7 years.
9. **Repeat order:** This is a tender cum rate contract for a period of one year and the item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twelve (12) months.
10. Orders of different organizations to whom supplied during the last two years preceding may be attached.

11. **Delivery and Installation :** The firm shall deliver the furniture at School of Sciences, MANUU, Hyderabad and install the same within **21 days** from the date of issue of Purchase Order.
12. **Warranty:** All the items should be with onsite comprehensive warranty for a minimum period of one year (as per OME warranty period, whichever is later) after satisfactory installation and acceptance by the University. The firm should repair / replace the faulty items free of cost during the warranty period.
13. The firms should submit OEM/authorization certificate specific to this open tender or copy of authorized dealership Certificate.
14. **Payment terms:** No advance payment will be considered, The payment will be released in Indian rupees in the following order:
 - (i) **90% payment of purchase order:** After supply of items and installation, subject to certification by the concerned officials of the University.
 - (ii) **10% payment of purchase order / security deposit:** After availing the warranty period of one year or on receipt of Bank Guarantee of any nationalized bank of equal amount for a period of warranty.
15. **Quantity:** The quantity mentioned in the tender can be increased or decreased at the discretion of the University and the decision of the University shall be final in all respects.
16. **Quality:** All steel parts shall be given antirust treatment and shall be coated with epoxy powder.
17. **Registration:** The firm should be registered with the government agency for sales tax and service tax, income tax incorporation and the certificate of registration issued by appropriate government authority for required items.
18. **Right of the University:** The University reserves the right to reject or accept any tender without assigning any reason or cancel before issuing Purchase Order. In case of cancellation of the tender the EMD will be returned without interest.
19. **Acceptance of terms and conditions:** All pages of the tender document are to be signed and stamped by the tendering firm as agreed by the terms and conditions of the tender and to be attached along with the technical bid.
20. **Penalty clause:** The supply of the items has to be completed within stipulated time period indicated in Purchase Orders, in case of delay the University reserves the right to impose penalty, as follows:
 - (i) **Liquidated Damages:** If the firm fails to supply and install the items of desired quality and quantity or part of it or unable to perform the service within specified periods for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the purchase order / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. Late supply to the maximum of 10% will be deducted from the bill after which the order will remain cancelled and Bid Security / Earnest Money deposit will be forfeited.
 - (ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm,

terminate the contract / order in whole or part at the risk and cost of the defaulting firm.

- (a) If the firm fails to execute the supply of all the material specified in the order with in the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University, or
- (b) If the supplier fails to perform any other obligation(s) under the contract / order.
- (c) If any defects are observed in the items, the University will have the right to reduce the payment to be made to the firm and take any other suitable action against the firm, and the University decision will be final in this regard.

21. **Applicable Laws :** In all matters and disputes arising hereunder, shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts in Hyderabad.

22. **Settlement of Dispute:** In case of any dispute, Hyderabad will be the Jurisdiction and the Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the parties as per following terms:

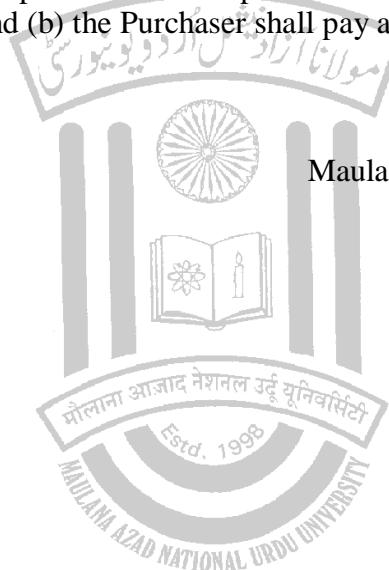
- (i) The Purchaser and the Supplier shall make every effort to resolve by direct negotiation any disagreement or dispute arising between them under or in connection with the contract.
- (ii) If the parties have failed to resolve their dispute of difference by such consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to settle the issue by arbitration, as herein provided, as to the matter in dispute. No arbitration in respect of the matter be commenced unless such notice is given in accordance with this clause for the final settlement of the matter. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
- (iii) All questions, disputes and differences arising shall be referred by the Vice Chancellor, MANUU to the sole arbitrator for arbitration under the provision of the Arbitrations and Conciliation Act, 1996.

23. **Obligation during Arbitrations:** Notwithstanding any reference to arbitration (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and (b) the Purchaser shall pay any amount due to the Supplier.

Place: Hyderabad
Date: 28.02.2017
Hyderabad

Registrar
Maulana Azad National Urdu University

Encl: (i) Annexure –I
(ii) Annexure-II
(iii) Annexure-III



Chapter – III: Requirement and specification of the all items

Annexure – I

Sl.	Items	Total Quantity
1.	Office Table: 4'x2'x30" , frame made of 1", sq pipe 16 guage with 3 draws with 7 liver lock and 3 sets of keys with footrest. Frame / draws should be powder coated, Top made of 25mm PLB with both side laminated with 2mm pvc biding,	07
2.	Computer Table: size 48" x 24" x 30" top made out of 25mm and other pars 18mm PLB board 2mm bidding sealed with one drawer, locker, keyboard and CPU stand 2mm bidding.	06
3.	Computer Chair: (DIVA 7046 Godrej or similar)	09
4.	Almirah: 78" x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 7 liver premium lock (3 side locking system)	18
5.	Glass door Almirah 78" x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 7 liver premium lock (3 side locking system) , front side glass of thickness 4mm (Modi guard / Saint Gobin or equivalent)	08
6.	Premium Quality Executive Chairs: (Bravo high back or similar)	07
7.	Book Shelf: of size 78" x 33" x 15" of steel having 5 compartments with folding doors with glass 20/22g powder coated	05
8.	Executive Table: 6'x3'30" made of 1" 16 guage square pipe with 3 draws one side and locker (7 liver lock with 3 sets of keys) another side of the table with foot rest, frame / draws should be powder coated, top made of 25mm PLB with 2mm bidding.	04
9.	'S' type chairs cushion: 1" round pipe of 16" guage with powder coated, moulded soft foam of 40 density approx., seat size: inner 19x17" and back 18"x17" with 12mm moulded ply inside for seat and back, matt cotton cloth for seat and back, back seat finished with PVC strip beeding, D type PU hands, 5" iron L patti of 16" guage powder coated fix for seat and back, meroon color	24
10.	Plain Table: 6' x3' x30" frame made of 1 1/2" x 1 1/2" sq pipe of 16 guage plain powder coated with 25mm PLB top.	09
11.	Class Room Desk (two seater). Top 15"x4, seat 12"x4 and back 8"x4 made out of 25mm plywood board both side laminated with 2mm biding with boshes, shelf made out of 1mm CR sheet, frame made out of 1" square pipe of 16g powder coated. (Sample available at School of Science (sample for shape only, all other specification as per this tender only))	75
12.	Plain Table: 4' x2' x30" frame of 1" 16 guage sq pipe plain powder coated with 25mm PLB top.	08
13.	'S' type chairs knitting: 16 guage tubular pipe powder coated with nylon knitting (5mm gap) seat and back, made of BT teakwood, with inter locking screws for seat and back for frame, seat size: 18Inchesx17Inches back 18Inches x15Inches (approximate), handles of size: 2x1Inches made up of teakwood. Botton sides rubber bushes.	20
14.	CERAMIC White Board 8x4ft: with aluminum frame & provision for duster and marker.	10
15.	Laboratory tables: length 10, width 3' and height 3' , the top made with 1/2" granite and frame & legs made with 16 guage sheet and square pipe of 2" with reagent bottle rack for on top of each table, top & frame should be fixed with adhesive material.	42
16.	Stool type – Rotating (Surface / Top - stainless Steel, Height of Stool - 30 Inches) (Sample available at School of Science)	120

