

(APPLICATION)

Head – Office Services  
Canara Robeco AMC Ltd.  
4<sup>th</sup> Floor, Construction House,  
5, Walchand Hirachand Marg,  
Ballard Estate  
Mumbai – 400 001.

Ref: **Tender No. 001/18-05-2018**

Dear Sir,

I / we have read and understood the document required and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the quote furnished for Tender on the supplementary sheets are correct to the best of my/our knowledge and belief.

(Signature of applicant with seal)

Name:

**Terms & conditions:**

1. All material should be as per given standards.
2. Tender document should reach us by **28<sup>th</sup> May 2018** in sealed envelope.
3. Received Tenders will be opened on **29<sup>th</sup> May 2018** at 3.00 PM, Empanelled contractors are invited on below mentioned Address:  
**4<sup>th</sup> Floor, Construction House, Walchand Hirachand Marg, Mumbai 400 001.**

3. You shall ensure absolute security, safety, secrecy and confidentiality and undertake to complete the assigned work within the prescribed time limit to the satisfaction of the Company.

4. It is essential that the empanelled contractors shall work diligently, honestly and safeguard the interest of the Company. Your performance on routine /specific jobs will be reviewed from time to time and continuation of your agency/firm on the empanelled list will depend on the quality of services delivered, cost effectiveness, timely completion and excellent workmanship.

5. Please note that all the furniture needs to be prepared at your site as per measurement and only final fitting/installation needs to be done at our office premises.

**6. Payment Terms:**

- a) 40% with PO towards mobilization Amount
- b) 20% after completion of 40% of work
- c) 20% after completion of 75% of work
- d) 15% after completion of 100% of work & submission of final bill
- e) 5% retention amount which will be released after 6 months from the date of handover of project.

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**We hereby accept the above terms & conditions applicable thereto.**

For and on behalf of M/s. \_\_\_\_\_

**(seal/stamp of the firm)**

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**(Name & Designation of the person signing)**

**Place :**

**Date :**