

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER
EXPRESSION OF INTEREST [EOI]
FOR EMPANELMENT OF INTERESTED FIRMS FOR OMR SCANNING WORK

No. RPSC/scanning cell/2022/14

Date :10/10/2022

EOI invited from experienced companies/agencies/firms for the work related to capturing OMR image, scanning of OMR sheets readable on OMR system and other activities related to processing of data.

Date of uploading EOI on RPSC website	11 Oct, 2022
Last date of EOI submitting in RPSC through post or personal	31 Oct, 2022
Date and time of opening Technical proposal	01 Nov, 2022
Security Deposit	50,000/-
Fee for empanelment	1,000/-
Period of empanelment	Three years, extendable for further one year at a time on same rate, terms and conditions, if required.

Details of Scope of Work & other pre-qualifications are available on the RPSC Portal <https://rpsc.rajasthan.gov.in/ScanningScope2022.pdf>. The applications will be evaluated by Evaluation Criteria, Pre-Qualifications etc. Shortlisting, Empanelment does not mean allotment of work. The expression of interest (EOI) may be submitted to the following address, not later than 31 Oct, 2022. Deputy Secretary (Scanning), Rajasthan Public Service Commission, Ghooghara Ghati, Jaipur Road, Ajmer - 305001 (Rajasthan).

(H.L.Atal)
Secretary

**RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER
EXPRESSION OF INTEREST [EOI]
FOR EMPANELMENT OF INTERESTED FIRMS FOR OMR SCANNING WORK**

EOI invited from experienced companies/agencies/firms for the work related to capturing OMR image, scanning of OMR sheets readable on OMR system and other activities related to processing of data.

Introduction:

Rajasthan Public Service Commission (herein after refers to as “The Commission”) is entrusted with work of making recruitment for various vacancies requisitioned to it by various departments of Government of Rajasthan. The Commission makes recruitment for a large number of vacancies through conducting OMR based objective examinations. The Commission intends for empanelment of agencies for the work related to capturing of OMR image, scanning of answer sheets readable on OMR system, data preparation for objective examinations.

The scope of work includes:

1. Scanning and image capturing of OMR sheet (Single /Double Scanning).
 - Capture mark senses (bubbles, checks, tick marks).
 - Discriminate between smudges and erasures and valid marks.
2. Storing the images as per barcode number/register number
3. Verification of data, generation of reports.
4. Editing of variable master data such as roll number etc.
5. Data entry of OMR sheet which cannot be scanned.
6. Matching of candidate identity from master record with OMR.
7. Raw data capture and handing over of the same in soft copy format.
8. Sorting out data discrepancy if any, using scanned image.
9. The data so prepared has to be 100% error free.
10. Provide data in CD/DVD or in such form as may be desired by the Commission.
11. Provide Security Audit Certificate from third party before and after scanning work, to ensure that no data leakage can occur during the scanning process through the system and machine used for scanning
12. Sorting out such cases there in which the roll number, barcode, OMR sheet etc. have been manually feed or edited by the concerned firm.

Procedure for submission of EOI:

Interested companies/agencies/Firms are requested to register their EOI by submitting the following information with a EOI submission fees of Rs. 1000/- (One Thousand Only) in form of Demand Draft (Non Refundable) and empanelment deposit of Rs. 50,000/- (Fifty Thousand Only) in form of FDR (Refundable to unsuccessful firms after final decision of empanelment) and for successful firms this deposit will be adjusted into performance security amount after decision of empanelment. The Demand Draft/FDR must be in the name of Secretary RPSC, Ajmer.

- a) Name, Address, Official e-mail id, Telephone Number of the Agency/Firm.
- b) Official Name, Mobile and Official email id, which is authorized by the firm with letter of authorization.
- c) Ownership and Organizational Structure of the Agency/Firm.
- d) Audited and CA Certified Financial Statement of any three years in last five years.
- e) Statement of Major Assignments undertaken with special emphasis on the scope of “scanning work of OMR sheets” with relevant information and copies of Orders/Agreements & Work completion certificates.

Instructions for EOI empanelment:

1. Firms/agencies are advised to study the document for EOI carefully before submitting the proposal. It will be presumed that the firms/agencies have considered and accepted all the terms and conditions of this EOI. No enquiry, whatsoever verbal or written shall be entertained in respect of acceptance/rejection of the EOI. EOI must be unconditional.
2. The firm should take care that no column in the EOI should be left blank which would otherwise make the EOI liable for rejection. In case any column has to be left blank, it should be filled as “Not Applicable”.
3. EOI should be prepared in accordance with the prescribed format. Annexure-I (Technical proposal i.e. details of agency and its resources) and Annexure-II (Financial proposal) of the EOI document shall be submitted in two separate sealed envelopes (Technical & Financial separately, heading title on envelope- “Confidential EOI for OMR scanning work”) to Deputy Secretary (Scanning), Rajasthan Public Service Commission, Ajmer-305001.
4. The EOI proposal must be accompanied by a copy of fee of Rs 1000/- (One Thousand) in the form of Demand draft drawn in favour of Secretary, Rajasthan Public Service Commission, Ajmer.
5. The EOI proposal must be accompanied by a photo copy of a Security/Empanelment deposit of Rs. 50,000 (Fifty Thousand) in the form of FDR drawn in favour of Secretary, Rajasthan Public Service Commission, Ajmer. No exemption of Security deposit shall be allowed to anyone including PSUs/Co-operative societies/organizations. Security deposit should reach in the office of the Deputy Secretary (Scanning),

Rajasthan Public Service Commission, Ajmer-305001 before opening of EOI proposal.

6. The EOI form is non-transferable, subletting is not allowed.
 - (a) The prospective firm shall furnish the following documents along with their Technical proposal (Annexure-I) (Technical envelope).
 - (i) Self attested copy of GSTN number;
 - (ii) Self attested copy of PAN card under income tax act;
 - (iii) Self attested copy of service tax registration number of the agency/firm;
 - (iv) Self attested copy of valid registration number of the agency/firm.
 - (v) ITR for last five financial year (2017-2018, 2018-2019,2019-2020, 2020-2021and 2021-2022), including Tax clearance certificate. (any three years in last five years).
 - (vi) Annual turnover in the last five years i.e. 2017-2018, 2018-2019,2019-2020, 2020-2021 and 2021-2022 certified by C.A. (any three years in last five years).
 - (vii) Empanelment fee 1,000/- in the form of Demand draft.
 - (viii) Empanelment deposit/security deposit of Rs. 50,000/-(Fifty Thousand Only) in the form of FDR.
 - (ix) An undertaking to the effect that the agency/firm has not been blacklisted by any of the departments/organizations of the government of India /any other state Governments/Government of Rajasthan and no criminal case is pending against the said firm/agency
 - (x) Terms and conditions duly accepted/signed with the stamp of the prospective firm /agency.
 - (xi) Experience certificate that the firm/agency has successfully undertaken task of scanning the OMR sheets with organizations for at least one lakh OMR sheets during any three years in last five years.
 - (xii) Proof of ownership/purchase of OMR machines.(copy of bills etc.)

Schedule for inviting EOI :

Name of the client: Secretary, Rajasthan Public Service Commission, Ajmer-305001.

1. Date of submitting EOI 31 Oct,2022
2. Place, date and time of opening technical EOI: Office of the Secretary, Rajasthan Public Service Commission, Ajmer-305001 01 Nov, 2022 11:30AM
3. Only technically qualified proposal will be opened and entertained in financial proposal. Financial proposal (Financial envelope) will be opened after evaluation of technical proposal.

Eligibility conditions/selection criteria:

1. The firm should have the experience of providing similar work for any three years in last five years (2017-2018, 2018-2019, 2019-2020, 2020-2021and 2021-2022) in the field of OMR scanning and image capturing readable on OMR thereof with minimum two organizations of central/state govt./PSU/autonomous institutions/universities/ state public service commission's/boards of the government of India or any other state government in each year with proven track record (proof of this effect to be attached).
2. The firm should have successfully undertaken task of scanning of OMR sheets with organizations for at least one lakh OMR sheets during any three years in last five years.
3. The firm should have a turnover in the said activity (as mentioned in para 1 above) of Rs. Fifty lakhs annually in atleast any three of the last five financial years i.e., 2017-2018, 2018-2019,2019-2020, 2020-2021 and 2021-2022 (please attach documentary proof certified by C.A. in support of claim).
4. The firm/agency should have a valid registrations such as GSTN, Permanent Account Number (PAN) of the Income Tax Department, Service Tax Registration Number, Provident Fund Registration Number; ESI Registration Number, License Number under contract Labour Act, Requisite Licenses etc. for scanning of OMR sheets(if applicable).
5. The firm/agency should submit an undertaking with the Technical Proposal to the effect that he or his firm has not been black-listed by any of the departments/organizations of the government of India/any state government and no criminal case is pending against the said firm on the date of submitting this EOI (prescribed proforma as per Annexure-III)
6. Authorized person to sign EOI document (if applicable)
7. The firm/agency should submit an undertaking with the Technical Proposal to the effect those terms and conditions of the EOI are duly accepted/signed with the stamp of the prospective firm.
8. The firm should have at least 3 scanners with capacity of at least 5000 pages per hour. Machines should be heavy duty capable of working at least 8 hours a day/daily.
9. Firm must handover the work performed by him to the authorized person of Commission on per day basis in soft/hard copy as may be desired by the competent authority.

Procedure of submission of EOI:

1. The following documents should be attached with the Technical proposal-

- (a) Demand draft of Rs. 1000/- (One Thousand) in favour of Secretary, Rajasthan Public Service Commission, Ajmer-305001. Original fees should be deposited in the office of the Deputy Secretary (Scanning), Rajasthan Public Service Commission, Ajmer-305001 before opening of EOI.
- (b) FDR of Rs. 50,000 (Fifty Thousand Only) in favour of Secretary, Rajasthan Public Service Commission, Ajmer. Original Security/Empanelment Deposit should be deposited in the office of the Deputy Secretary (Scanning), Rajasthan Public Service Commission, Ajmer-305001 before opening of EOI.
- (c) Prescribed technical EOI proposal (as per Annexure-I) along with photocopies of all documents. Original FDR for Security/Empanelment Deposit amount, fee and undertakings (as per annexure-III and IV) should be sent through speed post/registered post/courier to Deputy Secretary(Scanning), Rajasthan Public Service Commission, Ajmer-305001.
- (d) Due to confidential nature of the work, below mentioned points need to address while sending envelope containing the EOI :
 - i. The envelope should be properly sealed.
 - ii. The envelope should be addressed to Deputy Secretary(Scanning), Rajasthan Public Service Commission, Ajmer-305001 .
 - iii. The envelope should mentioned the subject : “Confidential EOI for OMR scanning work”.
 - iv. The Name of the firm or any such details that may disclose the identity of the firm should not be mentioned on the envelope. All details should be inside the sealed envelope.
- (e) Prescribed financial EOI proposal form (as per annexure-II)
- (f) Financial EOI Proposal will be opened only of those firms which qualify technical proposal.
- (g) The EOI proposal will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the EOI or any ineligibility being detected and no correspondence thereof shall be entertained, whatsoever.
- (h) The Security Deposit will be forfeited in the following conditions:
 - v. If at any stage, any of the information/declaration given by the firm is found false.
 - vi. If a firm withdraws its EOI proposal during the period of EOI validity specified in the terms and conditions of EOI.
 - vii. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the EOI proposal.
 - viii. In case of final selection of firms, if it fails to enter into the contract or fails to furnish performance security in accordance with the terms and conditions of the EOI.

Additional documents to be submitted also with the EOI :

The firm should enclose following documents (self attested copies) in support of information provided in Annexure-I (Technical proposal)

- (a) Proof indicating headquarters/Office of the Company/Firm with telephone numbers, fax number and email id etc.
- (b) Name and address (s) of the partner(s), proprietor (s) or Board of Directors as the case may be and the memorandum of association, article of association, partnership deed etc. as applicable.
- (c) Chartered Accountant audited balance sheet and profit and loss account of any three years in last five financial years. The specific turnover for said work must be certified by Chartered Accountant.
- (d) Details of the employees indicating their qualification and experiences.
- (e) A resolution appointing an authorized signatory of the company/firm.
- (f) EOI proposal form should be signed only by an authorized signatory of the company/firm. Attested copies of GSTN, registration number of firm/agency, PAN number allotted by the Income Tax Department, Income Tax Clearance Certificate, ESI number, PF number (if applicable) along with copy of registration under Service Tax Act, satisfactory performances certificate from the concerned organizations where such type of work/jobs been performed by the agency earlier, should also be enclosed.

Period of empanelment:

The empanelment will be initially for a period of three years from the date of agreement and will continue till completion of work in process during the said period. Depending upon satisfactory performance of the work by the agency/firm, the empanelment can be extended for a further period of one year at a time on same time, terms and conditions. The empanelment with the agency/firm can be terminated at any point of time during the period of empanelment, if the work of the agency/firm is not found satisfactory or to the satisfaction of the Commission.

Payment terms and conditions:

1. No advance payment would be made.
2. The payment shall be made after the completion of entire scanning work up to the satisfaction of the

Commission.

3. The Commission may impose penalty on the agency/firm empanelled for mistakes/irregularities committed by the agency. Following is an illustrative list of **specific penalties**:
 1. Not having the adequate infrastructure/capacity to perform the work as per work order.
 2. Failing to complete the whole scanning activity in each assignment with the period stipulated by the Commission.
 3. Failing to reading of the data on OMR machine and providing image thereof.
 4. The work of the agency/firm if not found satisfactory or any breach is noticed or any manipulation is reported or noticed by the Commission, the Chairman, Rajasthan Public Service Commission shall reserve the right to cancel the work order and take legal action including black listing the agency/firm.
 5. If the work order of the agency/firm is terminated for non performance of the work satisfactorily, the Chairman, Rajasthan Public Service Commission shall reserves the right to forfeit partly or fully the FDR of the agency/firm and no payment will be made for the work done.
 6. Any loss, damage, financial liability etc. accruing to the Commission by way of court orders, litigation or under Right to Information Act or otherwise on account of any irregularities, negligence, omission, commission or mishandling etc. the agency shall be accountable and the entire damage or loss of financial liability shall be borne entirely by the agency.
 7. For leakage of secrecy and confidentiality-termination of empanelment with forfeiture of security deposit along-with filing criminal complaint against the agency/vendor and blacklisting of the vendor/agency will be done by Commission.
 8. For incorrect OMR answer sheet image and response and incomplete data etc. the decision of the Chairman, Rajasthan Public Service Commission will be final and binding on the agency.

Other terms and conditions:

1. The agency has to bring adequate number of OMR/image scanners. Machines to be deployed may need to be increased/varied from exam to exam basis as per Commission's requirement. With regard to scanning and processing of OMR applications/OMR answer sheets, required stationery (paper alone) only will be provided by the Commission. Software(s) used in the process is to be provided by the agency.
2. Machines should be of high quality OMR scanners with a speed capacity of processing not less than 5000 (five thousand only) OMR sheets per hour and should be heavy duty capable of working at least for 8 hours a day. Depending upon the volume of OMR sheets to be scanned, the number of machines needs to be increased /decreased. The firm should be able to complete assigned work in the timeframe decided by the Commission. The agency shall take all regular checks and balances in the system to ensure absolute accuracy. Further, the scanning machine should be able to capture mark sense/images of entire OMR answer sheets and discriminate between smudges, erasures and valid marks.
3. Machine should be able to directly connect to the systems and it should not have any LAN/WAN/PAN or any other adapters for connectivity.
4. Machine should not Modify Scanned OMR Sheets in any such way that may affect integrity of the scanned OMR Sheets.
5. Machine should not contain internal Hard-disk/SSD or any other permanent storage device that may collect data.
6. Machine should be able to scan OMR at 300 dpi and store the scanned images in .JPG/.JPEG format.
7. The rates quoted should be exclusive of taxes but inclusive of all miscellaneous expenses such as of cost of transportation of machines etc. for the works and should be quoted per OMR sheet. During the period of empanelment, the rates will not be revised except on revision of any taxes by the Government of India and Rajasthan.
8. The agency will provide adequate manpower as per requirement on regular basis during execution of work including generation of all reports. All the manpower involved in the scanning work should be engaged only after thorough background verification by the agency considering the secrecy of this assignment. Rajasthan Public Service Commission can instruct the firm to conduct police verification of the manpower involved in the scanning work.
9. The agency shall provide back up of data on CD/DVD or in any form as specified by the Commission immediately after completion of scanning of OMR answer sheets.
10. The agency/firm should be in a position to provide equipment of reading of barcode number, if bar codes are used by the Commission.
11. All the documents submitted along with the EOI proposal should be signed by the authorized signatory with seal of the agency.
12. The firm should take care that the rates and amounts should be written in such a way that interpolation is not possible. No blanks should be left which may otherwise make the firm liable for rejection.
13. The firm/agency submitting the EOI will be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the EOI.

14. Any act on the part of the firm to influence any person in the Commission will be a cause for rejection.
15. EOI must be unconditional.
16. In no case any job or work under this contract and arising hereto shall be sub-contracted or assigned by the firm/agency in any manner to anyone else.
17. The time, data security and secrecy is essence of the empanelment between the parties and the empanelment shall be summarily terminated for breach of condition.
18. The scanning and generating of data should be completed as per given schedule and instructions of the Commission.
19. Any change in the schedule will be notified by the Commission in advance and the firm/agency would have to comply and observe it strictly. In case of any delay, the agency would be liable to pay damages. In case of any regular delays, the Commission would be entitled to cancel the agreement and in that case, the firm/agency will not be entitled to any amount payable to them under this contract. Any amount, if already paid under this contract would be reclaimed by the Commission with interest. In case the contract is terminated on account of delay on the part of the firm/agency, the Commission would be entitled to get the work done from any other company, agency or person and would be liable to hand over all the incomplete work to the Commission and will not object in any manner to the work being completed by any other company, agency, firm or person.
20. The firm/agency shall undertake full responsibility for the safe custody and secrecy of the documents supplied to it by the Commission for scanning and no part of it will be divulged to any person without written authorizations from the Commission. In case of any lapse found/noticed by the Commission, firm/agency shall be fully responsible for the consequences.
21. The firm/agency will undertake work in the supervision of authorized officials of Commission in the premises of Commission or other places decided by the Commission, in the surveillance of CCTV. In the scanning process wherever needs signature etc. firm's authorized person will complete the said job. The firm/ agency shall be bound to comply with the instructions of the authorized officers of the Commission.
22. All the scanning data/reports etc. prepared by firm shall be the exclusive property of the Commission and firm/agency shall not have any right in any manner nor shall be entitled to retain the same in any manner or on any account. Non performance of any part of the agreement/work order by the Commission shall not be a ground for the agency to retain the property of the Commission and/or use it in any manner in any eventuality. All intermediate data would also be supplied on disks and on such other material as would be required for the purpose and the data and program developed will not be erased without written permission of the Chairman/Secretary, Rajasthan Public Service Commission, Ajmer.
23. The firm/agency shall extract such data and in such form, as may be desired by the Commission from captured data for different purposes including item analysis.
24. The firm shall ensure that after taking permission from the Commission, all data should be erased from the system and machine used in scanning and is in no way recoverable through any data recovery tools and software.
25. Notwithstanding anything stated above, the Commission reserves the right to assess the firm/agency's capability, capacity, infrastructure, eligibility, integrity and credibility to perform the said work and the decision of the Chairman, Rajasthan Public Service Commission, Ajmer shall be final. The Commission reserves the right to accept/reject any or all the EOI, not necessarily the lowest EOI without assigning any reason. The lowest EOI must fulfill the eligibility conditions for the award of the work.
26. After finalization and acceptance of the rates, the firm/agency will have to satisfy the fulfillment of all the terms and conditions of the Commission and will enter into a contract agreement with the Commission for execution of the above mentioned work and such contract besides other normal terms and conditions mentioned above. Performance guarantee in the format of FDR in favour of Secretary, Rajasthan Public Service Commission, Ajmer, valid for 3 years beyond the contract period shall be submitted along with agreement. Performance guarantee deposit will be 5% of contract amount/work order.
27. Performance security deposit 5% of contract amount/work order to be processed within 7 days before start of work by the firm to the RPSC.
28. The number of OMR sheets can be below 500 (five hundred) and maximum in lakhs. The firm will also ensure that the bubble filled by the candidates in the OMR answer sheet being scanned is read correctly.
29. The firm has to provide Security Audit Certificate from third party, during installation and after completion of scanning process to ensure that no data leakage is possible from the machine and systems used in the scanning process and that all security points mentioned above have been met during the scanning process.
30. The third party firm and the expenses related to Security Audit mentioned above has to be managed the firm itself.
31. The firm has to provide undertaking for agreeing to all the above mentioned terms and conditions.
32. In case of any dispute, the decision of the Chairman, Rajasthan Public Service Commission will be final and binding on the agency. The Hon'ble Rajasthan High Court, Jaipur/Jodhpur shall have exclusive jurisdiction in case of any dispute on any account arising between the parties.

Annexure-I

Technical proposal details of EOI for scanning work

A. About the firm

Sr.No	Description of Required Documents	Period	Page No.
1.	Year of establishment		
2.	Type of firm/agency/organization (Proprietary/private/public/govt.)		
3.	Copy of registration, if applicable		
4.	Total turnover during any three years in last five years (attach photocopies of audited balance sheet)	2017-18 2018-19 2019-20 2020-21 2021-22	
5.	GSTN number Income tax No. (PAN /TIN number) Service Tax Registration number with copy of last three years ITR		
6.	Self attested copy of PAN Number (enclosed)		
7.	Income Tax Clearance Certificate (enclosed)		
8.	Empanelment fee copy (enclosed)		
9.	Empanelment deposit copy (enclosed)		
10.	An undertaking of Non Blacklisting (enclosed)		
11.	Annexure-IV (enclosed)		
12.	Details of premises : owned/rented		
13.	Quality certification number, if any (enclosed) Details of issuing authority Validity of certificate	From to	
14.	Activities of the organization:		
15.	Since when engaged in EDP		
16.	Image processing ICR/OCR		
	OMR processing		

B. Past experience in handling examination data processing through traditional, OCR/ICR and OMR jobs with the name of the organization(s), nature of jobs, volume of work in terms of applications, duration for completion of job and since when (any three years in last five years) :

(use separate sheet for details)

Year	Name of organization and contact person along with tel no.	Nature of work/technology used	Number of candidates	Duration for completion of job	Value of the job (copy of work order to be enclosed)
2017-18					
2018-19					
2019-20					
2020-21					
2021-22					

C. Professional support available :

1. Manpower: As per requirement. Contractual labour deployment will not be permitted as job involves complete confidentiality and integrity.

2. OMR Scanners :

Model	Number available	(ownership of purchase of machine (Yes/No)	Manufacturing year	Speed of each scanner

Certified that all the terms and conditions of this EOI are accepted by us.

Authorized signatory
(with full name, designation and stamp)

Contact person :
Office telephone number-
Mobile number-
Email

Annexure-II**Financial Proposal of EOI for Scanning work**

The rates are to be quoted based on range of OMR sheets being scanned as mentioned below:

S.No	Description of the job	Range	Rates to be quoted in Rupees (in figures and words including all expenses per OMR sheet)	
			Single Scanning	Double Scanning
1	Image capturing of OMR sheet in required format, scanning of OMR sheets readable on OMR system and other activities related to processing of data as per direction given by Commission.	Upto 5000 OMR Sheets		
2		5001 to 20000 OMR Sheets		
3		Above 20000 OMR Sheets		

This EOI is being invited for empanelment of interested firms. Any firm that will be empanelled for scanning work will have to provide their services at minimum quoted rate approved by Commission.

The rates quoted should be exclusive of taxes but inclusive of all miscellaneous expenses such as cost of transportation of machines etc. for works and should be quoted per OMR sheet. During the period of contract, the rates will not be revised except on revision of any taxes by the Government of Rajasthan or by the Government of India. In such case only the Tax shall be revised.

Authorized signatory
(with full name, designation and stamp)

Contact person :

Office telephone number-

Mobile number-

Email -

Annexure-IIIUndertaking

It is certified that my firm/agency/vendor has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on -----

Signature

Name of the Signatory---

Place :

Name of the firm/agency---

Date :

Seal of the firm/agency-

Undertaking

It is certified that I have personally read the EOI document and all the terms and conditions mentioned therein and agree to abide by them in EOI.

Signature

Name of the signatory

Place :

Name of the firm/agency

Date :

Seal of the firm/agency