



BERHAMPUR UNIVERSITY

BHANJA BIHAR, BERHAMPUR-760007(GANJAM)

No. 8609 /D&M (Eng.)

Date. 22/8/2023

EXPRESSION OF INTEREST

Interested Firms/Bidders/Contractors having B-Class (Civil) Government License are invited for Expression of Interest for Empanelment of Agency for Establishment of "Digital Library cum e-Content Access Centre" on Turnkey basis in Berhampur University, Berhampur, Odisha. For details visit University Website www.buodisha.edu.in. The opening date & time for submitting bids is 25th August, 2023 at 10.30 A.M. and closing date is 14th September, 2023 up to 5.30 PM.

By order of the Vice-Chancellor,

[Signature]
Development Officer

Date 22/8/2023

Memo No. 8610 /D&M (Eng.)

Copy to:

1. The Comptroller of Finance, Berhampur University for information and necessary action.
2. The Web Administrator, BU for information and necessary action. He is required to upload the Expression of Interest along with the Terms and Conditions in the University Website for wider circulation.
3. The OIC, Syndicate, BU for information and necessary action. He is requested to publish the Expression of Interest in one Odia daily such as "The Samaj" and one English daily such as "The Times of India" (Both all Odisha edition) at I&PR rate in one issue only.
4. OIC to the Vice-Chancellor for kind information of the Vice Chancellor.

[Signature]
Development Officer

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(EOI NOTICE No. BU/D&M/2023/EOI/_____ ; date: _____)

EXPRESSION OF INTEREST (EOI)

For

EMPANELMENT OF AGENCY FOR ESTABLISHMENT OF
'DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE' ON
TURNKEY BASIS IN BERHAMPUR UNIVERSITY, BERHAMPUR, ODISHA.

Approved

[Signature] 21/08/23

BY

Development Officer,
Berhampur University.

BERHAMPUR UNIVERSITY

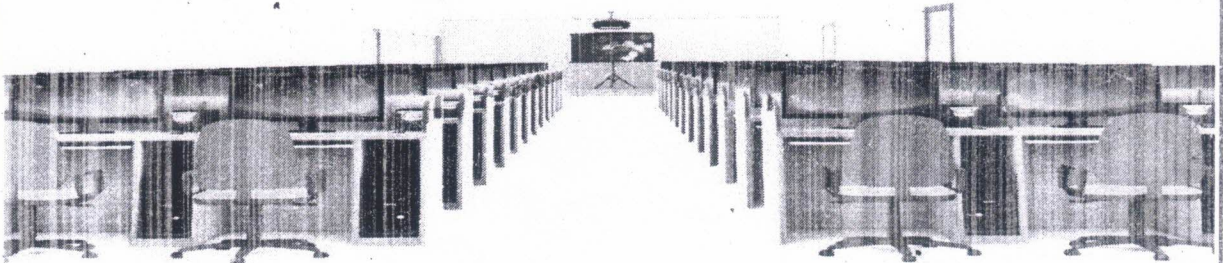
Bhanja Bihar-760007, Dist-Ganjam, Odisha

Web: www.buodisha.edu.in

E-mail: do@buodisha.edu.in

Aug 2023

PRICE: Rs. 6,000/- (Rupees Six Thousand) Only



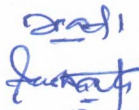
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(I) INVITATION FOR EXPRESSION OF INTEREST (EOI)

1. INTRODUCTION:

The Berhampur University (BU) is a public-funded State University under the government of Odisha situated in Berhampur, Odisha. The University invites 'Expression of Interests' from specialized agencies having experience in planning, designing and set up of a digital library or other similar related works in reputed government or private institutions.

