



Dr. Y. S. R. HORTICULTURAL UNIVERSITY
VENKATARAMANNAGUDEM – 534 101

TENDER DOCUMENT

FOR

WORK CONTRACT
FOR HORTICULTURAL OPERATIONS

AT

COLLEGE OF HORTICULTURE
VENKATARAMANNAGUDEM -534101
WEST GODAVARI DISTRICT, AP

COLLEGE OF HORTICULTURE,
VENKATARAMANNAGUDEM



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Dr.Y.S.R. HORTICULTURAL UNIVERSITY
COLLEGE OF HORTICULTURE, VENKATARAMANNAGUDEM

Tender notification for taking certain works and horticultural operations on work contract basis as per list enclosed in the Annexure-I to the COH, Venkataramannagudem for a period of 180 days from date of engagement.

Sealed tenders are invited from reputed contractors having license from labour department and registered with GST department and having EPF and ESI No. and experience in similar field for providing Agriculture Labour on work contract basis by paying the wages to each worker as per Minimum wages Act as per the orders issued by the Govt. or University from time to time to the Horticulture Operations of COH, Venkataramannagudem, West Godavari Dist., A.P. Tender forms with terms and conditions can be downloaded from the office website of Dr.YSR Horticultural University.

The sealed tenders with a processing fee of Rs. 100/- (Rupees one hundred only) in the form of Demand Draft in favour of Administrative Officer, College of Horticulture, Venkataramannagudem along or cash with security deposit for Rs.10,000/- (Rupees ten thousand only) in the form of Demand draft / Bankers cheque duly superscribing" Tender for supply of contract labour to take up Horticulture field Operations, maintenance of laboratories, officeand other related works on work contract basis" on the cover should reach the undersigned on or before 16-3-2026 at 4-00 PM. Sealed tenders will be **opened on 18-3-2026 at 11.00 AM in the** presence of the tenderers.

Sd/-
Associate Dean
College of Horticulture
Venkataramannagudem

Tender document for taking up Horticultural operations on work contract basis

(Should be filled in on the printed letter head of the tendered with date, signature and seal and submit along with the tender)

S.No.	Operations	Rate/Unit
1.	Removal of dried/pruned tree branches / other stubbles from fields	10 sq. mt
2.	General Cleaning of roads and removal of tall grown weeds	1 running mt
3.	Loading and Unloading of FYM	1 tonne
4.	Digging of pits – (50 cm ³)	10 nos
5.	Preparation of seed/nursery beds and raised beds (1mx5m)	10 nos
6.	Sowing and Transplanting of seedlings	10 sq. mt
7.	Shifting and replacement of seedlings	10 nos
8.	Formation of ridges and furrows and irrigation channels	10 sq. mt
9.	Spreading of drip laterals / rolling / drip rectification	10 sq. mt
10.	Spreading and fixing of mulch sheet	10 sq. mt
11.	Spreading and fixing of weed mat	10 sq. Mt
12.	Preparations of basins	10 nos
13.	Irrigation	10 sq. mt
14.	Preparation of potting mixture and filling polythene bags	10 nos
15.	Manual weeding	10 sq. mt
16.	Earthing up of soil	10 sq. mt
17.	Spraying of agro chemicals	10 sq. mt
18.	Application and incorporation of FYM and fertilizers	10 sq. mt
19.	Assistance to course in-charge teachers for upkeep and maintenance of instruments, proper management in laboratories	Per day
20.	Mixing and spreading of manures and fertilizers on raised beds	10 sq. mt
21.	Drenching agro chemicals for plants	10 sq. mt
22.	Training and pruning of plants	10 nos
23.	Pruning and cleaning of hedges	1 running mt
24.	Grafting / Layering / Cutting	10 nos
25.	Bagging operation for fruits	10 nos
26.	Preparation of stakes and staking of plants	1 no
27.	Erecting pandals	10 mt ²
28.	Harvesting produce from fields	10 mt ²
29.	Lifting and packing of harvested produce	Per kg
30.	Assistance in work allotment, monitoring, and co-working with field workers in instructional farms	Per day
31.	Sweeping and mopping the floor	1 mt ²
32.	Cleaning of ceiling areas	1 mt ²
33.	Cleaning the overhead tanks	1 tank
34.	Removal of moss on the terrace	1 mt ²
35.	De-silting in manholes	1 no

PRICE SCHEDULE

Income Tax @2% will be deducted as per the applicable norms against wages bills.

EPF & ESI deductions should be mentioned clearly (as per the Govt. norms) and other Service charges should be mentioned separately while quoting the rates.

I/we agree to execute the contract in accordance with the provisions of the tender document.

PLACE	:	Signature:
DATE	:	Name:
D.D.No. Dt. & Amount	:	Designation:
and the Name of the Bank with towards the security deposit		Address:

Date of Uploading in University web site : 02-3-2026
Down loading the tender document : 16-03-2026

Closing date for receipt of tender :16-3-2026 (4.00 PM)
Opening of the tenders :18-3-2026 (11.00 AM)

Address for correspondence (to sent the tender documents) :
Office of the Associate Dean
College of Horticulture
Venkataramannagudem -534101
W.G.(Dist.), A.P.
Cont no. 7382633648

Tender Documents for Horticultural Operations:

(The tendered is required to print the following undertaking on his/her letter head with date, signature, seal and submit along with the tender form)

UNDERTAKING

1. I/We undertake to pay the labor wages, EPF and ESI Charges within the stipulated time (10 days after bill raised) where the bill is generated by the office hereunder refereed as COH, VR.Gudem for the entire period of contract
2. It is to certify that the final rates mentioned in the price schedule including commission charges, supervision and other stationary expenditure like license fee, administration charges.
3. I/We further undertake that I/We follow all the statutory rules like minimum wages Act, EPF Act, ESI Act etc, applicable to contract labour and we will be responsible for any labour problems arising out of Rules as specified by the appropriate Govt. authority from time to time.
4. I/We are ready to execute the contract with effect from the date stipulated by the Associate Dean, COH, V.R.Gudem and sign the contract agreement on Non-Judicial stamp paper of specified value.
5. I/We undertake to furnish the Security Deposit of minimum of Rs.10,000/- for 180 days which is to be retained by the Associate Dean, College of Horticulture, Venkataramannagudem for the entire period of contract which shall be refunded only after the satisfactory expiry of the services provided by us within three months. The security Deposit will not carry any interest.
6. I/We will abide by all the terms and conditions laid down by the Associate Dean, College of Horticulture, Venkataramannagudem

Place :

Date :



Dr.Y.S.R. HORTICULTURAL UNIVERSITY

COLLEGE OF HORTICULTURE: VENKATARAMANNAGUDEM

Tender for providing contract labour for executing the works on work done on work contract basis for the Horticultural Operations by the contractor.

Terms and Conditions of Agreement Between Contractor and College of Horticulture, Venkataramannagudem

1. Period of Contract

- a) This agreement shall be in force for a period of six months from the date of entrusting the works. Either party thereto shall be entitled to terminate this agreement by giving to the other, notice of 30 days in writing, on the expiry of the said period, this agreement shall come to an end. However, the Associate Dean, College of Horticulture, Venkataramannagudemmay, at its sole discretion, relieve the contractor from any or all of his obligations under this agreement at any time during the period of notice, even at short notice.
- b) Notwithstanding anything contained in this agreement the University shall be entitled to terminate this agreement without compensation upon the happening of all or any of the following events provided the Associate Dean, College of Horticulture, Venkataramannagudem has given Seven days notice to rectify the breach and the Contractor has failed to do so.
 - i. If, in the opinion of the Associate Dean, College of Horticulture, Venkataramannagudem which shall be final and binding, the contractor has failed and/or neglected to carry out any of his obligations under this agreement.
 - ii. If contractor commits a breach of any of the terms and conditions here in contained.
 - iii. Upon the contractor committing any act of insolvency making an application to be adjudicated insolvent or being adjudicated insolvent or an application 'being made to have the contractor adjudicated insolvent or upon a distress, execution or other process being levied or an incumbent taking possession of or a receiver being appointed of, any part of the property of the Contractor or upon the Associate Dean, College of Horticulture, Venkataramannagudem being required not to hire the contractor's services etc., in the manner provided for in this agreement pursuant to any statute or order or rule regulation enacted in that behalf of or pursuant to any award, judgment, or decision of court of competent discretion, agree not to terminate this agreement in the case of an award, judgment or decision of a court if the Contractor lawfully challenges this said award, judgment or decision of the court and simultaneously agrees to indemnify the Associate Dean, COH, Venkataramannagudem and hold the Associate Dean, COH, Venkataramannagudem free and harmless from and against any and all claims, demands charges and expenses, if any including but without prejudice to the generality of the foregoing, legal costs between attorney and client or on account whatsoever arising out of and as a result of any such.
 - iv. If, the Contractor seals his office or transfers his right to other person or does any act whereby he ceases to be a Contractor.
 - v. If the employees, workmen of the Contractor are required to be treated as employees of the College of Horticulture, Venkataramannagudem pursuant to any statute, rule or regulations enacted in that behalf by the Government State/Central or pursuant to any agreement, order, award, settlement, decree, or otherwise the contractor shall indemnify' and keep indemnified the College of Horticulture, Venkataramannagudem/University for any expenses or losses that may be sustained by the the Associate Dean, College of Horticulture, Venkataramannagudem/University as a of any such eventuality taking place.
 - vi. Further, it is expressly made clear that it is not obligatory on the part of the Associate Dean, College of Horticulture, Venkataramannagudem/University to give constant or continuous work to the contractor.

2. EXECUTION OF WORKS BY THE CONTRACTOR

The contractor agree in particular to execute, fulfill and discharge the works listed in the tender Schedule as per the specifications as laid down by the Associate Dean, College of Horticulture, Venkataramannagudem the manner herein after appearing to the entire satisfaction of the Associate Dean and any of the works that may be entrusted during the tenure of the agreement.

3. CHARGES

In consideration of the services as above, rendered by the contractor, the Associate Dean, College of Horticulture, Venkataramannagudem hereby agree to pay the Contractor as per approved rates inclusive of Commission Charges (Service charges).

It is abundantly made clear and agreed between the parties that no upward revision in charges or in other ratings as stipulated in this agreement, shall be agreed during the period of this agreement.

4. IMPOSSIBILITY OF PERFORMANCE

- a. In the event of strike of all or any sections on the premises of the Associate Dean, College of Horticulture, Venkataramannagudem by the workmen or of a lockout or a closure whether parties or otherwise on the premises located at Venkataramannagudem or on happening of any event over which the Associate Dean, College of Horticulture, Venkataramannagudem shall not be liable to pay to the contractor any charges or any or all other charges if any, during such period.
- b. In the event, any of the services or persons as mentioned in the contract, not being rendered / provided or made available by the contractor, at any time for any reason whatsoever, the Associate Dean, College of Horticulture, Venkataramannagudem shall be at liberty to have such services rendered by any other sources and the cost of damages of getting such services from such other sources debited to the account of the Contractor.

5. SECURITY DEPOSIT AND SURETIES

The Contractor, shall deposit Rs.10,000/- (Rupees ten thousand only) as Security deposit which will be retained by the College. The security deposit shall be retained with the College as long as the contract is in force and carries no interest and shall be returned after satisfactory expiry of contract period within three months without any interest.

6. SUPPLY OF MATERIALS AND EQUIPMENT TO THE CONTRACTOR

- a. During the Currency of this agreement, the University shall provide to the Contractor, all the materials implements/Machinery Equipment such as required as enable him to discharge the entrusted services to the satisfaction of the Associate Dean, College of Horticulture, Venkataramannagudem.
- b. Any of the material implements/machines/equipments given by the Associate Dean, College of Horticulture, Venkataramannagudem the contractor for use that may be required to carry out operations entrusted to the contractor shall be used by the contractor diligently only for the purposes for which they are intended for,
- c. The Contractor shall take utmost care to keep all the materials implements/machinery equipment's supplied to him from time to time indicating receipts, consumption and justification for fresh indents,
- d. The Associate Dean, College of Horticulture, Venkataramannagudem shall be entitled to deduct/recover the cost of the above mentioned items- from the Contractor for any damage/breakage/theft or any other loss of these items during the term of this agreement.
- e. The Contractor shall not give on lease or hire out the material/implements/machinery/equipments supplied to him or use for any other purpose, other than entrusted by the Associate Dean, College of Horticulture, Venkataramannagudem.

7. CONDITIONS / RESTRICTIONS FOR ENGAGING WORKERS

- a. The Contractor shall not employ any person below the age of 18 years and more than 60 years and shall not engage female workers between 7.00 PM to 06. 00 AM.
- b. The Contractor shall ensure that the workers engaged by him are physically fit, free from communicable diseases or* otherwise illness infirmity of any kind criminal activity/offences/cases prior to and during their engagement and also do not suffer from any legal disqualification by reason of any law order or statute in force or from any other cause whatsoever. The workers so engaged must be of good conduct, character antecedents.
- c. The Contractor shall ensure to issue photo identify cards with permanent address to all workers and supervisory staff engaged by him/her and furnish a list of such people to the Associate Dean, College of Horticulture, Venkataramannagudem Workers/ supervisors with photo identify card alone shall be permitted to enter into the premises to carry/Supervise the work. The Contractor shall depute trained at competent staff for supervision.
- d. The Contractor shall maintain requisite records and comply with all laws, rules, regulations and orders applicable to the Contractor's obligations with respect of payment of wages an service conditions of the persons engaged under this agreement and the Contractor shall further keep the Associate Dean, College of Horticulture, Venkataramannagudem indemnified from any claim demand or action as my be brought against it to non-compliance of laws by the Contractor of his obligations under this clause.
- e. The Contractor's staff/workers shall be under the director control/ supervision of the Contractor and he/she shall be free to transfer/registrar-transfer his/her staff/ workers in accordance with the contractor's needs without affecting the services to be provided by the Contractor under this agreement.
- f. The Contractor shall maintain requisite record and comply with all acts and or laws.
- g. The Contractor shall, as the employer, have the exclusive right to engage and terminate the service all or any of the staff /workers engaged by him/her to fulfill his/her obligations under this agreement and to substitute any persons. However the Associate Dean, College of Horticulture, Venkataramannagudembe at liberty at its sole discretion to direct the Contractor to remove/withdraw forth with from the University premises any person(s) engaged by the Contractor to carry out his obligations under this agreement, if the Associate Dean, College of Horticulture, Venkataramannagudem not satisfied with the service/conduct/behavior of such person (s) and the Contractor shall remove/ withdraw such staff/workers forthwith at the direction

of the Associate Dean, College of Horticulture, Venkataramannagudem and provide adequate replacement (s).

- h. The Associate Dean, College of Horticulture, Venkataramannagudem, shall have privity of contract with the Contractor only and shall give instruction to him and shall have nothing to do or concerned with the conditions of engagement of the workers/staff engaged by the Contractor.
- i. The workers/ staff of the Contractor shall be medically examined by a competent Doctor as required by the Associate Dean, College of Horticulture, Venkataramannagudem before entrusting any res; possibilities under this agreement as per the standards of fitness prescribed by the Associate Dean, College of Horticulture, Venkataramannagudem. In the event of any of the staff/workers engaged by the Contractor being declared medically unfit the Contractor shall ensure that he/she is removed forth with from the complement of .the staff/ workers engaged by the Contractor by making suitable replacement for fulfillment of this agreement by making suitable replacement (s).
- j. The staff / workers of the Contractor shall be liable to be searched by the Associate Dean, College of Horticulture, Venkataramannagudem authorized for this purpose and shall strictly observe the rules and regulations discipline/ code of conduct of the University and other general rules applicable.
- k. The Contractor shall provide uniforms and safety equipment to his workers and see that the workers wear the uniform and use the safety equipment without fail. For any consequences arising out the failure on the Contractor/ workers to comply, the Contractor alone is responsible.
- l. The Contractor shall ensure that all the staff/workers employed by him are not influence by any type of intoxicants while on duty.

8. CONTRACTOR'S OBLIGATIONS

- a. The Contractor shall execute and efficiently handle works entrusted to him. The contractor shall be responsible for any or all such acts or omissions commissions of his workmen,
- b. The Contractor shall carry out his obligations under this agreement diligently and to the satisfaction of the Associate Dean, College of Horticulture, Venkataramannagudem. The contractor shall comply with the said directions and instructions,
- c. The Associate Dean, College of Horticulture, Venkataramannagudem will not be responsible for payment of any damages or compensation or any other liability in the event of injury / accident or death of the staff / workers engaged by the Contractor which may arise out of and in the course of discharge of their duties whether on the premises of College or during a journey. In case, if the Associate Dean, College of Horticulture, Venkataramannagudem for any reason is made liable for payment of any damages / compensation / any other liability in respect of such staff / workers the contractor shall pay to the Principal the Associate Dean, College of Horticulture, Venkataramannagudem such damages compensation for any other liability upon demand by the Associate Dean, College of Horticulture, Venkataramannagudem.
- d. A contractor expressly undertakes to hold the Associate Dean, College of Horticulture, Venkataramannagudem free and harmless and indemnify the College and keep the College indemnified against all claims, damages, losses, actions, demands, costs, charges and expenses of any kind arising out of any acts of commission, or commission or negligence, dereliction, dishonesty or misconduct of the staff/workers engaged by the Contractor to fulfill his obligations under this agreement and which may from time to time arise out of the operations and obligations undertaken by the Contractor. Without prejudice to the rights of the COH, Venkataramannagudem, it will be entitled to deduct such amounts as a consequence of act such claims, demand, costs, charge and expenses from services charges, or any other dues payable to the Contractor.
- e. The contractor shall be liable to the COH, Venkataramannagudem the cost of any items of property belonging to it broken/ damaged / stolen by his staff workmen or others.
- f. He should not employ any person below the age of 18 years and more than 60 years and shall not engage .female workers between 7.00 PM to 06. 00 AM.
- g. Tie contractor shall ensure that none of his staff/workers remain in the premises of the COH, Venkataramannagudem after their- official works hours, unless and otherwise specifically permitted in each case by the COH, Venkataramannagudem in writing.
- h. The contractor should intimate the office hereunder COH, Venkataramannagudem any changes in the employer contribution of EPF, ESI along with the supporting documents.

9. PAYMENT TO STAFF/WORKERS

The contractor shall be liable and be responsible to pay the staff/workers' wages, EPF, and ESI Charges within the stipulated time (10 days after bill raised) where the bill is generated by the office hereunder refereed as COH, Venkataramannagudem for the entire period of contract. The contractor shall pay wages engaged by him in accordance with the law(s) statute(s) in force and ail benefits under various labour legislation and the workmen will not have any claim what so ever against the Associate Dean, College of Horticulture, Venkataramannagudem.

10. COMPLIANCE WITH LAWS

It is hereby expressly stated and agreed by and between the parties that the Contractor shall comply with all acts, laws, orders, ordinance(s) notifications, rules and regulations or statute (s) or any amendments therein whether central/state or otherwise including safety regulations employees State

Insurance Act, payment of Bonus Act, Minimum wages Act, Employees provident Fund Act or any other which is / or applicable to or in any way connected with the execution or performance under the agreement, failing which the COH, Venkataramannagudem have no option but to terminate this agreement.

11. INSPECTION OF RECORDS

The Contractor shall at all times and as and when required permit the duly authorized representative (s) of the COH, Venkataramannagudem and inspect or cause to be examined and inspect all books, records. Registers inventory and equipment for the purpose of determining whether or not the Contractor is complying with the terms, conditions and stipulations herein contained or as may be imposed upon him by provisions of law (s) for the time being in force. The Contractor shall produce every month to the Associate Dean, College of Horticulture, Venkataramannagudem or its authorized representative (s) proof of compliance with the various acts, laws, statutes, rules, regulations, etc., in force and applicable to him and his staff/workers, in the manner as stipulated by GoI from time to time.

12. PERMITS/LICENSES

The Contractor shall at his own cost apply for and secure all permit and license (s) which may be required to be obtained for the services to be rendered are obligatory under this agreement and shall maintain records registers, books, ledgers and other documents as required under the laws/rules, particularly Contractor Labour (R& A) Act, Minimum wages Act, I.D. Act, Central excise act, IT act GST etc., and comp-y with the regulations of any other Acts law, or municipal, or local or otherwise for the time being in force and which applies for the services rendered there under, statutes that are applicable to him for his staff/workers. He shall submit his license number under contract labour (R&A) Act, registration proof with central excise department for GST etc., and his code numbers for ESI, EPF to the Associate Dean, College of Horticulture, Venkataramannagudem.

13. INDEPENDENT CONTRACTOR

It is hereby expressly made clear and declared by and between the parties that the contractor shall for the purposes of this agreement be an independent contractor and that all persons employed or engaged by the contractor shall be employed and are engaged at his own cost and in respect of those persons/workers, the performance and execution of the obligations undertaken by the Contractor and that the said persons shall be the employees/workers of the contractor and not that of the COH, Venkataramannagudem and nothing therein will give any right to the contractor of his staff/workers nor can they claim any benefits from the COH, Venkataramannagudem which any permanent/temporary employee of the COH, V.R.Gudem is entitled to do.

14. TERMS OF PAYMENT

- a. The Contractor shall submit his bill every month to the office of the Associate Dean, College of Horticulture, Venkataramannagudem in respect of the works completed during that period and the office shall make payment within 10 days from the date of submission of bill and DDO shall retain a sum equivalent to 2% plus surcharge and education cess or as per rates applicable from time to time of each bill value for meeting statutory obligation of the Contractor towards Income Tax which is the liability of the contractor and same will be remitted to IT authorities by DDO as per section 194 C of IT Act.
- b. The wage bill for the first time may be admitted as per rates suggested including EPF, ESI (wherever applicable), commission charges etc., in full. However, for subsequent monthly payments DDO shall enemy production of proof for remittance of EPF, ESI (as the case may be) and GST with detailed statement in case of EPF and ESI containing name particulars of workers.
- c. The contractor shall not be entitled to be paid any additional amount, whatsoever by the COH, Venkataramannagudem beyond what has been stipulated/contract in this agreement in respect of any charges or expenses for the services rendered and farther the Contractor shall not be paid any amount by way of reimbursement in any manner whatsoever.

15. The parties hereto acknowledge that this agreement superseded all prior Communications between the parties including all oral or written proposals.

16. TERMINATION OF AGREEMENT

- a. This agreement will be in force for a period of 180 days from 03-02-2026 from 30-072026 unless renewed further on mutual agreement. On expiry of the said agreement, the Contractor shall vacate the premises of the COH, Venkataramannagudem peacefully. The Contractor shall also hand over the possession of all implements/materials/machinery/equipments and all other items which were provided to him by the COH, Venkataramannagudem. The contractor shall also remove all his belonging, staff/workers and any other items from the COH, Venkataramannagudem premises forthwith.
- b. In case of breach of the terms or persistent absence or neglect or misbehavior misconduct etc., it shall be lawful for the COH, Venkataramannagudem to forfeit the caution deposit of the contractor without prejudice to other remedies available to the COH, Venkataramannagudem including termination of contract without any notice.

17. SETTLEMENT OF DISPUTES

In case of any dispute (s) or difference(s) of opinions that arise between or differences arising between the parties during the pendency of the agreement or after its termination or earlier, determination as to its meaning or to any other matter arising directly or indirectly under the Contract, the same shall be referred to the COH, Venkataramannagudem or his authorized representative and his decision shall be final and binding on the parties.

18. SECURITY MEASURES

The contractor shall comply with all the security measures which may from time to time be adopted by the COH, Venkataramannagudem in respect of Contractor's employees/workers and agents etc

19. LEGAL AND PRIOR RIGHTS

All remedies and rights of the parties here to or either of them hereunder shall in addition to all other legal rights and remedies belonging to such parties and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies belonging to such parties and the same shall be deemed to be cumulative and not alternative to such legal right aforesaid and the determination of this agreement for whatever, shall be without prejudice to any and all rights and claims of either party herein which shall or may have accrued prior thereto.

20. ASSIGNMENT

This agreements rights and liabilities hereunder of the parties here to shall bind and issue to the benefit of their successor or assignees- and heirs executors and the administrators of the Contractor but neither this agreement nor the rights, licenses or authorities of the Contractor herein granted shall be assignable or transferable, either in whole or in part, without the prior consent in writing of the Associate Dean, College of Horticulture, Venkataramannagudem in that behalf and upon any permitted assignment or transfer thereof by the Contractor, the assignee (s) or transferee (s) shall be substituted in the place instead of the Contractor as and from the date of such assignment or transfer, but only to the extent therein specified.

21. CONSENTS AND NOTICES

All approvals, consents and notices required to be given or served here under by either party here to the other shall be deemed to have been duly given or served in the case of COH, V.R.Gudem if the same shall have been delivered to left for or sent by e-mail, speed post, air mail, registered post to the office of the Associate Dean, College of Horticulture, Venkataramannagudem/ Contractor at his last known address provided always that either party hereto shall gave right to inform the other of any other address at which such approvals, consents and notices shall be received by it or him and the same shall have been duly given or served if the same shall have been delivered such part at such other address.

Sd/---

Associate Dean

