

From

.....
.....
.....
.....

To,

Superintending Engineer,
Electricity Distribution Circle-I,
Muzaffarnagar

Dear Sir,

I/We hereby submit RTGS/NEFT Pay Slip UTR No.....,
Date.....for Rs.....(Rupee.....
.....) only of
.....Bank, in the name of **Superintending Engineer,
Electricity Distribution circle-I, Muzaffarnagar** as Earnest Money against:
E-Tender Specification No.....

Yours Faithfully

Signature of E-Tenderer
With full address and seal

ANNEXURE-1

TENDER FORM

(TO BE SUBMITTED IN TENDER BID PART-1)

**E-TENDER NO. 131/2022-23/EDC-I MZN FOR THE WORK OF.....IN THE
JURISDICTION OF EDD-I, MUZAFFARNAGAR UNDER EDC-I, MUZAFFARNAGAR.**

From,

.....
.....
.....

To,

**The Superintending Engineer
Electricity Distribution Circle-I
Muzaffarnagar.**

Subject : E- Tender No. 131/2022-23/EDC-I MZN due for opening on date 10.03.2023

Dear Sir,

With reference to your invitation to E-TENDER for the above, I/we hereby offer to the UP POWER CORPN. LTD./PASCHIMANCHAL VIDYUT VITRAN NIGAM LTD MEERUT. The works/items in the schedule of Prices and delivery completion annexed or such portion thereof as you may determine in strict accordance with the annexed conditions of contract From "A" And :B" specifications and schedule of rates to the entire satisfaction of the Purchaser or in default thereof to forfeit and to pay UP POWER CORPORATION. LTD/PASCHIMANCHAL VIDYUT VITRAN NIGAM LTD. MEERUT. The sum of money mentioned in the said conditions.

The rates quoted are inclusive prorata in full satisfaction of all claims. I/we agree to abide by this tender for the date fixed for opening of the same.

A sum of Rs. vide no. Dated of Bank, in the form of RTGS/NEFT from the Firm,s Current Account having UTR no.dt..... vide..... (Name of Bank) as tender cost has been deposited & A sum of Rs. vide no. Dated of Bank, in the form of RTGS/NEFT from the Firm,s Current Account having UTR no.dt..... vide..... (Name of Bank) as Earnest Money has been deposited in **the Bank Account No. 10880224116, STATE BANK OF INDIA, RAILWAY ROAD, MUZAFFARNAGAR of SE EDC-I MZN, IFSC CODE SBIN0000685 through RTGS/NEFT, the full value of which shall be retained by the UP POWER CORPN. LTD/PVVNL against the security deposit as given in the said conditions of contract.**

I/we hereby undertake and agree to execute a contract in the from annexed hereto in accordance with the conditions of contract.

Firm current account number :-

Name of Bank with address:-

IFSC code of the branch:-

Amount Rs. & head (EMD/Tender Cost)

UTR No.

Encl: As above

Date:

Address

Yours Faithfully

Signature of E- Tender With

**Office of The Superintending Engineer
Electricity Distribution Circle-I
60/168 Laxman Vihar Kambalwala Bagh, Muzaffarnagar(U.P.)**

TENDER-PROFORMA

E- TENDER NO: 131/2022-23/EDC-I MZN OPENING DUE DATE 10.03.2023

SCHEDULES OF GENERAL PARTICULARS

Note- Your tender should not be considered if you fail to submit this proforma duly filled up replies should be completed without ambiguity and should be clearly written against each item. You may however attach extra sheet if the space available is not sufficient.

