



OFFICE OF THE COLLECTOR, CUTTACK
(ST & SC Development Section)

NOTICE NO. 1346 Date. 24-04-2026

SHORT TENDER NOTICE

Bids in sealed covers are invited under the Two Bid system from reputed and experienced Man-Power Service Providers for providing man power services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA) for 100/200 seated ST/SC Girls'/Boys' hostels (as and when required) on outsourced basis under ST & SC Development M&BCW Dept. in Cuttack District. Bidders are required to submit the Technical and Financial bids separately. The bids in sealed Cover-I containing "Technical Bid" and the sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Bid for providing Man Power Services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA)" and must reach the O/o District Welfare Officer, Cuttack, Room No- 45, Collectorate, Cuttack, PIN- 753002 on or before date ~~14.05.2024~~ ^{14.05.2026} by 5.30 PM by **Speed Post/Registered Post only**. The bid will be opened on Dt. ~~15.05.2024~~ ^{15.05.2026} in ~~old conference hall~~ ^{Collectorate, Cuttack} at ~~4.30 am~~ ^{4.30 pm} in presence of the bidders or their authorised agents. If the bidders or their authorised agents remain absent during the opening of the bid, his/her bid will not be opened. The Bid documents containing eligibility criteria, scope of work, terms and conditions of the tender can be downloaded from the district website cuttack.odisha.gov.in.


Collector & District Magistrate,
Cuttack

Section – I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

The District Welfare Officer, Cuttack on behalf of the Collector & District Magistrate, Cuttack requires the service of reputed, well established, financially sound and registered Service Provider for providing Man Power Services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA) for 100/200 seated ST/SC Girls'/Boys' hostels (as and when required) on outsourced basis under ST & SC Development M&BCW Dept. in Cuttack District.

Sealed tender is invited under two bid system from reputed Manpower Agencies/ Service Providers to provide the services for a period of two years w.e.f., the date of execution of agreement and is likely to be extended for additional two years based on satisfactory performance & mutual agreement. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service provider.

Bidders are required to submit the Technical & Financial bids separately. The bids in Sealed Cover-I containing 'Technical Bid' and Sealed Cover-II containing 'Financial Bid' should be placed in a Third Sealed Cover Super-Scribed "for providing man power services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA) for 100/200 seated ST/SC Girls'/Boys' hostels on outsourced basis under ST & SC Development M&BCW Dept. in Cuttack District" must reach the undersigned on or before 14.05.2026 by 5.30 P.M. by Speed Post/ Regd. Post only.

The scope of work and responsibilities of Outsourcing Agency is as follows: -

The Outsourcing Agency will be legally bound to adhere to the following obligations:

- i. To provide eligible, competent and duly verified candidates (Police Verification Certificate), fulfilling all prescribed Government norms.
- ii. To ensure prompt replacement of deployed CCA/LCCA in cases of absence, resignation, misconduct, or unsatisfactory performance without disruption of hostel functioning.
- iii. To ensure timely and lawful payment of wages, including deposition of all statutory dues such as EPF, ESI, and other Labour-related compliances, as mandated under prevailing laws.
 - a. All the statutory compliances like TDS, EPF, ESIC, Service Tax etc. shall be done by the successful bidder.
 - b. The detail terms of reference for the Human Resource Outsourcing agency can be broadly categorized into following two parts:
 - ✓ Ensure regular payment of monthly remuneration to deployed personnel through NEFT as per the rates mentioned.
 - ✓ Ensure statutory compliance like EPF, ESI, TDS deduction etc. as required by the prevailing norms.
 - c. To strictly comply with all applicable Labour Laws, Government directives, Contractual terms, and Regulatory provisions, failing which penal action may be initiated.
 - d. To maintain accurate service records, deployment details, and all allied documentation for inspection by the competent authority at any time.
 - e. Failure to comply with the above responsibilities shall render the Agency liable for contractual penalties, termination of agreement, or any other action deemed appropriate by the Government.
 - f. The contract with outsourcing agency shall initially be valid for a period of two years, which may be extended for additional two years based on satisfactory performance.
 - g. Any act of negligence, dereliction of duty, misconduct, indiscipline, or adverse

