

Tender Notice No. RMRI/BM/03/2018

ICMR-Rajendra Memorial Research Institute of Medical Sciences Agamkuan, Patna
(Department of Health Research under MoHFW, Government of India)

TENDER FOR SECURITY GUARD SERVICES

ON OUTSOURCE BASIS

AT RMRIMS, AGAMKUAN PATNA

ICMR-Rajendra Memorial Research Institute of Medical Sciences

Agamkuan, Patna-800007, Bihar

PHONE-0612-2635570, 2630095

Website: www.rmrim.org

Tender No. ---- / RMRIMS / Security / M.S. / 2018

TENDER FOR PROVIDING SECURITY SERVICES in RMRIMS, PATNA

1. Introduction

RMRIMS Patna, an Autonomous Body under Ministry of Health & Family Welfare, Government of India invites sealed bid under two bid system from **Security Service Provider / Empanelled by Directorate General Resettlement (DGR), Department of Ex-Servicemen Welfare, Ministry of Defence, Govt. of India** for deploying ex-servicemen Security personnel in the Institute on outsource basis as per details given in the Bid document.

2. Availability of Tender Document

Tender document can be downloaded from Institute website: www.RMRIMS.org. Prospective service providers desirous of participating in the bid may view and download the tender document free of cost from the Institute website. However bidders have to submit with the bid documents the tender fee of Rs. 5,000 (Rs. Five Thousand) and earnest money deposit (EMD) of Rs.1,00,000/- (Rs.One lakhs) only through Demand Draft / Pay Order from nationalised banks drawn in favour of Director RMRIMS, Patna. Prospective bidders are advised to visit the RMRIMS specified area for 1st hand assessment of outsourced work on any working day between 9.30 AM to 5.00 PM (Monday to Friday) by taking prior permission from the Director RMRIMS, Patna no tender will be allow to withdraw after submission of tenders within the bid validity period otherwise EMD of such withdrawing tenderer will be forfeited.

3. Important Dates

Date of publication & downloading of Bid documents	30-11-2018
Closing of Bid submission	21-12-2018
Opening of technical bid	27-12-2018

Bidders have to submit sealed envelope of bid direct at dispatch section of RMRIMS Agamkuan Patna 800 007. Bids sent through courier and bids submitted after closing date of bid submission shall not be entertained. The bid shall be valid for 120 days from the date of opening of bid.

4. Instructions to bidder

1. The bidders are directed to make survey of RMRIMS campus for having a first- hand assessment on security environment of office, hospital, lab, hostels and other areas of Institute complex before entering into security bidding process.
2. Tender shall be of two bid systems –technical and financial. The tender Documents (technical and financial in two separate envelopes) shall be submitted with a covering letter detailing the bid-contents in each envelop. The covers shall be superscripted "Technical bid for Security Guard Services in RMRIMS, Patna" and "Financial Bid for Security Guard Services in RMRIMS, Patna. 'Financial Bid' of only technically qualified bidders will be opened.
3. The bidders should fulfil the technical checklist parameters and submit the indexed documents for evidences (Annexure-'2').
4. EMD shall be in shape of DD/Pay Order of nationalised Bank. No bank guarantee towards EMD will be acceptable. EMD of unsuccessful bidders will be returned without any interest on tender finalisation and execution of the agreement with the successful bidder.
5. The EMD shall be forfeited if successful bidder fails to start the work within stipulated time or fails to comply with terms & conditions of the contract.

6. Bidder declaration in Annexure-1

5. Eligibility criteria

1. Bidder should be DGR Empanelled ESM Security Agency in having ex-service security personnel from central government Para military forces like CRPF/BSF/ITBF/Defence services or state police services on its manpower resources. Proof of valid registration in DGR ESM Security and proof of being run by Ex-serviceman / ex-Para military personnel registered under Ex-Servicemen Welfare Association under Ministry of Defence in Bihar State to be submitted.
2. The Agency shall have annual turnover not below Rs.3.00 Cr. (Three Crores) in preceding three financial years during the block period of three years (2015-16 to 2017-18).
3. The Agency shall have valid licences from Labour Department and trade and commercial licences for carrying out outsourcing activities from appropriate Govt. Bodies in terms of due compliance of following Statutory Laws / Acts and Rules and Regulations thereon.
 - (a) DGR Empanelled ESM Security Agency in Bihar
 - (b) The Employees Provident Fund Act, 1952
 - (c) The Contract Labour (Regulation) Act, 1970
 - (d) The Employees State Insurance Act, 1948
 - (e) The Minimum Wages Act, 1948
4. The bidder must be registered DGR & Bihar, Private Security Regulation Act, 2011. Security agency must be registered with State Home Department.
5. The Agency shall deploy ex-servicemen having experience in handling security affairs in central Govt./ State Govt./ PSU/ Bank/ Govt. Hospital . List of Security personnel for last three years to be submitted with the bid and work experience certificate.
6. Agency should not be blacklisted by government organisation anywhere in India.

6. Scope of work

The services shall include security of working staff, fire safety of building, hospital assets / equipment(s) and appliances, civil work construction and electrical machineries etc., and restrict the trespassers in car parking / Hospital wards / Laboratory Boys & Girls hostels. The service provider shall have to ensure strict compliance of instructions issued by the Institute especially on maintaining the security access to hospital, Research Laboratories, and Authorities' chambers etc. so as to check and control the entry of unauthorized persons. Keep close check on incoming/outgoing materials. Ensure overall safety and security of men and materials.

Duty of Security Guard, *inter alia* shall include the following:

- Checking of vehicles and goods including equipment(s) and tender material items coming or going out of the Institute building area through check of gate pass.
- Providing Security of Institute Assets
- Security of visitors
- Taking preventing measures against theft, pilferage, sabotage etc. in the Institute complex.
- Protect Institute equipment(s) and materials-civil, electrical or any other within Institute campus & residential premises.
- Any other special instructions issued by the Institute authority.

- Checking and keeping records of outgoing materials through gate passes. No material is allowed to be taken out of the Institute premises without gate passes, duly authorised and signed by authorized officer to this effect.
- Maintaining the incoming, outgoing records of office/private vehicles and restricting the authorised or any unauthorized vehicle to be parked inside the Institute within specified time.

Duty of Security Supervisor, inter alia shall include the following:

- Undertaking regular internal and external foot patrols of Institute site and making daily reporting to Institute administrative authority for attendance of deployed guards/other staff.
- Protecting the property against loss, theft, damage and waste.
- Conducting regular floor walks throughout different shifts to ensure the smooth running of security operations.
- Make sure that Security guards are performing their duties to the appropriate standard.
- Ensuring that Institute site is a safe and pleasant environment for patients / outsiders at all times in terms of traffic congestions on roads or inside Institute complex.
- Detecting, resolving and reporting any security breaches.
- Assigning tasks and duties to deployed security personnel.
- Investigating security breaches and incidents.
- Making sure that security personnel have a full understanding of their duties.
- Responding to emergency situations as and when arise.

7. BID & BID EVALUATION

1. Prior to the detailed evaluation of Technical and Financial bids, RMRIMS, Patna will determine the substantial responsiveness of each bid to the Bid document. Substantially responsive bid will be one which confirms to all the terms and conditions of bid document without material deviation. The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as substantially non-responsive will be rejected and shall not subsequent to the bid opening be made responsive by correction of the non-conformity points by the bidder. However, RMRIMS may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

The financial bids of those bidders whose technical bid has been satisfactorily evaluated and found substantially responsive, will be opened subsequently after due notice. Arithmetical discrepancy in the financial bid shall be rectified in the following manner.

If there is discrepancy between the unit price and total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected in the format Cell accordingly. If there is discrepancy between the words and figures, the amount in words shall prevail. The decision of RMRIMS shall be final in this regard and the bid will be rejected if the bidder does not agree to the decision in this regard.