Place: Hyderabad
Date: 28.02.2017

Registrar
Maulana Azad National Urdu University
Hyderabad

Chapter-IV: Technical Qualification:**Annexure-II**

1.	Name of the firm	M/s.
2.	Details of Tender Cost (Exemption of Tender cost will be considered as per GOI rules on submission of documentary proof)	Rs..... D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD (Exemption of EMD cost will be considered as per GOI rules on submission of documentary proof)	Rs..... D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address Tel No. Land Line Mobile: E-mail:
5.	Details of Registration with income tax and sales tax authorities <i>Enclose Copy / proof</i>	
6.	The firm should submit OEM and authorization certificate to this Open tender.	
7.	PAN Details <i>Enclose Copy / proof</i>	
8.	Documentary proof for Pre Qualification Criteria as mentioned in the Tender (Sl. 8, Chapter II) 1) Average turnover for the last 3 years 2) Proof of documents against Chapter-II, Sl.8, b(i) or b(ii) or b(iii)	
9.	Whether signed copy of tender enclosed	
-	Optional:	
10.	Customer List with nature of work done (Enclose a list of minimum 10 customers)	

Declaration: It is hereby declared that the firm have carefully read and understood the tender and **agreed with all the clauses**, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

*Authorized signature of
the firm along with seal*

Place

Date:

Chapter-IV: Technical bid: To be utilized by the firm to indicate that agreed to supply the item wise.

Annexure-II

Sl.	Items	Qty	Make & model	Agreed by firm (Yes / No)
1.	Office Table: 4'x2'x30" , frame made of 1", sq pipe 16 guage with 3 draws with 7 liver lock and 3 sets of keys with footrest. Frame / draws should be powder coated, Top made of 25mm PLB with both side laminated with 2mm pvc biding,	07		
2.	Computer Table: size 48" x 24" x 30" top made out of 25mm and other pars 18mm PLB board 2mm bidding sealed with one drawer, locker, keyboard and CPU stand 2mm bidding.	06		
3.	Computer Chair: (DIVA 7046 Godrej or similar)	09		
4.	Almirah: 78" x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 7 liver premium lock (3 side locking system)	18		
5.	Glass door Almirah 78" x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 7 liver premium lock (3 side locking system), front side glass of thickness 4mm (Modi guard / Saint Gobin or equivalent)	08		
6.	Premium Quality Executive Chairs: (Bravo high back or similar)	07		
7.	Book Shelf: of size 78" x 33" x 15" of steel having 5 compartments with folding doors with glass 20/22g powder coated	05		
8.	Executive Table: 6'x3'30" made of 1" 16 guage square pipe with 3 draws one side and locker (7 liver lock with 3 sets of keys) another side of the table with foot rest, frame / draws should be powder coated, top made of 25mm PLB with 2mm bidding.	04		
9.	'S' type chairs cushion: 1" round pipe of 16" guage with powder coated, moulded soft foam of 40 density approx., seat size: inner 19x17" and back 18"x17" with 12mm moulded ply inside for seat and back, matt cotton cloth for seat and back, back seat finished with PVC strip beeding, D type PU hands, 5" iron L patti of 16" guage powder coated fix for seat and back, meroon color	24		
10.	Plain Table: 6'x3'x30" frame made of 1 1/2" x 1 1/2" sq pipe of 16 guage plain powder coated with 25mm PLB top.	09		
11.	Class Room Desk (two seater). Top 15"x4, seat 12"x4 and back 8"x4 made out of 25mm plywood board both side laminated with 2mm biding with boshes, shelf made out of 1mm CR sheet, frame made out of 1" square pipe of 16g powder coated. (Sample available at School of Science (sample for shape only, all other specification as per this tender only))	75		
12.	Plain Table: 4'x2'x30" frame of 1" 16 guage sq pipe plain powder coated with 25mm PLB top.	08		
13.	'S' type chairs knitting: 16 guage tubular pipe powder coated with nylon knitting (5mm gap) seat and back, made of BT teakwood, with inter locking screws for seat and back for frame, seat size: 18Inchesx17Inches back 18inches x15inches (approximate), handles of size: 2x1inches made up of teakwood. Botton sides rubber bushes.	20		
14.	CERAMIC White Board 8x4ft: with aluminum frame & provision for duster and marker.	10		
15.	Laboratory tables: length 10, width 3' and height 3' , the top made with 1/2" granite and frame & legs made with 16 guage sheet and square pipe of 2" with reagent bottle rack for on top of each table, top & frame should be fixed with adhesive material.	42		
16.	Stool type – Rotating (Surface / Top - stainless Steel, Height of Stool - 30 Inches) (Sample available at School of Science)	120		

Place:

Date: 2017

Authorized signature of the firm along with seal

Chapter-V: Financial bid: To be utilized by the bidder to quote their prices item wise.

Annexure – III

Sl.	Items	Qty	Make & model	Unit cost	Total (Including taxes & all charges etc)
1.	Office Table: 4'x2'x30" , frame made of 1", sq pipe 16 guage with 3 draws with 7 liver lock and 3 sets of keys with footrest. Frame / draws should be powder coated, Top made of 25mm PLB with both side laminated with 2mm pvc biding.	07			
2.	Computer Table: size 48" x 24" x 30" top made out of 25mm and other pars 18mm PLB board 2mm bidding sealed with one drawer, locker, keyboard and CPU stand 2mm bidding.	06			
3.	Computer Chair: (DIVA 7046 Godrej or similar)	09			
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7.	Book Shelf: of size 78" x 33" x 15" of steel having 5 compartments with folding doors with glass 20/22g powder coated	05			
8.	Executive Table: 6'x3'30" made of 1" 16 guage square pipe with 3 draws one side and locker (7 liver lock with 3 sets of keys) another side of the table with foot rest, frame / draws should be powder coated, top made of 25mm PLB with 2mm bidding.	04			
9.	'S' type chairs cushion: 1" round pipe of 16" guage with powder coated, moulded soft foam of 40 density approx., seat size: inner 19x17" and back 18"x17" with 12mm moulded ply inside for seat and back, matt cotton cloth for seat and back, back seat finished with PVC strip beeding, D type PU hands, 5" iron L patti of 16" guage powder coated fix for seat and back, meroon color	24			
10.	Plain Table: 6'x3'x30" frame made of 1 1/2" x 1 1/2" sq pipe of 16 guage plain powder coated with 25mm PLB top.	09			
11.	Class Room Desk (two seater). Top 15"x4, seat 12"x4 and back 8"x4 made out of 25mm plywood board both side laminated with 2mm biding with boshes, shelf made out of 1mm CR sheet, frame made out of 1" square pipe of 16g powder coated. (Sample available at School of Science (sample for shape only, all other specification as per this tender only))	75			
12.	Plain Table: 4'x2'x30" frame of 1" 16 guage sq pipe plain powder coated with 25mm PLB top.	08			
13.	'S' type chairs knitting: 16 guage tubular pipe powder coated with nylon knitting (5mm gap) seat and back, made of BT teakwood, with inter locking screws for seat and back for frame, seat size: 18Inchesx17Inches back 18inches x15inches (approximate), handles of size: 2x1inches made up of teakwood. Botton sides rubber bushes.	20			
14.	CERAMIC White Board 8x4ft: with aluminum frame & provision for duster and marker.	10			
15.	Laboratory tables: length 10, width 3' and height 3' , the top made with 1/2" granite and frame & legs made with 16 guage sheet and square pipe of 2" with reagent bottle rack for on top of each table, top & frame should be fixed with adhesive material.	42			
16.	Stool type – Rotating (Surface / Top - stainless Steel, Height of Stool - 30 Inches) (Sample available at School of Science)	120			

Declaration: It is hereby declared that the firm have carefully read and understood the tender and agreed with all the clauses, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Date: 2017

Authorized signature of
the firm along with seal