- h. behavior shall be immediately reported to the District Authority and the Agency for withdrawing of his/her services and replacement on any of the following grounds:
 - a. Misconduct, criminal offence, negligence, harassment, physical/mental abuse, or any behavior detrimental to the safety, welfare or dignity of boarder students.
 - b. Violation of Government orders, departmental instructions, hostel rules, or contractual obligations.
 - c. Unauthorized absence, refusal to reside in the hostel premises as required, dereliction of night duties, or abandonment of service.
 - d. Any act deemed incompatible with the responsibilities entrusted, as determined by the competent authority.
- iv. Upon disengagement, no compensation or notice period shall ordinarily be applicable and the Agency shall immediately deploy a suitable replacement.
- v. The day-to-day work of the deployed personnel will be assigned by the designated officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- vi. The District Welfare Officer, Cuttack on behalf of Collector, Cuttack shall have the right to verify the actual payment made and may request the Manpower Service Providing Agency to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the HR Service Provider in addition to other legal action.

Section- II

ELIGIBILITY CRITERIA FOR THE MANPOWER SERVICE PROVIDER AGENCY

Following are the essential criteria for the Manpower Providing Agency to technically qualify for the assignment:

- i. The bidder should be registered as a Human Resource Service Provider Firm, Private Limited Company, Public Limited Company, or Society/ Trust since last 5 years. The Incorporation/ Registration certificate should be furnished as documentary proof.
- ii. The registered office of the manpower service provider must be located within the jurisdictional area of Cuttack. Document such as Electricity Bill / Telephone bill (in the name of the Office) in support of the existence of the office must be submitted.
- iii. It must have at least five years of past experience (from the last date of submission of bid) in providing manpower to Central / State Government Departments.
- iv. The bidder should have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labor Act. The bidders are required to enclose self-attested photocopies of the following documents duly sealed along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered.
 - a. Copy of GST Registration Certificate of the Firm/ Company along with copy of GST return up to the month of December 2025.
 - b. Copy of PAN card in name of the Firm/ Company etc.
 - c. Copy of EPF Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years as on 31.03.2025 along with copy of ECR/Challan till 31.12.2025.
 - d. Copy of ESI Registration Certificate along with extracts of the Bank Account containing transactions during last three 3 years (2022-23, 2023-24, 2024-25) as on 31.03.2025 along with copy of ECR/Challan till 31.12.2025.
 - e. Copy of Audited Financial Statement for the last three financial years (2022-23, 2023-24, 2024-25).
 - f. Copy of Income Tax Returns for last three financial years (2022-23, 2023-24, 2024-25).
 - g. Copy of the work orders from the Govt. Agencies for providing manpower services for three years from the last five financial years (2020-21 to 2024-25).
 - h. Must have annual average financial turnover of **Rs. 50.00** Lakh (Rupees Fifty Lakhs only) in last 3 financial years (2022-23, 2023-24, 2024-25).
 - i. The bidder should not have been black listed by any State Government or Central Government. A self-declaration to this effect in Rs.10 judicial stamp paper shall be submitted by the bidder in the prescribed format.

Section III

GENERAL TERMS AND CONDITIONS

- i. **Cost of Tender Document & Earnest Money Deposit**
 - a. **Tender Cost:** Tender document can be downloaded from the website i.e. cuttack.odisha.gov.in. Bidder must submit **Tender Cost of Rs. 5,000/- (Rupees Five thousand only)** in shape of Demand Draft only drawn in favour of "District Welfare Officer, Cuttack" payable at Cuttack, failing which the tender shall be out rightly rejected.
 - b. **Earnest Money Deposit:** Bidders should submit along with their Technical Bids, an Earnest Money Deposit (EMD) of **Rs. 30,000/- (Rupees Thirty thousand) only** (refundable without interest), should necessarily be accompanied with the technical bid in shape of Demand Draft only drawn in favour of "**District Welfare Officer, Cuttack**" payable at Cuttack failing which the tender will be summarily rejected. The tender EMD of all unsuccessful Bidders would be refunded within 180 days of the bidder being notified as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would adjust as a part of the Performance Guarantee during the period of the contract.
 - ❖ The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
 - ❖ The tender paper submitted without EMD, mentioned above, will be summarily rejected.
 - ❖ The EMD may be forfeited: -
 - ✓ If a bidder withdraws the bid during the period of bid validity.
 - ✓ In case of a Successful Bidder, if the bidder fails to sign the contract in accordance with this tender paper.
 - ✓ If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.
- ii. **Performance Security Deposit: -**

The successful bidder will have to deposit Performance Security of **Rs.208800/- (Rupees Two lakh Eight Thousand Eight Hundred)** only in shape of Bank Guarantee (B.G.) issued by any Scheduled Bank in favour of District Welfare Officer, Cuttack covering the contract period(s).
- iii. **Submission of Bids**

