

CHECK-LIST OF DOCUMENTS PLACED IN TECHNICAL BID

Sr. No	DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID	YES	NO
1	Earnest Money Deposit (E.M.D.) of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft only (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi.		
2	Tender Fee of Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) in the form of Demand Draft only in case the Tender Document is downloaded from Company's Website (payment through cheque or any other mode is not acceptable) issued by any scheduled commercial bank in favour of “The Oriental Insurance Company Limited” payable at New Delhi. In case the bidder does not pay Tender Fee of Rs.1180/- even if the document is downloaded from the site, the bidder is liable to be disqualified provided the bidder does not fall under the exempted categories.		
3	Proof of the Tenderer/Bidder being based in Delhi and their operation in these areas. Attach self-attested copy of proof.		
4	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
5	Tenderer/Bidder self-attested copy of the Goods and Service Tax Registration Number (If applicable).		
6	The Tender should have rendered similar satisfactory security services on monthly contract basis to at least three Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute or Private Company of repute during the last three financial years. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies.		
7	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure II.		
8	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company during the last three financial years i.e. 2020-21, 2021-22 and 2022-23. Attach Certificate from clients / organizations as per Annexure III.		

9	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. Attach Self-attested copy of Certificate of EPF Registration issued by EPF Commissioner.		
10	Proof of registration with ESI Authorities along with Registration Number. Attach Self-attested copy of Certificate of ESI Registration issued by concerned ESI Authority.		
11	The Tenderer/Bidder should have minimum annual turn-over of Rs.1.5 Crores for the last three financial years i.e. 2020-21, 2021-22 and 2022-23. Attach Certificate from Chartered Accountant as per Annexure IV.		
12	The Tenderer/Bidder should have minimum 250 Security Guards in Delhi on their rolls as on 31/12/2023. Attach Certificate from Chartered Accountant as per Annexure V.		
13	Letter of Acceptance of terms and conditions and payment procedure for submission of monthly bills for release of payment to Bidder/Tenderer as per specimen given in Annexure VI.		
14	Tenderer/Bidder self-attested copy of Registered Partnership Deed / Certificate of Incorporation and Registration Certificate of the Firm / Company.		
15	Undertaking regarding Non-blacklisting / prosecution of the firm as per specimen given in Annexure XIII.		
16	Labour License/Registration under the Contract Labour (Regulation & Control Act, 1970). Attach self-attested photo-copy of Labour Licence Registration.		
17	Valid and effective Quality Assurance ISO Certificates held by the Firm/Agency. Attach self-attested photo-copy of all such ISO Certificates.		
18	If the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits, please attach self-attested copy of Valid Certificate of Registration as MSEs along letter from Registering Authority certifying exemption from payment of EMD and benefits.		

SIGNATURE WITH STAMP :
 NAME OF FIRM :
 NAME OF AUTHORISED PERSON:
 CONTACT NUMBER :
 E-mail ID :
 DATE :

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I / We / Our organization, including our Partners / Share-holders / Directors hereby certify that none of my / our blood relative(s) is / are employed and posted at The Oriental Insurance Company Limited, Head Office, New Delhi. In case at any stage, if it is found that the information given by me / us is false / incorrect, The Oriental Insurance Company Limited shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal

Name of the Tenderer

Date

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE FINANCIAL YEARS

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations to which services were provided during the last three financial years i.e. **2020-21, 2021-22 and 2022-23**. This information provided will facilitate evaluation of Technical Bid).

Sl. No	Name of the Organization with complete postal address located in Delhi mentioning Private Sector/ Govt, Body / PSU / Autonomous Institutions / Public Limited Company etc.	Name and Designation of the Contract Person with Telephone No. / Mobile No. / E-mail ID	Period for which Security Services Contract awarded	Nature of Work i.e. providing Security Guards	Number of Security Guards provided

SIGNATURE WITH STAMP :

NAME OF FIRM :

NAME OF AUTHORISED PERSON :

CONTACT NUMBER :

E-mail ID :

DATE :

**CERTIFICATE REGARDING TURN-OVER AND PROFIT EARNED OF BIDDER/TENDERER DURING THE LAST
THREE FINANCIAL YEARS**

I / We, M/s., the Bidder/Tenderer for providing Security Services on Monthly Contract Basis, hereby confirm that the minimum Annual Turn-Over of the firm/company and profit earned during the last three financial years i.e. **2020-21, 2021-22 and 2022-23** equal to or more than Rs. 1.5 Crores. The financial year-wise break-up is given below:

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR	PROFIT EARNED FOR THE YEAR
1	2020 - 21	Rs.	Rs.
2	2021 - 22	Rs.	Rs.
3	2022 - 23	Rs.	Rs.

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We,, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned for three Financial Years mentioned above in respect of M/s are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

**CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF SECURITY GUARDS ON THE
ROLL OF THE BIDDER / TENDERER AS ON 31/12/2023**

I / We, M/s _____, the Bidder/Tenderer for providing Security Services on Monthly Contract Basis to The Oriental Insurance Company Limited, Office Block IV, Plate A, NBCC Office Complex, Kidwai Nagar East, New Delhi, hereby confirm that the total number of Security Guards on my / our roll **as on 31/12/2023** is (No. in figures :). The site / firm / contract-wise break up of Security Guards provided to Firms/Clients are as under:

SL. NO	NAME OF FIRM / COMPANY TO WHOM SECURITY SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY WITH CONTACT DETAILS	NUMBER OF SECURITY GUARDS PROVIDED AS ON 30/09/2023
		GRAND TOTAL :	

SIGNATURE & SEAL OF THE TENDERER

Certified that the figure regarding number of Security Guards in Delhi on the rolls of M/s. _____, the Bidder/Tenderer for providing Security Services on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts **as on 31/12/2023**.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ACCEPTANCE LETTER

(On the Letter Head of the Firm / Agency)

To,
Chief Manager
The Oriental Insurance Co. Ltd.
Block IV, Plate A, NBCC Office
Complex, Kidwai Nagar East,
New Delhi

Dear Sir,
Re: Acceptance of Terms and Conditions and Procedure for Submission of bills along with mandatory documents for release of payment in respect of Tender for Providing Security Services on Monthly Contract Basis

The Tender Document for providing Security Services on Monthly Contract Basis floated by The Oriental Insurance Company Limited have been purchased / downloaded through their Website by me / us. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with statutory and mandatory requirements/documents for the release of payments to Bidder/Tenderer of the Tender Document of The Oriental Insurance Company Limited, Corporate Office Block IV, Plate A, NBCC Office Complex, Kidwai Nagar East, New Delhi - 110023. I / We declare and agree that I / We will abide by the all the terms and conditions/clauses and hereby accept procedure for submission of monthly bills along with all the statutory/mandatory requirement and other documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document. In case any provision of the tender is found violated, I / We agree that the tender shall be liable to be rejected and The Oriental Insurance Company Limited shall without prejudice to any other right or remedy will be at liberty to forfeit the Earnest Money absolutely deposited by me / us along with the tender document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

I / We hereby unconditionally accept all the terms and conditions/clauses and accept procedure for submission of monthly bills along with all the statutory/mandatory requirements/documents for release of payment to me / us contained in the tender document and will not deviate from compliance of any of the requirements and submission of documents mentioned in the Tender Document for providing Security Guards/Supervisor on Monthly Contract Basis in its entirety. The required Earnest Money Deposit is enclosed herewith in the form of Demand Draft of Rs..... drawn on Bank, payable at New Delhi.

Thanking you,

Yours faithfully,

SIGNATURE OF BIDDER/TENDERER WITH DATE AND RUBBER STAMP

STATEMENT OF CALCULATION OF AMOUNT PAYABLE TO GUARD FOR _____ 2024

S. No	Name	Designation	Bank Account Number	Minimum Wages	Total Wages for the month	Deductions			Total Amount Payable to Guard	E-Transaction Number with copy of Slip
						EPF @ 12%	ESI @ 3.25%	Others		
GRAND TOTAL :										

For M/s
Authorized Signatory with Company's Stamp

ANNEXURE IX

TO WHOMSOEVER IT MAY CONCERN

Date:

This is to certify that we have deposited ESI Contribution for the month of, **2024** vide Challan No..... dated (copy enclosed) in respect of our Establishment (Party Code : _____) which includes ESI Contribution for the month of, **2024**, in respect of the following Security Guards deputed for The Oriental Insurance Company Limited as per details given below:-

S. No	Name of Workman	Employees' Contribution	Employer's Contribution	Interest	Damages	Others	Total
1	Shri						
2	Shri						
3	Shri						
4	Shri						
5	Shri						
	TOTAL						
GRAND TOTAL (IN WORDS) : Rupees							

For M/s
Authorized Signatory with Company's Stamp

TO WHOMSOEVER IT MAY CONCERN**Date:**

This is to certify that we have deposited EPF Contribution for the month of _____, **2024** vide Challan No. _____ dated _____ (copy enclosed), in respect of our Establishment (Establishment Code : _____) which includes EPF Contribution for the month of _____, **2024**, in respect of the following Workman deputed for The Oriental Insurance Company Limited:-

S.No	NAME OF WORKMAN	EPF NUMBER
1	Shri	
2	Shri	

The total amount of contribution of EPF, in respect of the above-noted Workman for the month of _____, **2024**, deposited vide above- referred challan is as per details given below :-

S.No	Particulars	A/C 1 PF Contribution	A/C 2 PF Admn.	AC 10 EPS	A/C 21 EDLI	A/C 22 EDLI Adm.	Total
1	Employer's Share						
2	Employee's Share						
3	Administration Charges						
4	Inspection Charges						
5	Penal Damages						
6	Misc. Payment (Interest U/S 7Q)						
	GRAND TOTAL (IN WORDS) : Rupees						

For M/s
Authorized Signatory with Company's Stamp

NO DUES CERTIFICATE

Please do not submit this Indemnity Bond now.

(To be submitted when the Contract is cancelled/Terminated/Completed for refund of Security Deposit)

DEED OF INDEMNITY EXECUTED IN FAVOUR OF THE ORIENTAL INSURANCE COMPANY LIMITED (ON NON-JUDICIAL STAMP PAPER OF RS. 100/- OR AS PER NORMS DULY NOTARIZED)

This deed of Indemnity executed on _____ at New Delhi by Shri/Smt _____ on behalf of (Name and address of the

Security Service Provider) (herein referred to as the Service Provider) favoring The Oriental Insurance Company Limited (herein referred to as the “Company” having its Corporate Office at The Oriental Insurance Co. Ltd., Block IV, Plate A, NBCC Office Complex, Kidwai Nagar East, New Delhi, witness as follows:-

- (1) The Service Provider had been working for The Oriental Insurance Company Ltd., New Delhi, for providing Security Services.
- (2) The Service Provider has made a Security Deposit of Rs.....only for Security Services as provided under Item No.1 above.
- (3) The Contract for providing Security Services has been completed / terminated by the Company / Cancelled by the Company / Service Provider with effect from
- (4) The Service Provider has paid all dues of the Guards engaged in aforesaid Security Services and has also paid all the bills of materials purchased for the purpose of the above mentioned Security Service under Item No.1.
- (5) The Service Provider having satisfied the Company that there are no outstanding dues of any sort and also that he has not caused any damage to the property of the Company and on the request of the Service Provider the Company has agreed to refund the aforesaid Security Deposit of Rs.....
- (6) Now in the above premises and in consideration thereof Service Provider agrees and undertakes as follows :-
 - In the event of any dues to the Guards found to be still unpaid as provided under Item No. 1 or in the event of any damage, breakage or any other injury to the property of the Principal caused by the Service Provider or his Guards, the Contractor shall, on being required by the Company, pay and make good all those dues or damages forthwith.
 - In the event of delay of failure to pay or make good any amount in the above connection which the Company has to pay or make good any such bills or incur any expenses or defend any proceedings with regard to the above Service Provider (Name of the Service Provider) hereby undertakes to indemnify the Principal against all claims, demands, expense, losses, proceedings and all liabilities of whatsoever nature.

In witness whereof the Service Provider has signed his deed of indemnity at the place and date above mentioned in presence of following witness:-

Witness Signature

Name

Address

Signature of the Service Provider with Stamp of Firm

SPECIMEN OF UNDERTAKING REGARDING NON-BLACKLISTING / PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date:

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s do hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were never blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

SIGNATURE OF BIDDER / TENDERER

BID SECURITY DECLARATION

To,
The Chief Manager,
The Oriental Insurance Company Limited
Corporate Office, Block-4, Plate A,
NBCC Office Complex, New Delhi.

