



05th October, 2026

Tender No. IMSc / Scrap / 001 / 2026

Name of work	Sale of Electrical, Civil and Housekeeping scrap items at IMSc
Earnest Money Deposit	Rs.11,000/- (Rupees Eleven Thousand Only) shall be in the form of Demand Draft from any of the Scheduled Bank drawn in the name of "Institute of Mathematical Sciences" payable at Chennai.
Cost of Tender Document (This amount is not refundable)	Rs.500/-
Time Allowed	10 days
Security Deposit	10% of tendered value
Inspection Date	08.10.2026 to 17.10.2026 (14.00 to 16.00 hrs) during working days
Last date and time for receipt of tenders	Up to 15.00 hrs 22.10.2026
Tender opening date	22.10.2026 at 15:30hrs

The Registrar, The Institute of Mathematical Sciences, Taramani, Chennai-113, invites bids from reputed vendors for and behalf of the Director, The Institute of Mathematical Sciences for the sale of ELECTRICAL, CIVIL & HOUSEKEEPING SCRAP items as mentioned in ANNEXURE – III. Schedule of quantities for scrap items is enclosed. The General conditions applicable to the contract for the sale of the scrap items is enclosed. If you are eligible to quote for the purchase of the materials as is where is condition as described in the tender in accordance with the terms and conditions of the contract, tenderers may submit the quotation in the attached form.

TENDERERS SHOULD NOTE THAT THIS TENDER IS FOR ONE TIME SALE AND NOT FOR CONTINUOUS CONTRACT FOR LONG PERIOD. THEREFORE, THOSE WHO CAN COLLECT THE MATERIALS WITH IN 10 DAYS AFTER AWARD OF CONTRACT BY PAYING THE AMOUNT IN FULL NEED ONLY TO QUOTE.

The contractor must have registered with GST authorities and also should have PAN Number. The regular scrap contractor / vendor may quote for ANNEXURE-III price bid.

The scrap items for sale are offered on "as is where is basis" in wet or dry condition and will be available for inspection between 14.00 hrs and 16.00 hrs at The Institute of Mathematical Sciences, Taramani on working days during the sale period from **08.10.2026 to 22.10.2026** of the said tender document at the following places.

Lot	Location	Contact Person
1	Near Electrical Sub Station	Mr. Balachandar / Mr. Vijayakumar
2	Scrap Yard (Guest House Complex)	

The sealed tender must be submitted to the **Registrar, IMSc** in accordance with the instructions contained in of the General Conditions of the Contract on or before **22.10.2026 up to 1500hrs** and the tenders will be opened on the same day at 1530 hrs . The Registrar on behalf of the Director, IMSc does not bind herself to accept the highest or any other tender, and reserves to herself the authority to reject any or all of the tenders, without assigning any reason. Please refer our website: www.imsc.res.in/tenders for further details.



REGISTRAR

For and behalf of the Director

The Institute of Mathematical Sciences

Chennai-600113



UNDERTAKINGS TO BE FURNISHED BY THE TENDERER

1. My / Our rates for the various items of materials which I /We wish to purchase are/is given in the list attached. We have quoted ANNEXURE-III Price bid 'A'
2. I am / we are aware that all applicable duties and taxes will be payable in addition to the cost quoted. (The detailed price quote and tax amount to be indicated clearly).
3. I am / we are willing to abide by the terms and conditions of the sale order governing this tender.
4. Demand Draft/ Bankers Cheque No.....date.....for Rs.11,000/- (Rupees Five Thousand Only) towards EMD is enclosed.

I AGREE TO COMPLETE COLLECTION OF THE ENTIRE MATERIALS AS IS WHERE IS CONDITION FOR WHICH CONTRACT IS AWARDED TO ME WITHIN 10 DAYS FROM THE DATE OF THE CONTRACT FAILING WHICH MY SD IS LIABLE TO BE FORFEITED AND ALSO SUBJECT TO OTHER REMEDIES OF THE SELLER MENTIONED UNDER CLAUSE Nos 8.1 & 9.

DATE:

Signature of Tenderer:
Seal / Rubber stamp

Covering letter to quotation to be submitted by the Tenderer

From,

M/s. _____

To,

The Registrar,
The Institute of Mathematical Sciences,
IV Cross street, CIT Campus,
Taramani, Chennai 600113.

Dear Madam,

I / We submit this sealed item rate tender for purchase of Electrical, Civil and House keeping scrap items lying in the various premises of the Institute of Mathematical Sciences, 4th Cross street, C.I.T Campus, Taramani, Chennai-600113.

I / We have thoroughly examined the terms and conditions given in the invitation to tender and its annex and schedule and agree to abide by them. The rates at which I /We offer to buy the materials have been given in the schedule and it is confirmed that any other charges i.e. GST & other charges if applicable will be payable by me/us.

I / We agree to hold the offer open up to and inclusive of 90 days from the date of opening of the tender and shall be bound by communications of acceptance dispatched within time.

I / We further undertake that this offer shall not be restricted or withdrawn by me / us after the opening of the tender.

Yours Faithfully,

Signature of Tenderer :
Status (State the capacity in which signing)
Seal / Rubber stamp

Witness :

Address of witness :

Name and address of the Tenderer:

The above tender is hereby accepted by me on behalf of the Director, IMSc.

1. Name and Address of the Tenderer & telephone number :

2. Composition of the tenderer : It should be stated whether the tenderer is a registered partnership firm or limited company & name of all partners/directors, etc given. The date of establishment should also be certified that there are no undisclosed partners. In case of limited companies the authorized and paid up capital should be stated.

3. Business in which tender is employed the nature : of all business in which tender or partner of the Tenderer firm are engaged should be stated together with particulars of Head office / branches, if any are located.

4. Experience of working : Full particulars should be given if the tenderer has purchased scrap materials of the Central Government & State Government or reputed state private companies. The period during which work has been done should be clearly indicated.

5. Tenderer bank: The name of the Bank or banks (and the branch /branches) with which the Tenderer has dealing and who can certify the Tenderer financial status, should be given the Tenderer should arrange the confidential report to be sent to us from least one of their Bankers direct to the Registrar, The Institute of Mathematical Sciences, Taramani, so as to reach him before the date fixed for opening of the tenders giving reference to this tender.

6. Location of depot and there of :

7. Number of operatives employed :

**Signature of Tenderer
Date and Address**

Witness :

CONDITIONS OF CONTRACT APPLICABLE TO CONTRACTORS FOR SALE OF SCRAP ITEMS BY THE INSTITUTE OF MATHEMATICAL SCIENCES, 4th CROSS STREET, CIT CAMPUS, TARAMANI, CHENNAI – 600 113.

1. DEFINITIONS AND INTERPRETATIONS :

In the contract and sale tender terms and conditions governing it, unless the context otherwise requires :-

- A. 'Contract' means invitation to tender, instructions to Tenderer, Tenderer acceptance of tender, particulars and the general conditions of contract specified in the tender and in the letter of acceptance of tender.
- B. Director, IMSc means, Director, the Institute of Mathematical Sciences, an autonomous Institution funded by Department of Atomic Energy and includes the Registrar and Scientific Officer of the organization or any other Officer authorized for the time being to execute contracts relating to the sale of stores on behalf of seller.
- C. Registrar means the head of Administration in the Institute of Mathematical Sciences and officer signing the contract and includes any officer who has authority to execute the relevant contract on behalf of seller.
- D. Seller means the Director, IMSc and includes his successors or assigns.
- E. Stores / scraps means the goods specified in the contract "on as is where is" condition, which the Purchaser has agreed to the purchase under the contract.
- F. 'Purchaser ' means the individual, firm or company with whom or with which the contract for the sale of scrap is entered into and shall be deemed to include his successors (approved by the seller), legal representative, their executors and Administrators.
- G. "Days" means running days including Sundays , Holidays and working days.

2. All the contracts for sale of scrap items entered in to shall be on behalf of the "Director, IMSc, Chennai-113".

3. FILLING THE TENDER FORM:-

- 3.1 All Tenderers are requested to note that all the materials are to be collected from the Institute of Mathematical Sciences, Taramani premises "on as is where is" condition and will not be consigned.
- 3.2 All quotations must be on the prescribed form at Annexure III
- 3.3 Tenderer must quote their rates for the unit specified in the tender. The lowest denomination should be in paise and not in fraction thereof. In case there is difference in price quoted in words and in figures, then the rates quoted in words will be considered as valid.

3.4 Tender in sealed envelopes superscribed **Sale of Electrical, Civil and Housekeeping scrap items at IMSc Tender Number IMSc/Scrap/001/2026 due on 22.10.2026 addressed to The Registrar, The Institute of Mathematical Sciences, IV cross street, CIT Campus, Taramani, Chennai 600113** as indicated in the tender. The Institute is not responsible for any delay in receipt of tenders and late tenders will be summarily rejected. In case the above day is declared as holiday, they shall remain for acceptance till the next working day up to 1500hrs only and tenders will be opened at 1530hrs on the same day.

3.5 Your offer shall be valid for acceptance by seller for 90 days from the date of opening tender. No tender shall be allowed to modify / withdraw the tender for 90 days from the date of opening tender.

3.6 Unsigned tenders , rates not specified in figures and words and unauthorized errors, alterations or over written figures on the tender may result in rejection of the quotation.

4.0 INSPECTION OF SCRAP ITEMS

4.1 The scrap items for sale is offered on "as is whereas basis" in wet or dry condition and will be available for inspection between 14.00 hrs and 16.00 hrs at the following places at the Institute of Mathematical Sciences, Taramani on working days during the sale period of the said tender document.

Lot	Location	Contact Person
1	Near Electrical Sub Station	Mr. Balachandar / Mr. Vijayakumar
2	Scrap Yard (Guest House Complex)	

4.2 Where the scrap disposal is in lot basis or number of pieces, Tenderer, will be required to take delivery of scrap items in total after receipt of sale order within the specified period. In case of doubt, the decision of the Registrar will be final in the matter.

4.3 The whole of the lot(s) shall be taken from the site accumulation with all faults and errors in description or otherwise. **Quantities, qualities, sizes, measurement, number and weights as stated in the sale tender are approximate and no Warranty and guaranty shall be applied.** The scrap items are sold on the assumption that the Tenderer have inspected that lot and known what they are buying whether they have first inspected them or not and the principle "CAVEAT EMPTOR" will apply. No compliant will be entertained and no reliance must be placed on any description.

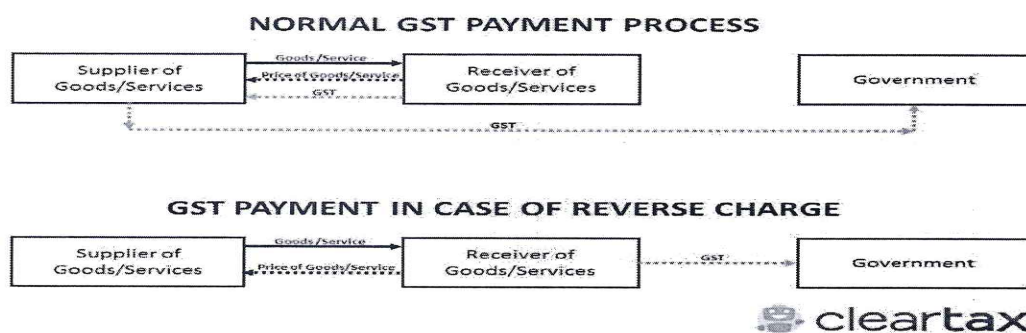
4.4 This tender form serves as an entry permit to the premises.

5.0 EARNEST MONEY DEPOSIT

5.1 Earnest Money Deposit: EMD amount of Rs.11,000/- can be submitted in the form of DD in favor of "Institute of Mathematical Sciences" payable at Chennai. Earnest Money Deposit will be free of interest and the same will be forfeited if tenderer fails to act according to the instructions of the seller. Tenders without Earnest Money Deposit in the form of Demand Draft/Bankers Cheque will not be considered. Cheque / Cash etc., towards EMD will not be accepted.

- 5.2 **Security Deposit :** The successful Tenderer shall have to deposit an amount equal to 10% of value of the scrap offered along with the full value of the materials offered including taxes and duties by way of demand draft drawn in favor of "Institute of Mathematical Sciences ",payable at Chennai with in 07 days from the date of the receipt of the sale order towards security deposit and cost of the material and taxes and duties. Security Deposit will be free of interest and shall be refunded with in six weeks of satisfactory completion of the contract.

The quoted price shall be inclusive of 18% GST OR as per latest GST & IT norms and other applicable taxes and duties. The GST @ 18% which is the part of quoted rate shall be remitted to Government by the vendors / contractors (GST @ 18% OR as per latest GST & IT norms to be paid by contractor / vendor on reverse charge mechanism).



6.0 DURATION OF CONTRACT

- 6.1 The contract shall be valid for a period of 90 days from the date of sale order.
- 6.2 The stores shall remain in every respect at the risk of the purchaser from the date of acceptance of his offer and the Institute shall not be under liability for the safe custody or preservation thereof from that date till the date of final removal.

7.0 COLLECTION OF SCRAP ITEMS

- 7.1 The successful Tenderer will have to pay in full the cost of materials offered inclusive of all taxes applicable within 05 days from the date of receipt of the sale order by means of Demand draft in favor of the Institute of Mathematical Sciences drawn on scheduled bank payable at Chennai and collect the scraps within a period of 10 days from the date of opening of the Tender.
- 7.2 The full quantity of scrap items offered shall be collected without any sorting, segregating or rejection on "as is where is / wet or dry" condition.
- 7.3 The collection of scrap items shall be effected by the particular person who has signed the offer or his authorized representative.
- 7.4 The successful Tenderer shall have to bring their own weighing machine, containers / transport arrangements / required vehicles and labour to collect the scrap items. IMSc will not pay any charges for the weighing machine, containers, transport, Man power etc., The scrap materials will be measured at IMSc premises by vendors weighing machine and all the scraps will be disposed as per tender terms and condition.

- 7.5 Collection of scrap items will be allowed between 10 hrs and 17hrs only on working days as observed by IMSc, Chennai.
- 7.6 Where the scrap items are sold in lots, in the event of lot (s) being found to be deficient in quantity, quality, size, measurement, number and weight as stated in the sale tender, the Purchaser shall have no claim against the Institute for refund of the whole or any part of the purchase money or for the loss or profit, interest, damage or otherwise.
- 7.7 Where the stores are sold in number of measurable quantity and the Purchaser fails to obtain delivery of the whole or portion of stores sold he shall not be entitled to make any claim other than for proportionate refund of the value of the undelivered quantity. He shall not be entitled to claim any damage, loss or profit, interest or compensation on any other account.
- 7.8 The Registrar reserves the right to remove, withdraw or utilize the scraps offered for sale depending on the exigencies of the requirement of the Institute without assigning any reason.
- 7.9 In case disposal of items on weight basis, the weight of the empty truck will be taken in the weigh bridge at the discretion of Registrar, IMSc, Chennai and the net weight so recorded shall be acceptable and binding on the successful Tenderer.

8.0 FAILURE TO PAY PRICE

- 8.1 Successful Tenderer shall deposit the full value of the scraps offered to them within 10 days from the date of the sale order by way of demand draft drawn in favour of "Institute of Mathematical Sciences" drawn on any scheduled bank payable at Chennai and remove the materials within the time limit provided for in the sale order failing which their EMD (as per EMD declaration) shall be forfeited. Collection of the materials will be allowed only after depositing the full value of the material.
- 8.2 **GST** and all the other Taxes / Levies, If any, will have to be paid by the vendor/contractor in addition to the cost of the materials.

9.0 FAILURE TO TAKE DELIVERY AFTER PAYMENT

If after payment of the full value of scrap items, the successful Tenderer fails to take delivery within the stipulated period, he will be allowed on request a maximum of 05 days grace period to collect the scraps. In case he fails to collect the scraps even after the grace period allowed, the security deposit will be forfeited and stores will be disposed off without any further reference to him and any loss incurred will be recovered from payment already made. This will be without prejudice to any action, the Director, IMSc may take to ensure the proper fulfillment of the contract.

10. DAMAGE

The Purchaser shall make good all damages which may be caused to any property of the Institute or of any act or default of the Purchaser , his agents or servants in connection with removal of any of the stores, provided that the Institute may at their option make good such damages and charge the Purchaser with the expense thereof.

11. IN SOLVENCY

The Institute may at any time terminate the contract if the Purchaser is adjudged insolvent or enters into any agreement with Creditors or being a company is wound up voluntarily or otherwise, unless it be for the purpose of reconstruction and recover from the purchaser any loss resulting there from.

12. RIGHT OF ACCEPTANCE / REJECTION OF OFFERS

The Director, The Institute of Mathematical Sciences, reserves the right of accepting or rejecting any offers for any one or all of the scraps of the tender in part or in full without assigning any reason whatsoever, nor he is bound to accept the highest offer.

12.1 It is must to quote the rates in item wise for all the scraps.

13 ARBITRATION

- 13.1 All disputes and differences arising out of or in any way touching or concerning whatsoever (except as to any matters the decision of which specially provided for by these conditions) shall be refereed to sole arbitration of the Director, The Institute of Mathematical Sciences , Chennai-113 or to the sole arbitration of such other persons as is nominated by the said Director. There will be no objection that the arbitrator is an officer of The Institute of Mathematical Sciences , Chennai-113 or that he had to deal with the matter to which this agreement relate and that in the course of his duties he had expressed view of all or any of the matters in dispute and differences. The award of the Director or the arbitrator appointed by him shall be final and binding on the parties to this agreement.
- 13.2 It is a term of the contract that in the event of the Director, The Institute of Mathematical Sciences, Chennai-113 to whom the matter originally referred being transferred, or vacating his office for any other reasons, his successor in office shall be deemed to have been appointed the sole arbitrator in accordance with the terms of the contract. He shall be entitled to proceed with reference from the state at which his predecessor left it and the provisions of clause shall apply.
- 13.3 In the event of the Director, The Institute of Mathematical Sciences, Chennai-113 or the person nominated by him as an arbitrator being removed by an order of court, the reference shall stand exhausted. The arbitrator may, with the consent of the parties to the dispute extend time to publish the award. To such arbitration proceedings the provisions of Indian Arbitration Act, 1996 as amended from time to time shall apply except on whatever above. The court jurisdiction will be in Chennai.

14.0 CORRUPT PRACTICE

Any bribe, commission, Gifts or advantage given, promised or offered by or on behalf of the buyer or his partner, agent or servant or any one on their behalf (Whether with or without the knowledge of the buyer) to any officer , servant representative or agent of Institute in relation to obtaining or to the execution of this or any other contract with the Institute shall, in addition to any criminal liability which he may incur, will result is the cancellation of this and all other contracts and also payment to Institute of any loss resulting from any such cancellation.

I / We have read and understood the terms and conditioners of the contract and willing to abide by the same.

Place:

Signature of the tenderer :

Date:

**Name and Address of the :
Tenderer with Seal**

Annexure – III [Price Bid 'A']

DETAILS OF ELECTRICAL, CIVIL AND HOUSE KEEPING SCRAPS.

- Note:** 1. Vendors / contractors are requested to quote their rate after site inspection of all the scrap items placed at IMSc premises.
2. The vendors / contractors are requested to quote their rates suitable for Schedule of quantity that is schedule I means Sl.no 1 to 94 (Electrical, Civil and House keeping scrape items) placed in Annexure – III (PRICE BID 'A')
3. Work order will be released suitable for Sl. No 1 to 94 (Annexure – III , PRICE BID ' A ') Electrical, Civil and House keeping scrap items)
4. The vendors / contractors are requested to quote their rates including GST and applicable Income tax as per government norms. The GST 18 % to be paid by the vendors / contractors on reverse charge mechanism.

Sl.No	Description	Unit	Qty	Rate	Amount in Rs
1	OLD 48 INCH CEILING FAN	No	16		
2	OLD PVC WALL / TABLE MOUNTED FAN	No	3		
3	OLD 10INCH MS EXHAUST FAN	No	1		
4	OLD 1FT X 1FT SQUARE TYPE PL FITTING	No	30		
5	OLD 2FT X 2FT SQUARE TYPE PL LAMP FITTING	No	4		
6	OLD 20WATTS BOX TYPE FITTING	No	5		
7	OLD 20WATTS LAMPS	Lot	1		
8	OLD 150WATTS LED FLOOD LIGHT FITTING	No	3		
9	OLD 150WATTS STREET LIGHT FITTINGS	No	5		
10	OLD POST TOP LANTERN	No	1		
11	OLD 1MTR LONG BOLLARD LIGHT FITTING	No	2		
12	OLD 10/12LITRE WATER HEATER	No	6		
13	OLD TELEPHONE INSTRUMENTS	No	7		
14	OLD EXHAUST FAN MOTOR	No	3		
15	OLD CAT 5 – DATA CABLE	Metre	700		
16	OLD PVC PIPE AND CASING AND CAPPING	Lot	1		
17	WASTE LUBRICATION OIL	Litre	100		
18	OLD 5HP SUBMERSIBLE MOTOR	No	1		

19	OLD 1HP PUMP	No	1		
20	10LITRE CAPACITY OLD KENT MACHINE	No	2		
21	OLD RO WATER FILTERS	Lot	1		
22	DG OLD FILTERS	Lot	1		
23	OLD RADIATOR FOR 250KVA DG	Kg	75		
24	DG BASE FRAME, 4INCH OLD MS PIPE-8FT, 1INCH GI PIPE-10FT	Kg	250		
25	OLD PROJECTOR SCREEN	No	1		
26	OLD 1.5TR. WINDOW AC	No	1		
27	OLD SPLIT AC INDOOR	No	11		
28	OLD SPLIT AC OUTDOOR	No	15		
29	REMOVED OLD COPPER PIPE FOR SPLIT AC	kg	38		
30	OLD WASHING MACHINE	No	1		
31	OLD SOLAR PANEL	No	1		
32	OLD SOLAR INVERTER	No	2		
33	OLD 45LITRE MINI FRIDGE	No	1		
34	OLD PVC WATER DISPENSER	No	2		
35	OLD WEIGHING SCALE	No	1		
36	OLD EMPTY COOLANT CANS 10LTR	No	7		
	LILAVATI STAFF QUARTERS, THIRUVANMIYUR.				
37	OLD 48 INCH CEILING FAN	No	4		
38	OLD TUBE PATTI	No	6		
39	OLD HALLOGEN LIGHT	No	1		
40	OLD 50 PAIR TELEPHONE CABLE	Metre	10		
41	OLD TELEPHONE KRONE BOX	No	2		
42	OLD MS EXHAUST FAN	No	1		
43	OLD TUBE LIGHT	No	7		
44	OLD BIT PVC CASING N CAPPING	Lot	1		
45	OLD WALL MOUNTED FANCY FITTING	No	1		
46	OLD CEILING MOUNTED ROUND FITTING	No	2		
	DAE NODAL CENTRE, PALLAVARAM CAMPUS.				
47	OLD 48 INCH CEILING FAN	No	8		

48	OLD WALL MOUNTED FAN	No	2		
49	OLD 10 INCH MS EXHAUST FAN	No	6		
50	OLD ROUND FITTING WITH CHOKE	No	22		
51	OLD 20WATTS LED TUBE LIGHT	No	30		
52	OLD 9WATTS LED BULB	No	10		
53	OLD STREET LIGHT FITTING	No	2		
54	OLD HALOGEN FITTING	No	1		
55	OLD 10/12LITRE WATER HEATER	No	5		
56	OLD 45LITRE MINI FRIDGE	No	1		
57	OLD INDUCTION STOVE	No	1		
58	OLD 2 FEET MIRROR LIGHT	No	1		
59	OLD KENT FILTERS	Lot	1		
60	OLD KENT PUMP	No	9		
61	OLD DG DIESEL FILTER	No	6		
62	ALUMINIUM FRAME	Kgs	467.55		
63	ALUMINIUM GLAZING CLIPS	Kgs	133.5		
64	GI PIPE & MS TUBE & STEEL & ROOF SHEET	Kgs	979.11		
65	WRITING BOARD	Nos	2		
66	TEAK WOOD SHUTTER WITH GLASS	Nos	83		
67	TEAK WOOD WINDOW WITH MS GRILL	Nos	5		
68	ALUMINIUM DOOR	Nos	18		
69	FLUSH DOOR	Nos	7		
70	MIRROR CABINET	Nos	8		
71	MIRROR AND FLOAT GLASS – VARIOUS THICKNESS	Sqm	62		
72	CERAMIC – WASHBASIN, WC AND URINAL BASIN	Nos	31		
73	PLASTIC – SEAT COVER/FLUSH TANK/CONNECTION HOSE ETC	Kgs	97		
74	BRASS WITH CHROME-PLATED COAT – TAP, ANGLE VALVE, 2 IN 1 TAP	Kgs	74		
75	COPPER – URINAL TUBE	Kgs	2		
76	CHAIR CUSHION	Nos	55		
77	PLYWOOD/PARTICLE BOARD/ FALSE CEILING TILES AND OTHER MATERIALS	Lot	1		
78	HYDRAULIC	Nos	20		

79	MECHANISM	Nos	15		
80	ARM PAD	Nos	24		
81	BISON BOARD	lot	1		
82	WHEEL BASE SET	Nos	22		
83	FALSE CEILING CLIPS AND GI CHANNEL	Kgs	70		
84	PVC/UPVC PIPE	lot	1		
85	FRB CABIN – SECURITY BOOTH	Nos	1		
86	STEEL BERO	Nos	1		
87	WOODEN RACK CUPBOARD(LONG)	Nos	1		
88	CYCLE	Nos	1		
89	PLASTIC CANE 5LITRE	Nos	191		
90	PLASTIC BUCKET BIG	Nos	4		
91	PAINT BUCKET	Nos	3		
92	DUSTBIN PLACSTIC	Nos	4		
93	WASTE PAPER & BOOKS	Lot	1		
94	COMMERCIAL WET GRINDER 35 KG	Nos	1		

Total Amount in Rs.

(Signature of vendor / contractor with seal and address)