

**केन्द्रीय विद्यालय ओ.एन.जी.सी. जोरहाट**

डी टाईप कालोनी,पो.-चिनामारा जोरहाट-785704

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## **TENDER DOCUMENT**

# **GARDENING SERVICES**

## **2020-21**

**Price: Rs. 100/-**

(Those who download the tender document from website should enclose a DD for Rs. 100/- towards Cost of tender)



फा.93/2019-20/ / के.वि.ओ.एन.जी.सी. जोरहाट./

दिनांक: 18-03-2020

## TENDER DOCUMENT

**Sub : "Inviting Bid for engaging Service Provider Firm for providing Manpower through service contract (GARDENING SERVICES) – reg.**

Sir/Madam,

1. The Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive Bids are invited by the KV ONGC Jorhat from the reputed/registered Consultant / Service Provider Firm for providing Manpower through service contract initially for a period of 01 (one) year w.e.f 01.05.2020, which may likely to be extended, as indicated below:
  - A) Area of the building: **Approximately 2.5 acres' area having Plantation areas/gardens at different locations. Parties are advised to see the location.**

Address/Location of the building

**Kendriya Vidyalaya ONGC Jorhat  
D Type ONGC Colony P.O. Cinnamara  
Jorhat, Assam PIN-785704**

### B. Manpower required for GARDENING Services:

S. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	Remarks
1.	Workers for Gardening	Semi-Skilled Primary Standard	01	To clean the weeds, bushes, rose garden, lawn and other garden and play areas. To maintain the flower beds, including manuring, planting, watering etc. To beautify the campus through flower pots, cutting of hedges in different shapes, etc.

May vary (as per requirement)

C. Work will have to be got done in the following way :-

- a) Cleaning of entire areas of the garden areas of Vidyalaya premises and collection of all waste materials including dry leaves, branches, grasses, etc., and disposal of the same as per instructions of the Kendriya Vidyalaya.
- b) Cutting, pruning, planting, manuring of saplings, plants, trees, etc., in time and as per the seasonal requirement.
- c) Manuring and watering of the plants regularly.
- d) Applying fertilizers, insecticides, pesticides, etc. as and when required.
- e) Making hazes at the sides of, roads, passage, lawns, etc. within the boundary of Vidyalaya wall surroundings to the building.
- f) Regular trimming of hazes and giving them different shapes.
- g) Regular maintenance of the Plantation area.
- h) All types of tools such as cutters (for cutting rose plants, etc.), scissors (for cutting hazes, etc.) spades, grass cutting Hausa, Plastic pipe for watering, nozzles, saval, kundal, buckets, etc. required by the gardeners should be provided by the contractor/agency.
- i) Regular grass and weed cutting by the help of Brush cutter machine or lawn mower (to be provided by the Vidyalaya.
- j) Maintenance of Lawn on both sides of the entrance of the Vidyalaya.

### 3. Quoted Price:

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in the format of quotation only attached (Annexure - A). without changing/ modifying the Columns given the Tender document
  - b) The service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately
  - © The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e., percentage of profit/service charges etc., as such the bidder while submitting the bid should specifically quote the rate etc., in this regard.
  - (d) The Bidder shall deposit Rs. 13,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **VVN A/c. Kendriya Vidyalaya ONGC Jorhat payable at Jorhat** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - (e) The selected firm has to furnish performance security in the form of Bank Guarantee/DD for an amount equivalent to 10% of the total annual bid amount, valid for fourteen months from the date of award of the contract. The Performance security shall be submitted within 10 days from the date of Notification of Award. The earnest money shall be returned only after the Performance security is submitted by the Contracting Agency.
  - (f) Telex or Facsimile Bids are not acceptable.
  - (g) The rates quoted shall be as per the payment of Minimum Wages Act as per Govt of India rules and the rates mentioned in the tender documents shall payable to workers
  - (h) Correction if any shall be made by crossing out, initialing, dating and rewriting
4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at KV ONGC Jorhat premises in the presence of representative of the KV ONGC Jorhat or its constituent.
- (b) The Contracting Agency will ensure payment by the 5<sup>th</sup> of every succeeding month to their employees provided to the KV ONGC Jorhat as per the monthly remuneration quoted without any deduction and Hourly rate of OTA should not exceed monthly **remuneration**.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the KV ONGC Jorhat supported with the following documents: -
  - (i) Details of disbursement made to the staff furnishing Cheque details for each payment,
  - (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax.Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice.
- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Inventor/Client.
- (f) It is mandatory for the contracting agency to submit the attested copies of license obtained from the Govt. of Jharkhand for running the business of Private Security agencies operating in Jharkhand failing which the bid will be treated as disqualified / non responsive.
- (g) The normal office hours of KV ONGC, Jorhat are from 7.30 AM to 4.00 PM six days Monday to Saturday. KV ONGC Jorhat also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated by the Indenting Agency as per the rate quoted.
- (h) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

$$\text{Total Monthly Remuneration} = \text{Monthly remuneration} - A_1$$

$$\text{where } A_1 = \frac{\text{Monthly remuneration}}{\text{Nos. of days in the month}} \times \text{Nos. of days of absence}$$

- (i) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny KV ONGC Jorhat. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No Conveyance or any other charges will be paid by KV ONGC Jorhat. In case, none is found suitable then additional

bio-data shall be made available by the Contracting Agency, promptly i.e. within 24 hours. The replacement of a Candidate on account of absence /unsuitability for KV ONGC Jorhat shall be made within 24 hours.

- (i) The contracting Agency will be required to sign a contract with the KV ONGC Jorhat as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (k) In case of any loss, theft / sabotage caused by/attribution to the personnel deployed, the KV ONGC Jorhat reserves the right to claim and recover damages from Contracting Agency.
- (l) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.
- (m) The Contracting Agency will deploy the trained and sufficient workers who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the staff deployed are free from AIDS or any other infectious disease before deployment for work.
- (n) The K.V shall provide a small room / space for the workers deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of Contracting Agency on duty.
- (o) The Contracting Agency shall provide to their personnel with impressive summer uniform as well as winter uniform with insignia.

## 7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

- (i) The bid will be treated as non-responsive if following documents are not attached:
  - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years.
  - (b) Registration certificate of the firm
  - (c) Audited Balance Sheet & Profit and Loss Account.
  - (d) List of clientele during last 3 years along with cost of assignment.
  - (e) PAN No. and Current IT clearance certificate.
  - (f) Attested copy of proof of EPF registration.
  - (g) Attested copy of proof of ESI registration.
  - (h) Attested copy of proof of Service Tax Registration.
  - (i) The Bidder shall deposit of Rs. 13,000/- in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD / Pay Order drawn in favour of **VVN A/c Kendriya Vidyalaya ONGC Jorhat payable at Jorhat** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
  - (ii) Remuneration of staff, quoted below minimum wages applicable for unskilled, semiskilled, skilled, clerical and non-technical supervisory staff, in the Govt. India shall render the Bid disqualified for evaluation. **The proof of minimum wages should also be enclosed.**

- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

**8. Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (d) The indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (e) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.
- (f) The decision of Chairman, VMC, Kendriya Vidyalaya ONGC, Jorhat will be final and binding on all issues related to the award of contract.

**9. Last date and time of receipt of Bids**

The last date of submission of the Sealed Bids is on or before **07-04-2020 (up to 01.00PM)** superscripting the envelope as **“Bids for providing Gardening Services in Kendriya Vidyalaya ONGC, Jorhat”** through Speed Post / Registered Post.

The tenders will be opened on **08-04-2020 at 11.00 AM** in the Office of the Principal, Kendriya Vidyalaya ONGC, Jorhat in the presence of bidders (if any). If the last date happens to be declared Holiday, then the tenders will be opened on the next working day, other terms and conditions and the time schedule remaining unchanged.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in the Kendriya Vidyalaya ONGC, Jorhat.

Yours faithfully,

(SUNIL DUTT)  
PRINCIPAL  
KENDRIYA VIDYALAYA  
ONGC, JORHAT

### FORMAT OF BID

SL. NO.	CATEGORY OF MANPOWER	NO.	UNIT MONTHLY REMUNERATION	EPF RATE	ESI RATE	SERVICE CHARGES INCLUDING OVERHEAD AND PROFIT	MONTHLY UNIT RATE (COL. 4+5+6+7)	UNIT OTA RATE PER, HOUR	TOTAL MONTHLY COST (COL.8X3)
1	2	3	4	5	6	7	8	9	10
	TOTAL								

Monthly Unit Rate (in words) .....

**NOTE:** In case of discrepancy between unit price and total price, the unit price shall prevail.

*We agree to provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) is furnished herewith vide Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_*

(Bidder)

Signature: .....

Name: .....

Date: .....

Seal

KENDRIYA VIDYALAYA ONGC, JORHAT – 785 704

CHECK LIST

Please tick, whether the following is attached or not with the bid: -

- |                                                                                                                                                                             |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 03 (three) years. | <b>YES / NO</b> |
| 2. Registration Certificate of the firm mentioning date of validity of Registration.                                                                                        | <b>YES / NO</b> |
| 3. Audited Balance Sheet & Profit and Loss Account.                                                                                                                         | <b>YES / NO</b> |
| 4. List of clientele during last 03 years along with cost of assignment.                                                                                                    | <b>YES / NO</b> |
| 5. PAN No. and Current IT return certificate.                                                                                                                               | <b>YES / NO</b> |
| 6. Attested copy of proof of EPF registration.                                                                                                                              | <b>YES / NO</b> |
| 7. Attested copy of proof of ESI registration.                                                                                                                              | <b>YES / NO</b> |
| 8. Attested copy of proof of Service Tax Registration.                                                                                                                      | <b>YES / NO</b> |
| 9. EMD of Rs. 25000/- in the form of Bank Guarantee / DD.                                                                                                                   | <b>YES / NO</b> |

(Bidder)

Signature :.....

Name : .....

Seal :.....

Date: .....



MODEL AGREEMENT FOR SERVICE CONTRACT

1.1 THE AGREEMENT

1.1.1 THIS AGREEMENT made and entered into on this [DATE] day of [MONTH] Two Thousand [YEAR] between the Kendriya Vidyalaya Sangathan, a society registered under the Societies Registration Act (XXI of 1860) through.....located at..... (herein after called ..... which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 [NAME OF THE CONTRACTING AGENCY] a [COMPANY/FIRM] registered office at [ADDRESS] (hereinafter called the CONTRACTING AGENCY which expression shall where the context so admits include its successors and permitted assigns) of the other part.

1 \* In the format two types of brackets have been used. These are;

- (i) Square Bracket [ ] : these brackets indicate the following;
- (a) [xxxxxxx] : replace the instruction by filling in relevant text;
- (b) [xx/yy/zz] : among the options choose the applicable one (s) and delete the rest;
- (c) [clause/phrase/sentence] : optional, choose whichever applicable to the specific requirement.

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

- (ii) Ordinary Brackets ( ) : these brackets are a part of the text and are to be retained.

DEFINITIONS

The agreement is general in nature wherein the particular office has been generally referred to as "INDENTING OFFICE" and the agency providing the service as "CONTRACTING AGENCY". If desired the word "INDENTING OFFICE" may be substituted by the acronym of the particular office and the CONTRACTING AGENCY by a suitable abbreviated name/acronym.

1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is [engaged in/ carrying out] [define the present business / objective /activity of the CONTRACTING AGENCY] and is desirous of providing service to the ..... [on/in/for] [name the area of service contract].

1.2.2 WEHREAS ..... at its [NAME OF THE OFFICE] (hereinafter called the INDENTING OFFICE) is seeking service on contract for [name of the area of service contract] as detailed in the Appendix-I to the agreement (hereinafter called the WORK).

Now therefore in consideration of the premises and mutual covenants here in after contained, the parties hereto agree as follows:

### 1.3 SCOPE OF THE AGREEMENT

1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the CONTRACTING AGENCY and INDENTING OFFICE /pertaining to the WORK.

### 1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by the CONTRACTING AGENCY the ..... Shall pay to CONTRACTING AGENCY as follows after deducting Income Tax at source on the total amount:

(i) Rs. \*\* per man month / man day / man hour on [DATE] of every month for the service to be rendered by the CONTRACTING AGENCY subject to compliance of terms of the agreement by the CONTRACTING AGENCY.

\*\*Rs. \_\_\_\_\_ For service contract on \_\_\_\_\_

### 1.5 MODALITIES OF CONTRACT

1.5.1 This contract is of the nature of service contract for a specified period and not labour contract.

1.5.2 The responsibility of the CONTRACTING AGENCY and schedule of fulfillment thereof shall be as per Appendix - 1 to the Agreement.

1.5.3 There will be a Screening Committee for evaluation of progress of the WORK. This Committee shall be set up by the INDENTING OFFICE. It will [fix/identify] the work to be done by the CONTRACTING AGENCY, targets/ milestones and criteria for completion of the Work. It shall also review the progress of the WORK at midterm of contract period. If at any state the Screening Committee finds the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice served, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.

1.5.4 For the purpose of providing service, the working hours and days of workers deployed by the CONTRACTING AGENCY in the premises of INDENTING OFFICE shall be same as applicable to the INDENTING OFFICE.

### 1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

1.6.1 CONTRACTING AGENCY shall undertake the WORK as per schedule detailed in Appendix - 1 to the Agreement by providing manpower in the premises of the INDENTING OFFICE.

1.6.2 THE CONTRACTING AGENCY shall complete the WORK within six months of date of receipt of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to the CONTRACTING AGENCY.

1.6.3 This period of completion of WORK will not be extended unless it is for the reason beyond the control of the CONTRACTING AGENCY for a period not exceeding six months.

1.6.4 CONTRACTING AGENCY shall substitute suitable workers in lieu of those provided by it in the INDENTING OFFICE for the purpose of WORK, if not found suitable by the INDENTING OFFICE on initial evaluation within 48 hours of written notice. Similarly, the

INDENTING OFFICE will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees / sick workers or otherwise on valid reasons.

- 1.6.5 CONTRACTING AGENCY shall on receipt of advance notice of not less than 24 hours from the INDENTING OFFICE, provide additional manpower or make temporary withdrawal of manpower provided by it.
- 1.6.6 CONTRACTING AGENCY shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the INDENTING OFFICE. The INDENTING OFFICE shall not be responsible for making any payment to them Workers provided by CONTRACTING AGENCY shall be employees of the CONTRACTING AGENCY for all purpose and the INDENTING OFFICE shall not have liability of any kind towards workers.
- 1.6.7 CONTRACTING AGENCY shall be responsible for any damage to the property /equipment / material of the INDENTING OFFICE by its personnel during the course of or consequent to the WORK being rendered. [Intimation regarding damage shall be given in writing to the CONTRACTING AGENCY within a week].
- 1.6.8 Liquidated damages for defaults on the part of the CONTRACTING AGENCY will be recovered from it. The decision of the head of INDENTING OFFICE shall be final in this regard.

## 1.7 RESPONSIBILITIES OF THE INDENDING OFFICE

- 1.7.1 INDENTING OFFICE shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers provided by the CONTRACTING AGENCY for fulfillment of the work.
- 1.7.2 INDENTING OFFICE shall permit the duly authorized workers of the CONTRACTING AGENCY at all convenient times to enter into and upon its premises where work is to be performed.
- 1.7.3 INDENTING OFFICE will maintain a separate record of attendance of no. of workers provided by the CONTRACTING AGENCY. The payment will be released to the CONTRACTING AGENCY on pro rata basis after deducting the days of absence without suitable replacement or poor performance.
- 1.7.4 INDENTING OFFICE will make payment of overtime charges per man hour on pro rata basis with reference to the agreed rate in this contract
- 1.7.5 INDENTING OFFICE will set up a screening Committee for assessing the no. of workers required for deployment and based on its recommendation and subject to such limits as prescribed, place demands with the CONTRACTING AGENCY. This Screening Committee will also evaluate the performance of the service deployed as stated vide provision 1.5.3 above.

## 1.8 COMPLETION

- 1.8.1 The WORK shall be deemed to have been completed on expiry of period of this contract and release of final payment to the CONTRACTING AGENCY by the INDENTING OFFICE subject to review by the Screening Committee set up vide provision 1.5.3.

## 1.9 CONFIDENTIALITY

1.9.1 during the tenure of the Agreement and [.....years | thereafter the CONTRACTING AGENCY undertake on their behalf and on behalf of their subcontracts / employees / representatives / associates to maintain strict confidentiality and prevent disclosure thereof of all the information and "data exchanged / generated pertaining to work under this Agreement for any purposes other than in accordance with the Agreement.

## 2.1 FORCE MAJERE

2.1.1 Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood earthquake, strike, lockouts, epidemics, riots, civil commotion, etc, provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action

## 2.2 EFFECTIVE-DATE, DURAION, TERMINATION OF THE AGREEMENT

2.2.1 The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY and shall remain in force for a period of [months] from the said date.

2.2.2 The Agreement shall be deemed to expire on completion of the period, as provided in para 1.8.1 unless extended by both the parties.

2.2.3 During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a [ months] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.

2.2.4 In this event of termination of the Agreement vide provision 2.2.3 the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE

2.2.5 In the event of termination of agreement, the CONTRACTING AGENCY shall be liable to refund the amount, if any, paid in advance to it by the INDENTING OFFICE.

## 2.3 NOTICES

2.3.1 All notices and other communications required to be served on the CONTRACTING AGENCY under the terms of this Agreement, shall be considered to be duly served if the same shall have been delivered to, left with or posted by registered mail to the CONTRACTING AGENCY at its last known address. Similarly, any notice to be given to the INDENTING OFFICE shall be considered as duly served if the same shall have been delivered to, left with or posted by registered mail to the INDENTING OFFICE at its registered address at [Bangalore / name of the city],

## 2.4 AMENDMENTS OF THE AGREEMENT

2.4.1 No amendment or modification of this Agreement shall be valid unless the same is made in writing by both the parties or their authorized representatives and specifically

stating the same to be an amendment of this Agreement. The modifications / changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.

2.5 ASSIGNMENT OF THE AGREEMENT

2.5.1 The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of or in connection with the terms and conditions of this Agreement such dispute or differences shall be referred to the ..... The decision of the ..... shall be final and binding on both the parties

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this Agreement on the day, month and year mentioned herein before

Parties

For and on behalf of KVS For and on behalf of CONTRACTING AGENCY  
INDENTING OFFICE

Signature

Signature .....

.....

Name .....

Name .....

Designation .....

Designation

Seal .....

.....

Seal .....

Witness (Name and Address)

Witness (Name and Address)

1.

1.

2.

2.