Tender Cost: Rs. 500/-

NATIONAL SCHOOL OF DRAMA

(An autonomous Institute under Ministry of Culture, Govt. of India) Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001

Tender Document along with Terms & Conditions

Subject:- Invitation of Annual Tender for Supply of Material at National School of Drama, New Delhi.

- 1. Sealed Tenders are invited from eligible and reputed Supply agencies only for a period of one year from the date of initiation of contract, for Supply of Material at National School of Drama, New Delhi. Agencies shall have supplied similar material services preferably to Govt., PSUs, Ministries, Academic & Educational Institutes.
- 2. Tender Documents can be downloaded from NSD's website http://www.nsd.gov.in for which the bidding agency has to pay Rs. 500/- (Rupees Five hundred only) as Tender documents fee in the form of a crossed account payee Demand Draft/Pay Order from a commercial bank drawnin favour of the <u>Director, National School of Drama, New Delhi</u> which is to be attached with tender at the time of submission of bid.
- 3. The bids are invited into two parts, i.e., **Technical Bid and Financial Bid.** The Qualifying/Technical Bid consists of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I.** The financial bid for the items mentioned in proforma at **Annexure-II.**
- 4. The Technical Bid and Financial Bid should be submitted by the tenderer in sealed cover duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed 'Annual Tender for Supply of Material at NSD'. The Technical Bid and Financial Bid should be addressed to The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001 to be dropped into the tender box kept at the Reception of NSD on or before 10/05/2022 till 1500 hours along with the Tender Cost of Rs. 500/(Rupees Five hundred only) and Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of a crossed Demand Draft/Pay Order drawn in favour of the Director, National School of Drama, New Delhi. The tenders received without Tender Cost &EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions shall be summarily rejected. A Tender Evaluation Committee constituted for the purpose will open the Technical Bid of the tenderers on 10/05/2022 till 1530 hours in the presence of authorized representative of the tenderer who wish to be present at the time of opening of bidding. The representative of the bidding agency must have an authorization letter from the competent authority of the concerned agency in this regard which he has to produce at the time of the bidding.
- 5. If the tenderer qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened by a Committee constituted by the NSDand in the presence of such tenderers who wish to be present.
- 6. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.

7. EMD & tender fee submission is exempted for those Tenderers who are having valid registration under Udyog Aadhar, Single point registration scheme of NSIC and All Micro, Small & Medium Enterprises registered with Director of Industries from DIC for the purpose of providing goods/services for which this tender is invited. The self-certified photocopy of such valid registration/exemption certificate should be valid in the current year and should be applicable for providing Unskilled Manpower and is to be attached with technical bid with details.

A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.

Tenderer is required to submit the following documents as required in Technical bid Annexure-I. An index at Annexure-I should be filed giving all the following specific details duly filled with page numbers. No column shall be left blank or without specific details. No discrepancy should be the in the index details and the enclosed documents and page numbers. All the tender papers should be paginated, stamped & signed as a token of acceptance of all terms & conditions of the tender documents. Conditional tender will not be accepted at any cost or in any circumstances. Also, the photocopies of the original documents submitted along with the tender to fulfill the eligibility condition should be self-certified and properly stamped by the duly authorized person of the tenderer for this purpose. The Tenderer will have to produce the originals of the following documents for the purpose of verification whenever required.

IN CASE OF NON FILLING OF ALL THE ABOVE CONDITIONS/NON-SUBMISSION OF ALL THE SPECIFIC/COMPLETE DOCUMENTS ASKED, THE TENDER WILL LIABLE TO OUTRIGHT REJECTION AND DECISION OF NSD WILL BE FINAL.

- 1. Bank Account details. (documents to be enclosed)
- 2. PAN No. (documents to be enclosed)
- 3. Goods & Service Tax (GST) Registration No. (documents to be enclosed)
- 4. Details of EMD / Tender Cost. (documents to be enclosed)
- 5. Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached.
- 6. Chartered Accountant Certificate with name, signature & stamp certifying the turnover of the Tenderer for the financial year 2021-2022 and should be not less than rupees thirty lakhs in the year.
- 7. Complete details i.e. only relevant satisfactory supply experience letter along with Work Order of one similar contract of supply of material preferably in Delhi state with Government PSUs & Ministries, where the supplies are provided by the Tenderer for the financial year 2021-2022. The exact details also be given in index with page number. (documents to be enclosed)

B. <u>EARNEST MONEY DEPOSIT:</u>-

- 1. Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty thousand only) shall be kept in the envelope containing the qualifying/technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
- 2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
- 3. No interest shall be paid by NSD on the EMD for the above said period.

C. EVALUATION OF TENDER:-

- 1. The Technical Bid shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer, will be permitted to be present half an hour before the time of opening of tender with authorization letter and proof of identity.
- 2. In the Financial Bid, amount mentioned in proforma at **Annexure–II** should be written both in words and figures. If there is any discrepancy between the amount / information quoted in words and figures, the amount/information quoted in words will be treated as final.
- 3. The NSD reserves the right to select the tenderer on the basis of rates quoted. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for tenders in future for a period of three years.

D. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

i) Procedure for submitting the bids : **Two bid systems**

ii) Cost of Tender : **Rs. 500/-**

iii) Time and last date of submission of tender documents : 10/05/2022 till 1500 hours

iv) Time and date of opening of qualifying/technical bid : 10/05/2022 till 1530 hours

F. GENERAL CONDITIONS OF THE CONTRACT:-

- 1. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
- 2. All the statuary requirement to be complied as per government rules & regulations if applicable.
- 3. The Tenderer shall submit a written power of attorney authorizing the signatory of the bid to participate in the bid.
- 4. The Tenderer shall submit memorandum of understanding in case of partnership, LLP, consortium or joint venture.
- 5. The Tenderer shall submit full details of its ownership and control of the Tenderer, if it is a partnership firm than ownership and control details of each partner shall be furnished.
- 6. Conditional bids / offers will be summarily rejected.
- 7. Tender will be rejected and Earnest Money Deposit shall be forfeited, if the successful Tenderer refuses or neglects to execute the contract within the time frame specified by the NSD.
- 8. All pages of the tender submitted must be page numbered, neatly typed and signed by the person duly authorized to sign by the tenderer for acceptance of tender failing which tender will be outright rejected.

- 1. The tenderer shall take the sole responsibility for supply materialon the approved rates for a period of one year from the date of award of Contract.
- 2. The services provided by Tenderer shall be to the entire satisfaction of NSD.

G. TERMINATION OF CONTRACT:-

In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 day notice and earnest money will be forfeited. The decision of the Director, NSD in this regard will be final.

H. <u>DISPUTE RESOLUTION:-</u>

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed under the provision of Indian arbitration and conciliation Act 1996 by NSD (Ist Party) at the cost of both the parties, whose decision will be final and binding on both parties. All the disputes arising between the parties shall be tried within the Delhi jurisdiction.

I. DURATION / PERIOD OF CONTRACT:-

The contract will be valid for a period of one year from the date of agreement. The contract can also be extended further upto three years as per requirement, if services are found satisfactory on same tender terms & conditions.

J. VALIDITY:-

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender.

<u>ANNEXURE – I</u>

(To be kept duly signed in Envelope 1 – Qualifying/Technical Bid)

TECHNICAL BID

<u>ANNEXURE-I</u>

QUALIFYING/TECHNICAL BID

Technical Bid to be kept duly signed in Envelope-1

Tenderer is required to submit the following documents as required in Technical bid Annexure-I. An index at Annexure-I should be filed giving all the following specific details duly filled with page numbers. No column shall be left blank or without specific details. No discrepancy should be their in the index details and the enclosed documents and page numbers. All the tender papers should be paginated, stamped & signed as a token of acceptance of all terms & conditions of the tender documents. Conditional tender will not be accepted at any cost or in any circumstances. Also, the photocopies of the original documents submitted along with the tender to fulfill the eligibility condition should be self-certified with properly stamped by the duly authorized person of the tenderer for this purpose. The Tenderer will have to produce the originals of the documents for the purposed of verification if required.

IN CASE OF NON FILLING OF ALL THE ABOVE CONDITIONS/NON-SUBMISSION OF ALL THE SPECIFIC/COMPLETE DOCUMENTS ASKED, THE TENDER WILL LIABLE TO OUTRIGHT REJECTION AND DECISION OF NSD WILL BE FINAL.

DETAILS TO BE FILLED WITH PAGE NO.

Page No.

- 1. Name & Address of the Proprietor/: Partners/Directors (with mobile no.)
- 2. Contact Person(s) (with mobile no.)
- 3. LICENCE/REGISTRATION NO. OF:-
 - 1. Bank Account details. (documents to be enclosed)
 - 2. PAN No. (documents to be enclosed)
 - 3. Goods &Service Tax (GST) Registration No. (documents to be enclosed)
 - 4. Details of EMD for Rs. 20,000/- / Tender Cost Rs. 500/-. (documents to be enclosed)
 - 5. Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached.
 - 6. Chartered Accountant Certificate with name, signature & stamp certifying the turnover of the Tenderer for the financial year 2021-2022 and should be not less than rupees thirty lakhs in the year.
 - 7. Complete details i.e. only relevant satisfactory supply experience letter along with Work Order of one similar contract of supply of material preferberly in Delhi state with Government PSUs & Ministries, where the supplies are provided by the Tenderer for the financial year 2021-2022. The exact details also be given in index with page number. (documents to be enclosed)
 - 8. Chartered Accountant Certificate with name, signature & stamp certifying the turnover of the Tenderer for the last financial year 2021-2022 and should be not less than rupees thirty lakh in the year.

UNDERTAKING CERTIFICATE

The agency has to give affidavit onRs. 10/- non-judicial stamp paper duly signed, stamped & notarized certifying that:-

- (a) The tenderer of the bidding firm is not involved in any criminal cases.
- (b) The tenderer of the bidding firm is not black listed in any government offices.
- (c) Credentials submitted by the tenderer for this tender (duly self-certified) are genuine.
- (d) Certified that all the documents enclosed in the Tender are genuine &correct and in case of discrepancy the tender will be out rightly rejected.
- (e) I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the firm has not been black listed / de-listed by any Institutional agencies/Govt. Deptt./ PSU. I understand that in case any deviation is found in the above statement at any stage, the tender will be out right rejected &performance security will be forfeited & NSD division will be final.

I accept all the tender terms and conditions including undertaking (a) to (h).

Date :	(Signature of Authorized Signatory with date)
Place:	Name of the Firm/Agency & stamp

Note:- The undertaking certificate should be given only on non-judicial stamp paper with duly notarized and in the above prescribed format only. Any deviation/ incomplete certificate will liable to outright rejection of tender.

<u>ANNEXURE – II</u>

(To be kept duly signed in Envelop 2 – Financial Bid)

FINANCIAL BID

ANNEXURE - II

(To be kept duly signed in Envelope 2 – Financial Bid)

FINANCIAL BID

Name & Address of the Proprietor/ :
Partners/Directors (with mobile no.)
Contact Person(s) (with mobile no.) :

The tenderer may quote the rates (in both word & figure) for the following materials. The rates are valid for one complete year.

लकड़ी प्लाई एवं एम. डी. एफ. का सामान संलगनक "1"

क्र.	नाम	रूपये	GST%	कुलरूपये
सं.				GST सहित
1	सादा प्लाई8'X4'X6MM			
2	सादा प्लाई 8'X4'X12MM			
3	सादाप्लाई 8'X4'X18MM			
4	सादा बोर्ड 8'X4'X19MM			
5	MDF 8'X4'X6MM			
6	MDF 8'X4'X4MM			
7	MDF 8'X4'X3MM			
8	MDF 8'X4'X21/2MM			
9	फ्लेक्स प्लाई 8'X4'X6MM			
	वाटरप्रूफ प्लाई			
	(सेंचुरीकंपनी)			
10	6'X4'X12MM			
	वाटरप्रूफ प्लाई			
	(सेंचुरीकंपनी)			
11	8'X4'X12MM			
	वाटरप्रूफ प्लाई			
	(सेंचुरीकंपनी)			
12	6'X3'X12MM			
	वाटरप्रूफ प्लाई			
13	(सेंचुरीकंपनी) 6'X4'X6MM			

	वाटरप्रूफ प्लाई	
14	्र (सेंच्रीकंपनी) 8'X4'X6MM	
	वाटरप्रूफप्लाई (सेंचुरीकंपनी)	
15	6'X3'X6MM	
	वाटरप्रूफप्लाई (सेंचुरीकंपनी)	
16	8'X3'X6MM	
	कनेडियन पाईन लकड़ी रेट	
	PER CFT, PER PC.	
	कनेडियनपाईनलकड़ी	
17	4"X1½"X10'	
	कनेडियनपाईनलकड़ी	
18	3"X1½"X10'	
	कनेडियनपाईनलकड़ी	
19	2"X1½"X10'	
	कनेडियनपाईनलकड़ी	
20	2"X1"X10'	
04	कनेडियनपाईनलकड़ी	
21	3"X3/4"X10'	
00	कनेडियनपाईनलकड़ी	
22	2"X2"X10'	
00	मिरांडीकीलकड़ी	
23		
24	मिरांडीकीलकड़ी	
24	5"X1½"X10' मिरांडीकीलकड़ी	
25	1मराडाकालकड़ा 3"X1½"X10'	
25	अ × 1 /2 × 10 मिरांडीकीलकड़ी	
26	2"X1½"X10'	
	मिरांडीकीलकड़ी 3"X3"X10'	
27		
28	सनमाईकाशीटपॉइंट 8	
29	सनमाईकाशीटपॉइंट 7	

हस्ताक्षर सील सहित

हार्डवेयर, पेंट एवं पोलिश का सामान

संलगनक "2"

				(1(1-101 IV Z
क्र. सं.	नाम	रूपये	GST%	कुलरूपये GST सहित
1	कील 3"/12 (प्रतिकिलो)			
2	कील 2 ½"/12 (प्रतिकिलो)			
3	कील 2"/14 (प्रतिकिलो)			
4	कील 4"/10 (प्रतिकिलो)			
5	कील 1"/17 (प्रतिकिलो)			
6	कील 1½"/17 (प्रतिकिलो)			
7	कील ¾"/17 (प्रतिकिलो)			
8	कील ¾"/20 (प्रतिकिलो)			
9	कील ½"/20 (प्रतिकिलो)			
10	लोहेवालाकटर 14"			
11	लोहेवालाकटर 4"			
12	ग्राइंडर 4"			
13	लकड़ीकाकटर 10"			
14	लकड़ीकाकटर 8"			
15	लकड़ीकाकटर 7"			
16	लकड़ीकाकटर 5"			
17	लकड़ीकाकटर 4"			
18	कब्जे 2" (प्रतिपीस)			
19	कब्जे 3" (प्रतिपीस)			
20	कब्जे 4" (प्रतिपीस)			
21	प्यानोकब्जा 6' का ¾"X¾"			
22	छपकाकुण्डी (लोहेवाले) 4"			

23	छपकाकुण्डी (लोहेवाले) 3"	
24	छपकाक्ण्डी (लोहेवाले) 2"	
25	कालीतार (प्रतिकिलो)	
26	जी. आई. वायर (प्रतिकिलो)	
27	वेल्डिंगरोड (प्रतिपैकेट)	
28	जिप्समस्कू 1" (प्रतिपैकेट)	
29	जिप्समस्कू 1½" (प्रतिपैकेट)	
30	जिप्समस्कू ¾ " (प्रतिपैकेट)	
31	जिप्समस्कू 2" (प्रतिपैकेट)	
32	जिप्समस्कू २½" (प्रतिपैकेट)	
33	जिप्समस्कू 3" (प्रतिपैकेट)	
34	तिकोरा (प्रतिपैकेट)	
35	नटवोल्टसभीसाईजवार्सल (प्रतिपैकेट)	
36	OBD (डिस्टेंपरएशियन) 20 लीटर	
37	OBD (डिस्टेंपरएशियन) 10 लीटर	
38	OBD (डिस्टेंपरएशियन) 05 लीटर	
39	स्प्रीट (प्रतिलीटर)	
40	थिनर (01 लीटर) (मुर्गाकंपनी)	
41	थिनर (05 लीटर) (मुर्गाकंपनी)	
42	सीलर (01 लीटर)	
43	लाखदाना (प्रतिकिलो)	
44	तारपीनकातेल (प्रतिलीटर)	
45	पिगमेंटकाला (01 लीटर)	
46	पिगमेंटलाल (01 लीटर)	
47	पिगमेंटहरा (01 लीटर)	
48	पिगमेंटयेलोऑक्साइड (01 लीटर)	
49	पिगमेंटओरेंज (01 लीटर)	
50	पिगमेंटब्राउन (01 लीटर)	
51	इनेमलपेंटवाईट (01 लीटर)	
52	इनेमलपेंटवाईट (04 लीटर)	
53	एपेक्सवाईट 01 लीटर	
54	एपेक्सवाईट 04 लीटर	
55	एपेक्सवाईट 10 लीटर	
56	एपेक्सवाईट 20 लीटर	
57	एपेक्सओरेंज 01 लीटर	

58	एपेक्सब्राउन 01 लीटर	
59	एपेक्सरोजी 01 लीटर	
60	एपेक्सयंगबॉयब्लू 01 लीटर	
61	एपेक्सकोरलरेडियंस 01 लीटर	
62	बिरलाप्ट्टी (बोरी)	
63	इनेमलपेंटगोल्डनब्राउन (01 लीटर)	
64	इनेमलपेंटगोल्डनब्राउन (04 लीटर)	
65	इनेमलपेंटमिलिट्रीकलर (01 लीटर)	
66	इनेमलपेंटमिलिट्रीकलर (04 लीटर)	
67	रेडआक्साईटप्राईमर 01 लीटर	
68	रेडआक्साईटप्राईमर 04 लीटर	
69	रेडआक्साईटप्राईमर 20 लीटर	
70	वाईटप्राईमर 01 लीटर	
71	वाईटप्राईमर 04 लीटर	
72	वाईटप्राईमर 20 लीटर	
73	रेगमाल 80 No. (01 दर्जन)	
74	रेगमाल 100 No. (01 दर्जन)	
75	पट्टेवालारेगमाल 80 No. (प्रतिमीटर)	
76	पट्टेवालारेगमाल 60 No. (प्रतिमीटर)	
77	सिग्नलरेडप्लास्टिक (01 लीटर)	
78	सिग्नलरेडप्लास्टिक (04 लीटर)	
79	सिल्वरपाउडर (500 gm)	
80	कोपरपाउडर (500 gm)	
81	लैकर (01 लीटर)	
82	गोल्डनपाउडर (500 gm)	
83	टर्कीअम्बरपाउडर (प्रतिपैकेट)	
84	लालअम्बरपाउडर (प्रतिपैकेट)	
85	पीलाअम्बरपाउडर (प्रतिपैकेट)	
86	चाकमिट्टी (प्रतिकिलो)	
87	पी.ओ.पी. (प्रतिकिलो)	
88	वार्निश (प्रतिलीटर)	

89	फैविकोल SH (20 kg)		
90	फैविकोल SH (10 kg)		
91	फैविकोल SH (05 kg)		
92	फैविकोल SH (01 kg)		
93	फैविकोल SR998 (01 लीटर)		
94	फैविकोल SR998 (05 लीटर)		
95	दीमककातेल 01 लीटर (वुडगार्डकंपनी)		
96	दीमककातेल 05 लीटर (वुडगार्डकंपनी)		
97	दीमककातेल 10 लीटर (वुडगार्डकंपनी)		
98	दीमककातेल 20 लीटर (वुडगार्डकंपनी)		
99	पुरानीधोतीफूलसाईज (प्रतिपीस)		
100	लोहेकापाईप 3"X1 1/2"X20'X16 गेज (प्रतिकिलो/पीस)		
101	लोहेकापाईप 2"X1"X20'X16 गेज (प्रतिकिलोएवंप्रतिपीस)		
102	लोहेकापाईप 1"X1"X20'X16 गेज (प्रतिकिलोएवंप्रतिपीस)		
103	लोहेकापाईप 4"X2"X20'X16 गेज (प्रतिकिलोएवंप्रतिपीस)		
104	लोहेकापाईप 3/4"X3/4"X20'X16 गेज (प्रतिकिलोएवंप्रतिपीस)		
105	लोहेकीपत्ती (प्रतिकिलो)		
106	सेल्फड्रिलपेंच 3/4" (प्रतिपैकेट)		
107	सेल्फड्रिलपेंच 1/2" (प्रतिपैकेट)		
108	सेल्फड्रिलपेंच 1" (प्रतिपैकेट)		
109	सेल्फड्रिलपेंच 1 1/4" (प्रतिपैकेट)		
•			
110	सेल्फड्रिलपेंच 2" (प्रतिपैकेट)		
110 111	सेल्फड्रिलपेंच 2" (प्रतिपैकेट) सेल्फड्रिलपेंच 2 1/2" (प्रतिपैकेट)		

<u>हस्ताक्षरसीलसहित</u>

मास्किंगटेप, कपड़ा एवं कारपेट का सामान संलगनक "3"

क्र. सं.	नाम	रूपये	GST%	कुलरूपये GST सहित
1	मास्किंगटेप 1" (30 मीटर)			
2	मास्किंगटेप 1" (50 मीटर)			
3	मास्किंगटेप 2" (30 मीटर)			
4	मास्किंगटेप 2" (50 मीटर)			
5	मास्किंगटेप 3" (30 मीटर)			
6	मास्किंगटेप 3" (50 मीटर)			
7	डांसफ्लोरटेपकाली 2" (25 मीटर)			
8	डांसफ्लोरटेपसफेद 2" (25 मीटर)			
9	पैकिंगटेप 2" (60 मीटर)			
10	पैकिंगटेप 2" (200 मीटर)			
11	कालाकपड़ा 56" 1 मीटर			

	(हरीओमकेश्मेंट) (मेडइनतमिलनाडू)		
12	सफेदकपड़ा 56" 1 मीटर		
	(हरीओमकेश्मेंट) (मेडइनतमिलनाडू)		
13	ग्रीनकपड़ा 56" 1 मीटर		
	(हरीओमकेश्मेंट) (मेडइनतमिलनाडू)		
14	स्काईब्लूकपड़ा 56" 1 मीटर		
	(हरीओमकेश्मेंट) (मेडइनतमिलनाडू)		
15	नॉनवूलनकारपेट (प्रति sqft.)		
16	वेल्युअर कारपेट (प्रति sqft.)		
17	रिपेड कारपेट (प्रति sqft.)		

हस्ताक्षर	सील	सहित
-		-

TDS will be deducted from the bills,if applicable.

I agree and accept all the terms & conditions of the tender.

Signature of the Proprietor/: Partners/Directors (with mobile no.)

Date: _	 	 _
Place:	 	