

प्रकाशन प्रभाग
राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद
श्री अरबिन्दो मार्ग, नई दिल्ली - 110016

ई-निविदा सूचना

कर परामर्शदाता की नियुक्ति

राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद द्वारा बिक्री कर रिटर्न , केंद्रीय बिक्री कर रिटर्न एवं वस्तु एवं कर रिटर्न (जीएसटी) दाखिल करने के लिए तथा इससे संबंधित अन्य कार्यों जो कि निविदा दस्तावेज में उल्लेखित उल्लेखित हैं के लिए कर परामर्शदाता की नियुक्ति हेतु आनलाइन बोलियां (तकनीकी एवं वित्तीय) आमंत्रित हैं। सभी प्रकार से पूर्ण भरी हुई आनलाइन बोलियां 06.09.2017 को 1.00 (अपराह्न) तक या उससे पूर्व अपलोड कर दी जानी चाहिए। यह कार्य प्राथमिक रूप से उत्तर प्रदेश, हरियाणा, दिल्ली एवं अन्य राज्यों में किया जाएगा, परंतु आवश्यकता होने पर देश के अन्य राज्यों के लिए भी किया जा सकता है।

निविदा दस्तावेज अन्यप विवरण सहित केन्द्रीय सार्वजनिक खरीद (सीपीपी) पोर्टल:

<http://eprocure.gov.in/eprocure/app> और www.ncert.nic.in से डाउनलोड किया जा सकता है।

अध्यक्ष, प्रकाशन प्रभाग

PUBLICATION DIVISION
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016

E-tender Notice

ENGAGEMENT OF TAX CONSULTANTS

NCERT invites online bids for Tax Consultant for filing Central Sales Tax return, State entry tax (previous to GST), GST return and any other tax requirement as per applicable rule and other related works in this regard as mentioned in the tender document. The works in this regard will be done primarily in the State of UP, Haryana and Delhi. But bidder has to deal with requirement of tax liability of NCERT throughout India. The online bids complete in all respect should be upload on or before 06.09.2017 by 1.00 p.m.

The tender document alongwith other details may be downloaded from the Central Public Procurement (CPP) Portal: <http://eprocure.gov.in/eprocure/app> and www.ncert.nic.in.

Head
Publication Division

E-TENDER NOTICE

e-Tender Reference No. F. 2-2/2016- Pub.(Admn)

The National Council of Educational Research and Training (NCERT), New Delhi invites online bids under two-bid system (Technical & Financial) from the reputed and experienced Tax Consultants.

Details	Engagement Tax Consultant for filing Central Sates Tax return and Sales tax return in State of Uttar Pradesh, Haryana and Delhi.
Earnest Money Deposit to be submitted	Rs. 40,000/-
Tender Fee	Nil
Tender Type	Open
Type of Bidding	Two-Bid System
Tender Category	Tax Consultant
Date of e-Publishing	14.08.2017 at 11.00 a.m.
Bid document download date	14.08.2017 at 11.00 a.m.
Date and time of Pre Bid Meeting	28.08.2017 at 11.00 a.m.
Last Date and time of uploading of Bids	06.09.2017 at 11.00 a.m.
Last Date and time of submitting EMD and other documents at Publication Division, NCERT	06.09.2017 at 1.00 p.m.
Date and time of opening of Technical Bids	07.09.2017 at 11.00 a.m.
Date and time of opening of Financial Bids	Will be separately notified of Technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

Manual bids shall not be accepted except for the original documents/instruments as mentioned in this tender.

Bidders should regularly visit the website to keep themselves updated.



राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi 110016

E-TENDER DOCUMENT

Tender for Engagement of Tax Consultant

Sections	Contents
Section-I	Instruction for online bid submission
Section-II	Invitation of bid
Section-III	Bidding Data Sheet
Section-IV	Scope of Work
Section-V	Eligibility Criteria
Section-VI	Terms and Conditions
Section-VII	Technical bid
Section-VIII	Financial bid

SECTION - I

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal by using the “Online Bidder Enrollment” option available on the home page. Enrolment on the CPP Portal is free of charge.
- (ii) During enrolment/registration, the bidders should provide the correct/true information valid email-id & mobile no. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into site through the secured login by entering their userID/password and the password of the DSC/eToken.

SERCHING FOR TENDER DOCUMENTS

- (i) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number a search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
- (ii) After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.
- (iii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iv) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (v) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (vi) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission date & time.
- (ii) Bidder should prepare the Tender Fee as per the instructions specified in the tender document. The details of the DD others physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise he uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP Portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the Tender Fee enter details of the DD others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall not that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, transaction uploading time will be very fast.
- (viii) If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and change/modification of the price schedule render it unfit for bidding. Bidders shall download the Price schedule, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only. If the template of Price schedule file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and Earnest Money shall be forfeited.

The bidders are cautioned the uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

Interested eligible bidders may obtain further information in respect of the Bidding Documents from Head, Publication Division, Ambedkar Khand, NCERT, Sri Aurobindo Marg, New Delhi-110016

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Toll Free Number 1800-3070-2232. Mobile Nos. 91-7878007972 and 91-7878007973.

SECTION – II
INVITATION OF BID

1. National Council of Educational Research and Training (NCERT) an autonomous organization under the Ministry of Ministry of Human Resource Development, Government of India was established in the year 1961. Publication Division of NCERT publishes textbooks for all CBSE affiliated schools.
2. The NCERT procures printing and cover paper from the manufacturers and store it in various warehouses located at NOIDA/SAHIBABAD/Any other places in UP, Gurgaon (Haryana) and Delhi. This paper is issued to the printers for printing of NCERT books.
3. Printers supply printed books in the NCERT godowns located at NOIDA and Delhi.
4. Publication Division of NCERT intends to engage a tax consultant for filing Central/State Sales Tax/GST returns in the state of UP, Haryana and Delhi, initially for a period of one year which is extendable further as per performance of the firm and with the approval of the competent authority.
5. NCERT has hired Central Warehousing Corporation godowns at Gurgaon, NOIDA and has its own godown at NIE Campus, Sri Aurobindo Marg, New Delhi-110016 for storing of paper and printed textbooks.
6. The bidder has to provide all the documents and manpower support to NCERT for filing of tax related to paper and books.
7. It may be necessary for the bidder to liaison with various Units/Sections of Publication Division, NCERT and gather the required information according to the prescribed norms of concerned State and Central Government.
8. The bidder shall undertake assessment process for tax returns with the concerned tax authorities.
9. The broad contents of proposal scope of work are listed at Section IV of the E-tender Document.
10. In line with the stated details and in compliance of the terms and conditions as mentioned in the tender document, the bidders may submit their on-line bids (technical and financial) at CPP portal for the said job in the prescribed format only.
11. Pre-bid meeting will be held on the date and time as mentioned in the Section III for satisfying the queries of the perspective bidders who would like to attend the meeting.
12. On-line bids should be accompanied with the earnest money (refundable) in the form of DD/Pay Order drawn in favour of Publication Division, NCERT for an amount of Rs.40,000 (Rupees Forty Thousand only) payable at New Delhi. Bids without earnest money will be rejected and no further correspondence will be entertained in this regard.
13. After uploading the online bids, the hard copies of all the documents and a copy of technical bid along with earnest money should be dropped in the tender box available at Room No. 27, Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016 in the room of Administrative Officer latest by 06.09.2017 at 1.00 PM.
14. The opening of technical bid will be separately notified to all technically shortlisted/qualified bidders.
15. NCERT reserves the right to accept/reject any or all bids and cancel all the e-tender proceedings without assigning any reason whatsoever.

SECTION - III
BIDDING DATA SHEET (BDS)

The following specific data for the engagement of tax consultant for filing of all taxes for Publication Division shall complement, supplement or amend the provisions in this tender document. Whenever there is a conflict, the provisions herewith shall prevail thus mentioned in this tender document.

Clause No.	Items
Section	<i>For any information/query related to the bidding document or bid process, the Administrative Officer of the Publication Division, NCERT, Sri Aurobindo Marg, New Delhi-110016 may be contacted.</i>
Section	<i>Address of NCERT Head, Publication Division, National Council of Educational Research and Training, Room No.101, Ambedkar Khand, Sri Aurobindo Marg, New Delhi-110016. Telephone No.011 26592334 Fax No.011 26562708 E.mail: pdncert@gmail.com</i>
Section	<i>Amount of Earnest Money: Rs.40000/-</i>
Section	<i>Pre-bid meeting will be held on 28.08.2017 at 11.00 AM in the room of Head, Publication Division, NCERT, New Delhi.</i>
Section	<i>The bid validity period shall be 60 days after the date of bid opening.</i>
Section	<i>Last date and time of uploading bids 06.09.2017 at 11.00 AM. Last date and time of submitting of EMD and other documents at Publication Division, NCERT 06.09.2017 at 1.00 PM.</i>
Section	<i>Date and time of the technical bids: Date: 07.09.2017 Time: 11.00 AM The bid opening shall take place at: Publication Division NCERT, Sri Aurobindo Marg New Delhi-110016</i>

SECTION - IV
SCOPE OF WORK

1. To offer updated advice / consultancy for any matter relating to Entry Tax, Sales Tax, CST, UP VAT Haryana VAT/GST etc. and its compliance, (as per latest amendments in Tax Law).
2. To assist in preparing half yearly Returns and CVAT Credit Returns.
3. To review accounting system periodically and suggesting remedial measures.
4. To advise on taxable/non-taxable nature of Income and Expenditure heads.
5. To Deposit Entry Tax to UP Govt. (NOIDA) monthly/quarterly/annually.
6. To undertake liaisoning work with Sales Tax/Commercial Tax Department.
7. To prepare replies in case of previous years assessment/assessment orders/intimations/summons/refund claims/ Show Cause Notices as per the requirement of the concerned state etc. received from Sales Tax/Commercial Tax Department and to attend on behalf of Publication Division, NCERT. Finalise the pending cases with regard to previous years cases pending with Sales Tax/Commercial Tax Department etc.
8. Any other advice related to above taxes for the benefit of Publication Division, NCERT.
9. Preparation, Compilation and submission of monthly/quarterly/half yearly/ annual UPVAT, Haryana VAT & CST/GST return and in any other State in India of Publication Division, NCERT.
10. Assisting in preparing annual sales tax returns.
11. To complete pending assessment cases and to get assessment order from concerned Department.
12. To assist in obtaining various types of VAT/GST forms required. (i.e. C form etc)
13. In case of any dispute arising with assessing authority, consultant has to coordinate to sort out the dispute, similarly, in case matter is referred to higher authority, the firm shall also take up the matter with them.
14. Providing of consultancy for any confusion / dispute regarding Govt. Act rules, circulars, amendments made from time to time.
15. Providing latest amendments, circulars, notifications etc which are relevant for Publication Division, NCERT.
16. Downloading of form-38/Road permits for procurement of paper.
17. Submission of trading account pertaining to paper & books annually.
18. Submission of statement of used form-38/Road permits periodically as per the requirement of the concerned state.
19. Submission of monthly statement to the Commercial Tax Department of NOIDA with reference to the monthly statement to be sent by the Publication Division, NCERT relating to transfer and receipt of books from NOIDA/Gurgaon godown.
20. In addition to above any other services if deemed necessary from time to time.
21. The concerned firm shall depute a human resource as and when a request on telephone or otherwise is received from the Publication Division, NCERT.

**SECTION - V
ELIGIBILITY CRITERIA**

Eligibility Criteria (Essential for Technical Bid)

1. The firm should have minimum 3 years of experience in relevant field of PSU / Govt. Department or any other large scale company preferably during 2013-16. The firm should provide the list of at least three clients for which they have rendered services in the past.
2. The firm should have its office in Delhi/NCR, NOIDA, Gurgaon.
3. Photocopy of Pan Card, Photograph of owner/partner to be uploaded.
4. Regn./Licence No. & Date and valid and its validity to be uploaded.
5. Service Tax/ VAT/TIN to be uploaded.
6. Name of the Bankers and Account Number
7. ITR for the last three years i.e. 2013-14, 2014-15 & 2015-16 to be uploaded
8. List of Institutions/Organisations served in the past.
9. A set of hard copy may be sent to the Administrative Officer, Publication Division, Room No. 27 Dr. Ambedkar Khand, NCERT Sri Aurobindo Marg, New Delhi-110016
10. Present assignments in hand if any.

(All supporting documents to be uploaded duly signed and stamped otherwise no cognignence with regard to mere filling up the documents will be taken.)

**SECTION - VI
TERMS AND CONIDITIONS**

1. Procedure for Submission of Bid

1. The Tender set is divided into two parts i.e.
 - a. Part – I (Technical information) – this should be put into sealed Envelope No. 1 along with authorized signatory on each page.
 - b. Part – II (Price bid) – this should be put into sealed Envelope No. 2 along with authorized signatory on each page.

Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking **“bid for the engagement of Tax Consultant”**.

2. Documents should be submitted in the Envelope No. 1 as per eligibility criteria of Bidding / tender document.
3. After opening of the Tender Part 1 i.e. Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidder’s Tender Part 2 (i.e. Price Bid as per Annexure A of Bidding/Tender document) will be opened with the approval of Competent Authority.
4. PUBLICATION DIVISION, NCERT reserves right to accept/reject any (or) all tender without assigning any reason whatsoever.

2. Amendment of Bidding Documents

1. At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum.
2. The amendment will be notified in writing or by fax to all prospective bidders who have directly purchased the Bidding Documents from NCERT, and will also be displayed on NCERT’s website.. The amendment will be binding on all the bidders.
3. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the NCERT may, at its discretion, extend the deadline for the submission of Bids.

3. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NCERT, shall be written in English or Hindi language, provided that any printed literature furnished by the Bidder may be in another language so long as it is accompanied by an accurate translation in English/Hindi of its pertinent passages.

4. Bid Prices

1. Bid Prices will not be adjusted for any conditional or unconditional circumstances.
2. Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to variation on any account.
3. A Bid submitted with any different adjustable price quotation will be treated as non-responsive and rejected.
4. Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

5. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualifications to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/tender document.

6. Deadline for Submission of Bids

1. Bids must be received by the Publication Division, NCERT at the address specified not later than the time and date specified in the Bidding Data Sheet. In the event of the specified date for the submission of Bids being declared a holiday for the NCERT, the Bids will be received up to the appointed time on the next working day.
2. The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.
3. If the Bid is to be delivered by hand it shall be the responsibility of the Bidders to ensure that the completed Bidding Document is dropped in the sealed tender box available in room no. 27 Ground Floor, Ambedkar Khand, Publication Division i.e. the Office of Administrative Officer, Publication Division, NCERT,.
4. It may also be noted that any delay, even postal delay in the receipt of Bids would be considered late submission of Bid and the Bid would be rejected. Mere handing over of the Bidding Documents at the Reception Counter or at any other counter or room or person shall not be considered as submission of Bid.

7. Award Criteria

The Publication Division NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

8. Fraudulent and Corrupt Practices

NCERT requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

9. Terms of Payment

Retainership Fee on monthly basis would be paid after submission of relevant documents /acknowledgement/receipt of Sales Tax / Commercial Tax Department alongwith bills.

10. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

Head, PUBLICATION DIVISION, NCERT, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.

SECTION – VII

Technical bid only (Eligibility Criteria for Technical bid as per Section-V of Tender Document) to be filled by the applicant

1.	2.	3.	4.	5.
Name of the Firm	Mention 3 years experience as per clause no. 5 (1)	Address of the office in Delhi	Pan card no. of the firm	Photographs of the partners/owner

6.	7.	8.	9.
Regd./License no. and date and its validity upto	Service Tax/VAT/Tin no.	Name of the banker and account number	Details of Present assignment in hand

I hereby certify that the information furnished above is complete and correct to the best of my knowledge and belief. I understand that in case any deviation is found in the above statement at any stage, the bid will be rejected and the firm will be black listed. I also certify that I have read and understood all the sections of the tender document and acceptable to me.

All supporting documents should be attached duly signed and stamped alongwith the Annexure otherwise no cognigence with regard to mere filling up the documents will be taken.

Signature and stamp of authorized signatory

SECTION – VIII
Financial bid
Price Schedule

PROFESSIONAL FEES

Particulars	Basic Rate	Service Tax/GST	Total
ON MONTHLY BASIS			

Read carefully

Price Bid in BoQ_XXXX.xls

A standard BoQ format has been provided with the E-tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file and enter their financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the Bid Id and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

The rates quoted should be inclusive of all incidental expenditures like conveyance, photocopy charges, typing charges, generation of forms etc.

Name of firm

Name of owner/partners

Address of a firm

Sign and stamp of authorised signatory