



NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textile, Govt. of India)

INVITING E-TENDER (TWO BID) FOR PROCUREMENT OF 10 KVA ONLINE UPS WITH BATTERIES AT NIFT, BHUBANESWAR, Plot No. 24, Opposite KIIT SOM, Chandaka Industrial Estate, Bhubaneswar, Odisha – 751024, website www.nift.ac.in/bhubaneswar

Tender No: 14077/NIFT/ BBSR/Admin/Tender/2018-19/91

Date of issue: 21.03.2019

Time schedule for short notice tender process:

Date of publication of tender notification	21.03.2019
Opening date for online submission	21.03.2019
Closing date for online submission	12.04.2019 at 2:00 PM
Last date for receipt of duly filled in tender document at NIFT, Bhubaneswar	12.04.2019 at 2:30 PM
Date & time of the opening of technical bids of tender	12.04.2019 at 3:30 PM
Date & time of the opening of financial bids of tenders	To be informed to technically qualified bidders separately

Note: 1. E-Tender conditions may be read properly & accordingly filled the e-tender and enclosure may be submitted.

Note: 2. This e-tender document contains 17 pages (total no. of pages including Annexure) and bidders are requested to sign on all the pages. The e-tender should be submitted in two separate sealed envelopes superscripted with (i) “E-Tender for procurement of **“10 KVA online UPS”- Technical Bid**” and (ii) “E-Tender for procurement of **“10 KVA online UPS”-Financial Bid**”. The 2 covers duly sealed (i.e. Technical Bid & Financial Bid) should thereafter be kept in third cover & sealed. This cover should also be super scribed with “E-Tender for procurement of **“10 KVA online UPS”** and addressed to:

Purchase Officer
National Institute of Fashion
Technology, NIFT Campus,
Bhubaneswar - 751024

The EMD draft should be put in the Technical bid envelope.

NIFT CAMPUS, Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar , ODISHA – 751024. Tele No. – 0674-2305700, Fax – 0674-2305710, Website: www.nift.ac.in/bhubaneswar.

Process of Online Submission of Bids:-

- (a) The interested firms should apply online and submit their e-tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> from **21.03.2019 to 12.04.2019 up to 02.00 P.M.** Tender documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
 - (b) Applications to this e-tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
 - (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying:
 - Annual Registration Charges of **Rs. 2000/-** + GST Charges Extra as per Applicable (Rupees Two Thousand Only + GST Extra (non-refundable).
 - Bid Processing Fee charges **Rs.400.00** + GST Charged Extra as per Applicable (Four hundred only + GST Extra - non-refundable).
 - (d) The Firm should ensure that it complies with the requirements as per works before applying for tender. Also, the interested Firms should submit a hard copy of the application submitted online with all relevant supporting documents by **12.04.2019 up to 02.30 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.
 - (e) The technical bid envelope must contain the technical bid in prescribed Proforma as per along with a demand draft of **Rs. 15,000/-** (Rupees fifteen thousand only) towards Earnest Money Deposit (refundable but non-interest bearing) favoring National Institute of Fashion Technology and payable at Bhubaneswar with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid.
 - (f) The technical bid will be opened at NIFT, Bhubaneswar on **12.04.2019 at 03.30 P.M.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
 - (g) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- Estimated Amount: **Rs 5 Lakhs.**

1. INTRODUCTION:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

About the Campus

NIFT, Bhubaneswar Campus was started in July 2010 initially in a rented complex at Centurion Institute of Technology at Jatni, 30 KM from the city of Bhubaneswar. Now, it is functioning at its own campus spread over 10 acres of land near KIIT School of Management, Patia after shifting from Jatni from Jan 2012. The centre was inaugurated on 31st March 2012 by Shri. Anand Sharma, Hon'ble Minister of Commerce & Industry and Textiles, Govt. of India and Shri. Naveen Patnaik, Hon'ble Chief Minister, Odisha.

