



OFFICE OF THE CDMO & DISTRICT MISSION DIRECTOR, DEOGARH
DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)
(Department of Health & Family Welfare, Govt. of Odisha)
DISTRICT HEAD QUARTER HOSPITAL, AT/PO/DIST. - DEOGARH, 768 108
☎ (06641) 226103, Fax : (06641) 226103, E-mail : nhmdeogarh@gmail.com



ZILLA SWASTHYA SAMITI, DEOGARH
(Deptt. of Health & FW, Govt. of Odisha.)



NO. 5385

Dt. 16.11.19

(Short Tender Call Notice)

Sealed Tenders are invited from registered suppliers/agencies/authorized dealers for supply of IEC Materials & Office Stationary on Health Programme. The tender documents shall have to submit in one envelope containing two separate envelopes, one for technical bid & another for financial bid through speed post/register post/courier only on or before 29.11.2019 by 1.00PM to the office of CDM & PHO, DHH, Deogarh .The quotation will open on the same day at 3.00PM in the presence of bidders or their authorized representative. The tender paper along with terms and conditions will be available in the website www.deogarh.nic.in & deposit the tender paper cost of Rs 500/- in shape of DD in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh", which is not refundable. The authority reserves right to accept or reject any or all the tender without assigning any reason thereof. The envelope containing the tender document must be clearly super scribed as "Tender for supply IEC Materials & Office Stationary on Health Programme"

Sd/-

CDM & PHO cum- District Mission Director, Deogarh

12/11/19

**TERMS, CONDITIONS & SPECIFICATION FOR
SUPPLY OF IEC materials on Health programme of Deogarh
District.**

Name of the District / Health Institution: Deogarh
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)

Bid Reference No. -C.D.M. & P.H.O. DEOGARH (5388/ 16.11.2019)

**TENDER DOCUMENT
FOR SUPPLY OF IEC MATERIALS.**

Bid document may be downloaded from Web site-www.deogarh.nic.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : Dt. 29.11.2019 Upto 1 P.M
DATE & TIME OF OPENING OF TECHNICAL BID : Dt 29 .11.2019 at 3 P.M.
DATE OF OPENING OF FINANCIAL BID : Dt. 30.11.2019 at 4 P.M.

PLACE OF OPENING OF BID DOCUMENTS
AND

ADDRESS FOR COMMUNICATION

: O/o CDM & PHO,Deogarh District Head
Quarter Hospital, At/Po/Dist -
Deogarh, PIN - 768108

AND

RECEIPT OF BID DOCUMENTS

Tel: 06641-226103

Email id: nhmdeogarh@gmail.com

OFFICE OF THE CDM & PHO: DEOGARH

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16/11/19

**INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR
PRINTING & SUPPLY OF IEC MATERIALS
Section – I (Instruction to Bidders)**

01. Sealed tenders are invited from registered printing agencies having adequate experience in printing & supply of different type of printing assignments.
02. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.deogarh.nic.in.
03. The tender should be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The bidders should submit their **technical and financial bid separately in two separate envelopes** and the same should be put into **another cover envelop** super scribed as **“Tender for Printing & Supply of different IEC material under NHM in reference to adv. no 5388 Dated 16.11.19”**. The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The tenders should be addressed to

The Chief District Medical & Public Health Officer,

District Head Quarter Hospital, Deogarh, Pin Code- 768108.

The last date & time of submission of tender is 29th November 2019, 1 PM. The tender shall be opened on same day at 3.00 PM in the conference hall of DTU, Deogarh in the presence of tenderers or their authorized representative who may wish to be present. The tender document is to be submitted by post/courier services only.

04. Bidders who **qualify technically** (as per submission of relevant valid documents as asked to be submitted in Technical Bid – Part 1) - fulfilling all the terms & condition of the tender document, their **Financial Bid** (Part 2) shall **only** be opened.
05. Tender must be accompanied by Tender document Cost of Rs.500/- (Non refundable) and EMD of Rs. 15,000/- in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of “ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh”. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful will be retained & will be refunded on successful completion of the job without interest.

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05. Schedule of Requirement

Annexure-I (IEC MATERIALS)

Sl. No	Name of the Item	Specification	Rate to be quoted
1	FLEX BANNER (CLOTH)	Flex Banner printing (Star quality).	RATE PER SQFT
2		Flex Banner printing (normal quality).	RATE PER SQFT
3		Flex Banner/ Hoarding Installation charges at existing platform/ Iron frame at District/ Block/ sub-block level Health Institutions.	Fitting Charges per hoarding
4	FLEX BANNER (PLASTIC)	Flex Banner printing (Star quality).	RATE PER SQFT
5		Flex Banner printing (normal quality).	RATE PER SQFT
6		Flex Banner/ Hoarding Installation charges at existing platform/ Iron frame at District/ Block/ sub-block level Health Institutions.	Fitting Charges per hoarding
7	LEAFLET PRINTING SINGLE SIDE	Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Single colour .	RATE PER UNIT
8		Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
9		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
10		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
11		Paper -80 GSM Map Litho(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
12		Paper -80 GSM Map Litho(Normal) Demei-1/8, Single colour	RATE PER UNIT
13		Paper -80 GSM Map Litho(Normal) Demei-1/8, Multi colour	RATE PER UNIT
14		Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
15		Paper -90 GSM Art paper(Glossy) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
16	LEAFLET PRINTING DOUBLE SIDE	Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Single colour	RATE PER UNIT
17		Paper -90 GSM Art paper(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
18		Paper -90 GSM Art paper(Normal) Demei-1/4(22"x28"), Single colour	RATE PER UNIT
19		Paper -90 GSM Art paper(Normal) Demei-1/4(22"x28"), Multi colour	RATE PER UNIT

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Sl. No	Name of the Item	Specification	Rate to be quoted
20		Paper -80 GSM Map Litho(Normal) Demei-1/4(11"x8.5"), Multi colour	RATE PER UNIT
21		Paper -80 GSM Map Litho(Normal) Demei-1/8, Single colour	RATE PER UNIT
22		Paper -80 GSM Map Litho(Normal) Demei-1/8, Multi colour	RATE PER UNIT
23	POSTER	Paper -130 GSM Art paper(Glossy) Crown Size - (20"x15"), Single colour	RATE PER UNIT
24		Paper -130 GSM Art paper(Glossy) Crown Size - (20"x15"), Multi colour	RATE PER UNIT
25		Paper -130 GSM Art paper(Normal) Crown Size - (20"x15") Single colour	RATE PER UNIT
26		Paper -130 GSM Art paper(Normal) Crown Size - (20"x15"), Multi colour	RATE PER UNIT
27		Paper -130 GSM Art paper(Normal) Crown Size - (44"x56") Single colour	RATE PER UNIT
28		Paper -130 GSM Art paper(Normal) Crown Size - (44"x56"), Multi colour with adhesive gum in the back side of poster.	RATE PER UNIT
29		Paper -130 GSM Art paper(Glossy) Crown Size - (20"x15"), Multi colour Fixing with adhesive double side gum tape in the back side of poster.	RATE PER UNIT
30	WALL PAINTING	Size-3'X4' OR 3'X5' with Quality & Durable paints (Enamel paints). It has to prepare a primer coating on the wall before painting. Single colour painting/ writing on the base colour.	RATE PER SQFT
31	WALL PAINTING	Size-3'X4' OR 3'X5' with Quality & Durable paints (Enamel paints). It has to prepare a primer coating on the wall before painting. Multi colour painting/ writing on the base colour.	RATE PER SQFT
32	STANDY TYPE	Iron frame angle with flex mounting (3'x 6') with stand for holding the frame.	RATE PER SQFT
33	STANDY TYPE	Aluminium standee width-3', Height- flexible aluminium rod extendable maximum up to 6'with mounting of flex.	RATE PER UNIT
34	REGISTER PRINTING WITH BOOK BINDING	Register-A3 paper binding minimum 200paper.	RATE PER UNIT
35		Register-A4 paper binding minimum 200paper.	RATE PER UNIT
36		Register-A4 paper binding minimum 100paper.	RATE PER UNIT
37	FORMAT /FAQ PRINTING	Paper-90 GSM art paper ,Cover page-170 GSM art paper Format- A3 paper single side (Single colour).	RATE PER UNIT
38		Paper-90 GSM art paper ,Cover page-170 GSM art paper Format- A4 (22"x28")Paper single side(Single colour).	RATE PER UNIT

Sl. No	Name of the Item	Specification	Rate to be quoted
39		Paper-90 GSM art paper ,Cover page-170 GSM art paper Format- A4(22''X28'') Paper single side(Multi colour).	RATE PER UNIT
40		Paper-90 GSM art paper ,Cover page-170 GSM art paper Format- A4(22''X28'') Paper double side(Single colour).	RATE PER UNIT
41		Paper-90 GSM art paper ,Cover page-170 GSM art paper Format- A4(22''X28'') Paper double side(Multi colour).	RATE PER UNIT
42	ERECTION OF HOARDING AT EVERY STRATEGIC LOCATION (TYPE-1)	<ul style="list-style-type: none"> • Size (8'X16'=128 sqft) OR (10'X6'=60sqft) • Quality of surface angel frame using should be good quality • Joist- 5''X2.5''; Angle- 3''X 3''; Angle- 2''X 2''. • Three feet deep concrete on each pole of the board along with supporting iron angle. • Frame should be in iron angle. • Best quality cloth flex with digital multicolored printing is to be pasted on the frame. • Flex should be fixed through iron pipes and GI ware. • Height of the hoarding would be 5 feet height from ground level. • The hoarding is inclusive of material cost, transportation, erection, mounting and AMC. 	RATE PER UNIT
43	ERECTION OF MINI HOARDING AT EVERY STRATEGIC LOCATION	<ul style="list-style-type: none"> • Display Area=4' X 3' • Display Material= Preferably Flex banner cloth or 18 gauge tin plate with vinyl pasting • Total Height from inside the Ground= 10' L Iron angle (2" L Iron Angle should be used) <ol style="list-style-type: none"> 1. Base (Inside Ground): 2' inside with Cement concrete. 2. Above Ground (Ground to Top): 8.0'. • Length= 4' L Iron angle (2" L Iron Angle should be used) 	RATE PER UNIT
44	CALENDAR	Size: 75 cm X 50 cm Process- Multi colour (four colour) Paper-170 GSM Art paper Fixing with adhesive double side gum tape in the back side of calendar.	RATE PER UNIT
45	SUN BOARD WITH VENYLE PASTING	Size : 3'X2',Thickness- 3 MM Sun Board/ Acrylic Printing Process- Eco Solvent Vinyl Pasting with multicolour.	RATE PER SQFT
46	VENYLE PASTING	Vinyl pasting on plain surface/ wall/ tin plate/ sun board.	RATE PER SQFT

Sl. No	Name of the Item	Specification	Rate to be quoted
47	FOLDER	Size: A4 Process- Multi colour Paper-170 GSM Art paper 3 fold with six page	RATE PER UNIT
48	FOLDER	Size: A3 Process- Multi colour Paper-170 GSM Art paper 3 fold with six page	RATE PER UNIT
49	FOLDER	Size: A4 Process- Multi colour Paper-170 GSM Art paper 2 Page Folder	RATE PER UNIT
50	TIN PLATE	Multi coloured Printed Tin Sheet a) Standard Size:910mm x 605mm(5.94 sq. ft) b) Made out of Tin Sheet of 0.20mm thick	RATE PER SQFT
51	TABULEX (RATH)	(i) TATA AC Vehicle Covering Four side & top with Iron frame & fixing of flex .	HIRING COST PER DAY
		(ii) 1 Mike set with Battery	HIRING COST PER DAY
		(iii) DOL charge	RUNNING KM/LTR
52	T-SHIRT	White T-shirts with printing of messages on front & back of the T-shirt.	RATE PER UNIT
53	STICKER TYPE-A	14 cm X 22 cm (Multi process) Sticker Paper	RATE PER UNIT
54	STICKER TYPE-B	44 cm X 28 cm (Multi process) Sticker Paper	RATE PER UNIT
55	Display Board	Size: 3'X2' Iron Gauze bar 20gauze 1''x2'' With fixing of Flex.	RATE PER SQFT
56	Medicine Pouches	Pouches are to be of simple paper (130 GSM) with mono-colour printing on both sides of pouch Size of the pouch: 15 cm X 8 cm.	RATE PER UNIT

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Annexure-II (Office Stationary Items)

SL. No.	Name of the Items	Rate Per Unit	Rate of Discount from unit price. (%)
1	ALPIN 100 gm		
2	ALPIN MAGNETIC BOX		
3	ARCH FILE CARD BOARD with Liver (14"x10")		
4	ARCH FILE PLASTIC 2-D Ring Binger (25 MM)		
5	BINDER CLIP 19 mm		
6	BINDER CLIP 25 mm		
7	BINDER CLIP 41 mm		
8	BINDER CLIP 51 mm		
9	WHITE BOARD MARKER		
10	BOARD PIN (Plastic top)		
11	BROWN TAPE (for PACKING) 2 " and 50 mtr		
12	BUDKING		
13	CALCULATOR 12 DIGIT with Warranty		
14	Cash Register Legal size (number wise)		
15	CD 100 NOS PACK With pouch		
16	CD Album A4 Size 100 CD		
17	CD JEWELL CASE 10 NOS PACK		
18	CELLO TAPE 1" and 50 mtr		
19	CELLO TAPE 2" and 50 mtr		
20	COLOUR CARD POST CARD SIZE (Per 100 Card)		
21	COOLIN SPRAY 500 ML		
22	CD Mailer 20 nos. pack		
23	COPIER PAPER Legal Size 70 GSM (500 Sheets)		
24	COPIER PAPER A4 75 GSM - 500 Sheets		
25	Correction Fluid with Diluter		
26	CORRECTION PEN		
27	COVER FILE POLY COATED		
28	PENCIL CUTTER		
29	CELLO TAPE DISPENSER		
30	DRAWING SHEET full size		
31	DVD -R (100 Nos. Pack) (DVD-R, 16X/4.7 GB) with pouch		
32	DVD RW (10 Nos. (Jewel case Pack)		
33	ENGAGEMENT STAND (12"x8.5") Size (Acrylic Fiber Transparent)		
34	Rubber ERASER 33mm x 17mmx 10mm		
35	Paper Flag (self adhesive)- Colored (Four Colors) Size 1"X3 " (50x4 colors)		
36	Plastic Flag (self adhesive) - Colored (Four Colors) Size		

	1"X3 " (50x4 colors)		
37	FLIP CHART (25 Sheets , 25 mm Grid rule)		
38	Plastic Folder (Full Scape) with single bottom		
39	Plastic Folder (Full Scape) Clear Bag with single bottom		
40	Plastic Folder Two Packet (Full Scape) with single bottom		
41	Folder Executive (Full Scape)		
42	Executive Folder Leather Finish		
43	L FOLDER A4		
44	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)		
45	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)		
46	GUM tube 50 ml.		
47	GUM STICK 15gm		
48	HIGHLIGHTER		
49	JAMES CLIP PLASTIC COATED (100 CLIPS)		
50	Letter Despatch / Receive Registers (number wise)		
51	Mounting Tape (Double side foam tape) 24mm		
52	File Packing Cloth Markin (red) per 1 Mtr		
53	OHP SHEET A4 (100 Sheet Pack)		
54	PAPER CUTTER MRP 10/-		
55	PAPER TRAY PLASTIC (Full Scape)		
56	PAPER WEIGHT glass (square Shape)		
57	PAPER WEIGHT Fiber (square Shape)		
58	PARMANET MARKER (OHP)		
59	PEN (MRP- 5/-)		
60	PEN (Use & Trough)		
61	PEN MRP 10/-		
62	PEN MRP 30/-		
63	Pen MRP 60/-		
64	Pencil		
65	PENCIL BATTARY		
66	MICROPHONE BATTERY		
67	Peon Book		
68	PUNCHING MACHINE DOUBLE		
70	PUNCHING MACHINE SINGLE		
71	ROOM AIR FRESHNER (Spray) 125 gm / 234 ml		
72	Rubber ring elastic 100 gm Pkt 2"		
73	Register (Rulled) number wise		

74	SCALE STEEL 12" THICKNESS NOT LESS THAN 1 MM		
75	SCISSORS 12" Plastic handle		
76	SCISSORS 6" Plastic handle		
77	SKETCH PEN (Pkt. of 10)		
78	STAMP PAD 8 CMx12CM		
79	STAMP PAD INK 100mL		
80	STAPPLER PIN MEDIUM 24/6		
81	STAPPLER PIN SMALL NO-10 1M		
82	STAPPLER PIN BIG 26/10		
83	STAPPLER HEAVY DUTY		
84	STAPPLER MEDIUM HD 45		
85	STAPPLER SMALL 10M		
86	STENO KHATA 100 Pages		
87	STIKY PAD (3" x3")		
88	STIKY PAD (4" x4")		
89	STOCK REGISTER 360 Pages (Legal size)		
90	TAG (50 Nos.) 5.5 inch white thread		
91	Towel for Chair (88X175) CM		
92	Towel Hand (16"x24")		
93	Visiting Card Holder -120 cards with cover (11cmx19cm)		
94	Writing Pad 5 subject, Pages 300 size 14x21.6 CM Spiral		
95	Writing pad 160 pages 70 GSM spiral size 14x21.6 CM single ruled		
96	WRITING PAD SPIRAL 1/6 (100pages)		
97	WRITING PAD GENERAL 70 GSM 40 PAGES		
98	HARD BOARD FILE WITH LACE		
99	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)		
100	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size:25 CM x 30 CM)		



Section - I

TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should be a registered under GST act	Photo copy of the Registration certificate
2	The organization should have valid PAN number	Photocopy of PAN.
3	<p>The organization will have to submit an Affidavit (<i>On original Stamp Paper of relevant value</i>) with the following clauses:-</p> <ol style="list-style-type: none">I. It has not been blacklisted by any Government Organization.II. The organization does not have any legal suit / criminal case pending against it for violation of PF ESI/MW Act or any other law.III. The CDM&PHO Deogarh will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.IV. That the organization agrees to abide by all terms & conditions of tenderV. The organization will quote prices inclusive of all taxes.VI. The organization should complete the assigned work as per the quoted price and terms & condition failing which CDM&PHO Deogarh has all rights to blacklist the organization and forfeit the EMD amount.	Affidavit
4	Tender must be accompanied by EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized / Scheduled Bank in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh". Tenders if not accompanied by EMD will not be considered. EMD of unsuccessful Bidders will be returned without interest on finalization of the bid. The EMD shall be forfeited if the successful bidder after getting the letter of award withdraws / Express his inability to execute the work.	Rs.1 5,000/- Demand Draft
5	The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years.	Photocopies of work orders executed. Minimum order should be an amount of Rs. 5,00,000/-

6	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory if any.	Authorization regarding specimen signature of authorized signatory.
7	Conditional Tenders (like alternative price offers etc.) are liable to be rejected. In the event of acceptance, CDM&PHO CUM District Mission Director decision will be final. The tender, which is not as per our required specifications will not be considered.	
8	The CDM&PHO will not make any advance payment to the organization. The organization will have to carry out the entire job on its own. The payments will be paid only after satisfactory completion of the job, submission of bill in that regard.	
9	The CDM&PHO CUM District Mission Director reserves the right to accept or reject any or all he tenders without assigning any reasons whatsoever	
10	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions, the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
11	Rates quoted against this tender notice shall remain valid up to 12 months after award of contract. No request for increase in rates, if any, will be allowed or entertained during this period.	

Eligibility Criteria

The bidders should submit the bellow mentioned documents along with the bid, failing which the bids are liable to rejected,

1. EMD of Rs 15,000/- in the form of Bank Draft.
2. Tender paper cost Rs 500/- in the form of Bank Draft.
3. Copy of GST certificate.
4. Updated GST Return copy
5. Photocopy of PAN
6. Price bid with separate cover(Cover-B)
7. Three years income tax return copy (AY-2017-18,AY-2016-17 & AY-2015-16).
8. Affidavit of declaration (*On original Stamp Paper*) as per Clause 3 of the terms & condition.
9. The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years, Minimum order should be an amount of Rs. 5,00,000/-
10. All documents submitted signed by the authorized signatory of the organization.

FORMATS - Part 1

FORM – T1

(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7	GST certificate.	
8	GST Return copy	
9	Three years income tax return copy (AY-2017-18, AY-2016-17 & AY-2015-16)	
10	Three years financial statement copy (Audit report along with audited Balance Sheet and Profit & Loss Account) (FY -2016-17, FY -2015-16 and FY- 2014-15)	
11	PAN (Photocopy of PAN)	
12	Draft number and date of (EMD)	
13	Affidavit of declaration (On original Stamp Paper) as per Clause 3 of the terms & condition	
14	The bidder should furnish the copies of the work order executed in similar type of printing works during the last three years, Minimum order should be an amount of Rs.5,00,000/-	
15	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
16	Price bid with separate cover (Cover-B)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place
Date

(Signature and seal of the authorized signatory