Sir/Madam,

Reg: Tender for providing Security Services on contractual basis to OICL

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Name: _____

Designation: _____

Date: _____

Signature: _____

Company Seal

**THE ORIENTAL INSURANCE COMPANY LIMITED
CORPORATE OFFICE
OFFICE BLOCK IV, PLATE A
NBCC OFFICE COMPLEX, KIDWAI NAGAR EAST, NEW DELHI**

INSTRUCTIONS AND TERMS AND CONDITIONS FOR QUOTING RATES AND SUBMITTING FINANCIAL BID

1. Tenderers/Bidders are advised to quote the rates strictly in the format given in the Financial Bid.
2. The rate should be quoted in Indian Rupees Only.
3. All the columns should be clearly filled in Ink legibly or typed. The amount should be filled in figures as well as in words.
4. No column should be left blank which would otherwise make the tender liable for rejection.
5. The Minimum Wage Rate for Security Guard will be considered under “Un-skilled” Category, as per Annexure “A”, and the current rate of minimum wages will be (effective from 01/10/2023 as notified by Government of NCT vide Order F. No. **(142)/02/MW/VII/Partfile/5206-5224 dated 23.10.2023** issued by Addl. Labour Commissioner, Government of NCT of Delhi, Labour Department, 5, Sham Nath Marg, Delhi – 110054.
6. The Minimum Wages Rates per Security Guards is **for duty of eight hours daily**. Daily Duty Hours are given in the Scope of Work (Technical Bid) which may be referred. The Duty Hours can be altered by the Company as per requirement and will be acceptable by Bidder/Tenderer.
7. The Minimum Wages Rates per Security Guard as per category specified and Overtime Rates, if any, will be revised as per revision in Minimum Wages Rates notified by Addl. Labour Commissioner, Government of NCT of Delhi, Labour Department, New Delhi, from time to time.
8. The Bidder/Tenderer will be required to make payment to each Security Workman/Manpower deployed only through E- transaction Only by the 5th of every month and is required to submit proof of such payment along with Monthly Bills for claiming reimbursement from the Company **treating it as a mandatory requirement and no deviation in the mode of payment to workman will be permitted. Minimum Wages paid in cash to the workman/manpower will not be treated as proof of payment.**
9. The minimum wages, EPF, ESI, bonus and other statutory charges as per Minimum Wages Act mentioned in Annexure “A” and “B” of Tender Document will be paid by the Bidder/Tenderer first to the Guards and then reimbursed to the Bidder/Tenderer on Monthly Basis on submission of proof of payment to the Guards deputed and to the respective statutory authorities within 15 working days from the date of receipt of their bills along with necessary documents/proof complete in all respect as per procedure given in the Tender Document. Please note that Monthly Bills will be treated as received only if it is accompanied by

all the mandatory/statutory requirements/documents. This minimum wages amount will be revised whenever notification for revision in minimum wages will be issued by concerned statutory authority.

- 10.** The Tenderers/Bidders are advised to quote the “**Service Charges**” in terms of **percentage of sum total of monthly charges arrived at and given in Column 6 of Annexure “A”**. The Tenderers/Bidders are advised to keep in view **cost of all the administrative and financial expenses/arrangements to be made and borne by the Bidder/Tenderer including cost for submission of papers/documents as proof of payment, expenses for arranging alternate Guard in case of absence of regular Guard, profit margin for providing Security services, uniform cost, all conveyances expenses for movement of Guards between the various offices and financial arrangement/cost involved to pay the total monthly minimum wages including all other charges to Security manpower by the 5th of every month and to pay the statutory payments timely to statutory authorities by the Bidder/Tenderer in advance from his/their own financial resources first and then to claim reimbursement of such expenses from the Company on monthly basis only by submitting proof of such payments along with monthly bill as a mandatory requirement.**
- 11.** The Tenderers/Bidders are advised to refer Scope of Services (including bearing penalty amount by the Bidder/Tenderer in case of failure to provide alternate Guard in the absence of regular Guard deputed by them) and Terms and Conditions relating to submission of Monthly Bills along with mandatory/statutory documents/requirements for release of payment to them given in the Tender Document so as to cover all administrative and financial arrangement / expenses to be borne by him/them before quoting “Service Charges”.
- 12.** The charges for overtime, if any, will be paid as per Minimum Wages Act.
- 13.** All the Bidders/Tenderers are hereby informed that the decision in regard to lowest rates quoted by the Bidder/Tenderer to arrive at L-1 Bidder/Tenderer shall be taken on the basis of Lowest Percentage of “Service Charges” quoted by the Bidder/Tenderer in their Financial Bid.
- 14.** The Bidder/Tenderer quoting the “Service Charges” / Consideration as “NIL” shall be treated as “Unresponsive” and will not be considered.
- 15.** In case, one or more vendors have quoted identical rates in the Financial Bid, the vendor as selected by GeM will be finalized.
- 16.** All applicable Statutory Deductions such as TDS, Surcharge, Education Cess, Higher Education Cess, Swatch Bharat Tax etc. will be deducted from the amount payable as per prevalent rules.
- 17.** Goods and Service Tax and Cess thereon, as applicable, will be paid in addition to amount quoted by/payable to the Bidder/Tenderer as per rules/norms in this regard.

**CHIEF MANAGER
ESTABLISHMENT DEPARTMENT**

(SECURITYGUARD)PRESENT MINIMUM WAGES AND OTHER STATUORY PAYMENTS AS PER MINIMUM WAGES ACT

SL. NO	ITEMS	AMOUNT (Rs.)	AMOUNT (IN WORDS) RUPEES
1	Minimum Wages per Security Guard for Eight hours Daily Duty (excluding lunch time as per Tender) on Six days a Week Basis as notified by Government of NCT of Delhi		
2	EPF (Employer's Contribution @ 12% on Minimum Wages for 8 hours duty (Column 1)		
3	Administration Charges of EPF @ 0.50% of Minimum Wages for 8 hours duty Column 1)		
4	ESI (Employer's Contribution) @ 3.25% of Minimum Wages for 8 hours duty (Column 1)		
5	Employees Deposit Linked Insurance (EDLI) @ 0.50% of Minimum Wages for 8 hours duty (Column 1)		
6	TOTAL MONTHLY COST PER SECURITYGUARD FOR EIGHT HOURS DUTY ON SIX DAYS A WEEK (EXCLUDING SERVICE CHARGES)		

(SECURITY SUPERVISOR)PRESENT MINIMUM WAGES AND OTHER STATUORY PAYMENTS AS PER MINIMUM WAGES ACT

SL. NO	ITEMS	AMOUNT (Rs.)	AMOUNT (IN WORDS) RUPEES
1	Minimum Wages per Security Guard for Eight hours Daily Duty (excluding lunch time as per Tender) on Six days a Week Basis as notified by Government of NCT of Delhi		
2	EPF (Employer's Statutory Contribution @ 12%		
3	Administration Charges of EPF @ 0.50% on statutory contribution of EPF		
4	ESI (Employer's Contribution) @ 3.25% of Minimum Wages for 8 hours duty (Column 1)		
5	Employees Deposit Linked Insurance (EDLI) @ 0.50% on statutory contribution of EPF		
6	TOTAL MONTHLY COST PER SECURITYGUARD FOR EIGHT HOURS DUTY ON SIX DAYS A WEEK (EXCLUDING SERVICE CHARGES)		

THE ORIENTAL INSURANCE COMPANY LIMITED
CORPORATE OFFICE
OFFICE BLOCK IV, PLAT A
NBCC OFFICE COMPLEX, KIDWAI NAGAR EAST, NEW DELHI

“FINANCIAL BID”

SL. NO.	DESCRIPTION OF CHARGES	QUOTATION / RATE IN FIGURES (PER MONTH)	QUOTATION / RATE IN WORDS (PER MONTH)
1	Security Guard-Annexure A		
2	Security supervisor-Annexure B		
3	<p>“Service Charges” in terms of percentage of the total amount of Monthly Cost mentioned/arrived at in Annexure “A” above. The Service Charges quoted by the Bidder/Tenderer should include cost of all administrative and financial expenses / arrangements to be made and borne by Bidder/Tenderer for providing Security manpower on Monthly Contract Basis including expenses for submission of documents / papers as proof of payment, expenses for arranging alternate Guard in case of absence of regular Guard, profit margin, uniform cost, all conveyances expenses for movement of Guards between various Office Units, financial arrangement for making payment of Minimum Wages to Security Guards by the 5th of every month and Statutory Payment to Statutory Authorities by Bidder/Tenderer from its own financial resources and then to claim reimbursement of expenses from the Company by submitting Monthly Contract Bill along with proof of payment and other statutory documents as mentioned in the Tender Document treating it as a mandatory requirement for release of payment.</p>		

*Applicable taxes will be paid extra.

In case, one or more vendors have quoted identical rates in the Financial Bid, the vendors will be selected based on below mentioned criteria:-

- 1. The Bidder / Tenderer having higher turnover will be selected.
- 2. In case of a tie on the above point, the Bidder / Tenderer having more persons on its rolls will be selected.
- 3. In case of a tie on both the above mentioned points, the Bidder / Tenderer having more years of experience will be given preference.

SIGNATURE WITH STAMP :
NAME OF FIRM :
NAME OF AUTHORISED PERSON :
CONTACT NUMBER :
E-mail ID :
DATE :