

LETTER OF INVITATION FOR TENDER



NewSpace India Limited

[A Government of India company under Department of Space]

Ref: NSIL/25-26/ManPower/01

Date: 17 Dec 2025

Sub: Supply of Manpower at NSIL (Ahmedabad)

NewSpace India Limited (NSIL), a wholly owned Government of India company under Department of Space (DOS), is the commercial arm of Indian Space Research Organization (ISRO). NSIL as part of its mandate to commercially exploit the products and services emanating from Indian Space Programme, is keen to harness the potential of indigenously developed technology and provide space-based solutions to meet various requirements including the requirements from Govt. and strategic sector related to telecommunication, broadcasting, security etc.

1. NSIL, hereby invites through this **Public Tender for Supply of Manpower at NSIL (Ahmedabad)**
2. Interested Vendors (viz. our Registered Vendors) shall visit the URL i.e. <https://etenders.gov.in/e procure/app> for downloading of tender documents, bid preparation, hash submission, bid submission etc. The Tenders shall be duly digitally signed and encrypted by the Tenderers using their class -3 Digital Signature Certificate with encryption
3. The bids in response to this tender is to be submitted electronically in place of offers in 'Hard Copy under Sealed Envelope' as is being done conventionally. Tender Submission, Tender Closing and Opening activities will be done electronically and online. No oral, email, telephone, telegraphic tenders, or tenders submitted in hard copies/physical form will be entertained.
4. The address and contact numbers for sending Bid or seeking clarifications, if any, regarding this tender are given below:

(a)	Bid/ Queries are to be addressed to	Sathish Babu E Manager, Commercial
(b)	Name/Designation of the contact person	Manager, Commercial
(c)	Telephone number of the contact person	080-28282003
(d)	E-mail ID of contact person	E-mail: etenders@nsilindia.co.in / purchase@nsilindia.co.in

(e)	Address of NSIL (Ahmedabad)	Floor No.: Third Floor Building No./Flat No.: Unit No T2 Name Of Premises/Building: Gift House Road/Street: GIFT Road Locality/Sub Locality: GIFT City City/Town/Village: Gandhinagar District: Gandhinagar State: Gujarat PIN Code: 382355
(f)	GST Number- NSIL (Ahmedabad)	24AAGCN4411P1ZB

5. Details regarding validity of the bids, mode of submission of bids, evaluation criteria, documents to be enclosed and payment terms are defined in detail in the tender.

6. Bank Details for paying EMD:

- Account Name : NewSpace India Limited
- Bank A/C No : 38345843981
- IFSC/NEFT Code : SBIN0009042

7. The service rendered to NSIL office in the SEZ area (GIFT City) will follow all the rules and regulations of SEZ act for GST and other applicable laws.

8. Schedule of the Bidding Process is as follows:

S. No.	Activity	Schedule
a)	Document reference No	NSIL/25-26/ManPower/01
b)	RFP issue date	Refer e-Tender portal
c)	Last Date for Receipt of Clarification	
d)	Submission of Bid*	

* No extension of Date will be entertained.

9. This is a Limited Tender. The entire content of this Tender shall be treated as CONFIDENTIAL.

-Sd-
[Purchase Division]

NEWSPACE INDIA LIMITED (NSIL), BENGALURU

TENDER SPECIFICATION

Supply of Man Power at NSIL (Ahmedabad)

1. Background

NewSpace India Limited (NSIL), a Government of India company under Department of Space (DOS), is the commercial arm of Indian Space Research Organisation (ISRO). NSIL has the mandate of enabling Indian Industries to scale up high-technology manufacturing and production base for meeting the demands from domestic and international customers. NSIL's major businesses involves building satellite and launch vehicles; owning and operating satellites; providing launch services onboard ISRO's operational launch vehicles to global customers; providing satellite-based services (Earth observation and communication); establishing ground segment and providing mission support services; and technology transfer to Indian Industries.

2. Scope of Work:

The detailed scope of the work with Bill of Quantity, specification of the **Supply of Man power at NSIL (Ahmedabad)** and supply of the Deliverables are given in **Appendix-A, B & C**.

3. Eligibility Criteria

3.1. General

- a. Certificate of Incorporation, Copies of Memorandum of Articles of Association, Bye laws and certificate of registration (in case of registered co-operative societies), Partnership deed (in case of partnership firm) should be submitted.
- b. The bidder should be registered with the Central/ State Tax department and carry a valid PAN. Copy of PAN, GST details should be submitted.
- c. The bidder hasn't been blacklisted by central/ state Government institution.

3.2. General Terms

- a. GSTIN Rate and HSN Code: Vendors registered under GST shall mention their GSTIN applicable rate and HSN code wherever necessary as per GST Law.
- b. Delivery of the item should be made as per commercial terms attached in the tender.
- c. Wherever supply, installation, commissioning & training is involved, the bidders shall clearly specify the delivery period for supply of items, time required for installation & commissioning etc.
- d. The bidder shall be responsible for providing Bank guarantee equivalent to the value of Free Issue Material (FIM) if supplied any from the purchaser for fabrication.

- e. Security Deposit (SD): SD will be applicable if the Purchase Order value is above Rs 5 lakhs. SD at the rate of 3 per cent of order value to be submitted in the form of Bank Guarantee valid till successful completion of PO or Contract if awarded
- f. Liquidated Damages Clause (LD): The delivery period should be realistic. The delivery period so quoted and mentioned in the order is the essence of the PO or Contract. In case of delay in delivery of material as per the delivery schedule LD at 0.5 per cent per week or part thereof on the undelivered portion subject to a maximum of 10 per cent of the contract value shall be levied Wherever installation and commissioning are also involved the supply will be deemed to have been completed only when the entire Stores is supplied, installed, and accepted
- g. LD, SD clauses are mandatory and offer without acceptance of these clauses will not be considered for evaluation
- h. Delivery terms: Our standard delivery requirement is mentioned in the Appendix-B: Technical terms & conditions. In case any vendors offer delivery term of Ex-Works, Packing and Forwarding charges, if any, should be indicated separately either as a percentage of the quoted rate or as a lumpsum amount else their offer will be considered as invalid.
- i. Payment Terms: Our standard payment term is 100 per cent within 45 days of receipt and acceptance. All registered MSME vendors are requested to provide their Registration and Ownership details.
- j. All registered MSME vendors are requested to provide their Registration and Ownership details.
- k. Vendors shall provide the name address email ID and contact number of authorised officials in order to contact in case of need.
- l. If any vendor submits forged or false documents along with their bids, the offer of such vendors will be summarily rejected and such bidders will be blacklisted for all future tenders.
- m. Tenders are not transferable and in case any vendor is not interested or able to submit their tenders such vendors may send their regret letter.
- n. Copy of latest filed tax returns
- o. Details of registration Number, PAN Card, GST, TIN, NSIC, MSME registration etc.
- p. The address of registered site works / workshop / etc.
- q. PO will be placed on technically and commercially suitable lowest offer basis and NSIL reserves the right to split the order on L1 basis.
- r. NSIL has the right to cancel the tender without assigning any reason thereof.
- s. If a vendor is not able to submit bid against this tender due to any reason, such vendor is requested to post their REGRET email to purchase@nsilindia.co.in

Note: All necessary documentation in support of the above to be furnished.

4. Guidelines for Tender submission

Bid submission process is explained hereunder:

4.1. Submission of Tender Proposal

- **It is a Two-Part Bid.**
- The interested Bidders may fill up the details in the application forms attached as **Annexure – 1 to 4.**
- All pages of the Proposal being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
- Un-signed & un-stamped Proposal shall not be accepted.
- Proposal NOT submitted as per the specified format will be out-rightly rejected.
- The interested bidders may submit their Proposal (Online) to NSIL on or before the deadline for submission of tender.
- Any Proposal received by NSIL after the prescribed deadline for submission of Proposal will be summarily rejected.
- Any deviation from the Tender specifications & terms and conditions will not be accepted.
- After the completion of the selection process, the selected Bidder will be informed online as well as via email.
- Commercial Bids of only Technically qualified bidder will be opened for further evaluation.

5. Terms and Conditions

The selection process, other terms and conditions are described hereunder:

5.1. Selection Process

- a. A committee constituted for this purpose would evaluate the proposal. If required, information related to the tender would be called from the Bidders
- b. Financial Proposal should not have any conditionality attached or deviations from the Price Quote format as indicated in the Bid document. Bids with conditions attached may be treated as non-responsive and liable for rejection at the discretion of the Authority.
- c. The Authority reserves the right to examine price in the Financial Bid to verify the feasibility of the programme. In case the price is substantially less than the market price (predatory pricing) / Authority's purchasing price or any other malpractices observed in the price bid, NSIL reserves the right to disqualify the Bidder
- d. If the shortlisted bidder denies to enter contract/ honour the supply order, the bidder shall be blacklisted for a period of three years.

5.2. Instruction to Bidders

- a. All available technical literature, catalogues, and other data in support of the specifications and details of the items should be furnished along with the offer.
- b. Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of nonacceptance of tender, the tenderer will have to remove the samples at his own expense.
- c. Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available, the same should also be indicated in your offer.
- d. **Specifications:** Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature, and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.
- e. Tax and/or other duties/levies legally leviable and intended to be claimed should be mentioned in the price bid template. If nothing is mentioned, then it will be presumed that the rate quoted is inclusive of all taxes/duties.
- f. **Performance Security Deposit:** Wherever, the Purchase Order value is Rs. 5.00 Lakhs or more, on acceptance of the tender, the Contractor shall, at the option of the Purchaser and within the period specified by him, deposit with him, in the form of performance Bank Guarantee (PBG), security deposit between 3 –10% percent of the value of the Contract as the Purchaser shall specify in the Purchase order
- g. The Purchaser reserves the right to place order on the successful tenderer for additional quantity up to 25% of the quantity offered by them at the rates quoted

5.3. Earnest Money Deposit (EMD):

- a. EMD of Rs. 12,00,000.00/- (Twelve Lakh Rupees Only) shall be made through Bank Guarantee in favour of "NewSpace India Limited." towards bidder participation for this RFP.
- b. No exemption for submitting the EMD will be given to any private organisation/ NGE (MSME related guidelines will apply).
- c. The EMD of all unsuccessful eligible bidders would be refunded without interest by NSIL on finalization of the bid in all respects by the successful bidder (Selected Party). This would normally happen within 6 months from the date specified for receipt of response to this RFP.
- d. For the Selected Party: The EMD of the Selected Party would be returned without interest upon submission of Performance Bank Guarantee by the Selected Party.

- e. In case bid is submitted without the EMD then NSIL reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.
- f. The EMD may be forfeited in any of the following circumstances: If a bidder withdraws its bid during the period of bid validity period (without providing any valid reason) as specified in this RFP and as extended by mutual consent of the respective Bidder (s) and NSIL.
 - (a) In case of a successful bidder, if the Selected Party fails to sign the contract in accordance with this RFP or furnish the Performance Security within the period prescribed thereof in the Agreement.
 - (b) If the Financial Bid is found to be qualified or conditional.
 - (c) If the Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice as specified in the RFP.If the Bidder is otherwise found in breach of the terms of this document.

5.4. Acceptance of Stores

- g. The term Contractor shall mean, the person, firm, or company with whom or with which the order for the supply of Stores is placed and shall be deemed to include the Contractor's successors, representative, heirs, executors, and administrators unless excluded by the Contract.
- h. The term Purchaser shall mean NSIL.
- i. The term 'Stores' shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order including erection of plants & machinery and subsequent testing, should such a condition be included in the Purchase Order.
- j. The stores shall be tendered by the Contractor for inspection at such places as may be specified by the purchaser at the Contractor's own risk, expense, and cost.
- k. It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the purchaser, whose decision shall be final.
- l. If, in the opinion of the purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.
- m. If the whole or any part of the stores supplied are rejected in accordance with Clause No. (c) above, the purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as aforesaid.
- n. **Rejected Stores:** Rejected stores will remain at destination at the Contractor's risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of

rejection, the purchaser or his representative has, at his discretion, the right to scrap or sell or consign the rejected stores to Contractor's address at the Contractor's entire risk and expense, freight being payable by the Contractor at actuals.

5.5. Despatch

The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods despatched. The consignment should be despatched with clear Railway Receipt/Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on 'said to contain' basis. Purchaser shall pay for only such stores as are received by them in accordance with the Contract.

The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea, or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are received in good condition in accordance with the Contract.

Preference will be given to those tenders offering supplies from ready stocks and based on FOR destination/delivery at site.

5.6. Force Majeure

Neither party shall be liable for any failure or delay in the performance of its obligation under this RFP and subsequent contract to the extent such failure or delay or both is caused, directly or indirectly, without fault of such party, for any reason beyond its reasonable control, including but not limited to, by fire, flood, earthquake, elements of nature or on occurrence of strike, war, terrorism, riots, civil, disasters or Act of God and other similar calamity epidemics, embargo or sabotage, riot, hijacking, social uprisings, strikes, lock-outs and other labour problems, Governmental (acting in its sovereign capacity) or administrative measures, and all other events beyond the reasonable control of the Parties.

The party whose performance is thus prevented, hindered or delayed shall be excused from such performance during the continuance of any such contingency and for so long as such contingency shall continue to prevent, hinder or delay such performance; provided, that in the case of any such contingency, the party whose performance of its obligation under this performance of RFP and subsequent contract to the extent is prevented shall endeavour and use its best efforts to overcome the cause and effect of such contingency; and provided, further, that if such Force Majeure Event shall prevent a party from performing its obligations hereunder for more than fifteen (15) days, the other party shall be entitled to terminate this Agreement promptly upon giving of written notice to the other party.

5.7. Arbitration

Resolution of Disputes:

In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to sole arbitrators appointed by Chairman & Managing Director of NSIL and who shall be retired High court Judge or Retired District Judge or Retired Additional District Judge having seat of arbitration in Bengaluru and proceeding will be conducted in the English language. All disputes shall be finally settled under the Indian Arbitration and conciliation Act ,1996 as amended from time to time. Each Party shall bear their own cost of arbitration proceedings and the decision of the arbitration tribunal shall be final.

In the event that Arbitration hearing is cancelled resulting in a cancellation fee, the party initiating the request or causing the cancellation shall bear the full cost of the cancellation fees.

Termination of the Contract:

The contract may be terminated in any of the following contingencies: -

- a) On the expiry of the contract period, without any notice.
- b) On giving three months' notice by either party at any time during the tenancy of contract.
- c) On giving one month's notice by the NSIL at any time during the tenancy of contract; in case the services rendered by the Contractor are not found satisfactory and in conformity with the terms and conditions of the contract and the standard prescribed for the services.

OR

On contractor being declared insolvent by the Competent Court of Law without any notice.

OR

Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to termination of contract.

OR

On assigning of the contract or any part thereof or any benefit or interest therein or there under by the Contractor to any third party for sub-letting the whole or a part of the contract to any third party, without any notice.

The Contractor shall continue discharging his duties as before till the expiry of notice period for termination of the Contract

In case of termination of contract on the grounds mentioned at (c) above OR in case of Contractor decides to conclude the contract before the expiry of twelve months from the date of commencement of contract, NSIL shall forfeit the bank guarantee provided by the Contractor.

5.8. Confidentiality

- a. The selected bidder and their personnel shall not, either during the term or after expiration of this work order, disclose any proprietary or confidential information relating to the services, contract or business or operations of NSIL or its customer without the prior written consent of NSIL. Any violation of this clause will result in disqualification of the bidder and may result in not only rejection of the bid/ withdrawal of contract but also in penalization by NSIL including black listing of the Bidder apart from compensation for loss.
- b. The selected bidder has to execute Non-Discloser Agreement (NDA) to the above effect.
- c. The Bidder shall NOT disclose the content of the Tender or details in part or in full or any provisions thereof to any persons other than those employed / engaged by the bidder in the performance of the contract. Any violation of this clause will result in disqualification of the bidder and may result in not only rejection of the bid/ withdrawal of contract but also in penalization by NSIL including black listing of the Bidder.

Note: The above terms and conditions 1 to 5.8 is generic to all tenders floated by NewSpace India Limited. However, the exact terms and conditions specific for this tender is laid down under Appendix-B: Technical terms & conditions of this tender document.

5.9. Annexures and Appendix

The following annexures and appendixes are included in the Tender document:

- Appendix-A: Bill of Quantity
- Appendix-B: Scope of Work and Technical Criteria
- Appendix-C: Payment and other Terms and Conditions
- Appendix-D: Rate of wages
 - Annexure-1: Covering Letter
 - Annexure-2: Check list
 - Annexure-3: Undertaking Form
 - Annexure-4: No Deviation Certificate

Note: Bidder Should not include commercial bid in the technical proposal, which would lead to disqualification of the proposal.

Appendix-A: Bill of Quantity.

Supply of Manpower at NSIL (Ahmedabad)

SCHEDULE OF RATES

Service Description	Quantity	Total Amount for two years (Excluding GST & Other Taxes)
Lumpsum Service Charges per month for Providing manpower of various categories for NSIL-Ahmedabad as per the scope of work (SOW) for Two years. Please refer Annexure- II for rates to be paid to manpower	24 Months	~ INR 6,00,00,000/-
Service Charges* @ _____ % (In words _____ %) (Negative is not allowed) Agency charges cannot be less than 3.85% and should not exceed 7%	<To be quoted separately in BOQ>	
Total Amount Excluding GST	<To be quoted separately in BOQ>	
Rate of Applicable GST	<To be quoted separately in BOQ>	
Total Amount Including GST	<To be quoted separately in BOQ>	

GST Charges: Please mention the percentage of GST

Note: In case of multiple companies quoted the same agency charges, then the bidder with highest average turn over in the last 3 financial year will be selected.

Delivery Address: NSIL Ahmedabad

Payment Terms: As per Appendix-B

Delivery Period: As per Appendix-B.

Price Validity: The prices quoted is valid till 120 Days from the date of tender closing.

The bidder undertakes that he has quoted the “Lump Sum Service Charge/Rates considering all the above stipulations / conditions and the undertaking for the same is enclosed.

Note:

The reimbursement due to any upward revision of wages shall be limited only to the statutory wage components i.e. wages, PF, ESI / EC and Bonus and the impact of revision on wages shall not be allowed on overheads considered in the estimate quoted by bidder in the SOR.

The Bidder undertakes that he has completely understood both financial and non-financial implications towards the statutory and non-statutory components involved in deployment of resources as per the tender document including Scope of work.

Signature of Bidder.....

Name of Bidder.....

APPENDIX-B: Scope of Work, Technical & Financial Criteria**MANPOWER REQUIREMENT**

Supply of manpower for working in various sections, departments and offices of NewSpace India Limited. The initial requirement (Tentative) is given in following table:

Sl.No.	Post/Nature of work	Category	Tentative Requirement of Manpower
1	Specialized Executives	Highly-Skilled	05
2	Technical Executives	Highly-Skilled	08
3	Technical Assistant	Skilled	03
4	DEO (Data Entry Operator)	Skilled	15
5	Light Vehicle Drivers	Skilled	02
6	Housekeeping Supervisor	Skilled	01
7	MTS (Multi-Tasking Staff)	Semi-Skilled	02
8	Housekeeping and Pantry staffs	Un-Skilled	04
TOTAL			40

The requirement of Manpower cannot go beyond the double of the total number of manpower and cannot come down half of the total number of manpower.

EDUCATIONAL QUALIFICATION/EXPERIENCE.

The manpower to be deployed under the contract should be well qualified and/or should have required experience for the job they may be engaged under the contract. Details of the Educational Qualification and Experience is given below.

SKILL LEVEL REQUIRED FOR EXECUTING THE SERVICE CONTRACT

Post/Nature of work	Qualification	Experience
Specialized Executives	M Tech/CA/ICWA/MBA or equivalent Post Graduate Programmes with any Specialization.	Minimum three years
Technical Executives	B.E./B. Tech and equivalent	Minimum three years
Technical Assistant	Diploma Engineering branches.	Minimum one year
DEO (Data Entry Operator)	Graduates	Minimum Two years
	Post Graduate or Professional qualification	Minimum one year
MTS (Multi-Tasking Staff)	Minimum 12 th Pass.	-
Light Vehicle Drivers	Minimum 10 th Pass with a valid Driving License.	Minimum Two years
Housekeeping Supervisor	Minimum 12 th Pass.	-
Housekeeping staffs	Minimum 8 th Pass	-

WORKING DAYS & TIMINGS:

SL.NO.	POST/NATURE OF WORK	CATEGORY	WORKING DAYS & TIMINGS
1	Specialized Executives	Highly-Skilled	Six days in a week (Monday to Saturday) between 9:30 AM to 6:30 PM
2	Technical Executives	Highly-Skilled	
3	Technical Assistant	Skilled	
4	DEO (Data Entry Operator)	Skilled	
5	Light Vehicle Drivers	Skilled	Six days in a week (Monday to Saturday) between 7:00 AM to 7:00 PM
6	MTS (Multi-Tasking Staff)	Semi-Skilled	

7	Housekeeping Supervisor	Skilled	in various shifts of 8 hours plus One hour lunch break.
8	Housekeeping & Pantry staffs	Un-Skilled	

For working beyond nine hours in any day and / or beyond six days in a week / on holidays, Overtime shall be paid as per relevant statutory provisions for overtime payment.

PERIOD OF CONTRACT

The contract shall be valid initially for a period of two-year w.e.f. 15.01.2026 after the award of work order till 14.01.2028. This contract may be renewed for further period of one year on the same terms and conditions as mentioned in the tender document on mutual consent, provided the requirement of the office for the above manpower persists at that time, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency.

STATUTORY OBLIGATION AND SAFETY RULES:

1) Contractor shall be responsible for compliance of all applicable Statutory laws/norms including but not limited to Contract Labour (Regulation & Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages act 1936, ESI Act 1948, Employees Provident Fund & Miscellaneous Act 1952, Shops & Establishment Act under respective State Government, Payment of Bonus Act 1965, Employees Compensation Act, 1948 etc. Four Labour Codes I.e. Code on Wages 2019, Code on Social Security 2020, The Industrial Relations Code 2020 and the Occupational Safety, Health and Working Conditions Code, 2020 which have been implemented by the Government of India. The contractor shall also be liable to ensure compliance of the amendments to said statutory laws/codes/norms and/or new laws/norms as may be brought into effect by the Concerned Authorities time to time. The Contractor shall at all times keep NSIL and/or its employees indemnified from any and all actions/penalties/fines/liability as may arise/levied by various authorities arising out of non-compliance of any statutory compliances /norms applicable in respect of the manpower deployed by the Contractor. The Contractor shall also bear all expenses/costs as may be incurred in defending any suit/claim including the fees paid to the lawyer brought against it without any liability on NSIL and /or NSIL employees and reimburse any such costs/expenses which NSIL may be required to incur in defending itself against any such suit/claim.

2) **LABOUR LICENSE:** The Contractor is required to obtain Labour License if applicable under the provisions of Contract Labour (Regulation & Abolition) Act 1970 from the concerned Authorities within 15 days from the date of award of contract failing which penalty on per day basis (from completion of fifteen days) will be entailed as decided by the Competent Authority till the Labour License is submitted by the contractor.

- 3) **ESIC AND EPF CONTRIBUTIONS:** The Contractor shall be responsible for deposition of ESIC & Employee Provident Fund Contributions (Employee's & Employer's), as applicable with Concerned Authorities every month. Electronic Challan in respect of individual manpower deployed along with Bank Challan showing the deposition of ESIC and EPF Contributions shall be furnished by the contractor along with their bill for payment.
- 4) **INSURANCE UNDER EMPLOYEES' COMPENSATION ACT –** The Contractor shall obtain Insurance Coverage of Rs Five Lakh for all that manpower whose wages exceed the wage limit for coverage under ESIC. A copy of the Insurance Policy has to be submitted to NSIL along with Bill for reimbursement of Insurance Premium.
- 5) **MEDICAL INSURANCE FOR CONTRACT EMPLOYEES:** The manpower deployed by the contractor who are all not covered under ESI act, 1948, such manpower shall be covered by a Mediclaim policy from Insurance company with a coverage of Rs.2 Lakh per annum/ per person to the workforce. The Contractor has to arrange for insurance and subsequently NSIL will reimburse the insurance cost.
- 6) The Contractor shall take the insurance policy under Pradhan Mantri Jeevan Jyoti Bheema Yojna for all the contract workers. The premium amount shall be reimbursed by NSIL.
- 7) The Contractor shall take the insurance policy under Pradhan Mantri Suraksha Bheema Yojna for all the contract workers. The premium amount shall be reimbursed by NSIL.
- 8) **BONUS:** Contractor shall pay Bonus as per the Payment of Bonus Act, 1965 to all eligible deployed manpower and will be reimbursed on submission of claim.

Technical Criteria:

BID EVALUATION CRITERIA & EVALUATION METHODOLOGY

- a) The Bidder must have successfully completed/ executed **similar works* during last Three years ending last day of the month previous to the one in which Bids are invited:**
1. At least three work orders/ contracts not less than of Rs. 240 lakhs each
OR
 2. At least two work orders/ contracts not less than of Rs. 300 lakhs each
OR
 3. At least one single work order/ contract not less than Rs. 480 lakhs
 4. Bidders must have at least one ongoing Contract during the current financial year.

Note:

*(Similar Work is defined as “Providing manpower in Unskilled, Skilled & Highly Skilled categories in Specialized Executives, Technical Executives, Technical Assistants, Housekeeping, Data Entry Operator & other manpower services).

Bidder must have their Registered Office in Ahmedabad and branch office in Bengaluru, Hyderabad and Trivandrum.

Bidders would be required to submit copy of GSTIN certificate, Udyam certificate (if applicable), Certificate of Incorporation, and Registration Certificate under Shops & Establishment Act.

Registration with Provident Fund & ESIC Authorities

The Bidder must be registered with Provident Fund & ESI Authorities. To meet the above Criteria the bidders are required to submit copy of valid PF & ESI Registration certificates.

Bidder has to submit a copy of labour license obtained from the Competent Authority for execution of similar nature of work previously.

Financial Criteria:

The Average Annual Financial Turnover of the bidder during last three financial years (i.e., FY 2022-23, 2023-24, 2024-25) should be equal to or more than Rs 180 lakhs. Further, the Net Worth of the Bidder should be positive in the last Financial Year.

1. For meeting financial criteria of PQC, bidders are required to submit Annual Audited Financial Report(s) including Profit & Loss Account Statement(s) and Net worth Certificate from Chartered Accountant.
2. In case Audited Financial Reports of immediate three preceding financial years are not available; the bidder has an option to submit the audited financial results of the 3 years immediately prior to that.

After submission of bid, only related shortfall documents will be asked for in Technical Query (TQ)/ Commercial Query (CQ) and considered for evaluation.

For example, if the bidder has submitted a contract without its completion/ performance certificate, the certificate will be asked for and considered. However, no new reference/ PO/ WO/ LOA is to be submitted by bidder in response to Technical Query (TQ)/ Commercial Query (CQ) so as to qualify and such documents will not be considered by NSIL for evaluation of Bid. Any new document submitted against representation option provided on GeM portal shall also be not considered for evaluation of bid.

Experience of bidder acquired as a subcontractor can be accepted against submission of certificate from end user by such bidder along with other specified documents.

DOCUMENTS TO BE SUBMITTED FOR COMPLIANCE TO BID EVALUATION:

Along with techno-commercial bid, the bidder must submit proof of experience by providing copies of work order along with description of jobs and its completion certificate issued by end user / owner (or their consultant who has been duly authorized by them to issue such certificate) only after completion of work / supply in all aspect. The completion certificate must contain the reference of work order no. and actual date of completion of work.

Apart from above, Bidder must submit all other relevant documents/ information as specified in the Scope of Work for Technical Evaluation of bid or specified elsewhere in the Tender Document, towards proof of its responsiveness in **Technical Bid Proforma**.

TECHNICAL BID PROFORMA

All the prospective bidders have to submit their Technical Bid in the given proforma.

