



CENTRAL UNIVERSITY OF RAJASTHAN (Established
by an Act of Parliament, the Central Universities Act 2009)
NH-8 Bandarsindri Distt. Ajmer

(Notice Inviting Rate Contract Proposals)

Bids for rate contract (RC) proposals are invited for the purchase of (Glasswares/Plasticwares/Chemicals/Instruments/ Gen items) for the brands name mentioned in this tender from original manufacturers, distributors or authorized dealers along with price list and maximum discount offered.

1. Cost of Tender Rs. 1000/- (for each tender-non-refundable)
2. Last Date of submitting proposal form dt. **22-08-2016**
3. Amount of E.M.D Rs. 25,000/-(for each category)
4. Demand Draft should be in favour of “Central University of Rajasthan” payable at kishangarh.

Mode of EMD and Tender form fee: Party should make separate D.D. for Tender form fee and EMD.

Important Note for the party:-

- (i) Separate proposal for each category (Glasswares/Plasticwares/Chemicals/Instruments/Gen items etc) should be submitted.
- (ii) Proposals should be sealed and signed and must contain the requisite EMD tender form fee along with the necessary documents/Authorisation certificates. The proposal(s) should be sent to:-

Registrar,
Central University of Rajasthan,
N.H.-8 Road, Jaipur-Ajmer Highway,
Bandarsindri, Kishangarh, Distt. Ajmer,
Rajasthan Pin-Code- 305817

Please mention the category of the item(s) (Glasswares/Plasticwares/Chemicals/Instruments/Gen items etc) on the top of the sealed envelope of the proposal. Please note that the proposal document is subject to verification with the original document, and if any discrepancy is found, the proposals for the rate contract would be rejected. **The proposal will be opened in presence of the attending Bidders on 22-08-2016.** The University reserves the right to reject any or all proposals, without assigning any reason thereof.

Registrar
CENTRAL UNIVERSITY OF RAJASTHAN
NH-8 Bandarsindri, Kishangarh
Distt. Ajmer

CENTRAL UNIVERSITY OF RAJASTHAN
(Established by an Act of Parliament, the Central Universities Act 2009)
NH-8 Bandarsindri Distt. Ajmer 305817 (Rajasthan)

PROPOSAL FORM

1. Proposal form submitted for
(Name of category item (Glasswares/ Plasticwares/ Chemicals/ Instruments Gen Items etc.)

2. Name and Address of Party
.....
.....

3. Details of demand draft sent

Category of payment	D.D. No.	Bank Name	Amount(Rs.)	Date
Proposal form fee				
EMD				

4. We are accepting all the terms and conditions as mentioned in Tender documents and we have signed with our full satisfaction.
5. The quoted rate list of(Glasswares/ Plasticwares /Chemicals/ Instruments/General Items etc.) in duplicate duly signed and sealed is enclosed.
6. The supplies as per orders will be made withindays.
7. **The discounts given in tender are valid up to _____ from the date of your approval letter and the period can be extended by the acceptance of both.**
8. We are enclosing herewith the following documents as desired by you Copy of PAN, sale tax registration certificate, manufacturing license/ Authorized distributor/dealer certificate on the original letter head of manufacturer, addressed to tendering authority, without which the proposal will not be considered under any circumstances.

Dated:.....

(Signature with Stamp of Party)

CENTRAL UNIVERSITY OF RAJASTHAN
(Established by an Act of Parliament, the Central Universities Act 2009)
NH-8 Bandarsindri, Kishangarh, Distt. Ajmer 305817(Rajasthan)

MAIN GUIDELINES/ POINTS WHICH ARE TO BE KEPT IN MIND WHILE
SUBMITTING THE PROPOSAL

1. Latest sales tax clearance certificate and declaration certificate of manufacturer or Authorized dealer should be enclosed along with the proposal.
2. All the terms and conditions are to be accepted by the firm and any counter conditions if any imposed will not be considered.
3. Samples of proposed items are to be furnished as per terms and conditions if required.
4. The proposal should be submitted only by those firms who are manufacturers/ Authorized dealers of the products quoted. Certified copy on the original letter pad of the manufacturer for authorized dealer or registration certificate for manufacturer's should be accompanied with the proposal.
5. Expiry date of the supplied items should not be less than a year at the time of the receipt in stores.
6. Payment will be made as per university rules.
7. A price charging certificate should also be furnished to the effect that the rates offered are reasonable and justified.
8. The quoted rate list should be submitted in duplicate duly signed and sealed.
9. The successful party will be bound to execute supply at the approved rate for full period of contract.
10. The earnest money Rs. 25,000 /-(for each category) to be deposited with the proposal form through demand draft in the favour of Central University of Rajasthan payable at Kishangarh, for each proposal of Chemicals, Glasswares/Plasticwares, Instruments and General Items.
11. University reserve its right to accept or reject any bid without assigning any reason. University may add or delete any brand as per its requirement.

I/we have read all guideline carefully as mentioned above and agree to abide by these conditions also.

Dated:.....

(Signature with name and
Address stamp of Party)

Central University of Rajasthan
Terms and Conditions of the RC Proposal

(1) Price / Taxes:-

Prices stated in this RC proposal should be F.O.R. Central University of Rajasthan, Bandarsindri NH-8, Distt. Ajmer Campus and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to the order. Prices set forth shall be inclusive of applicable sales tax, value-added or similar taxes, packing forwarding and delivery charges until and unless specified in the schedule. This University is registered with DSIR vide No.TU/V/RG-CDE(1115)/2013 dated 24th October 2013 & is exempted for paying excise & Custom Duty.

(2) Acknowledgement and Acceptance of agreement :

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

3) The Vendor as an Independent Contractor :

The Vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto. The Vendor expressly waives any and all rights which may or may not exist to claim any relief under the university's comprehensive insurance policy, worker's compensation or unemployment benefits.

4) Delivery :

At Central University of Rajasthan, NH-8 Bandarsindri Distt. Ajmer and within stipulated period mentioned in Purchase Order from the date of receipt of purchase order. If any material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the Vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.

5) Reproduction of Documentation :

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information relative to the foregoing literature and documentation with timely written notice.

6) Rescheduling :

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the Purchase Order, defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within ten (10) working days) of any necessary rescheduling.

7) Shipping, Packaging and Labelling :

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

THE UNIVERSITY WILL NOT BEAR THE LOSS UNDER ANY CIRCUMSTANCES DUE TO DAMAGE/BREAKAGE OF ARTICLES IN THE TRANSIT. THE COST OF THE DAMAGE/BROKEN ARTICLES WOULD BE DEDUCTED FROM THE BILL.

8) Changes / Amendments :-

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ revised Order issued and signed by the University.

9) Inspection And Acceptance :

Material procured from vendor shall be inspected and tested by the University or its designated person at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to material covered by this agreement shall be made available to the University during the performance of the order.

If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor
(a) rescind the purchase/supply order as to such non-conforming Material;

- (b) accept such material at an equitable reduction in price;
- (c) reject such non-conforming material and require the delivery of suitable replacements.
- (d) If the vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned thereby, or terminate this order for default.

No inspection (including source inspection) test, approval (including design approval) or acceptance of material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

10) Invoicing / Payments / Set-Offs :

After each completion of supply/purchase order, the Vendor shall send original invoice including item number to the University's concern Department.

Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor fails to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

11) Term of payment:

- i) For chemicals, glasswares/plasticwares: 100% payment after certification by the committee constituted for this purpose within 1 month of receiving the consignment by the university.
- ii) Earnest Money Deposit credited along with proposal shall be converted as a security deposit & first party shall have to credit balance amount of security deposit either in cash or in the form of Bank Guarantee of Nationalized Bank while submitting agreement. The amount of security deposit shall be released after expiry of warranty.
- iii) The earnest money of unsuccessful parties shall be return soon after final acceptance of proposal(s).
- iv) Payment to be made to the first party will subject to the deduction of taxes applicable at source at the rate in force from time to time.

12) Selection of the party:

For the purpose of selection of the party, following documents should be attached with RC proposal.

- a. Authorization Certificate of dealership from the manufacturer firm/company
- b. Latest Sales Tax Clearance Certificate.
- c. Complete literature along with the catalogue and technical data must be enclosed with the proposal to facilitate the technical expert in selection of items.
- d. Clientele list and work done list
- e. IT clearance Certificate, Audited Balance Sheet, etc.
- f. Performance Certificates from clients.

- g. Separate DD for EMD amount and tender fee amount.
- h. The form of the “Terms and Conditions” should be duly filled and signed by authorized person.

While the above procedures lay down the overall guidelines, Central University of Rajasthan reserves the right to select the vendor based on other parameters at its discretion.

13) Delivery and Opening of RC proposal :

The completed proposal should be delivered at the

Registrar
Central University of Rajasthan,
NH-8 Bandarsindri, Kishangarh,
Distt. Ajmer-305817 (Rajasthan)

on or before 22-08-2016 upto 02.00 p.m. RC proposal will be opened on 22-08-2016 at 3.00 P.M.

14) Liquidated damages for delayed supply :

If vendor fails to deliver any of or all products or does not perform the services within the period specified in the contract, the second party shall, without prejudice to its other remedies under the contract, deduct from the bill, a sum equivalent to 0.5% of the price of undelivered stores at the agreed price for each week to maximum limit of 5% of the value of stores so undelivered. Once maximum is reached, the second party may consider termination of contract.

15) Assignment / Subcontracting /sublet :

The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

16) Cancellations :

The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, FAX, or telex notice to the Vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order.

The University may cancel order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:-

- (a) fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) files a voluntary petition in bankruptcy; or
- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) voluntarily ceases trading; or
- (f) merges with or is acquired by a third party; or

- (g) assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

17) Forfeiture of EMD:

- i. When bidder fails to commence the supply of the items as per the supply order within the time prescribed.**
- ii. When bidder does not execute the agreement, If any prescribed within the specific time.**
- iii. When the bidder withdraw or amend any term within validity of Bid.**

- 18)** Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this tender or in Law.

19) Patent Indemnity:

The Vendor shall have to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

20) Compliance with Laws:

After acceptance of RC proposals, successful parties shall have to comply with the requirements of all the existing laws. The Vendor shall also have to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor will have to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

- 21)** RC proposal received late, incomplete tenders and tenders not in conformity with our prescribed specifications, terms and conditions will be rejected. Central University of Rajasthan will not be responsible for postal delay, non-receipt / non-delivery of RC

Proposal documents or loss of documents in transit.

22) Law of the Contract:

The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of Ajmer.

23) All the articles supplied shall strictly confirm to the specifications, Trademark laid down in the proposal form and wherever articles have been required according to ISI specifications, those articles should confirm strictly to those specification and should bear such marks.

24) Discount quoted by vendor should be valid during entire duration of contract.

25) As far as possible, RC proposals should be given for goods of India manufacturer. If foreign goods quoted and proposed to be supplied should be covered by normal input quota of the dealer. This University is exempted from payment of custom duty. Certificate of the same will be provided by the University if needed.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Date

**(Signature of Party with
seal and full address)**

Chemicals

S.No.	Brand Name
1.	Acros
2.	Affymetrix
3.	Alfa Aesar
4.	Allied
5.	AMARESCO
6.	American type cell culture ATCC
7.	Ases Chemical
8.	Avanti Pola
9.	Avra
10.	Bayer chemicals
11.	BD Biosciences
12.	BIOLABS
13.	Biolinkk
14.	Bioneer
15.	Biorad
16.	BR Biochem
17.	Calbiochem
18.	Caymen
19.	CDH
20.	Cell Signalling technology
21.	Clontech
22.	DHARMACON
23.	ELICO
24.	E-MERCK
25.	Enzo
26.	Fermentas
27.	Finar
28.	Fisher Bio Reagents
29.	Fisher Chemical
30.	Fisher Scientific
31.	Fluka
32.	Future Bioscience
33.	G- Biosciences
34.	GE- HEALTHCARE
35.	Genart
36.	Genescript
37.	Himedia Without GRM
38.	Himedia (GRM)
39.	IBIDI
40.	IDT
41.	Invitrogen
42.	JIBCO
43.	JPP

44.	JPT
45.	Kemphasol
46.	LANCASTER-ALFA-AESAR
47.	Lancaster-Alfa-Aesar
48.	Life Technologies
49.	Loba
50.	Loba(Imported)
51.	Lonza
52.	Machery-Nagel
53.	Medox
54.	Merck
55.	Merck Biosciences
56.	Merck India
57.	Merck Millipore
58.	MO BIO
59.	Molychem
60.	MP-Biomedicals
61.	MWG
62.	NEB
63.	NEB Imperial Life Sciences
64.	Otto Chemical
65.	Pierce
66.	PROMEGA
67.	Promo cell
68.	Qiagen
69.	Qualigens
70.	Qualikems
71.	Rankem
72.	Reidel
73.	ReinstenanoVentares
74.	ROCHE
75.	Santa Cruz
76.	Scigndmlabs pvt. Ltd
77.	SDS Fine Chemicals
78.	Sigma-Aldrich
79.	Spectrochem
80.	Spinchrom
81.	SRL
82.	SRL for culture Media
83.	Takara
84.	TCI
85.	Thermo Fisher
86.	Thermo fisher Scientific
87.	Titan Biotech

88.	Tocris
89.	Vtech
90.	Wacker Chemie
91.	Whatman
92.	Whatman (Part of Wipro GE Health Care)
93.	Xcelris

Special Rates for bulk packing be also quoted.

Glasswares

S.No.	Brand Name
1.	Abdos
2.	Alpha
3.	ASGI
4.	Axiva
5.	Axygen
6.	Blue Ribbon
7.	Borosil
8.	Brand
9.	Cole parmer
10.	Duran
11.	Eppendorf
12.	Fiber Guide (for multimode PCS fiber)
13.	Fisher Scientific
14.	Genaxy
15.	Glassco
16.	Goel scientific Glassware
17.	Greiner
18.	Himedia
19.	IKA
20.	Infusil
21.	JSGW
22.	Labco
23.	Merck
24.	Perfit
25.	Plastx
26.	Polylab
27.	Riviera
28.	Riviera glass
29.	Schott-Duran
30.	Sigma Aldrich

31.	SKG
32.	SPECTROCHEM
33.	Supelco
34.	Supertek
35.	Tarson
36.	Tensil
37.	Whatman(Part of Wipro GE Health Care)

Special Rates for bulk packing be also quoted.

Plasticwares

S.No.	Brand Name
1.	ABDOS
2.	ASGI
3.	Axiva
4.	AXIVASCICHEM
5.	Axygen
6.	Bioarad
7.	Blue Ribbon
8.	Borosil
9.	Brand
10.	Cole parmer
11.	Corning
12.	Eppendorf
13.	Fiber Guide (for multimode PCS fiber)
14.	Fisher Scientific
15.	Future Bio Science.
16.	Genaxy
17.	GENETIX
18.	Glassco
19.	Goel scientific Glassware
20.	Greiner
21.	HEATHROW SCIENTIFIC
22.	Himedia
23.	IKA
24.	Infusil
25.	JSGW
26.	LABWARE
27.	Machery-Nagel

28.	Merck
29.	MILLIPORE
30.	Moxcare
31.	PALL
32.	Plastx
33.	Polylab
34.	Riviera
35.	Schott-Duran
36.	Sigma Aldrich
37.	SKG
38.	SPECTROCHEM
39.	Supelco
40.	Supertek
41.	Tarson
42.	Tensil
43.	Thermo fisher
44.	Thermo Life Sciences
45.	TOP-TECH
46.	TPP
47.	WATERS
48.	WHATMAN
49.	Whatman(Part of Wipro GE Health Care)

Instruments

S.No.	Brand Name
1.	Agilent
2.	Almicro
3.	Ambassador
4.	Bio-rad
5.	Brand
6.	Chino
7.	Citigen
8.	Citizen
9.	Envirotech
10.	Eppendorf

11.	Eutech
12.	G-Bioscience
13.	Genaxy
14.	Genetix
15.	Gilson
16.	Grant
17.	Hi tech
18.	Himedia
19.	IKA
20.	Jsgw
21.	Khera Instruments
22.	Lab India
23.	Labtronic
24.	Life Technologies
25.	M.S.Electronic (EI)
26.	Mac
27.	Merck Biosciences
28.	Mettler Toledo
29.	Milipore
30.	Omega Electronic
31.	Orion (Thermo Scientific)
32.	Pelican
33.	Perkin elmer
34.	Popular
35.	Precisa
36.	Precissa Balances
37.	Remi
38.	Rescholar
39.	Reshloer
40.	Riviera
41.	Rivotek (Riviera Instruments)

42.	Sartorius
43.	Sigma
44.	Sinsil Instrument
45.	Sonar
46.	Systronic
47.	Tarson
48.	Tempo
49.	Thermo Scientific
50.	Thermo-fisher
51.	Toshiba
52.	Toshniwal
53.	Indian High Vacum Pumps

Special Rates for bulk packing be also quoted.

General items-

S.No.	Brand Name
1.	Abdos
2.	Axivachem
3.	Cole Parmer
4.	Dimple
5.	ELTRONICS
6.	Himedia
7.	Indosaw
8.	J India
9.	Merck
10.	Millipore
11.	Omega
12.	Polylab
13.	Sandvic Components
14.	Scientific and Analytical Instruments
15.	Scientific Suppliers
16.	SES Instruments Pvt. Ltd
17.	Shiv Instrument
18.	Sigma Aldrich
19.	SPECTROCHEM
20.	Supleco
21.	Swastik
22.	Top- tech
23.	VigyanBhawan
24.	Vijay Scientific
25.	Whatman(Part of Wipro GE Health Care)

Special Rates for bulk packing be also quoted.

A) Consumables:-

1. Evaporation materials (Granuale/slug/tablet/ pallet/wire/sheet/foil etc..with purity higher than 99.9%)

S. No.	Brand Name
1	KURT. J. LESKER
2	MTI Corporation (mtixtl.com)
3	Semiwafer (semiwafer.com)
4	CrysTec (http://www.crystec.de/crystec-e.html)
5	SIGMA-ALDRICH
6	ALFA-AESAR
7	Advanced Research Scientific

2. Sputtering and PLD targets

S.No.	Brand Name
1	KURT. J. LESKER
2	MTI Corporation (mtixtl.com)
3	Semiwafer (semiwafer.com)
4	CrysTec (http://www.crystec.de/crystec-e.html)
5	SIGMA-ALDRICH
6	ALFA-AESAR

3. Substrates and wafers

S.No.	Brand Name
1	CrysTec (http://www.crystec.de/crystec-e.html)
2	MTI Corporation (mtixtl.com)
3	Semiwafer (semiwafer.com)
4	SIGMA-ALDRICH
5	ALFA-AESAR

4. Evaporation sources (resistance heated boats/ baskets and filaments, laser ablation target carrousel, crucibles for electron beam sources, indirectly heated effusion cells etc..)

S.No.	Brand Name
1	KURT. J. LESKER
2	MTI Corporation (mtixtl.com)
3	Hind High Vacuum
4	ALFA-AESAR

Special Rates for bulk packing be also quoted.

We have gone through the above terms and conditions and agree to abide by them.

**(Signature of Party with
seal and full address)**