<u>S.N</u>	<u>Description</u>	<u>To be filled by the firm/Bidder</u>
<u>1</u>	<u>Tenderer Detail</u>	
	a) Name of Tenderer/Proprietor/Director.	
	b) Postal address of tender.	
	c) E- mail address.	
	d) Mobile Number.	
	e) Year since which work/Supply has been started.	
<u>2</u>	E- TENDER NO. against which you have tendered.	
<u>3</u>	UTR/PAY Slip No. and date by which cost of tender document have been deposited. (Yes/No)	
<u>4</u>	Whether the tenderer is sole proprietor/Partnership concern/pvt. Ltd. Company/Public undertaking	
<u>5</u>	Do you agree to all Terms & conditions of Tender specification and if not state Modification clearly, Which you would desire in the general conditions of contract Form A/B of PVVNL. it may please be noted that it Shall be entirely at the discretion of EDC-I, Muzaffarnagar to accept or reject, modifications proposed.	
<u>6</u>	Please state clearly (Yes/No) if you would Agree to execute the work , in the case the modification as suggested under S.No. 7 above are not accepted by PVVNL, with out imposing any further conditions from Your side.	
<u>7</u>	Give the reference who can certify your financial status and capability to undertake such work/supply. One of the referenc should be from a scheduled bank.	
<u>8</u>	<u>Do you confirm that there are no type Graphical errors/missing in pricing part of tender (Answer Yes/No)</u>	
<u>9</u>	State the name and designation of your relative (s), if any	

	working in corporation.	
<u>10</u>	Earnest Money	
	i) Earnest Money deposit or not.	
	ii) If yes. State amount of earnest money deposit	
	iii) No. & date of UTR/Pay slip (for earnest money)	
<u>11</u>	Validity of offer (A minimum validity of three month from the date of tender of opening is requied.)	
<u>12</u>	Please State whether price quoted is inclusive of transit insurance charged covering 45 days, storage charged received of material at site. (Yes/No)	
<u>13</u>	Have you read the instruction given in special instruction of the Tender and agree to the same give Name and address of your authorized representative. (Yes/No)	
<u>14</u>	Do you confirm that the price are firm In all respects (Answer Yes/No.)	
<u>15</u>	Do you agree with scheduled completion Period? (Yes/No)	
<u>16</u>	State whether the quoted price for the work quantity offered is firm in all respect. (Yes/No)	
<u>17</u>	State whether the prices quoted are Exclusive/Inclusive of GST. (Yes/No)	
<u>18</u>	If the tendering firm is not manufacturer themselves, give full name and address of manufacturing firm, indicting Name and address of their Propeietor/Partner/Director.	
<u>19</u>	Terms of payment (Monthly/Running/Final)	
<u>20</u>	GST registration No. & date	
<u>21</u>	Income Tax clearance certificate Enclosed or not. (Answer Yes/No.)	

Tenderer

Signature.....

Full Name.....

Designation.....

Date.....

Seal of Firm/Company

Check List for Documents to be upload in Part-Ist (Prequalifying Condition)

E-TENDER NO: 131/2022-23/EDC-I MZN

Sl.	Description	Yes/No	Uploaded on page No.
1	Each point of the tender form should be completely filled. The second part of the tenderer will not be opened if the tenderer does not fill any necessary information in the tender form, fill in the vague, cutting or overwriting is not verified.		
2	Copy of RTGS/NEFT Bank Receipt on a/c of Tender Cost in single transaction from the Firm,s Current Account which shall be deposited in the current bank A/c. of Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar throught RTGS/NEFT in Bank A/c No. 10880224116, IFSC CODE SBIN0000685, STATE BANK OF INDIA, RAILWAY ROAD, MUZAFFARNAGAR.		
3	Copy of RTGS/NEFT Bank Receipt on a/c of Earnest Money in single transaction from the Firm,s Current Account which shall be deposited in the current bank A/c. of Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar throught RTGS/NEFT in Bank A/c No. 10880224116, IFSC CODE SBIN0000685, STATE BANK OF INDIA, RAILWAY ROAD, MUZAFFARNAGAR.		
4	The bidder should have a G.S.T. Registration. Provisional Certificate shall not be accepted.		
5	The bidder should have a valid PAN card copy.		
6	The bidder should have a valid Adhar Card copy.		
7	Copy of (A.Y. 2022-23) / Latest Income Tax Return / Clearance Certificate.		
8	The bidder should have a Class 'A' Electrical License, Issued by Electricity Safety Directorate of UP (minimum validity upto date of opening of Bid (Part-I) or in case of renewal of license for next Financial year, acknowledgement copy of Elect. Safety Department should be submitted.		
9	The Bidder should have a minimum average annual turnover (MAAT) of Rs. 3.96 Lakh per annum for the best three financial years out of the last five financial years. The Balance Sheet with Profit & Loss A/c CA's certificate with UDIN Number shall be enclosed in support of above failing which the bid shall not be considered.		
10	Net worth of the bidder should be positive, Certificate not older than 12 Months from the Ist. Date of opening of Part-I of this tender on E-Tender. Net worth means the sum total of the paid up capital and free reserves (excluding reserves created out of revaluation) reduced by aggregate value of accumulated losses (including debit balance in profit and loss Account for current year) and intangible assets with UDIN Number shall be enclosed in support of above failing which the bid shall not be considered. (Upload Copy)		
11	The bidder should have a minimum solvency of Rs. 0.66 Lakh or credit facility not older than 12 Months from the Ist. Date of opening of Part-I of this tender on E-Tender Website http://etender.up.nic.in and it should be issued from Nationalized/ Scheduled bank Only.		
12	The Bidder shall have to valid character certificate issued from the District magistrate along with the techno commercial part of the bid document issued.		
13	Under taking on Rs. 10.00 non judicial stamp paper for The bidder should not be Blacklisted/debarred from business in any Gov./Semi Government/ PSU/Local bodies etc. at the time of bid opening.		
14	Declaration on Rs. 10.00 non judicial stamp paper about proposal in response to the above invitation shall not be withdrawn within 180 days from the date of opening.		

15	Diesel vehicle to be provided by the tenderer showroom condition and the model year of the diesel vehicle should not be earlier than 01.02.2020. For proof, it will be mandatory to attach the photocopy of the registration certificate of the vehicle in the bid part-1 of the e-tender.		
16	<p>The Bidder should have successfully completed the Providing Diesel car with Driver or higher rating work , in the last three financial year from the date of opening of bid part-1 (Agreement/Order are to be Upload)</p> <p>A- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In single order having minimum order value 80% each of estimated cost.</p> <p>Or</p> <p>B- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In minimum two order having minimum order value 50% each of estimated cost.</p> <p>Or</p> <p>C- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In maximum three order having minimum order value 40% each of estimated cost.</p>		
17	The Bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, in the last three financial year from the date of opening of bid part-1 (Performance/Experience certificate copies are to be Upload in Part-I)		

Signed by Tenderer

State title whether Proprietor/Partner
(With Complete address & Seal)

ELECTRICITY DISTRIBUTION CIRCLE-I, MUZAFFARNAGAR

E-TENDER NO: 131/2022-23/EDC-I MZN

Tenderers are requested to go through the instructions carefully and furnish complete information, along with their tender offer, failing which their offers may not be considered at all tenders shall be received in two parts {Part-I (Tender Cost, Earnest Money & Technical Bid, pre qualifying Conditions) and Part-II– Price Bid} will be filled up in E-Tender Website <http://etender.up.nic.in>

- Tenderer shall upload following documents on e-tender portal www.etender.up.nic.in using his digital-signature.
- The bidders have to fulfil following minimum conditions of experience and financial competence in order— to qualify for consideration this tender:
- The Tender submissions of bidders, who do not qualify the minimum eligibility criteria, is liable to be rejected and shall not be considered for further evaluation.
- JV (Joint Venture) is not allowed.
- निविदाकार को निविदा के भाग—प्रथम (निविदा शुल्क, धरोहर राशि, तकनीकी बिड) में अधोलिखित Pre-Qualifying Conditions के अनुसार प्रपत्र E-Tender Website <http://etender.up.nic.in> पर Upload करने आवश्यक होंगे। उक्त प्रपत्र मण्डल कार्यालय में physical रूप में स्वीकार नहीं किये जायेंगे। उक्त निविदा का द्वितीय भाग (प्राइस बिड), केवल उन्हीं फर्मों का खोला जायेगा, जो अधोलिखित Pre-Qualifying Conditions में अर्ह करेगी।

Eligibility Criteria / Pre-Qualifying Conditions for PART-I

- 1- Each point of the tender form should be completely filled. The second part of the tenderer will not be opened if the tenderer does not fill any necessary information in the tender form, fill in the vague, cutting or overwriting is not verified. (Upload Copy)
- 2- Copy of RTGS/NEFT Bank Receipt on a/c of Tender Cost in single transaction from the Firm,s Current Account which shall be deposited in the current bank A/c. of Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar through RTGS/NEFT in Bank A/c No. 10880224116, IFSC CODE SBIN0000685, STATE BANK OF INDIA, RAILWAY ROAD, MUZAFFARNAGAR . (Upload Copy)
- 3- Copy of RTGS/NEFT Bank Receipt on a/c of Earnest Money in single transaction from the Firm,s Current Account which shall be deposited in the current bank A/c. of Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar through RTGS/NEFT in Bank A/c No. 10880224116, IFSC CODE SBIN0000685, STATE BANK OF INDIA, RAILWAY ROAD, MUZAFFARNAGAR. (Upload Copy)
- 4- The bidder should have a G.S.T. Registration. (Upload Copy) Provisional Certificate shall not be accepted.
- 5- The bidder should have a valid PAN card copy. (Upload Copy)
- 6- The bidder should have a valid Adhar Card copy. (Upload Copy)
- 7- Copy of (A.Y. 2022-23) / Latest Income Tax Return / Clearance Certificate. (Upload Copy)
- 8- The bidder should have a Class 'A' Electrical License, Issued by Electricity Safety Directorate of UP (minimum validity upto date of opening of Bid (Part-I) or in case of renewal of license for next Financial year, acknowledgement copy of Elect. Safety Department should be submitted. (Upload Copy)
- 9- The Bidder should have a minimum average annual turnover (MAAT) of Rs. 3.96 Lakh per annum for the best three financial years out of the last five financial years. The Balance Sheet with Profit & Loss A/c CA's certificate with UDIN Number shall be enclosed in support of above failing which the bid shall not be considered. (Upload Copy)
- 10- Net worth of the bidder should be positive. , Certificate not older than 12 Months from the Ist. Date of opening of Part-I of this tender on E-Tender. Net worth means the sum total of the paid up capital and free reserves (excluding reserves created out of revaluation) reduced by aggregate value of accumulated losses (including debit balance in profit and loss Account for current year) and intangible assets with UDIN Number shall be enclosed in support of above failing which the bid shall not be considered. (Upload Copy)

E-TENDER NO: 131/2022-23/EDC-I MZN

- 11- The bidder should have a minimum solvency of Rs. 0.66 Lakh or credit facility not older than 12 Months from the Ist. Date of opening of Part-I of this tender on E-Tender Website <http://etender.up.nic.in> and it should be issued from Nationalized/ Scheduled bank Only. (Upload Copy)
- 12- The Bidder shall have to valid character certificate issued from the District magistrate along with the techno commercial part of the bid document issued. (Upload Copy)
- 13- Under taking on Rs. 10.00 non judicial stamp paper for The bidder should not be Blacklisted/debarred from business in any Gov./Semi Government/PSU/Local bodies etc. at the time of bid opening. (Upload Copy as Annexure-1)
- 14- Declaration on Rs. 10.00 non judicial stamp paper about proposal in response to the above invitation shall not be withdrawn within 180 days from the date of opening. (Upload Copy as Annexure-2)
- 15- Diesel vehicle to be provided by the tenderer showroom condition and the model year of the diesel vehicle should not be earlier than 01.02.2020. For proof, it will be mandatory to attach the photocopy of the registration certificate of the vehicle in the bid part-1 of the e-tender.
- 16- The Bidder should have successfully completed the Providing Diesel car with Driver or higher rating work , in the last three financial year from the date of opening of bid part-1 (Agreement/Order are to be Upload)
 - A- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In single order having minimum order value 80% each of estimated cost.

Or
 - B- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In minimum two order having minimum order value 50% each of estimated cost.

Or
 - C- The bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, In maximum three order having minimum order value 40% each of estimated cost.
- 17- The Bidder should have successfully completed the Providing Diesel car with Driver or higher rating work, in the last three financial year from the date of opening of bid part-1 (Performance/Experience certificate copies are to be Upload in Part-I)
 - The average of at least 12 km per liter of diesel vehicle provided by the tenderer will be acceptable. Diesel for the vehicle will be paid by the department.
 - Apart from the rent for the vehicle, no other dues such as maintenance of the vehicle, mobil oil, brake oil, vehicle service etc. will be paid separately. Complete work will be done by the contracting firm.
 - It will be mandatory to have 01 year insurance for the diesel vehicle to be provided. A copy of vehicle insurance will have to be made available at the time of contract.

In Case of Firm's is a Limited Company / Pvt. Limited Company/ Partnership Firm or Authorised signatory is different from Firm's Proprietor. Tendere has to submit a valid Board Resolution, Partnership deed & Signing Authority letter, Power attorney with tender document, failing which Bid Part-II (Price Bid) will not be opened of such Tenderer.

Signature of the Tenderer/Contractor
With seal

E-TENDER NO: 131/2022-23/EDC-I MZN

ई. निविदा विवरण:- अधिशासी अभियन्ता, विद्युत वितरण खण्ड-प्रथम, मुजफ्फरनगर के उपयोगार्थ हेतु 01 नग डीजल चलित हल्का वाहन (कार) मय ड्राईवर दिनांक 01.04.2023 से दिनांक 31.03.2024 (वर्ष 2023-24) तक की अवधि के लिये बाह्य एजेन्सी के माध्यम से किराये पर उपलब्ध कराना।

These specific conditions shall be read and construed along with annexed conditions to the contract From (A) modified by the provisions hereof, but if there is any conflict or consistency between the provisions thereof and those contained in the General Conditions of the form (A) The provisions contained in these special conditions shall prevail:

1. RATES:- The rates mentioned in the schedule of quantities and prices are shall be firm.
2. PAYMENT:- 100% Running payment shall be allowed against the work done and verified by the Engineer-in-charge of the work done and verified by the Engineer-in-charge of the work, through cheque on availability of funds.
3. CANCELLATION OF TENDER:- Superintending Engineer,EDC-I,MZN have right reserved to any change/cancellation of tender in Corporation Interest without assigning any reason what-so-ever.
4. CANCELLATION OF AGREEMENT:- The Agreement shall be cancelled in case the contractor does not complete the work as per provisions, security deposited by firm shall be forfeited.
5. EARNEST MONEY:- Each Tender must be accompanied by the Earnest Money in the form of cash deposit through RTGS/NEFT, Which will be refunded in the event of tender being rejected. No tender shall be entertained without Earnest Money. **Cheque/FDR/CDR** will not be accepted against the Earnest Money in any case.
6. TAXES:- GST shall be paid extra if legally applicable.
7. AWARD OF CONTRACT:- The Engineer of the Contract is not bound to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender without assigning any reason what-so-ever.
8. Security amount is deposited by the contractor will be refunded after 2 months of completion of work or it may be kept for a longer time/period if considered necessary by the Engineer-in-charge.
9. In the event of any accident/casualty during the course of execution of work , shall be the responsibility of contractor. Any payment, compensation thereof shall be borne by the contractor.

E-TENDER NO: 131/2022-23/EDC-I MZN

10. VARIATION WORK:- The increase and decrease can vary upto 10% of the total work value of the contract as per site requirements. However tendered unit rates shall remain firm upto a variation.
11. All General Conditions of Contract laid down in Form 'A' & Form 'B' of UPSEB/UPPCL/PVVNL shall also be applicable.
12. A penalty @ 0.5 % of tender value per day for delay in execution of the work shall be payable by the contractor on the total value of the work not done/late done as per work slip. The maximum penalty livable will not, however, exceed 10% of the value of the order not executed.
13. No T&P will be provided by the department. The contractor shall arrange all the T&Ps. equipments. Welding set, generator set etc. required for carrying out the above work at his own cost.
14. The contractor shall be fully responsible for any loss/thefts/damaged/ accidents the material of the departments and accordingly, he shall have to keep adequate watch and ward to avoid any loss/thefts/damages/accidents etc. to the material of the PVVNL.
15. 100% payment shall be made after completion of pro-data work. The bills in triplicate duly pre-receipted with the original work-slip and photo of the work shall be submitted by the contractor to the Concern Office for payment.
16. The undersigned shall have full right in the interest of the corporation while disposing of the tender that in view of the reputation of the firm, it can dispose of the tender in favor of any firm. In the interest of corporation, the rate and interest of workers will also be taken into consideration while disposing of the tender.
17. For any dispute arising out of the contract, CE, PVVNL, Sre Zone Sre shall decide the dispute and his decision shall be binding on both the parties.

The stamp and signature of bidder

Acceptance above T&C

Superintending Engineer
Electricity Distribution Circle-I
Muzaffarnagar

Note :- (This Declaration is to be enclosed in tender bid part-I)

ANNEXURE-1

Part-1

DECLARATION

(To be executed on a Rs. 10.00 non-judicial stamp paper)

Undertaking/Declaration by the bidder

Tender Invited by:- Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar.

Tender for:-

Name of Tenderer:-

Specification no.:- **E-TENDER NO.-131/2022-23/EDC-I, MZN**

(A) "Regarding Conflict of Interest"

I.....Sole Proprietor / partner / Director of M/s..... under take that I am not interested as a proprietor and/or partner and/or Director in any other party/firm, participated in above Tender.

(B) "Regarding black listing/Debarring of the firm"

We hereby undertake and submit the declaration that our firm/company is not debarred /blacklisted by any agency or department of Government of Uttar Pradesh/ any other state government / Government of India including State public sector Undertakings or central public sector undertakings during the period of last Five years. As on bid submission date, there is no black listing proceeding or debar for participating in bidding by any State Government or Government of India or their departments or PSUs. My/Our Firm/ Company is/are not involved in any illegal activity and/or not sheeted for any criminal act of theft and/or diverting fertilizers for industrial use or any other essential commodity during last five years.

In case, at any stage if the above declaration is found false or incorrect, the Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar shall be free to take any punitive / legal action against us, as may be deemed fit , which shall be acceptable / binding on us and the consequences shall be to our account.

(C) "Regarding information/details Given"

I,sole proprietor/partner/Directors of M/sis giving undertaking that details given are correct to the best of my knowledge and I agree to abide by all your tender/order terms and conditions.

That I further undertaking that in case any of the facts sworn in as mentioned above and any particulars mentioned in our application is found other-wise or incorrect or false at any stage, Beside, Govt. Deptt./Govt. Nigam/Govt. Boards shall be entitled to take all such actions as may be deemed fit including termination of Contract, if awarded, without any claim for any compensation whatsoever on account of such premature closure of the contract.

I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this affidavit.

Signed this day of2023

Place:

Signed by Tenderer

State title whether Proprietor/Partner
(With complete address & Seal)

Note :- (This Declaration is to be enclosed in tender bid part-I)

ANNEXURE-2

Part-1

DECLARATION

(To be executed on a Rs. 10.00 non-judicial stamp paper)

E- Tender Invited by : Superintending Engineer
Electricity Distribution Circle-I
Muzaffarnagar
Tender for : FOR THE WORK OF.....
IN THE JURISDICTION OF EDD-I MZN Under
Superintending Engineer,EDC-I,MZN
E- Tender Specification No. : 131/2022-23/EDC-I MZN
Name of Tenderer- :
Date of Openng of bid Part-I : 10.03.2023

IN CONSIDERATION of the Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar having treated the Tenderer to be an eligible bidder whose Tender may be considered. The Tenderer hereby agree to the conditions that the proposal in response to the above invitation shall not be with drawan by us within 180 day from the date of opening of E-Tender (or any extension thereof), also to the conditions that if there after the Tenderer does withdraw his proposal within the said period, the earnest money deposited by them may be forfeited by the Superintending Engineer, Electricity Distribution Circle-I, Muzaffarnagar and at the discretion of the purchaser. The purchaser may debar the tenderer from tendering for a minimum period of one year reckoned from the date of opening of the tender.

Signed this-----day of -----2023

Place:

Signed by Tenderer

State title whether Proprietor/Partner
(With Complete address & Seal)