

Office of Collector, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin-753002,

Phone no. - 0671-2508100

Email -touzictc@gmail.com



EoI No:1232 .Date:22.10.2019

Expression of Interest (EOI) Invited from Landscape Agencies for
“Development/Beautification of Water bodies at Balijatra Ground, Cuttack, Odisha”

Cuttack District Administration (herein also referred as Authority) invites applications in the form of Expression of Interest from Landscape Agencies for on ground delivery of **“Development/Beautification of Waterbodies at Balijatra Ground, Cuttack, Odisha”** for the historic Balijatra Festival-2019 from Dt: 12/11/2019 to Dt: 19/11/2019. The detailed document is available in the website of Cuttack District Administration i.e.<https://cuttack.nic.in>

The EoI shall be submitted in the prescribed format along with all relevant documents duly signed and sealed. The EoI should reach the Office of Asst. collector (Touzi & Loans), Cuttack by Dt: 29/10/2019 by 04.00 P.M. either by Courier/ Speed post/ Registered post.(No hand delivery is acceptable). The Office of Asst. collector (Touzi & Loans), Cuttack shall not be responsible for any delay in postal delivery and similar reasons.

Brief Description of application process:

The selection shall be based on the capability and experience of the applicants. The bidders are requested to make themselves aware with the site conditions before submitting the EOI. For any assistance in this regard or for any clarification w.r.t. this project, the prospective applicants may contact: Assistant Collector, Touzi, Collectorate, Cuttack

By order of Collector

**Sub Collector Cum Nodal Officer
Sadar, Cuttack, Odisha.**

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EOI Schedule

1. Pre Bid Meeting: 25/10/2019 at 2:00 p.m.
2. **Application due date:** 29/10/2019 up to 5:00 p.m.

*Bidders shall have to make their own arrangements for site visit to Balijatra ground, Cuttack, Odisha.

District Administration, Cuttack reserves right to accept or reject any application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof.

EoI No:

Date:

**Expression of Interest(EoI) for Selection of Landscapers
for**

**Development/Beautification of
Waterbodies at Balijatra Ground in
Cuttack, Odisha**



Office of Collector, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack

Pin-753002,

Phone no. - 0671-2508100

Email -touzict@gmail.com

Schedule of Bidding Process

Period of availability of RFP document:	Dt.22/10/2019 to Dt. 29/10/2019 Downloadable from Website https://cuttack.nic.in
Pre-bid Meeting:	Dt. 25/10/2019 at 2.00 pm.
Last date for receipt of RFP:	Dt. 29/10/2019 by 3.00 PM Through Courier/Registered Post/ Speed post. No drop box facility available and Hand delivery is not allowed.
Place of submission of RFP:	The Asst. Collector (Touzi & Loans), Collectorate, , Cuttack At/Po- Chandini Chowk,Dist- Cuttack Pin- 753002, Odisha.
Date and Time of opening of Technical Proposal	Dt. 29/10/2019 at 5.00 pm.
Presentation by Bidders	Dt. 30/10/2019 at 03.00 pm.
Date and Time of opening of Financial Proposal	Dt. 31/10/2019 at 3.00 pm.
For further information:	The Asst. Collector (Touzi & Loans) , Collectorate, Cuttack At/Po- Chandini Chowk,Dist- Cuttack Pin- 753002, Odisha. Phone: 0671-2508100, Email- touzictc@gmail.com Mobile: 7732017771

PROJECT INFORMATION AND GENERAL CONDITION OF CONTRACT

A. PROJECT INFORMATION

1. City Profile

Cuttack is the former capital and the second largest city in the eastern Indian state of Odisha; and headquarters of Cuttack district. The name of the city is an anglicized form of Katak, which means The Fort, a reference to the ancient Barabati Fort around which the city initially developed. Cuttack is also known as the Sudama City due to its history of 1000 years and famous silver filigree works. It is also considered as the judicial capital of Odisha as the Odisha High Court is located here; and hosts a large number of trading and business houses in and around the city. Cuttack is also famous for its Durga puja which is an important festival of Odisha. The old part of the city is centred on a split of land between Kathajodi River and Mahanadi River, bounded on the southeast by Old Jagannath Road. The city, being a part of the Cuttack Municipal Corporation consisting of 59 wards. Cuttack stretches from Phulnakhara across the Kathajodi in the south to Choudwar in north across the Birupa River, while in the east it begins at Kandarpur and runs west as far as Naraj. Four rivers including Mahanadi and its distributaries Kathajodi, Kuakhai, Birupa run through the city.

2. Balijatra Background

Balijatra (also Boita Bandana) literally means A Voyage to Bali. This festival is held in Odisha, in the city of Cuttack at Gadagadia Ghataa of the Mahanadi river, to mark the day when ancient Sadhabas (Odia mariners) would set sail to distant lands of Bali, as well as Java (at the time of the voyage known as "Yawadvipa"), Sumatra, Borneo (all in Indonesia), and Sri Lanka (formerly Ceylon) for trade and cultural expansion. To commemorate this, the festival is celebrated every year from the day of Kartika Purnima (full moon day of the month of Kartika) according to the Odia Calendar. The Sadhaba Bohus(Daughter in Laws) used to give them ceremonial send-off through Boita bandana and wished them bon voyage and safe return.

Balijatra is also a great source of income and earnings for the poor artisans who work throughout the year, making different kind of products of art and handicrafts and other household articles, which are sold in large numbers in the fair. Special attractions are the stalls of ORMAS that promote and sell handicrafts and handworks of self-help groups from all over the country. All the necessities of life both rustic and modern are available in the festival to the denizens of the city and the visitors coming from far wide.

In Cuttack, Balijatra is celebrated annually as a large open fair near the Barabati Fort area. It is said to be the largest fair of Asia. There are several attractions for children like toy stalls,

giant wheels, different games, maut ka kuan (literally well of death) and food stalls selling Odia delicacies (Cuttack Dahibara Aludum, Thunka puri, Kulfi, Gupchup, Mathura Cake, Banarasi Paana etc.) from different parts of the state, and other vendors selling toys, curiosities, and other gifts. Balijatra also provides many cultural programs. Every year millions of people from all over the nation come to experience it.

3. Project Location

Balijatra Ground (Balijatra Talapadia)

4. Project Objective

The main objectives of the assignment is to renovate/ upgrade the existing waterbodies at Balijatra ground and make the same usable for public purposes through beautification and landscaping considering the upcoming historic Balijatra festival 2019.

GENERAL CONDITION OF CONTRACT

5. Detailed Scope of Services

The detailed scope of services, which will include but not limited to, are as follows:

Conceptual Plan & Execution of work.

- Preparation of conceptual Drawings and submission to client for comments & inputs.
- Carry out reconnaissance survey of the existing Water Bodies for the general assessment of the existing situation and level of improvements/Beautification required.
- Landscaping work for existing Water Bodies at Balijatra ground for **35,000** square feet approximately
- Cleaning of existing debris, staking and spreading of existing soil, levelling of soil, purification of existing water bodies, grass turfing along with anti-termite dusting, manuring, manual rolling, turfing of grass and spot watering as required.

6. Deliverables

Upon selection of the successful bidder viz. Landscaper, the selected firm would be required to submit the following deliverables to Authority from time to time. The lists of deliverables which inter alia includes but not limited to are as follows:

- I. Preparation of conceptual landscape plan for an area of 35,000 square feet approximately
- II. Cleaning of existing debris from the waterbodies and its surroundings
- III. Cleaning & purification of existing Water Bodies using chemicals as required.
- IV. Staking and spreading of soil for grass turfing.
- V. Levelling& preparation of soil bed for grass turfing.
- VI. Grass turfing along with anti-termite dusting, manuring, manual rolling, turfing of

grass and spot watering

Note: All the deliverables shall be submitted in both hard and soft copy.

7. Period of Service

The contract shall be for a period of 30 days. However, the authority may extend the period of contract at its discretion. In case the authority extends the duration of contract, the validity of the Performance Security shall be extended to cover the duration of the contract.

8. Payment Structure

The Fees shall be paid as per the schedule described below, upon the invoice raised by the selected Landscaper. The payment shall be released within 15 days of submission of such invoices.

In case of unsatisfactory performance or inordinate delay by the selected landscaper, Authority reserves the right to impound a portion of the fees, not exceeding 10% of the total fees payable. The fees shall be inclusive of all other contingency expenses, payment to any third party and profit. It shall be exclusive of applicable service tax.

The fees of the selected Architectural Firm would be payable in the following manner:

Sl. No.	Description	% of Total fees
1	Upon Submission of conceptual landscape plan	10%
2	Upon Cleaning of existing debris from the waterbodies.	20%
3	Upon Cleaning & purification of existing Water Bodies.	20%
4	Upon Grass turfing along with anti-termite dusting, manuring, manual rolling, turfing of grass and spot watering	20%
5	Upon successful implementation & approval of the Authority	30%

9. Bid Security

An amount of Rs. 25,000/- (twenty five thousand only) shall be submitted along with the Technical Bid with a validity of 180 days in the form of Bank Guarantee. The Bid Security shall be returned upon submission of Performance Security. The Bid Security of the unsuccessful firm shall be returned within 30 days from the date of selection of successful bidder.

10. Performance Security:

Successful landscaper shall have to furnish within 7 (Seven) days of award of contract

notice, a Performance Security amounting to Rs. 50,000 (fifty thousand only) in the form of an irrevocable and unconditional Bank Guarantee from any Nationalised/Scheduled Bank of India till the duration of the empanelment. The validity of the Performance Security shall cover the entire contract period and shall be extended as per the contract extension period.

11. Site Visit & Verification of Information

The interested bidders are encouraged to submit their proposal after visiting the Project site and ascertaining themselves the site conditions, location, surroundings, climate, access to the site, applicable laws, guidelines, regulations or any other matter considered relevant by the them.

12. Signing of Agreement

The selected firm will have to sign a Contract Agreement on a non-judicial stamp paper of adequate denomination with Authority within 7 days from Issuance of Letter of Award.

13. Default of service

Deviation and/ or Refusal and/ or non-Performance towards in any of the obligations described in the Scope of Services would be treated as default of service of the selected Firm. Upon default of service, Authority would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, Authority would also have the right to terminate the agreement with the selected firm.

SUBMISSION FORMALITIES & BID EVALUATION METHODOLOGY

Submission Formalities

14. Format and Signing of Proposal

The proposal shall be submitted in two parts -

**Part A - Technical
Proposal
Part B - Financial
Proposal**

The proposal shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same.

15. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and superscribed in the following manner.

Part-A- Properly sealed Technical Proposal as per the Format attached in the Annexures- A,B,C) of this EoI

Part-B- Properly sealed Financial Proposal in the specified format as per Annexure D

Both the envelopes i.e. Envelope for Part-A and Envelope for Part-B must be packed in a separate sealed outer cover and clearly super scribed with the following:

“Selection of Landscaper for Development/ Beautification of Water Bodies at Balijatra Ground Cuttack”

The Applicant's Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Assistant Collector (Touzi & Loans), Cuttack at the following address:

The Asst. Collector (Touzi & Loans),

Collectorate, Cuttack

At/Po- Chandini Chowk,

Dist- Cuttack

Pin- 753002, Odisha

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then Authority will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

16. Eligibility Criteria

The minimum eligibility criteria, in terms of Experience & Performance and Annual average turnover is as given below. The sole applicant shall fulfil all the requirements given in the table below.

Sl. No.	Minimum Experience & Performance(Technical Capacity)	Annual Average Turnover(Financial Capacity)
	Landscaper applying for the Development/ Beautification of Water Bodies should have	Landscaper from its operations in India during

experience Landscaping/Beautification/Improvement projects in thepast 5 years	in	thepast 3 financial years should be Rs 50.00Lakhs.
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The format of submission of Landscaper Experience and Performance (Technical Capacity) and Average Annual Turnover (Financial Capacity) is as given in Annexure.

Note: Work order & Completion Certificate shall be submitted for each individual projects mentioned.

17. Number of Proposals

A Firm is eligible to submit only one proposal for this project.

18. Tender Document Fee

Non-refundable Tender Document (downloaded from <https://cuttack.nic.in>) cost in shape of Demand Draft from any scheduled commercial bank in favour of “**Collector-cum-Chairman, District council of Culture, Cuttack**”, Cuttack payable at Cuttack for Rs.11,800/- (Rupees Eleven thousand eight hundred only) is to be furnished by the bidder along with the technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected.

19. Validity of Bid

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

20. Disputes

All legal disputes are subject to the jurisdiction of Cuttack court only.

21. Addendum/Corrigendum/Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by District AdministrationCuttack will be hosted only on the website <https://cuttack.nic.in>.

22. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the firm has:

- a. made a complete and careful examination of the EoI, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information requested from Authority;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of

- Authority;
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
 - e. acknowledged that it does not have a conflict of interest with any other Architectural Firm; and
 - f. agreed to be bound by the undertaking provided by it under and in terms hereof.

Authority shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the Authority.

23. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, Authority reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

Authority, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

24. Pre-bid Meeting

Bidders requiring any clarification on the selection process may send their queries to Assistant Collector (Touzi & Loans) through email prior to 2 hours of the Pre-bid Meeting. The envelopes containing the queries shall clearly bear the following identification:

Query for **Selection of Landscapers for Development/ Beautification of Water Bodies at Balijatra Ground, Cuttack**

The queries may be sent to touzict@gmail.com or addressed in written form to:

The Asst. Collector (Touzi & Loans),

Collectorate, Cuttack

At/Po- Chandini Chowk,

Dist- Cuttack

Pin- 753002, Odisha

25. Date and Time for Pre-bid Meeting

The pre-bid Meeting will be held in the Balijatra Monitoring Committee of Collectorate at the above mentioned time and date on the Cover page titled Schedule of Bidding Process. The authorized representative alongwith the letter of authorization shall be eligible to attend the pre-bid meeting and technical/ financial openings for the said project.

Authority shall endeavour to reply to the queries within the period specified therein but not later than 7 days prior to the Proposal Due Date. The responses will be sent by fax or e-mail. However, Authority reserves the right not to reply to any questions or provide any clarifications, in its sole discretion, and nothing in this clause shall be taken or read as compelling or requiring Authority to reply any question or to provide any clarification.

26. Amendment / Modification

At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify any of the terms mentioned in this invitation document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be circulated to the bidders and will be binding on all. In order to abide by the issuance of the amendment or allow the bidder for giving a reasonable time for considering an amendment into their proposal, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

27. Penalty

In the event of delay in stage wise execution of work, specified in this Contract / furnishing deliverables due to negligence or in-efficiency attributable to the selected bidder, the selected bidder shall be liable to a penalty up to a maximum of 10% (ten percent) of the contract value.

28. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

29. Bid Opening Date

Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**Balijatra Monitoring Cell,
Collectorate,
Cuttack-02,
Odisha.**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding firm with the letter of authorization shall be allowed in the meeting for the said project.

30. Bid Evaluation Methodology:

Evaluation of the proposals for “**Selection of Landscapers for Development/ Beautification Of Water Bodies at Balijtara Ground, Cuttack**” will be based on **QCBS (Quality cum Cost Based Selection) mode.**

31. Evaluation of Technical Bid

In the first stage, the Technical Proposal will be evaluated on the basis of technical proposal submitted by the firm and the presentation of the firm before Authority for showing capability to handle the similar type of project.

The total maximum score for evaluation of technical proposal is 100 marks. This score shall be based on an assessment of the technical proposal which shall be assessed through rating of various parameters set out in the table below:

Sl. No.	Evaluation Criteria	Maximum Score
1	Approach and Methodology of the conceptual design	20
2	Number of similar projects undertaken/ (completed) in three separate projects in last five years	35
3	Presentation of the proposed design	45
	Total	100

Technical Presentation:

All bidders shall be required to make presentations up to 20 minutes to demonstrate their relevant credentials before the Technical Committee of Authority and to submit 5 hard copies during the presentation. The presentation shall broadly cover the following aspects:

- A. Project Concept
- B. Approach and methodology
- C. Deliverables & Time Schedule
- D. Description of minimum 2 projects similar to this project

The Technical scoring (Ts) of participants shall be as per the point scoring methodology. Authority may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

32. Opening of Financial Proposal

The financial proposal of the participants would be opened on the scheduled date. The score shall be computed as follow;

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows;

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the applicant; FM1 = Lowest financial quote)

33. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows;

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the EoI document.

34. Award of Consultancy

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Architectural/Technical Consulting firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible firm may be considered for the project.

Upon receipt of Letter of Award (LOA) from Authority, the selected bidder should submit

the Performance security in favor of Authority.

35. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the selected firm, it shall execute the Contract Agreement within the period of 7 days from the date of issuance of LOA. The successful bidder shall not be entitled to seek any deviation in the Agreement.

36. Commencement of Assignment

The selected bidder shall commence the assignment within 7 days from the date of signing of the Agreement. If the bidder fails to commence the assignment as specified herein, Authority may, unless it consents to extension of time thereof may forfeit the Performance Security and appropriate the same by Authority.

Annexure A

Covering Letter

(On the Letterhead of the applicant)

To,
The Collector-Cum-Chairman
Dist. Council of Culture
Collectorate
Cuttack-02

Date:_____

**Ref: Expression of Interest (EoI) For Selection of Landscaper for Development/
Beautification Of Water Bodies at Balijatra Ground, Cuttack**

Being duly authorised to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (*Name of Applicant*) for the captioned Project with the details as per the requirements of the RFP, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Request for Proposal.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,
For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

Details of Applicant

(On the Letter Head of the Applicant)

(a) Name of the firm/company :

(b) Name of the contact person :

(c) Designation :

(d) Company/Firm :

(e) Address :

(f) Telephone number :

(g) E-mail address :

(h) Fax number :

(i) Mobile number:

(j) Turnover:

Sl No.	Financial Year	Amount in INR
1	2018-19	Rs. _____/-
2	2017-18	Rs. _____/-
3	2016-17	Rs. _____/-

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)

(Signed and sealed by a Chartered Accountant) Membership No. _____

Date: _____

Format for Project Data Sheet

Sl.No.	Parameters	Remarks
1	Project Title	
2	Project Description (Water BodiesDevelopment/Beautification)	
3	Location	
4	Name of Client	
5	Total Project Cost (In Indian Rupees)	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of work orders and	
12	Completion certificate issued by the client	

Note: The work order along with the completion certificates shall be attached with every project. Experience of only completed projects will be considered for evaluation.

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

FINANCIAL PROPOSAL

**To,
The Collector-Cum-Chairman
Dist. Council of Culture
Collectorate
Cuttack-02**

NAME OF PROJECT: Selection of Landscapers for Development/ Beautification of Water Bodies at Balijatra Ground, Cuttack

We, the undersigned, offer to provide the consulting services as **Landscaper** for the above scope of services in accordance with your EoI. Our total financial quote is as given below,

Name of the Project	Financial Quote
Selection of Landscapers for Development/ Beautification Of Water Bodies at Balijatra Ground, Cuttack	Rs. _____ (both in words and figures) exclusive of applicable service tax and any other applicable taxes.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

Duly signed by the Authorised Signatory of the Applicant

(Name, Title and Address of the Authorised Signatory)