

## SHIFTING OF UNIVERSITY BELONGINGS TO CETTM MTNL, POWAI MUMBAI

### Detail instructions:

- The agency shall ensure the safe delivery of University belongings. In case of damages to the goods, suitable action/levy of penalty as deemed fit by the Competent Authority will be taken. It will generate the bill within 15 days after completion of shifting and submit the same to MNLU Mumbai along-with proof of delivery.
- The agency shall ensure that the shifting order are placed by the appropriate office of MNLU Mumbai. No shifting shall be carried out without written orders of Asst. Registrar (Admin.) of MNLU Mumbai. The offer letter will contain details of scope of work.
- The transportation of goods must be covered by appropriate insurance. The transporter will organize and include the cost in the lumpsum quotation. No separate payment shall be made.
- All Government Levis shall be paid by the transporter.
- Rate quoted by the Agency/Packers & Movers will include pre-survey, supply of all packing materials, packing, complete documentation, loading, transportation, unloading, unpacking and removal of debris etc.
- Exclusive vehicle to be provided for transportation of goods and transportation of vehicles each time.
- Refundable earnest money of Rs. 2000/- (Two Thousand only) by demand draft in favor of "Maharashtra National Law University Mumbai" payable at Mumbai.

