

एडसिल (इण्डिया) लिमिटेड

(मिनी रत्न श्रेणी - I सीपीएसई)

(शिक्षा मंत्रालय, भारत सरकार)

(आई एस ओ 9001 : 2015 तथा 14001 : 2015 प्रमाणित कम्पनी)

जी एस टी नं : 09AAACE0575F1ZU



EdCIL (India) Limited

(A Mini Ratna Category - I CPSE)

(Ministry of Education, Govt. of India)

(An ISO 9001 : 2015 & 14001 : 2015 Certified Company)

GSTIN No. : 09AAACE0575F1ZU

EdCIL/Admin/Empanelment/Office-Stationery/2026-27

20/01/2026

To,

All interested bidders

Subject: Empanelment of agency for supply of Office Stationery items on rate contract for Noida/Delhi base project offices.

Sir,

EdCIL (India) Limited, A Mini Ratna Category – I CPSE, Govt. of India is a public sector enterprise under the Ministry of Education having its Corporate office, EdCIL House, 18A, Sector 16A, Noida. This Company is interested to empanel the agency for supply of various types of office stationery items. EdCIL is interested to enter into Rate Contract initially for a period of one year from the date of contract with genuine/reputed suppliers for supplying various stationery items as per list enclosed at Annexure-I, on the following terms and conditions:

1. The Bidders should be an Indian Company/firm engaged in supplying Stationery and items in Delhi/ NCR and having its office/ branch office in Delhi/ NCR, having PAN, GST.
2. Price-Bid strictly as per **Annexure –I. Please write clearly if the taxes are included in per unit cost.**
3. The Bidders should not have been blacklisted by any Departments/ Ministries of the Govt. of India/ PSUs/ State Govt. An undertaking to this effect has to be submitted by the Bidders as per Annexure- II.
4. The items mentioned in Annexure-I are as per requirement of this corporate office Noida & project offices located at Delhi. Interested suppliers may quote for one or more items. They will be considered for only those items for which they will quote.
5. Bidders are required to submit copies of certificate (i) Registration Certificate as per existing norms indicating the legal status of company/firm/ proprietorship etc., (ii) GST Certificate, (iii) PAN, failing of which their bids will be summarily rejected.
6. Bidders should have minimum last three years' experience of supplying office Stationery items in bulk to the PSUs/Govt. Offices/Pvt./MNCs. Copy of one purchase order of the value of 2,00,000/-, two work order of the value of Rs.1,00,000/- or three work orders of the value of Rs.50,000/- received from Govt. Depts./PSUs/Pvt./MNCs during the last three years should be enclosed.

निगमित कार्यालय : एडसिल हाऊस, 18ए, सेक्टर 16ए, नोएडा-201301 उ.प्र.(भारत)

दूरभाष : +91-0120-4156001, 4156002, 4154003, 2970206, 2970207

ई-मेल : edcilsupport@edcil.co.in, वेबसाइट : www.edcilindia.co.in

पंजीकृत कार्यालय : 7वां तल, अम्बा दीप बिल्डिंग, 14 के.जी. मार्ग, कनाउट प्लेस, नई दिल्ली-110001

सीआईएन नं. : U74899DL1981GOI011882

Corporate Office : EdCIL House, 18A, Sector 16A, Noida-201301 U.P. (INDIA)

Tel : +91-0120-4156001, 4156002, 4154003, 2970206, 2970207

E-mail : edcilsupport@edcil.co.in, Website : www.edcilindia.co.in

Regd. Office : 7th Floor, Amba Deep Building, 14 KG Marg, Cannaught Place, New Delhi-110001

CIN No.: U74899DL1981GOI011882

7. Bidders should have an average turnover of Rs.30.00 Lakh during the last three years i.e. 2022-23, 2023-24, 2024-25 (valid and certified proofs of balance sheet and profit & loss statement certified by chartered accountant or certificate for turnover from chartered accountant must be attached).
8. Bidders may quote their unconditional rates per item/unit strictly as per list enclosed. If the rates are of a unit/ box, which contain more than one item, the items contained in that unit/box may be specifically indicated in remarks column and if the price of a unit is based on weight, the weight of the unit may also be indicated. Cutting, Overwriting should be avoided, if any should be countersigned by the bidder.
9. The supplier will be responsible for delivery of the goods in good condition in the store of this corporate office at Noida and/or in Delhi at a place selected by this Company, at his own risk and cost.
10. The owner/ firm should be available on telephone and also on mobile so as to enable this Company to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
11. The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement from time to time.
12. The Supplier has to supply the items within three days from the date of placing the order to them & as and when required. In case of items to be manufactured/ produced/ printed by Supplier himself then this limit will be seven days. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days. As per standard procedure "LD" shall be @ 1/2% (half percent) of the delayed supply order value for delay in supply per week or part thereof, up to a maximum of 10% of the delayed supply order value and GST will be charged on this LD charges extra.
13. All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Company will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including blacklisting of the concerned firm by this Company.
14. This Company reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
15. As the requirement of this Company is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party. The suppliers will have to satisfy the Company that the suppliers will be made immediately.

 20/1/26

16. The bid price shall remain valid for acceptance for 120 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rates will be allowed during the period of validity of tenders/quotation or the extended period.
17. EdCIL has adopted a two-packet bid system in a single envelop for award for work to the successful bidder.
18. In evaluation first eligibility of the bidders will be examined as technical bid evaluation.
19. Only technically qualified bidders will be considered for further evaluation process.
20. The price quoted by agencies may be lowest in some cases and higher in some. Considering the L-1 rates quoted by all agencies, EdCIL will draw a combined L-1 rate and offer it to all the agencies to match the L-1 rates with the condition that the agency has to accept all the combined L-1 rates for all the items, and no selective/partial acceptance shall be considered for empanelment. The agencies who will accept the combined L-1 rates, will be entered into process of empanelment on rate contract. EdCIL may, at its discretion, empanel more than one agency. EdCIL may, at its discretion, empanel more than two agencies. The work will be distributed proportionately among all empanelled bidders—for instance, 60% to L1, 30% to L2, and 10% to L3. The decision of the EdCIL shall be final and binding on all concerned in this regard.
21. Bids should be accompanied with a Demand Draft/Cheque/NEFT favouring EdCIL (India) Ltd., payable at Noida for Rs. 25,000/- (Rupees Twenty Five Thousand only) as earnest money, and must be submitted in a sealed cover on or before the last date of submission in EdCIL office. However, Bidders registered with NSIC or MSMEs are exempted from payment of EMD. The EMDs of unsuccessful Bidders will be refunded. Any owner of the Bidders who is registered with NSIC & MSME, if belongs to SC/ST category please specify in their quotation. "Supporting document for the same needs to be submitted by bidder".

The NEFT bank details are as follows:

Name of beneficiary :	EdCIL INDIA LIMITED
Name of Bank:	STATE BANK OF INDIA
Account No.	36830596465
IFSC code:	SBIN0000691
Bank Address :	NEW DELHI MAIN BRANCH

22. Vendors registered with MSME will be given preference.
23. After award of contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract, if the rate of any item decreases, the supplier shall pass it on to the Company. However, the rates will be valid upto the contract period i.e. for one year.
24. Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned are acceptable to your firm in full.

20/1/21

25. This Company reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Company in this regard shall be final and binding on all. It shall not be obligatory on the part of the Company to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any Bidders.
26. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids. However, the EdCIL may give opportunity to bidder to make L 1 rates for some items, if it is so desired.
27. This Company also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
28. If the above terms and conditions are acceptable, you may send your quotations in a sealed cover superscribed "**Quotation for Office Stationery Items**" addressed to the Manager (HR & Admin.), EdCIL (India) Limited, Ed.CIL House, 18A, Sector 16A, NOIDA-201301 so as to **reach not later than 1500 hrs. on 04/02/2026** with signed & stamped on each page. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/tender in the tender box available at the reception of EdCIL. The quotation/tender received after the due date will not be entertained.
- 27 **OPENING OF THE TENDER:** Sealed tender received up to **15.00 hours on 04/02/2026** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The bids will be opened on the same day at 1600 hrs on 04/02/2026** before the evaluation committee and the Bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301. Only one representative for each Bidder shall be authorized and permitted to attend the bid opening meeting.
- 28 The Rate Contract (RC) for supply of stationery items shall be valid for a period of one year extendable for further two years. The Supply Order may be placed from time to time against the RC. EdCIL does not give any guarantee of minimum purchase under the present RC. EdCIL will have discretion for extending it for further two years on yearly basis on the existing rates and as per the existing terms and conditions subject to providing satisfactory services.
- 29 If the successful Bidder fails to fulfill his obligations under the present Rate Contract i.e., non-adherence to terms and conditions, EdCIL after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such agency shall be forfeited to EdCIL.
- 30 **SECURITY DEPOSIT:** The successful bidder whose rates are finally accepted shall deposit a sum of Rs.50,000/- (Rupees Fifty Thousand only) as Security Deposit within 7 days from the date of the communication of award of contract by way of Bank Guarantee as per annexure- III/Demand draft of Nationalized scheduled bank only which will be valid for a period of 3 more months beyond the

 20/1/26

period of contract. The EMD amount of Rs.25,000/- deposited by Bidders will be refunded. No interest will be paid on the security deposit.

- 31 As per circular No. P-20028/19/2018-paper of Ministry of Commerce & Industry, Department of Industrial Policy and Promotion, the public procurement of paper for office supplies and for printing of textbooks should be certified in India by a paper mill that does not import more than 25% of its total raw material consumed. Bulk procurement should be only by placing the supply order directly on a domestic paper manufacturer or their authorized distributors/ dealers.
- 32 The quotation should be unambiguous in all respects.
32. **TERMINATION FOR INSOLVENCY:** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.
33. **FORCE MAJEURE:** (i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- (ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.
34. **ARBITRATION:** In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairman & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement with jurisdiction as Delhi only.

Yours faithfully,



(Sushant Dey)
Manager (HR&Admin.)

List of Office Stationery Items

S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
1.	A4 size photocopier paper (500 sheet in one rim of 75 GSM)	JK		1200 Rim	
2.	FS size (500 sheet in one rim of 75 GSM)	JK		20 Rim	
3.	A3 size (500 sheet in one rim of 75 GSM)	JK		20 Rim	
4.	A4 size color paper i.e. Green/Pink/Yellow/ Blue 75 gsm	JK/ Century		10 Rim	
5.	A4 Size Snow white cartridge paper 140 gsm (25 Sheets in one rim)	Lotus		10 Rim	
6.	A4 size ivory sheet- 210 GSM (25 Sheets in one rim)	Lotus/ mustard		10 Rim	
7.	Brown Tape (2") 48mm	Diamond/wonder/ Aeromax		200	
8.	White Tape (2") 48mm	Diamond/wonder/ Aeromax		200	
9.	Cello Tape 1" 65mm (wonder)	Diamond/wonder/ Aeromax		100	
10.	Cello Tape 1/2" 12mm x 9mts	Diamond/wonder/ Aeromax		20	
11.	Duster Yellow (Big Size- 36"X36")	J.K/ P.K		20	
12.	Duster White (Big size 36" X 36")	J.K/ P.K		100	
13.	Eraser (Rubber) (621 plasto eraser) (one packet of 20)	Natraj/ Apsara		20	
14.	File Board No. 51	Neel Gagan/ Pooja		800	
15.	File Binder	Solo/World one		20	
16.	Plastic Folder with button – My clear Bags (Good Quality)	Solo/ World one		300	



S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
17.	Raxin File folder with pocket	Neelgagan/Pooja/ Solo		100	
18.	Paper Colour Flag (Paste) (50 x 4 col)=200sheets (long flag)-Post-it/Prompt/Stick-on	Oddy or any reputed brand		300 pkt	
19.	Adhesive yellow Slip (3"X3") -Post-it/Prompt/ Stick-on	Oddy or any reputed brand		200	
20.	Dak Pad	Neelgagan/ Diplomat/ Pooja		10	
21.	Glue Stick 560Z/30 G Net (Kores)	Faber Castle/Kores		200	
22.	Gem Clip (Big Size 35 mm)	Globe		150 pkt.	
23.	High Lighter All color (one packet of 05 nos.)	Luxor/Faber castle/ reynold		100 pkt.	
24.	Magnetic Duster	Ikon/Aeroma x		10	
25.	Self Inking Stamp Pad (Supreme Deluxe Medium))	Ashoka/Supreme		20	
26.	Uniball Gel impact-1.00 mm-UM153S	Pilot		100	
27.	Reynold Trimax Pen	Reynold		300	
28.	Rorito Teramax Gold Greetz Pen	Trimax		50	
29.	Pencil writing (HB Non-Toxic) (one pack of 10 nos.)	Natraj		100 Pack	
30.	Big size Rubber Band packet-	Satyam/Leader		20 pkt	
31.	Reynold Pen 045	Reynold		500	
32.	Reynold Jetter Pen	Reynold		200	
33.	Cello Pointic Pen 0.5	Cello		500	
34.	Rorito Liqui glide Gel	Rorito		500	
35.	Pen Uniball fine Deluxe UB-177	Uniball		500	
36.	Pen Uniballmicro UB150	Uniball		200	
37.	Pen Gel	Trimax/ Cello/ Flair		500	

4

S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
38.	Paper Cutter (medium size 6")	Kebica / Solo/ Megha		100	
39.	Punch Machine single – (Iron)	Kebica/Solo/ Megha		20	
40.	Punch Machine double – (Iron – Kangaro 600)	Kebica/Solo/ Megha		30	
41.	Punch Machine Double- (Kangaroo HDP- 2320)	Kebica/Solo/ Megha		10	
42.	Permanent Marker	Luxor/Reynold		100	
43.	Whiteboard Marker	Luxor/Reynold		100	
44.	CD/DVD/OHP Marker Pen	Luxor/Reynold		10	
45.	Highlighter (Faber Castell Text liner 48 Refill)	Luxor/Reynold/ Faber		300	
46.	Staple Machine 10D	Kangaroo/Ma x/ Chrome		100	
47.	Staple Machine-45D	Kangaroo/Ma x/ Chrome		20	
48.	Staple Machine (Small Kangaro HSE10)	Kangaroo/Ma x/ Chrome		20	
49.	Staple Machine(Medium Kangaro 555)	Kangaroo/Ma x/ Chrome		50	
50.	Staple Machine (Big HD-23 Max)	Kangaroo/Ma x/ Chrome		20	
51.	Staple Machine (Kangroo HP-45)	Kangaroo		20	
52.	Staple Machine 800 Kangaroo	Kangaroo		10	
53.	Stapler Pin (Kangroo HP-45)	Kangaroo		20	
54.	Staple Machine (Kangroo-DS 23S24FL)	Kangaroo/Ma x/ Chrome		5	
55.	Stapler pin (Big size HD) – (Max) 2406	Kangaroo/Ma x/ Chrome		20	
56.	Stapler pin(Medium size – Kangaroo)(Max) 2410	Kangaroo/Ma x/ Chrome		20 Pkt.	
57.	Stapler pin (Small size) (Max)	Kangaroo/Ma x/ Chrome		20 Pkt.	
58.	Stapler pin Size 23x10	Kangaroo		20 Pkt.	
59.	Stapler pin Size -23x115	Kangaroo		20 Pkt.	



S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
60.	Stapler pin Size -23x17	Kangaroo		20 Pkt.	
61.	Stapler pin Size -23x24	Kangaroo		20 Pkt.	
62.	Sketch pen (one pkt. of 12 pens)	Luxor/Faber/ Reynold		10 Pkt.	
63.	CDs (RW) (Pack of 10)	Moserbaer/ Sony		100	
64.	DVDs (RW) (pack of 10)	Moserbaer/ Sony		100	
65.	CD Marker (Faber Castell Multimark 0.8 mm)	Luxor/Faber/ Reynold		50	
66.	Sharpner	Nataraj		100	
67.	Scissors small	Kebica/saya/ SPI		20	
68.	Scissor Big	Kebica/saya/ SPI		50	
69.	Ring Binder Folder (401)	Solo/ worldwone		10	
70.	Ring Binder Folder (404)	Solo / worldone		10	
71.	L- shape Plastic Folder (Transparent)	Solo /worldone		100	
72.	Report File- A4 Size (apprx. 100 pages)	Solo/ Worldone		100	
73.	CA 612 folder	Worldone		50	
74.	Leather Folder with inside pocket and clip	Worldone/ neelgagan		20	
75.	Bundle of Tags (white – good quality)	Sun/Diamond		10 pkt.	
76.	Bundle of long Green Tags for file (good quality)	Sun/Diamond		20 pkt.	
77.	Ruled Register (6 Qrs.)	Neelgagan/ Lotus/ Shipra/ Swastik		50	
78.	Ruled Register (4 Qrs.)	Neelgagan/ Lotus/ Shipra/ Swastik		20	
79.	Visitor Gate Pass Register	ABD/N.G.		5	
80.	Dispatch Register	Neelgagan		10	
81.	Calculator (Big size 12 digits)	Casio/ Citizen		40	

S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
82.	Steel scale (12" inches)	Crown		50	
83.	Board Pin (plastic head)	Bell/Zen		10 pkt	
84.	Service Book	Neelgagan/ Shipra		30	
85.	11" x 5" size white envelopes (without windows) (bundle of 25 envelopes)	Satyam/ Gel Mahal		04 pkt	
86.	A-4 size self adhesive laminated yellow envelopes (thick paper) (bundle of 25 envelopes)	Satyam/ Gel Mahal		05 Pkt.	
87.	Index (Lever) File No. 10	Neelgagan		300	
88.	Binder Clip Size - 19mm	SOI/Saya/ Best		05 pkt.	
89.	Binder Clip Size - 32mm	SOI/Saya/ Best		05 pkt	
90.	Binder Clip Size - 41mm	SOI/Saya/ Best		05 pkt	
91.	Book Binding Tape (sticker)- Size - 1.5 "	Any reputed brand		100	
92.	Book Binding Tape (sticker)- Size - 2 "	Any reputed brand		100	
93.	Book Binding Tape (sticker)- Size - 2.5 "	Any reputed brand		100	
94.	Plastic folders (with Zip SOLO-MC-115)	Solo/ Worldwone		50	
95.	Sticker A-4 Size	Lotus		30 Pkt.	
96.	Sticker ST/2	Lotus		10 Pkt.	
97.	Sticker- ST/4	Lotus		10 Pkt.	
98.	Sticker- ST/12	Lotus		10 Pkt.	
99.	Transparency A 4 Size (one packet of 100 sheets)	Any reputed brand		50 Pkt.	
100.	Transparency Legal Size (one packet of 100 sheets)	Any reputed brand		20 Pkt.	

S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
101.	Carton Box- 16 x 16 x 23	Any reputed brand		500	
102.	Courier Bags- Per Kg	Any reputed brand		500 kg	
103.	File cover – 350 gsm	Cobra/Neelgagan		100	
104.	Double Tape	Any reputed brand		10	
105.	Spiral Binding ring- Upto 20 pages	Any reputed brand		50	
106.	Spiral Binding ring- Upto 50 pages	Any reputed brand		50	
107.	Spiral Binding ring- Upto 100 pages	Any reputed brand		50	
108.	Spiral Binding ring- Upto 200 pages	Any reputed brand		50	
109.	Spiral Binding ring- Upto 300 pages	Any reputed brand		50	
110.	Engagement Stand	Kebica/N.G.		05	
111.	Conference Pad (20 pgs) – A 4 Size	Neelgagan/S hipra/ Lotus		50	
112.	Conference Pad (20 pgs) – A 5 Size	Neelgagan/S hipra/ Lotus		200	
113.	Spiral pad (50 sheets - 21 x 15 cm)	Neelgagan/S hipra/ Lotus		200	
114.	Visiting Card Holder/Book	Saya/solo/ worldone		10	
115.	Cell- AA	Dura Cell		200	
116.	Cell- AAA	Dura Cell		200	
117.	Lever Arch Box file- LA 502/512 – A4, FC size	Solo/worldwo ne		20	
118.	Report Cover (Strip File) –	Solo/worldwo		20	

S. No.	Name of the items	Make/Brand /specification or equivalent	Other brand, if any	Annual estimated quantity (Nos.)	Rate per item/ unit/ Packet/ (excluding tax)
	RC001 (A4 size)	ne			
119.	Report Cover (Strip File) – RC002 (A4 size)	Solo/worldwo ne		20	
120.	Roll of Plastic thread	Any reputed brand		10	
121.	High resolution gloss Photo Paper (one packet of 50 sheets of 180 GSM)	Desmat/ any reputed brand		10	
122.	Bond Paper – 80 GSM (one rim)	Any reputed brand		20	
123.	Total cost excluding taxes (Rs.)				
124.	Taxes extra as applicable				

****Note-In case of some items the brand is not mentioned, hence please write the name of brand before quote. Also please tick the brand in column for which the rates quoted by you.***

Signature of authorized person with Stamp & Date



Annexure- II

UNDERTAKING

I/We undertake that _____(Name of the agency)
has Not been blacklisted by any Govt. Department/ Public Sector Undertaking/Autonomous
Body.

Signature of the authorized Signatory of the agency

Company /Organization Official stamp / seal

Date:

PERFORMANCE BANK GUARANTEE FORMAT

Name of the Bank: _____

To

EdCIL (India) Limited
EdCIL House, 18 A, Sector-16 A
Noida – 201301 (U.P.)

In consideration of the EdCIL acting through _____ (Designation & address of Contract Signing Authority), (hereinafter called "EdCIL (India) Ltd") having agreed under the terms and conditions of tender No. _____ Dt : _____ (along with corrigendum) made between _____ (Designation & address of contract signing Authority) and _____ (here in after called "the said Agency" for the work _____ (here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for _____ (_____ only) as a performance security Guarantee from the Agency for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We _____ (Indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to EdCIL (India) Ltd an amount not exceeding _____ (_____ only) on demand by EdCIL (India) Ltd.
2. We _____ (Indicate the name of the bank, further agree that (and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the EdCIL (India) Ltd through the General Manager (HR & Admin.), EdCIL (India) Ltd, Noida or _____ (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by EdCIL (India) Ltd by reason of any breach by the said Agency of any of the terms of conditions contained in the said agreement or by reason of the Agency failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding (_____ Only).
3. (A) We _____ (indicate the name of Bank) further undertake to pay to the EdCIL (India) Ltd any money so demanded notwithstanding any dispute or dispute raised by the Agency in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.
(B) The payment so made by us under this Performance Guarantee shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.
4. We _____ (Indicate the name of bank) to further agree that the guarantee herein

contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the EdCIL (India) Ltd under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by ____ (Designation & Address of contract signing authority) on behalf of the EdCIL (India) Ltd, certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee.

5. (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by EdCIL (India) Ltd or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by EdCIL (India) Ltd within validity/ extended period of validity of guarantee from the date aforesaid.

(b) Provided always that we _____ (indicate the name of the Bank) unconditionally undertakes to renew this guarantee or to extend the period of guarantee form year to year before the expiry of the period or the extended period of the guarantee, as the case shall be on being called upon to do so by EdCIL (India) Ltd. If the guarantee is not renewed or the period extended on demand, we _____ (indicate the name of the Bank) shall pay the EdCIL (India) Ltd the full amount of guarantee on demand and without demur.

6. We _____ (indicate the name of Bank) further agree with EdCIL (India) Ltd that EdCIL (India) Ltd shall have the fullest liberty without our consent and without effecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any to the powers exercisable by EdCIL (India) Ltd against the said Agency and to forbear or enforce any of the terms and conditions of 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 for any bearance act or omission on the part of EdCIL (India) Ltd or any indulgence by EdCIL (India) Ltd to the said Agency for by any such matter or thing whatsoever under the law relating to sureties for the said reservation would relive us from the liability.
7. This guarantee will not be discharged by any change in the constitution of the Bank or the Agency.
8. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of EdCIL (India) Ltd in writing.
9. This guarantee shall be valid till the date of Completion plus 90 Days. Unless extended on demand by EdCIL (India) Ltd. Notwithstanding anything to the contrary contained hereinbefore, our liability under this guarantee is restricted to Rs.....

(Rs..... only) unless a demand under this guarantee is made on us in writing on or before..... we shall be discharged from our liabilities under this guarantee thereafter. Dated: The Day of

For (indicate the name of bank)

Signature of Banks Authorized official

Witness

(Name)_____

Designation with Code No. -----

1

Full Address-----

2.