



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI.
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA))
(Department of School & Mass Education, Odisha)

Letter No: 5868

E-mail: dpcpurissa.opepa@nic.in
fcpurissa.opepa@nic.in

File No: _____

Date: 25/11/2024

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible printers / firms / agencies for **printing & supply of "Holistic Progress Card for Class-I to VIII Students in two bid systems (Technical & Commercial Bid) as detailed below. as per specification given in the tender paper.**

Name of the Tender	Bid Processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of Opening of Technical Bid
Printing & Supply of Holistic Progress Card 2024-25 for Class-I to VIII Students	Rs.1,000/-	Rs.14,000/-		

The detailed BID document is available in the website i.e. puri.odisha.gov.in & www.osepa.odisha.gov.in. Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above website. Hence, potential bidders are requested to be in continuous touch with the above website.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/cancel the entire selection process at any stage without assigning any reason thereof.

The sealed tender papers will be received at the District Project office, Samagra Shiksha, Puri on any working day till **10-12-2024 up to 1 pm** through speed post/ registered post only. The same will be opened on the same day i.e., **10-12-2024 at 3 pm** in the office of the DEO-cum- DPC, Samagra Shiksha, Puri in presence of the bidders/ their authorized representatives & office functionaries. The office will not be held responsible for any kind of postal delay.

Memo No. 5869 /SS/ Date 25/11/2024 /
DEO-cum-District Project Coordinator, SS

Copy forwarded to Office Notice Board, SS/ Notice Board of Collector, Puri/ CDO & EO, ZP, Puri/ District Education Officer, Puri/ Sub Collector, Puri/ DIPRO, Puri/ BEO, Puri/ Block Development Officer, Puri Sadar/ DSWO, Puri/ RTO, Puri/ Executive Officer, Puri Municipality for information and they are requested to display the Notice Inviting Tender in their Notice Board for wide publicity for information to general public.

Memo No. 5870 /SS/ Date 25/11/2024 /
DEO-cum-District Project Coordinator, SS

Copy forwarded to DEGM, Puri for information and necessary action. He is requested to publish the Tender Call Notice in the District website i.e. puri.odisha.gov.in for wide publicity for information to all concerned.

Memo No. 5871 /SS/ Date 25/11/2024 /
DEO-cum-District Project Coordinator, SS

Copy to Joint Director (MIS), OSEPA for favour of information and necessary action. She/He is requested to publish the Tender Call notice in the OSEPA Website for information to all concerned.

DEO-cum-District Project Coordinator, SS



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha

Bidding Document

FOR

**Printing & Supply of Holistic Progress Card for Class-I to VIII
(2024-25)**

Notice Inviting Tender No. 5868 / Dated 25/11/2024

DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI

CONTENTS OF BID DOCUMENT

Sl No.	Description of contents	Page Number
1.	Important information to the Bidders	
2.	Bid Document: Scope of work and general instructions for Bidders.	
3.	Application-Technical Bid	
4.	Application-Financial Bid	
5	Format A & B	

IMPORTANT INFORMATION TO THE BIDDER.

Sl. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DEO-cum-DPC, SS, Puri
2.	Availability of the Bid document	www.puri.odisha.gov.in & www.osepa.odisha.gov.in .
3.	Date of Issue of the Bid	
4	Last date and time of receipt of the Bid only through speed post /registered post/courier.	10-12-2024 by 1pm
5	Date & time for opening of Technical BID.	10-12-2024 at 3pm
6	Date of opening of Financial BID	Will be declared on the date of opening of the Technical bid after assessing nos. of participating bidders.
7	Bid Processing Fee (Non-Refundable)	Rs.1,000/- (Rupees One Thousand Only) in shape of DD drawn in any nationalized/ scheduled bank favouring District Project Coordinator, Samagra Shiksha, Puri, payable at Puri which will be annexed with the Technical Bid
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.14,000/- (Rupees Fourteen Thousand) only in shape of Demand Draft
9	Address & mode of submission of proposal	O/o the DE-cum-District Project Co-ordinator, Samagra Shiksha, Puri, LIC Colony UGUPS campus, Chandan Hazuri Marg, Puri, PIN-752001. Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal:	O/o the DEO-cum-District Project Co-ordinator, Samagra Shiksha, Puri, At- LIC Colony UGUPS campus, Chandan Hazuri Marg, Puri, PIN-752001. In case of change of address, the bidders will be intimated accordingly prior to opening date.
11	Point of Delivery & Completion of supply	At the block point within 15 days from the date of work order
12	Submission of Performance security & Signing of agreement.	Within 2 days of issue of work order

*2% of the Estimated cost.

BIDDOCUMENT
FOR
PRINTING & SUPPLY OF HOLISTIC PROGRESS CARD

The District Project Coordinator, Samagra Shiksha, Puri invites bids from the reputed & credible printers / firms/ agencies for printing & supply of "Holist Progress Card" for 2024-25. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

The Printers/firms/agencies must have:

- (a) Valid Aadhar Udyog Registration for printing works.
- (b) Office as well as printing set up in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration under Odisha GST (OGST) Act.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Printing & supply of Holistic Progress Card & Financial Bid for printing & Supply of Holistic Progress Card". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender & Supply of Holistic Progress Card".

- (b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3 & Tech-04**) & submit it with a separate envelope with all self-attested documents/papers as mentioned in para-2 (f). Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote **rate per A5 size sheet** in the prescribed format (FIN-2). The per sheet rate shall include cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise / School- wise /CRC- wise / Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the per sheet (A5 size) rate after taking into account all of the above factors.**

- (c) The tender should be addressed to O/o the DEO-cum-District Project Coordinator, Samagra Shiksha, Puri, At- LIC Colony UGUPS Campus, Chandan Hazuri Marg, Puri, PIN-752001

- (d) The Bid document shall be available in website www.puri.odisha.gov.in/ www.opepa.odisha.gov.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "District Project Coordinator, Samagra Shiksha, Puri" payable at Puri along with the **Technical BID**.

- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs. 14,000/-**. The EMD (refundable - without interest) may be submitted in shape of Demand Draft from any Nationalized or scheduled bank drawn in favour of "District Project Coordinator, Samagra Shiksha, Puri" Payable at Puri failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the unsuccessful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.
- (f) The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers **in the Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.
- (a) Valid Aadhar Udyog Registration for printing works.
 - (b) Proof of Office as well as printing set up in the State of Odisha.
 - (c) Valid PAN
 - (d) Valid GST Registration Certificate under Odisha GST (OGST) Act.
 - (e) DD amounting to Rs. 1,000/-as bid processing fee
 - (f) EMD in shape of Demand Draft
 - (g) Income Tax Return for the Financial Year 2020-21, 2021-22, 2022-23 i.e Assessment Year 2021-22, 2022-23 & 2023-24.
 - (h) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
 - (i) Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.
4. **Submission & Opening of Tender:**
- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before **10-12-2024** by 1pm (in all working days) addressed to District Project Coordinator, Samagra Shiksha, Puri, At- LIC Colony UGUPS campus, Chandan Hazuri Marg, Puri, PIN-752001 only by **registered Post / Speed Post /Courier**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
 - (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
 - (c) The Technical bids shall be opened on the scheduled date and time on **10-12-2024 at 3pm** in the O/o DEO-cum-DPC, Samagra Shiksha, Puri in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
 - (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications:

- | | |
|----------------------|---------------------------------------|
| (a) Class | -I to VIII |
| (b) Quality of Paper | -170GSM (Matt Art Paper) |
| (c) Size | -A-5 (Stitching) |
| (d) No. of pages | -8 pages per card |
| (e) Colour | -Multi colour |
| (f) Ink | -eco-friendly ink of ISO/ISI standard |

6. Evaluation of BID:

- (a) The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

- (a) The Tender Inviting Authority (TIA) reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

8. Award of Contract:

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 2 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft drawn on any Nationalized / Scheduled Bank in favour of the "District Project Coordinator, Samagra Shiksha, Puri" payable at Puri only within 2 days from issue of the work order.

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of paper as well as printing through O/o Text Book Production & Marketing (TBP&M), Odisha, Bhubaneswar.

12. Requirement & Delivery Schedule:

The selected firm shall supply the Holistic Progress Card at Block point with Class-wise / School wise / CRC- wise/ Block wise packets within 15 days from the date of issue of the work order. Approximately 138061 number of Cards are required to be printed for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of Cards printed & supplied.

13. Payment terms:

- (i) **On completion of delivery at Block point**, 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned block point as per supply order.
 - b. Receipt of "receive & stock entry certificate" from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance:** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of:
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

14. Penalty:

- (a) If the work is delayed for any reason for which the TIA is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the Post Delivery Inspection of the quality of paper (GSM) testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.
- (c) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

15. Amendments to BID terms, conditions and issue of Corrigendum/addendum:

- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment/corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites www.puri.odisha.gov.in/ www.opepa.odisha.gov.in and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

16. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.

17. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.

18. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
19. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
21. The bid validity period is 90days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
23. **Resolution of Disputes:**
 - (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
 - (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector-cum-Chairman, SS, Puri. The Collector-cum-Chairman, SS, Puri shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
24. **Applicable Law and Jurisdiction of Courts:**
 - (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
 - (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Puri.

COVERING LETTER

(ONBIDDER/S'SLETTERHEAD)

Location, Date

To:

The DEO-cum-District Project Coordinator, SS, Puri

Subject: Printing & supply of Holistic Progress Card 2024-25 of Class-I to VIII.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Holistic Progress Card 2024-25 of Class-I to VIII in accordance with your Tender Call Notice No _____ dated _____. I/We are here by submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

Sl. No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No.: E mail id:	
4	Registration/Incorporation Details Registration No: Date & Year :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes/No
6	Bid processing fee Details Amount: Rs.1,000/-	
7	EMD details	
8	GSTIN under Odisha GST(OGST) Act	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	Yes
11	Confirm to accept all the terms and conditions as specified in the Bid Document	Yes

Place:

Date:

BIDDER/S'SOFFICIALSIGNATORY

Name & Designation with Rubber Stamp

Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes/No	Page no.
1	Valid Aadhar Udyog Registration for printing works.		
2	Proof of Office as well as printing setup in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate under Odisha GST(OGST) Act		
5	Filed Income Tax Return for the Financial Year 2020-21, 2021-22, 2022-23 i.e. Assessment Year 2021-22, 2022-23 & 2023-24.		
6	DD amounting to Rs.1,000/- as bid processing fee		
7	EMD in shape of Demand Draft		
8	Duly filled in signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		
10	Duly filled in FIN-1 & FIN-2 Form		

Place:
Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/
Official Seal of the Firm.

Tech-4

(In Bidder's letter Head)

Location, Date

To:

The DEO-cum-District Project Coordinator, SS, Puri

Undertaking/Declaration

1. I, _____ Son/ Daughter/ Wife of Shri
_____ Proprietor/ Director/ Authorized
Signatory of the bidder, mentioned above, am competent to sign this declaration and
execute this bid document;
2. I/we certified that I have not committed any offense
 - a. Under the Prevention of Corruption Act,1988; or
 - b. The Indian Penal Code or any other law for the time being in force, for causing
any loss of life or property or causing a threat to public health as part of execution of a
public procurement contract.
 - c. I have not been debarred by any Central/ State Government Organization/ Bodies for the
last 03 years."
3. I/we have carefully read and understood all the terms and conditions of the BID document and
undertake to abide by them.
4. 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 BID at any stage
besides liabilities towards prosecution under appropriate law.
5. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. /
UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run
autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service
or quality supplied (b) submission of fake or forged documents (c) submission of incorrect
information/ suppression of vital information and facts / misrepresentation of quality
certificates (d) non-performance or non-supply(e) any other reasons.
6. This is also certified that neither my-self nor my organization will be indulged in any corrupt
practices so far as this bidding is concerned.

Authorized Signatory [*In full and initials*]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER

(In Bidder's Letter Head)

To

The DEO-cum-District Project Co-ordinator, SS, Puri
Subject: Printing & supply of Holistic Progress Card 2024-25 for Class-I to VIII.-
FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Holistic Progress Card 2024-25 of Class-I to VIII in accordance with your Tender Call Notice No. _____, Dated: _____.

Our attached Financial Proposal is for the sum of Rs. _____/- (Rupee _____) only

The quoted rate is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise /School- wise / CRC-wise / Block- wise packing, all other charges/ levies/ duties, transportation cost & delivery of the complete material at block point. I do here by undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90.> days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do here by undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

- Amount must match with the one indicated in FIN-2.

(In Bidder's Letter Head)

Particulars	Rate Quoted per A5 size sheet (in Rs.)	Approximate Total Number of A5 size sheets to be printed & supplied	Total (inRs.)
1	2	3	4=2X3
Single side printing			
Double side printing			

The rate per A5 size sheet is inclusive of cost of paper, printing, scanning & planning, DTP, designing, all pre-press expenses, composing, editing, binding, Class-wise / School- wise / CRC- wise /Block-wise packing, all other charges/ levies/ duties, transportation cost & delivery of the complete material at block point. **Only GST as applicable shall be claimed extra.**

NB: The rate per A5 size sheet may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm.