

TENDER DOCUMENT

NIT/IT-05/2023

FOR

Technical Support for IT Hardware Assets by a Residential Technical Engineer

AT

INTERNATIONAL CENTRE FOR GENETIC ENGINEERING & BIOTECHNOLOGY (ICGEB)

Aruna Asaf Ali Marg, New Delhi – 110067

Website: www.icgeb.res.in

TENDER NOTICE

INTRODUCTORY NOTE:

ICGEB is an international organization dedicated to advanced research and training in molecular biology and biotechnology, with special regard to the need of the developing world. ICGEB, New Delhi Component has been given privileges and immunities as for other UN Organizations in India vide Government of India’s gazette notification no. 216, SO 403(E) dated 12 April 1988.

ICGEB invites sealed Bids to meet the immediate requirement for the work of “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” in the ICGEB Campus within short time span, from Vendor who possess adequate resources and trained/skilled manpower to carry out the said work.

1. ICGEB invites sealed Bids from the intending Bidders for the work of “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” in the ICGEB Campus. Sealed Bids from the Bidders shall be received by **03:00 PM on 08 Dec 2023**.
2. Bid Documents comprising instruction to Bidders, Bid Forms, Technical Specifications and Terms & Conditions can be downloaded from the website of the ICGEB <http://www.icgeb.res.in/ndinfo.htm> and by clicking on the link ‘announcements and notices’.
3. Bid Documents duly filled, shall be submitted in a sealed envelope bearing the words “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” at the ICGEB, New Delhi Component”.
4. Bids must be accompanied by Tender Fee of Rs 5,00/- (Five Hunderd only) in the form of DD issued by any Commercial Bank in favour of “**ICGEB, New Delhi**” payable at New Delhi.
5. Technical Bids shall be opened in presence of the Bidders and or their representatives at ICGEB in front of the ‘Bid Evaluation Committee’.
6. Bids should comply in all respects with the instruction to Bidders in the Bid Document.
7. Award of the contract for providing the work of “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” in the ICGEB Campus will be made to the Bidder whose Bid has been determined to be substantially responsive from both technical and financial consideration by the Bid Evaluation Committee.
8. ICGEB reserves all rights to reject any /all Bids received or /and accept any Bid or part of Bid or multiple Bids without assigning any reason.
9. Any Corrigendum/Amendments in respect of above tender shall be issued on website <http://www.icgeb.res.in/ndinfo.htm> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids

IMPORTANT INFORMATION

Name of Work	“Technical Support for IT Hardware Assets by a Residential Technical Engineer”
Tender No.	NIT/IT-05/2023
Tender Fee	Tender Fee of Rs 5,00/- (Five Hundred only) in the form of separate demand draft to be drawn in favour of ICGEB, New Delhi .
Distribution of Tender Document	can be downloaded from the website of the ICGEB http://www.icgeb.res.in/ndinfo.htm
Pre Bid meeting	30 Nov 2023 at 11:30 AM.
Last Date and time for Bid Submission	03:00 PM on 08 Dec 2023
Address at which Bid is to be submitted	Should be dropped in the tender box at the reception of International Centre for Genetic Engineering & Biotechnology, Aruna Asaf Ali Marg, New Delhi – 110067.
Date,&Time of opening of the Technical Bid	04:00 PM on 08 Dec 2023
Date, Time & Place of opening of the Financial Bid	Technically qualified bidders will be called for financial bid
Method of selection	The interested Firms/Individuals will be required to submit the Technical and Financial proposals separately. The Financial Proposals of the Firms/Individuals that qualify the Technical Evaluation will be considered. Further, the Firm/Individual having the least quote (L1) in its financial proposal will be awarded the contract.

MINIMUM ELIGIBILITY CRITERIA:

The bidder should meet the following Eligibility Criteria and must submit documentary evidence in support of their claim for fulfilling the criteria and they should submit an undertaking on their official letterheads to the fairness of these documents while submitting the bid. The bids received without the documentary evidence will be rejected outright.

1. The Bidder should be a company/LLP registered under the Companies Act and should be engaged in the business of solutions for AMC & FMS of IT Assets.
2. The Bidder should have experience of at least 5 years in the field of IT services, hardware maintenance, and FMS Support.
3. The Bidder, should have minimum turnover of Rs 25,000,00/- per annum for the last three audited years (2019-20, 2020-21, 2021-22) in similar kind of business with documentary evidence.
4. Copies of the work order and completion certificate successfully executed for similar kind work during the last 5 years for reputed Public Ltd. Companies, Public sector, Govt. Institutions, Private and autonomous bodies in the following manner.
5. The bidder should have valid **GST/TIN, Service Tax**, registration certificates from relevant authorities (provide latest receipts/challans for documentary evidence).
6. The bidder should submit PAN number with documentary evidence
7. The Company / Firm / Individual, any Partners of the firm should not be black listed by any PSU or Government departments/ UN or its agencies/ institutions/ private organisations in respect of any assignments or behaviour of any Partner/ employee. The firm / Individual will provide an undertaking that such Partner/ employee will not be involved in the said contract, directly or indirectly.
8. An undertaking should be submitted that there are no legal suits / criminal cases pending against the Firm and its Proprietor/Partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.
9. All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
10. No deviations in respect of NIT conditions are acceptable.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

1. PRE-BID MEETING & QUERY:

- a. The Pre-Bid Meeting shall be hosted by **ICGEB on 30 Nov 2023 at 11:30 AM.**
- b. The Bidder or its official representative will be invited to attend the pre-bid meeting.
- c. The purpose of the meeting is to provide Bidders information regarding the Tender, project requirements, and opportunity to seek clarifications regarding any aspect of the Tender Document and the assignment.
- d. ICGEB may make modifications to the Tender Document if felt necessary as a result of the Pre-bid meeting. All such modifications made to the Tender Document by ICGEB will be issued as a corrigendum to the Tender.
- e. Any such modifications resulting out of the Pre-bid meeting will be circulated to the Bidders through website www.icgeb.res.in or by email.
- f. ICGEB will not be responsible for non-receipt of corrigendum/modifications published/sent by ICGEB to the Bidder.

2. PREPARATION AND SUBMISSION OF THE BID DOCUMENT:

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications stated in the Bid Documents. Failure to furnish all information required in the Bid Document or submission of a Bid not substantially responding to the Bid Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid. The following sections of the Bid Documents must be completed and submitted by the Bidder:

3. TECHNICAL BID (Part – I):

- Technical Bid Form.
- Certificate of registration (GST ,PAN).
- Documentary evidence for minimum qualifying criteria.
- Tender fee 5,00/-
- Turnover certificates of last 3 years (Annexure – B).
- Undertakings / declaration certificates (Annexure – C)
- Tender Document (duly signed on all pages).

4. FINANCIAL BID (Part – II):

- Price Bid (Schedule of Rates)

BID PRICE:

The Bidder shall mention on the Schedule of Rates enclosed to this document, the asking price for “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” in ICGEB Campus. The cost break-up should be clearly detailed and GST / sales/ service and other taxes already paid or payable should be shown separately. If the tax rates are not shown separately, it will be deemed to be included in the quoted price and dealt with, accordingly.

5. Tender fee

Tender Fee of Rs 5,00/- (Five Hundred only) in the form of DD/ Bank Guarantee issued by any Commercial Bank in favour of International Centre for Genetic Engineering & Biotechnology payable at New Delhi must accompany the Technical Bid. Tender Fee will be non-returnable.

6. PERIOD OF VALIDITY. Bids shall remain valid for **180 days** after last date for bid submission prescribed by ICGEB which may be extended with mutually agreed terms. A bid valid for a shorter period may be rejected by ICGEB as non-responsive.

7. Escalation: No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract

8. Payment terms:

(a) Payment will be released quarterly after satisfactory services as per terms & conditions. GST as applicable. Kindly mention ICGEB’s UIN No. in your invoice.

9. Tender Rejection: ICGEB reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the centre in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. Director, ICGEB reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

10. THE BIDDER IS EXPECTED TO EXAMINE ALL INSTRUCTIONS, forms, terms and conditions in the bidding documents. Failure to furnish all information required in the bidding documents or submitting a Bid not substantially responsive to the bidding documents in any respect may result in the rejection of the Bid.

11. THE BIDDER SHALL BEAR ALL THE COSTS associated with the preparation and submission of its bid, and ICGEB in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

12. **PROFESSIONAL EXCELLENCE AND ETHICS:** ICGEB requires that all Bidders participating in this Bid adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract.
13. **FAILURE OF THE SUCCESSFUL BIDDER** to comply with all the requirements shall constitute sufficient grounds for the annulment of the award, in which event ICGEB may make the award to the next lowest evaluated bidder or call for new bids.
14. **THE TENDERING AUTHORITY RESERVES THE RIGHT TO ACCEPT ANY BID** not necessarily the lowest, reject any bid without assigning any reasons for entering into the Rate Contract.
15. **CONDITIONAL BIDS:** If a bidder imposes conditions, which is in addition to or in conflict with the conditions mentioned herein, his bid is liable to be summarily rejected.
16. The Director, ICGEB reserves the right to cancel any or all the tenders without assigning any reason.
17. In case the bidder resiles from the offer within the validity of tender or contractor fails to work as per specification after issue of the award letter, the earnest money and performance guarantee will be forfeited. Other suitable administrative punitive action may also have imposed as deemed fit.
18. Tender once submitted will remain with ICGEB and will never be returned to the bidders.
19. **Termination of Contract:** AMC will be for one year. In the event of any deficiency in performance during the service period, then the contract can be terminated by giving one month notice period.

20. Jurisdiction –

Any dispute arising out of this contract will be in accordance with the principle of international laws.

21. SITE VISIT:

Interested Bidders may visit the ICGEB Campus before submission of the bid. For site visit, please contact Mr. Ravindra Kumar Ravi IT In-charge Tel: 26741358, 26742357 on any working day (Monday to Friday) between 10:00 to 17:00 hours

22. FORMAT AND PREPARATION OF THE BID:

The Bidder shall prepare the Technical Bid and Financial Bid and place them in two separate sealed covers, clearly marking each as "Technical Bid" and "Financial Bid". Name of firm / proprietor, address & contact no. should be mentioned clearly on both the envelopes. These should further be placed in a large size envelope with the same information on it. Both Technical & Financial Bids, along with documents required to be submitted, shall be signed by the Bidder and a person duly authorized by the Bidder to, on each page. Written power of attorney accompanying the Bid shall indicate necessary authorization. Any correction in the Bid shall be initialed by the person signing the Bid.

23. SUBMISSION OF BID:

The Bid in two parts, one containing the Technical Bid and the other containing the Financial Bid shall be placed in two separate sealed envelopes clearly marked as below:

- i. "Bid for of **"Technical Support for IT Hardware Assets by a Residential Technical Engineer"** – Technical Bid
- ii. "Bid for of **"Technical Support for IT Hardware Assets by a Residential Technical Engineer"** in the ICGEB Campus - Financial Bid"

The sealed envelope having the Technical Bid shall contain the Technical Bid Form, Declaration Certificates, Demand drafts for Tender fee, documents establishing eligibility of offered services and a complete set of the Bid Document stamped & signed on all the pages.

The other sealed envelope will contain the Financial Bid which shall include Schedule of Rates.

Both the sealed envelopes containing the Technical Bid and Financial Bid separately, shall be placed in an outer envelope dully sealed, marking the outer envelope as of **"Technical Support for IT Hardware Assets by a Residential Technical Engineer"** in the ICGEB Campus. The Bid shall be dropped in the tender box at the reception of, ICGEB, Aruna Asaf Ali Marg, New Delhi – 110 067.

If the cover containing the Bid documents is not sealed and marked as instructed above, no responsibility will be assumed for any misplacement of the Bid or beforetime opening of the envelope.

IMPORTANT NOTE:

1. Bid received through email and/or after the scheduled date and time will not be accepted.
2. ICGEB reserves the right to accept any or reject all the tenders without assigning any reason thereof.
3. Selection will be done on competitive basis. Canvassing in any manner shall lead to disqualification of the Firm / Individual.

BID OPENING AND EVALUATION:

BID OPENING:

All the Technical Bids shall be opened publicly in the presence of the Bidders or their representatives in front of the Bid Evaluation Committee. Bidders' name, documents with presence and absence of Bid security, period of Bid validity and such other items will be announced and recorded at the time of opening of the Technical Bid by the Bid Evaluation Committee. The Financial Bids of Technically Responsive Bidders will be opened in the presence of such responsive Bidders or their representatives on date and time to be notified later. Total Bid amount will be announced and recorded at the opening of the Financial Bid. Minutes of the Bid Opening containing summary of information with regard to each Bid shall be prepared during the opening of both Technical & Financial Bids.

EVALUATION OF BIDS:

1. For proper evaluation & comparison of Bids, the Bid Evaluation Committee, may at its discretion, ask the Bidder for any clarification of the Bid. The request for clarification and the response shall be in writing, but no changes in the price of the Bids shall be offered or permitted.
2. The technical bids will be evaluated by the Bid Evaluation Committee on the basis of experience in similar organizations, resources available with the firm/ Individual, visit of the Committee to the site where the contractor is currently handling similar work etc.
3. The Bid Evaluation Committee will first evaluate the Technical Bids to determine the substantial responsiveness of the Technical Bids. Substantial Responsive Bid is one which conforms to all the terms and conditions as indicated in the Bid Document and which also establishes Bidder's qualification to deliver the services according to technical specifications. After the evaluation of all the Technical Bids, Financial Bids corresponding to only substantial responsive Technical Bids will be taken up for evaluation.
4. All non-substantial Technical Bids will be rejected as non-responsive and corresponding Financial Bids shall be excluded from further evaluation.
5. The Bid Evaluation Committee, may at its discretion, decide to waive off any minor non conformity in a Bid which does not constitute a material deviation with regard to services and pricing.
6. While evaluating Financial Bids, if there is any discrepancy between the unit price and the total price,

unit price will prevail and total price shall be corrected. However, if the Bidder does not accept the correctness of the errors, his Bid will be rejected.

7. The Bidder must have supplied the information required in the Bid document. A Bidder not fulfilling any criteria stipulated, his Bid will be considered non responsive and may be rejected.
8. The Bidders who have duly complied with the Eligibility Criteria will be eligible for further processing.
9. The successful bidders of the Technical Bids will qualify for opening of the Financial Bids.
10. The Bids which have been established as responsive in all respects will be compared for its price competitiveness. On the basis of technical and financial evaluation, substantially responsive and most advantageous Bid will be considered for the award of contract for **“Technical Support for IT Hardware Assets by a Residential Technical Engineer”** in the ICGEB Campus.



Annexure A

Descriptions	Remarks
<ul style="list-style-type: none"> The vendor should have an office and service centre in Delhi/NCR. 	
<ul style="list-style-type: none"> The vendor should have adequate technical staff in Delhi/NCR with expertise (as provided in the terms and conditions), certification for dealing in AMC & FMS of IT Assets. 	
<ul style="list-style-type: none"> A residence engineer should depute in the ICGEB premises to taking care of IT services and maintenance for full day. Work timing will be 9 AM to 5:30 PM x five working day(Mon-Fri). 	
<ul style="list-style-type: none"> An engineer should have IT/Hardware Diploma certificate with experience of at least 2 years in IT support as well as hardware maintenance at user end. 	
<ul style="list-style-type: none"> An engineer should have experience in maintenance all the IBM compatible PC, s like desktop, Laptop, and attached peripherals. 	
<ul style="list-style-type: none"> An engineer should have experience on troubleshooting, servicing of printers and scanners. 	
<ul style="list-style-type: none"> An engineer should also have experience on Apple Mac Systems like troubleshooting on Apple Mac IOS, upgradation and installation of software on Mac System. Experience in Linux will be preferable 	
<ul style="list-style-type: none"> An engineer will help ICGEB IT staff during seminars, meeting or conference help in ICGEB Campus. 	
<ul style="list-style-type: none"> During Seminars or shortage of manpower , An engineer should be available for full day without pay any extra cost on weekend(If Required) . 	

Scope of Work:

- Maintenance & Service of Desktops, laptops etc. installed in ICGEB on non-comprehensive basis excluding replacement of all spare parts, etc. ICGEB will only pay for the replaced or other parts.
- Maintenance & repair of all printers excluding replacement of Teflon, Logic Card etc. ICGEB will only pay for the replace of other parts.
- Maintenance & service of system software and other software packages/material and customization of system as and when required.
- The resident engineer will be attending the complaint and maintain the log book which will be provided by ICGEB.
- Resident engineer will be responsible to handle any other work related Audio/Video system with the coordination of ICGEB IT Division when required.
- If it is not possible to repair the part or component on-site, the Engineer will take the defective parts to the service centre at his own cost by taking prior approval from IT unit, the transportation charge will not be paid by ICGEB.
- The successful bidder will not be allowed to frequently change engineer, if it is found that the engineer is being changed very frequently then an amount of Rs. 5000/- per engineer will be deducted from the Service Contract amount.
- The successful bidder should change an engineer immediately in case of service provided by him is not satisfactory.
- The contract will be awarded initially for one year and it will be renewed further based on successful performance.
- Contract period will start from 1st January 2024 and end on 31st December 2024.

PART-I

TECHNICAL-CUM-COMMERCIAL BID

To,
The Administrative Officer
International Center for Genetic Engineering & Biotechnology
Aruna Asaf Ali Marg
New Delhi – 110 067.

Subject: Tender for “**Technical Support for IT Hardware Assets by a Residential Technical Engineer**” at ICGEB Campus.

Dear Sir,

In response to your tender inviting notice for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor, am / are submitting the tender with the following particulars:

1. Name of the Contractor (Firm / Individual) and contact person:
2. Date of incorporation of the Firm:
3. Address of the Registered Office:
4. Telephone No./Mobile No.:
5. Fax No./E-mail ID:
6. Whether proprietary / partnership:
7. PAN No. of the Proprietor / Company:

8. Name & Address of the partner, if any:

9. Does the firm have any branches?
 - a. If so, furnish addresses:

10. Total turn-over of the firm during the last 3 years (as per Annexure - B):

11. GST/TIN No. & Service Tax Registration No:

12. Any other information, the firm may like to furnish:

13. Check List Annexure E

NOTE:

- i) Attach additional sheet, if required
- ii) Attach documentary proof in respect of above information.

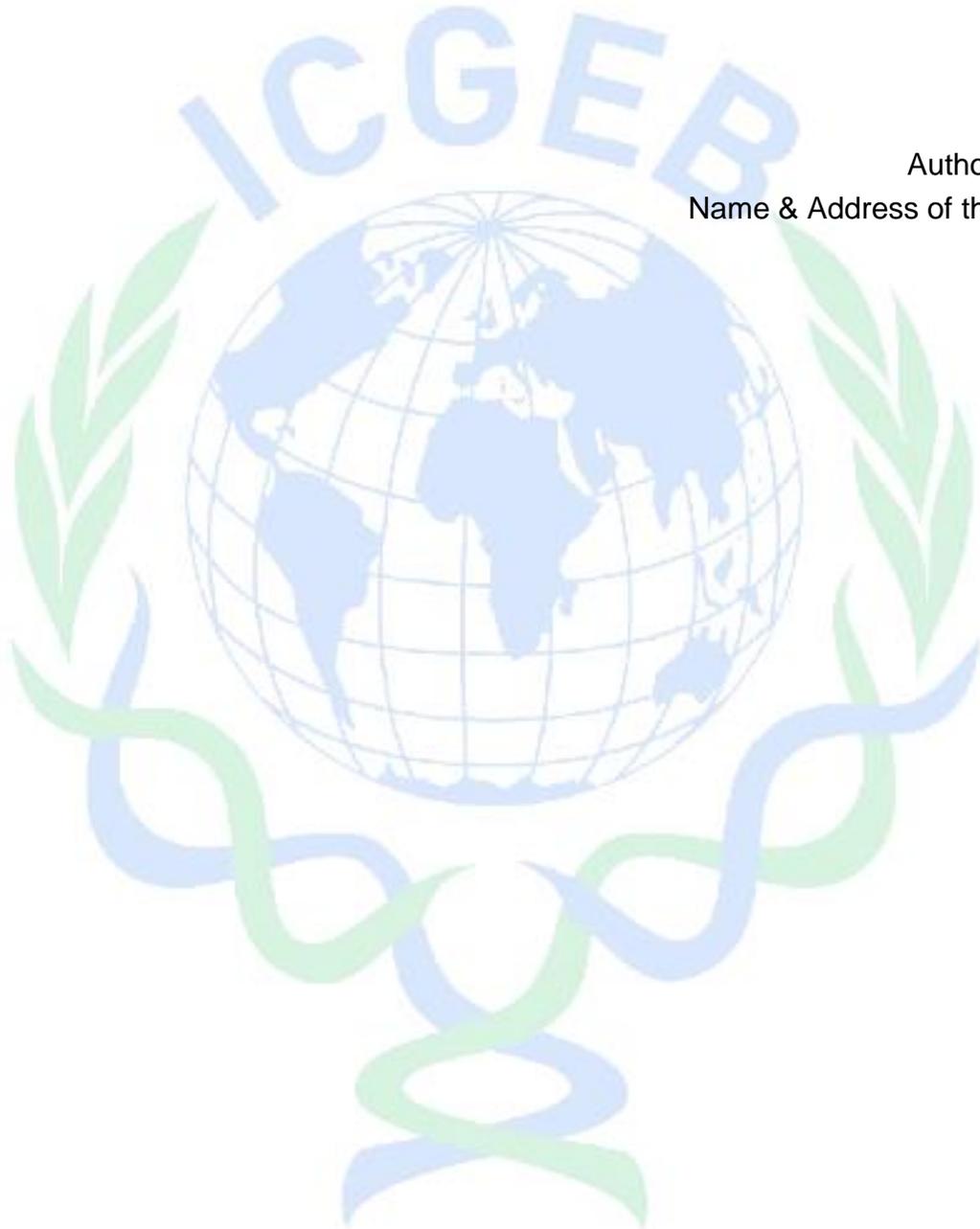
Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the ICGEB, New Delhi, I/We, the undersigned, hereby offer for “Technical Support of IT Hardware Assets with Residence Technical Engineer” in the Tender Document for strictly in accordance with the terms and conditions as indicated by you in the said documents.

ICGEB reserves the right to reject any or all the TENDERS or accept them in part or to reject the lowest quotations without assigning any reasons.

I/We further pay and have enclosed tender fee of Rs 5,00/- in the form of Demand Draft/ Bank guaranty in favour of ICGEB, New Delhi along with the Technical Bid which will remain with ICGEB up to final award of contract. However,

Enclosures:

- 1.
- 2.
- 3.
- 4.



Authorised Signatory
Name & Address of the firm with seal

PART-II
PRICE BID (Schedule of Rate)

Name of Work: “Technical Support of IT Hardware Assets with one Residence Technical Engineer” at ICGEB Campus, New Delhi.

S.L. No	Descriptions	Qty	Rate per Unit	Total Amount
1.1	Technical Support of IT Hardware Assets with one Residence Technical Engineer”	1		

Note:

1. GST should be mentioned separately
2. Before quoting the rates, the Contractors should inspect the campus of ICGEB for estimation.
3. For taking the defective part from ICGEB to the service centre, the transportation charge will not be paid by ICGEB.
4. In case of any kind of damage to the component during transportation the successful bidder will be responsible to bear the cost of damaged parts.

Authorised Signatory
Name & Address of the firm with seal

Annexure - B

TURNOVER DETAILS

Last Three Years Annual Turnover of the Bidding Entity				
(As per the Audited Financial Statement/Annual reports to be enclosed duly certified by CA, copies of Income tax returns also enclosed as proof)				
Financial Year	Turnover of operations in similar kind of business	Turnover in Other Operations	Total Turnover	Net Profit

- i. Financial Statements are Balance Sheets and Profit & Loss Statements duly certified by a CA.
- ii. The Audited Financial Statement etc., are for the last 3 year, (Proof to be submitted to satisfy/meet the requirements of Eligibility criteria).

Authorised Signatory

Name & Address of the firm with seal

UNDERTAKING/DECLARATION FOR NOT BEING BLACK LISTED

Date

To,
The Administrative Officer
International Centre for Genetic Engineering & Biotechnology
Aruna Asaf Ali Marg
New Delhi – 110 067.

Dear Sir,

I / We hereby confirm that our firm has not been banned or Blacklisted by any government organizations/Institutions/Court/Public sector Units/Private organization. Further it is certified that there is no police case pending against our firm/partner relating to previous service contracts.

Authorised Signatory

Name & Address of the firm with seal

Annexure - D

Details of other organizations where such work were undertaken during the last 3 years (enclose supporting documents).

Proforma containing details of other organizations where such or similar contracts were undertaken.

Sl. No.	Name & Address of the organization, contact Number	Period of Contract	Whether Govt/semi Govt/Autonomous bodies/PSUs/Institutions/ Industries etc. (pls. specify)	Amount of contract

Authorised Signatory

Name & Address of the firm with seal

CHECK-LIST (TECHNICAL BID)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of requirement	Yes/No	Page No.
1	Copies of the Balance Sheet and P&L A/c for the last 3 years duly certified by a CA enclosed. (Attach supportive documents: Annexure – B)		
2	Copy of the Registration certificate/allotment letter of service tax number enclosed.		
3	Copy of the Registration certificate/allotment letter for PAN from the Income Tax Department enclosed.		
4	Proforma containing details of other organizations where such contracts were/are undertaken enclosed. (Attach supportive documents: Annexure – D)		
5	DD of tender fee of Rs 5,00/-enclosed.		
6	Price bid proforma completed & sealed in a separate envelope enclosed.		
7	List of Arbitration cases (if applicable) enclosed. Do not leave it blank. If there are no such cases, write “Not Applicable”.		
8	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of the tender document.		
9	Copy of the last income tax return enclosed.		
10	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts enclosed. (Annexure – C)		

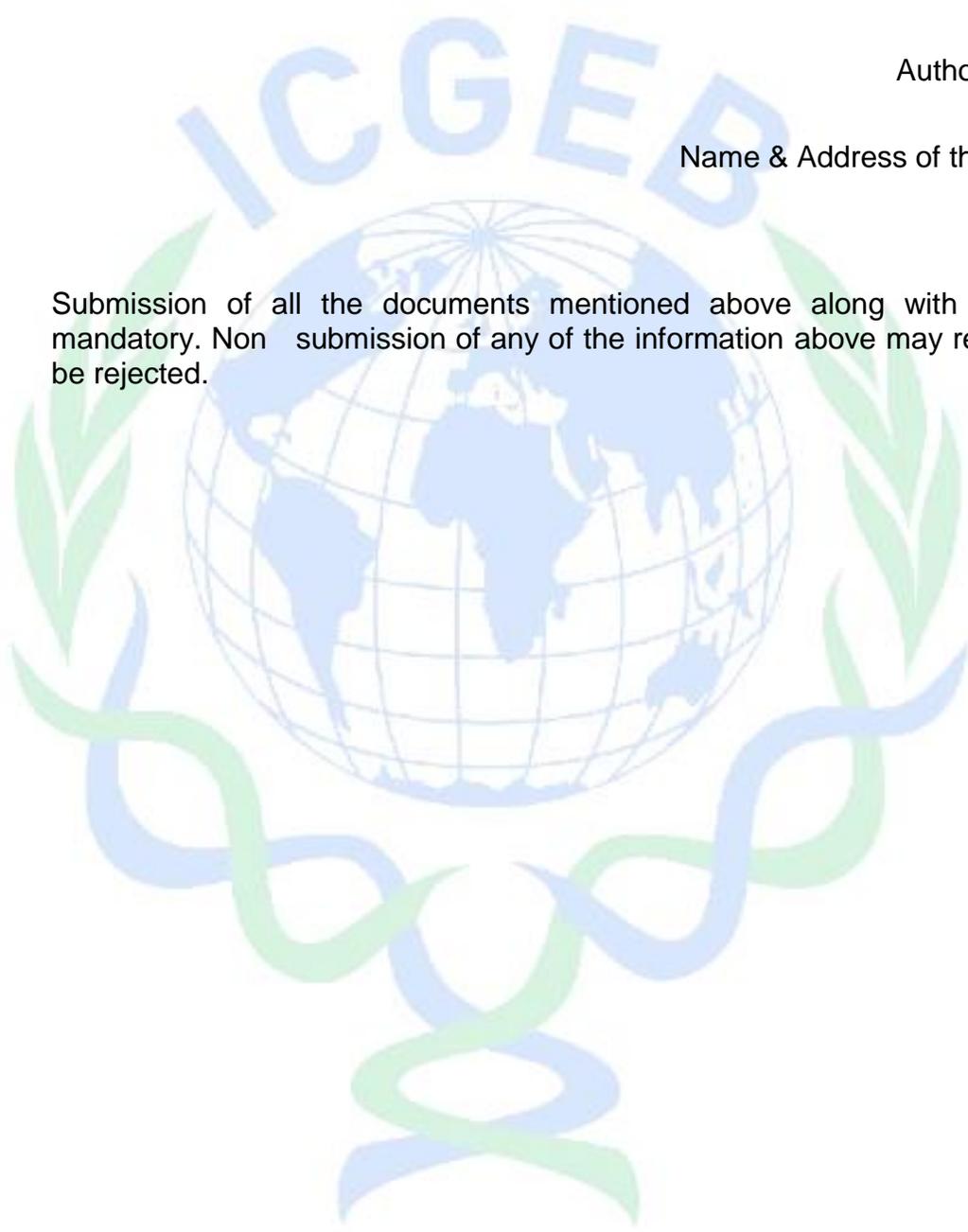
Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Authorised Signatory

Name & Address of the firm with seal

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.



This certificate shall be furnished duly signed & stamped with Techno-commercial Bid.

Certificate/ Undertaking

This is to certify that we have visited the site for **Technical Support of IT Hardware Assets with Residence Technical Engineer”** at ICGEB, New Delhi on and assessed the actual situation & nature of site. We have also assessed the amount of work involved at site for tendered work before submitting our offer. We will be able to complete the above work within stipulated time as per site conditions.

We further undertake that no extra cost will be claimed by us later-on for any difficulties/ modifications involved during the execution of tendered works. We understand that work is to be executed in an already operational/ functional institute.

Authorised Signatory

Name & Address of the firm with seal