



**TENDER NOTICE**

**KENDRIYA VIDYALAYA SANGATHAN**  
**(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)**

**18, INSTITUTIONAL AREA,  
SHAHEED JEET SINGH MARG,  
NEW DELHI-110016**

Sealed Tenders are invited for awarding contract for out-sourcing the security services in KVS(HQ). Sealed tender should reach this office within 15 days of publication of this notice in Newspaper. The tender form/document can be obtained from S&S Section, KVS(HQ) at the above mentioned address on all working days (between 10.00 AM to 1.00 PM) against non-refundable payment of Rs.500/- (Rupees Five Hundred only) through Demand Draft/Pay Order to be drawn in favour of "Kendriya Vidyalaya Sangathan(HQ)" payable at New Delhi. The tender document can also be downloaded from KVS website [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) in which case cost of tender should also be remitted together with the tender document, failing which tender may be rejected.

JOINT COMMISSIONER (ADMIN.)  
9/11/16

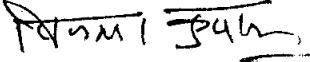


तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मुख्यालय)  
18, संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग,  
नई दिल्ली-110 016  
Kendriya Vidyalaya Sangathan (HQ)  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Dehi-110 016  
TEL.NO.26858570 FAX 26514179

### निविदा सूचना

केन्द्रीय विद्यालय संगठन (मुख्यालय) के लिए सुरक्षा सेवाओं की आउटसोर्सिंग हेतु कांटेक्ट प्रदान करने के लिए सीलबंद निविदाएं आमंत्रित की जाती हैं। सीलबंद निविदाएं इस सूचना के समाचार - पत्र में प्रकाशन के 15 दिन के भीतर इस कार्यालय में पहुंच जानी चाहिए। निविदा फार्म / दस्तावेज़ उपर्युक्त पते पर केन्द्रीय विद्यालय संगठन (मुख्यालय) के सेवा एवं आपूर्ति अनुभाग से सभी कार्य दिवसों में (पूर्वाह्न 10:00 बजे से अपराह्न 1.00 बजे तक) केन्द्रीय विद्यालय संगठन (मुख्यालय) नई दिल्ली के पक्ष में रु० 500/- (पाँच सौ मात्र) के डिमांड ड्राफ्ट / पे आर्डर के भुगतान (अप्रतिदेय) पर प्राप्त किए जा सकते हैं। निविदा दस्तावेज़ केन्द्रीय विद्यालय संगठन (मुख्यालय) की वेबसाइट [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in) से भी डाउनलोड कर सकते हैं जिसके लिए निविदा कीमत निविदा दस्तावेज़ के साथ भेजी जाए अन्यथा निविदा को रद्द कर दिया जाएगा।

  
संयुक्त आयुक्त(प्र) 111/6

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केन्द्रीय विद्यालय संगठन  
Kendriya Vidyalaya Sangathan

Kendriya Vidyalaya Sangathan (HQ)  
18, Institutional Area, Shaheed Jeet Singh Marg,  
New Dehi-110 016

**TENDER DOCUMENT**

Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract(Security Services).

Sir/Madam,

The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.

2. Sealed competitive Bids are invited by the Kendriya Vidyalaya Sangathan (HQ) from the reputed/registered Consultant/Service Provider Firm for providing Manpower through service contract initially for a period of **02 (Two) year** w.e.f. 01-12-2016 which may be extended by another **one year**, as indicated below:-

A. Area of the Building 5734.57 Sq. Mtr. having approximately 80 rooms and 40 toilets, meeting room, auditorium, canteen, corridors, stairs and open areas as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.

Address/Location of the Building Kendriya Vidyalaya Sangathan  
18, Institutional Area,  
Shaheed Jeet Singh Marg,  
New Delhi-110 016

B. Man power required:-

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts
1.	Security Supervisor	Middle Standard	01 (one)	The duty timing of the Security Supervisor will be from 8.30AM to 6.00PM
2.	Security Guards	Middle Standard	05 (five)	Shift I -from 6.00AM to 2.00 PM
3.	Security Guards	Middle Standard	06 (Six)	Shift II -from 2.00PM to 10.00PM
4.	Security Guards	Middle Standard	04 (four)	Shift III -from 10.00PM to 6.00AM
5.	Security Guards	Middle Standard	03(three)	6.00 AM to 2.00PM.(one) 2.00 PM to 10.00PM(one) 10.00PM to 6.00AM (one)for KVS staff Quarter, Noida

Total **one** Supervisor and **Eighteen** Security Guards.

An outline of tasks to be carried out by different category of manpower provided is detailed as under:-

S.No.	Category of Manpower	Responsibilities
1.	Security Supervisor	To supervise the security guards and to arrange security of all KVS(HQ)'s premises
2.	Security Guards	To provide security/guard the office wherever he is deputed

**3. Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and Service Charges in the format of quotation only attached (**Annexure-A**).
- (b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.

In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. %age of profit/service charge/s etc. As such, the bidder while submitting the bid should specifically quote the rate etc. in this regard.

(d) The Bidder shall deposit Rs.50,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/ Pay Order drawn in favour of Kendriya Vidyalaya Sangathan(HQ), payable at New Delhi as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

(e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount of Rs.50,000/- (Rupees Fifty Thousand only) valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.

(f) Telex or Facsimile Bids are not acceptable.

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

(a) The remuneration shall be disbursed through cheque at KVS(HQ)'s premises in the presence of representative of the KVS(HQ) or its constituent.

(b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KVS(HQ)'s office/premises as per the monthly remuneration quoted without any deduction.

(c) The Contracting Agency will submit the invoice/bill alongwith proof of disbursement in triplicate after making the payment to the employees provided to the KVS(HQ)'s office/premises supported with the following documents :-

- (i) Details of disbursement made to the staff furnishing cheque details for each payment,
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (f) It is mandatory for the Contracting Agency to submit the attested copy of license obtained from the Home Department, GNCT of Delhi for running the business of private security agencies operating in the NCT of Delhi, failing which the bid will be treated as disqualified/non-responsive
- (g) The normal office hours of KVS(HQ) is from 9.00 am to 5.30 pm five days from Monday to Friday. However, the Contracting Agency will provide the security services round the clock all the days in a month according to the duty timing shown at pre-pages/above. KVS also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly remuneration-A<sub>1</sub>**

where A<sub>1</sub> =  $\frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by KVS. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KVS(HQ). In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for KVS shall be made within 24 hours.

- (j) The contracting Agency will be required to sign a contract with the KVS(HQ) as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KVS reserves the right to claim and recover damages from Contracting Agency.
- (l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (m) The Contracting Agency will deploy the trained/professional security guards/security supervisor, preferably ex-servicemen, who are below the age of 50 years as well as physically fit and mentally alert. Preference will be given to the Ex-servicemen. The Contracting Agency will also ensure that the security guards/security supervisor are free from Aids or any other infectious disease before deployment for work.
- (n) The KVS(HQ) shall provide a small guard room/space for Security Supervisor and Security Guards deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (o) The Contracting Agency shall provide to their security personnel with impressive summer uniform as well as winter uniform with insignia.

#### **7. Evaluation of Bid:**

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached :-
- (a) Attested copy of license obtained from the Home Department, GNCT of Delhi for running the business of private security agencies operating in the NCT of Delhi.
  - (b) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
  - (c) Audited Balance Sheet & Profit and Loss Account.

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- (d) List of clientele during last 3 years along with cost of assignment.
  - (e) PAN No. and Current IT clearance certificate.
  - (f) Attested copy of proof of EPF registration.
  - (g) Attested copy of proof of ESI registration.
  - (h) Attested copy of proof of Service Tax Registration.
  - (i) The Bidder shall deposit Rs.50,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay Order drawn in favour of Kendriya Vidyalaya Sangathan(HQ), payable at New Delhi as earnest money alongwith the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff. quoted below minimum wages applicable for Un-skilled, Semi-skilled, Skilled, Clerical and Non-technical supervisory staff, in the Govt. of NCT of Delhi shall render the Bid disqualified for evaluation.
  - (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

**9. Last date and time of receipt of Bids**

You are requested to submit the Sealed Bids super scribed on the envelope as "Bids for providing Security Services in KVS(HQ) on service charge basis" within 15 days of publication of this notice in the



English /Hindi daily i.e. "The Times of India" and Hindi daily i.e. "The Hindustan" by 1.00 PM. The tenders will be opened at 3.00 PM at KVS(HQ) in the presence of bidders on last date of submission of tenders. If the last date of depositing and opening of tenders happens to be declared Holiday, then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs.50,000/- (Rupees Fifty Thousand only) is to be deposited along with tender document.

The Indentor looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the KVS.

Yours faithfully,

**Signature**

**Name:**

**Designation:**

**For and on behalf of the  
Kendriya Vidyalaya Sangathan**

FORMAT OF BID

Category of Manpower	Number	Unit monthly remuneration Per person per month	<u>Total Amount Per month (Rs.)</u>	Remarks
Supervisor (Semi skilled)	One	_____	_____	
Security Guards (Un-Skilled)	Eighteen	_____	_____	
		Total	_____	
Statutory Charges EPF rate as per rule		_____	_____	
Statutory Charges ESI rate as per rule		_____	_____	
Service Charges charges of uniforms bonus etc. including overhead profit			_____	
		Total	_____	
		ST	_____	
		G.Total	_____	

NOTE:

1. Service Tax shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. Please enclose the list of employee-wise name, EPF No. & ESI No. etc.)

We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. \_\_\_\_\_ (Rupees

\_\_\_\_\_ ) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Bidder)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

MODEL AGREEMENT FOR SERVICE CONTRACT

1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] Two Thousand [YEAR] between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act (XXI) of 1860) through..... located at 16, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110 016 (herein after called ..... which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [NAME OF THE CONTRACTING AGENCY] a [COMPANY/ FIRM] registered office at[ADDRESS] (hereinafter called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

1\* In the format two types of brackets have been used. These are;

- (i) Square Bracket [ ] : these brackets indicate the following;
- (a) [xxxxxxx] : replace the instruction by filling in relevant text;
- (b) [xx/yy/zz] : among the options choose the applicable one (s) and delete the rest;
- (c) [clause/phrase/sentence] : optional, choose Whichever applicable to the specific requirement.

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- (ii) Ordinary Brackets ( ) : these brackets are a part of the text and are to be retained.

## DEFINITIONS

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The agreement is general in nature wherein the particular office has been generally referred to as "INDENTING OFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired the word "INDENTING OFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by a suitable abbreviated name/acronym.

### 1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business / objective /activity of the CONTRACTING AGENCY] and is desirous of providing service to the ..... [on/in/for] [name the area of service contract].

1.2.2 WHEREAS ..... at its [NAME OF THE OFFICE] (hereinafter called the INDENTING OFFICE) is seeking service on contract for [name of the area of service contract] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants here in after contained, the parties hereto agree as follows:

### 1.3 SCOPE OF THE AGREEMENT

1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the CONTRACTING AGENCY and INDENTING OFFICE /pertaining to the WORK.

### 1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by the CONTRACTING AGENCY the ..... shall pay to CONTRACTING AGENCY as follows after deducting Income Tax at source on the total amount:

- (i) Rs. \*\* per man month / man day / man hour on [DATE] of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the CONTRACTING AGENCY.  
\*\*Rs. \_\_\_\_\_ For service contract on \_\_\_\_\_

## 1.5 MODALITIES OF CONTRACT (3)

- 1.5.1 This contract is of the nature of service contract for a specified period and not labour contract.
- 1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 1 to the Agreement.
- 1.5.3 There will be a Screening Committee for evaluation of progress of the WORK. This Committee shall be set up by the INDENTING OFFICE. It will [fix/indentify] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any stage the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.
- 1.5.4 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTING OFFICE shall be as per para 2 of tender document.

## 1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

- 1.6.1 CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix-1 to the Agreement by providing manpower in the premises of the INDENTING OFFICE.
- 1.6.2 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.
- 1.6.3 ~~CONTRACTING~~ AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly the INDENTING OFFICE

will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees/sick workers or otherwise on valid reasons.

- 1.6.4 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.5 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them. Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.
- 1.6.6 CONTRACTING AGENCY shall be responsible for any damage to the property / equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].
- 1.6.7 Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of INDENTING OFFICE shall be final in this regard.

#### 1.7 RESPONSIBILITIES OF THE INDENTING OFFICE

- 1.7.1 INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers provided by the CONTRACTING AGENCY for fulfillment of the work.
- 1.7.2 INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.
- 1.7.3 INDENTING OFFICE will maintain a separate record of attendance of number of workers provided by the CONTRACTING AGENCY. The payment will be released

to the CONTRACTING AGENCY on prorata basis after deducting the days of absence without suitable replacement or poor performance.

**1.8 COMPLETION**

1.8.1 The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by the Screening Committee set up vide provision 1.5.3.

**1.9 CONFIDENTIALITY**

1.9.1 during the tenure of the Agreement and [.....years ] thereafter the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged / generated pertaining to work under this Agreement for any purposes other than in accordance with the Agreement.

**2.1 FORCE MAJERE**

2.1.1 Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood, earthquake, strike, lockouts, epidemics, riots, civil commotion, etc, provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

**2.2 EFFECTIVE-DATE, DURATION, TERMINATION OF THE AGREEMENT**

2.2.1 The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a period of [months] from the said date.

2.2.2. The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

2.2.3. During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a [ ] months] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

2.2.4. In this event of termination of the Agreement vide provision 2.2.3 the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE.

2.2.5. In the event of termination of agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

### 2.3 NOTICES

2.3.1. All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the CONTRACTING AGENCY at its last known address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail/speed post to the INDENTING OFFICE at its registered address at [New Delhi / name of the city],

### 2.4 AMMENDMENTS OF THE AGREEMET

2.4.1. No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The **modifications / changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.**