
	<p>भारतसरकार :: GOVERNMENT OF INDIA वित्तमंत्रालय : राजस्वविभाग :: MINISTRY OF FINANCE : DEPARTMENT OF REVENUE सहायक आयुक्त कार्यालय :: OFFICE OF THE ASSISTANT COMMISSIONER केन्द्रीय (वस्तु एवं सेवा कर) और , उत्पाद शुल्क विभाग सिलचर CENTRAL (GOODS AND SERVICE TAX) & CENTRAL EXCISE DIVISION, SILCHAR राजस्व भवन REVENUE BUILDING, सर्किट हाउस रोड, CIRCUIT HOUSE ROAD सिलचर - ७८८००१ SILCHAR - 788001 Phone No:- (03842) 237780 दूरभाष: (०३८४२)२३७७८० e-mail-aocxsil@gmail</p>	
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C.No.II(39)2/ET/S.Guard/ACS/2019/

Dated:18.03.2020

TENDER NOTICE NO.02/2020-21

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Sealed tenders are invited under Two-Bid system from reputed agencies having capacity to provide the required number of uniformed trained manpower for the security services of O/o. The Assistant Commissioner, Central GST & Central Excise Division, C.R. Building, Circuit House Road, Silchar-788001 for a period of 1(one) year on contract basis/outsourcing basis.

The tender notice along with nature of services to be provided and the terms and conditions can be obtained from the Establishment Branch, O/o. The Assistant Commissioner, Central GST & Central Excise Division, C.R. Building, Circuit House Road, Silchar -788001 on all working days during office hours from 10.00 AM to 5.45 PM. And the quotation in sealed cover should be submitted to the Administrative Officer, O/o. The Assistant Commissioner, Central GST & Central Excise Division, C.R. Building, Circuit House Road, Silchar -788001.

Last date for submission/receipt of tender(s) is 26th March, 2020 at 12.00 Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 15.30 Hrs. in the Office of The Assistant Commissioner, Central GST & Central Excise Division, C.R. Building, Circuit House Road, Silchar. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

(असीम राय/ Asim Roy)

सहायक आयुक्त / Assistant Commissioner

SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide the security services in the Department of Revenue, o/o. the Assistant Commissioner, Central GST & Central Excise Division, C.R. Building, Circuit House Road, Silchar-788001.

The contractor shall ensure protection of the personnel & property of the Department, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Department building.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

- 1.The Security Agency/personals will be responsible for overall security arrangement of the concerned Department covered in the contract.
- 2.Security personals will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- 3.No outsiders are allowed to enter in the building without proper GatePass issued by the Authorized Officer of the concerned Department.
- 4.No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
- 5.The officers and staff of the Department will keep the Identity cards with them got checking and allowing entry by the security personnel.
- 6.Deployment of Guards will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
- 7.The Security Guard will also take round of all the important and sensitive points of the premises as specified by the Department.
- 8.Security personnel shall also ensure door keeping duties.
- 9.The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
- 10.Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
- 11.The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.

12.It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.

13.The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.

14.In emergent situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards should be sensitized for their role in such situations.

15.The Security Guards are required to display mature behaviour, especially towards female staff and female visitors.

16.The Security Guard on duty shall not leave the premises until his reliever reports for duty.

17.Any other provisions as advised by the Department may be incorporated in the agreement. The same shall also be binding on the contractor.

TERMS AND CONDITIONS OF THE CONTRACT

1.The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the Department and if any change is required on part of the Department fresh list of staff shall be made available by the agency after each and every change.

2.The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and to the Labour department.

3.As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the Department works, is required to be submitted to the Department. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time Department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the Department.

4.The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the department and department shall ensure that the contractor complies with the provisions.

5.The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the Department. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to given an undertaking (on the format), duly countersigned by the concerned official of the Department, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.

6. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
7. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.
8. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Department.
9. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Department and shall not knowingly lend to any person or company any of the effects of the Department under its control.
10. The security staff shall not accept any gratitude or reward in any shape.
11. The contractor shall have his own Establishment/set up/mechanism/Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
12. Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
13. That in the event of any loss occasioned to the Department, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the Department will be final and binding on the agency.
14. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the Department may issue from time to time and which have been mutually agreed upon between the two parties.
15. The Department shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Department.
16. The contractor shall be responsible to maintain all property and equipment of the Department entrusted to it.
17. The contractor will not be held responsible for the damages/sabotage caused to the property of the Department due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
18. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- each occasions and habitual offenders in this regard shall be removed from the Department. The penalty on this account shall be deducted from the Contractor's bills.
19. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Patients/Attendants and should project an image of utmost discipline. The Department shall have right to have any person moved in case of patient/staff complaints or as decided by representative of the Department if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
20. **The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the Department from time to time depending upon the requirements. Prolong**

duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the Department for double duty, if any.

21. The personnel will have to report to the Department's security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the Department.

22. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Department.

23. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the Department and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the Department.

24. Any damage or loss caused by contractor's persons to the Department in whatever form would be recovered from the contractor.

25.(a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards absent on that particular day shall be levied by the Department and the same shall be deducted from the contractor's bills.

(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 25(a) shall be levied.

(c) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the Department immediately.

26. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Department reserves the right to impose the penalty as detailed below:-

i) 20% of cost of order/agreement per week, upto four weeks delays.

ii) After four weeks delay Principal Employer reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The difference if any will be recovered from the defaulter contractor and also shall be black listed for a period of 4 years from participating in such type of tender.

27. The contractor shall ensure that its personnel shall not at any time, without the consent of the Department in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Department and shall not disclose to any information about the affairs of Department. This clause does not apply to the information, which becomes public knowledge.

28. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

29. The contractor shall deploy his personnel only after obtaining the Department approval duly submitting curriculum vitae (CV) of these personnel, the Department shall be informed at least one week in advance and contractor shall be required to obtain the Department's approval for all such changes along with their CVs.

30. Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

31. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

32. **“NOTICE TO PROCEED”** means the notice issued by the Department to the contractor communicating the date on which the work/services under the contract are to be commenced.

33. The contract period is Twelve months from the date of the commencement (as mentioned in Notice to Proceed).

34. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Department shall be entitled to terminate the contract forthwith.

35. *In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Department may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Department from the contractor.*

36. *If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the Department, such money shall be deemed to be payable by the contractor to the Department within seven days. The Department shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.*

37. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.

38. The contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

39. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.

40. The contracting agency shall not employ any person below the age of 18 yrs. And above the age of 55 yrs. Manpower so engaged shall be trained for providing security services and fire fighting services before joining.

41. Only physically fit personnel shall be deployed for duty.

42. Security staff engaged by the contractor shall not take part in any staff union and association activities.

43. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.

44.The Department shall not be responsible for providing residential accommodation to any of the employee of the contractor.

45.The Department shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Department does not recognize any employee employer relationship with any of the workers of the contractor.

46.*If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Department from the agency.*

47.If any underpayment is discovered, the amount shall be duly paid to the agency by the Department.

48.The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the Department etc.

49.*The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every 3 months.*

50. The contractor shall disburse the wages to its staff deployed in the Department every month through ECS or by Cheque in the presence of representative of the Department.

Submission of Bids:-

1.The bidder shall submit the Prequalification, Technical Bid and the Financial Bid in seperate sealed cover duly superscribed and all these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

2.The sealed cover of Prequalification/Technical Bid should consist of the following documents:-

(a)Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

(b)Self attested copy of PAN No. card under Income Tax Act;

(c)Self attested copy of GST Registration Number;

(d)Self attested copy of Valid Registration No. of the Agency/Firm;

(e)Self attested copy of valid Provident Fund Registration Number;

(f)Self attested copy of valid ESI Registration Number;

(g)Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;

(h)Proof of Average Annual turnover supported by audited Balance Sheet;

(i)Proof of experience supported by documents from the concerned organizations; and

(j)Duly filled and signed proformas.

(k) Self Attested Proof of last statutory returns for EPF/ESI/GST or any other filed

3.The sealed cover of Price Bid should contain Annexure-XI i.e. Price bid in original duly filled in figures and words.

4.All the sealed covers shall be superscribed with "QUOTATION FOR SECURITY SERVICE 2020-21" and addressed to the Assistant Commissioner, Central Excise & Service Tax, Silchar and will be submitted to the Administrative Officer, O/o. the Assistant Commissioner, Central Excise & Service Tax, C.R. Building, Circuit House Road, Silchar – 788 001.

Late and Delayed Tenders:-

1. Bids must be received in the Department at the address specified above not later than the date and time stipulated in the NIT. The Department may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Department and the Bidder will be the same.

2. Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

Bid Opening and Evaluation:-

1. The authorized representatives of the Department will open the Prequalification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

3. Conditional bids will also be summarily rejected.

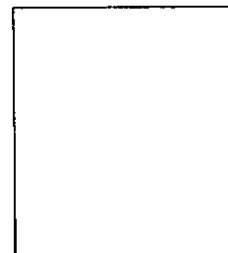
4. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

Right to accept any Bid and to reject any or all Bids:-

1. The Department of Revenue, O/o. the Assistant Commissioner, Central Excise & Service Tax, Silchar, is not bound to accept the lowest or any bid and may at any time without assigning any reasons thereof.

2. The Department of Revenue, O/o. the Assistant Commissioner, Central Excise & Service Tax, Silchar, may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc. and or in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

**PRE-QUALIFICATION REQUIREMENTS FOR AWARDS OF
CONTRACT FOR SECURITY SERVICES 2020-21**



Affix duly Attested P.P. Size recent photograph of the prospective bidder.

1. Names, address of firm/Agency and Telephone numbers. _____

2. Registration No. of the Firm/ Agency. _____
3. Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with. _____

4. Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specified. _____

5. Copy of PAN No. (enclose copies
_____ TDS/ITR)
6. Provident Fund Account No. EPF
_____ (attach proof)
7. ESI Number (attach proof) _____
8. GST Registration No.
(attach proof) _____
9. Licence number under Contract
_____ Labour (R& A) Act.
10. Any other information:

11. Declaration by the bidder:

This is to certify that, the information furnished above is true and correct to the best of my/our knowledge and I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them. I/we understand that in case any deviation is found in the above statement at any stage I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of the bidder) Name and Address (with seal)

PROFORMA FOR TECHNICAL BID

1.	Name of the Organisation/Firm	
2.	Name(s) of Proprietors/Directors	
3.	Registered Address	
4.	Telephone No: Fax No: Mobile No: Email Address:	
5.	Whether the firm is Registered and License holder under Contract Labour (Regulations and Abolition) Act. If so details thereof	
6.	Registration No. of the Firm (Copy to be enclosed)	
7.	Permanent Account No.(PAN) of the Firm (copy to be attached)	
8.	Provident Fund Number/ESI Registration No./GST Registration No. allotted by the Concerned authority (copy to be enclosed along with last return filed for each category)	
9.	Total Staff/workers of the firm	
10.	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during past years.	

Signature of the bidder with Name

Office seal

PRICE BID FOR SECURITY SERVICES

Sl. No.	Designation	Number of manpower required per day	Rate per person per shift per day (inclusive of all taxes){May be quoted in rupees in words and figures}	Monthly amount (Rupees in words and figures)	Yearly amount (Rupees in words and figures)
1.	Security Guard	03			

Note:-

1. The **Security Guard** will be considered under the **Semi-skilled category**. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Department for providing safety, monitoring and surveillance. Rates quoted will include

all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.

2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.

3. The number of manpower required shown above is indicative and the actual quantity may vary.

4. The bidders may quote the rates in Indian Rupees.

5.All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Signature of the bidder with Name

Office seal

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day _____ (Month) _____ (Year)
Between the President of India through _____ (Name and address of the Department) (hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called "the contractor" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to the _____ (Name of the Department) for providing safety, monitoring and surveillance of the Department.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a.Letter of acceptance of award of contract;
 - b.Terms and Conditions;
 - c.Notice inviting Tender;
 - d.Bill of Quantities;
 - e.Scope of work;
 - f.Addendums, if any; and
 - g.Any other documents forming part of the contract.

3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Department to execute and the Security services w.e.f _____ as per the provisions of this Agreement and the tender document.

4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. _____ (_____ Rupees in words)

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

For and on behalf of the President of India

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor

Stamp/Seal of the Employer

By the said

By the said

_____ Name
on behalf of the Contractor in
the presence of:

_____ Name
on behalf of the Employer in
the presence of:

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone No: _____