**NOTICE INVITING TENDER (NIT):**

NIFT, Bhubaneswar invites sealed e-tenders under two bid system for **“Procurement of 10 KVA online UPS”** as per the quantity and specification mentioned in schedule of requirement and in price bid. The bidder has to quote for all the items of Annexure VI. A copy of tender bids duly-filled in all respects enclosing necessary documents may either be sent to **The Director, National Institute of Fashion Technology, Bhubaneswar – 751024**, or be dropped in the tender box placed at Administration Section of NIFT Bhubaneswar so as to reach on or before **2:00 PM on 12.04.2019**.

NIFT is registered with the Department of Scientific and Industrial Research (DSIR) and are eligible for exemption from payment of customs duty in terms of Govt. of India notification No. 51/96-customs dated 23rd July 1996 and exemption from payment of excise duty in terms of Govt. notification No. 10/97 – Central Excise dated 01st March 1997 as amended from time to time. Hence the bidder should be original manufacturers or their Indian agents/authorized dealer for the supply of items of reputed/popular brand. The suppliers shall indicate the details of Central Excise registration, Export/ Import license details in case of original manufactures /foreign manufactures/ suppliers.

1. SCHEDULE OF REQUIREMENTS:

This NIT is for procurement of the following items with the specification and quantities mentioned against each:-

“Procurement of 10 KVA online UPS”

SL. No.	Item name	Specifications	Unit	Quantity
1	10 KVA online UPS	3 phase, 4 wire, 400/415 volt, 10 KVA online UPS, tower type with batteries and installation for 50 computer systems.	No	01

2. TECHNICAL QUALIFICATION CRITERIA:

The tenderer must fulfill the following eligibility conditions:

- Manufacturers of the items or their dealers or suppliers are eligible to apply.
Technical qualification will be determined by the board on seeing the design & catalogue as per specification submitted alongwith tender. Material & size specification to be mentioned alongwith design.
- Tenderer's sales turnover should not have less than Rs. **25 Lakhs** per annum for the last two years *in the sale of said and related items or should have more than 50 lakhs together. (Documentary proof to be attached).*
- The tenderer firm should possess PAN Number and should have all the necessary registrations viz. registrations under GST/VAT, CST, Service Tax, Sales Tax /Excise Duty in case of manufacturers etc. (enclose the documents).
- The technical bid should be accompanied by Rs **15,000/-** (Rupees fifteen thousand only) in the form of a bank demand draft/pay order in favour of NIFT Bhubaneswar as earnest money deposit (EMD).
- The tenderer should provide warranty/guarantee and free service as provided by manufacturer and in any case for minimum one year from the date of supply.

3. **MODE OF SUBMISSION:**

- A. Applications to this e-tender will be accepted only through the online mode through the website <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- B. Tender should be submitted in the following two separate covers.
 - i. Technical Bid
 - ii. Price Bid

Tenders received with technical bid and price bid in the same cover will be summarily rejected.

- C.
 - i. Copy of tenders can be submitted in person on or before the due date and time specified in the tender notice. Such tenders may be dropped in the TENDER BOX kept at the Administrative section at **NIFT Campus, Bhubaneswar**.
 - ii. Alternatively the tenderer who prefers to submit copy of the e-tender through post can send the same through registered post or courier so as to reach the Director, NIFT, Bhubaneswar campus, Plot No.24, Opposite KIIT School of Management, Chandaka Industrial Estate, Bhubaneswar, ODISHA – 751024. on or before the due date and the time specified in the tender notice. Copy of the tenders received after the due date and time for what so ever reasons will not be considered, and the Director, NIFT Bhubaneswar will not be liable or responsible for the same.
- D. E-Tender should be submitted only in the prescribed tender document obtained from the Office of Director, NIFT, Bhubaneswar/down loaded from the NIFT website.

4. **DUE DATE & TIME**

Last date for submission of on line e-tender is **12.04.2019 (2:00 PM)** and Last date for receipt of duly filled in tender document at NIFT, Bhubaneswar is **12.04.2019 (2.30 PM)**. The technical bids of tenders will be opened at **03.30 pm** on the same day. **If the last day happens to be a holiday, the tender will be opened at the next working day at the same time.** The tender received after due date and time or unsealed or incomplete or by electronic mail will be summarily rejected.

5. **EARNEST MONEY DEPOSIT**

- a. Tenderer shall enclose a demand draft/pay order of any scheduled bank for an amount of **Rs 15,000/-**(Rupees fifteen thousand only) in favour of NIFT Bhubaneswar, payable at Bhubaneswar as the non-interest bearing earnest money deposit along with technical bid. The technical bid without EMD shall be rejected.
- b. Cheques and bank guarantees will not be accepted towards EMD.
- c. On opening technical bid envelope if it is found that EMD is not enclosed, then the tender offer will be summarily rejected unless any category of tenderer who is specially exempted by Government of India from the payment of EMD has mentioned about that and enclosed proof thereto.

- d. The EMD will be forfeited if:
 - i. Tenderer withdraws his tender or backs out after acceptance.
 - ii. Tenderer fails to remit the security deposit.
 - iii. Tenderer violates any of the conditions prescribed in the tender document.
 - iv. Tenderer revises any of the terms quoted, during validity period.

6. REFUND OF EARNEST MONEY DEPOSIT

EMD shall be refunded to the unsuccessful tenderer. For this purpose the tenderer is advised to send along with the original tender itself, advance stamped receipt for the EMD amount, so as to avoid any delay in refund. The advance stamped receipt shall be in favour of the Director NIFT Bhubaneswar

PART – B **TECHNICAL BID**

CONDITIONS FOR SUBMISSION OF TECHNICAL BID UNDER TWO COVER SYSTEM

The Technical bid as prescribed should be filled up, and sealed in a separate cover along with all enclosures specified. The cover shall be superscribed as technical bid. The technical bid envelope should contain the following:

1. Demand draft for earnest money deposit along with advance stamped receipt for refund of EMD.
2. Details like the name of the firm, address, telephone number, cell phone number, fax number and e-mail address of the tenderer.
3. Documentary proof in support of the capacity to supply the required quantity for this purpose, Annual turnover statement for the year 2016-17 & 2017-18 should be submitted (Annexure II). If annual turnover statement not prepared/completed for 2017-18, then such papers of 2015-16 will be taken into account. (Supplies made by the tenderer alone will be considered towards the eligibility criteria)
4. Duly attested copy of PAN and copies of Income Tax return filed in respect of Indian Tenderers (2016-17 & 2017-18). If balance sheet not completed/IT return not filed for 2017-18, then such papers of 2015-16 will be taken into account.
5. Duly attested copies of general as well as central/ state sales Tax Registration Certificates/ VAT Registration Certificate/GST.
6. Undertaking regarding excise duty/ custom duty in the format given in Annexure-VIII.
7. Details of items for which the bidder has quoted along with standard and other accessories offered (to be mentioned in Annexure III).
8. Declaration duly signed by the tenderer(Annexure-I V).
9. An undertaking regarding warranty/guarantee and free service as provided by manufacturer and in any case for a period of minimum six months from the date of installation. (to be furnished in Annexure VI)
10. Illustrated pamphlets containing all the technical details, specification of the tendered items.
11. Credentials of the tenderer with his experience in supply of **“10 KVA online UPS”** (to be furnished in Annexure VII).
12. All the documents (01 to 11 above) shall be enclosed in a cover superscribed as ‘Technical Bid Envelope A’.

PART – C

PRICE BID

Price Bid (Annexure – IX) should be enclosed in a separate cover superscribed as ‘Price Bid Envelope B’.

- 1) Unit rate along with the split up price of the items quoted for shall be essentially given in the prescribed format as given in Annexure-IX. The rates should be indicated clearly both in figures and in words. If there is any variation between the rates in figures and in words, the rates given in words will be considered for evaluation. The rate quoted shall be inclusive of rate of all accessories specified in Annexure-III and no separate rate should be quoted for such accessories.
- 2) All rates shall be FOR destination at NIFT Campus Bhubaneswar.
- 3) The rates should be kept firm and valid for 90 days from the date of opening of tender.
- 4) The tenderer with full signature should attest any scoring or overwriting.
- 5) The rates quoted should not be subjected to any price variation clause.
- 6) The quotes shall be for full quantities of items quoted for.
- 7) Pamphlets and specifications of quoted items should necessarily accompany the offer.
- 8) Price bid certificate duly signed by the tenderer (Annexure-V).
- 9) L-1 bidder will be decided on the basis total rupees in words in financial/price bid for whole. Decision of Director, NIFT, Bhubaneswar will be final.

PART – D

GENERAL CONDITIONS

1. OPENING OF TENDER AND EVALUATION THEREON

- 1) The e-tenders received up to 02:00 pm. on the opening day will be opened.
- 2) The tenderers are advised to go through all the terms and conditions carefully. Reporting of any corrections or alteration, etc., after submitting the e-tender, will not be entertained.
- 3) The Director, NIFT Bhubaneswar reserves the right to accept the whole tender or any part thereof or reject all the tenders, in the interest of the NIFT so required, without assigning any reasons whatsoever and to waive any minor discrepancy in the tenders received.

2. Bid Evaluation Criteria

- 1) Tenderers who satisfy the conditions/technical/quality parameters stipulated in the tender document and who have supplied all the documents/sample/materials required will alone be considered as qualified tenderers in technical bid. The tenders of such qualified tenderers alone will be considered for opening the price bid in envelope-B. However NIFT reserves the right to reject any of the tender without mentioning any reason.
- 2) L1 bidder will be decided on the basis of total rupees in financial/price bid. The Customs duty /Excise duty exemption offered by the bidder will be considered for deciding net outgo to NIFT.
- 3) Tenders containing any condition leading to unknown/indefinite liabilities are liable to be rejected. If at all any rebate is/are offered, the tenderer shall first quote his rates strictly on the terms and conditions stipulated in the tender documents and then show separately any rebate(s) offered without any conditions for such rebate(s), if any.
- 4) Rates for all the items as per schedule of requirements have to be quoted in toto and in case rate of any item is not quoted then it will be summarily rejected.

3. FORFEITURE OF EARNEST MONEY DEPOSIT

If the successful tenderer (referred as “Tenderer”) fail to act according to the tender conditions or backs out after the tender has been accepted, the EMD will be forfeited.

4. VARIATION IN QUANTITIES

The Director, NIFT Bhubaneswar reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty five percent (25%) indicated in the tender schedule, unless qualified by the specific limitation of the tender.

5. RELEASE OF PURCHASE ORDER

- 1) Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The NIFT reserves the right to select any bid under the grounds of specification compliance, usage suitability, design, economic suitability, workmanship, brand value, proven track record and reputation in supplies to Govt. Organizations, quality certification from national or international agencies and after sales service facilities.
- 2) The Director, NIFT Bhubaneswar reserves the right to relax or waive any of the tender condition and reject the tender if anyone of the conditions enumerated above is violated or any counter condition is put forward by the tenderer.
- 3) Additional terms and conditions may be incorporated in purchase order, if needed, to safe guard the interest of NIFT.

6. EXECUTION OF PURCHASE ORDER

The tenderer should nominate and intimate to NIFT Bhubaneswar his authorized representative specifically to receive the purchase order from NIFT and to effectively execute the purchase order complying all the terms and conditions.

7. **PRE-SURVEY:** Interested parties are encouraged to conduct a pre-survey before submitting tender. Asst. Director/Purchase officer, NIFT Bhubaneswar can be contacted on site for any pre-survey related query.

8. DELIVERY

- 1) **Supply of "10 KVA online UPS"** will have to be completed within 60 days in case of indigenous supplies and 90 days in case of imported supplies from the date of acceptance.
- 2) The delivery schedule should be strictly adhered to. If the tenderer fails to complete the supply within the time stipulated, the order for the supply of **"10 KVA online UPS"** is liable to be cancelled. In such case the security deposit will be forfeited and penalty clause as per item 13 below will be invoked.

9. GUARANTEE / WARRANTY

- 1) Guarantee / Warranty period shall be specified in the e-tender. If the item covered under warranty fails the same shall be replaced free of cost including all the applicable charges.
- 2) The item supplied shall be guaranteed to be free from defective workmanship or materials for a minimum period of one year. The supplier at his own cost shall rectify any defect that may appear during this period.

10. ASSEMBLING AND INSTALLATION

The installation should be done within 10 days from the date of receipt of **"10 KVA online UPS"** at the NIFT Campus Bhubaneswar.

11. PAYMENT TERMS

100% payment within 15 days of delivery and after successful installation and also on production of bill and proof of satisfactory performance duly certified by the user department of NIFT.

12. JURISDICTION FOR LEGAL PROCEEDING

Legal remedies for any disputes which may arise during the execution of the contract shall be instituted in any court of law in Bhubaneswar only. The contract shall be governed by the law for the time being in force in the country viz Indian contract Act & Indian sale of goods Act.

13. PENALTY

In the event of failure of the successful tenderer to make the supply of the item ordered within the stipulated time, without prejudice to other remedies under the contract a penalty equivalent to 0.5%(Half Percent) of the value of delayed goods will be levied per week with a maximum of 5% of the contract value. If requested by the tenderer, Director may at his discretion grant extension of time with penalty/without penalty. In the event of failure to supply the items even after granting extension of time Director may purchase the stock from any other source at the prevailing market rate at the risk and responsibility of the successful tenderer and to claim any loss sustained by NIFT Bhubaneswar in the transaction from the tenderer besides forfeiting EMD and security deposit.

14. ON SITE INSEPTION TO ASSESS QUALITY BEFORE DELIVERY

“10 KVA online UPS” may be inspected by the purchaser at his end to assess the quality before despatch of item. **“10 KVA online UPS”** rejected on inspection will be replaced by the supplier at his cost and all charges for collection and delivery of the same to the purchaser will be on suppliers account. Delivery of **“10 KVA online UPS”** only of approved quality will only be accepted.

15. SIGNATURE AND SEAL

The tenderer must sign and affix their seal in every page of the tender document and furnish certificate as below.

I/We_____have gone through the terms and conditions and will abide by them as laid down above.

SIGNATURE & SEAL OF THE AGENCY

Date:

ENVELOPE – A

TENDER NO. 14077NIFT/BHUBANESWAR/Admin/Tender//2018-19/91

Procurement of “10 KVA online UPS”

TECHNICAL BID ENCLOSURES

1. Tender document pages from 01 to 17.
2. Annexure from I to IV & VI to VIII.
3. Photo copies of all supporting documents.

NAME OF TENDERER :

SIGN AND SEAL OF THE TENDERER :

ENVELOPE – B

TENDER NO: 14077NIFT/ BHUBANESWAR/Admin/Tender//2017-18/91

“Procurement of 10 KVA online UPS”

PRICE BID ENCLOSURES

Annexure-IX

Annexure-V

NAME OF THE TENDERER :

SIGN AND SEAL OF THE TENDERER :

EARNEST MONEY DEPOSIT PAYMENT PARTICULARS
II. Number of Demand Drafts enclosed:
II. Demand Draft particulars

Sl.No.	Purpose	Amount in Rs.	D.D. No.	Date	Name of the bank branch
1	EMD- Procurement of "10 KVA online UPS"				

I/We,..... Hereby declare that the particulars furnished by me/us in this offer are true to the best of my/our knowledge and I/We understand and accept that, if at any stage the information furnished by me/us are found to be incorrect or false, I/We am/are liable for disqualification from this tender and also liable for any penal action that may arise due to the above besides being black listed. I further understand that on opening of the technical bid if the EMD furnished by me is found short when calculated at the percentage fixed on quoted rate, my quotes will become invalid.

Signature :

Name :

Designation :

Name and Agency :

Address of the Tenderer :

Seal of the Tenderer

Date:

Place:

ANNEXURE-II

TURN OVER DETAILS

The latest year sales turn-over detail is furnished below.

Name of the Company/Firm:

Sl. No.	Financial Year	Turnover(Rs.in lakh)
1	2016-17	
2	2017-18	

If balance sheet not completed/IT return not filed for 2017-18, then such papers of 2015-16 will be taken into account.

(Proof of the above sales turn-over details should be furnished in the form of audited balance sheet of the tenderer. Complete set of audited balance sheet is required for the above 2 years.

ANNEXURE-III

Procurement of “10 KVA online UPS”

Sl. No	Name of the Item	Qty	Whether the bidder has quoted for the item (Yes/ No)	Whether brochures / catalogue attached (Yes / No)	Accessories if any offered free of cost		
					Items Description	Qty	Value
1.	10 KVA online UPS	01					

ANNEXURE-IV

DECLARATION

I/We having our office at declare that

I/We have never been blacklisted by any state Government/Central Government or any State/Central PSU.

Signature :
Name :
Designation :
Name of the Agency :
Address of the tenderer :
Seal of tenderer :
Date :
Place :

ANNEXURE-V

PRICE BID CERTIFICATION

To,

The Director
NIFT, Bhubaneswar

I/We.....of

.....
hereby agree, subject to acceptance of this tender by Director, NIFT, Bhubaneswar, to supply **10 KVA online UPS** as per schedule of requirement in accordance with the terms and conditions of contract stated in the tender document and as per specifications, rates and prices specified in Annexure-IX.

Signature :
Name :
Designation :
Name of the Agency :
Address of the tenderer :

Seal of tenderer :
Date :
Place :



ANNEXURE - VI

WARRANTY/Guarantee Certificate

We hereby undertake to furnish Six months/one year warranty-guarantee and free maintenance service from the date of installation.

Signature and Seal of tenderer

Date:

Place:

ANNEXURE - VII**DETAILS OF LAST 2 YEARS MAJOR TRANSACTIONS**

Sl.No.	Year	Date of receipt of order	Name of the customer with address and email ID	Value of order	Whether full supply was made within the time stipulated, if not give details of delayed offers and reasons thereof.
1					
2					

Signature and Seal of Tenderer

Date:

Place:

ANNEXURE – VIII

UNDERTAKING REGARDING EXCEPTION OF CENTRAL EXCISE DUTY / CUSTOMS DUTY

I/We hereby certify that I/We am/are the original manufacturer/ authorised supplier/ authorised Indian Agent for the items quoted in Annexure IX. I/We undertake to do all the needful for obtaining excise duty/ customs duty exemption on items quoted and indicated as 'excise duty/ customs duty exemption available'. I/We also understand that the bid evaluation will be based on net outgo to NIFT.

NAME : _____

SIGNATURE : _____

DESIGNATION : _____

ADDRESS OF THE TENDERER : _____

: _____

: _____

SEAL OF THE TENDERER :

DATE:

PLACE:



PRICE BID

ANNEXURE-IX

Procurement of “10 KVA online UPS”

SL. No.	Item name	Specifications	Quantity	Rate per each in Rs	GST any per unit	Total in Rs (e+f) per unit	Grand Total in Rs (d x g)
a	b	c	d	e	f	g	h
1	10 KVA online UPS	3 phase, 4 wire, 400/415 volt, 10 KVA online UPS, tower type with batteries and installation for 50 computer systems.	01				
Grand Total=Rs							
Rupees _____ only							

Signature with date :

Name & Designation :

Name of the Agency with seal :