The terms and conditions governing the EOI are as under:

1. The EOI document can be downloaded from the website of the University (www.buodisha.edu.in).
2. EOI should be submitted in **two separate sealed covers**. First cover containing, "**TECHNICAL BID**", should provide only technical details as per the requirements in this EOI along with literature, pamphlets, drawing etc. Second cover containing, "**FINANCIAL BID**" should provide only Price. **Both the covers should first be sealed separately**, and then both the covers should be kept **in a single sealed bigger envelop**.
3. The sealed EOI are to be submitted in prescribed format on your business letter head duly stamped, dated and signed on each page of the EOI as unconditional acceptance to the terms prescribed by the University therein. Details/supporting documents wherever applicable, if attached with the bid should be fully authenticated by the Bidder/s.
4. The sealed Expression of Interest duly super scribed, "EOI for setup of Digital Library cum e-Content Access Centre", should be addressed to **Registrar, Berhampur University, Bhanja Bihar, Berhampur, Ganjam, Odisha-760007** by registered post/speed post/or by submitting in the office of the Registrar & should reach on or beforeTime.....

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10.08.23
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SJ 21/08/23
Development Officer,
Berhampur University.

(II) SCHEDULE FOR INVITATION OF EOI

NAME: EMPANELMENT OF AGENCY FOR ESTABLISHMENT OF 'DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE' ON TURNKEY BASIS IN BERHAMPUR UNIVERSITY, BERHAMPUR, ODISHA.

Issue of EOI	From _25.08.2023. at 10.30 A.M. to _14.09.2023_ upto 5.30 P.M.
EOI Due Date	14.09.2023 upto 5.30 P.M. (By Speed post/ Regd. Post)
Technical Proposal Opening Date & Time:	15.09.2023 at 3.30 P.M.
Presentation of the Technical proposal (through power point presentation)	16.09.2023 at 15.30 hrs
Name of items for which applied	Please refer Clause-II of this document (List of items with indicative specifications)
Department Name/Authority Name	DEVELOPMENT OFFICER (D&M-SECTION) Berhampur University, Bhanja Bihar-760007, Dist-Ganjam, Odisha
EOI Submission Address	REGISTRAR, Berhampur University, Bhanja Bihar-760007, Dist-Ganjam, Odisha
EOI document Fee	Rs. 6,000/- (Rupees Six Thousand Only) in form of Demand Draft from any Scheduled/Nationalised Bank
E.M.D.	Rs. 50,000/- (Rupees Fifty Thousand Only) in form of Demand Draft from any Scheduled / Nationalised Bank in favour of "Comptroller of Finance, Berhampur University",
EOI Fee Payable to	"Comptroller of Finance, Berhampur University", Payable at Bhanja Bihar, Odisha
Eoi System	Two bid system (Technical Bid and Financial Bid)
Price Offer	The agency shall submit their best possible price offer in the letter head, and it should be sealed in separate envelope superscribing with PRICE BID.
Joint Venture/Consortium	Allowed (Having Civil & Electrical License)
EOI currency Setting	Indian Rupee (INR)

Note:

- 1 Please address all queries and correspondence to the Dr. Sharadaprasad Sahoo, Development Officer, Berhampur University, Bhanja Bihar- 760007, Dist-Ganjam, Odisha. Email: do@buodisha.edu.in or registrarbuorissa@gmail.com.
- 2 If the office of the Berhampur University (D&M Section) happens to-be closed on the day of receipt of the EoIs as specified, the EoIs will be received on next working day prior to opening of Technical proposal and presentation.
- 3 Please quote the reference no. and date in all-correspondence.

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Berhampur University

(III) **General Instructions:**

- I. Party can download the EOI document free of cost from the website “www.buodisha.edu.in”, but will need to submit the EOI document along with the DD for EOI Document Fee at the time of submission.
- II. The agency should submit the company profile **as per format ANNEXURE-I**.
- III. Agency has to submit best price offer in the Price bid only. The technical bid should have to be accompanied with sketch, drawing, 3-D view, and also the required forms and documents, and instrument for payment of EOI Document Fee.
- IV. EOI Document Fee and EOI Security shall have to be paid of the amount stated in the Notice Inviting EoI section.
- V. **TECHNICAL PROPOSAL:** Interested Vendor or Bidder shall submit their proposal in sealed envelopes super-scribed with due date, time, project and nature of EOI. Each packet should consist of (a) **TECHNICAL BID** packet and (b) **PRICE BID** packet

Original and one copy of **TECHNICAL PROPOSAL with sketches, Drawings, 3-D images** complete with all technical details asked for. Original printed document shall be considered as authentic. All pages of the offer must be signed. Pl. Refer ANNEXURE-III for Technical Bid Format.

Similarly **THE PRICE BID** should consist of best possible price offer in the letter head with due seal and signature of the bidder/ firm. The price bid of successful bidders (those succeeded in the technical presentation). Pl. refer ANNEXURE-IV For PRICE BID. PRICE BID FOR EACH ITEM SHOULD BE SUBMITTED ITEM WISE.

- VI. Services offered should be strictly as per specifications mentioned in this EOI Document. Please spell out any unavoidable deviations, article-wise, in your proposal under the heading “Deviations”.
- VII. The price of one copy of the **EOI Document is Rs. 6000/-**, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favour of “**Comptroller of Finance, Berhampur University**” payable at Berhampur.

(IV) **Objective of the EOI**

- To ensure that the design of structure meets the guideline prescribed by the D&M Section.
- To ensure that the fabricator/manufacturer delivers the prescribed quality input material /components.
- To derive the best possible price for each type of technology through price discovery method without compromising the highest quality.
- To scrutinise and empanel the competent fabricators/manufacturers for procuring, erection and commissioning of ‘**DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE**’ at the earmarked space allotted at Berhampur University.
- To accomplish the work in period of 30 days to meet the date line of funding agency.

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Submitted
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SAR
**Development Officer,
Berhampur University,**


(V) Indicative specification of the items

Name of the item	Indicative specifications	Quantity
01	02	03
DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE.	<p style="text-align: center;">(A) <u>CIVIL PORTION</u></p> <p>(I) <u>DIAS</u></p> <ul style="list-style-type: none">• Wooden Floor-16.96Sqm• Wall Cladding (Acoustic)-28.23 Sqm• Podium (Premium Standard Fixed with Latest Gadgets)-01No• Blinder-4.68 Sqm <p>(II) <u>HALL</u></p> <ul style="list-style-type: none">• Carpet Floor-101.74Sqm• Wall Cladding (Acoustic)-60.09 Sqm• Wall Cladding (Partly Glazed)-42.91 Sqm• Blinder-9.36 Sqm• Computer Desks(Dual Seater)-68 Nos <p>(III) <u>WORKING SPACE(Cubicle-1)</u></p> <ul style="list-style-type: none">• Carpet Floor-35.54 Sqm• Wall Cladding (General/Partly Glazed)-467.61 Sqm• Centre Table with Sofa (One Seater-8 Nos & Three Seater-2 Nos) <p>(IV) <u>WORKING SPACE(Cubicle-1I)</u></p> <ul style="list-style-type: none">• PVC Floor Carpet-36.18 Sqm• Wall Cladding (General/Partly Glazed)-68.23 Sqm• Computer Desk (Single Seater)-10 Nos. <p style="text-align: center;">(B) <u>ELECTRICAL PORTION</u></p> <ul style="list-style-type: none">• Inverter Air Conditioner-7 Nos.• 02 on Table Computer LAN Set Up etc.-01 Job• Audio System with Cordless and Collar mount Mic, Amplifier with 5 Nos wall Mount Speakers, Mic Stand, Etc <p style="text-align: center;">(C) <u>COMPUTER SYSTEM</u></p> <ul style="list-style-type: none">• Interactive Screen with Internet Browsing Facility(72" X 75")-1 No• Desktops with Wifi (All in One PC), i5/8GB/250 GB SSD/DDR4/ Windows 10 --30 Nos <p style="text-align: center;">(D) OTHER</p> <ul style="list-style-type: none">• Power House-1 No• On line UPS(Complete)- 1 Job• Wheel Chair with arm for Computer desks-70 Nos• Shoe stand(1.20 M x 1.50 M) (Shelf 2x4)-01 No	One No

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Development Officer,
Berhampur University.

(VI) Scopes of Work

3.1 Erection, Procurement and Commissioning

- a) The agency shall supply the materials, components of items, equipments and accessories at Berhampur University according to the indicative specification given.
- b) The agency shall take item wise approval containing details like type of structure, area, design to be adopted, cost of the item (complete set) etc. from the University Authority.
- c) The agency shall implement the project using material and components to meet the basic requirement for standard approval.
- d) The University will provide electric power supply and water supply to carry out the work. The agency should arrange its own for manpower for lodging and boarding.
- e) The agency should take the responsibility for its manpower engaged during the execution of the work.
- f) Material must be conforming to fire proof and anti termite protected.
- g) All the "Operational Manual" should be given to the Development Officer, Berhampur University.

3.2 After Sales Services, Repair and Maintenance

- a) The warranty period for the components / equipment shall be at least for two years from the date of completion of the project.
- b) The agency will provide after sales services for two years to the end user.
- c) The agency will provide free replacement of component/equipment if damaged during the warranty period. However, the agency can charge for replacement of spare parts and components which are out of warranty period.
- d) In the event of any instrument / component gets broken or damaged during installation and trial run at the site before handing over the agency shall replace the same at free of cost.
- e) The agency shall provide operational training of minimum 7 days to the end users.
- f) The agency should provide after sale and support to end users as and when required, free of cost during warranty period and as per the prefixed AMC cost basis after the warranty period.

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**Development Officer,
Berhampur University,**

(VII) Terms of Reference for the Agency

- a) Agency should submit the detailed company profile as per the format (ANNEXURE-I)
- b) Agency can submit its credentials relevant to the eligibility criteria specified as per Clause VI only. Further the firm has to submit the Check list for eligibility as ANNEXURE-II.
- c) The best price offer discovered would be applicable for a period of one year.
- d) The agency can implement the project only as per the order of the University and has obtained the completion. Successful installation certificate for the same form the **Officer-In-Charge (Works)** for the release of payment item wise.
- e) The Authority may levy a penalty on the empanelled agency if found that supplied component are not conforming to minimum specifications. The cost of such component would be recovered from the bank guarantee submitted for the particular project by agency.
- f) The empanelled agency shall not sub-contract the entire item to the associate dealer/distributor/other party. But, they can do the part of the work with intimation to competent authority. If agency is found to be sub-contracting the entire work of construction, the empanelment of such agency shall be cancelled by the Authority.
- g) The Authority has right to cancel the empanelment at any point of time during the contract period.
- h) The Authority has right to disengage the empanelment of the agency if found that work carried out by agency is not satisfactory.
- i) The Authority will carry out inspection through its nominated agency or official of the entire project.

(VIII) Selection Process

The agency will have to qualify technically based on the eligibility criteria given in this document and subsequent presentation. EOI of agency's not meeting the eligibility criteria will not be processed further. The documents to be submitted showing fulfillment of eligibility criteria are given in **clause VI and Annexure-II**.

- a) The past performance of the agency should be assessed. Thus, the agency should submit the projects carried out during last three years along with the cost of the project.

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Development Officer,
Berhampur University,

- b) The price offer of all eligible agencies will be analyzed. The agency who will offer the lowest price will be consider for empanel.
- c) The considered price offer would be based on the Lowest Total Consolidated Price offered for the items.
- d) This empanelment will be for one year (FY 2023-24) only.

(IX) Minimum Eligibility Criteria

The following are the minimum eligibility criteria for empanelment of agency:

- a) Minimum 03 (Three) years of experience in the field of construction, supply, installation and maintenance.
- b) The agency should give an undertaking that they will set up '**DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE**' in the Berhampur University within 30 days after being empanelled.

(ANNEXURE-II SHOULD BE FILLED, SIGNED AND SUBMITTED)

Price Offer (Please Refer Annexure-IV For PRICE BID Format)

- a) The agency shall offer their best price for setting up of '**DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE**' with indicative specifications and the scope of work specified in this document.
- b) The agency shall have to offer consolidated price for each item separately. The price should be inclusive of all materials, labour charges, T&P charges, H&R of equipments, transport, establishment, installation, demonstration and taxes.
- c) The price offer has to be submitted in a sealed envelope with due superscription. Any violation will be liable for rejection of entire EOI.