The lowest bidder is to be evaluated on the basis of contractor Service charges per month. The financial bid having Agency service charges of Rupee zero, nil, fraction of rupees or other abnormally low quotes will be construed as to kill the tender and such bid will be summarily rejected. The Contractor service charges are to be quoted in per cent to monthly wages as well as in whole Rupee. Any deviation from the same may lead to summarily rejection of the bid. In case of tie on the quoted rates of Service charge from more than one prospective bidder, tender will be finalised through draw of lot as per

decision of Director. No representation against the decision shall be entertained. The decision of RMRIMS in this regard shall be final and binding.

2. RIGHT TO ACCEPT OR REJECT ANY BID: Following is the guiding decisions for the bidders.

- i. Tender will be accepted and Contract will be finalized with only those who in the opinion of RMRIMS authority shall have capacity and resources to execute the security contract with the institute within prescribed time schedule.
- ii. RMRIMS reserves its right to accept or reject any bid without assigning any reason whatsoever. RMRIMS does not bind itself to accept the lowest tender and reserve the right (I) to reject any or all tenders (ii) the right to accept any portion of the tender offered without assigning any reason and he can also reduce or extend the period of contract without assigning any reason.
- iii. In case the lowest bidder (L-1) fails to execute the bid agreement within stipulated period, the Institute shall be free to enter into contract agreement with another bidder agreeing to provide services at lowest bidder's rate (L-1).

8. Terms and Conditions of Outsourcing

- 1) The contract shall initially be for one year unless it is curtailed or terminated by this office owing deficiency of service, sub standard quality of manpower deployed, breach of contract reduction or cessation of requirements of work.
- 2) The contract shall expire after one year from commencement of the contract unless extended further by the mutual consent of contracting agency and this office. The contract may be extended on the same terms and conditions for a further period of two years. The modification of the rates shall be subject to the variation of statutory levies and contribution and revision of daily minimum wages prevailing at the time of extension.
- 3) Bid document of such company/ agency who has provided/ is providing security services to the institute for three years or more in a continuation will not be accepted in subsequent tender process.
- 4) The agency shall deploy ex-servicemen for day and night shift duty of 8 hours. In case of deployment of Security Guard, Supervisor or Security Gunmen other than the ex-servicemen the contract of the agency shall be liable to cancel.
- 5) Before replacement of any guard who has been deployed at RMRIMS, prior intimation regarding change with full bio data and antecedents of new one is required to be submitted.
- 6) Copy of pension document issued by union govt. / ministry of defence in respect of each security guard deployed at RMRIMS is required to be submitted.
- 7) The antecedents of security staff deployed shall be got verified by the Agency from local police authority and an undertaking in this regards to be submitted to the Institute and Institute shall ensure that the Agency complies with the provisions.
- 8) The Security Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liability covered under the Bid Agreement to any other agency or organization by whatsoever name be called at any circumstances.
- 9) Conditional quotations like "subject to immediate acceptance" or "subject to prior confirmation" etc., shall be summarily rejected.

- 10) **Tax & Duties:** The total of labour wages, security services etc. charges should be inclusive of all taxes except GST levied by Govt. Shall be paid on actual by the institute subject to production of documentary evidence/ challan of deposit in the bank/ statement of GST accounts submitted to tax authority against the receipts of payment received from the institute by successful tenderer.
- 11) **Performance Guarantee:** The successful bidder (Agency) has to deposit 10 (ten) per cent of the annual contract value as Security Deposit in shape of Demand Draft / Bank Guarantee from any nationalised Bank in favour of “Director RMRIMS, Patna” Security deposit shall remain valid for the period of sixty (60) days beyond the date of completion of all contractual obligations by the agency including statutory obligations, if any.
- 12) Lump sum quotation shall not be accepted and such bid shall be rejected. Service charges shall be expressed in per cent of wages as well as corresponding Rupee value. Service charges of bidders shall cover all the ancillary expenses related to security deployment.
- 13) The contractor shall have to insure necessary payment on account of EPF, ESIC and any other statutory liability as employer on behalf of persons deployed by him in this office.
- 14) The bidder should have to deploy 34 nos of security personnel (22 Guards, 10 gun/riflemen & 2 Supervisors) in the Institute. Numbers of personnel, however, shall vary as per Institute requirements.
- 15) **Age and qualification:** The deployed staff should be in the age group of 30 years to 45 years as on 30th June 2018. Upper limit of age may be relaxed upto 50 years of age considering the physical fitness. All the personnel deployed by the contractor shall be medically fit and their antecedent verified prior to their deployment in the Institute. Persons at higher risk should be vaccinated against Hepatitis ‘B’. Minimum qualification will be 10th (Matric) passed from recognized State / Central Government Board.
- 16) **Wages and payments:** Wages shall be fixed amount for different types of services which is given in the financial bid. However, in case of deployment of guard of non ex-servicemen category fine of Rs. 500/- per day shall be imposed. Fine will be deducted from the service charges of the agency.
- 17) Each monthly bill shall be supported by an attendance sheet of service rendered by security guards. Security agency shall produce documentary proof of EPF, ESIC deposit to Govt. In respect of each individual security guard deployed at RMRIMS. Their EPF/ ESIC No. shall be provided by security guards to RMRIMS. Proper attendance register / biometric system of all the security guards for all shifts at different location is required to be maintained. Further proof of disbursement of previous month’s pay to guards with full detail will also required to be submitted.
- 18) In order to obviate the scope of irregularities / delinquencies in compliance of statutory payments by the bidder, the RMRIMS as a Principal Employer for security personnel on outsourced basis via Service Provider reserved its right of cheques/ DDs payment for total EPF/ESIC amount in respect of deployed security staff. Applicable Goods and Service Tax (GST) will be paid, if admissible for providing services in the institute in Health Sector. Necessary Government notification to this effect shall be submitted by the bidder.

- 19) Bank account of individual deployed personnel is to be opened in SBI Agamkuan, RMRIMS Branch Patna by the successful bidder as payment will be made through e-transaction. Agency shall furnish proof of monthly salary payment and payment of all the legal entitlements to the workers in the preferred monthly bill.
- 20) The security staff deployed to duty in different Departments of RMRIMS, Patna will have to follow the duty time of department concerned in operational area. They may also be posted to work in shift as per the institute's requirements. No extra payment will be made on this account.
- 21) Bidder should note that L-1 shall be decided based on the sum average of the service charge quotations for different type of manpower services; payment of service charge, however, shall be as per quoted rate.
- 22) Any pecuniary loss to the Institute due to dereliction in the security duty will be recovered from the Agency. The decision of the Director of the Institute will be final and binding on the agency. In the event of any theft, burglary, pilferage or damage/ sabotage to the materials, equipment(s) or any machinery, the Agency shall be liable to compensate for the loss unless it is established that in spite of all possible measures taken by the security agency and the security personnel on duty, the same could not be avoided. The security agency shall take adequate measures to prevent repetition of such incidents. The institute shall have the right to recover such losses from the charges payable to the security agency or from other sources including Security deposit of security agency.
- 23) Tenderer will be bound by the documents furnished by it to this Institute, In case, any furnished documents subsequently found to be false at any stage, it would be deemed to be a breach of terms of contract making the agency liable for legal action in addition to termination of contract as Management may think fit.
- 24) In deployment of staff on outsource basis, the relationship between Institute and the Service provider shall not be of "Master" and "Servant". In case of termination of the contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will not have any claim for absorption or any relaxation or concession for absorption in the regular or other capacity in any future jobs/posts in the Institute.
- 25) Service provider will be wholly and exclusively responsible for payment to the deployed security personnel including compliance to all the statutory obligations under any legislation / Acts as applicable from time to time including Minimum Wages Act, EPF Act, ESI Act etc. The contractor should indemnify the Institute on stamp paper at all times against all claims, damage, or compensation under the provisions of Payment of wages Act, 1936, Minimum Wages Act, 1948, Employers Liability act 1938, Industrial Dispute act, 1947, Payment of Bonus Act, 1966 or any other law relating thereto and rules made there under from time to time. The Institute will not incur any liabilities for any expenditure whatsoever on this account.
- 26) The Agency shall not claim nor shall be entitled for perks and other facilities/allowances admissible to casual, ad-hoc, regular/ confirm employees of this institute during the currency or after expiry of the contract.
- 27) On award of job, the Agency shall mention the Individual EPF account / ESI Registration number of deployed staff as well as the GST registration number/TDS Account number. The deployed staff shall be in security uniform and bear IDs with

photographs, fathers' name, Aadhaar card number, full address and other details like blood group etc.

- 28) In case of deficiencies in quality service, penalty as deemed fit by the Institute will be deducted from the agency service charges.
- 29) **Payment Mode:** Each month admissible wages will be preferred by agency in first week of following month. Sixty per cent (60%) of claim shall be discharged within 10 working days; balance shall be paid after due accounts checks. Goods and Service Tax (SGST), TDs etc. will be as per rules in force. All Payment shall be made through PFMS mode in bank accounts. The bill of each month shall be presented in triplicate by the agency on or before 7th of every following month duly pre receipted to enable RMRIMS to arrange the payments.
- 30) The Director, RMRIMS, Patna may terminate the agency if subsequent to award of work it came to notice that agency is blacklisted by any department of state/central government / Local Bodies / public sector undertakings / Municipalities.
- 31) In case of any dispute or differences arising in implementation of bid agreement, the Court in Patna shall have jurisdiction to decide the case.
- 32) The successful Tenderer and his worker shall abide by the rule and regulations of the Institute as well as directions/instructions issued by the Director of Institute or on his behalf by the authorities from time to time and violation of which may result in cancellation of the contract.
- 33) **Agreement:** The contractor will have to enter into written Agreement with RMRIMS within 15 days of intimation of acceptance of approved rates. It after the award of the contract the bidder does not sign the Agreement within 15 days or fail to furnish the performance Bank Guarantee within 7 days from the date of receipt of LOI/ work order, RMRIMS reserves the right to cancel the contract and apply all remedies available under the terms & condition of this contract.
- 34) In case the agency fails to execute the job after signing the Agreement deed or leave the job before completion of the period of contract at their own accord, the Director, RMRIMS shall have the right to forfeit the security deposit by the agency for the execution of the contract.
- 35) The agency shall never deploy the child labour.
- 36) RMRIMS shall not accept any claim in the event of any deployed guard sustaining any injury, damage or loss to either person or property either inside or outside RMRIMS premises. If any person engaged by the contractor is injured or rendered partially/ permanently disabled/ indisposed due to any reasons such as disease, accident, fire etc. during the working hour, it shall be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such personnel as relevant labour laws including all medical expenses, legal expenses etc. and RMRIMS does not hold any responsibility in this regard what so ever.
- 37) **Stamp Duty:** Contract agreement with the RMRIMS shall be executed on a non judicial stamp paper of Rs. 1,000/- (Rupees One Thousand only). Expenditure to be incurred on execution of agreement shall be borne by the successful tenderer.
- 38) **Service charge / Administrative charge:** Firm must quote reasonable service / administrative charge to meet the requirement of contract obligations i.e., timely & regular payment of wages to the persons employed on contract basis as well as other statutory obligations. Unreasonable quote of service charge / administrative

charge which may not even fulfil all the obligations on the firm i.e. 2% TDS & other may treated as unfair practice to grab the order. Such quotations may be rejected.

39) **Dispute:-**

- 1) If any dispute or difference arises between the parties relating or concerning or to interpretation of the contract or any alleged breach there of or any matter relating to the contract, the same shall be settled by the parties as far possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
- 2) In the event of any dispute or differences arising in connection with the contract arising out of this Tender whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Director RMRIMS, Patna or his nominee not below the rank of Deputy Director for arbitration whose decision shall be final and binding on both parties. The proceeding before the arbitrator would be governed by the provision of the ARBITRATION AND CONCILIATION ACT, 1996.
- 3) The courts of Patna shall have exclusive jurisdiction in all matters arising out of Tender.

sd/-
Director
RMRIMS, Patna

Bidder Declaration

(To be submitted in envelop I with technical bid)

From

M/S.....

.....

