



**Central University of Gujarat**  
**गुजरात केन्द्रीय विश्वविद्यालय**

**Tender Notice No: CUG/04/2024-25**

**Date: 09.08.2024**

**Name of Work: Expression of Interest for Hiring of Building for Boys  
Hostels for Central University of Gujarat at Vadodara (Gujarat)**

**Central University of Gujarat,  
Near Jalaram Mandir,  
Sector 29, Gandhinagar – 382030  
Tel.: 079/23977410  
Email: [registrar@cug.ac.in](mailto:registrar@cug.ac.in)/[iwd@cug.ac.in](mailto:iwd@cug.ac.in)**

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**Expression of Interest for Hiring of Building for Boys Hostels for Central University of Gujarat at Vadodara (Gujarat)**

The Tender document and detail terms and conditions can be downloaded from our website [www.cug.ac.in](http://www.cug.ac.in) or <https://eprocure.gov.in/eprocure/app> by any interested eligible vendor. Technical and Financial bids are invited from the eligible firms/ companies working in the field to provide accommodation for **Boys Hostels (up to 260 students) for Central University of Gujarat at Vadodara (Gujarat)**

**DETAILS OF THE TENDER & KEY CALENDAR EVENTS**

1	Tender Notice No.	CUG/04/2024-25 Dated 09/08/2024
2	Tender Inviting Authority	The Registrar (Offg.), Central University of Gujarat
3	Name of the Project	Expression of Interest for Hiring of Building for Boys Hostels for Central University of Gujarat at Vadodara (Gujarat)
4	Method of Selection	Two Bid Systems
6	Pre-bid meeting	13/08/2024 at 03.00 pm. Bidders have to send their queries to <a href="mailto:registrar@cug.ac.in">registrar@cug.ac.in</a>
7	Last Date of Receipt of pre-bid queries on email	13/08/2024 till 02.00 pm
8	Last Date for Submission of tender documents physically	23/08/2024 up to 03:00 pm
11	Opening of Technical bid at Central University of Gujarat, Sector-29, Admin Block, Gandhinagar 382030	23/08/2024 at 04:00 pm
12	Date and time for opening of financial bid	Will be intimated to eligible bidders
13	Place for submission of the bid proposal, pre bid meeting and opening of technical & financial bid	Central University of Gujarat, Near Jalaram Mandir, Sector-29, Admin Block, Gandhinagar 382030

Note: - Bidders should visit the university's website (<https://www.cug.ac.in>) for updates. (No tender Document would be accepted after 23/08/2024, 03:00 pm)

1. **INTRODUCTION:** -

- The Central University of Gujarat invites interested parties to participate in this Expression of Interest for Hiring of Building for Boys Hostels (up to 260 students) for Central University of Gujarat at Vadodara (Gujarat) on monthly rental basis on lease and agreement for an initial period of 11 months in Vadodara within 40 kilometers from the campuses of the Central University of Gujarat at Vill: Kundhela, Tal: Dabhoi, Dist: Vadodara (Gujarat), Gujarat.
- Interested bidders may submit their offers in the prescribed format which may be downloaded from the university website and/or from Central Public Procurement Portal and forward the same to the Registrar, Central University of Gujarat, Gandhinagar with a non-refundable fee of Rs 1000/- in the form of Demand Draft in favor of The Registrar, Central University of Gujarat, Gandhinagar. **The last date for receipt of the tender is 23.08.2024 by 03.00 pm. The technical bids will be opened on 23.08.2024 at 04.00 pm.**
- Priority would be given to the premises belonging to Public Sector Units / Government Departments / Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being a Central University, no advance payment will be made for the purpose of hiring the premises. No brokerage will be paid.
- The Date and Time of opening of Financial Bid will be intimated separately. Therefore, the tenderers / bidders are advised to check the University Website regularly. Financial Bids of only those bidders whose technical offers are found valid, eligible, and acceptable shall be opened. The University reserves the right to reject any or all bids without assigning any reasons thereof.
- Tender Documents can be downloaded from website [www.cug.ac.in/tender](http://www.cug.ac.in/tender) & <https://eprocure.gov.in/eprocure/app>. For view, download and any other updates regarding this Tender, kindly check <https://www.cug.ac.in/Tender>. Tender Fee shall be paid along with submission of Tender Documents and shall be submitted before the due date along with the original documents. The hard copy of tender documents shall be sent to the **Registrar, Central University of Gujarat, Near Jalaram Mandir, Sector-29, Gandhinagar PIN 382030** through Registered Post/Speed Post/Courier/Physical submission on or before latest by **23.08.2024 up to 03:00 pm.**
- The tender shall be addressed to The Registrar, Central University of Gujarat, Near Jalaram Mandir, Sector-29, Gandhinagar PIN 382030. Any subsequent amendments in the tender document will be available on above mentioned website.

2. **TERMS & CONDITIONS:** -

- Central University of Gujarat, Gandhinagar is desirous of hiring suitable Buildings for Hostels for Boys (up to 260 students) at Vadodara but not farther than 40 kilometers from its campuses at Vill: Kundhela, Tal: Dabhoi, Dist: Vadodara (Gujarat), on monthly rental lease agreement on temporary basis initially for a period of 11 months which may be extended for further two years (Total not more than three years) after satisfactory performance. The hostel buildings are required to accommodate up to 260 Boys students of the University.

- The premises should be such that at least 70-75 students be accommodated in a single premises. To accommodate up to 260 students, university may allow buildings in different location/with different owners.
- The building should be constructed as per the sanctioned / approved plan of the competent development authority. The building should be well maintained.
- The premises should be in good locality and should be at either walking distance or well-connected by public transport from Railway Station / Bus Stand / National Highway / State Highway / Motorable Link Road, in safe and secure premises suitable for students / staff of university.
- The building should be complete in all respects to be put to immediate use and the owner/ owners of the premises will have to hand over the possession of the premises within 02 (two) weeks after acceptance of their offer by Central University.
- The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.
- Repair work, if any pointed out by the University shall be carried out by the owner within 15 days failing which the same shall be done by the University and cost of it, up to ceiling of one month's rent, shall be recovered out of the rent payable in the next month.
- Regular 24x7 water and electricity must be available. Stand-by arrangements would be preferred for water & electricity. Water and electric meters for the premises should be exclusive for university. Charges will be paid by the university as per meter readings.
- The selected party shall be required to sign a lease agreement containing detailed terms & conditions with CUG, in accordance with the provisions of the law applicable. The Agreement shall be signed for a period of 11 months which may be extended further on mutually agreed terms and conditions on the satisfactory report of the University.
- The building offered must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership / power of attorney of building, latest payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this Tender document.
- All existing and future rates, taxes including property taxes, assessment charges and other outgoing whatsoever of description in respect of the said premises, shall be payable by the owner thereof.
- Enough fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
- Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Government approved valuer and final approval / sanction by the Central University.
- The rooms required for Students Hostel shall be airy and sufficiently well-lit with proper ventilation and large enough to accommodate at least two and desirably three / four students as well as requisite furniture i.e. a bed and mattress, a table and a chair and a cupboard for each student.
- The building should have suitable provision for running the Mess/Cafeteria, television room, reading space etc. for the students.

- The University reserves the right to consider / reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final, and binding and the party shall not be entitled to any compensation whatsoever for no issue of tender.
- The decision of the University will be final in case of any dispute arising in the implementation of the terms of the contract.
- The hired accommodation for hostel purposes on lease agreement can be vacated by the University with prior notice period of one month.
- The tenderer should be an Income tax assesses (latest Income Tax return should be enclosed).

• OR

- The tenderer should have Tax Index Number (TIN) issued from commercial tax department of the Government (A copy of the Registration Certificate should be enclosed).
- Dispute, if any, between the Contractor and the University shall be subject to the Vadodara jurisdiction.
- Hygiene Criteria, the hired accommodation for hostels must be clean and hygienic and safe conditions as per the healthy sanitary methods.
- The tenderers are requested to go through the instructions, terms and conditions and specifications given in the tender. Failure to furnish all required information in every aspect will be at the tenderer's risk and may result in the rejection of the tender.
- The tenderer seeking any clarification on the tender may submit their queries on [registrar@cug.ac.in](mailto:registrar@cug.ac.in) and [iwd@cug.ac.in](mailto:iwd@cug.ac.in).
- The University reserves the right to amend the tender in full or any part thereof. Amendment to the Tender will be uploaded on the website of the University and it will be the sole responsibility of the tenderer to verify the amendments if any and get the amended documents before the submission of the tender.
- The Tender document is not transferable.
- If at any stage the involvement of the Contractor is found, in any, uncalled for activity, inside or outside the premises of the University, which may bring disrepute to the University, the contract is liable to be terminated by the Competent Authority by giving one month's notice.
- University reserves the right to accept or reject the tender without assigning any reason whatsoever. The contract may be terminated after giving one-month notice by the University. In case Contractor wants to terminate the contract, they have to give minimum two months' notice.
- Required safety measures are to be observed by the Contractor themselves. He should install the required numbers of fire extinguishers etc. at appropriate places to prevent fire hazards.

