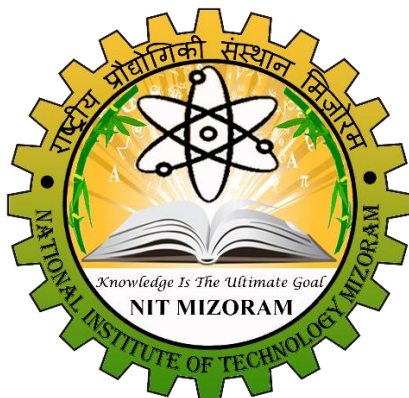




NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR CIVIL & ELECTRICAL WORKS AT NIT MIZORAM

EOI DOCUMENT (REF NO. 1775)



EOI DOCUMENT

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NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM

Chaltlang, Aizawl-796012 (Mizoram)

National Institute of Technology Mizoram is an Autonomous Institute of National Importance under the Ministry of Education, Govt. of India. Currently, the Institute operates from its temporary campus at Chaltlang, Aizawl.

The Institute invites Expression of Interest (EOI) for 'Empanelment of Vendors for Civil & Electrical Works at NIT Mizoram' on prescribed format from the reputed, resourceful and experienced Agencies/Vendors who have executed similar nature works in any Central / State Government/PSU and who fulfill other eligibility criteria of EOI Document. The main object of Empanelment of firms/agencies is to create a pool of suitable and competent agencies/Vendors with valid credential for works so as to minimize the requirement of verification of their credentials at the time of individual tenders without delay. At the same time, only those Vendors are allowed to continue in the list that remain active in NIT Mizoram and perform satisfactorily. This empanelment will initially be made for a period of 1 year which may be extended for next 2 years on yearly basis subject to satisfactory performance of the firm.

EOI notice is available on www.eprocure.gov.in/eprocure/app, www.nitmz.ac.in.

1. SCHEDULE OF EOI:

a)	EOI Document No.	NITMZ/ESTATES/Empanel/EOI-01/24-25
b)	EOI for	Empanelment of Vendors for Civil & Electrical Works at NIT Mizoram
c)	Validity of Empanelment	1 year (which may be extended for next 2 years on yearly basis)
d)	Registration Fee (Rs.)	Rs. 2000/- Fee to be deposited in the institute's account through SBI i-collect/..... and the receipt of submission is to be uploaded along other technical bid documents. For details regarding submission of Fee, the webpage with following link may be visited: https://www.nitmz.ac.in/..... Note:- Registration fee is Non-refundable.
e)	Date and Time for Issue EOI document	
f)	EOI document Submission Start Date and Time	



g)	EOI document Submission End Date and Time	
h)	Date and Time for Opening of Bid (Technical bid)	
i)	Date and Time for Opening of Bid (Financial bid)	
j)	Address for Communication	Registrar, Administrative Block, National Institute of Technology Chaltlang, Aizawl, Mizoram 796012 Ph:- 0389- 2391236 / 2391774 / 2391699 E-mail:- registraroffice@nitmz.ac.in

Note:-

1. The EOI document may be downloaded from the website www.nitmz.ac.in.
2. Corrigendum, if any would appear on the NIT Mizoram website.
3. NIT Mizoram reserves the right to reject any or all the tenders in part or full without assigning any reasons thereof.
4. **Online submission of Bids through Central Public Procurement Portal (<http://www.eprocure.gov.in/eprocure/app>) is mandatory.**
5. **Manual/Offline bids/documents shall not be accepted under any circumstances.**



2. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

a. REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCAIndia (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

b. PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be



submitted. Any deviations from these may lead to rejection of the bid.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

c. SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the BG/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids (if applicable) in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

d. ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.



3. TERMS AND CONDITIONS

All Intending Agencies/ Vendors preferably registered in central/state PWD /MES in the suitable Category/class or Agencies/Vendors who have executed similar nature works in any Central / State Government /PSU and who fulfill eligibility criteria of EOI Document are eligible for registration. Categories of items for registration are mentioned at clause no.4 of the document.

a. BENEFITS OF REGISTRATION

The firms registered with NIT Mizoram will enjoy the following benefits:

1. Tender enquiries against demands for limited tender costing below Rs. 10 (Ten) lakh which are not advertised are sent to the registered firms.
2. In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to participate in the Tender.

b. EMPANELMENT / REGISTRATION PROCEDURE

1. The applicant should read all the pages of the document. Correct / relevant information / data have to be furnished by the vendors.
2. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
3. The agencies/firms/Vendors for execution of similar works include major /minor repairs/addition/alteration/extension for work/services in categories as mentioned in the registration documents seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment.
4. The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs.2,000/- (Rupees Two Thousand only).
5. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
6. The following self-certified documents to be submitted with the Registration Form:

- a. Past Experience certificates (Completion certificate from Client along with copy of



- Award letter/ Work Orders/Completion Certificate to be submitted by the bidder.)
- b. GST & PAN Number certificate
 - c. Labour License (if applicable).
 - d. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. (An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/Public limited Companies.)
 - e. Solvency certificate (Not older than **6 months from last date of bid submission**)
 - f. Average minimum Annual Turnover CA certified Certificate for last 3 consecutive financial years ending **31st March 2023 or 31st March 2024** as per eligibility criteria.
 - g. Valid ESIC/EPF Registration certificate. (If bidder is registered with ESIC/EPF, then EPF/ESIC Registration certificate must be submitted. Else self-declaration by bidder for non-applicability of ESIC/EPF to be submitted).
 - h. Valid Electrical License for Electrical works.
 - i. Bank Details.
 - j. Registration with CPWD/PWD/MES/PSUs etc. if any.
 - k. A notarized/self-attested certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years.
 - l. Duly filled signed stamped Application form as Enclosed.
7. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms / agencies/ Vendors shall be registered with the NIT Mizoram.
 8. The firms / agencies / Vendors will be considered for registration / Empanelment for an initial period of one year which may be extended for next 2 years on yearly basis subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.
 9. After getting all the required fee, information & documents from the applicant, the registration number (with Category/Code No./Description of Work/ Period of validity) will be issued to the Vendors.



4. CATEGORY AND WORK TYPE

a. WORK TYPE

WORK TYPE	WORK SUB-TYPE	Particulars/ Items of Works
CMW (CIVIL Maintenance/ Minor Works)	I (General Civil Works)	(1) Civil repair, maintenance works related to minor water proofing works in buildings and construction of minor structure & other ancillary works, (2) Flooring works, (3) Finishing works Supplying & fixing of different types of building materials viz. cement, sand, reinforcement, all types of granites, tiles, marbles, kota stone, marble mosaic tiles, all types of precast paver blocks, bricks, centering & shuttering materials, manhole / gully trap chamber cover, (3) Repair, maintenance and construction of all types of underground sewer lines, manhole chambers, gully trap chambers, roads & pathways, (4) Internal painting / polishing of building and its parts, (5) Structural repair works in buildings, water tanks, sumps etc. (6) Repair, maintenance and fabrication of all types of M.S. Grill and sheet works, (7) Minor structural rehabilitation works of buildings. (8) Other relevant works related to General Civil Maintenance/ Minor works including repair, replacement, alteration or fresh work.
	II (Plumbing and Sanitary Works)	(1) All types of plumbing, sanitary works in the residential / office complex including supply & fixing of plumbing and sanitary materials as per the requirement (2) Repair, maintenance of rain water pipes, Sewerage / stack lines in the duct / other area of the buildings, (3) Maintenance of water supply line valves, meter chambers, water meters, foot valves, sewerage system for buildings & other ancillary structures (4) Cleaning of water tanks & U.G. Sumps and disinfecting with chlorine based approved chemicals etc. (5) Removing the deposits from the septic tanks, soak pits and cleaning the underground sewage lines etc. (6) Cleaning the open surface drains clean and free from



		deposits. (7) Other relevant works related to Plumbing and Sanitary Maintenance/ Minor works including repair, replacement, alteration or fresh work.
	III (Carpentry & Interior Decoration Works)	(1) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works (2) Ancillary civil related works in connection with wooden, or aluminium works (3) Fixing of all types of glass in doors, wooden or steel windows, (4) Writing inventory no. and name plates (5) All types of wooden works related to interior decoration. Aluminum door and window work, venetian blinds, etc. (7) Door closer, louver window work, floor spring etc., (8) Miscellaneous works pertaining to maintenance of Buildings. (9) Preparation and installation of wooden, ply or aluminium partitions, tables, boards showpieces etc (10) Other relevant works related to Carpentry & Interior Decoration Maintenance/ Minor works including repair, replacement, alteration or fresh work.
	IV (Steel Works)	(1) Repair, painting, maintenance and installation of all types of steel (vis. Mild, stainless steel etc) gates, grills, signboard frames, windows, sheds etc (2) Other relevant works related to Steel Maintenance/ Minor works including repair, replacement, alteration or fresh work.
EMW (Electrical Maintenance/ Minor Works)	I (Internal Electrical Works)	(1) Wiring for light point / fan point /call bell point / exhaust fan point. (2) Wiring for circuit / submain wiring (3) Supplying and fixing of medium class PVC conduit (4) Supplying and fixing GI box along with modular base & cover plate for modular switches (5) Supplying and fixing modular switch / socket on the existing modular plate & switch box (6) Supplying and fixing of LED fittings /street light fittings etc. of all types complete with all accessories (7) Supplying and fixing of wall fan/ ceiling fan.



		(8) Cabling repairs of Split AC / Fire detection work etc (9) Repairing pumps, geysers and other electrical items. (10) Other relevant works related to Internal Electrical Maintenance/ Minor works including repair, replacement, alteration or fresh work.
	II (External Electrical Works)	(1) Laying of PVC insulated and PVC sheathed/ XLPE power cable of 1.1 KV grade. (2) Supplying and making End Termination with brass compression gland and lugs. (3) Earthing work (4) Providing and fixing of Copper/G.I. strip on surface or in recess. (5) Supplying and fixing SP DP TP miniature circuit breaker/ Molded Case Circuit Breaker. (6) Repairing & maintenance of VCB & other accessories. (7) Repairing & maintenance of HT/LT Electrical Panel. (8) Laying of HT/LT Cables. Etc. (9) Repair of DG Set connecting cables including laying new cables as required. (10) Other relevant works related to External Electrical Maintenance/ Minor works including repair, replacement, alteration or fresh work.

NIT Mizoram reserves all the rights to modify or add any or all the categories as per the requirements from time to time.

b. CATEGORY/ CLASS

Volume of works as per the estimate would be basis of categorization of the applicants covering one or all of the under mentioned categories,

Category/Class I: Tendering limit of contract Below Rs. 10,00,000/-

Category/Class II: Tendering limit of contract Below Rs. 5,00,000/-



5. ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Category/Class I-MW Tendering limit of contract Below Rs. 10,00,000/-	Category/Class II-MW Tendering limit of contract Below Rs. 5,00,000/-
1	Past Experience of completed similar work during last Seven years.	Three similar completed works experience in Central Government /State Government/Public sector undertakings/ Autonomous Organizations, each of value not less than Rs. 4,00,000/-. (Or) Two similar completed works experience in Central Government / State Government/Public sector undertakings/ Autonomous organizations, each of value not less than Rs. 6,00,000/- (Or) One similar completed work experience in Central Government / State Government/Public Sector undertakings/ Autonomous Organizations, value of cost not less than Rs. 8,00,000/-.	Three similar completed works experience in Central Government /State Government/Public sector undertakings/ Autonomous Organizations, each of value not less than Rs. 2,00,000/-. (Or) Two similar completed works experience in Central Government / State Government/Public sector undertakings/ Autonomous organizations, each of value not less than Rs. 3,00,000/- (Or) One similar completed work experience in Central Government / State Government/Public Sector undertakings/ Autonomous Organizations, value of cost not less than Rs. 4,00,000/-.
2	Banker's Certificate for financial soundness Solvency) (Not older than 6 months from last date of submission)	Rs 4,00,000/-	Rs 2,00,000/-



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Sl. No.	Eligibility Criteria	Category/Class I-MW Tendering limit of contract Below Rs. 10,00,000/-	Category/Class II-MW Tendering limit of contract Below Rs. 5,00,000/-
3	Average Annual Turnover during last three consecutive financial years ending 31st March 2023 or 31st March 2024.	Rs 3,00,000/-	Rs 1,50,000/-
4	Valid/ recent PAN, GST Certificate	To be submitted	To be submitted
5	Valid Electrical License(LT/ HT) for Electrical works in name of Agency.	To be submitted	To be submitted
6	ESIC/ EPF Registration Certificate (As per clause 3.6.g)	To be submitted	To be submitted
7	Proprietorship certificate, Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.	To be submitted	To be submitted
8	Non-Blacklisting Certificate	To be submitted	To be submitted

*MW- stands for Maintenance/ Minor Works

Note:-

- Similar works for electrical & civil works are defined in clause -4 (a).



6. GENERAL CONDITIONS

- a. The said registration qualifies a particular vendor for consideration for issue of tender document in case of limited tenders for relevant category only for which vendor is registered/empaneled. However, this will not give any claim to the party for award of Work Order.
- b. NIT Mizoram reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIT Mizoram in respect of registration of parties for various categories of work/ items will be intimated by post/ email and shall be final & binding on all concerned registered firms / vendors in the panel of NIT Mizoram.
- c. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIT Mizoram.
- d. This document is treated as a valid contract between NIT Mizoram and Vendor and adherence to all aspects of fair-trade practices in executing the work orders placed by NIT Mizoram from time to time during the registration period.
- e. In case of empaneled vendor found in breach of any terms & condition(s) of NIT Mizoram or work order, at any stage during the course of work or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited, besides debarring and blacklisting the vendor concerned for at least ONE years for further dealings with Institute.
- f. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- g. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with NIT Mizoram, empaneled vendors are required to quote the Registration No.
- h. The NIT Mizoram has all the rights reserved to add / delete / alter any of the items and to amend/ add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
- i. **Indemnity:** The selected vendor shall indemnify the NIT Mizoram and user departments



against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NIT Mizoram / User Department stand indemnified from any claims that the Vendor/firm/ agency manpower/local authorities may opt to have towards the discharge of their duties in the fulfillment of the work orders.

- j. **Termination for Default:** Default is said to have occurred. if the vendor fails to-
- i. commence /deliver any or all of the services within the time period(s) specified in the Work order or any extension thereof granted by NIT Mizoram.
 - ii. perform any other obligation(s) to the satisfaction of NIT Mizoram, under the empanelment.

If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from NIT Mizoram (or takes longer period in spite of what NIT Mizoram may authorize in writing), NIT Mizoram may terminate the empanelment/Work Order in whole or in part. This may also lead to blacklisting of the vendor barring him from participating for any further work/s with NIT Mizoram.

- k. **Jurisdiction:** All disputes in this connection shall be settled in Guwahati High Court, Aizawl Branch jurisdiction only.
- l. **Defect Liability Period:** For execution of works, one-year DLP shall be applicable.
- m. **Inspection of Works:** Works would be subject to inspection by User representative and unsatisfactory/defective works having been detected would have to be redone/repair by the vendor failing which it would be got done at the risk and cost of the said Vendor/firm/ agency.



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7. REGISTRATION FORM (FOR EMPANELMENT OF VENDORS IN CIVIL & ELECTRICAL MINOR AND MAINTENANCE WORKS)

I. CATEGORY & WORK TYPE APPLIED FOR-

WORK TYPE						
CODE	CMW-I	CMW-II	CMW-III	CMW-IV	EMW-I	EMW-II
Description	(General Civil Works)	(Plumbing and Sanitary Works)	(Carpentry & Interior Decoration Works)	(Steel Works)	(Internal Electrical Works)	(External Electrical Works)
Tick box for which applied	☐	☐	☐	☐	☐	☐

CATEGORY		
CODE	I-MW	II-MW
Description	Tendering limit of contract Below Rs. 10,00,000/-	Tendering limit of contract Below Rs. 5,00,000/-
Tick box for which applied	☐	☐

II. DETAILS OF THE APPLICANT:

1.	Name of the Company/Agency/Vendor	
i	Head Office / Registered Office Address	
ii	Telephone/Mobile No	
iii	Email	
iv	Web site (if any)	
v	Date of Establishment	
2.	Name of Chief Executive / Proprietor / Partners	
i	Telephone/Mobile No	
ii	Email	
3.	Office in Aizawl (Address)	
i	Name of Contact Person	



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ii	Telephone/Mobile No.	
iii	Email	
4.	Type of Organization	Documents to be enclosed
i.	Proprietary Trade License ☐	An affidavit
ii.	Partnership Partnership ☐	Deed, Trade License
iii.	Private Limited Company ☐	Memorandum of Article
iv	Public Limited Company ☐	Certificate of Registration
5.	Commercial Information Registration	(Enclose Attested Copy Wherever Applicable)
	PAN	
	GST Regn. No.	
	Registration with CPWD/PWD/MES/PSUs etc. if any	
6.	Details of Registration fee (Rs.2,000/-)	Transaction Ref No _____ Date: _____ Bank: _____
7.	Solvency /Bankers' certificate of scheduled bank (Not older than 6 months from last date of submission) to be attached.	

III. WORK EXPERIENCE DETAILS AS PER ELIGIBILITY CRITERIA IN CLAUSE-4(A):

Sl. No.	Name of Work*	Work Order No. & date	Work Order Value (₹)	Client details
1.				
2.				
3.				

*Admissible only on submission of relevant documents supporting the claim

IV. AVERAGE ANNUAL FINANCIAL TURNOVER DURING THE IMMEDIATE LAST



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3 CONSECUTIVE FINANCIAL YEARS (ENCLOSE CHARTERED ACCOUNTANT'S CERTIFICATION):

Sl. No.	Financial Year	Amount
a)		
b)		
c)		

V. LIST OF ENCLOSURES AS PER ELIGIBILITY CRITERIA & CLAUSE 3.6:

Sl. No.	Details of Document Required to be submitted by the vendor	Submitted (Yes/No) along with referred page No.
a	Past Experience certificates (Completion certificate from Client along with copy of Award letter/ Work Orders/Completion Certificate to be submitted by the bidder)	
b	GST & PAN Number certificate	
c	Labour License (if applicable)	
d	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc (An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/Public limited Companies)	
e	Solvency certificate (Not older than 6 months from last date of bid submission)	
f	Average minimum Annual Turnover CA certified Certificate for last 3 consecutive financial years ending 31st March 2023 or 31st March 2024 as per eligibility criteria	
g	Valid ESIC/EPF Registration certificate (If bidder is registered with ESIC/EPF, then EPF/ESIC Registration certificate must be submitted. Else self-declaration by bidder for non-applicability of ESIC/EPF to be submitted)	
h	Valid Electrical License for Electrical works	
i	Bank Details	



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j	Registration with CPWD/PWD/MES/PSUs etc, if any	
k	A notarized/self-attested certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc in the past three years	
l	Duly filled signed stamped Application form as Enclosed	



VI. DECLARATION BY VENDOR

- a. I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am/ we are liable to be debarred.
- b. I/We certify that I/We will not get myself/ourselves registered as Vendor(s) in NIT Mizoram under more than one name.
- c. No employee or direct relation of any employee of NIT Mizoram is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- d. I certify that I did not retire as an Engineer from any Department of the Government of India during the last ONE year. I also certify that I have neither such a person under my employment nor shall I employ any such person within ONE year of his retirement. (For individuals seeking enlistment).
- e. We certify that none of the partners/Directors retired as an Engineer from any Department of the Government of India during the last ONE year. We also certify that we have neither under our employment any such person nor shall we employ any person within ONE year of his retirement. (For partnership firms and limited companies). (Strike out whichever is not applicable)

.....
Name of Proprietor/Partner/ChiefExecutive (In Capital Letter)

.....
(Signature)

Place: Date:

(Seal of the Applicant)