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To

Director

RMRIMS

Agamkuan, Patna

1. I, ----- Son/Daughter/wife of Shri -----
Proprietor/Director authorized signatory of the agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or its proprietor or Partner or Director of any Agency with whom the Govt. Have banned/suspended business dealings. I/we further undertake to report to the Faculty-in-charge-Procurement, RMRIMS, Patna immediately after we are informed but in any case not later 15 days, if any Agency in which is banned/suspended in future during the currency of the Contract with you.

Date:

Place:

(Signature of the Bidder)

Name

Designation

Seal of the Agency

Address:

ANNEXURE-2**TECHNICAL Bid Format**

(To submitted in envelop-I)

(Bidders are to fill-up the technical parameters below and adduced the evidence/supporting papers with the bid document)

1	Name of participating agency/firm	
2	Legal status of Agency	
3	Empanelment Registration no in DGR Ministry of Defence with year of registration and list of ex-servicemen indicating the rank/post prior to retirement.	
4	Full address of Registered office of agency	
5	Name of Proprietor / Director with full address	
6	Contact person(s) name with mobile/phone numbers	
7	PAN / GIR / TAN No. (attach the photocopy)	
8	GST Registration details (attach the photocopy)	
9	EPF Registration details (attach the photocopy)	
10	ESIC Registration details (attach the photocopy)	
11	State Bank of India account (attach the photocopy)	
12	License details from Labour Resource Department and From Commercial Department.	
13	Annual turnover of agency/firm for the last three years during 2015-16 to 2017-18.	
14	Proof of financial status in form of audited Balance Sheet for the last three financial years. Average annual turnover must be at least Rs. 5 Crores only	
15	Copy of income tax return file with acknowledgments for last three years	
16	Work experience: Experience of execution of similar nature of work as annexure IV (attach documentary proof of employment of at least 100 Ex-S/G in Bihar)	
17	Attach certificate of satisfactory completion of service for last 3 years & from two present employers also	
18	EMD details	
19	Bid fee details	
20	Registration number of Agency under Bihar Private Security Act	
21	Affidavit duly certified by notary over no case/enquiry/investigation pending in police/govt. organisation/courts etc. & bidder has never been blacklisted	

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

Financial Bid Format (Envelop-II)

To,
The Director
RMRIMS
Agamkuan Patna.-7

Dear Sir,

I/we submitted the bid for Tender No. RMRI/ Security/ OPA- / 2018. Dated..... for providing Security Services to RMRIMS, Patna.

1. I/we thoroughly examined and understood instructions to tenders, scope of work, term & conditions of contract given in the tender document and those contained appendix of Terms & Condition of contract and agree to abide by them.
2. I/we hereby offer to provide job outsourcing services at the following present DGR rates. I/we undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of contract regarding of revision of DGR minimum wages prevailing as on 1st Apr. 2018.

	Skilled Ex-S/G without Arms	Highly Skilled with Arms	Highly Skilled Supervisor
Basic+VDA @.....x 26			
EPF+EDLI			
ESL.....			
Bonus			
Uniform & Washing Allowance			
Holidays wages @.... 4 days			
Service Commision/Other if any (in %)			
Total			
GST			
Grand Total			

Wages is applicable to Ex-servicemen staff only, for non-Ex servicemen minimum wages for unskilled labour as per rate of labour department, Central Govt.

Date:
Place:

(Signature of the Bidder)
Name
Designation

Seal of the Agency

Address:

Format of Experience certificate

(To submitted in envelop-I with technical bid)

Detail of work of security guard services performed by the agency .

Project Name	Name of the employer	Description of work	Value of Contract (Rs. In Lakhs)	Date of issue of work order	Stipulated Period of completion	Actual date of completion

Please attach supporting documents

Date:

Place:

Seal of the Agency

(Signature of the Bidder)

Name

Designation

Address:

FINANCIAL CAPABILITY OF BIDDER

S.No.	Name of the Bidder	Turnover (Rs./Crores)		
		15-16	16-17	17-18

Authorized Signatory (Signature In full): _____

Name and title of signatory: _____

Stamp of the Company: _____

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.