### 3. **PROCEDURE FOR SUBMISSION OF TENDER DOCUMENTS:** -

- Both the bids (Technical and Financial) duly signed by Owner, or his Authorized Signatory should be sealed in two separate envelopes as described below:
- ENVELOPE 1: containing Technical Bid in ANNEXURE – I duly completed in all respects along with all relevant documents and Demand Draft towards requisite fee as mentioned

above separately.

- ENVELOPE 2: containing the Financial Bid in ANNEXURE – II showing rates, financial terms and conditions etc.
- Both the said Envelopes should be super scribed in bold letters with the statements “TECHNICAL BID FOR HIRING OF BUILDING FOR CUG” OR “FINANCIAL BID FOR HIRING OF BUILDING FOR CUG” as the case may be.
- Finally, the above-mentioned two envelopes should be sealed in a single cover, super scribed as ‘BID FOR HIRING OF BUILDING FOR CUG’; Name and Mobile Number of the interested party and shall be submitted by Regd./Speed Post/ Courier only at the following address on or before the 23/08/2024 by 03.00 pm.

To:

The “Registrar”

Central University of Gujarat

Near Jalaram Temple,

Sector – 29, Gandhinagar, 382030.

NOTE: Tenders not submitted as per above procedure of Two Bid System, as explained above, will be summarily rejected.

- A Technical Bid should be accompanied with the documents, as per ANNEXURE – I, without which the tender will be considered incomplete and hence, summarily rejected.
- The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders’ acceptance of the terms and conditions of the Tender. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.
- The tender shall be addressed to The Registrar, Central University of Gujarat, Near Jalaram Mandir, Sector-29, Gandhinagar PIN 382030. Any subsequent amendments in the tender document will be available on above mentioned website.

4. **OPENING OF TENDER:** -

- While opening the tenders, the envelopes containing Technical Bids and requisite fee shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open the Financial Bid after evaluation of the Technical Bids. Financial Bids of technically qualified bidders will only be opened.
- The Committee appointed by the Competent Authority in University may visit the building(s) offered by bidders to ascertain the suitability of the building. The bidders would be treated to have been qualified for opening of their Financial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of the University after visiting the building(s). The date, time, and place for opening of Financial Bids would be informed to the bidders whose technical bids are found acceptable by E-mail or Telephone.
- The bidders, if they so desire, can depute their representatives for opening of Bids.

5. **TENDER EVALUATION:** -

- The Bids would be evaluated based on criteria like distance, availability of parking space, availability of power back-up, suitability of building for the University and rates quoted for rental of carpet area of the space. Rates quoted for other facilities shall not be taken into account for the said purpose. If the rates quoted for the facilities e.g., power back-up, electrical fixtures, AC, etc. does not suit the University.
- The Bid evaluation shall be a 2-stage process: technical and financial. 1st Stage being technical evaluation that shall be done based on information asked in ANNEXURE – I.
- The bidders that are technically qualified (1st Stage) shall be considered for financial evaluation (2nd Stage) in accordance of ANNEXURE – II.
- Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Government approved valuer and final approval / sanction by the Central University.

6. **INSURANCE:** -

- At all times during the currency of the lease period, it shall be responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft and natural calamities.

7. **COMMENCEMENT & TERMINATION:**

- The agreement for hiring of building shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
- The agreement may be terminated by giving one month notice by the CUG. However, during such notice period the buildings shall remain in the possession of CUG.

8. **INDEMNIFICATION:**

- The party (ies) shall keep the CUG indemnified against all claims/litigation in respect of the buildings/accommodation so hired by CUG, whatsoever.

9. **TERMS OF PAYMENT:**

- The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon. Advance payments shall not be ordinarily made unless specifically agreed upon or approved by the Vice-Chancellor, CUG.
- The monthly payment of rent shall be subject to deduction of taxes as per rules.



## ANNEXURE I: Technical Bid

1.	<p>Full Particulars of the Legal Owner of the premises</p> <p>i) Name</p> <p>ii) Address(es)</p> <p>iii) Telephone Numbers</p> <p>a) Business</p> <p>b) Residential</p> <p>iv) Tele Fax Number</p> <p>v) E-Mail Address</p>	
2.	<p>Full particulars of person(s) offering the premises on rent/lease and submitting the tender</p> <p>i)</p> <p>ii)</p> <p>iii)</p>	
3.	<p>Status of the applicant regarding the accommodation offered for hiring (enclosed power of attorney also if the applicant is other than owner).</p>	
4.	<p>Complete details of the building viz.,</p> <p>i) Postal Address</p> <p>ii) Location</p> <p>iii) No. of Floor</p>	
5.	<p>Total Area offered for Rent.</p> <p>i) Total Carpet Area (in Sq. Meters)</p> <p>ii) Total Covered Area (in Sq. Meters)</p> <p>iii) Total Plinth Area (in Sq. Meters)</p>	
6.	<p>Whether Property tax, all Municipal Taxes, Local Taxes are included in the rent. Furnish details of such viz., Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered.</p>	
7.	<p>Are there any items or special services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service/intended to be provided with details of such charges separately against each such service facility.</p>	
8.	<p>Particulars of completion certificate, Year of construction, age of the building etc. Enclose attested/self-certified copy of completion certificate issued by Competent Authority.</p>	
9.	<p>Whether accommodation offered for rent is free from litigation including disputes regarding ownership, pending taxes, due or like</p>	

	(Enclose copy of Affidavit from owner or Power of Attorney holder)	
10.	Quantum of Open ground available	
11.	Facilities for vehicle parking (mention details)	
12.	No. of Lift(s)/Carrying Capacity etc. Also provide details of Make, year installation, AMC etc.	
13.	Number of BATHROOM floor wise with details	
14.	a) Whether running water, both drinking and otherwise, available round the clock? b) Whether sanitary and water supply installations have been provided for?	
15.	a) Whether electrical installation and fittings, Power Plugs, switches etc. provided or not b) Whether building has been provided with sufficient lights and fans in all rooms or not? If yes, give the Nos. of fans floor wise.	
16.	Sanctioned Electricity load	
15.	i) Details of Power Back-up facility / Generator with capacity Arrangements for regular repairs and maintenance of such Power Back up facility.	
16.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of Certificate to be enclosed)	
20.	Specify the lease period (minimum one year and maximum three year) and provisions for Extension.	
21.	Whether the building has been properly constructed as per the approved plans of GMDC/Municipal Authorities. Deviations/Disputes, if any has to be mentioned in detail.	
22.	Whether the owner of the building is agreeable to i) Monthly rent as determined and fixed by Competent Govt. Authority like CPWD. ii) Monthly rent fixed as per (i) above to remain valid/constant for initial lease (minimum one year)	
23.	Provisions for regular repairs and maintenance and special repairs, if any of the building/furniture.	
24.	Any other salient aspect of the building which the party may like to mention.	
25.	Remarks, if any.	

**Declaration: (i)** I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid documents and agree to abide by the same in totality.

**(ii)** It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the university may wish to take.

(ii) I agree to receive monthly rent as determined by the competent Govt. Authority in respect of above building and I agree to abide by all the terms and conditions that may be specified in this regard.

(iii) we offer the building, which is complying all bye laws / standards / approvals etc required for hostel purpose.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)

N. B.: Offers containing terms for payment of Security Deposits/Advance Rent and/or for increase in rent during initial lease period of three years are liable to rejection without any reference to concerned parties.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)

**LIST OF ENCLOSURES:**

**Attested photocopies/certified true copies of following documents are required to be annexed with the bid. Bids received without these documents are liable to rejection without any reference to the party, whatsoever. Originals of these documents/certificates shall be produced at the time of execution of Lease Agreement.**

1. Title Deed showing the ownership of the premises with the owner with power of attorney in the name of applicant (if applicable.)
2. Floor Plan Sketch, Blue Print of building duly attested/certified true copy showing area offered for rent/hire. The area under occupation of Owner, either by one or other tenants in the building should also be shown in the sketch plan/drawing. Also provide list of assets offering.
3. Affidavit from Owners and if tender is submitted by the Power of Attorney Holder, an Affidavit from such Power of Attorney Holder regarding accommodation offered for hiring being free from any litigation/liability/pending dues and taxes
4. Attested photocopy/attested True Copy of Completion Certificate from Competent Authorities
5. Attested Photocopy/Certified True Copy of Fire Clearance Certificate issued by Competent Authority
6. Undertaking for agreeability to fixation of rent as per Govt. Rules/CPWD and for rent on initial hiring to remain in force for the initial lease period of 11 months.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER

(NAME IN BLOCK LETTERS)  
(DESIGNATION AND SEAL WHERE APPLICABLE)

## ANNEXURE II: Financial bid

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered:
6. Offered student strength:
7. Capacity of one room & total capacity:

Sr. No.	Description	Total Area offered (sq.m)	Unit Rate (Rs. /sqm)	Total Amount per month (Rs.)
1	Rent for the Hostel facility being leased / extended for building/ Contiguous buildings (including all the facilities and amenities, in the building(s) as a whole and in the flats/rooms as sought in the tender)			
2	Housekeeping (1 Persons) Charges per month (if required)			
3	Security (1 Persons) Charges (if required)			
4	Taxes (if any)			
	Total Hiring charges per month			

**NOTE:**

- a. Lower Bidder shall be decided based on the total amount filled in above and any rent revision proposed. No other charges shall be considered in deciding the lowest bidder.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the University monthly as rent.
- c. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in figures and words, the amount in words shall prevail.
- d. Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD / State Government department (PWD, R&B etc.) / Hiring Committee / Government approved valuer and final approval / sanction by the Central University.

Signature of the Legal Owner / Power of Attorney Holder

(Name in Block Letters)

(Designation and Seal where applicable)

## LETTER OF TENDER CUM DECLARATION

To  
The Registrar,  
Central University of Gujarat,  
Sector-29, Gandhinagar.

### **Sub: Tender Document for Hiring of Building for Boys Hostels for Central University of Gujarat at Vadodara (Gujarat)**

Sir,

1. I/ We, the undersigned do hereby tender and undertake to provide **Building for Boys Hostels for Central University of Gujarat at Vadodara (Gujarat as intimated in the various schedules hereto annexed and the specifications thereto (which have been produced to and carefully examined by us) in strict accordance with and subject to the terms, provisions and conditions set forth or mentioned in the said schedules, specifications and appendices.**
2. I / We have gone through the instructions in the tender and carefully read all the conditions of tender and agree to abide by all the conditions mentioned there in.
3. I / We hereby state that I/we have remitted Rs.\_\_\_\_/- (\_\_\_\_) in the form of Demand Draft/Bankers Cheque No. -----Dated:.....----- drawn on ----- Bank -----Branch, in favour of the Registrar, Central University of Gujarat as Earnest Money Deposit and agree to have it forfeited to the Central University of Gujarat in case of my / our failure to undertake the contract for the items accepted by the Tender Accepting Authority.
4. I/ We hereby certify that the lease amount quoted in this tender is final and I/ We will not come forward for any revision or alteration in amount quoted subsequently due to hike in prices or any other reasons. However I / We are aware of the right of the Tender Inviting Authority to negotiate with the tenderer quoted highest evaluated lease amount.
5. I / We confirm that our Tender is in conformity with the technical specifications and commercial terms & conditions as stipulated in the Tender Document and without any deviations whatsoever. I am / We are aware that our Tender is liable for disqualification in the event of technical and commercial deviations observed by the Tender Accepting Authority at a later date during the process of evaluation of our Tender.
6. I / We further declare that the information and documents furnished in the Tender submitted by us are correct and genuine. I am / we are aware of the Tender Inviting Authority's right to forfeit the Earnest Money Deposit and / or Security Deposit and blacklisting me / us if, any information furnished by us proved to be false at the time of inspection and not complying with the tender conditions.
7. I / We state that I /We have not been blacklisted or debarred from participating tenders by the Central/State Government agencies or autonomous bodies or Universities / institutions. 8)
8. In the event of my / our tender becoming successful, I / We undertake and agree to

forward to the Registrar, Central University of Gujarat in (10) ten days, after the notification of the acceptance of this Tender has been received by us, the Security Deposit as demanded in the form and manner required as security for the due fulfillment of our Contract.

9. We undertake and agree that we will not withdraw this Tender during the period that will be required for intimation of acceptance or non-acceptance as stipulated in the Tender document. If I / we do so withdraw, I / we shall forfeit the Earnest Money Deposit to Central University of Gujarat. I / we agree to execute at our cost the Agreement in (10) ten days after the notification of the acceptance of our Tender has been received by us. In the event of our failing to make the Security Deposit or to execute the Agreement in the said manner, the Earnest Money Deposit accompanying this Tender shall be forfeited to the Central University of Gujarat and this concluded Contract shall in such case be considered as having been cancelled or terminated and I / we agree to be liable, irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.
10. As witness our hand this .....day of..... 2024.

Signature of the Tenderer:

Name & Address:

Company Seal: