

Government of Odisha Commerce & Transport (Transport) Department

"EXPRESSION OF INTEREST (EOI) FOR HIRING OF A TWIN ENGINE HELICOPTER/S FOR OFFICIAL USE OF STATE GOVERNMENT"

GOVERNMENT OF ODISHA COMMERCE & TRANSPORT (TRANSPORT) DEPARTMENT

EXPRESSION OF INTEREST

HIRING OF A TWIN ENGINE HELICOPTER/S FOR OFFICIAL USE OF STATE GOVERNMENT

Government of Odisha, Commerce & Transport (Transport) Department desires to hire twin engine Helicopter/s (maximum 2 nos.) for accommodating 12 passengers on **24.05.2023 and 27.05.2023** complying to all safety norms as prescribed by the DGCA from time to time for flying of VIPs.

Eligible and interested Helicopter operators may download the Expression of Interest (EoI) which contains the details of the requirement from the following website of Government of Odisha and submit their offer,

"https://ct.odisha.gov.in/tenders-advertisement"

Proposals complete in all respect should reach the undersigned by E-mail-transcivilaviation@gmail.com latest by **03:00 PM on 22.05.2023**. Bids received after the above deadline shall be summarily rejected. The authority reserves the right to reject any or all the proposals without assigning any reason thereof.

Sd/-

Additional Secretary to Govt. & Director of Aviation,
Commerce & Transport (Transport) Department
Government of Odisha

DATA SHEET

Sl. No	Particulars	Details
1.	Name of the Client	Additional Secretary to Govtcum-Director of Aviation, Commerce & Transport (Transport) Department, Government of Odisha
2.	Method of Selection	Least Cost Selection
3.	Date of Issue of Tender	18.05.2023
4.	Due date/ Last date of receipt of proposal	22.05.2023 Time: 1500 Hrs
5.	Pre-bid Meeting	20.05.2023 Time: 1530 Hrs
6.	Date of opening of Proposal	22.05.2023 Time 1530 Hrs
7.	Date of Commencement of Flight	24.05.2023 and 27.05.2023
8.	Queries to be addressed to	Tel. No: 0674-2394439 Email: transcivilaviation@gmail.com orissa_aviation@yahoo.co.in
9.	Place of Opening of proposal:	5 th Floor Conference Hall, Kharvel Bhawan, Government of Odisha, Bhubaneswar 751001

EXPRESSION OF INTEREST (EOI)

Name of the Assignment: Expression of Interest (EoI) for "Hiring of a Twin Engine Helicopter/s for Official Use of State Government"

Government of Odisha, Commerce & Transport (Transport) Department desires to hire a twin engine Helicopter/s (maximum 2 nos.) for accommodating 12 passengers compliant with all safety norms as prescribed by the Director General of Civil Aviation (DGCA) from time to time for flying of VIPs for aerial survey of Mahanadi River on 24.05.2023 and 27.05.2023. The detail programme of use of helicopter/s is mentioned below,

24th May, 2023

❖ MCL Helipad Burla-Helipad at Tikarpada- Biju Patnaik International Airport, Bhubaneswar

Departure from MCL Helipad Burla (21° 29' 17" N, 83° 54' 02" E) over the Hirakud water spread area and over Kalma Barrage (21° 41' 29.30" N, 83°16' 17.43" E) along the Mahanadi river up to the Tikarpada Helipad (20° 36' 05.4" N, 84° 46' 56.6" E) and then to BPI Airport, Bhubaneswar.

Date	Time	Arrival/ Departure
	10:00 AM	Departure from MCL Helipad, Burla, Sambalpur District to Tikarpada Helipad, Angul District Via Kalma Barrage
24.05,2023	12:00 Noon	Arrival at Tikarpada Helipad, Angul District
24.03.2023	5:00 PM	Departure from Tikarpada Helipad, Angul District to BPI Airport, Bhubaneswar
	5:45 PM	Arrival at BPI Airport, Bhubaneswar

27th May, 2023

❖ Biju Patnaik International Airport, Bhubaneswar-Helipad at Satapada- Biju Patnaik International Airport, Bhubaneswar

Departure from Biju Patnaik International Airport, Bhubaneswar flying over the Delta along the Mahanadi river up to the Chilika lake at Satapada helipad (19° 39'57.9" N, 85° 26' 20.6" E) and then return to Biju Patnaik International Airport, Bhubaneswar.

Date	Time	Arrival/ Departure	
	10:00 AM	Departure from BPI Airport, Bhubaneswar to Satapada Helipad, Puri District	
27.05.2023	11:00 AM	Arrival at Satapada Helipad, Puri District	
27.03.2020	5:00 PM	Departure from Satapada Helipad, Puri District to BPI Airport,	
		Bhubaneswar	
	5:30 PM	Arrival at BPI Airport, Bhubaneswar	

Additional Secretary to Government-cum-Director of Aviation on behalf of Government of Odisha (hereinafter called as "*Client*") invites suitable offer from interested operators through Expression of Interest (EoI) under a single bid system for the above purpose. However, the Client may, at its sole discretion, make modifications and amendments while issuing such notice.

2. ELIGIBILITY AND DISQUALIFICATION OF APPLICANTS

- **2.1** In order to be eligible for consideration, the applicant should be fulfilling all the requirements as indicated below:
 - a) Applicant should be an Helicopter operator with valid Non Scheduled Operator's Permit (NSOP)
 - b) The Helicopter/s offered must be with twin engine along with seating capacity for accommodating at least 12 passengers in VIP configuration.
 - c) Helicopter/s must be well equipped and fulfilling Instrument Flight Rules (IFR)
 - d) Should have experience of operating Helicopter/s for at least 3 years.
 - e) Should have pilots qualified for flying VIPs as per DGCA norms.
 - f) Should have a valid PAN of Income Tax.
 - g) Should have a valid GST registration number (GSTIN).
- **2.2** Only the entities satisfying the eligibility criteria set out in Section 2.1 of the EOI shall be eligible to make a Proposal under this EOI. An Applicant shall not be eligible to submit a Proposal under this EOI and shall be disqualified if:
 - (a) it or its Affiliate, its directors or key personnel has been barred or blacklisted by any government agency or Client in India, the government of the jurisdiction of the Applicant where incorporated or the jurisdiction of their principal place of business, any international financial institution such as the World Bank Group, Asian Development Bank, African Development Bank, Inter-American Development Bank, Asian Infrastructure Investment Bank etc. or the United Nations or any of its agencies;
 - (b) it or its directors have been convicted of any offence in India or abroad.
 - (c) it has defaulted in payment of dues to any Government agencies in the past 12 months
- **2.3** The Client may from time to time, notify additions, amendments or modifications to the aforementioned eligibility criteria.

3. SUBMISSION OF PROPOSAL

- **3.1** EOI documents will be available and downloaded w.e.f. **18.05.2023** in the Commerce & Transport (Transport) Department website "https://ct.odisha.gov.in/tenders-advertisement".
- **3.2** The bidding process under the EOI is a single stage process. The Applicants shall submit the Proposal via E-mail to transcivilaviation@gmail.com in accordance with the provisions of this EOI. Failure to submit the proposal complete in all respects will render the proposal invalid and such proposal shall not be considered or evaluated.

3.3 Subsequently, the Applicants will be required to submit the following

(i) Technical Bid ("Pre Qualification/Technical")

Technical Bid containing the Applicant's Profile, Technical Specification in the format attached in this EOI at Annexure–I

(ii) Financial Bid ("Finance")

As part of the Financial Proposal, the Applicant shall submit information in the format attached in this EOI at **Annexure–III**

- **3.4** Proposals submitted by any means other than those mentioned above shall be rejected by the Client.
- **3.5** The Client reserves the right to modify the procedure for submission of Proposals at later stages of the Selection Process.
- **3.6** Any Proposal, that is not in accordance with the terms of the EOI shall not be considered and shall be disqualified.

4. PROPOSAL DUE DATE

Proposals should be submitted by E-mail before 15:00 hours IST on the 22.05.2023 in the manner and form as detailed in this EOI.

5. LATE PROPOSALS

The tender will close after the expiry of the time specified in Clause 4 above on the Proposal Due Date.

6. VALIDITY OF THE PROPOSAL

Proposals shall remain valid for a period of 1 Month from the Proposal Due Date.

7. EVALUATION AND COMPARISON OF PROPOSALS

- 7.1 Complete proposals received under this EOI shall be evaluated, and the Selected Operator shall be chosen, in accordance with this EOI. The proposal received with least price offered shall be determined as the SELECTED OPERATOR. In case of a tie situation during opening of the financial bids, the committee formed to finalize this tender will take proper steps to break the deadlock situation.
- **7.2** To facilitate evaluation of Proposals, the Client may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal within the timelines set out in this EOI.
- **7.3** Notwithstanding anything to the contrary contained in this EOI, the Client may, at its sole discretion, waive any minor infirmity, nonconformity or irregularity in a Proposal that does not constitute a material deviation, and that does not prejudice or affect the relative position of any Applicant, provided it conforms to all the terms, conditions of this EOI and/or the EOI without any material deviations, objections, conditionality or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects, in any substantial way, the scope, quality or performance of the contract; (ii) that limits, in any substantial way, inconsistent with this EOI or

the EOI, the Client's rights or the SELECTED OPERATOR's obligations under the contract; or (iii) whose rectification would unfairly affect the competitive position of other Applicants, who are presenting responsive Proposals.

8. CONTRACT NEGOTIATION

Contract negotiation will be held at a date, time and address as intimated to the selected applicant. The successful applicant will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff for the assignment. Representative conducting negotiations on behalf of the successful applicant must have written authority to negotiate & conclude a contract and henceforth, the negotiated price will be known as the "Contract Price". Negotiation will be performed covering technical and financial aspects, if any and availability of proposed professionals etc.

9. CLIENT'S RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY OR ALL PROPOSALS

- **9.1** Notwithstanding anything contained in this EOI, the Client may accept or reject any Proposal, or annul the Selection Process and reject all Proposals, at any time during the Selection Process, without thereby incurring any liability to the affected Applicant or Applicants and shall not have any obligation to inform the affected Applicant or Applicants of the grounds for Client's action.
- **9.2** Client reserves the right to verify all statements, information and documents submitted by any Applicant. Failure of the Client to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any right of Client hereunder.
- **9.3** Proposals shall be deemed to be under consideration immediately after they are opened and until such time the Client makes official intimation of award/ rejection to the Applicants. While the Proposals are under consideration, Applicants and/ or their representatives or other interested parties are advised to refrain, save and except as required under this EOI, from contacting by any means, the Client and/ or their employees/ representatives on matters related to the Proposals under consideration.

10. COMMUNICATION OF ACCEPTANCE AND ISSUANCE OF LOA

After the determination of the **Selected Operator**, the Client shall issue a **letter of award** (the "Letter of Award" or "LOA"), to the Selected Operator after its selection.

11. CONSEQUENCES OF DEFAULT IN SERVICES

Any default in service as indicated in this document and/or in LoA shall enable the Client to terminate the contract upon which the operator shall not be entitled to full reimbursement of its dues apart from taking other penal actions, except for any Force Majeure event under Clause 14 of this EOI.

12. PAYMENT TO THE SELECTED OPERATOR

- **12.1** All payments shall be made in Indian Rupees.
- 12.2 No advance payment will be made to the Selected Operator for this service.

12.3 Payment shall be made on submission of bills with user certificate and supporting documents after completion of the programme.

13. INDEMNITY

The Selected Operator shall indemnify, defend, save and hold harmless the Client and its officers, Government Agencies and Authority owned servants, agents, and/or controlled entities/enterprises, (the "Government Indemnified Persons") against any and all suits, proceedings, actions, demands and claims from third parties for any loss, damage, cost and expense of whatever kind and nature, whether arising out of any breach by the Selected Operator of any of its obligations in the provision of services by the Selected Operator or from any negligence of the Selected Operator under contract or tort, or on any other ground whatsoever, except to the extent that any such suits, proceedings, actions, demands and claims have arisen due to any negligent act or omission, or breach on the part of the Government Indemnified Persons.

14. FORCE MAJEURE

- **14.1** The Selected Operator shall be entitled to suspend the performance the extent that it is prevented from performing its obligations by an event of Force Majeure (a "Force Majeure Event").
- **14.2** In this service, no event or circumstance and/or no combination or events and circumstances shall be treated as a "Force Majeure Event" unless it satisfies all the following conditions,
 - (a) Materially and adversely affects the performance of an obligation;
 - (b) Situation is beyond the reasonable control of the SELECTED OPERATOR;
 - (c) The Selected Operator could not have prevented or reasonably overcome with the exercise of Good Industry Practice or reasonable skill and care; and
 - (d) Does not result from the negligence or misconduct of the Selected Operator or its failure to perform its obligations hereunder.
- **14.3** Force Majeure Event includes the following events and/ or circumstances to the extent that they or their consequences satisfy the requirements set forth in Clause 14.2,
 - (a) War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy;
 - (b) Revolution, riot, insurrection or other civil commotion, act of terrorism or sabotage;
 - (c) Nuclear explosion, radioactive or chemical contamination or ionizing radiation, unless the source or cause of the explosion, contamination, radiation or hazard happens due to any act of the Selected Operator or any Affiliate of the Selected Operator or any subcontractor of the Selected Operator or any of their respective employees, servants or agents;
 - (d) Strikes, working to rule, go-slows and/or lockouts which are in each case widespread, nationwide or political but excluding strikes by the employees or personnel of the SELECTED OPERATOR;
 - (e) Any effect of the natural elements, including epidemic or plague, lighting, fire, earthquake, heavy rains, tidal wave, flood, storm, cyclone, typhoon or tornado;

(f) Explosion (other than a nuclear explosion or an explosion resulting from an act of war);

15. DISPUTE RESOLUTION

- 15.1 Save where expressly stated to the contrary in this EoI, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this EoI and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved in accordance with the procedure set forth below.
- **15.2 Amicable Settlement**: In the event of any Dispute between the Parties, either Party may call upon the other Party to resolve the issue raised in the Dispute and arrive at an amicable settlement thereof. Each Party shall nominate a responsible person to resolve the issue through amicable settlement within a period of 30 (thirty) days.

15.3 Arbitration

- (a) Any Dispute, which is not resolved amicably, as provided above, shall be finally decided by reference to arbitration through an Arbitral Tribunal comprising of Sole Arbitrator to be mutually appointed by the Parties, and if not agreed within 30 (thirty) days, as per the provisions of the Arbitration & Conciliation Act, 1996 and any subsequent amendment thereto. Such arbitration shall be held in accordance with the Rules of Arbitration of the Indian Council of Arbitration and shall be subject to the provisions of the Arbitration and Conciliation Act, 1996 and as amended from time to time thereafter.
- (b) The place of arbitration shall be Bhubaneswar, Odisha and the language of the arbitration shall be English.

15.4 Arbitration Awards to be binding

- (a) The Selected Operator and Authority undertake to carry out any decision or award of the arbitrators (the "Award") without delay. Awards relating to any Dispute shall be final and binding on the Parties as from the date they are made.
- (b) The Selected Operator and Authority agree that an Award may be enforced against the Selected Operator and the Authority as the case may be.

16. BID SECURITY/PROPOSAL SECURITY

As per the Government of Odisha, Finance Department Office Memorandum No 8943/F dated 18.03.2021 and No. 8484/F dated 05.04.22, the Bid Security/Proposal Security is exempted. However, the applicant has to submit a bid security declaration as per the format attached in this EoI at **Annexure-II.**

17. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person, who is not officially concerned with the process or is not a retained professional advisor advising the Client in relation to or matters arising out of, or concerning the Selection Process. The Client will treat all information submitted as part of the

Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Client may not divulge any such information unless it is directed to do so by a court of law and/or any statutory entity that has the power under law to require its disclosure.

18. CLARIFICATION

- **18.1** The Client shall have the power to issue clarifications regarding the implementation of the EOI. Further, a pre-bid meeting will be held on **20.05.2023 at 03.30 PM** with the prospective bidder to address any issue in this regard.
- **18.2** Applicants requiring any clarification may send their respective queries via e-mail in accordance with the timelines notified by the Client from time to time. No other means of communication in this regard shall be entertained. Further, any query raised after the last date for seeking clarifications shall not be entertained.
- **18.3** The Client shall endeavor to respond to the questions raised or clarifications sought by the Applicants. However, the Client reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Client to respond to any question or to provide any clarification.
- **18.4** At any time prior to the Proposal Due Date, Client may, for any reason, whether at its own initiative or in response to a clarification requested by an Applicant, modify this EOI by issuing an amendment.
- **18.5** All such amendments/notifications will be notified by posting them on the aforementioned e-portal.
- **18.6** In order to allow Applicants reasonable time to take the amendment into account in preparing their Proposals, the Client may, at its discretion, extend the deadline for the submission of the Proposals.

19. AMENDMENT OF THE EOI DOCUMENT

At any time before submission of proposals, the Client may amend the EOI by issuing an addendum through Additional Secretary to Government-cum-Director of Aviation and in the Government of Odisha website "https://ct.odisha.gov.in/tenders-advertisement". Any such addendum will be binding on all the applicants. To give applicant reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

20. LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only within Odisha.

21. LANGUAGE OF PROPOSAL

The Proposal prepared by the Applicant, as well as all correspondence and documents relating to the Proposal exchanged by the Applicant and Client shall be written in the English language. Any printed literature furnished by the Applicant may be written in another language as long as such literature is accompanied by a translation of its pertinent passages in the English language duly authenticated by the Applicant, in which case, for purposes of interpretation of the Proposal, the translation shall prevail.

TECHNICAL BID FORMAT

To

The Additional Secretary to Government Commerce & Transport Department 5th Floor, Kharvela Bhawan Bhubaneswar-751001

Dear Madam.

Having examined the proposal documents, I/We the undersigned, offer to provide a twin engine Helicopter/s for use of Government of Odisha on **24.05.2023 and 27.05.2023**, in conformity with the said proposal documents for the sums as specified in the price schedule contained in our financial proposal.

We undertake, if our proposal is accepted, to deliver services as specified in the proposal document.

We agree to abide by this proposal for a period of 1 Month after the date fixed for proposal opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period,

We agree to the general terms and conditions specified in the proposal.

	Dated this	_ day of	2023	
(signature)				(in the capacity of)
Duly authorized to	o sign Proposal fo	or and on behalf	of	

Company / Firm Seal

Applicant's Profile

- 1. Name of the Operator:
- 2. Profile of Company:
- 3. Copy of Certificate of incorporation issued by Registrar of Company.
- 4. Certificate of Registration (C of R) issued by DGCA for Helicopter/s offered:
- 5. Detailed technical specification of the Helicopter/s to be offered for hiring (also indicate the Regd. No., Year of manufacture, Manufacturer's name, total flying hours completed in respect of the Helicopter/s to be offered on hire).
- 6. Proof of the operator holding valid (NSOP) Non Schedule Operator Permit issued by DGCA, Govt. of India.
- 7. Copy of PAN and GST registration certificate.

Signature of Applicant

Name & Designation

(Company/Firm Seal)

TECHNICAL SPECIFICATION

Sl. No.	Technical Specification	Helicopter 1	Helicopter 2
1	Name of the Manufacturer with Regd. No. Type of Helicopter & Year of making		
2	All up Weight (AUW)		
3	Name of the Owner with address		
4	Name of the Operator with address		
5	NSOP License No. & validity from to (copy to be attached)		
6	Certificate of Airworthiness validity from to (copy to be attached)		
7	Helicopter total hours flown		
8	Dual Engine with year of manufacture & total hours flown		
9	Power of Each Engine		
10	Cruising speed		
11	Air conditioned (A.C.) or Non-A.C.		
12	Maximum Altitude		
13	Seating capacity & arrangement		
14	Endurance with all seats occupied		
15	VHF (Very High Frequency) Communication [DUAL/SINGLE]		
16	VOR (VHF Omni Range) Navigation Single or Dual		
17	ADF (Automatic Direction Finder) Single or Dual		
18	DME (Distance Measuring Equipment) Single or Dual		
19	Radio / Radar Altimeter		
20	Weather Radar		
21	G.P.S. (Global Positioning System)		
22	ELT (Emergency Locator Transmitter)		
23	Transponder		

24	FDR/ CVR(Flight Data Recorder/ Cockpit voice Recorder)	
25	Auto Pilot System (Automatic Flight Control System)	
26	ILS (Instrument Landing System)	
27	Remarks, if any	

PROFILE OF PILOTS

1. Description	
2. Name of the pilot with license No., validity & Date of Birth (Pilot should fulfil the DGCA requirement for VIP flight operation)	
3. Total Hour Flown	
4. Total Hour Flown in type of Helicopter	
5. Total Hour Flown since last six months in type of Helicopter	
6. Total Hour Flown since last one month in type of Helicopter	
7. Total Hour Flown as PIC (Pilot in command in type of Helicopter)	
8. Total Hours on night flying in type of Helicopter	
9. Remarks	

PROFILE OF ENGINEERS

1. Name of the Engineer with License No., validity & Category	
2. Total Year of Experience	
3. Total Year of Experience in type of Helicopter	

BID/PROPOSAL SECURITY DECLARATION

(To be furnished with the Technical Proposal)

То

	The Additional Secretary to Government, Commerce & Transport Department, Kharavel Bhavan, Bhubaneswar-751001
Sub:	Expression of Interest (EoI) for Hiring of a Twin Engine Helicopter/s for Official Use of
	State Government
Dear	Madam,
	In response to the Tender No dated DD.MM.2023 for
-	ression of Interest (EoI) for Hiring of a Twin Engine Helicopter/s for Official Use of State
Gove	ernment", I/We, irrevocably declare as under: I/We understand that, as per tender clause Bid/Proposal Security, bids must be
I/We perio	orted by a Bid Security Declaration In lieu of Bid/Proposal Security. hereby accept that I/We may be disqualified from bidding for any contract with you for a bid of 5.6 year from the date of disqualification as may be notified by you (without prejudice ACT's rights to claim damages or any other legal recourse) if,
1.	I am /We are in a breach of any of the obligations under the bid conditions,
2.	I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
3.	On acceptance of our bid by FACT, I/we failed to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.
	I/We or key personnel have been barred or blacklisted by any government agency or Client in India, the government of the jurisdiction of the Applicant where incorporated or the jurisdiction of their principal place of business, any international financial institution such as the World Bank Group, Asian Development Bank, African Development Bank, International Development Bank, Asian Infrastructure Investment Bank etc. or the United Nations or any of its agencies; I/We or our directors have been convicted of any offence in India or abroad
6.	defaulted in payment of dues to any Government agencies in the past 12 months
_	nture: e and designation of the authorized person signing the Bid-Securing Declaration Form:
	Dated thisday of2023
	(signature) (in the capacity of)
Dulv	authorized to sign Proposal for and on behalf of

Company/ Firm Seal

FINANCIAL BID FORMAT

То

The Additional Secretary to Government Commerce & Transport Department 5th Floor, Kharvela Bhawan Bhubaneswar-751001

Dear Madam,

I/We the undersigned, offer to provide a twin engine Helicopter/s for use of State Government on **24.05.2023 and 27.05.2023** in accordance to this EoI and our Financial Proposal is as follow,

SI. No	Subject	Total Amount in INR
1.	Hiring Charges of twin engine Helicopter/s (accommodating 12 passengers) on 24.05.2023 and 27.05.2023 (inclusive of service & other taxes, mobilisation and demobilisation charges, ground handling and all other allied expenses including fuel)	

Signature and sea	of the Applicant:
Name	:
Designation	:
Company/ Firm	:
Date	: