

Dear Sir,

Please arrange to revert us with your techno-commercial offer considering the terms, conditions, technical / specification etc mentioned in attached tender documents.

PI reverts us on or before 15th Sept 2017 with all details in SEALED ENVELOP in hard copy duly signed & stamped along with EMD amount. Bidder have to mentioned the subject on the middle top of sealed envelop in BOLD letter.

Our Postal Add:

Gujarat Co-operative Milk Marketing Federation Limited
Amul Dairy Road,
Anand-388001
Ta-Dist: Anand
Gujarat State, INDIA

Regards,
Nalin Panchal
Asst. Manager (Purchase)
09714714336

TERMS AND CONDITIONS:

1. The Bidders should have strength and able to carry out supply, loading/unloading, installation, commissioning, inspection, testing, start up, training to staff etc of plant machineries at site.
2. Sales Turn Over: The Bidders should have to provide Sales Turn Over and Net Worth details of their firm of last 2 financial years.
3. The Bidders shall have to arrange for Third Party Inspection and report shall be submitted with each Invoice to ordering member unions.
4. Service Centers / Network: The bidder should have their after sales service support in Gujarat. The details on Nos of service centers and center wise service persons located within Gujarat shall be submitted by bidder in **Annexure-VI**.
5. Experience: The Bidder should have minimum 3 years experience in business of item mentioned in Tender and have adequate infrastructure / Manufacturing Facilities / Production capacity and can able to execute the supply and complete the project in time.
6. During last 3 financial years, Bidder shall not black listed / Debarred / Stopped for the items quoted / rejected their equipments in the Tender by any of customers / government organization / Department / undertaking across country.
7. We reserve the right either to obtain or not to obtain any clarification/documents for this tender.
8. Gujarat Co-operative Milk Marketing Federation Limited, Anand (GCMMF) at its sole discretion and without assigning any reason thereof, reserves the right to accept and / or reject the whole or part of any all offers received.
9. RATES: The rates you may quote shall be on firm price basis & shall remain unchanged during contract period. On no other account increase/decrease in the price will be given during the contract period. You are requested to quote your rates in our prescribed format enclosed at **Annexure-III** only. Quotations with counter conditions will not be acceptable.
10. DATA ON YOUR FIRM (DOF): While submitting your bid, please ensure to submit the data on your firm (DOF) in prescribed format enclosed **Annexure-V** in all respects. Quotation received without this or with incomplete information may be rejected summarily.
11. PURCHASE ORDER: The member unions will place purchase order in favor of qualified bidder.
12. DELIVERY OF GOODS AND INSTALLTION: The material is to be supplied and installed at site mentioned by ordering member unions located within Gujarat State. The dispatches are to be made against purchase order strictly as per the specifications within 8 weeks from the receipt of order and the commissioning must be accomplished within 8 weeks. **Bidder shall complete whole activities maximum within 16 weeks.** Seven working days shall be allowed as a Grace period. Bidders will have to submit 3 sets of actual photographs of equipments installed at site to ordering member unions.
13. PENALTY: If Bidders fails to supply the goods / services specified in Contract / PO at site after Lead Time and Allowable Grace Period, the ordering member unions will impose Penalty@1% per Day in terms of INR for delayed qty as liquidated damages until actual delivery. Any incremental taxes and levies on account of delayed qty supply by bidder shall be in bidders' accounts. The total amount of penalty exceeds 10% of contract/PO value, ordering union reserve the rights to terminate the contract without any prior notice. Bidders will have to compensate the loss that ordering member unions may sustain by way of procuring the material from other sources at higher prices, or by way of loss of production in addition to forfeiting your security deposit.
14. In case of your failure to supply / install the equipments/materials as per the contract/PO/dispatch advice of member unions, bidder will have to compensate the loss that our member unions may sustain by way of procuring the material from other sources at higher prices, or by way of loss of production in addition to forfeiting your security deposit.

15. INVOICING:

Invoices are to be prepared in the name of respective ordering member unions and be sent to them directly for payment. Invoices should carry purchase order numbers without fail, test certificates / inspection report confirming the quality/specification of supplied goods and separate delivery challans should accompany each supply to enable member unions to prepare separate GR. Suppliers have to submit performance report of their installation duly signed stamped by authority. Suppliers have to submit the supporting documents as and when required for ISO audit/requirement. Please ensure that invoices are prepared as per approved price break up only, specifying rate of applicable taxes.

16. QUALITY:

Please note that the quality of your material should remain as per specifications and latest standards. Any deterioration in the quality of material & work will be attributable to you and will be to your account. Kindly note that if any of your supplies are found substandard with respect to any aspects of specification, terms, conditions laid down, such supplies may not be accepted at a discount and shall be liable for rejection summarily and may cancel orders placed and rate approval at any time without any prior notice on this account, during the project implementation/contract.

In such cases, your security deposit may also be forfeited. In case materials are found substandard at site, on receipt of the same we reserve our right to reject the material outrightly. Labour charges if any will also be recovered from you. We reserve the right to send your material for testing at any laboratory, third party inspection and in case the result is found unsatisfactory we reserve the right to take any action as deemed fit. Initial acceptance of the goods on delivery is not the final acceptance of quality. All goods if found substandard during actual use, shall be rejected and the supplier shall replace such rejected goods at their cost and risk within a week from the date of communication of rejection.

17. General Payment Terms and Conditions:

Payment for supply, installation and commissioning must be strictly as below:

(1) 20% advance of total contract/PO value (Supply + Erection & Commissioning) on submission of following:

(i) Acceptance of the order **i.e.**

a. Submission of the Duplicate copy of the order duly signed by the authorised signatory putting stamp of the Organisation.

b. Execution of the Contract Form.

(ii) Against a bank guarantee for equivalent amount valid for 30 days beyond the stipulated delivery (as per schedule of delivery/supply)/ completion period.

(iii) The Performance Security shall be in the amount of 10% of the Contract price up to sixty days after the date of completion of performance obligations including warranty obligations.

(2) Payment against Supply and erection of equipments/material:

a. 65% progressive payment within 30 days of supply value against safe receipt of goods at site (if LC it should be 120 days from Bill of Lading).

(3) 15% balance payment within 30 days of satisfactory commissioning of the plant.

Release of payment by member unions does not absolve you from the responsibility towards supply of substandard material if any found at a later stage. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

18. EARNEST MONEY DEPOSIT (EMD):

Bidder will have to submit **Earnest Money Deposit (EMD) of Rs. 50,000/=** by demand draft of nationalize bank, to be drawn in favour of Gujarat Cooperative Milk Marketing Federation Ltd., Anand.

In case your quotation is not accepted, the earnest money deposit will be refunded within a fortnight from the date of finalization. EMD will carry no interest.

19. SECURITY DEPOSIT (SD):

The security deposit @5% of total contract / project value shall be submitted by bidder within 15 days from the date of our contract/rate approval letter thru Demand Draft / Bank Guarantee of nationalize bank or authorized bank, to be drawn in favour of Gujarat Cooperative Milk Marketing Federation Ltd., Anand. The Demand Draft / Bank Guarantee shall valid up to completion of warrantee period. On receipt of the same, the EMD deposited with your offer shall be refunded. In no case the EMD amount shall be adjusted against SD amount.

In case you fail to arrange supplies as per the requirement of member unions and as per terms and conditions laid down here, the deposit will be forfeited fully. Otherwise on completion of contract/supplies, the deposit will be refunded within 15 days provided there are no outstanding dues to be recovered from you. This Security Deposit will carry no interest. In case we find that you have given any misleading/false information as mentioned in your data on firm, or at any other point of time we may forfeit your SD and also delete your name from our suppliers list.

20. INSPECTION OF GOODS IN PROCESS & YOUR MATERIAL PURCHASE DOCUMENTS:

We reserve our right to depute either our representatives or representatives of our member unions or of any independent body of third party for inspection of materials while the same are under manufacturing and delivery at site, if any. To facilitate inspections as and when necessary, you will be required to give prior intimation as to when you are likely to start manufacturing / delivery of materials. In case during such inspection the result is found dissatisfactory, we reserve the right to take whatever action is necessary to protect our interests. We also reserve our right to inspect the original invoices/Gate pass pertaining to your purchases of raw materials used in manufacturing by you and other records being maintained by you, which are relevant to us.

21. The supplier shall obtain all the necessary legal approvals if necessary from concern authority to complete the project/contract in time. The requisite fees if any shall be borne by the supplier. Successful Bidder should visit the site to review existing site conditions and to know the details/information required for understanding the nature and type of works involved in the project. Supplier should submit operating / maintenance manual, necessary drawings of equipments, piping, electrical, civil, flow diagram, other miscellaneous drawing etc as required to ordering member unions/village societies.

22. **Warranty/Guarantee:**

The Bidder/Supplier warrants that the Goods and equipment supplied, installed and commissioned at site are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the order / rate approval. The Bidder/Supplier further warrants that the Goods supplied shall have no defect arising from design, materials or workmanship (except in so far as the design or material is required by the Purchaser's Specifications) or from any act or omission of the Bidder/Supplier, that may develop under normal use of the supplied Goods in the conditions obtaining in the country of final destination. The Bidder/Supplier also guarantees that the Goods supplied shall perform satisfactorily as per the designed/rated/installed capacity as provided for in the rate approval / order. The warranty will not cover normal wear and tear of consumables and minor spares. This warranty/guarantee shall not cover any damage/s resulting from normal wear and tear or improper handling by the Purchaser or his authorized representatives.

This warranty/guarantee shall remain valid for not less than 24 months after the commissioning of the plant, or any portion thereof as the case may be, have been delivered and commissioned.

The Purchaser shall promptly notify the Bidder/Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Bidder/Supplier shall, with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser including cost of inland delivery of the repaired or replaced Goods or parts from the port of entry to the final destination. If the Bidder/Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Bidder/Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Bidder/Supplier under the Contract.

The Bidder/Supplier shall guarantee the complete installation for satisfactory performance for a minimum period of 24 months from the date of commissioning. The Bidder/Supplier at his own cost shall rectify any defect arising out of faulty installation or use of substandard material or workmanship.

23. DATA ON INSTALLATION: We enclose herewith **Annexure IV** seeking information on installation of item/plant mentioned in tender during last three years. As this form is a part of the enquiry, you are requested to complete the same and submit along with bid documents. The quotation received without this information as per our format shall be liable for rejection.

24. We / ordering unions reserve right to extend/reduce the contract period by 90 days at approved rates, terms and conditions depending on the requirement of our member unions/co-operative societies.

25. Rejection: In case of rejections in supplies made by you, ordering unions will make no payment. Further the rejected material shall be handled by the member unions as they deemed fit, and will be lifted by you at your cost & risk. If the rejected material is not lifted by you within 15 days from the date of intimation, the member union is free to charge storage charges or dispose off the material as they may deem fit. We reserve the right to get your material tested from any authentic independent laboratory, the result of which would be binding to both of us. In case of any non specified/non standard material being used in your material, we reserve the right to suspend business with you, cancel the rate contract, take legal action and forfeit your security deposit.

26. MAINTENING ETHICAL STANDARDS IN BUSINESS:

Since supply of ordered material shall be directly to the ordering Member Unions, based on the strength of our Contract, it is highly necessary for the suppliers to ensure that business ethics are maintained at the highest degree with GCMMF/Member Unions/Societies. In no case we will be able to tolerate any unethical practice by the supplier by way of offering either cash or in kind or compensation in any form either to get the rejected material accepted or to get higher volume of the business than the approved quantity in this contract letter. By any chance if it comes to our notice that you or any of your employee/representative/agent has tried to initiate such unfair business practices with any of our employee or any of the employee/decision maker of our Member Unions/GCMMF/Societies, even with/without any documentary evidences, the same shall be considered as a breach of contract and we reserve our right to terminate/suspend the contract during any time of the contract period without assigning any reason thereof.

27. COMPUTER / E MAIL FACILITY:

Since it has become highly necessary to deal with the parties (single point contact) having Computer/E mail facility for effective and fast communication. Please submit the details.

28. JURISDICTION

In case of any dispute arising out of this contract, jurisdiction will be the ordering unions.



**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED, ANAND
(PURCHASE DIVISION)**

ANNEXURE-II

Technical Details –(FORM – FILL – SEAL (FFS) Thermoforming Machine):

- Nominal output for 100ml Cup: 1) 12,000 cups / hrs
 - a. 18,000 to 24,000 cups / hrs
 - b. > 30,000 cups / hrs
- Products : Dahi and Lassi
- Cutting Configuration: Multipacks 2x1, 2x2 or 2x3 or any other to be specified by supplier.
- Cup Capacity: 100ml for Dahi & 200ml for Lassi
- Cup Dimension / Shape: Able to pack both 100ml Dahi and 200ml Lassi. Schematic / Engg drawing to be submitted by supplier
- Materials usable for the cup bottom: PS or suggest by supplier.
- Materials usable for the cup lid: AL+PET or suggest by supplier.
- Maximum and Minimum Speed of machine to be provided by supplier
- Recommended Working temperature for machine to be provided by supplier
- Machine frame: structure in stainless steel and corrosion-proof light alloys.
- Construction: all the parts in contact with the product made of stainless steel AISI 316 rest of SS 304.
- Sheet Pre Feeding, pre heating system, unwinding devices for plastic & lid films. Film heating station: contact-type heating system with Teflon-coated plates. Sheet feeding, Sealing and cutting stations mounted on sliding guides provided with double adjustment system: manual by selectors and automatic controlled by PLC to detect the position of the cups through dedicated cameras.
- Unwinding devices for plastic and lid films: equipped with double roll-bearer and alarms for roll exhaustion.
- Centering Device: equipped with a stretching device to register the lid print in respect to the cup position.
- Filling Station: Filling accuracy: +/- 1% (min 1 g) considering 100g pack
Volumetric type, filling pump driven by Servo Driven.
System is equipped with product, cleaning solution (CIP) interception inputs/ valves. We prefer to have mass flow meter attachment on each nozzle for better accuracy.
- Automatic cleaning (CIP) system to be provided along with CIP procedure.
- Scrap recovery: Side scrap and stars recovery device.
- Coding : Coding system must be defined. Both on primary as well as secondary. Online rejection if no coding. We prefer to have TTO type coding.

- Labeling:

- **Options:**

- (1) Integrated Sleeve applicator

- (2) In mould cup labeling

- (3) Wrap around paper label

- Forming, Filling, Sealing and cutting stations: driven by servo & controlled by PLC.

- The details like Sealing Temp, pressure and time to be provided by supplier.

- Down Line Equipments: case forming, collating, packing, wrap around device

- Spare parts: Two years of spares and its list with part number to be provided with detailed list.

- Required consumptions of Utilities like Air, Water-pressure-Temp, Electric power etc to be confirmed by supplier

- Conveyor: Cup transportation and outlet conveyor belt.. Details to be provided by supplier.

- Lubrication: PLC controlled centralized, frequency and quantities are set through the control panel.

- Automation and control system by PLC SIEMENS/ ALLEN BRADLY.

- User-friendly interface with touch-screen control panel – Windows-based – for easy and fast display/setting of the machine parameters.

- Stainless steel type electrical panel with cooling system.

- Safety and control devices of the machine like;

- machine working parameters (temperature, pressures, etc);

- alarm signals in case of breakage or anomalies;

- safety guards for accident prevention(machine covered with transparent acrylic sheet)

- interlocks to prevent erroneous operations;

- “No cup-No fill” and “No cup-No cut” safety devices.

- The area where roll feed need to be covered to avoid any physical hazards.

- Lead Time for delivery of Machine: Erection and Installation/Commissioning, Start up and Training to field staff:

- Expected packaging Cost / utility cost per cup to be provided by supplier.

- Machine loss must be specified in terms of packing materials

- Ideal running hours to be defined

- General Arrangement Drawing to be provided by supplier.

- Preventive maintenance schedule guideline to be provided with spare part list and time

- Necessary certification for milk /product contact parts.

- Calibration certificate for required parts

- Validation for necessary parameters.

- Clearance between floor and machine for cleaning

**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)**

Annexure-III (a)

Price / Quotation Format: (for Cap: 12000 cups /hr)

Bidder shall provide their offer strictly as per the requirement, Technical details / specification, terms, conditions etc mentioned in tender documents.

Bidder Name :
Bidder Address :
Contact Name and No :

Descriptions	Cap: _____ cups /hr
Suggested Pack Configuration (Multipacks 2x1, 2x2 or 2x3) or any other	
Particulars	Details
Forming Station	
Filling Station	
Sealing Station	
FFS= TOTAL (A)	
Online TTO type Coding System on primary & Secondary pack (B)	
Labeling Options (C)	
(a) Integrated Sleeve applicator	
(b) In mould Cup Labeling	
(c) Wrap Around Paper Label	
Other down line equipments (Pl specify in details) (D)	
Erection and Installation/Commissioning, Start up and Training to field staff etc (E)	
TOTAL (A+B+C+D+E)	

Packing and Forwarding Charges included in above price	@ _____ percentage
GST included in machine in above price	@ _____ percentage
GST included in Install. & comm.. in above price	@ _____ percentage

If applicable, local levies, entry tax, toll tax shall be included in above price.

Note: Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company

**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)**

Annexure-III (b)

Price / Quotation Format: (for Cap: 18000 to 24000 cups /hr)

Bidder shall provide their offer strictly as per the requirement, Technical details / specification, terms, conditions etc mentioned in tender documents.

Bidder Name :

Bidder Address :

Contact Name and No :

Descriptions	Cap: _____ cups /hr
Suggested Pack Configuration (Multipacks 2x1, 2x2 or 2x3) or any other	
Particulars	Details
Forming Station	
Filling Station	
Sealing Station	
FFS= TOTAL (A)	
Online TTO type Coding System on primary & Secondary pack (B)	
Labeling Options (C)	
(a) Integrated Sleeve applicator	
(b) In mould Cup Labeling	
(c) Wrap Around Paper Label	
Other down line equipments (Pl specify in details) (D)	
Erection and Installation/Commissioning, Start up and Training to field staff etc (E)	
TOTAL (A+B+C+D+E)	

Packing and Forwarding Charges included in above price	@ _____ percentage
GST included in machine in above price	@ _____ percentage
GST included in Install. & comm.. in above price	@ _____ percentage

If applicable, local levies, entry tax, toll tax shall be included in above price.

Note: Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company

**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)**

Annexure-III (c)

Price / Quotation Format: (for more than 30,000 cups /hr)

Bidder shall provide their offer strictly as per the requirement, Technical details / specification, terms, conditions etc mentioned in tender documents.

Bidder Name :

Bidder Address :

Contact Name and No :

Descriptions	Cap: _____ cups /hr
Suggested Pack Configuration (Multipacks 2x1, 2x2 or 2x3) or any other	
Particulars	Details
Forming Station	
Filling Station	
Sealing Station	
FFS= TOTAL (A)	
Online TTO type Coding System on primary & Secondary pack (B)	
Labeling Options (C)	
(a) Integrated Sleeve applicator	
(b) In mould Cup Labeling	
(c) Wrap Around Paper Label	
Other down line equipments (Pl specify in details) (D)	
Erection and Installation/Commissioning, Start up and Training to field staff etc (E)	
TOTAL (A+B+C+D+E)	

Packing and Forwarding Charges included in above price	@ _____ percentage
GST included in machine in above price	@ _____ percentage
GST included in Install. & comm.. in above price	@ _____ percentage

If applicable, local levies, entry tax, toll tax shall be included in above price.

Note: Quotation with incomplete data/details, counter terms shall not be acceptable.

Date:

Authorized Signature & Seal of Company

**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)**

Annexure-IV

Name of the supplier: _____

DETAIL ON INSTALLATION MADE IN LAST 3 FINANCIAL YEARS:

Name of Customers	Capacity (MT)	Financial Years	Total Value (in Rs Lacs)

Date:

Seal of Company & Signature of Authority

GUJARAT COOPERATIVE MILK MARKETING FEDERATION LTD., ANAND
(PURCHASE DIVISION)

ANNEXURE-V

DATA ON FIRM

1. Name of the FIRM :

2.Address of Registered Office	Phone (O)	Phone (Res)	Fax No.	Mobile No.	E-Mail Add	Website address

As to whether you have got internet connectivity : Yes / No.

3. Name and Designation of Principal Officer/ person to be contacted :

His educational qualification Computer literacy :

4. Status (whether an individual/Partnership Firm/Public/Private Limited Company) :

5. In case Partnership Firm

a) Whether it has been registered ? :

b) If Registered provide certified, extract from the Registrar of firm. :

c) Name of all Partners & Educational qualifications of the partners :

d) Details of Partnership deed (Please enclose copy of the same) :

6. If proprietary concern name and address Of the Proprietor :

7. If Private/Public Limited Company, Please Enclose copy of Memorandum/Articles of Association :

8. Year of Establishment of firm :

9. Year of commencement of Commercial Production :

10. Name of the production in charge with Educational/ Technical background and experience in the line Computer literacy :

11. **ISO** : Are you registered with ISO : Yes / No

A. If yes, please enclose copy of the certificate
B. If No, whether you are in process to acquire : Yes / No
If yes, expected date receipt of ISO certification:

DATA ON FACTORY

Location / Address of Factory	Phone No.(O)	Fax No.	Mobile No.	E-Mail ADD

Weekly off of your factory (in case any change in Weekly off, please inform us immediately) :

A. Are you registered with **MSMED** Act : Yes / No

B. If yes, Pl. give date of registration No: _____ & Valid up to dtd: _____
(Pl. enclose copy of the certificate confirming to the above)

S.S.I REG. NO. & COPY OF Registration:

PAN No. :

GST No :

HSN Code of Product :

GST Rate applicable :

PRODUCTION:

1. Name of the Products/Items produced/ :
Processed

2. Installed capacity of plant (enclose details) :

3. Monthly capacity of production :

4. No. of shift, plant is running :

5. Spare capacity offered for GCMMF :

6. As to whether you have your own transport facility?
If so, please mention the details on type of vehicle
Loading capacity, registration number etc.

7. Give list of In House Machineries, printing facility/colour of printing can be done & equipment installed for Quality Control:

Name of Manufacturing Machine	Type	Make	Size	No. of M/c	Special attachment

Name of printing Machine	Type	Make	Colour	No. of M/c	Special attachment

Name of Testing equipment	Type	Make	Size	No. of M/c	Spl. attachment

Last 3 years Production / Turnover data: (It is mandatory to submit last 3 financial year Turnover & Net worth details CERTIFICATE of your firm duly certified by Chartered Accountant.)

Year	Production in	Turnover (Lacs Rs.)

List of leading buyers with value of business of each:

Name of Buyers	Value of Business (Lacs Rs.)

MISCELLANEOUS DATA:

Address of Branch / Associated Firm	Telephone No.	Telex/Fax No.	Gram

1. Name of the Bankers :
2. Income tax clearance certificate No. & date (Please enclose copy) :
3. Whether any of your relative is working with us or with our member dairies. If so, please give details :
4. Any other information you like to furnish :

DECLARATION

The above information is true in all respects and we undertake to inform you if any change in the above particulars regarding our business from time to time. We also undertake the responsibility that in no case we will employ any consultant to deal with GCMMF/its member unions.

Place :
Date :

Signature of Authorised Representative
of the Firm under proper seal

**GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED.,ANAND
(PURCHASE DIVISION)**

Annexure-VI

Name of the supplier: _____

DETAIL ON AFTER SALES SERVICE LOCATED IN GUJARAT STATE:

Sr.	Districts	Name of Authorized Dealer	Location / Address	Name of main person	Mobile No	E-mail ID
1						
2						

Date:

Seal of Company & Signature of Authority