Agency shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- i) Any effort by Agency or Agency's agent/consultant or representative howsoever described to influence the Authority in any way concerning scrutiny/ consideration/ evaluation/ comparison of the EOI or decision concerning empanelment shall entail rejection of the EOI.
 - ii) EOI should be submitted directly by the Agency.
 - iii) Price offer of only qualified agency(ies) as per eligibility criteria shall be opened.
- d) Authority reserves the right to seek clarification/ justification from the agency on the price offer in case Authority deems it necessary. Based on the justification provided by the agency, if Authority feels that the price offer is unrealistic/ unfeasible in order to execute a

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**Development Officer,
Berhampur University**

project of this nature, Authority reserves the right to reject the said price offer. The agency shall be governed by the decision of Authority.

(X) **Monitoring mechanism**

The Empanelled agency will intimate the Authority to carry out inspection after completion of the project in all respect. The Authority will carry out the inspection through its nominated agency or official within 3(Three) working days from the date of the call received from empanelled agency in written.

(XI) **Performance Security**

The empanelled agency shall submit a Performance Security of 1% of finalized price in the form of Bank Guarantee on successful selection for empanelment. The performance security shall be appropriated against breach of the terms and condition of this EOI document. The bank guarantee shall be for a period of two year. The Bank Guarantee format is given in the **Annexure- V**.

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10.08.23

**OFFICER IN CHARGE OF WORKS
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21/08/23

**Development Officer,
Berhampur University**

ANNEXURE - 1

BIDDER's PROFILE
DETAILS OF THE BIDDER, MANUFACTURER

GENERAL INFORMATION ABOUT THE BIDDER						
1	Name of the Bidder:					
	Registered Address of the firm:					
	Contractor's Registration No.	1	CIVIL	'B' Class	Valid upto	
	Agreement (M.O.U.)					
	State:				District:	
	Telephone no. (code):				FAX:	
	Email:				Website:	
	CONTACT PERSON DETAILS					
2	Name:		Designation:			
	Telephone No.: Mobile No.:		Email:			
COMMUNICATION ADDRESS						
3	Address					
	State:		District:			
	Telephone no.		FAX:			
	Email:		Website:			
TYPE OF THE BIDDER/ FIRM (Please Tick in the Relevant Box)						
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Society	<input type="checkbox"/>		<input type="checkbox"/>
	Authorized Dealer	<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
	Registration No. and Date of Registration					
NATURE OF THE BUSINESS (Please Tick in the Relevant Box)						
5	Original equipment/item Manufacturer		Authorized Dealer/ Importer		<input type="checkbox"/>	
	Subsidiary of Original Manufacturer		Others (if any)		<input type="checkbox"/>	
KEY PERSONNELS DETAILS (Chairman, Director, CEO, MD, Managing Partner)						
6	Name		Designation		Email	
	Name		Designation		Email	
7	Whether any criminal case was registered against the company or any of the promoter and partners in the past					Yes/ No

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8	<p>a. Whether Registered under GST? : YES/ NO</p> <p>b. GST Registration Number: _____ (Copy of the Registration Certificate should be submitted)</p>		
9	<p>PAN Number: _____ (Copy of the PAN card should be submitted)</p>		
10.	<p>Details of existing Service Centre in Odisha or adjoining states:</p> <p>Name of the Service Centre: _____</p> <p>Address of the Service Centre: _____</p> <p>_____</p> <p>Name of the Contact Person(s): _____</p> <p>Telephone and Mobile No.: _____</p> <p>Email: _____</p> <p>FAX: _____ (with code)</p> <p>Website: _____</p>		
11	<p>Bank Details of the Bidder: (The bidders have to furnish the bank details as mentioned below for the return of EMD and Payment toward the supply (If selected)</p> <p>a. Name (as mentioned in the Bank Account): _____</p> <p>b. Bank Account number: _____</p> <p>c. IFSC Code of the bank: _____</p> <p>d. Name of the Bank and Branch: _____</p> <p>e. Address of the bank and Branch: _____</p> <p>_____</p>		
12.	<p>Other relevant information if any:</p>		
<table border="1"> <tr> <td> <p>Date: _____</p> <p>Place: _____</p> </td> <td> <p>Name: _____</p> <p>For and on Behalf of M/s _____</p> <p>Full Address: _____</p> <p>(Name of the Bidder with Seal)</p> </td> </tr> </table>		<p>Date: _____</p> <p>Place: _____</p>	<p>Name: _____</p> <p>For and on Behalf of M/s _____</p> <p>Full Address: _____</p> <p>(Name of the Bidder with Seal)</p>
<p>Date: _____</p> <p>Place: _____</p>	<p>Name: _____</p> <p>For and on Behalf of M/s _____</p> <p>Full Address: _____</p> <p>(Name of the Bidder with Seal)</p>		

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10.08.23

OFFICER IN CHARGE OF WORKS
BERHAMPUR UNIVERSITY

Approved

SR 21/08/23

Development Officer,
Berhampur University.

ANNEXURE - II
CHECKLIST FOR FULFILMENT OF ELIGIBILITY CRITERIA

Sr.	Criteria	Documents/Detail required	Documentary Proof attached (Y/N)
1	Minimum 03 (Three) years of experience in the field of construction, maintenance and supervision.	Registration Certificate , Completion of Works Certificates	
2	Minimum Average Annual Turnover for during last three financial years (i.e. 2020-21, 2021-22 and 2022-23) should not be less than Rs. 50.00 Lakhs	Undertaking	
3	The agency should give an undertaking that they will one DIGITAL LIBRARY cum e-CONTENT ACCESS CENTRE within 30(Thirty) days.	Undertaking in Non-Judicial Stamp paper of Rs. 100/- to complete	

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Approved

21/08/23
Development Officer,
Berhampur University,

ANNEXURE-III: FORMAT FOR TECHNICAL BID

(For each item the technical bid should be submitted separately)

To,
The Development Officer,
Berhampur University
Bhanja Bihar, Berhampur-760007

Sub: Technical Bid for _____ (Name of the item)
Reference: Your EoI no. _____, date: _____

Sir,
In response to above EoI notice, please find attached here with the Technical specifications of the _____ (item) submitted here with for consideration.

Sl. No.	Name of the Item	Description of each component as mentioned in the indicative specifications in a comparative mannert, Pl. mention the make, model of any items used.	Qty.
	<u>Warranty</u>		
	<u>AMC</u>		
	<u>Others if any</u>		

(Follow the instructions carefully while filling the quote)

Yours Faithfully

Place:
Date:

Name: _____
For and on Behalf of M/s _____
(Name of the Bidder/ Agency with Seal)

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10.08.23
OFFICER IN CHARGE OF WORKS
BERHAMPUR UNIVERSITY

Approved
SV *10/08/23*
Development Officer,
Berhampur University,

ANNEXURE-IV: FORMAT FOR PRICE BID

Should be submitted separately for each item

(Should be submitted in the letter head/pad of the bidder/Agency with seal and signature)

Ref. No. _____

Date: _____

To
The Development Officer,
Berhampur University
Bhanja Bihar, Berhampur-760007

Sub: Financial Bid for _____ (Name of the item)
Reference: Your EoI no. _____, date: _____

Sir,
In response to above EoI notice, please find attached here with the best Financial offer of the _____ (item) submitted here with for consideration.

Sl. No.	Name of the Item	Description, if any Make/Model	Cost in INR	Qty.	Total Price (INR)
	<u>Item</u>				
	Accessories				
	Taxes				
	Others				
	<u>Grand Total Price</u>				
	<u>Warranty</u>				
	<u>AMC</u>				
	<u>Others if any</u>				

(Follow the instructions carefully while filling the quote)

Yours Faithfully

Place:

Date:

Name: _____

For and on Behalf of M/s _____

(Name of the Bidder/ Agency with Seal)

[Handwritten Signature]
10.08.23

OFFICER IN CHARGE OF WORKS
BERHAMPUR UNIVERSITY

Approved

[Handwritten Signature]
Development Officer,
Berhampur University.

ANNEXURE-V: FORMAT FOR PERFORMANCE GUARANTEE
(On Non-Judicial Stamp Paper of Rs. 100)

To be stamped according to Stamp Act and to be in the name of the executing Bank

To

The Development Officer,
Berhampur University
Bhanja

Bihar

Berhampur-760007

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Draft
Sushant
10-08-23
OFFICER IN CHARGE OF WORKS
BERHAMPUR UNIVERSITY

Approved
[Signature] 21/08/23
Development Officer,
Berhampur University,