

**EXPRESSION OF INTEREST
FOR EMPANLEMENT OF EVENT MANAGEMENT AGENCY
FOR 17th TOSHALI NATIONAL CRAFTS MELA**

EOI in sealed covers are invited from reputed and experienced Event Management Agencies for management of Cultural Programme of **17th Toshali National Crafts Mela** to be held from **10th to 28th January 2023** at **Janata Maidan, Bhubaneswar**. For detail of EOI document and terms & conditions etc., please visit the websites: www.sidacodisha.org.in, www.crafts.odisha.gov.in & www.odisha.gov.in/textiles. For further details contact: SIDAC, Handicrafts Complex, Gandamunda, Bhubaneswar, Ph: 0674-2350318.

The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Sd/-

Member Secretary, SIDAC



State Institute for Development of Arts & Crafts

Handlooms, Textiles & Handicrafts Department, Government of Odisha

Handicrafts Complex, Gandamunda, P.O- Khandagiri, Bhubaneswar - 751030

Tel No.+91 (0) 674 2350318, 2350310, E-mail: sidacorissa@gmail.com, Web site: www.sidacodisha.org.in

**EXPRESSION OF INTEREST FOR EMPANNELEMENT OF EVENT
MANAGEMENT AGENCY TO ORGANISE CULTURAL PROGRAMMES**

For

17th TOSHALI NATIONAL CRAFTS MELA

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: sidacorissa@gmail.com

Event Period: 10th to 28th January 2023

Location: Janata Maidan, Bhubaneswar

**STATE INSITUTE FOR DEVELOPMENT OF ARTS & CRAFTS
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR EMPANNELMENT OF EVENT
MANAGEMENT AGENCY FOR ARRANGMENT OF CULTRAL PROGRAMME**

No. 3867

Date: 29.11.2022

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize The **17th Toshali National Crafts Mela** scheduled to be held 10th to 28th January 2023 at **JanataMaidan, Bhubaneswar**.

Expression of Interest (EOI) in sealed cover are invited from interested Event Management Agencies having required eligibility and expertise in relevant field to provide end to end service for organizing such type of mega events. The interested Event Management Agencies 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 EOI should be submitted in the prescribed format i.e. "Technical Bid" with requisite documents & power point presentation. The selection will be made strictly on the basis of **Quality cum Cost Based Selection (QCBS)** mode. The **EMD of Rs.5000/-** is to be deposited in shape of DD in favour of **Member Secretary, State Institute for Development of Arts & Crafts**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: www.sidacodisha.org.in, www.crafts.odisha.gov.in and www.odisha.gov.in/textiles. The bidder has to submit the cost of document i.e Rs. 500/- in shape of DD in favour of **Member Secretary, State Institute for Development of Arts & Crafts**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **1.00 P.M. on 14.12.2022** The "Technical Bids" will be opened at **3.00PM on 14.12.2022**. in presence of the tenderers or their authorized representatives.

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

**- Sd-
Member Secretary**

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	QCBS 90 days
3	Date of Issue of EOI	29.11.2022
4	Deadline for receipt of EOI Proposal	14.12.2022 (up to 1.00PM)
5	Date of opening of Technical Proposal	14.12.2022 (3.00PM)
6	Expected date of commencement of Assignment	01.01.2023
7	Bid processing Fee (Non Refundable)	Rs 500 (Rupees Five Hundred only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
8	Earnest Money Deposit (EMD) Refundable	Rs. 5000/- (Rupees Five Thousand only) In shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
9	Contact Person	Sri Biswajit Patra Project Coordinator, SIDAC Ph: 9658091814
10	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: sidacorissa@gmail.com
11	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 10 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
12	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
13	Website to visit for download of bid document.	www.sidacodisha.org.in www.crafts.odisha.gov.in www.odisha.gov.in/textiles

Expression of Interest for Empanelment of Event Management Agency to organize Cultural Programme during 17thToshali National Crafts Mela

Terms of Reference (ToR)

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. SIDAC has been organizing Toshali National Crafts Mela on behalf of HT & H Deptt, Odisha since 2013 which is the largest handicrafts and handlooms expo in the State. To attract visitors, daily cultural programme is organized in the mela inviting artists from in & outside the state of Odisha.

2. Objective:

Empanelment of Event Management Agencies for facilitation of Cultural Programmes to be organized during 17thToshali National Crafts Mela at Janata Maidan, Chandrasekharpur, Bhubaneswar to be held from 10th to 28th January 2023.

3. Duration of the Empanelment:

The Event Management Agency has to provide the services for 17thToshali National Crafts Mela. However, the empanelment will be in force for one year from the date of agreement. SIDAC may ask to the empanelled agencies to provide the services in other places of HT & H Deptt. within the agreement period.

4. Scope of the work:

The Event Management Agencies would be require to provide end to end services for successful and timely organization of cultural programmes. The agency will be completely responsible for smooth and timely arrangement of the cultural programmes as per the schedule.

The detailed scope of services, which inter alia includes but not limited to are as follows

- i. To draw the programme schedule in consultation with the Cultural Committee of 17th Toshali National Crafts Mela.
- ii. Selection of artists/ groups in consultation with the Cultural Committee for performance in the scheduled dates.

- iii. The agency has to submit the detail of extra sound/ light/ musical instruments requirement for specific cultural events positively before 7 days of that programme.
- iv. Arrangement of logistic, accommodation of artists/ troupes.
- v. Arrangement of Journey/ local conveyance of artists/ troupes.
- vi. Arrangement of refreshment for the artists/ troupes.
- vii. Selection of Anchors for daily programmes and coordination with them for timely performance.
- viii. Regular coordination with the Cultural Committee for felicitation of guests/ artists on the stage every day.
- ix. Arrangement of volunteer/ assistants for felicitation/ stage management during the cultural programmes.
- x. Regular coordination with the Infrastructure Committee/ decorator of the event for timely arrangement of required musical instruments/ lights/ sounds etc for specific cultural programme well in ahead.
- xi. Coordination with infrastructure Committee/ Cultural Committee/ Boyanika for timely arrangement of all related requirement for the fashion show.
- xii. Submission of a documentation report (Hard & Soft copy) on the activities undertaken for arrangement of cultural programmes.

5. General Terms & Conditions:

- i. This Bid document will be received in sealed cover super scribed "**EOI for Empanelment of Event Management Agency to organize Cultural Programmes during 17thToshali National Crafts Mela**" (containing sealed technical bid) by State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 1.00PM on 14.12.2022.**
- ii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl.No 10 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 4 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 Event Management 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 Event Management 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 Event Management Agency 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.
- vi. The bids will be opened by a Tender opening committee and eligible shortlisted agencies will be called for interaction with the Evaluation committee when they will be required to make a presentation on their capability/qualification/ strategy/ past experience of similar type event.
 - vii. No modification to the bid documents shall be allowed once it is received by the authority.
 - viii. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.
 - ix. The selection of bidders for empanelment will be done through QCBS method.

6. Eligibility Criteria:

- a. The agency should have minimum 3 (three) years of experience for conducting such National level events in Odisha or outside Odisha.
- b. The agency must have experience of conducting minimum 3 (three) similar projects with Govt./ Govt. aided organizations.
- c. The agency should have association with reputed organizations/ Institutions or Departments for conducting of such event.
- d. The annual turnover of the firm must be Rs. 50.00 Lakhs and above for the last three consecutive years.
- e. The agency must have minimum 10(Ten) numbers of trained and experienced personnel for proving the service required.

7. Technical Bid

The agency have to submit the Technical Bid in the prescribed format i.e Covering letter and other information as per the "Annexure-V" along with required documents arranged serially as per the check list (Annexure-VI) fulfilling the eligibility Criteria.

(Documents to be submitted)

The Event Management Agency has to submit the following documents in the Technical Bid.

- i. Demand Draft of Rs. 500/- (Rupees five hundred only) in favour of Member Secretary, State Institute for Development of Arts & Crafts payable at Bhubaneswar towards bid document cost.
- ii. Earnest Money in form of a demand draft of Rs. 5,000/- (Rupees Five Thousand Only) from scheduled commercial bank drawn in the name of Member Secretary, State Institute for Development of Arts and Crafts.
- iii. Profile of the Agency with valid registration of its constitution along with Staff Structure indicating their qualifications and competencies.
- iv. EPF/ ESI registration certificate.
- v. GSTIN Registration certificate and up-to date return 2021-22 (September 2022).
- vi. Copy of the PAN Card and up-to date return copy of income tax for the last three assessment years.(2020-21, 2021-22, 2022-23)
- vii. Audited balance sheet of the firm for last three financial years (2019-20, 2020-21, 2021-22) with certified copy from CA towards minimum annual turn over of Rs. 50 Lakhs & above per year.
- viii. Copy of completion certificates / work orders in support of executing such type of National level events in Odisha or outside Odisha.

- ix. Documents in support of experience of conducting similar projects with Govt./ Govt. aided organizations.
- x. Documents in support of association with reputed organizations/ Institutions or Departments for conducting of such type of event.
- xi. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-II)
- xii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-III)
- xiii. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-IV)

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

8. Power Point Presentation:

The agency has to make a power-point presentation on the major two aspects:

- i. Regarding past credentials/ activities on organizing/ managing such types of national level event.
- ii. Planning and strategies for organizing/ managing cultural programmes in Toshali National Crafts Mela as per the tentative schedules at “annexure-I”. The agency has to provide suggestions/ recommendations for cultural events.

The soft copy of the Power point presentation must be submitted along with the Technical bids in form of CD/ DVD.

9. Evaluation of Technical Bids

The technical Bid will be evaluated on the basis of documents submitted by the Agencies considering all aspects of eligibility criteria and experience.

The Technical Bid scoring of the Agencies shall be as per the mark scoring methodology on the basis of QCBS method. The Committee members/ Technical Team shall assess the technical parameter and assign marks.

i. Scoring Method:

Description of components for marking	Max. Marks
Annual Turn Over for last three financial years <ul style="list-style-type: none"> • Rs. 50.00 Lakhs- Rs. 1.00 Crores: 10 Marks • Subsequent each 50.00 Lakhs: 05 marks extra • Maximum 20 Marks 	20
Manpower (As per point 6.e) 10 to 15 nos- 5 Marks More than 15 nos- 10 marks	10
Experience in providing similar service in Govt. Agencies/ similar type service <ul style="list-style-type: none"> • One Programme in Govt Sector: 10 Marks • Two Progrmme in Govt Sector: 15 marks • Three or more Programmes in Govt Sector: 20 marks 	20
Power point Presentation	50
Total	100

ii. Bench Mark Score

The **Bench Mark Score for empanelment is 70 marks.** The Agency that has achieved at least the Bench Mark Score in "Technical Bid" evaluation will be qualified for empanelment. The Agency securing less than the Bench Mark score will be rejected outright.

10. Empanelment of the Event Management Agency for the event

The Event Management Agencies will be empanelled on the basis of Quality cum Cost Based Selection (QCBS) mode. After empanelment, as per requirement of SIDAC/ HT & H Deptt., limited tenders will be invited from the empanelled agencies for execution of cultural events from time to time within the agreement period.

11. The agency will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office/ Cultural Committee of 17th Toshali National Crafts Mela as and when required.
12. 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.
13. 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.
14. The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.
15. Any dispute arising out of the EOI, the decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.
16. The Mela Authority shall mean and include the "Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela".

Tentative Component of the Cultural Programme:

Date	Day	Cultural Programme Proposed
10.01.2022	Tuesday	Inauguration/ Odishi Sandhya
11.01.2022	Wednesday	Folk Dances beyond Odisha (bhangra/ Garba/Lavni/Ghumar etc.)
12.01.2022	Thursday	Entertainment Nite: by Odisha Tele Artist Association
13.01.2022	Friday	No Cultural Event for World cup Hockey
14.01.2022	Saturday	Ollywood Nite: Famous Ollywood Singers (one or two)
15.01.2022	Sunday	Fashion Show
16.01.2022	Monday	Sugam Sangeet Sandhya (old is gold) Veteran classical singers of Odisha
17.01.2022	Tuesday	HT & H Deptt. Drama
18.01.2022	Wednesday	Tribal dance of Odisha/ India (Other State Tribal Dance)
19.01.2022	Thursday	No Cultural Event for World cup Hockey
20.01.2022	Friday	Emerging Dancing Talents of Odisha (participants/ winners of dance reality shows both national level and State level)
21.01.2022	Saturday	Bollywood Nite Famous Bollywood singer
22.01.2022	Sunday	No Cultural Event for World cup Hockey
23.01.2022	Monday	No Cultural Event for World cup Hockey
24.01.2022	Tuesday	No Cultural Event for World cup Hockey
25.01.2022	Wednesday	No Cultural Event for World cup Hockey
26.01.2022	Thursday	Folk Dances of Odisha
27.01.2022	Friday	No Cultural Event for World cup Hockey
28.10.2022	Saturday	Valediction/ Cultural Programme by differently abled Artists.

- ❖ *Programmes are for reference only. The agency has to present their vision and planning towards organizing such types of programmes which may include the above programmes or any other cultural events.*
- ❖ *During the power point presentation, the agency has to provide 3 to 4 options on each day programme along with day wise planning.*
- ❖ *The agency can suggest other cultural programmes related to Odisha/ Indian art/ culture/ tradition etc.*

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 Stamp Paper of appropriate value in shape of affidavit from the Notary 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:- EOI for Empanelment of Event Management Agency to organise Cultural Programmes for 17thToshali National Crafts Mela at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (*insert Name of the Service*) in accordance with your EOI Notice No. **3867 Dated 29.11.2022**. 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 90 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 Processing 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	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. Financial Turnover of the bidder for the last 3 financial years.

Financial Year	Turn over Amount(in INR)	Average Turnover (in INR)
FY1		
FY2		
FY3		

15. 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						

16. Declaration

I, ShriSon/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.
- v. List of Documents as applicable.

BID SUBMISSION CHECK LIST

SL.NO	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Processing Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Copy of Incorporation/Registration Certificate/ profile Copy along with Staff Structure		
5	Copy of 3 (three) years of experience for conducting such National level events in Odisha or outside Odisha.		
6	Copy of 3 (three) projects with Govt./Govt aided organizations.		
7	Copy regarding association with reputed organizations/ Institutions or Departments for conducting of such event.		
8	Copy of PAN		
9	Copy of GSTIN & up-to date return copy 2021-22 (till September 2022)		
	Copies EPF/ ESI registration certificate.		
10	Copies of Income Tax Clearance Certificate for the last three Assessment years.(2019-20, 2020-21, 2021-22).		
11	Audited balance sheet of the firm for last three financial years (2019-20, 2020-21, 2021-22) with certified copy from CA towards minimum annual turnover of Rs. 50 Lakhs & above per year.		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed/on-going assignments of similar nature (Past Experience Details) along with the copies of work orders/ completion Certificate for the respective assignments from the authorities.		
14	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
15	Undertaking for not having any police case pending against the bidder.		
16	Undertaking regarding trueness of information submitted.		
17	CD/ DVD of the power point presentation		

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 the three parts are 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 and Seal:_____