The tender has been invited under two bid systems

 - a. Technical Bid
 - b. Financial Bid

The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid for providing Man Power Services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA)**" and "**Financial Bid for providing Man Power Services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA)**". Both sealed envelopes must be kept in a sealed third envelope super scribing "**Tender Document for providing Man Power Services as Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA)**".
- iv. **Completeness of the Bid**
 - a. Submission of the proposals/bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
 - b. **The conditional bids shall not be considered and will be out rightly rejected.**
- v. **Late Bid**

Bids received after the due date and the specified time (including the extended period, if any) for any reason whatsoever, shall be rejected.

 - a. The Office of the District Welfare Officer, Cuttack shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

- b. Collector, Cuttack reserves the right to modify and amend any of the stipulated condition/criterion.
- c. If the bidders or their authorised agents remain absent during the opening of the bid, his/her bid will not be opened.

vi. Language of the Bid

The Proposal should be filled by the Bidder in English language only.

vii. Currency of the Proposal/ Bid Document

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document should be in Indian Rupees (INR).

vii. Right to terminate the process

- a. The Collector, Cuttack may terminate the Tender process at any time and without assigning any reason thereof. This Office makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by the District Welfare Officer, Cuttack. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

Section IV
GUIDELINES FOR SUBMISSION OF PROPOSAL

TECHNICAL PROPOSAL

Bidders are required to submit the Technical Proposal in the prescribed format only. The technical proposal should accordingly include the following:

- a. Bid Cover Letter – Technical Bid
- b. Bidder's profile [Form-1]
- c. Document Checklist [Form-2] - All Documentary Evidences as required in the tender document (please refer Document Checklist [Form-2])
- d. Self-declaration in Rs.10/- judicial stamp paper of not being ineligible / blacklisted [Form-3]
- e. DELARATION [Form-4]- Terms and conditions of the tender and undertake to abide by them.

Section-V

EVALUATION PROCESS

- a. In the first stage, the technical proposals will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document.
- b. The bids qualifying the Eligibility criteria and complete with regard to availability of the documents will be considered for Final Evaluation.
- c. The Tender Committee constituted by Collector, Cuttack is to finalize the tender.

Section- VI

AWARD OF CONTRACT

The District Welfare Officer, Cuttack on behalf of Collector, Cuttack will award the Contract to the successful bidder qualifying in the Technical Bid.

a. Notification of Award

The District Welfare Officer, Cuttack will notify the successful bidder in writing or by e-mail, that his/her proposal has been accepted.

b. Signing of the Contract

After notification award by the District Welfare Officer, Cuttack notifies the successful bidder that his/her proposal has been accepted, the concerned and individual Officer of the Collector, Cuttack shall enter into a separate contract/Agreement with the selected Outsourcing Agency incorporating all clauses.

c. Failure to Agree with Terms and Conditions of the Tender Paper

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event the Office of the Collector, Cuttack may award the contract to the next best value bidder or call for new proposals from the interested bidders.

d. Term of the Award

The period of contract shall be for a period of two years initially from the date of execution of agreement and on assessment of outcome & satisfactory performance, engagement can be extended for additional two years only.

Section-VII

PAYMENT TERMS & CONDITION

The Service Provider shall claim Service Charge on negotiable basis (having lowest bidder of service charge is being considered) after signing the separate agreement with the Collector, Cuttack from due engagement of Manpower at the respective level.

ANNEXURE -A

TECHNICAL REQUIREMENT FOR PROVIDING MAN POWER SERVICES FOR 100/200 SEATED BOYS'/ GIRLS' HOSTEL

Qualification and Experience of personnel to be engaged in the 100/200 Seated Boys'/ Girls' Hostel Cook-cum-Attendants (CCA)/ Lady Cook-cum-Attendants (LCCA) "

I. Eligibility Criteria

- The candidate to be engaged as CCA/LCCA must be of minimum thirty (30) years and possess a minimum educational qualification of Seventh pass (7th).
- The outsourcing agency shall provide CCA/LCCA belonging to same ward, hamlet, village, block or district where the hostel is situated in that order of preference. In case many candidates are available within same location, preference shall be given to ST, SC, and OBC candidate in that order.

