

HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Registered Office:- Kaushal Bhawan, IP-2, Sector- 3, Panchkula

Office Address:- Plot No. 101, Sector 12, Panchkula

Website:- hkrnl.itiharyana.gov.in

Inviting Request for Proposal (RFP) for Hiring Service Provider firm for Providing vehicles on monthly charges basis at Haryana Kaushal Rozgar Nigam Limited.

The Nigam intends to hire Service Provider firm for Providing vehicles on monthly charges basis at Haryana Kaushal Rozgar Nigam Limited. The detailed documents of Request for Proposal having terms and conditions, can be downloaded from Nigam's Website: hkrnl.itiharyana.gov.in and submitted to undersigned, complete in all respect, on or before 05.07.2024 up to 17:00 Hours. The proposal received after last date/time shall not be accepted.

Dated: 24.06.2024

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Chief Executive Officer

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Request For Proposal

**REQUEST FOR PROPOSAL FOR
SELECTION OF SERVICE PROVIDER FOR**

Providing vehicles on monthly chargeable basis

AT

HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Plot No. 101, Sector-12, Panchkula

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Important Information

S. No.	Event	Details
1.	Issue of RFP	24-06-2024
2.	Last Date of Submission of RFP (Application Due Date)	05-07-2024
3.	Bid Opening	09-07-2024 (tentatively)
4.	Cost of RFP Document (non-refundable)	The bidder shall submit the DD of INR 5900/- (inclusive of applicable taxes) along with the RFP document.
5.	Earnest Money Deposit	The bidder shall submit an Earnest Money amounting to Rs 1,25,000/- in the form of Demand Draft in favor of CEO/HKRNL payable at Haryana.
6.	Place of Application Submission	Chief Executive Officer Sainik Parivar Bhawan Building Haryana Kaushal Rozgar Nigam, Plot No. 101, Sector-12, Panchkula, Haryana 134112
7.	Date time and Place of opening of Financial Proposals	To be announced later
8.	Last date for signing contract	As intimated in work order of HKRNL

Address for Communication:

The Chief Executive Officer,

HARYANA KAUSHAL ROZGAR NIGAM LIMITED

Registered office:-Kaushal Bhawan, IP-2, Sector-3, Panchkula

Office Address:- Plot No. 101, Sector-12, Panchkula

E-mail: hkrn.gov@gmail.com , gadmin@gmail.com Tele Phone No. 0172-4041234

Mobile No. 7888765742

Business Details

1. Date of Incorporation/Agreement/Partnership: _____

2. Particulars of Business, if any:

1	Head Office	
2	Name of Office	
3	Flat/Door/Block No.	
4	Name/ Number of Premises/ Building/ Village	
5	Road/ Street/ Lane/ Post Office/ Sector	
6	Town/City/District	
7	State/Union Territory	
8	Telephone No.	
9	Fax No.	

A. Bank details

1.	Bank Name	
2.	Branch	
3.	Bank Account No.	
4.	IFSC Code of the Bank	
5.	Type of Bank Account	

Date:

Signature of Bidder

Name: _____

Status/Designation: _____

(Seal)



B. Introduction

For smooth functioning of office work, Haryana Kaushal Rozgar Nigam seeks to hire a service provider for providing the vehicles (Dzire or equivalent) offering the most competitive rates with the best compliance related services. At present a total of 06 number of vehicles are required in HKRNL however it may be increase or decrease as per the requirement of HKRNL. The 'Service provider' should be able to provide value for money solutions in terms of cost effective, timing, resolving issues as per the scope of work defined in document to HKRNL ("the Assignment") for a term of One (01) Year only, which is further extendable to another one year on the same rates, terms and conditions on monthly chargeable basis, on the sole discretion of HKRNL.

I. Minimum Eligibility Criteria:

1. All the vehicles must have registered in the name of the 2nd party and no sub-hiring shall be permissible, in any case, for any number of vehicles under this RFP.
2. The service provider shall provide vehicle Maruti Swift Dzire or equivalent make 2020 & above on the date of submission of proposal for this RFP.
3. All the vehicles must have National permit for commercial number with taxes paid for the states of Chandigarh, Haryana, Punjab and Delhi.
4. The Bidder having minimum two or more vehicles registered in the name of bidding firm can only participate under this RFP.
5. 1st Party may award the work order to more than one Bidder.
6. Separate rates for different models/vehicles are required to be submitted (as per Table at 'J').

II. Condition of the vehicle:

1. 2nd party shall be responsible to keep AC of the vehicle in the good running condition. All the expense on diesel/petrol, lubricants, service, repair etc. shall be borne exclusively by 2nd party. In case the vehicle breaks down, 2nd party shall be responsible to arrange the replacement

earliest within one day at their own expenses.

2. 2nd party shall be responsible for the fitness of the vehicle and keeping all the necessary documents upto date including Certificate of Registration, Comprehensive Insurance, Road Tax, Fitness Certificate, valid permit (for Chandigarh, Haryana, Punjab and Delhi), Pollution Certificate etc. In case of any mis-happening 2nd party can claim the insurance and clear the case against the vehicle in the Court of Law at their own expenses.
3. 2nd party shall ensure that safety belts are available in working condition for all passengers and driver. They shall also comply with all the safety rules and regulations as applicable from time to time.
4. 2nd party shall ensure the maintenance service in time of all the vehicles at their own expenses.

III. Conditions relating to the driver:

1. The driver shall not be considered as employee of the 1st Party.
2. The driver employed by 2nd party should be a person of integrity, medical fit to drive the vehicle, holds a valid driving license (in original) to drive commercial vehicle and dress code as decided mutually by both of the parties.
3. If the driver's behaviour is found objectionable 2nd party shall replace the driver within 5 working days.
4. The driver should be available whenever required including Saturday and Sunday.
5. Code of conduct of the Driver;
 - (i) He shall be in dress code during duty hours.
 - (ii) He must demonstrate and maintain a professional attitude to work and act responsibly.
 - (iii) He shall report for duty at the specified time given by the officer/officer-in-charge.
 - (iv) He shall be responsible for performing routine checks to ensure the vehicle is clean, presentable and safe to drive.
 - (v) He shall have a mobile phone with two way conversation facility

available and should be able to understand Hindi language properly.

- (vi) He shall not use the phone while driving and in the presence of the officer-in-charge unless he is instructed to do so.
- (vii) He shall maintain log book of the car and shall get it verified from the concerned officer-in-charge/person using the vehicle on daily basis.
- (viii) He shall take permission from the officer-in-charge to take the car to workshop, if required.
- (ix) He shall not leave the vehicle unattended/parked in unauthorized place.
- (x) He shall not remain absent from duty without prior permission of the officer-in-charge.
- (xi) He shall be responsible for carrying and maintaining all the necessary documents (in original) required with regard to the vehicle.
- (xii) He shall strictly follow all the traffic rules and regulations.

IV. Working hours:

1. The working hours would be from 8:30AM to 7:00PM with plus and minus one hour. However, if required by the officer-in-charge it can be extended without any additional cost to first party.
2. If for any reasons vehicle/driver is not available (including break down of the vehicle, maintenance of the vehicle etc.), 2nd party shall make alternate arrangements at no extra cost to 1st party within a day. If the vehicle is not provided within a day, the 1st party shall impose the penalty @ Rs.1,000/- per day & deduction of kilometers as per the prorata kilometers applicable per day (2000/20 = 100km per day) shall be deducted subject to maximum of 2000 kilometers.
3. The vehicle shall also be used for outstation travel to Punjab, Haryana, Delhi etc. as per need of the organization.

V. Payment:

1. Payment shall be made on monthly basis on the basis of kilometres driven per month per car.
2. The minimum number of Kilometers to be charged per month shall be consolidated 2000 kilometers per month X number of vehicles provided under this RFP. The unused consolidated Kilometers per month as detailed in point above shall be carried forward to the next month's limit on continuous basis till the validity of this arrangement.
3. In case the total kilometres for which a vehicle is driven in a month is more than the minimum required of 2000 kilometres per vehicle per month, then the payment shall be calculated as under:-
 - i) The kilometres driven for all the vehicles shall be clubbed.
 - ii) The kilometres found in excess of total clubbed kilometres of all the vehicles together shall be paid for.
4. The kilometer counting of the vehicle shall start from the designated office and shall end at the designated office.
5. The 1st Party shall pay to the 2nd party a consolidated monthly charges per month plus GST, toll tax, parking charges subject to deduction of tax at source as applicable from time to time.
6. The night charges for local shall be payable @ of Rs.200 after 10:00PM & before 6:00AM and Rs.200/- for outstation travel beyond six hours and Rs.300/- (including night stay) for outstation travel beyond 12 hours.
7. A log book shall be maintained on daily basis with proper record/ entries by the driver and the log book shall be got countersigned on daily basis from the officer-in-charge to whom the vehicle is allotted.
8. The 2nd party shall submit the bills (2 copies) on a monthly basis by 7th of next month alongwith the copy of log book as detailed above.
9. The payment shall be released within 21 days from the date of submission of the bills alongwith complete supporting papers/ documents.

VI. Liabilities (Taxes etc.):

1. All the statutory liabilities & taxes shall be borne by 2nd party.
2. The parking charges and toll taxes shall be reimbursed on actual basis by 1st party.
3. In case the vehicle travels to Chandigarh, Haryana, Punjab and Delhi taxes would be paid by the 2nd party. However, in case the vehicle travels to other states, taxes leviable would be reimbursed by 1st party.
4. 2nd party shall be responsible for all the expenses towards repair, maintenance and other risks & liabilities related to the vehicles provided under this RFP.
5. 2nd party shall be responsible for the salary of the driver in time engaged under this RFP.
6. The 2nd party shall be responsible for payment of a challans, if any, made by the police/Motor Vehicle department for any offence committed by the driver or any other person engaged by the 2nd party under this RFP.
7. The liabilities arising due to any mishap on duty shall be borne by the 2nd party.
8. In case, there is any change in the tax implications because of changes in any of the applicable laws of the Country, the additional burden/benefit shall be borne/enjoyed by the 2nd party.
9. "Variation in Statutory Levies such as Sales Tax/Excise Duty/GST";-
 - If during the currency of the delivery period stipulated in the work order, there is any variation in the statutory levies e.g. GST etc, the same shall be allowed against documentary proof produced by the 2nd party.
 - No extra payment resulting from such variation shall, however, be made if the same becomes effective after the expiry of this work order.

VII. Earnest Money and Security Deposit:

Every bidder, while submitting his tender, shall deposit the earnest money specified in the RFP by way of demand draft drawn in favour of the CEO/HKRNL payable at par in Panchkula.

- I. The Security Deposit shall be 10% of contract value in all the cases. The deduction of the security deposit shall be regulated as per following:-
 - The security deposit equal to 10% of total work order value will be deducted from the bill of contractor. However, the EMD already deposited by the contractor shall be converted into security deposit and shall be adjusted in the monthly invoice.
 - The security deposit of the contractor shall be retained by HKRNL for faithful and satisfactory execution of the contract.
 - The security deposit shall be released only after completion of the entire period of contract.
 - No interest shall be paid on security deposit for the period it remains deposited with HKRNL.
- II. The EMD of the unqualified bidders will be returned without any interest, as promptly as possible, within 30 days after declaration of qualification result and that of unsuccessful bidder within 15 days of the execution of the contract with the selected bidder

VIII. Term and Termination:

1. The term of this RFP shall be initially for one year.
2. The arrangement shall be extendable based on the performance of this work order on mutual agreement basis.
3. In case the services are not found satisfactory, the 1st party may terminate the arrangement by giving 30 day's notice to 2nd party.
4. The agreement is revocable by either party at a notice of 30 days in advance.
5. In case of any breach of any of the requirements/conditions of this RFP, the work order may be terminated giving a show cause notice of 15 days by the 1st Party.

IX. Penalty:

1. If 2nd party fails to provide the vehicle as per the work order, in compliance with any of the provisions of this RFP, penalty @ Rs.1,000/- per day shall be imposed upto seven days. If the 2nd party fails to make good the default as mentioned above within 7 days the 1st party shall have the sole discretion to either forfeit the Performance Security and/or terminate the work order.
2. The EMD/Performance Security shall be forfeited, in case:
 - (a) The successful bidder/2nd party fails to perform the contract satisfactorily as per terms & conditions of this RFP;
 - (b) The successful bidder/2nd party, fails or refuses or in case of lapse/default to honour his own quoted prices for the services or part thereof.
 - (c) If at any stage, any of the information/declaration given by the bidder is found false.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with GoH at any stage of the evaluation of this RFP may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive RFP calls.
4. Breach of any of the conditions of this RFP document, work order, arrangement, contract with GoH may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive RFP calls at the option of HKRNL.

E. Submission of the RFP:

- The RFP consist two bids; i). Technical Bid ii). Financial Bid. Firstly, the technical bid should be opened (as per table 'I') and thereafter financial bid shall be opened of those bidders who qualify Technical Bid.
- The bidder shall sign and stamp each page of the RFP document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein

and submit the same along with the RFP Document. The bidder would fill up the information in the Annexure and affidavit enclosed at the end of this document in clear and legible terms. Annexure and affidavit shall also have to be signed and stamped by the bidder or its authorized signatory.

- The bidder shall submit RFP document fee of Rs.5,900/- in the shape of Demand Draft in favour of in favour of HARYANA KAUSHAL ROZGAR NIGAM LIMITED payable at Panchkula alongwith the Technical Bid.
- The bidder shall submit EMD of amount of Rs.1,25,000/- in the shape of Demand Draft in favour of HARYANA KAUSHAL ROZGAR NIGAM LIMITED payable at Panchkula along with the Technical Bid.
- Rates and prices should be mentioned clearly indicating all the taxes and other incidental charges like extra kilometers charges etc. (According to the Table at 'J') only in Financial Bid.
- A list of documents duly stamped and signed from duly authorize person submitted by the bidder be also submitted alongwith RFP document (According to the Table at 'I').
- A Letter to authorize representative/authorized signatory shall also be submitted alongwith RFP document.
- Rates (per day per kilometers, min. limit per day & night charges etc.) for vehicle Swift Dzire or equivalent make 2020 & above with vendor may also be submitted.

F. Last Date of Submission of the RFP:

- Complete RFP Documents must be submitted in the office of the Haryana Kaushal Rozgar Nigam Limited (HKRNL)Plot No. 101, Sector-12, Panchkula on or before 2.00P.M. on 05 July, 2024 through registered/speed post or by hand.
- Any documents received after the specified date & time shall not be opened and shall be considered as rejected.
- 1st party shall not responsible for any delayed receipt of the RFP documents.

G. Opening of RFP:

- The RFP shall be opened at 02:30 P.M. on 09 July, 2024, in the presence of the bidders in person or through any Representatives.
- The representatives shall submit a letter of authority issued by the bidder to be allowed to present at the opening of the RFP.
- The rights to reject any item or entire RFP at any stage or to cancel the RFP process shall be reserved with CEO, HKRNL.
- The requirement of vehicle/Taxis may increase/decrease depending upon the need from time to time.

7. EVALUATION OF TECHNICAL PROPOSAL

- a. The Bidders who fulfil the pre-qualifying requirements will be shortlisted for evaluation. The total maximum point for evaluation of Technical Proposal is 60 marks.
- b. The proposals submitted by the Bidders would be evaluated, and the scores would be assigned based on the parameters set out in the table below:

Sr No	Evaluation Criteria	Scoring Pattern	Marks	Maximum Marks
1	Existence of Firm for at least 3 Years.	3 Years 4-6 Years More than 6 Years	5 marks 10 marks 15 marks	15
2	Number of vehicles with the name of owner/firm	5 vehicles 6-10 vehicles More than 10 vehicles	5 marks 10 marks 15 Marks	15
3	Average Turn Over of the Firm for previous three financial years prior to bid date.	7.5 Lacs 7.5- 15 Lacs More than 15 Lacs	5 Marks 10 Marks 15 Marks	15

4	The Firm should have rendered at least 03 similar assignments during last 3 F.Y.s ended on 31.03.23 to Government Departments/ Corporation/PSUs/Private Companies	For 03 Assignments For 04 to 06 Assignments For more than 06 Assignments	5 Marks 10 Marks 15 Marks	15
Marks S(t)			Total	60

- c. The score for Technical Proposal would be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidder is required to achieve a minimum score of 36 marks (Benchmark Score). The Financial Proposals of only those Proposals that have achieved the Benchmark Score will be opened for evaluation.

8. EVALUATION OF FINANCIAL PROPOSAL

The Financial Proposals of only those Bidders who will qualify in the technical evaluation will be opened. After that the financial score shall be determined by authority as per below formula:

$$S_f = 100 \times F_m / F,$$

where S_f is the Financial Score;

F_m is the lowest price quoted by any bidder;

and " F " the price of the proposal under consideration.

9. CALCULATION OF FINAL SCORE

- a. The final score will be calculated as per the weightage given to the Technical and Financial Proposals, which are 70% and 30% respectively (Technical proposal $T = 0.70$, and financial proposal $P=0.30$)
- b. Proposals shall be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights ($T =$ the weight given to the Technical Proposal.

$P =$ the weight given to the Financial Proposal; $T + P = 1$ as following:

C. $S = St \times T\% + Sf \times P\%$.

- c. The applicant that would get the highest combined score would be declared a preferred bidder.

H. GENERAL CONDITIONS

1. If in case, any document, information &/or certificate submitted is found to be incorrect / false / fabricated, the 1st party at its discretion may disqualify / reject / terminate the work order and also forfeit the Performance Security/ All dues.
2. The 1st party reserves the right of forfeiture of the Performance Security in the event of the 2nd party's failure to fulfill any of the obligations or in the event of termination of the work order as per terms and conditions of the RFP.
3. In case the successful bidder fails to submit the Performance Security of the requisite amount within the stipulated period or extended period, letter of Award automatically will stand withdrawn and EMD of the 2nd party shall be forfeited.
4. The financial bid in respect of RFP shall be furnished in the enclosed proforma only.
5. While all efforts have been made to avoid errors in the drafting of the RFP form, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the RFP documents shall be entertained lateron. In case of any clarification, the interested parties may contact the O/O Haryana Kaushal Rozgar Nigam Ltd., Sainik Parivar Bhawan Building, Plot No. 101, Sector-12, Panchkula on any of the working days from 10.00AM to 4.00 PM.
6. Each page of the RFP Documents must be stamped and signed by the person submitting the RFP in token of his acceptance of entire conditions laid down in the RFP form. Any Bid with any of the Documents not so signed it liable to be rejected at the direction of the 1st party.

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7. For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notified a change of address by a separate letter sent by registered post with acknowledgement due to this office. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
 8. No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or performance security deposit.
 9. Conditional bids/boffers shall be summarily rejected without any communication to the bidders.
 10. Document supporting the eligible conditions:
 - (a) Attested copy of PAN and GST.
 - (b) Attested copy of work orders along with work completion Certificates/ongoing work certificate issued by any Central/State Government Organization/any other office, if available.
 - (c) Copy of Income Tax Return and GST for the last three financial years 2020-2021, 2021-2022 and 2022-2023 if applicable.

I. Technical Bid consists of the following:-

1.	Company Profile (Kindly fill proforma at point 'B' at page-5)	
2.	Vehicle details (Kindly fill Annexure-'A').	
3.	RFP Document Fee (RFP document fee of Rs.5,900/- in the shape of Demand Draft in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh)	
4.	Earnest Money Deposit (EMD) (EMD of amount of Rs.1,25,000/- in the shape of Demand Draft in favour of Haryana State Electronics Development Corporation Limited payable at Chandigarh)	
5.	Copy of PAN Card	
6.	Copy of GST & GST Return, if applicable.	
7.	Copy of Income Tax Return for the financial year 2020-2021,2021-2022 and 2022-2023 if applicable.	
8.	Minimum Turnover for the last financial years (Rs.7.5 lacs each) is essential. (Attached CA certificate)	

Signature of the Bidder

J. Financial Quotes

D. ANNEXURE 3: FINANCIAL PROPOSAL FORMAT

(To be submitted on letter head of Bidder)

TO

Sir,

I/We hereby submit our Proposal for the **Selection of Service Provider for Haryana Kaushal Rozgar Nigam (HKRNL)** in accordance with the Terms and Conditions as well as Scope of work.

Type of Vehicle	No. of Vehicle	Fixed Monthly Rate for 2000 KM Per Month inclusive of all taxes/GST etc.	Fixed Monthly Rate BEYOND 2000 KM Per Month inclusive of all taxes/GST etc.

E. Notes: -

- (1) The above prices are inclusive of all taxes & duties, except the following, which are re-imbursed / paid by the Nigam during the currency of contact.
 - (a) Toll Tax, Parking fee and applicable GST, which will be reimbursed on the production of the original vouchers.
 - (b) The contractor will be re-imbursed Rs 200 per night for stay of the driver on tour to the outstation in addition to the above rates.
 - (c) Applicable GPRS charges which are at present Rs.350 plus GST will be deducted on monthly basis.
- (2) During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Authorized signatory
With stamp & Signature

-
5. I shall have no objection in case HKRNL verifies any or all Bank Guarantee(s) under any of the clause(s) of work order including those issued towards EMD and Performance Security from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before the HKRNL receives said verification.
 6. That the Performance Security issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, the HKRNL shall reject my bid, cancel pre-qualification and debar me from participating in any future RFP for three years.
 7. That I hereby confirm that my/our firm/company M/s.....have not been convicted of any non-bailable offence, by any of the courts.
 8. That I hereby confirm that my/our firm/company M/s.....have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
 9. That I hereby confirm and declare that my/our firm/company M/s.....has not been black listed/ de-listed or put on holiday by any Institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last TWO years.
 10. That I hereby confirm and declare that my/our firm/company M/s....., we have paid all rents, royalties and all public demands such as income-

tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.

11. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract, or have not been forcefully terminated from any contract of any Organization.
12. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government department/organization on account of similar services.
13. That I hereby confirm and declare that my/our firm/company M/s..... has not undergone any legal proceedings of whatever kind in the past three years.
14. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD/Performance Security/ All dues. May take any appropriate legal action against me.

Deponent

Verification:

I,, the Proprietor/
Authorized signatory of M/s.....
do hereby confirm that the contents of the above Affidavit are true to my
knowledge and nothing has been concealed there from and that no part of it
is false.

Verified atthis.....day of

Deponent

