

**NATIONAL INSURANCE ACADEMY
BALEWADI, PUNE 411045.**



*** E-TENDER DOCUMENT ***

FOR

- 1. HIRING OF NON-AC BUS SERVICE ON MONTHLY BASIS**
- 2. HIRING OF AC / NON-AC BUS SERVICE ON CALL BASIS**

2023 - 2025

INDEX

Sr. No.	Particulars	Page Nos.
1.	Tender Notice	3
2.	Technical Bid Eligibility Criteria	4-8
3.	E -Tendering Programme System	8-13
4	Annexure – I Technical Bid	14-15
5	Annexure – II – <u>General Terms and Conditions of the Tender</u>	16-19
6.	Scope of work Annexure – IV	20--21
7.	Evaluation Sheet	22-24
8.	Specimen Format of Agreement	25
9.	Specimen Format of Indemnity Bond	26 - 27
PART II – PRICE BID		
8.	Financial / Price Bid	28-29

**NATIONAL INSURANCE ACADEMY, 25, BALEWADI,
BANER ROAD, NIA POST OFFICE,
PUNE 411045,**

TENDER NOTICE

No. NIA/BUS-SER/10/2023 dated 16.10.2023.

- 1) National Insurance Academy, Pune, an autonomous Institution established by the Life Insurance Corporation of India and General Insurance Corporation of India and the four Public Sector Insurance Companies like NIACL, NICK, OICK and UIICK having its office at 25, Balewadi, Baner Road, NIA P.O., Pune 411045 invites e-tender through advertised tender enquiry for the “**HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS**” as per the details given in the **Annexure IV** of the E-Tender Document from reputed Individuals / Firms / Companies / Corporation / Association / Society having sound technical and financial capacity who fulfills the eligibility criteria as per **Annexure II** to e-Tender Document and preferably operating their business in and around Pune City.

The National Insurance Academy reserves its right to reject one or all tenders without assigning any reasons and also to extend the date of tender or cancel the tender if required.

**DIRECTOR
NIA, PUNE**

TECHNICAL BID

ELIGIBILITY CRITERIA

SCANNED COPIES OF REQUIRED DOCUMENTS TO BE UPLOADED ONLINE

- 1) The Agency should have the minimum experience of **three years** as on **31/03/2023** in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution like college, university, or any other commercial training centers, etc. The tenders of those Agency's who lack this experience are liable for rejection. The Agency has also to give **Affidavit on stamp paper** stating that "The firm has not been blacklisted by any State/Central Government Departments/ PSUs/ Autonomous Bodies and their contract has not been cancelled before expiry of contract period".
- 2) The Agency/firm/company should be based at Pune or having its office in Pune.
- 3) The **Agency should have its own fleet of minimum 08 (six) passenger vehicles / buses. (Please upload copies of Registration certificate of the vehicles in name of company / proprietor.**
- 4) Agency/s shall keep his / their offer valid for a period of at least 6 months (180 days) from the date of opening of the tender. If any Agency withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- 5) The Agency shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of partnership firm / company / corporation / society, then he should submit the certified true copy of the Registered Partnership Deed, Certificate of Incorporation, and Registration Certificate etc along with the tender document. If these documents are not submitted along with the tender document or if any such documents are found to be not in order or invalid, the tender of such Agency shall be treated as invalid and or liable for rejection.
- 6) The Tenderer shall clearly specify whether the tender is submitted on his own behalf or on behalf of partnership / company or society etc. In case the tender is submitted on behalf of a partnership firm / company / corporation / society, then he should submit the certified true copy of the **Registered Partnership Deed, Certificate of Incorporation, Power of Attorney and Registration Certificate etc. whichever is applicable** along with the tender documents. If these documents are not submitted or if any such documents are found to be not in order or not valid, the tender of such Tenderer shall be treated as invalid or liable for rejection.
- 7) If the Tenderer whether an Individual / Sole Proprietor, a Partnership Firm or a Limited / Private Limited Company or Corporation or Society, wants to act through their agent / authorized representative or individual / Partner he / they should submit along with the tender, a **Power of Attorney** duly stamped and authenticated by a Notary Public or by a Magistrate in favour of the specific person whether he / they be individual / partner and in case of the Company / Society, a **resolution of the company / society** duly authorizing such representative to submit the tender,

sign agreements and to receive money and manage the contract etc. The tender documents shall be signed by such authorized representative of the Tenderer duly indicating their full name and status below the signature along with official stamp of the Proprietorship / Partnership firm / company / society etc. Those tenders which do not accompany such Power of Attorney, Resolution etc. shall become invalid or liable for rejection.

- 8) The ACADEMY may, at any time after opening of the tender, depute a team of its officials to the site / work place / office of the Tenderer to get the credentials of the information furnished by the Tenderer verified by collecting the spot information as to the status, workmanship & availability of sufficient buses , quality of the services rendered by them. If any information furnished by the Tenderer is found to be incorrect, the tender of such Tenderer shall be liable for rejection.
- 9) The successful Tenderer whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to deposit an amount of **Rs 1,00,000 (Rupees One Lakhs Only)** by NEFT / RTGS payment or Demand Draft in the Name of National Insurance Academy. However, Bank Guarantee for the even amount may be submitted by the Bidder for the minimum period of two years of the Contract. Under such circumstance, the Bidder must ensure that: The Bank Guarantee submitted should be from the Nationalised Bank only, (It should remain valid for a period of sixty days beyond the date of completion of the contract). The tenderer has to execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the tender documents, on a Non-Judicial Stamp Paper of Rs.500/-. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of EMD of **Rs. 15,000/- (Rupees Fifteen Thousand only)** shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by law. No interest is payable on EMD as well as Security deposit by National Insurance Academy.
- 10) In the event of refusal to carry out work by the successful Agency on any grounds during the contract tenure, it's EMD / security deposit shall be forfeited.
- 11) The **Security Deposit of Rs. 1,00,000/- (Rs. One Lakh Only)** shall be refunded to the Tenderer within 60 days of completion / termination of the contract subject to satisfactory performance of the Tenderer's obligations under the contract and subject to such deductions as may be necessary for making up Academy's claims against the Tenderer.
- 12) The Tenderer shall note that the non-compliance of the following instructions shall render the tender liable for rejection.
 - a. Online submission of the Technical Bid along with supporting documents, receipts of EMD and Tender cost is uploaded.
 - b. The Tenderer shall ensure that the tender is received before the due date and time specified in the Key Dates of online tender.

- c. The Tenderer shall fill in all the relevant information in the prescribed templates/forms and put his Digital signature on the relevant places as required in the e-tendering System.
- d. The schedule of Quantities should be filled in as per the format given in the online e-Tender.
- e. The Tenderer should note that he is to quote RATES only in the BOQ on online portal.
- f. No liability whatsoever shall be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
- g. The selected Tenderer will be required to sign an agreement With National Insurance Academy which will incorporate all the terms and conditions stated in this Tender. While the agreement shall be deemed to have come into existence on issue of letter of acceptance to the successful tenderer, the formal agreement shall be signed thereafter with the successful tenderer on non-judicial stamp paper of requisite value.
- h. The Earnest Money accompanying the tender will be accepted only through online e-Payment mode which is the e-Payment Facility available on NIA e-Procurement Website and not in favour of any other Authority or location. Any tender, which is not accompanied by Earnest Money Deposit, shall be summarily rejected. No interest will be paid for the period during which the earnest money lies in deposit with the National Insurance Academy.
- (i) The tender shall be accompanied by a certified true copy of the Power of Attorney in favour of the signatory to the tender documents wherever applicable. If the tender is submitted on behalf of a firm, it must be signed either by all the partners or a person holding a valid power of attorney from all partners constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause.
- (ii) The tenderers can submit the scanned copy of the same on the online portal.
- i. The Tenderers are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee, or Fixed Deposit receipt in lieu of the form of Earnest Money remittance will not be accepted.
- j. The tenders containing errors are liable to be considered non-bonafide at the discretion of the Director, National Insurance Academy.

- k. The Tenderer should note that the tender should remain valid for consideration for a minimum period of THREE MONTHS from the date fixed for submission of THE BID DOCUMENT.
- l. The National Insurance Academy reserves the right to accept any tender or to accept tenders in part; to reject any or all tenders without assigning reasons thereof.
- m. Canvassing in any form shall make the tender liable for rejection.

TECHNICAL BID

E -TENDERING PROGRAMME SYSTEM

The Tenderer has to submit the Tender as under:

I. Technical Bid:

The Tenderer shall fill in the form and upload the supporting documents / attachments (**Must be legible and readable**). The scanned copy of the Online paid transaction details / receipts of Tender cost and EMD shall be uploaded in Technical Bid.

The Tender cost of **Rs. 500/- (Rs. Five Hundred only)** + GST (non-refundable) and EMD of **Rs 15,000/- (Rs. Fifteen Thousand only)** through online e-Payment mode on NIA e-Procurement Website. The e-Payment Facility is available on NIA e-Procurement Site. (No Physical Demand Draft will be accepted).

II. Commercial Bid:

The Commercial Bid consists of documents and schedule of quantities. The Tenderer shall download the documents, fill in the relevant information, sign and stamp the documents and upload in the portal. The item rate in words and figures shall be quoted in each item of work in the schedule provided. No other document/conditions shall be uploaded along with the documents of commercial bids.

Note:

- a. Any Tenderer applying and fulfilling the eligibility criteria may not be considered for enlistment if unsatisfactory performance report(s) is / are received for the completed Catering Service contracts from their previous Employer (s).
- b. The Director, NIA reserves the right not to open commercial bid of the Tender or any / all bids at his sole discretion without assigning any reason whatsoever.
- c. If the documents filed by the Tenderer are found false / forged or fabricated during verification / evaluation process and / or after opening of the commercial bid, or at any time subsequently not only the Earnest Money Deposit will be forfeited in totality but also they will be debarred by NIA from participating in future tendering process for a period of 3 years and such information will also be shared with other organizations.

Key Dates:	
Publication of NIT	17.10.2023
Date of uploading of tender document on online e-tendering portal: https://www.tenderwizard.com/NIA	17.10.2023
Period of Downloading of tender document	From 10.00 Hrs on 17.10.2023 up to 12.00 Hrs noon on 06.11.2023
Pre-bid Meeting	On 23.10.2023 @ 11.30 Hrs.
Date of corrigendum, amendments if any.	Up to 17.30 Hrs. on 27.10.2023
Last Date, Time for online submission of Tender forms and documents.	Up to 17.00 Hrs. on 06.11.2023
Tender cost	Rs.500.00 + GST
EMD	Rs.15,000/-
Date & Time of Opening of Technical Bid Online	07.11.2023 - 11.00 A.M.
Date & Time of Opening of Commercial Bid Online	Shall be intimated at a later date to the Tenderers, who qualify in the Technical Evaluation.

III. Information & instructions to the bidders:

FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (ETS).

The Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/NIA> adopted by National Insurance Academy, Pune as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

The Tenderers are required to enrol for Vendor Registration on the NIA e-Procurement Tender wizard Portal (**URL: <https://www.tenderwizard.com/NIA>**) by clicking on the link “**Registration**” on the home page of e- Portal, which is chargeable. (**Rs. 1000/- + GST 18%, Non-Refundable**) to be paid online through e-payment gateway) & Tender Processing Fees are applicable (**Non- Refundable**).

Note: The e-Payment Gateway is available on e-Procurement Portal for making the Online Vendor Registration Payment.

Note: Information about e-Procurement Portal.

More useful information for submitting online bids on the NIA e-Procurement Tender wizard Portal may be obtained at: <https://www.tenderwizard.com/NIA>.

The Tenderers are requested to refer to the Vendor's manual by downloading the Vendor's Manual on the home page of <https://www.tenderwizard.com/NIA> and following KEY INSTRUCTIONS for TENDERERS by clicking on "**Latest Circulars/Formats/Help Manuals/FAQs**". **The complete Step by Step Vendors Help Manual For e-Procurement / e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines & Digital Signature Certificate Process** are available on e-Auction Website regarding the e-Auction.

Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Dept. Officials. Online support will be provided through "Team viewer" or "Ammy Admin" Remote software only.

For Downloading this software, the downloading software links are available on the home page of e-Auction Website.

- **Registration of the Vendors / Bidders:** All the bidders intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/NIA>. After successful Registration on the above-mentioned portal, bidders will get a User ID and Password to access the website.

- **Viewing of Online Tenders:** The vendors/bidders can view the tenders floated on online Electronic Tendering System (ETS) hereinafter referred to as "e-Tendering System" through portal (website) at <http://www.tenderwizard.com/NIA>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download the tender, they need to login on the above portal and can download the tender documents.

- **Key Dates:** The vendors/bidders can view the Online Scheduled dates of e-tendering System (time schedule) hereinafter referred to as "**Key Dates**" for all the tenders floated using the online electronic tendering system on above mentioned portal (Website) <http://www.tenderwizard.com/NIA>.

The bidders are strictly advised to follow the dates and the time as mentioned in "Key Dates" of a particular tender. The date and the time will be binding on all the bidders. The bidders are required to complete the stages within the stipulated time as per the schedule (Key Dates) to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensures no activity or transactions can take place outside the start and end dates and time of the stage as defined. The bidder should ensure that the status at a particular stage should be shown as "Completed" before the expiry date and time of that particular stage and they should possess a

copy of the receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is "Pending" till the expiry date and time of that stage and he will not be able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any amendment in schedule due to any reason stated by the Department.

- **Obtaining a Digital Certificate and its Usage:** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text.

Note: Digital Signature Certificates: Class II or Class III Signing + Encryption Digital Signature Certificate is required for e-Tendering. (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.

- The contractors may obtain Class II/III digital certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic submission.

E-Tendering System (ETS):

E-Tender helpdesk

#24, Sudha Complex,

03rd Stage, 04th Block,

Basaveshwaranagara,

Bangalore - 560079

dscprocessingunit@yahoo.com

Help Desk Contact Details:

Tel: 080-40482000/121/133/140

Mobile: 9686115304/9686115323

E-mail: lokesh.hr@antaressystes.com

raghuprashanth@antaressystems.com

- The Bid (Online Offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codify) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.

- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per Indian Information Technology Act 2000 and its amendments from time to time. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of Agency for NIA Office Pune, as per Information Technology Act 2000 and its amendments from time to time. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate" for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.

- The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate shall have to be signed by the directors of the company.

- The Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/NIA>.

NOTE:-

THE NIA AND TENDERWIZARD will not entertain any reasons/claims of Tenderer on account of Net Connection Failure/Power Connection Failure and any issues during the submission of tender online. The Tenderer shall be solely responsible for all those facts and failure of Net Connectivity, Electricity Current Connectivity etc.

For Registration and for further details on e-tendering, please visit website above mentioned portal (website) or below mentioned address: -

E-Procurement Helpdesk Officials details.

Office Address: E-Tender helpdesk, # 24, Sudha Complex, 03rd Stage,

04th block, Basaveshwaranagara, Bangalore-560079

Help Desk Contact Details: -

- 1) **Mr. Sanjay K. Chandak, (Pune & Mumbai Maharashtra) (E-mail : sanjay.kc@antaressystems.com) Or sanjay.kc@etenderwizard.com Ph: 9665721619.**
- 2) **Mr. Lokesh, (E-mail: lokesh.hr@antaressystems.com) Ph: 09686115304 & 080-40482140**
- 3) **Mr. Raghu Prashant, (E-mail:raghuprashanth@antaressystems.com) Ph: 09686115323**
- 4) **Mr. Vinay B P (E mail: vinaybp@antaressystems.com)**

IV SUBMISSION OF TECHNICAL BID

The Enrolment Form along with the Annexures A1, A2 and B to F shall be completely filled in all respects along with the instructions for filling and uploading of Enrolment Form.

- The Tenderers are to note that all particulars required as per the form and the Annexures shall be strictly filled in completely as per the format.
- The forms not submitted as per the above instructions within the stipulated time are liable to be rejected.
- The Technical Bids as per eligibility criteria shall be evaluated. Please note that no enquiries or correspondence regarding the selection of tenders shall be entertained.
- The Tenderers are advised to follow the instructions given below:
 1. The Technical Bid Form shall be filled online in the e-tendering portal in capital letters.
 2. The Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure C).
 3. The Tenderer should ensure to submit the satisfactory Completion Certificate (Please refer Annexure B).
 4. The annual turnover should be based on latest Income Tax Clearance/Assessment Certificate duly cleared by Income Tax Department or audited balance sheet, copy of which should be enclosed. (Please refer Annexure D).
 5. Copy of Agreement in case of works carried out for private agencies should be enclosed.
 6. All the documents **(must be legible and readable)** uploaded are to be self-attested by the authorized signatory.
 7. Please note that the submission of TECHNICAL BID DOCUMENTS does not confer any right to claim for selection for further tendering process.
 8. Life Insurance Coverage of their drivers /Cleaners etc. (with proof there of checking their validity of being inforce.

PART – I

ANNEXURE -I
TECHNICAL BID

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	Required Information	
1	Name and registered address of the Individual/firm/company	
2	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc. (Attach a self-attested copy of the certificate of incorporation / registration / copy of Partnership deed in case of company / corporation / co-operative society / partnership firm and any certificate issued by any statutory authority in case of Proprietor.)	
3	Name, designation, and telephone nos. of the contact person / persons. Fax No. E-mail id	
4	Month and Year of commencement of service business.	
5	Statutory details (Photocopies to be attached) 1. Registration number of the firm. (As per Shop and Establishment act.) 2. PAN No. 3. GSTIN No. 4. RPFC - Registration number 5. ESI – Registration number 6. Existing total <u>buses (make, year of manufacture 2019 onwards)</u> owned in the name of agency / firm / company (attach registration certificates & Insurance Policies)	

5A	Income Tax Acknowledgement for the last 3 years commencing from F.Y. 2019 - 2020 along with gross taxable income declared in income tax returns.		F.Y. 2020 - 2021 2021 - 2022 2022 - 2023		Gross <u>Taxable</u> Income			
6	Existing manpower with the Agency & deployed in such services & whether existing as on date. (Please provide list with names, specifying the designation against each name)		<u>No. of Office / Admin. Staff</u>		<u>No. of Driver / Cleaner / Mechanic</u>			
7	List of present and past clients <u>which were provided Bus Services</u> (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid.							
Sr. No.	Name of the organization with complete postal address mentioning Private Sector / Govt. Body / PSU / Training Institute.	Name and designation of the contact person with Tel. / Mobile No (s)	Period for which the contract is / was awarded. <u>Please specify the date</u>		<u>Total Duration of Contract</u>	No. of buses / passenger vehicles deployed by your firm / company on site	Vehicle make / model with seating capacity	Monthly basis / call basis
			<u>From</u>	<u>To</u>				
8	Financial Capabilities. Last three years audited statement of Accounts by C.A. from FY 2020-2021 giving following details:							
	Details	FY 2020-2021		FY 2021-2022		FY 2022 2023		
i.	Annual Turnover							
ii.	Net Profit							
iii.	Cash and bank balance including (FDR). Confirmation certificate from Bank is required to be produced.							
iv.	Fixed Assets / Investments							
v.	Capital Accounts Balance							
9	Any Special award or recognition / certificate from PSU / Govt. Bodies / Training Institutions.							
10	Bank Details							
	Name of Bank							
	Branch							
	Account No							
	IFSC Code							

ANNEXURE -II

HIRING OF AC & NON AC BUS SERVICES ON CONTRACT BASIS AT NATIONAL INSURANCE ACADEMY, BALEWADI, PUNE - 411 045

A. GENERAL TERMS AND CONDITIONS OF THE TENDER

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. The contract shall be initially for a period of two years and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of NIA Pune on the same terms and conditions or with some addition / deletion / modification for a further period of maximum up to 3 years.
2. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and their performance security deposit shall also be forfeited.
3. The Director, NIA Pune reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
4. If any contracting agency/firm/company intends to discontinue the bus service after the contract for any reasons, they have to give 3 months advance notice to NIA of the date of termination of contract.
5. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of NIA Pune.
6. The contracting agency/firm/company shall get suitable instructions from the Chief Administrator / Designated Official of NIA Pune and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
7. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Maharashtra / India particularly applicable to the transport business.
8. The vehicles used for NIA Pune should be having a mandatory Third party liability policy and also have personal accident cover for Drivers and passengers traveling in them through out the tenure of the contract. The copy of the Insurance should be given to NIA at the time of starting of contract. In case of any accident or theft etc. all the claims arising out of it will be met by the agency / firm / company. NIA Pune shall not be liable in any matter whatsoever.
9. The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided on NIA Pune site and will obtain requisite licenses, Fitness , & permits as per Motor Vehicle Act which should be valid during the tenure of contract.
10. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches NIA to vehicle leaves NIA. No mileage will be allowed to

drivers for lunch / breakfast or for filling fuel etc. The agency will ensure that the fuel tank of vehicles provided is completely filled up before deputing vehicle for duty.

11. The agency shall ensure that the odometer of the vehicles supplied is properly sealed so that no tampering could be done with a view to inflate the distance traveled.
12. The vehicles to be supplied should be in excellent condition and mechanically sound as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period. The vehicles used at NIA Pune should not be older than three years at any point of time during the validity period of the time during the validity period of the contract..
13. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle. All expenses will have to be borne by the agency in case of breakdown of the vehicle provided.
14. In case of accident of the vehicle, the contracting agency will provide other bus in place of accident bus and the agency will be responsible for any police case, claim and insurance to that effect.
15. In case a vehicle is requisitioned and the same does not reach at the designated time and place, NIA will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the contracting agency/firm/company or will be recovered from the dues / pending bills etc.
16. The drivers of the vehicles deployed at NIA Pune should be fully conversant with the routes of Pune City and the suburbs and should possess valid & effective driving license (T) in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity and healthy and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers, NIA may impose penalty as deemed fit on the contracting agency/firm/company.
17. The contracting agency/firm/company shall deploy drivers at NIA Pune only after police verification. All drivers deployed at NIA will carry Identity Card issued by the contracting agency.
18. The contracting agency/firm/company and the NIA Pune shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Pune. The resultant contract will be interpreted under Indian Laws.
19. In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from site, if required by NIA Pune.
20. Upon receiving necessary orders from the competent Official of NIA Pune, the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the NIA Pune.
21. The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with NIA Pune so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying vehicle requirements.

22. All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed at NIA Pune shall be borne by the successful bidder agency / firm / company.
23. Vehicles deployed at NIA Pune with the driver shall be at the disposal of NIA as and when required. NIA shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.
24. Hired vehicles will report at NIA Pune at designated timings for the designated hours. In exceptional cases, NIA Pune may call vehicles before designated time or retain vehicles after designated time to cater to sudden work exigencies.
25. In case of delay in reporting the vehicle, a penalty of **₹500/- per 15** minutes delay shall be imposed.
26. Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officers by the users, a penalty of **₹5000/-** on each fault will be imposed.
27. Bus breakdown problems should be minimum (not more than 3 times in a quarter). If breakdowns are higher, you are liable for penalty for missing trips.
The details are as under.
 - Up to 5 breakdowns in a quarter - 15% as per number of missing trips
 - 6 to 10 breakdowns in a quarter - 25% as per number of missing trips
 - Beyond 10 breakdowns in a quarter - 50% as per number of missing trips
28. The drivers of the vehicles deployed on NIA Pune site will obtain the duty slips every day from NIA Pune officials and Drivers shall maintain the log book (timings and mileage for vehicle) on daily basis. NIA officials may demand this log book at any time for inspection.
29. NIA Pune will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost.
30. The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided at NIA Pune are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about NIA Pune requirements.
31. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
32. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at NIA Pune and NIA shall have no liabilities in this regard.
33. For all intents and purposes, agency / firm / company shall be the “Employer” within the meaning of different Labour Legislations in respect of drivers so employed and engaged at NIA Pune. The Drivers deployed by the agency / firm / company at NIA Pune shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against NIA Pune.
34. The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes relating to drivers engaged by them at NIA Pune. NIA Pune shall, in no way responsible for settlement of such issues.

35. NIA Pune shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm /company in the course of their performing the functions/ duties, or for any payment as compensation.
36. The drivers employed by the successful agency / firm / company shall be medically fit. If and when required, NIA Pune also reserves the right to get the drivers of the agency / firm / company working on NIA site medically examined.
37. The drivers deployed by the contracting agency / firm / company shall not claim nor shall be entitled for pay, perks and other facilities from NIA Pune. On termination of contract on its expiry or otherwise, the staff engaged by the agency / firm / company shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in NIA Pune.
38. The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at NIA Pune site.
39. The Company / Firm / Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to the Administration Department of NIA Pune along with duly signed duty slips, photocopy of the extract of the log book.
40. Payment against Bill shall be made only after satisfactory services to be certified by the Official Incharge. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by bank transfers only.
41. NIA Pune shall not be responsible for payments for the services provided by Company / Firm / Agency to the staff on their personal requests.
42. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to NIA Pune to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
43. The Contracting Agency must ensure use of the bus service by bonafied users / pass holders of NIA. Transportation of unauthorized users in the bus at any point of time will attract heavy penalty and termination of contract.
44. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended form time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by NIA Pune to the agency.
45. In case, the Company / Firm / Agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof NIA Pune is put to any loss / obligation, monetary or otherwise, NIA Pune shall be entitled to get itself reimbursed out of the outstanding bills or the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
46. If required, NIA Pune may make arrangements for parking space for vehicles deployed on monthly basis at its Campus.
47. The Company / Firm / Agency shall submit along with “Technical Bid” the type of passenger vehicles owned by them in the following format:

Sr. No.	Name of the Vehicle	Year of Manufacturing(2019 Onwards)

48. The successful tenderer will have to make agreement with NIA Pune broadly covering scope of work, requirements, terms and conditions of the services to be provided to the NIA Pune

on a judicial stamp paper of ₹500/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company. The tenderer has also to submit indemnity bond as per given format.

49. NIA reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

B. SCOPE OF WORK

(PART – I)

1. NIA's Bus service (**17 Seater – Non AC Tempo Traveler**) commences from NIA campus at 8.00 am and terminates at NIA campus at 7.00pm pm on every day basis.
2. The tentative schedule of bus service every day shall be as under.

TRIP NO	DEPARTURE FROM NIA	ARRIVAL AT INDSEARCH LAW COLLEGE ROAD	DEPARTURE FROM INDSEARCH LAW COLLEGE ROAD	ARRIVAL AT NIA
01	08.00	08.30	08.50	09.15
02	14.00	14.30	16.30	17.10
03	18.30	19.15	19.30	20.15

3. The trip commencing from Indsearch Law College Road Pune at **08.50 am** and from NIA at **18.15 pm** will be via Karve Road (Nal Stop) on working days from Monday to Sunday except holidays, or as instructed by the competent authority.
4. One single to and fro trip from NIA to Indsearch Law College Road Pune to is around 29 KMs. The bus facility is for the participants of training programmes, NIA employees, campus residents, visitors, PGDM students and contract employees working at NIA.
5. The minimum assured mileage per month would be **2200 KMs**. The contracting agency has to quote rate on the basis of 2200 KMs per month. It is likely that the total mileage in a month may exceed 2200 KMs. The contracting Agency has therefore to quote rate per KM in excess of 2200 KMs.

PART II

1. On frequent occasions NIA requires bus service for sightseeing, industrial visits, outbound trainings at the places like Panchgani, Mahabaleshwar, Kollad and areas in and around Pune and Mumbai. For such occasions charges are to be given considering road permit and entry taxes etc.
2. On frequent occasions participants staying at hotel Ramada, Hotel Orchid and Tip Top International are to be commuted to & fro from NIA to Hotel and back on many occasion in a day.
3. For the above purpose contractor has to quote for AC and Non-AC bus service as required as per the Schedule given in the **Financial – Bid**.

General Conditions

The buses deployed at NIA either on call basis or on monthly basis will have to be provided with the following mandatory accessories/utilities.

- **Provision of Fire Extinguishers.**
- **Provision of First Aid Box.**

C. TERMINATION OF THE AGREEMENT

During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it minimum 30 days notice in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. Furthermore if on account of non-renewal of the contract and/or termination of this contract, the agency has to terminate its employees (drivers), then it shall be the responsibility of the agency to pay the legal dues to its employees. In the event of non-compliance of legal requirements agency it shall be liable for all the costs and consequences.

D. PAYMENTS

1. The Agency shall submit bills once a month, along-with all supporting documents by 5th of every month.
2. Income tax as applicable from time to time will be deducted while making every payment. GSTIN, Excise or any other tax will be the responsibility of the Agency. Bill should be tax invoice. Agency has to comply with KYC (Know your Customer Document).
3. Payment will be made on or before 15th of every month, after making all necessary deductions of dues & penalties as contemplated under the contract. The certificate of the Officer In charge of the Academy as to the bill amount payable to the Agency after all deductions, shall be final and binding on the Agency.



NATIONAL INSURANCE ACADEMY, PUNE
EVALUATION SHEET

TECHNICAL BID FOR “HIRING OF AC & NON AC BUS SERVICES AT NIA CAMPUS”

(Marks are Progressive)

Sr. No.	Description	Maximum Allocative Marks	Actual Marks
1.	TECHNICAL COMPETENCY	5	
	Statutory Requirement compliance as per item No. 5 of Annexure III		
	1. Registration number of the firm. (As per Shop and Establishment act.) 2. PAN No. 3. RPFC - Registration number 4. ESI – Registration number 5. GSTIN – Registration number.		
2.	No of Buses deployed in the Transportation Services. (17/27/32/49-Seater) The details of each vehicle including capacity, make, model, mfg. year, registration certificate, insurance policy etc. are to be enclosed. (Marks to be allotted for no. of vehicles manufacturer in 2019 and after for which vehicle Registration No. have been provided)	10 Marks	10
	17 Seater Bus	4 Marks	
	01 to 02 Vehicles	1 mark	
	03 to 05 Vehicles	2 marks	
	06 to 10 Vehicles	3 marks	
	11 and above	4 marks	
	27 Seater Bus	2 Marks	
	01 to 05 Vehicles	1 mark	
	06 and above	2 marks	
	32 Seater Bus	2 Marks	
	01 to 05 Vehicles	1 mark	
	06 and above	2 marks	
	49 Seater Bus	2 Marks	
	01 to 05 Vehicles	1 mark	
	06 and above	2 marks	

3.	Existing manpower deployed in services (As Item No. 6)		5 Marks	5		
	a. No. of Office / Administrative Staff		2 marks			
	1 to 3		1 mark			
	4 to 5		1.5 marks			
	6 and above		2 marks			
	b. Drivers / Cleaners / Mechanics		3 Marks			
	1 to 5		1 mark			
	6 to 10		2 marks			
11 and above		3 marks	6			
4.	Income tax acknowledgement for last 3 years with gross taxable income of individual / firm / companies / cooperative societies as per Item No. 5A				6 Marks	
	(a) Income tax acknowledgement copy commencing from FY 2019-20, FY 2020-21 and FY 2021-22 as per Item No. 5A				3 marks	
	(i) FY 2019-20 or FY 2020 -21 or FY 2021 -22				1 mark	
	(ii) Any 2 of FY 2019-20, FY 2020 -21, FY 2021 -22				2 marks	
	(iii) All 3 years (FY 2019-20,, FY 2020-21 and FY 2021 -22)				3 marks	
	(b) Gross Taxable Income (average of the No. of years for which data is submitted) for the FY 2019-20, FY 2020-21, FY 2021-22.				3 Marks	
	Up to ₹ 2 lakhs				1 mark	
	₹ 2 lakhs – 4 lakhs				2 marks	
	₹ 4 lakhs & above				3 marks	
	5.	Financial Capabilities (average of the No. of years for which data is submitted) for the F.Y. 2019-20 2020-21, 2021-22 (as per Item No. 8)		9 Marks	9	
i)		Turnover		3 Marks		
		Up to ₹ 5 lakhs		1 mark		
		₹ 5 lakhs to ₹ 10 lakhs		1.5 marks		
		₹ 10 lakhs to ₹ 20 lakhs		2 marks		
		Above ₹ 20 lakhs		3 marks		
ii)		Net profit		3 Marks		
		Up to ₹ 2 lakhs		1 mark		
		₹ 2 lakhs to ₹ 4 lakhs		1.5 marks		
		₹ 4 lakhs to ₹ 10 lakhs		2 marks		
		Above ₹ 10 lakhs		3 marks		

	iii)	Cash & Bank Balance (including SB accounts, current account, FDR or other cash- equivalent)	3 Marks		
		Up to ₹ 1 lakhs	1 mark		
		₹ 1 lakhs to ₹ 3 lakhs	1.5 marks		
		₹ 3 lakhs to ₹ 5 lakhs	2 marks		
		₹ 5 lakhs & above	3 marks		
6.		Experience in Bus Service Business (as per Item No. 7) (To be counted from contracts on monthly basis only)	5 Marks	5	
		1 to 5 years	1 mark		
		6 years to 10 years	2 marks		
		11 years to 15 years	3 marks		
		16 years to 20 years	4 marks		
		21 and above years	5 marks		
7.		No. of Institutions / entities served for last 15 years, including entities being served presently (as per item No. 7)	5 Marks	5	
		a) No. of Institutions served between 2019 till date (based on terminating year of Contract)	3 Marks		
		1 to 3 institutions	1 mark		
		4 to 6 institutions	2 marks		
		7 and above	3 marks		
		b) No. of Institutions served prior to 2019	2 Marks		
		c) (based on terminating year of Contract)			
		1 to 3 institutions	1 mark		
		4 to 6 institutions	1.5 marks		
		7 and above	2 marks		
8.		Any other details like Awards, felicitation, certificates of merits / good work (At least five)	5 Marks	5	
		For every document	1 mark		
			Total Marks	50	

Committee Member's Signature

Place:

Date:

To be executed by the Contracting Agency on a Non-Judicial Stamp Paper of ₹.500/-, as per the draft.)

AGREEMENT FOR TRANSPORT SERVICES ON CONTRACTUAL BASIS AT NIA

Agreement made at Pune on ----- between National Insurance Academy, Baner Road, Balewadi, NIA P.O., Pune – 411 045 hereinafter called ‘**Academy**’ represented by the Chief Administrator, Authorized Representative, on the one part and M/s. ----- address -----, hereinafter called the ‘**Agency**’ (Which expression shall be deemed to include his / their representative heirs, assigns, executors. etc) represented by its Director **Shri.** ----- address ----- on the other part.

Whereas the Agency has agreed to perform all the jobs/services set forth in the tender document and its’ annexures, which shall be treated as an integral part of this agreement, upon the terms and conditions governing the contract annexed.

In consideration of the payment to be made by the Academy, the Agency shall duly perform the work set forth in the tender documents and its annexure and shall execute the same with great promptness, care and diligence in a prudent manner to the satisfaction of the Academy and will carry out the performance in accordance with the terms and conditions of contract with effect from ----- to ----- and will observe, fulfill and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth herein) and the Academy hereby agrees that if the Agency observes and honours the said terms and conditions of the contract, the Academy will pay or cause to be paid to the Agency for the performance, on the completion thereof, the amount due in respect thereof at the rates accepted.

IN WITNESS WHEREOF BOTH THE PARTIES HAVE SET THEIR HAND TO THIS AGREEMENT AT PUNE ON THE DAY, MONTH AND YEAR WRITTEN FIRST ABOVE.

WE HAVE CAREFULLY READ EACH AND EVERY WORD OF THIS AGREEMENT AND HEREBY AGREE TO EXECUTE THE CONTRACT ACCORDINGLY.

Chief Administrator / FM

M/s. _____.

National Insurance Academy, Pune

WITNESS:

WITNESS:

1. _____

1. _____

2. _____

2. _____

INDEMNITY BOND

(On ₹.500/- Stamp Paper)

FOR TRANSPORT SERVICES ON CONTRACTUAL BASIS AT NIA.

This deed of indemnity executed at Pune at this ----- day of the month on -----
-- the year 2018. Between National Insurance Academy registered under the Public Trust Act having its
office at the chief place of business at Baner Road, Balewadi, Pune 411 045. (herein after called as the
"First Party") represented by Mr. -----

AND

M/s. -----, having its office and place of business at -----
----- . (herein after called as the "Second Party")
represented by Mr.-----.

WHEREAS THE FIRST PARTY AND THE SECOND.PARTY have signed an agreement on -----
----- 2018 for providing ----- services at NIA to the First party
by the Second Party

AND WHEREAS the First Party wanted the second party to execute an indemnity bond in order to
indemnify the First party against all claims for compensation under the provision of any law for the time
being in force brought into force by or in respect of any workmen employed by the Second Party while
carrying out the contract and against all costs and expenditure incurred out the contract and against all
costs and expenditure incurred by the First Party in the said connection.

NOW THIS DEED OF INDEMNITY WITNESSED THAT, the Second Party hereby agrees and
undertakes to indemnify and keep indemnified the First Party / against all the claims for compensation
under the provision of any law for the time being in force brought into force by or in respect of any of the
workman employed by the Second Party in connection with execution of the contract and against all costs
and expenses incurred by the First Party in connection therewith. The First Party Shall intimate in writing
immediately any such damage, loss or costs incurred by it to the Second Party stating the quantum thereof
along with the detailed particulars or as to how and in what circumstances the said costs, damage of loss
was incurred. The First Party shall further be entitled to deduct any loss due from the Second Party from
all the money paid or payable by way of

Compensation as aforesaid and costs or expenses in connection therewith.

This indemnity bond shall be in force from _____ to _____

IN WITNESS THEREOF THE PARTIES HAVE SIGNED THE INDEMNITY BOND ON THIS -----
-- DAY OF _____ MONTH OF _____ YEAR.

For NIA, Pune

For _____

FIRST PARTY

SECOND PARTY

WITNESS: -

WITNESS: -

1. _____

1. _____

2. _____

2. _____

PART – II

FINANCIAL / PRICE BID

A. Rates in Rupees for HIRING OF NON AC BUS SERVICE ON MONTHLY BASIS.

S.N.	Vehicle Type	Monthly Fixed KMs	Monthly Charges for Fixed <u>2500 KMs</u> ₹	Charges for Extra KMs In excess of 2500 KMs ₹
01	Tempo Traveler 17 Seater Non-AC	<u>2500</u>		
	Make	<i>(specify)</i>		
	Model	<i>(specify)</i>		
	Year of Manufacturing	<i>(specify)</i>		

GSTIN as applicable will be paid extra.

SIGNATURE:

NAME: _____

Seal of the Agency/Firm/Company.

C.I Basic Rates (including applicable taxes - GSTIN) in Rupees for HIRING OF NON AC BUS SERVICE ON CALL BASIS

S.N.	PARTICULARS	17 Seater T. Traveler	27 Seater Bus	32 Seater Bus	49 seater Bus
1	Make	(Specify)	(Specify)	(Specify)	(Specify)
2	Model	(Specify)	(Specify)	(Specify)	(Specify)
3	Year of Manufacturing	(Specify)	(Specify)	(Specify)	(Specify)
4	Charges for 8 Hrs. / 80 KMs				
5	Charges - Extra per KM				
6	Charges - Extra per Hr.				
7	Charges for Outstation Minimum 300 KMs				
8	Charges - Extra per KM				

GSTIN as applicable will be paid.

Toll and Parking Charges will be paid at actuals on production of receipts.

C.II Basic Rates (including applicable taxes GSTIN) in Rupees HIRING OF AC BUS SERVICE ON CALL BASIS

S.N.	PARTICULARS	17 Seater T. Traveler	27 Seater Bus	32 Seater Bus	49 seater Bus
1	Make	(Specify)	(Specify)	(Specify)	(Specify)
2	Model	(Specify)	(Specify)	(Specify)	(Specify)
3	Year of Manufacturing	(Specify)	(Specify)	(Specify)	(Specify)
4	Charges for 8 Hrs. / 80 KMs				
5	Charges - Extra per KM				
6	Charges - Extra per Hr.				
7	Charges for Outstation Minimum 300 KMs				
8	Charges - Extra per KM				

GSTIN as applicable will be paid.

Toll and Parking Charges will be paid at actuals on production of receipts.

SIGNATURE:

NAME: _____

Seal of the Agency/Firm/Company.