

Request for Proposal

Government of Tripura
Directorate of Skill Development
Department of Industries & Commerce
Indranagar, Agartala-799006
Phone: (0381)2353166
e-mail: skilltripura@gmail.com

NO. F.7(50)/DSD/2017

Dated: 27/05/2020

Proposals invited from manpower hiring agencies to submit sealed proposal by 7th June 2020, 5 PM.
The complete RFP document available at State Government portal www.tripura.gov.in.

Sd
Director
Skill Development



**Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006**

Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com

NO. F.7(50)/DSD/2017

Dated 27th May 2020

Directorate of Skill Development, Government of Tripura invites 'Request for Proposal (RFP)' for selection of Manpower Recruitment Agency to deploy professionals for Directorate of Skill Development.

1. INTRODUCTION:

Directorate of Skill Development (DSD) was set up under the Department of Industries and Commerce, Government of Tripura, to bring more focus and coordination to the skill development initiatives under Tripura Skill development Mission.

To implement and monitor the skill development programme under SANKALP, PMKVY and other Skill Development programmes, Directorate intends to engage professionals through manpower recruitment Agency for two years extendable upto one more year.

Tender Contents:

The interested bidders shall submit the bids in two parts, namely "Part – A Technical Bid" and "Part – B Financial Bid". The 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelopes shall thereafter, be placed inside a large sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The "Financial Bid" shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and list of bidders whose technical proposal meets substantial requirements including minimum qualifying score of 50, shall be notified as per schedule of events mentioned above. The Department shall not be required to intimate the Bidder separately. Financial proposals of those Bidders will be opened in the presence of their representatives who choose to attend on the date informed by the Department. Thereafter, financial bids of only short listed bidders will be opened for consideration.

2. GENERAL TERMS AND CONDITIONS:

2.1 Key Information to Bidders

- a) Bidders are advised to study the RFP Document carefully. Submission of Bids against this RFP shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the RFP Document with full understanding of its implications
- b) The RFP document is available at State portal, Government of Tripura. Selected Bidders may also view, download the RFP document, and submit their Bid on the date and time mentioned in the table below:

Last date of Submission of RFP:	Up to 5 PM, 7 th June 2020. All pages of bid documents must be signed by the renderer while submitting the same otherwise the same shall not be considered
Date of Opening of Technical Bids:	At 11 A.M, 10 th June 2020, Technical Bids will be opened in the presence of bidders' representatives who choose to attend at the address given below.
Date of Opening of Financial Bids:	Only those bidders who qualify technically will be informed about the opening of Financial bids. Financial bid will be opened on 11 th June 2020 at 12 PM.



Place of opening of bids	Office chamber of Director, Skill Development, ITI Road, Indranagar, Agartala, West Tripura-799006
Non Refundable Tender Cost	Rs. 5000/- through demand draft from any nationalised bank, drawn in favour of "DDO, Skill Development", Payable at Agartala as non refundable processing fee.
Ernest Money Deposit (EMD)	Rs 1,00,000 (Rupees One lakh only) Only drawn in favour of "DDO, Skill Development", Payable at Agartala

- c) It will be the responsibility of the Bidders to check State Portal, Government of Tripura website <http://www.tripura.gov.in> for any amendment through corrigendum in the tender document. In case of any amendment, Bidders will have to incorporate the amendments in their Bids accordingly.
- d) The RFP is open to all entities that fulfil eligibility criteria mentioned in this RFP. The proposal will be evaluated based on the eligibility criteria and preferences as mentioned in this RFP. Any organisation who are engaged in imparting skill development training in the state under any scheme implemented by Directorate of Skill Development, Tripura are not allowed to submit RFP as there is a conflict of interest.
- e) Please be informed that submission of this application does not mean or indicate any commitment for selection of manpower Recruitment Agency under SANKALP/PMKVY-2.0/PMKVY 3.0 by the Directorate of Skill Development.
- f) Directorate of Skill Development reserves all the rights to cancel the application/ penalize the manpower Recruitment Agency, if any information is found to be incorrect/ false during and after programme execution, at its sole discretion and without assigning any reason.
- g) In selection of the manpower Recruitment Agency a Agreement shall be signed between the parties (Selected Agency and Directorate of Skill Development)
- h) The Earnest Money Deposit (EMD) to an amount of Rs. 1,00,000 (Rupees One lakh only) shall be furnished in the form of Demand Draft/Bank Guarantee drawn on any nationalised bank in favour of "DDO, Skill Development", payable at Agartala. The earnest money shall be valid for a period of forty five (45) days beyond the validity period of tender. The EMD will be released after validity period of contract in case of successful tenderer and that of unsuccessful tenderer, will be released after finalization of tender.



2.2 Amendment of Tender Document

- a) At any time prior to 5 (five) days from the deadline for submission of the tender, DSD reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the directorate may, at their own discretion, extend the bidding period only under exceptional circumstances.
- b) DSD will not entertain any request from any bidder to extend the tendering period.

2.3 Eligibility/Qualifying Criteria of the Agency:


- a) The Agency shall be company and must be registered under company act as a service provider.
- b) The agency should have at least 7 years of experience in the area of similar services/consultancy/PMU support to Government Department/Public Sector Undertaking/Autonomous bodies for providing subject specialist/consultant.
- c) Agency should have minimum average annual turnover of Rs. 4 Crore for last 3 financial years (i.e. 2017-2018, 2018-2019, & 2019 - 2020) for similar assignment (providing consultancy/PMU Support/ deployment of manpower to Public/Private Sector). Audited balance sheet and profit & loss a/c should be furnished along with proposal.
- d) The agency will be required to provide documentary evidence for full-filling above mentioned criteria.
- e) The documents related to evidences will be certified by an authorized signatory of an agency above Documents to be submitted with technical proposal.

2.3.1 Other Terms & Conditions:

- a) The agency should ensure that the candidates identified should not have any police record/criminal record against them. The agency should ensure that the candidates are medically fit and certificate of their medical fitness is to be provided, whenever called for.
- b) Subject to the Arbitration Agreement contained herein, any dispute between the parties arising out of this agreement shall be subject to the jurisdiction of Chief Secretary or not less than any post equivalent to Principal Secretary.
- c) The agency should not disclose any Directorate of Skill Development's confidentially information to anyone outside and use such information only in connection with the service provided to the Directorate of Skill Development. For handling the various responsibilities in Directorate of Skill Development under SANKALP/PMKVY, it is proposed to appoint the following categories of employees.

2.4 Preferences:

- a) The agencies / firms with prior working experience in relevant field in Tripura / in North East. Necessary documents should be provided to substantiate the claim.
- b) Agency has more than 3 contracts in last 3 years in providing similar services and the cost of the contracts shouldn't be less than 1.5 crores.
- c) The agency / firm, who has ready-to-deploy eligible candidates as per required qualification and experience within 45 days of signing the contract with Directorate of Skill Development.



3. Details of the technical experts & cost to be positioned at Directorate of Skill Development & terms of reference (tor) are as follows:

Name of the Post	Age Limit (years)	Essential Qualification	Relevant Experience (preferable)	Responsibility	No. of Posts
Project Coordinator	45 years	At least MBA/M.Phil from reputed institute (Minimum 60% throughout Academic Career desired) Desirable: 1. Strong English writing and oral communication skills 2. Programme design, skill 3. Analytical influencing, negotiating and management skills 4. Computer Skill 5. Also incumbent should have the thorough knowledge about the State.	Minimum 18-20 years of working experience in women empowerment, livelihood programme, Skill Development, Livelihood, Health and Protection and Research, Monitoring and Evaluation. Should have experience in holding National level position in development sector. Must have worked with UN/World Bank/ADB and managed Skill Development programmes with Govt Departments and NGOs. At least 2 years of experience in managing central funded project in the Skill Development in Tripura. Have at least managed a skill development project at National Level.	<ul style="list-style-type: none"> Overall coordination and management of State and District team by managing the State team in planning, execution and reporting of activities for SANKALP, SAMARTH, BADP and other Department funded Projects for Skill Development in the State Monitoring the implementation and evaluation of progress of different skill development projects Overall monitoring of schemes and identify issues for course correction Developing proposals and Concept note Networking and partnership building Strategy Development Research and MIS management Managing the MANPOWER activities for the team Providing Administrative Support to the Directorate 	1
Programme Officer	35 years	Atleast Graduation in Engineering/ Rural Development/ Food Technology or related Field from reputed institute. (Minimum 60% throughout Academic Career desired) Background Desirable:	Minimum 5-6 years working experience in Skill Development, Project Development, Planning in managerial experience. Must have working experience on Skill Development programmes in Govt Schemes or Govt projects.	<ul style="list-style-type: none"> Support the team leader in execution of the action plans. Undertaking operational activities of different skill development programmes. Monitoring and inspecting the field level activities of different skill development programmes. 	1

		<p>1. Experience in working with community and providing Capacity building</p> <p>2. Good communication skill in all forms including written, oral, email, telephone and presentations</p> <p>3. Capable of manage projects and have the ability to do problem-solving. Should be able to provide ideas and solutions.</p>	<p>Atleast 4 years of experience in managing central funded project in the Skill Development sector in Tripura is desired.</p>	<ul style="list-style-type: none"> • Undertaking promotional activities for skill Development programme • Liasoning with Quality Training providers and Coordinate with different premier Institutes like ASSOCOM, SSDH, for possible collaborations and trainings. • Operational Flow chart Development and outline activities • Administrative Support to Directorate 	
MIS Coordinator	35 years	<p>Graduation in computer Application/ Engineering or IT</p> <p>Desirable:</p> <p>1. Good knowledge of excel, and advance Excel</p> <p>2. Development of web based Monitoring Tool, Management of Database and Implementation of Data Based Application.</p> <p>3. Data Capture, Analysis, Management Reporting and Performance Monitoring.</p> <p>4. Developing/Modifying MIS System and other software's.</p> <p>5. Good communication skill in all forms including written, oral, email, telephone and presentation</p>	<p>Minimum 3 years' experience in developing and managing MIS system in any Skill development project of State/Central Government/ any external agency</p>	<ul style="list-style-type: none"> • Social Media Update for skill development programme • Overall Management of MIS State , Skill India portal/SANKALP portal and Website of DSD,TMS Portal, PIA portal, e-Office AEBAS (Aadhaar Enabled Bio Metric Attendance System) for TC, Departmental AEBAS, Android APP of Skill Tripura • Administrative and Technical Support: 1) Attended various meeting, prepared MoM, Agenda, action taken on decisions regarding IT support of DSD 2 • Biometric, CCTV Support, GEM and grievance portal support 	1
Programme Liason Officer - Convergence	40 years	<p>Atleast Graduate in Engineering or Masters in Rural Development/Food Technology or related Field. Background</p> <p>Desirable:</p> <p>Experience in working with different</p>	<p>Minimum 5 years working experience in Skill Development, Project Development, Planning, Monitoring and coordination. Must have working expereince on Skill Development programmes in Govt</p>	<ul style="list-style-type: none"> • Supporting implementation of programme • Networking with different Govt Departments and agencies to implement Skill Development programmes 	1

		<p>stakeholders and Govt Departments</p> <p>Good communication skill in all forms including written, oral, email, telephone and presentations</p>	<p>Schemes and Private Sector in managerial capacity.</p> <p>Minimum 2 years of experience in managing central/State funded project in the Skill Development in Tripura. Have managed at least through skill development projects in the state.</p>	<ul style="list-style-type: none"> • Develop road map along with milestones for convergence activities. • Support the programme team in organizing various workshop, Skill Mela, mobilization camps at District Level etc • Coordinate with District Administration for required support in strengthening the skill development activities. • Conduct District level monitoring through coordination with the district Coordinators and provide support for efficient implementation of the District Action Plan. 	
<p>Programme Liason Officer – Training</p>	40 years	<p>Atleast Graduate in Engineering in textiles or Masters in Rural Development or related Field.</p> <p>Background Desirable:</p> <p>Experience in working with different stakeholders and development of course curriculum and training modules</p> <p>Good communication skill in all forms including written, oral, email, telephone and presentations</p>	<p>Minimum 5 years working experience in Skill Development, Project Development, Planning, Monitoring and coordination. Must have working experience of 3 years on Skill Development programmes in Govt Schemes and Private Sector.</p> <p>Minimum 2 years of experience in managing Central/State funded project in the Skill Development sector in Tripura. Have managed at least three skill development projects in the state.</p>	<ul style="list-style-type: none"> • Supporting implementation of Skill development programme • Quality control of training activities for different Govt Departments and agencies to implement Skill Development programmes • Develop road map along with milestones for training activities. • Support the programme team in NSQF alignment, NSQC approvals for training modules etc • Coordinate with District Administration for required support in strengthening the skill development activities. • Conduct District level monitoring and coordination with the district Coordinators and provide support for efficient implementation of the District Action Plan. 	1

Associate Programme Officer	40 years	Atleast Post Graduate in Financial Management/Engineering/Social Sciences. Background Desirable: Experience in working with different stakeholders and development of course curriculum and training modules Good communication skill in all forms including written, oral, email, telephone and presentations	At least 5 years working experience in Consultancy services, Project Development, Planning, Monitoring and coordination. Minimum 2 years of experience in managing Central/State funded project in the Skill Development sector in Tripura and have managed atleast one flagship programme in skill development.	<ul style="list-style-type: none"> • Manage the operational implementation of PMKVY projects in the state • Draft EoI for empanelment of TP,RFP, Tender for Manpower recruitment, target allocation under PMKVY • Planning of Monitoring visits for the PMKVY projects • Monitoring , Evaluation and Implementation of PMKVY scheme in the state through evaluation and sanctioning of Proposals, • Coordinate with different SSDM to understand the best practices and innovations. • Develop the operation flow chart for the implementation for the different projects along with timeline and milestones. • Provide administrative Support to the Directorate 	1
Assistant Programme Officer	40 years	Atleast Graduate in Engineering. Atleast 60% is desired at graduation. Background Desirable: Experience in working with different stakeholders and development of course curriculum and training modules Good communication skill in all forms including written, oral, email, telephone and presentations Have experience in implementing central/state funded skill development	Atleast 5 years working experience in Skill Development, Project Development, Planning, Monitoring and coordination. Must have working experience of 3 years on Skill Development programmes in Govt Schemes and Private Sector. Minimum 2 years of experience in managing Central/State funded project in the Skill Development sector in Tripura and conducted portal based accreditation of training centres.	<ul style="list-style-type: none"> • Support the implementation of schemes through uploading, verification of data in SIP. • Handhold the TPs in uploading batches in SIP, identification of errors, verification of batches. • Facilitate accreditation of the training centres as per the PMKVY guideline. • Coordinate with SSCs for conducting timely assessment of the batches and ensure certification. 	1

		programme in the state for atleast 3 years			
Call centre Executive	40 Years	Graduate in any discipline Good communication skills Ability to respond to queries in a positive way One post is for the candidate fluent in Kokborok language	2 years of experience in any development project of State/Central Government/ any external agency Preference shall be given to the candidate worked in Call center /MANPOWER related Job.	<ul style="list-style-type: none"> • Responding to the queries from candidates in a positive way • Monitoring of ongoing trainings through interacting with trainees and other stakeholders on sample calls basis • Tracking of the status particularly placement of trained candidates through calls • Quality Control & Assurance • Support in maintaining database of the skilled candidates 	2
District Coordinators	40 years	Graduate in any discipline/Engineering /Rural Development. Good communication skills Ability to respond to queries in a positive way	Atleast 5 years of experience in any development project/Skill developmental projects of State/Central Government/ any external agency	<ul style="list-style-type: none"> • Coordination and implementation of Project at District Level: 1) Manage the operational implementation of projects at the allocated district level on a regular basis • Act as first point of contact with District Administration and Directorate of Skill Development for the particular district • Coordinate with implementing agencies within the district and monitor the progress • Provide regular input to the Programme Managers on the status of Skill Development schemes • Provide support to the TPs for implementation of different Skill Development programmes. • Provide support to the District Administration as required 	4

The above team shall be a multi disciplinary team having the expertise to effectively handle all aspects of the mission work. The team shall work with the Directorate of Skill Development, Tripura on day to day basis & provide all necessary technical supports as desired by the Directorate of Skill Development.

Terms and Conditions:

1. All staff engaged on fixed tenure basis for two years initially with a possibility of extension for another year based on satisfactory performance of the staff. The contract of Fixed Tenure Staff may be terminated upon unsatisfactory performance (as per Performance Appraisal) or, terminated due to disciplinary action or may end voluntarily (resignation) by the staff.
2. Probation period of a new entrant at all levels would be 6 months. On completion of 6 months, the performance of the new staff for their probation period would be evaluated. On the basis of the evaluation of probation period, if the performance is not found satisfactory then the candidate's contract can be immediately terminated.
3. The incumbent shall be entitled to 10% enhancement of remuneration on completion of every 12 (twelve) months of engagement. The remuneration would be paid subject to deduction of relevant taxes.
4. The salary of all staff shall be transferred to their Bank account by Fifth day of every month.
5. Leaves for Staff on Fixed Tenure

Particulars	State Approved Norms	Remarks
Leave Policy		
Earned Leave	30 days (@ 2.5 days pm)	Will not carry forward to next year and will not convert into cash if not taken
Medical Leave	10 days	
Casual Leave	12 days	
Maternity Leave	180 days Maternity leave will be admissible to the Female Staff provided that such leave shall not be admissible for more than two occasions. During such leaves she shall be paid full rate of normal emoluments as drawn before her proceeding on leave.	Maternity or Paternity leave will not be debited to leave accounts
Paternity Leave	7 days Paternity leave will be admissible to the male Staff provided that such leave shall not be admissible for more than two occasions only in case of delivery of his wife within the period of six months from the date of delivery.	
Holidays	As per State declared holiday list	

Payment terms and Condition:

- a) The payment shall be made by Directorate of Skill Development, Tripura to the agency on quarterly basis upon receipt of invoice raised by the agency, subject to release / transfer of requisite remuneration to the candidate directly into their Bank Account.
- b) The Management Cost including service tax and other applicable tax would be only payable to the Service Provider additionally.

Termination of candidates:

Directorate of Skill Development has right to refuse any candidate/s for recruitment/termination in any course of time, if performance of the candidate is found to be unsatisfactory or any desecration during office duty which affects the dignity of Government.

Termination of Contract:

Directorate of Skill Development shall have the right to terminate the contract of the agency at any time during the tenure of the work, if the performance of the agency is found to be unsatisfactory or violation of any clause of the RFP pertaining to execution of the work. For termination of the contract, Directorate of Skill Development shall provide the agency a notice of minimum of 15 days, to allow the agency to clarify its position of unsatisfactory performance observed by Directorate of Skill Development. If the clarification provided by the agency is not upto the satisfaction of the competent authority of Directorate of Skill Development, the contract of the agency will be terminated.

Period of Contracts with the Service Provider:

The contract shall be valid for two years and extendable for another year from the date of signing of Agreement with Manpower recruitment Agency with Directorate of Skill Development.

Sd/-

The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)
Tel: (+91) 381-235-166; Fax: (+91) 381-235-167, E-mail: skilltripura@gmail.com



**Annexure I:
TECHNICAL BID:
Project Application Form (PAF)**

1	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website						
2	Registration number, date of registration, validity of registration., Act under which registered						
3	Status of the organization (i.e company /Partnership firm /etc)						
4	Name & designation of Chief functionary with Tel No. /Mobile No						
5	Name & designation of Contact person for this Tender with Tel No. /Mobile No						
6	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License						
7	No. of years in this field						
8	Whether the organization has any past experience in working as Manpower Recruitment Agency in last 5 years, if yes then the details thereof. Attach the work order/sanction letter (Max mark – 10 marks)	Title of the Project	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	No. of employee deployed	Project Cost (Rs. in Lakh)	Status of the Project
		1	2	3	4	5	6
9	Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof (Max mark – 10 marks)	No. of full time employees			No. of part time employees		
		1			2		
10	Whether the organization is working as Manpower Recruitment Agency, If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization (max marks – 20 marks)						
11	Turnover in Rs. (Max mark – 10 marks)	2017-18		2018-19		2019-20	
12	Documentary proof of working in Tripura/ North east as Manpower Recruitment Agency (Max mark – 10 marks)						
13	Whether candidates have been shortlisted by the Agency as per the required qualification and experience in the project, if yes the details thereof (Max mark – 40 marks) (C.Vs shall be enclosed)	Post wise CVs as per criteria mentioned Heading 3.					
14	Certified that provisions of the RFP have been fully understood and we will take the responsibility for successful completion of the project in a time bound manner, if we will be selected by Directorate of Skill Development						
15	Affidavit regarding: That organization/institution is not						

	involved in any corrupt practices and has not been black-listed by any central/state agencies (As per Annexure-IV)	
16	The agency should not have any relationship with the employees of Directorate of Skill Development. A non relationship certificate in support to be enclosed.	

Enclose:- Self attested photocopies of the documents in respect to Sl. Nos. (2),(3), (6), (8), (9) (10), (11), (12), (13), (14), (15)& (16)

Note: All the pages should be numbered and properly indexed. If any of the RFP proposals is found to be without proper signature, page, numbers and index, it will be liable for rejection.

Authorized signatory of the Organization
With seal Name/Designation/Address
Date:



Place:

Annexure-II

FINANCIAL BID

To
The Director,
Skill Development
Government of Tripura
ITI Road, Indranagar,
Agartala, West Tripura-799006

Subject: Submission of Proposal (RFP) for selection of Manpower Recruitment Agency for Directorate of Skill Development

FINANCIAL BID
(Agency Name & Address)

I, the undersigned, offer to provide the MANPOWER recruitment services for procurement of Experts to be deployed for Directorate of Skill Development in accordance with your RFP.

My Financial Proposal is as follows:

SI NO	Head	Estimated Rate in Rs	Total Cost for 1st year	Total Cost for 2nd year	Total Cost for 3rd year
I	Cost involved for remuneration of the proposed number of staff				
II	Applicable taxes (if any)				
a)	GST (if any)				
b)	Any other charges (if any)				
III	Last date of validity of the bid				

Authorised Signatory of the organization
With seal Name /Designation/ address

Date:

Place:



**Annexure-III
Declaration**

I / We..... have gone through carefully all the tender conditions and solemnly declare that I /We abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the department against us, if it is found that the statement, documents, certificated produced by us are false/ fabricated.

I / We hereby declare that, I /We have not been blacklisted / debarred / suspended/ demoted in any department in Tripura or any state in India due to any reasons

FULL SIGNATURE OF TENDERER:

DATE:

NAME & ADDRESS OF THE FIRM

.....

.....

.....



Annexure-IV

Self-Declaration on organization's letter head - that organization/institute is not involved in any corrupt practices and has not been black listed by Central/ State Agencies

(On non-judicial stamp paper of Rs 10 and duly attested by the notary Public)

**To
The Director,
Skill Development
ITI Road, Indranagar,
Agartala, West Tripura-799006**

Sir,

In response to the RFP reference no..... dated...../...../..... for selection of Manpower Recruitment Agency for Directorate of Skill Development, Agartala, Tripura.

I hereby declare that presently our company/organization..... possess unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous body.

I further declare that our company/organization is not blacklisted and not declared ineligible for reasons other than Corrupt and Fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of submission of EoI.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Place:

Date:

Signature of the authorized person

Designation:

Seal of the Organization:

