FORMAT

**LOGO**

**[Insert Full Contact Details of the Procuring Entity]**

CONTRACT AMENDMENT

|  |  |
| --- | --- |
| **Contract No.** |  |
| **Amendment No.** |  |
| **Approval Reference No.** |  |

Contract No. [insert number/year] by and between the [insert Procuring Entity’s name] and [insert Supplier’s legal title] for the contract named [insert name of the Goods and related services] is amended as follows:

1. GCC Clause [insert clause no], is hereby revised as \_\_\_\_\_

2. GCC Clause [insert clause no], is hereby revised as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and so on .

The effective date of this Amendment is [insert effective date] or upon execution whichever is later.

**ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT SHALL REMAIN IN FULL FORCE AND EFFECT**

THIS AMENDMENT, consisting of [insert number] page(s) and [insert number] attachment(s), is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Contract.

IN WITNESS WHEREOF, the Procuring Entity and the Supplier have signed this Amendment.

[Supplier’s Authorized Signatory] [Procuring Entity’s Authorized Signatory]

Signature Signature

Title Date Title Date

FORMAT

**LOGO**

**[Insert Full Contact Details of Issuing Authority]**

Office Memo no: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**ACCEPTANCE CERTIFICATE**

|  |  |  |  |
| --- | --- | --- | --- |
| 01 | Procuring Entity Details | | |
| (a) Division | **:** |  |
| (b) Circle/Directorate | **:** |  |
| (c) Zone/Region | **:** |  |
| (d) Others (*specify*) | **:** |  |
| 02 | Name of Supply | **:** |  |
| 03 | Contract No | **:** |  |
| 04 | Supplier’s Legal Title | **:** |  |
| 05 | Supplier’s Contact Details | **:** |  |
| 06 | Supplier’s Trade License/Enlistment/Registration Details | **:** |  |
| 07 | Reference to NOA with Date | **:** |  |
| 08 | Original Contract Price as in NOA | **:** |  |
| 09 | Final Contract Price as Delivered | **:** |  |
| 10 | Original Contract Period | | |
| (a) Date of Commencement | **:** |  |
| (b) Date of Completion | **:** |  |
| 11 | Actual Delivery Period | | |
| (a) Date of Actual Commencement | **:** |  |
| (b) Date of Actual Completion | **:** |  |
| 12 | Days/Months Delivery Period Extended | **:** |  |
| 13 | Amount of LD for Delayed Delivery | **:** |  |
| 14 | Special Note (*if any*) | **:** |  |

Certified that the Goods and related services under the Contract has been delivered and completed in all respects in strict compliance with the provisions of the Contract including all plans, designs, drawings, specifications and all modifications thereof as per direction and satisfaction of the Procuring Entity/Engineer-in Charge/Other (*specify*). All defects in the Goods reported during inspection and tests have been duly rectified or replaced.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Signature of the Issuing Authority with Designation**

*please turn over*

**Details of Delivery Completed**

|  |  |  |
| --- | --- | --- |
| **Supplier: [insert legal title]** | | |
| **No** | **Major Items of Delivery** | **Total Value**  **(in Contract Currency)** |
|  |  |  |
|  |  |  |

**Note: Figures shown must correspond to Total Value**

**Sub-contractor**

**[delete, if not appropriate]**

|  |  |  |
| --- | --- | --- |
| **Sub-contractor: [insert legal title]** | | |
| **No** | **Items/Activities**  **[reference drawn to Sub-contractor Information]** | **Value**  **(in Contract Currency)** |
|  |  |  |
|  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Signature of the Issuing Authority with Designation**