

**EXPRESSION OF INTEREST FOR SELECTION  
OF  
CANTEEN SERVICE  
For  
14<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA-2019**

***Organized By:***

**Handlooms, Textiles & Handicrafts Department  
Govt. of Odisha**

***Implemented By:***

**State Institute for Development of Arts & Crafts (SIDAC)**

Handicrafts Complex, Gandamunda,

Bhubaneswar-30 Tel: (0674) 2350318

E-mail: [toshalifair@gmail.com](mailto:toshalifair@gmail.com)

**Event Period:** 15<sup>th</sup> to 27<sup>th</sup> December, 2019

**Location:** Janata Maidan, Bhubaneswar

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC), HANDLOOMS,  
TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF CANTEEN SERVICE  
FOR 14<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA 2019**

**No. 2481**

**Date: 02.11.2019**

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **14<sup>th</sup> Toshali National Crafts Mela-2019** scheduled to be held from **15<sup>th</sup> to 27<sup>th</sup> December 2019** at **Janata Maidan, Bhubaneswar**.

Expression of Interest in two bids i.e. "Technical Bid" with requisite documents and "Financial Bid" towards cost of food items in two separate sealed covers are invited from interested Hoteliers/ organizations/ SHGs for running of canteen service to provide breakfast/ lunch/ dinner for officials/ participants and beverages like Tea/Coffee etc in the mela ground at a reasonable price from 15<sup>th</sup> to 27<sup>th</sup> December 2019 during 14<sup>th</sup> Toshali National Crafts Mela-2019. The interested firms are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The **EMD of Rs.10,000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: **www.sidacodisha.org.in** . The bidder has to submit the cost of document i.e Rs. 590/- (Rs 500/- + GST @ 18% i.e Rs. 90/-) in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt 23.11.2019**. The "Technical Bids" will be opened at **12.30 PM. on dt 25.11.2019** in presence of the tenderers or their authorized representatives. The "Financial Bids" of only qualifying firms will be opened on suitable date and time with intimation to the selected bidders.

**The authority reserves the right to reject any or all the offers without assigning any reason thereof.**

**- Sd-  
Member Secretary**

## Copy of the News Paper Advertisement

### **Expression of Interest**

“Expression of Interest” in sealed cover is hereby invited for the following activities of up-coming 14th Toshali National Crafts Mela from 15th to 27th December 2019 at Janata Maidan, Bhubaneswar.

1. Opening of Food Counter in Food Court.
2. Operating Canteen Service.
3. Providing Children Fun Fair Play Items to Play Zone.
4. Providing Security Service.
5. Photography, videography & documentation.

For details, please visit the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar Ph: 0674-2350318 or visit the website [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The details of EOI will be available in the website w.e.f. 04.11.2019.

**Member Secretary**



**SIDAC**

#### **State Institute for Development of Arts & Crafts**

*Handlooms, Textiles & Handicrafts Department, Govt. of Odisha*

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

Tel. No.+91 (0) 674 2350318, E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), [www.sidacodisha.org.in](http://www.sidacodisha.org.in)

## DATA SHEET

Sl No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	Least Cost Selection Process 60 days
3	Date of Issue of EOI	02.11.2019
4	Pre proposal Meeting	14.11.2019
5	Deadline for receipt of EOI Proposal	23.11.2019 (upto 5.00PM)
6	Date of opening of Technical Proposal	25.11.2019 (12.30PM)
7	Date of opening of Financial Proposal	Will be intimated later
8	Expected date of commencement of Assignment	14.12.2019
9	Pre Proposal Meeting	A pre proposal meeting will be held on 14.11.2019 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. <b><i>The Nodal Officer for the purpose.</i></b> Name: Sri S.N.Pattnaik Designation: Joint Director, Sericulture Directorate of Textiles Phone No: 9437945607 E mail ID: <a href="mailto:sericultureorissa@yahoo.co.in">sericultureorissa@yahoo.co.in</a>
10	Bid document Fee (Non Refundable)	Rs 590 (Rupees Five Hundred Ninety only) (Rs 500/- + GST 18% i.e. Rs. 90/-) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) Refundable	Rs. 10,000/- (Rupees Ten Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
12	Contact Person	Sri Sitikanta Sarangi Member Secretary, SIDAC Ph: 9437014724

13	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
14	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 13 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
16	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF CANTEEN SERVICE**  
**FOR 14<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA 2019**  
**Terms of Reference**

**1. Introduction:**

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, Textiles & Handicrafts Department Government of Odisha, registered under societies registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda , Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as :Survey and diagnostic study of crafts and craft clusters, Capacity building of artisans/Entrepreneurs, Cluster development programmes, Skill up gradation training, Organizing Design development programme, Facilitation for Export marketing, Participation in International Level Trade Fairs, Organization of National Level Exhibitions, Enterprise Development, Revival of languishing craft, Craft Documentation, Establishing Common facility centre, GI and IPR registration of crafts & Artisan Welfare.

**2. Objective:**

Selection of a hotel/ organization/ restaurant/ SHG for operating canteen service during 14<sup>th</sup> Toshali National Crafts Mela from 15<sup>th</sup> to 27<sup>th</sup> December 2019 at Janata Maidan, Chandrasekhrpur, Bhubaneswar to provide breakfast/ lunch/ dinner at a reasonable cost.

**3. General Terms & Conditions:**

- i. This Bid document will be received in sealed cover super scribed "**EOI for Selection of Canteen Service 14<sup>th</sup> Toshali National Crafts Mela-2019**" (containing sealed technical bid and financial bid in separate sealed covers) by the fair office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 23.11.2019.**
- ii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl. No 13 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl. No 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- iii. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

- iv. The above deposit of the Agency shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement.
- v. The organizer will provide a built up space with dining table/ chair for running the canteen. The bidder has to restrict his activities within the allotted premises.
- vi. The selected agency will have to make necessary arrangement to deploy sufficient number of Canteen staffs, kitchen equipments/ utensil & drinking water to run the canteen w.e.f. 14<sup>th</sup> December 2019 to 27<sup>th</sup> December 2019.
- vii. Adequate number of fire extinguishers needs to be installed in the kitchen and dining area (Minimum 6 Nos of Fire extinguishers) or as to be specified by the Fire Officer of Govt. of Odisha.
- viii. Fire retardant solution to be sprayed in all fabrics/ flex materials used inside/ outside the kitchen and dining area.
- ix. As the Mela ground will be a plastic free zone, the selected bidder has to use eco friendly materials in the canteen for serving food and shall not use banned plastic materials(as notified by Govt. of Odisha) under any circumstances.
- x. The firm shall lift the solid waste generated from the canteen and deposit the same in the earmarked area/ container.
- xi. The firm shall maintain hygienic condition of the kitchen and the dining area.
- xii. The firm shall sale hygienic food items and beverages as per the approved rate, quantity and menu inclusive of all taxes.
- xiii. The firm shall have to maintain the quality of the food and beverages.
- xiv. The firm shall be solely responsible for all liabilities for running the canteen at the fair ground.
- xv. **Performance Bank Guarantee**  
The qualified bidder shall have to sign an agreement in Non Judicial Stamp paper of appropriate value with deposit Rs. 25,000/- in shape of Bank Guarantee towards performance security within 3 days after acceptance of the EOI proposal. The Performance Security includes the amount deposited at EMD with the EOI document. Failure to comply with the requirement shall constitute sufficient ground for the forfeiture of the PBG. No interest shall be paid on the PBG. The PBG shall be refunded after successful completion of the event.
- xvi. **Contract Negotiation:**  
Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.
- xvii. The firm must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Janata Maidan" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- xviii. The Agency has to provide the services only for 14<sup>th</sup> Toshali National Crafts Mela 2019.

- xix. **Mode of Payment:**  
No advance will be paid to the firm for the work. Payment shall be made on the basis of number of valid food coupons issued by mela authority submitted by the firm along with the claim bill. The Head of the Food & Sanitation Committee, TNCM 2019 will certify the successful completion of the work by the firm before release of final payment. The firm has to submit the final bills within 15 days of completion of the event positively.
- xx. No modification to the bid documents shall be allowed once it is received by the authority.
- xxi. The firm should not have been indicated or convicted by any court of law. No adverse orders should have been passed against the firm by any Government authorities. No investigation by any authority as stated above should be pending against the firm.
- xxii. The firm will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office/ food & Sanitation Committee as and when required.
- xxiii. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- xxiv. In case of breach of any terms & conditions, the performance security deposit of the Agency shall be liable to be forfeited besides annulment of the agreement.
- xxv. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- xxvi. The agency shall not sublet the work to any other agency under any circumstances.
- xxvii. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
- xxviii. **Governing Law and Penalty Clause**  
The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment. In addition the PBG amount shall also be forfeited. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.



#### **4. Technical Bid**

The firm have to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the “Annexure-IV” along with following documents fulfilling the eligibility Criteria.

- i. Demand Draft of Rs. 590/- in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
- i. Earnest Money in form of a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, SIDAC.
- ii. Valid food license.
- iii. GST Registration Certificate and up-to-date return 2018-19 (upto September 2019).
- iv. PAN and up-to date return of income tax 2018-19.
- v. Similar Past Experience towards providing canteen service.
- vi. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).
- vii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- viii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III)

Anyone found guilty of furnishing false information shall be blacklisted by the HT&H department, Govt of Odisha and EMD or performance security deposit or both of such agencies shall be forfeited.

#### **5. Financial Bid**

**The Financial Bid** shall be the cost of food items to be provided during 14th Toshali National Crafts Mela 2019 to be submitted in the prescribed format at Annexure-VI with the prescribed Covering Letter at annexure-V. The financial quote must be including the GST as applicable.

#### **6. Selection of Canteen Service.**

The selection of canteen service will be made on the basis of technical criteria and lowest financial quote.

**7. The authority reserves the right to reject any or all the offers without assigning any reason thereof.**

**8. Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.**

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**UNDERTAKING**

*(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)*

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**UNDERTAKING**

*(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**TECHNICAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- Tender for Selection of Canteen Service for 14<sup>th</sup> Toshali National Crafts Mela 2019 to be organised from 15<sup>th</sup> to 27<sup>th</sup> December 2019 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (***Selection of Canteen Service***) in accordance with your Tender Notice No.: 2481 Dated 02.11.2019. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory  
with Date and Seal

Name and Designation:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

1	Name of the Bidder	
2	Details of Bid Document Cost (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No:
		Date:
		Amount(Rs.)
		Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office if any	Postal Address:
		Telephone No.
		FAX No.
		E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
8	PAN No. (Attach self attested copy )	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

14. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services provided with details of manpower/machinery deployed	Contract Amount ( in INR)	Duration	
					From	To
1						
2						
3						
4						
5						

**15. Declaration**

I, Shri .....Son/Daughter/Wife of Shri\_\_\_\_\_ Proprietor/Director/Authorised signatory of \_\_\_\_\_(Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place:\_\_\_\_\_

Date\_\_\_\_\_

**Enclosures:**

- i. Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

**FINANCIAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for Selection of Canteen Service for 14<sup>th</sup> Toshali National Crafts Mela 2019 to be organised from 15<sup>th</sup> to 27<sup>th</sup> December 2019 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for (***Selection of Canteen Service***) in accordance with your Tender No.: 2481 Dated 02.11.2019. Our attached financial price is ***{insert amount(s) in words and figures} for the proposed service}***. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the EOI to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_



**Format for Financial Proposal**  
**(Including GST)**

Sl No	Type of Food Service	Food Menu	Quantity	Rate (Rs)	Remarks (Specify whether food will be prepared at site/ brought from outside.)
1	2	3	4	5	6
1	Breakfast	Puri + Tarkari	6 nos puri + 1 plate tarkari		
		Upama + Dalma	1 Plate upma + Dalma		
		Idli + Sambar + Chattni	6 nos of Idli + sambar/ chatni		
2	Lunch/ Dinner (Veg Thali)	Rice, Chapati, Dal, Mix Veg, Bhaja, Salad, Papad & Paneer/ Mushroom Curry (150 gms)	Buffet system		
3	Lunch/Dinner (Non Veg Thali)	Rice, Chapati, Dal, Mix Veg, Bhaja, Salad, Papad & Chicken Curry (150 gms) / Fish Curry (2 nos)	Buffet system		
4	Tea, Coffee etc	Tea	Per cup		
		Coffee	Per cup		
		Water Bottle (Brand/MRP)	Per bottle		
		Snacks (Specify)			
5	Any other items				

- ❖ ***In veg thali, the Paneer/ mushroom item will be of 150 gm (limited)***
- ❖ ***In the non veg thali, the chicken item will be of 150 gm (limited) and fish of 2 pcs (limited)***

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

## BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Valid food license		
5	GST Registration Certificate and up-to-date return 2018-19 .(September 2019)		
6	PAN and up-to date return of income tax 2018-19.		
7	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
8	Similar Past Experience towards providing canteen service.		
9	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
10	Undertaking for not having any police case pending against the bidder.		
11	Undertaking regarding trueness of information submitted.		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory ( in full and initials): \_\_\_\_\_

Name and Designation with Date

