



ASSOCIATION OF INDIAN UNIVERSITIES

AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002

Tender Document for Physical Verification and Tagging of Fixed Assets and Preparation of Fixed Assets Register at AIU

Tender Information Summary

Tender Type	Open
Tender Name	Engagement of Firm/LLP/Company/Agency for Physical Verification and Tagging of Fixed Assets and Preparation of Fixed Assets Register at AIU
Tender No.	AIU/Tender/FA Verification/2025
Date of Publishing	12 April 2025
Bid Document download start date	12 April 2025
Last date & time for receipt of queries	1 May 2025, 15.00 hours
Last date for receipt of Bid	2 May 2025, 17.00 hours
Date of Opening of Technical Bids	5 May 2025, 15.00 Hours
Performance Bank Guarantee	5% of the Contract Value

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AIU House, 16, Comrade Indrajit Gupta Marg New Delhi-110002

NOTICE INVITING TENDER (NIT) FOR PHYSICAL VERIFICATION AND TAGGING OF FIXED ASSETS & PREPARATION OF FIXED ASSETS REGISTER AT AIU, NEW DELHI

Association of Indian Universities (hereinafter referred to as 'AIU' or 'AIU, New Delhi'), an apex institution of higher education invites sealed tenders / bids from reputed and experienced firms (hereinafter referred to as 'Firm' / 'Vendor' / 'Contractor' / "LLP") under Two Bid System- Technical Bid (Part-A) and Financial Bid (Part-B) for **Physical Verification and Tagging of Fixed Assets & Preparation of Fixed Assets Register at AIU with the Scope of Work and deliverables mentioned in this Tender Document.**

The Tender Document containing Eligibility Criteria, Scope of Work, Terms and Conditions, Specifications and other documents can be downloaded from AIU Website: <https://www.aiu.ac.in/tender>. The Tenderer will sign and stamp each page of the Tender Document as a token of read, understood and complied with the Tender's Terms and Conditions.

The **Technical Bid** (consisting of all technical details alongwith commercial terms and conditions) and **Financial Bid** (indicating item-wise price for the items mentioned in the Technical Bid) should be sealed by the Bidder in separate covers duly superscribed and both these covers are to be put in a bigger cover which should also be sealed and duly superscribed. The complete Tender Document should be sent by Registered Post / Courier or may be dropped in the **Tender Box** (placed at AIU Reception). The Tenders should be addressed to "**Under Secretary (Gen Admn), Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002**" and must reach **latest by 2 May 2025 (5.00 p.m.)**. The envelope should be superscribed as "**Tender for Physical Verification and Tagging of Fixed Assets and Preparation of Fixed Assets Register at AIU.**" Incomplete / Late Bids / bids received through email will not be accepted under any circumstances. AIU reserves the right to accept or reject any or all the bids without assigning any reason whatsoever.

Secretary General

**Physical Verification and Tagging of Fixed Assets &
Preparation of Fixed Assets Register at AIU, New Delhi**

PART-A: TECHNICAL BID

Annexure – I

Scope of Work and other Conditions

Definitions: For the purpose of this Scope of Work, the following definitions shall apply:

- (a) **‘Fixed Assets’** means all tangible and intangible assets specified herein, including but not limited to Plant & Machinery, Furniture and Fixtures, Office Equipment, Electrical Equipment, Computer Peripherals, and Software.
- (b) **‘Verification’** refers to the process of physical inspection and reconciliation of assets with the records maintained by AIU.
- (c) **‘Tagging’** means the process of affixing identification labels, including RFID, QR codes, metal tags, or other AIU-approved identifiers.
- (d) **‘Reconciliation’** shall mean the systematic process of matching the physically verified assets to the fixed assets register and financial records maintained by AIU.
- (e) **‘Obsolete Assets’** refer to assets that are no longer in use, unserviceable, or economically non-viable to repair.
- (f) **‘Working Condition’** shall mean the usability of an asset for its intended purpose

The Firm/LLP/Company/Agency/Bidder/Vendor is expected to carry out Physical Verification of fixed Assets, tagging of fixed assets and preparation of fixed assets register at AIU, New Delhi. The Bidder must physically inspect the AIU House to understand the scope of work before submitting the proposal. The broad scope of work includes the following:

1. Physical verification and tagging of approx. 2000-3000 assets available in the AIU campus. The actual number of assets may vary and therefore the firms are advised to physically visit and inspect the site / campus. It may be noted that the Library Books and Journals are outside the scope of work. The details of the assets are as under: -
 - (A) **Tangible Assets:**
 - Plant & Machinery
 - Furniture and Fixtures
 - Office Equipment
 - Electrical Equipment
 - Computer Peripherals
 - Any other items
 - (B) **Intangible Assets**
 - Software

2. The Vendor shall be responsible for conducting a **comprehensive physical verification of fixed assets**, tagging the assets with AIU-approved labels, and preparing a **Fixed Assets Register** in compliance with General Financial Rules (GFR) and applicable government regulations. The Vendor shall:
 - (a) Verify the **existence, location, condition, and classification** of each asset.
 - (b) Identify missing, unrecorded, or surplus assets and **submit a reconciliation report** to AIU.
 - (c) **Tag each asset** using **RFID tags, QR codes, metal tags, or other unique identifiers** as approved by AIU, ensuring longevity and resistance to tampering.
 - (d) Update asset records in a **digital format**, compatible with AIU's existing systems and as per government norms.
3. Tagging / coding of all the assets available as per the records / assets of the AIU with RFID tags or Labels or Metal Tags or QR code enabled tags or as per any other method approved by the AIU and preparation of fixed assets register as per GFR. The tags used for asset identification must:
 - (a) Be **durable, tamper-proof, and resistant to environmental factors** such as moisture, temperature variations, and corrosion.
 - (b) Contain **a unique asset identification number** linked to the AIU Fixed Asset Register.
 - (c) Be **subject to AIU's approval** before procurement and installation.
 - (d) Be **replaced at the Vendor's cost** if they fail to meet AIU's specifications."
4. Capture and report details and attributes of assets, including but not limited to the Asset name, asset number, date of purchase, Make, Model, Serial Number, working condition, location, and asset category or group, etc. as per the format approved by AIU. All attributes of the Fixed Assets which are required to be captured during the verification process should be mapped.
5. Reconciliation and mapping of physically verified assets to the fixed assets register/records and books of Accounts being maintained by AIU and report of differences as per the format approved by AIU from the FY 2019-20.
6. The vendor shall also:
 - (a) Match the physically verified assets against the existing AIU records.
 - (b) Document and report discrepancies (missing, unrecorded, surplus, or duplicate assets) in AIU's prescribed format
 - (c) Provide a detailed report on assets requiring reclassification, revaluation, or disposal.
 - (d) Propose corrective actions for discrepancies, subject to AIU's approval
7. Provide a complete report as per form no. 22 prescribed in General Financial Rules 2017 and Office Memorandum no. 3(2)/e-Asset Register/ARC/2017-18/994 issued by the MoF. Any subsequent amendments issued up to the date of award of the contract shall also be part of the scope.

8. Before commencement of the verification and tagging, the firm shall obtain prior approval regarding the approach to be followed for assets verification and tagging, such as book-to-floor approach and/or wall-to-wall verification etc.
9. Before the commencement of the asset verification and tagging as per scope, the firm will submit a detailed work plan that should include a complete schedule, resource/staffing deployment, timeline, and process flow in the format approved by the AIU and obtain approval thereof.
10. The firm will have to obtain prior approval with respect to the quality, type, size, design, font, coding, schema, and other attributes of the stationery/tags to be used for tagging. AIU may request to change/modify the stationery/tags to be used, and the Vendor shall have to adhere to such request with the timeline communicated by AIU.
11. The team deployed by the firm to perform the Fixed assets verification and tagging shall obtain prior approval from the AIU before accessing any site, location, place, or asset. The team so deployed may be required to perform the work during odd hours based on the availability of the site or location. In such a condition, the Vendor or any team members shall not deny performing the work during odd hours. The team deployed by the Vendor should not take away any property(s) which do not belong to them.
12. **Schedule for completion of work: -**
The Vendor shall submit a **detailed work plan** within **seven (7) days** of contract award, including:
 - (a) A **timeline with key milestones**, such as initiation, verification, tagging, and final reporting.
 - (b) A **risk mitigation strategy** addressing potential delays, non-availability of records, and unforeseen challenges.
 - (c) A **weekly progress report** to AIU for monitoring and timely resolution of issues.

The entire work under scope of work should be completed **within 90 days** of receipt of the work order/purchase order. The firm must adhere strictly to the implementation schedule.
13. The Firm shall train nominated person(s) from AIU to methodically carry out the Fixed Assets Verification and tagging process year after year in the future and updation of fixed assets register. The process has to include steps to be performed for reconciliation with counts and financial figures on the system and the report outcomes.
14. **Liquidated damages:** The Vendor shall be liable for liquidated damages at a rate of 0.5% of the contract value per week of delay, subject to a maximum of 10% of the contract value. AIU may waive penalties in cases of force majeure events or if the delay is due to AIU's failure to provide necessary approvals, records, or access to sites.
15. **Liability Period:** The Vendor warrants that all work performed under this contract shall be free from defects, omissions, or inaccuracies for a period of 90 days from the issuance of the final work completion certificate. Any errors identified during this period shall be rectified by the Vendor at no additional cost to AIU.

General Terms and Conditions of the Contract

(1) Preparation and submission of Tender: The Tender should be submitted in sealed cover duly superscribed as '**Tender for Physical Verification and Tagging of Fixed Assets and Preparation of Fixed Assets Register**' and should be dropped in the Tender Box placed at Reception of AIU for this purpose.

(2) Bid Evaluation:

- a) The bids will be opened of only those bidders whose bids are received at AIU before the last date & time for receipt of Bid.
- b) The successful Bidder will be the Tenderer that quotes the lowest rates. AIU reserves the right to negotiate with the L1 bidder to ensure that the quoted price is reasonable and commensurate with the scope of work. If the L1 bid is deemed unreasonably low, AIU may request the bidder to submit a written justification for their pricing. Failure to provide a satisfactory justification may result in rejection of the bid, and AIU may negotiate with the next lowest bidder.
- c) In case of first lowest (L1) is more than one, then it would be at the discretion of AIU to award the contract to any one tenderer out of these lowest bidders by giving preference to the Tenderer that has completed the longest period from its date of registration up to the last date of submission of the Tender.

(3) Period of Contract: The contract period shall initially be for 90 (ninety) days, unless extended in writing by AIU based on its operational requirements and the satisfactory performance of the vendor. The contract may be extended at the sole discretion of AIU for a further period as per the requirement. *AIU reserves the right to terminate the contract at any time for non-performance, breach of contract, or failure to meet contractual obligations, after providing a written notice of 7 days to the Vendor.* In case of termination for non-performance, AIU may invoke the Performance Bank Guarantee (PBG) and recover any additional cost incurred in engaging another service provider.

(4) Exit Clause: Either party may terminate the contract by providing a 30-day written notice. However, AIU reserves the right to terminate the contract with immediate effect if the Vendor commits a material breach or fails to perform its obligations despite written notice and a 7-day cure period.

(5) Contract Agreement: The successful Bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only). AIU reserves the right to amend the contract terms due to changes in regulatory requirements, operational needs, or force majeure events. Any such amendments shall be made mutually and in writing.

(6) Tender Fee: The Tender is Free of Cost and may be downloaded from AIU Website: www.aiu.ac.in till the last date.

(7) Performance Bank Guarantee: The successful Bidder will have to deposit a Bank Guarantee / Fixed Deposit Receipt / Account Payee Demand Draft drawn on any scheduled Bank or through ECS / NEFT / RTGS of **5% of contract value** in favor of “**Association of Indian Universities**” payable at **New Delhi** before signing of the contract and valid for 60 days beyond the expiry period of contract.

AIU shall have the right to invoke the PBG in case of:

- (a) Failure to complete the work within the stipulated time;
 - (b) Breach of contract terms by the Vendor;
 - (c) Any financial losses suffered by AIU due to the Vendor's negligence or misconduct.
- The Vendor shall not object to the invocation of the PBG in the event that AIU establishes non-compliance or breach."

(8) Sub-Contracting: The Vendor shall not, without the prior written consent of AIU, assign, sub-contract, or sublet any portion of the work under this contract.

(9) AIU shall not have any liability in respect of matters connected with the employment of the staff/employee deputed/deployed by the Vendor. The Staff/employee deputed/deployed by the Vendor shall have no right whatsoever to claim employment or other rights from AIU.

(10) None of the Staff/employee of the Vendor shall enter into/practice/engage in any kind of private work within the campus of AIU. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.

(11) There should be no case pending with the police against the Firm/LLP/Partner/Director/employee/agency/vendor/Tender/Staff, and it should not be blacklisted by any Government/semi-government/quasi-government/autonomous bodies or agencies. An undertaking to this effect on the Vendor's letterhead should be attached.

(12) The Vendor shall ensure that the Staff/employees deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the AIU / Govt. of India / any State or Union Territory.

(13) Interpretation: All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

(14) Bid Validity: The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the required period, the same would be treated as unresponsive, and it may be rejected.

(15) In case the Tenderer withdraws, modifies, or changes his offer during the validity period, the Bid is liable to be rejected, and the firm shall be blacklisted for participating in any tender process. The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc., of their original Tender.

(16) In exceptional circumstances, AIU may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

(17) Anyone or more of the following actions/ commissions/ omissions are liable to cause summary rejection of Tender:

- (a) Any BID received late without conclusive proof that it was delivered before the specified closing time.
- (b) Any conditional bid or a bid offering rebate.
- (c) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- (d) Any effort by a bidder to influence AIU in the bid evaluation, bid comparison, or contract award decision

(18) **Authority of the person signing the document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, AIU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(19) **Payment of Bills:** The payment for services under this agreement shall be made on satisfactory completion of services and providing all the reports as per the scope of work and approval of the same by AIU. The mode of payment may be through a crossed cheque drawn in favor of the Vendor or NEFT/RTGS/IMPS (online transfer). Taxes, as applicable will be deducted as per rules.

(20) **Arbitration:** Any dispute shall be referred to arbitration in accordance with the **Arbitration and Conciliation Act, 1996**. The arbitrator's decision shall be final and binding on both parties. It is also the term of the contract that the parties themselves shall bear the cost of arbitration and the venue of arbitration shall invariably be at Delhi / New Delhi.

(21) **Force Majeure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of AIU as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

(22) **Penalty:** Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to Rs. 10,000/- on each occasion as per AIU discretion which will be deducted / adjusted in subsequent monthly bill/security deposit.

(23) AIU reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

(24) AIU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document, if necessary.

(25) All exhibits/certificates/statements/supporting documents should be indexed and serially numbered.

(26) The Technical Bids shall be opened on the specified date and time. In case, the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

(27) Corrigendum / Addendum if any will be published only on AIU website: www.aiu.ac.in. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

(28) The decision of AIU will be final in all respect and will be acceptable to all the tenderers.

(29) **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Delhi / New Delhi only.

Bidder / Firm Details / Eligibility Criteria

Annexure-III

I Details of the Bidder

Sl. No.	Particulars	Details
1	Name of Tendering agency	
2	Name of the owner / Partner of the Tendering Agency	
3	Full Address of the Registered Office / Branch Office with Pin Code and Telephone No.	
4	Email ID of the tendering agency	
5	Website of the tendering agency, if any	
6	Telephone No. (Office) of top two officials with names, designation and Email ID	
7	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	

II. Eligibility Criteria:

- The Bidder must be into the services of providing fixed-assets verification and tagging to other organizations for at least two years up to the last date for submission of this Bid.** Proper documents/certificates issued from appropriate authorities must be enclosed to support this, along with the format given below.

Sl. No.	Date of start of fixed asset verification and tagging services (DD/MM/YYYY)	*Total experience up to the last date of submission of this Bid (Years, Months, days)	Registration Certificate Number & Date (if any)	Page No. of Copy of the supporting document/certificate

*Must not be less than two years

- The Vendor must have a valid Indian Permanent Account (PAN) No. and GST No.** as per the details given below: -

Sl. No	Name	Number	Copy attached	Remarks
1.	PAN			
2.	GST			

- The average Turnover during the last three financial years ended on 31.03.2024 must not be less than Rs. 10 lakh (Rupees ten lakh only) per year. Please provide details in the following format:

Year	Total Turnover (in Rupees)
2021-22	
2022-23	
2023-24	

- The Bidder must have completed the verification and tagging of the fixed assets in at least two Government / Semi-Government / Autonomous / Statutory organizations/ Higher Educational Institutions etc. in last three years (Please attach a separate sheet, if necessary).

Year	Name of the organization where assets were verified and tagged	Type of organization (Company/firm/education institute etc.)	Contract start date and end date (From DD/MM/YYYY to DD/MM/YYYY)	The total number of Assets verified	Total number of assets tagged	Page number of the copy of the work completion certificate

@Must not be less than two organizations

5. **The firm should not have been blacklisted or debarred in the past by any Central/State Government/Public Sector Undertaking/Autonomous Institute** from taking part in tenders, nor has any criminal case been registered/pending against the organization or its owner/partners/employees anywhere in India.
(Please attach original signed self-declaration as attached in the tender document)
6. **The Bidder should possess all mandatory statutory requirements mentioned in 'Annexure-III Tenderer/Bidder Details,'** including its Sections 'I- Details of the tenderer/bidder' and 'II – Eligibility Criteria' in this tender document.

No price should be specified in the technical Bid. Including such information will entail rejection of the Bid.

NOTE: All third-party certificates should be duly signed and stamped by the bidding firm/LLP.

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the Bidder with seal)

Annexure IV

**TENDER ACCEPTANCE LETTER
(To be given on Bidder's organization Letter Head)**

Date:

To,

Secretary General
Association of Indian Universities
AIU House, 16, Comrade Indrajit Gupta Marg
New Delhi-110002.

Sub.: Acceptance of Terms & Conditions of the Tender

Tender Reference No.: AIU/GA/FA Verification/2024

Name of Tender/Work: Physical verification and tagging of assets and Preparation of Fixed Assets Register at AIU, New Delhi

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.aiu.ac.in as per your advertisement.
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents and I/we shall abide by with the terms/conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by AIU, New Delhi have also been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this Tender are found violated, then AIU shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the entire earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

(to be provided on the letterhead of the Bidder)

Declaration regarding Blacklisting

**To,
The Secretary General
Association of Indian Universities
AIU House, 16, Comrade Indrajit Gupta Marg
New Delhi-110002**

Tender Reference No.: AIU/GA/FA Verification/2024

Name of Tender/Work: Tender for Physical Verification and Tagging of Assets and
Preparation of Fixed Assets Register at AIU, New Delhi

I hereby certify that our firm (name) has never been blacklisted or debarred in the past by any Central/State Government/Public Undertaking/Autonomous Institute from taking part in tenders, nor has any criminal case is registered/pending against the organization or its owner/partners/employees anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, if it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date:

Name of the Firm:

Place:

Name of the authorized person:

Designation:

(Authorized Signatory with seal)

PROFORMA OF PERFORMANCE BANK GUARANTEE

1 In consideration of the Secretary General (hereinafter called "AIU, New Delhi") having offered to accept the terms and conditions of the proposed agreement between AIU, New Delhi and (hereinafter called "the said agency(s) for the work of **Fixed Assets Verification and Tagging services and preparation of fixed assets register at AIU, New Delhi**" (hereinafter called "the said agreement") having agreed to the production of an irrevocable Bank Guarantee for Rupees.....only) as a security/ guarantee from the agency(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

2 We (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from AIU, New Delhi stating that the amount claimed is required to meet the recoveries due or likely to be due from the said agency(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 we shall be restricted to an amount not exceeding Rs..... (Rupees... ..)

3 We, the said Bank, further undertake to pay to the AIU, New Delhi any money so demanded not withstanding any dispute or disputes raised by the agency(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 bond shall be a valid discharge of our liability for payment thereunder, and the agency(s) shall have no claim against us for making such payment.

4 We..... further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the AIU, New Delhi under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Under Secretary (Gen Admn) on behalf of the AIU, New Delhi, certifies that the terms & conditions of the said agency(s), and accordingly discharges this guarantee.

5 We.....further agree with the AIU New Delhi that the AIU, New Delhi (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said agency(s) from time to time or to postpone for any time or fromtime to time any of the powers exercisable by the AIU, New Delhi against the said agency(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 agency(s) or for any forbearance, act of omission on the part of the AIU, New Delhi or any indulgence by the AIU, New Delhi to the said agency(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 agency(s).

7 We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the AIU, New Delhi in writing.

8 This guarantee shall be valid up to unless extended on demand by the AIU, New Delhi.

Notwithstanding anything contained hereinabove:

a) Our liability under this Guarantee shall not exceed Rs.....
(Rupees. Only);

b) This Bank Guarantee shall be valid up to..... and

c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before All your rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Dated the day of for

(Indicate the name of the Bank)

Part-B**FINANCIAL BID****Physical Verification and Tagging of Fixed Assets and Preparation of Fixed Assets Register at AIU, New Delhi**

Sl. No.	Particulars	Quoted Rates (INR) (GST Extra as applicable)
1.	Physical Verification of the Fixed Assets, Tagging / Coding of the Fixed Assets and Preparation of the Fixed Assets Register (Complete job)	

(No out of pocket expenditure will be reimbursed)

Date:

Name of the Firm:

Place:

Name of the authorized person:

Designation:

(Authorized Signatory with seal)