II. Duties and responsibilities of the CCA/LCCA

- CCAs should always maintain a high degree of personal hygiene and cleanliness. They must adhere to basic sanitation practices to ensure safe handling of food and maintain a clean working environment.
- CCAs should always remain clean, wear properly washed and tidy clothes (prescribed Uniform) and keep their fingernails neatly trimmed. They must wash their hands thoroughly with soap/detergent and clean water before beginning any cooking activity, after handling raw materials, after using the washroom and before serving of food to prevent contamination.
- Chewing of tobacco or any other substance, smoking, sitting, and nose blowing shall be strictly prohibited in the kitchen, food preparation area and dining spaces. Such acts compromise food safety and hygiene and must not be practiced under any circumstances.
- Maintain a CCA. Log Book and keep details of ration provided by Mess Management Committee and prepare food accordingly.
- Ensure that no small children/students are near the cooking area to avoid any mishap. By no means children should be engaged in the cooking activities like chopping/ cutting, cleaning etc.
- No outsiders/suspicious persons shall be allowed inside the kitchen to avoid any intentional sabotage.
- They should ensure that children are washing their hands before and after taking their food.
- Ensure leftover food shall not be kept in kitchen or hostel premises and served to the students again. Food disposal and wastage should be done properly and not to attract rodents/dogs.
- Ensure wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden.
- Ensure the cooking area and serving area and the utensils used for cooking are properly washed cleaned and kept for next use.
- Ensure utensils of boarders are properly cleaned and stocked.
- They will remain in the hostel with the boarders at night.

- Ensure locking of the hostel gate at night.
- Will ensure boarders wake up in time and prayer classes are conducted.
- Help beginner boarders studying in Sishu Batika, Std I & II in bathing, combing their hair, dressing up.

III. Code of Conduct for CCA/LCCA

- The CCA/LCCA shall at all times, maintain dignity, discipline, and exemplary conduct, reflecting the standards expected of personnel entrusted with the care and welfare of students staying in hostels.
- The CCA/LCCA shall not engage in harsh, abusive discriminatory, intimidating, or degrading treatment towards any student. Any such act shall be treated as gross misconduct.
- The CCA/LCCA shall not practice favoritism, partiality, or extend undue personal influence in any matter concerning students, staff, or hostel administration.
- The CCA/LCCA shall strictly maintain confidentiality and secrecy with respect to all student-related information, issues, grievances, and records, and shall not divulge or misuse such information for personal, political, or any other extraneous purposes.
- The CCA/LCCA shall not engage in any form of political, religious, or personal propaganda within the hosted premises, nor shall she involve students in such activities directly or indirectly.
- Violation of any component of the Code of Conduct shall render the CCA/LCCA liable for disengagement, and other legal consequences as deemed appropriate by the competent authority.

IV. Remuneration

- The selected CCA/LCCA shall be entitled to a basic amount of Rs.14, 500/- (Rupees Fourteen Thousand Five hundred) only per month.
- No additional allowances, benefits, or claims shall be admissible beyond the aforementioned amount unless specifically approved by the Government.
- The remuneration shall be disbursed by the Outsourcing Agency within the stipulated time frame as per contractual obligations.

V. Termination of Contract

- The Competent Authority reserves the right to terminate the contract of the Outsourcing Agency by serving a 30-days' notice, without assigning further justification, where considered expedient in the interest of administration.
- The contract may also be terminated, without prejudice to any other legal or

contractual remedies, on any of the following grounds:

- Unsatisfactory performance or failure to meet the prescribed standards of duty, conduct, or service delivery.
- Breach of any terms and conditions stipulated in the agreement or Government instructions.
- Violation of Labour Laws, statutory requirements, or non-compliance with EPF, ESI, wage payment norms, or any other mandatory regulation.
- Administrative reasons, including restructuring, policy changes, or any decision taken by the Government (ST & SC Development Department) in the larger public interest.

VIII. TECHNICAL BID**FOR PROVIDING MANPOWER SERVICES TO 100/200 SEATED BOYS'/ GIRLS' HOSTEL OF CUTTACK DISTRICT****Form 1**

01	Name of the Organization	
02	Legal Status	
03	Name of the Manpower Service Provider	
04	Name of the Proprietor / Director	
05	Full Address of Registered Office with Telephone Number, FAX No & Email Address / Website	
06	Name & Telephone No of the Authorized Person to liaison with authority	
07	Registration No. of Certificate of Incorporation & Date	
08	Bank Name of the Manpower Service Provider	Account No Bank & Branch Name IFS Code
09	PAN (Attach self-attested Copy)	
10	GST Registration No (Attach self-attested copy)	
11	EPF Registration No (Attach self-attested copy)	
12	ESI Registration No (Attach self-attested copy)	
13	No. of years of experience as HR service provider (as on 1st August 2023)	
14	Date of first assignment as HR Service Provider	
15	Date of first assignment as HR Service Provider for Govt. Department	
16	Annual Turn Over	2022-23 2023-24 2024-25
17	Details of EMD	Demand Draft No & Date Amount
18	Details of Tender Cost	Demand Draft No & Date Amount

19. Give details of the major similar contracts handled by the Manpower Service Provider during the last three financial years i.e. 2022-23, 2023-24, 2024-25 in the following format:

(Please attach separate sheet, if required)

Sl No	Name, address & Telephone Number of the Bidder (Manpower service Provider)	Details of Manpower Service Provided		Amount of Contract (Rs in Lakh)	Duration of Contract	
		Type of Manpower Provided	Number		From	To

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (O):

Phone No (M):

IX. FINANCIAL BID

FOR PROVIDING MANPOWER SERVICES TO 100/200 SEATED BOYS'/ GIRLS' HOSTEL OF CUTTACK DISTRICT

01. Name of the Manpower Service Provider-
02. Rate per person per month exclusive of all Statutory Liabilities & Taxes

Sl No	Manpower type	Basic Amount	Employer Contribution		Service charge	GST 18%	Total Quoted value	Employee Contribution		Take Home Remuneration
			EPF	ESI				EPF	ESI	
1	2	3	4	5	6	7	8	9	10	11
1	CCA/ LCCA	14500								

Notes:

01. The Service Charge quoted should not be less than **3.85%** of the remuneration.
02. The total rates quoted by the Agency should be exclusive of all Statutory Liabilities & Taxes in force at the time of submitting the tender & fixed for the period of contract. No alteration shall be allowed under any circumstances unless and until Government notifies the same.
03. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each manpower as per the actual.
04. Bidders have to quote for all the positions under this tender and the bid with lowest evaluated monthly charges for the required manpower will be awarded with the contract.
05. The employee's share of contribution towards EPF & ESI shall be deducted by the service provider from the basic amount of the person engaged and deposit the same with appropriate authority. Proof of deposit of the same with the concerned authority must be furnished.
06. In case of non-compliance of any of the above conditions, the Bid will be summarily rejected.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Phone No.

Place:

Date:

Form 2:**Document Checklist for Technical Bid**

Sl.	Eligibility Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation / Registration/ Partnership Deed, MoA/ Bye-laws, etc.		
2	Copy of Service Tax Registration Certificate		
3	Copy of Income Tax PAN		
4	Copy of Labour Registration Certificate		
5	Copy of EPF Registration Certificate		
6	Copy of ESI Registration Certificate		
7	Copy of Audited Balance sheet and Profit & Loss Account as proof of Annual Turnover for the financial years 2022-23, 2023-24 & 2024-25		
8	Copy of Income Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
9	Copy of Service Tax Return for the financial years 2022-23, 2023-24 & 2024-25		
10	Copy of work orders from the client		
11	Tender Paper Cost (DD No.:, Amount:, Bank:, Date:))		
12	Earnest Money (DD No.:, Amount:, Bank.:, Date:))		
13	DECLARATION in stamp paper		
14	Self-declaration of not being ineligible/ black-listed		

Signature of witness**Signature of Authorized Signatory with Seal**

Date:

Date:

Place:

Place:

Form 3

Self-declaration of not being ineligible/ black-listed

On the Letter Head _____

I, Sri/Smt. _____ aged about _____ years
S/o/D/o/W/o _____ Proprietor/Partner/ Director of
M/s _____ At- _____ Po- _____, PS _____,
and District _____ do hereby solemnly declare as follows:

- 1) That pursuant to the tender call notice dt. _____ of the Office of the Collector, Cuttack at the District level, I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That the facts stated above are true to the best of my knowledge and belief.

Signature of Authorized Signatory with Seal

Full Name:

Place:

Designation:

Date:

Address:

Phone No (O):

Phone No (M):

Form-4

DECLARATION

1. I, Shri/Kumari/Shrimati, Son/Daughter/Wife of Shri....., Proprietor/ Director, am competent to sign this declaration and execute this tender Document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the tender application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Signatory with Seal

Full Name:

Designation:

Address:

Phone No (O):

Phone No (M):

Place:

Date: