



## Gujarat National Law University

**GUJARAT NATIONAL LAW UNIVERSITY**  
(Established Under Gujarat Act No.: 09 of 2003)

**Tender Ref. no. PC-01/GNLUS/2026**

**Date: 05/05/2026**

### **Notice for Registration/Empanelment of Vendors/Suppliers for the Execution of various works in Gujarat National law university (GNLU) at Silvassa**

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at [procurement@gnlus.ac.in](mailto:procurement@gnlus.ac.in) For further information, visit University Website – (<https://www.gnlus.ac.in/tenders/>).

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## NOTICE

Gujarat National Law University, Silvassa inviting sealed applications for empanelment of contractors/vendors of repute having presence in Silvassa for various works related to Taxi Services/Painting Works/Tiles & Minor Civil Works /Electrical Works /ICT Networking (Supply, Installation and Maintenance) etc. Last date of submission of bid is 19/05/2026 by 5:00 pm. Any addendum / corrigendum to this advertisement shall be published on University website only. Please visit the website (<https://www.gnlus.ac.in/tenders/>) carefully before submission of bids.

Bid Document Fee/ Tender processing Fee (Non-refundable)	Rs. 2500/- (Rupees Two Thousand Five Hundred only) by way of DD from any Nationalized bank drawn in favor of the Registrar, Gujarat National Law University Payable at Silvassa.
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The last date for submission of application is **19/05/2026 up to 05:00 p.m.**  
Application (s) received after last date of submission will not be considered.

- **Date of Issue of Notice Inviting Application:** 05/05/2026 at 15:00 hrs
- **Last date of submission of Notice Inviting Application:** 19/05/2026 at 05:00 p.m.
- **Date of Opening of Application:** 20/05/2026 at 11:00 hrs

The prescribed document inviting application and the relevant terms and conditions can be downloaded from the official website of GNLU, Silvassa (<https://www.gnlus.ac.in/tenders/>). The interested Contractors/Vendors should submit their application in the prescribed formats for Technical Bid (Annexure I) strictly following the Terms and conditions after signing each and every tender paper along with the seal / stamp of the Agency in sealed envelopes, it as "**Application for Empanelment of CONTRACTOR/VENDORS FOR VARIOUS WORK AT GUJARAT NATIONAL LAW UNIVERSITY SILAVSSA ("Nature of Work/Category")**" and shall be submitted in the office of the Deputy Registrar, Gujarat National Law University, Silvassa Campus, Sachivalaya, Secretariat Building, Amli, Silvassa, Dadra & Nagar Haveli - 396230 DNHDD, INDIA. before closing date and time as mentioned above.

- The Authority reserves the right to empanel the agency for all or some of them.
- The Authority reserve the right to postpone and / or extend the date of receipt / opening of Application or to withdraw the same, without assigning any reason.

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**CATEGORY WISE LIST OF ITEMS / WORK**

<b>Sl. No</b>	<b>Category</b>	<b>Category Code</b>	<b>Particulars of Items</b>
1	<b>Office Stationeries &amp; Others</b>	<b>001</b>	All types of Office Stationeries like A4, A3 Paper, Label Sheets, Hole Guard, Numbering Machine, Note sheets (Legal Size: printed or plain), Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Dispatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Colored Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationery items etc.
2	<b>SanitationItems</b>	<b>002</b>	Plumbing and accessories supplier. Which includes: Health Faucet & Jet Spray, Cistern Flush Tank, Toilet Seat Cover, Wash Basin, Wash Basin Faucet, Hand Shower, Overhead Shower, Bathtub, Phenyl, Colin, Acid, Naphthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand washes, Soaps, Gloves & allied sanitary items etc.
3	<b>ElectronicItems</b>	<b>003</b>	LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water Cooler, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound & MikeSystem, Washing Machine, etc.
4	<b>ICT Networking (Supply, Installation and Maintenance)</b>	<b>004</b>	Desktop Computer, Laptop computer, Tablet of HP/ Dell/ Samsung/ Lenovo or Equivalent Make, HP/Samsung/ Canon or Equivalent Make Printer, Photocopier Machine Both Black & White / Coloured, Scanner, Software, Antivirus, UPS, UPS Battery, Server, Firewall Modem, Pendrive of Sony or Equivalent Make, Fax Machine, EPABX, Digital Podium, Toner, Printer Cartridge etc. B & W and Colour Toner for Photo Copier Machine of Canon & Ricoh Make, B & W and Colour Printer Cartridge for HP, Canon Make LaserJet/ Multifunction Printers, etc
5	<b>Audio VisualEquipment</b>	<b>005</b>	Audio Visual system for Conferencing, Audio Visual Equipment for Auditorium, LED/LCD Projector, DLP Projector, Mobile/ Pocket Projector, Projector Screen of Godrej / Sony /

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			Samsung/ Bosch or Equivalent Make
6	<b>Painting Materials and Works</b>	<b>006</b>	All types of painting materials including with putty, primer, etc. and with labour, etc. Painting work at hostels, Campus, etc.
7	<b>Office Furniture</b>	<b>007</b>	All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal, Podium etc.
8	<b>Electrical Installation and Accessories</b>	<b>008</b>	Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geyser, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items etc.
9	<b>Sports &amp;Gym Equipment</b>	<b>009</b>	All fitness Equipment and Sports Equipment.
10	<b>Event Management</b>	<b>010</b>	To arrange Light, Sound System, Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc. On programmes, functions, Seminars, Conferences and other events organized by the University from time to time.
11	<b>Medicines</b>	<b>011</b>	All types of medicines for University dispensary.
12	<b>Taxi Services</b>	<b>012</b>	Transport services for the campus during events, visits and other purposes.
13	<b>Aluminium Works (Supply and Installation)</b>	<b>013</b>	Aluminium doors, partitions, Nails, screws, bolts, catches, drawer pulls, knobs, Door closers, Door stopers, sliding rails, hinges, sofa legs, lifters, backrests, springs, gun nails, foot codes, connections, activities, fastenings, baskets, and decorations, Glass fitting, etc
14	<b>Carpenter works and material supply</b>	<b>014</b>	Nails, screws, bolts, catches, drawer pulls, knobs, Door closers, Door stopers, Bed repair, Soap stans, Hangers, sliding rails, hinges, sofa legs, lifters, backrests, springs, gun nails, foot codes, connections, activities, fastenings, baskets, and decorations, Glass fitting, and all other repairing and maintenance works, etc
15	<b>Tiles &amp; Minor Civil Works</b>	<b>015</b>	All types of Civil works, plastering, drainage cleaning & repair works, water leakage problems, including

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			with plumbing, etc and Tiles work at Hostels and Campus.
16	<b>Flex and Banners Printing</b>	<b>016</b>	Printing of Banners, Flex, Signage, Roll up and Flex Standee, Posters, Cover design, Composing, Sublimation Printing, Screen Printing, Offset Printing, LED UV Printing, Digital Printing, Campus signboards and displays etc.
17	<b>Accommodation/ Guesthouse and Catering services</b>	<b>017</b>	Accommodation/ Guesthouse/ Hotel/ Catering services etc.
18	<b>Grocery and Housekeeping items</b>	<b>018</b>	Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Baby Soap, Candle, Match Box, Bath Soap, etc. Phenyl, R2, R4, detergent, Floor cleaners, Toilet cleaners, Acid, dust pan, brooms, dustbin, naphthalene balls etc.
19	<b>Gardening &amp; Landscaping</b>	<b>019</b>	Lawn maintenance, plantation, tree care
20	<b>CCTV &amp; Surveillance</b>	<b>020</b>	Installation and Annual maintenance of CCTV systems
21	<b>Courier &amp; Postal Services</b>	<b>021</b>	Speed post, courier, logistics, etc
22	<b>Travel &amp; Ticket Booking</b>	<b>022</b>	Train and flight ticket booking, travel management
23	<b>Waste Management Services</b>	<b>023</b>	E-waste, bio-waste, solid waste disposal
24	<b>Fire Safety Equipment</b>	<b>024</b>	Fire extinguishers, refilling and maintenance
25	<b>Photocopier Rental Services – MFD on rental basis</b>	<b>025</b>	Copier, Printers, MFD on rental basis
26	<b>Medical Services</b>	<b>026</b>	Doctor on call, ambulance services and medical emergency services.

***Gujarat National Law University – Silvassa Campus reserves all the rights to modify or add any or all the categories as per the requirement from time to time.***

\*\*\* Vendors who wish to get registered for more than one category shall have to apply separately for each category and pay the registration fee for each category separately. The form submitted without a registration fee shall be outrightly rejected. Multiple categories mentioned in one single form will lead to rejection of the form. \*\*\*

## 2.1 General

1. GNLU, Silvassa reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of GNLU, Silvassa in respect of registration of parties for various categories of work / items will be intimated by post /email and shall be final & binding on all concerned registered firms / vendors in the panel of GNLU, Silvassa.
2. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of GNLU, Silvassa and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
3. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
4. This document is treated as a valid contract between GNLU, Silvassa and Vendor and adherence to all aspects of fair-trade practices in executing the purchase orders / work orders placed by GNLU, Silvassa from time to time during the registration period.
5. In case of empanelled vendor is found in breach of any terms & condition(s) of GNLU, Silvassa or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and debarring and blacklisting the vendor concerned for at least three years for further dealings with GNLU, Silvassa.
6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with GNLU, Silvassa, empanelled vendors are required to No. quote the Registration.
8. The GNLU, Silvassa has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

## 2.2 Validity, Extension and Termination of Agreement:

1. The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every 6 months. Based on satisfactory performance, the contract may be extended on a year-to-year basis for a maximum of three years, at the discretion of the Gujarat National Law University after expiry of the contract.
2. The successful Bidder has to convey acceptance of Letter of Intent (LOI) within 07 working days of receipt of Letter of Intent (LOI).
3. GNLU, Silvassa may at any time terminate the services agreement with immediate effect by giving written notice to the successful Bidder, if the successful Bidder becomes bankrupt or otherwise insolvent and for any breach

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of the agreement, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to GNLU.

## 2.3 Rates

- (1) The rates offered by the Bidder shall be inclusive of all Govt. Taxes/Levies, statutory contributions, cesses, insurance etc. or any other taxes that may be imposed by any authority in future, which are to be settled and born on equitable basis by the Successful Bidder without any liability on GNLU, Silvassa.
- (2) The stamp duty and registration charges will be borne by the contractor.
- (3) All expenses for the execution of contract, service Agreement shall be borne by the Successful Bidder.

### **Guidelines & Instructions for Filling out the Vendor Registration Form**

(Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.)

1. All columns in the Registration Form are to be duly filled up. Indicate, 'NIL'/ 'Not Applicable', wherever details are not available or not relevant respectively. All sheets of the Registration Form are to be signed & stamped.
2. All pages should be signed with the stamp by the authorized representative of the company on that behalf with every declaration that the document/ information furnished is true and valid for the duration of the registration and in case there are any changes/variations, the same shall be immediately brought to the notice of GNLU Silvassa.
3. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. Any vendor that provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration. Vendors must submit all necessary information/documents in support of their qualification for registration as per the "Vendor Registration Form for Empanelment" specified in Annexure-I. Mere registering as a vendor does not entitle the registered entity towards any claim for the award of work/purchase order.

TECHNICAL BID: Vendor Registration Form for Empanelment

Vendor Registration/2026

Date:

Category \_\_\_\_\_

Category Code \_\_\_\_\_

1. Name of the Organization \_\_\_\_\_

2. a) Head Office / Registered Office \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No/mobile \_\_\_\_\_

No.Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

Branch Office in Silvassa, if any  
(Provide Complete Address) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No./Email \_\_\_\_\_

3. Name of Chief Executive / Proprietor  
/Partners with Designation \_\_\_\_\_

Telephone No./Mobile \_\_\_\_\_

No.Fax No./ Email \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_

Telephone No./Mobile \_\_\_\_\_

Email: \_\_\_\_\_

## 5. Type of Organization

## Documents to be enclosed

- a) Proprietary  Trade License
- b) Partnership  Partnership Deed / Trade License
- c) Private Limited Company  Memorandum of Article
- d) Public Limited Company  Certificate of Registration / Trade License
- e) Public Sector  Trade License

### a. Nature of Business (tick the relevant)

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockist	<input type="checkbox"/>	Indian Agent	<input type="checkbox"/>	Indian Branch Office	<input type="checkbox"/>
Others Pl. Specify					

### b. Audited Annual Turnover during last 3 years (₹ Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	₹ in Lakhs
2023-24	
2024-25	
2025-26	

**c. Commercial Information Registration (Enclose Attested Copy Wherever Applicable).**

<b>S. No.</b>	<b>Information</b>	<b>Details</b>
1	GST Regn. No.	
2	CST / VAT Regn. No.	
3	State ST Regn. No	
4	TIN No.	
5	Excise Registration No. Trade / Factory License No.	
6	Service Tax Regn.No.	
7	PAN No.	
8	Details of Registration Certificate with DGS&D/NCCF	
9	SSI/NSIC Certificate	
10	Current dealership agreement with Principal Letter No. / Date / Valid upto	
11	Relevant ISI/ SO Certificate, if any	
12	Bank Details: Account No.	
13	Name of Bank & Branch	
14	IFSC Code	

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**d. Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings /Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required)

Sl. No.	Name of the Institution / Organisation	Empanelled for Category/Item	Contact Person of the Organisation with whom empanelled	Contact Number with E-mail ID

**i. Details of Registration fee (₹ 2,500/-) for each category (which category you interested)**

Category Code - \_\_\_\_\_

D.D. No.. \_\_\_\_\_ Date:\_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR**

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....

..... (Signature of

Proprietor/Partner/Chief Executive)Full

Name

.....

Place: .....

(Official Seal)

Date: .....

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## **TERMS AND CONDITIONS**

### **1. Eligibility & Categories for Registration / Empanelment**

Companies/firms/registered (authorized) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

### **2. Benefits of Registration**

The Companies/firms/registered (authorized) dealers registered with Gujarat National Law University – Silvassa Campus will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorized) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.
- c) Enquiries against spot or emergency purchases may be sent to registered firms only.

**NOTE:** This tender is not for the “rate contract”. The items/goods/glass wares/ plastic wares etc. Will be procured from the registered suppliers/vendors by quotations offering minimum price and maximum discount following the rules of GFR-2017.

**3. Delivery Schedule:** Delivery at GNLU, Silvassa, order should be executed within the period mentioned in the supply order. Non availability of stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brand or sample if any, Vendors/Suppliers must take back the items and replace with no additional cost.

**4. Penalty:** Timely delivery is essence of the contract, hence if any consignment is delayed liquidity damages at the rate of 0.5% of the price of the delayed consignment for each week of part thereof shall be levied and recovered subject to maximum of 10% of total supply order value.

### **5. Payment:**

- No advance payment.
- Payment via e-transfer against GST invoices, subject to satisfactory certification.
- No escalation in rates during contract.
- Overpayments, if detected, will be recovered; underpayments rectified.
- No overtime work or such compensation shall be payable by the Bank.
- No compensation shall be payable by the Bank for any loss on account of delay in commencement or execution of work.
- Claims pertaining to a financial year should invariably be received by the end of the same year.

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## **6. Liquidated damages/penalties will be recovered for delays or defaults.**

The liquidated damages, at the discretion of the Bank, may be fixed as under: -

- For procurements estimated to cost up to Rs.5.00 lakh, the quantum of liquidated damages per week shall be 0.25% of the estimated cost put in tender, subject to a maximum of 7.5% of the accepted amount.
- For procurements estimated to cost above Rs.5.00 lakh, the quantum of liquidated damages per week shall be 0.25% of the estimated cost, subject to a maximum of 5% of the accepted tender amount. The fraction of a week's delay will be taken as a delay of one week.
- Normally the Liquidated Damages shall not be waived. However, the CA may waive the same under exceptional circumstances for the reasons to be recorded in writing.

## **7. Deliveries after Expiry of Delivery Period:**

- Accepting deliveries after the expiry of delivery date of a particular instalment, without extension in delivery period by the Bank, would amount to voluntary abrogation of Bank's legal rights under the contract to claim LDs or other remedies. The goods may be retained without prejudice to the rights of the Bank under the terms and conditions of the contract'
- The materials supplied after the expiry of contracted delivery date and its provisional retention do not acquiesce or condone late delivery and does not intend or amount to an extension of the delivery period or keep the contract alive.
- The Agency may apply for an extension of delivery date from the Bank well in advance.
- The Bank shall not be liable for any demurrage, wharfage and deterioration of goods before delivery.

**8. University may procure services/products through GeM wherever applicable as per GFR**

**9. Work shall be awarded through: Competitive quotation among empanelled vendors.**

**The following self-certified essential documents (as applicable) should accompany the Registration Form:**

1. GST/ CST / VAT / TIN No.
2. Trade License, Factory License.
3. Income tax Permanent Account No.
4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if applicable
5. Registration Certificates with DGS&D/NCCF if applicable
6. Valid SSI/NSIC Certificate (If Registered)
7. Current dealership Agreement /Registration Certificate from the Principal.
8. Annual Turnover CA certified Certificate for last 3 years & Copy of ITReturn for the year 2023-24, 2024-25, and 2025-26.
9. Bank Details.
10. Relevant ISO/ISI certificate.
11. The Tenderer should be a registered firm / Company.
12. The Tenderer should have a valid PAN and should attach a copy of the same.
13. The Tenderer should submit an undertaking that he/she or his/her firm has not been blacklisted by any Govt. Department / Organization as on date of submission of the Bid.
14. The Agency shall provide the name and contact details of the person during their deployment of the works.
15. Need to attach the previous work/purchase orders and satisfactory reports related to categorized work stated in the tender
16. First preference will be given to the Local contractor/vendors near the GNLU, Silvassa Campus

**UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR REGISTRATION/EMPANELMENT**

We are very much interested in registering ourselves with you as “Supply / Service Provider/ Contractor. We have gone through all the conditions/ details mentioned in your prescribed format / registration document for the purpose. We agree to all your terms & conditions in this regard.

- ✓ We have filled in all the data /particulars in the format and have submitted the necessary copies of documents.
- ✓ We also certify that all the information furnished is true and correct to the best of our knowledge. We also agree that if on verification, any data/information is found to be false, GNLU Silvassa reserves the right not to consider our offer for registration or blacklist us if already registered.
- ✓ We declare and confirm that all information and attachments submitted in this application are true and correct.
- ✓ We, also undertake to produce the document/certificates in original for verification as and when required by GNLU Silvassa.
- ✓ We, now, request your good self to kindly consider us for the above registration.

Thanking you,

Yours sincerely, \_\_\_\_\_

Seal & Signature of the authorized signatory

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_