S No	Particulars	Details
1	Name of the Agency/Firm/Company	
2	Address of the registered office of the Agency/Firm/Company in Ahmedabad Landline No Mobile No Email Website	
3	Address of the branch office of the Agency/Firm/Company in Bengaluru Landline No Mobile No Email Website	
4	Address of the branch office of the Agency/Firm/Company in Hyderabad Landline No Mobile No Email Website	
5	Address of the branch office of the Agency/Firm/Company in Trivandrum Landline No Mobile No Email Website	
6	Legal Status- Individual/Proprietor/Partnership Firm/Limited Company/Corporation (Submit a copy of the Appropriate Registration Certificate)	
7	Name, Designation and details of the Contact Person: Landline No Mobile No. Email ID-	
8	Copies of Contract Completion/ Work Order/ Performance Certificate in support of experience of "Similar Work" executed during last seven years ending last day of the month previous to the one in which Bids are invited attached to a list of such copies 1.At least three work orders/contracts of minimum work order value of Rs. 240 lakhs each, OR 2. At least two work orders/contracts of minimum work order value of Rs. 300 lakhs each, OR 3. At least one single work order/contract of minimum work order value of Rs. 480 lakhs	

S No	Particulars	Details
9	Labour License for execution of similar nature of work done previously.	
10	GSTIN certificate	
11	PAN No.	
12	Udyam certificate	
13	Certificate of Incorporation	
14	Registration Certificate under Shops & Establishment Act.	
15	EPF Registration Certificate	
16	ESIC Registration Certificate	
17	The Average Annual Financial Turnover of the bidder during last three financial years (i.e., FY 2022-23, 2023-24 & 2024-25) should be equal to or more than Rs 180 lakhs. Net Worth of the Bidder should be positive in the Financial Year 2024-25 . Submit copies of the audited Balance Sheet duly certified by the Chartered Accountant and Income Tax Returns filed for all the financial years (i.e., FY 2022-23 & 2023-24 & 2024-25).	
18	Confirmation that quoted agency charges is between 3.85% and 7%	
19	Annual Audited Financial Report(s) including Profit & Loss Account Statement(s) and Net worth Certificate duly certified by Chartered Accountant for all the financial years.	
20	In case Annual Audited Financial Reports of immediate three preceding financial years are not available; the bidder has an option to submit the audited financial results of the 3 years immediately prior to that.	
21	Certificate of Recognition issued by Department of Promotion of Industry and Internal Trade (DPIIT) for Startups should be certified by the Chartered Accountant and notary public with legible stamp.	
22	Copy of work order of existing contracts	
23	Any other information's/documents relevant to the tender.	

Rate of Wages

Sl.No.	Description of Manpower	Col.No.	Special ized Executive	Technical Executives	Technical Assistant, DEO (Data Entry Operator), Housekeeping Supervisor & Light Vehicle Drivers	MTS (Multi-Tasking Staff)	Housekeeping staffs
1	Manpower Category	A	Highly Skilled	Highly Skilled	Skilled	Semi-Skilled	Un-skilled
2	Min Wages/day	B	2500	2270	1110	1010	920
3	Monthly minimum wages (26 days)	$[C=B * 26]$	65000	59020	28860	26260	23920
4	Monthly PF Contribution @13% (i.e Employer contribution 12% + EDLI 0.5% + Admin Charges 0.5%)	$[D=B * 13\%]$	1950	1950	1950	1950	1950
5	Bonus (8.33%) of wages (If applicable)	$[E=B * 8.33\%]$	5415	4916	2404	2187	1993
6	Monthly ESI Contribution (3.25% of min. wages) (If applicable)	$[F=B * 3.25\%]$	2113	1918	938	853	777
7	Sub-total 1	$[G=(B+C+D+E+F)]$	74477	67805	34152	31251	28640
8	Mediclaime policy from Insurance company with a coverage of Rs.2 Lakh per annum/ per person	$[H=10000/12]$	833	833	833	833	833

9	Provision for Premium for Group Personal Accident Insurance Policy with a coverage of Rs 5 lakh (quotation has been obtained from National Insurance Corporation Ltd@ Rs 750 per person for one year)	[I=750/12]	63	63	63	63	63
10	Premium for PMJJBY (Rs 436 per head per year)	[J=436/12]	36	36	36	36	36
11	Premium for PMSBY (Rs 20 per head per year)	[K=20/12]	1.67	1.67	1.67	1.67	1.67
12	Provision for Uniform /PPE/applicable kits & liveries (2 sets per year (estimated cost 4000 (2000 per set) to be reimbursed as per actuals.	[L=4000/12]	333	333	333	333	333
13	Estimated cost for Services per month without GST	Grand Total [M=G+H+I+J +K+L]	75744	69072	35419	32518	29907

APPENDIX-C: PAYMENT AND OTHER TERMS AND CONDITIONS

PAYMENT TO THE MANPOWER:

1. **WAGES:** - The contract shall make payment to the manpower as per the rates mentioned in **Annexure-II** for relevant category (Highly-skilled/ Skilled/ Semi-skilled/ Un-skilled). The Contractor shall make payment to the manpower deployed on or before **7th of every succeeding month** by depositing through online/ e-banking in their personal bank accounts and submit to NSIL the bank transaction of e-banking/ online payment to manpower as proof of wages disbursement. Monthly salary slip indicating Wages paid, EPF, ESIC deductions shall be issued to each employee of the contractor.
2. The contractor shall furnish details of disbursement of salary within 3 days from the date of disbursement. This obligation is imposed on the contractor to ensure that the contractor is fulfilling his commitments towards his employees so deployed under the various Labour Laws. The contractor shall comply with or cause to be complied with the Contractor's Labour Regulations made by the NSIL from time to time in regard to payment of wages, wage period deduction from wages, recovery of wages not paid and deductions unauthorized made. The Contractor shall maintain attendance registers; wage register and wage slip etc.
3. The Contractor shall be responsible for fulfilling all his obligations towards the persons deployed under the Minimum Wages Act-1948, EPF Act-1952, ESI Act-1948, Bonus Act-1965, Maternity Benefit Act-1961, and shall solely be responsible for the deposit of employee's and principal employer's share of statutory contributions with the ESI/ EPF authorities at his own level and maintenance of such record as per rules. The Contractor shall furnish documentary proof of deposit of such contributions to the appropriate authority of NSIL along with wage bill of the next month. The Contractor shall also arrange to open such EPF/ ESI accounts etc. of all the employees deployed by him at NSIL. In case of failure on the part of contractor to deposit EPF/ESI etc. with the concerned authorities within the stipulated period the contractor shall be liable to pay penalty so imposed by the NSIL from time to time.
4. The Contractor shall conform to the provisions of various Central/ State Act(s) or the Regulations on the subject as well as terms and conditions of the contract. The Contractor will be liable for the deduction of TDS, TDS on GST and other statutory deductions on the total bill as per Govt. of Indian norms, or as applicable from time to time (This cannot be recovered from the employee's salary and the contractor has to adhere to the TDS as per the Income Tax Act).
5. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation & Abolition) Act, 1970 as amended from time to time or any other

Act for the purpose of entering into and/or execution of this contract shall be carried out by the Contractor at his own expenses, etc., and the Contractor shall report the compliance thereof to NSIL. The Contractor shall be solely liable for violation of any provisions of the said Act or any other Acts.

PROCEDURES FOR SUBMITTING OF BILLS:

Contractor shall submit Monthly bill (Latest by 15th), supported with following documents to HR & Administration Department:

- a) Wage sheet countersigned by the Contractor/their representative duly certified by authorized representative of HR & Administration Department for payment made to the manpower.
- b) Duly certified e-banking statement/online statement of wage disbursement.
- c) Monthly Electronic Challans for deposition of PF & ESI contributions with Concerned Authorities in respect of each manpower.
- d) Bank Challans in respect of deposition of PF and ESI contributions
- e) **Last Payment:** The last payment of the contractor will be cleared only after obtaining clearance of any liabilities not pending.

NOTE: Income Tax as applicable shall be deducted at source from the bills of the contractor as per Income Tax Act.

PENALTY & DAMAGES:

Sl. No.	Occasions	Penalty
1	For not giving timely Salary along with salary Slips to the employees i.e., on (or) before 7 TH of every month.	INR 100/- per person per day after 07th of particular month till disbursement of actual salary.
2	For not giving proper ID cards mentioning all basic details like Name, Designation, Blood Group, Date of Birth, Place of deployment etc., to the employees within 30 days the commencement of the contract.	INR 100/- per person per day after 30 days from the commencement of contract till the date on which proper ID cards are given.
3	If the uniforms are not given within thirty days of commencement of the contract.	INR 1000/- per person per month. Penalty shall be

	Penalty shall be levied from the day of completion of thirty days.	levied from the day of completion of thirty days.
4	Non-compliance of statutory norms and terms and conditions of the Tender Document & Agreement will lead to:	Termination of contract and forfeiture of BG submitted.
5	The Agency shall provide the experience certificate to the deployed personnel at the time of their resignation or conclusion of the contract as the case may be. Non-issuance of the offer of appointment, experience certificate within the prescribed time limit shall lead to levy of penalty	INR 500/- per day till submission.
6	Unable to provide replacement of within 30 days as per the Terms & Conditions of the Work Order	INR 500/- per day till deployment of suitable replacement
7	Collection any hidden, unauthorized, or additional fees from outsourced employees under any circumstances	Termination of contract and forfeiture of BG submitted.

1. The contractor shall furnish particulars of the manpower to be deployed in NSIL such as Photo ID, Address Proof, passport size photograph, police verification, educational qualifications, Experience Certificates as applicable on issuance of Purchase Order. The contractor shall be responsible for the credentials / acts of his manpower.
2. The personnel deployed shall be of sound health, be mentally alert and physically fit and shall not have any communicable disease(s).
3. The contractor shall ensure that manpower deployed is not below 18 years of age.
4. The Contractor shall provide at least two (02) sets of uniform for Unskilled Category Manpower (Sweeping & Cleaning) and Skilled Category manpower deployed and shall ensure that they are outfitted in neat and clean uniforms. The uniform will carry name of the Contractor. The Contractor may take reimbursement of the cost of uniform from the Company.
5. The contractor shall ensure that the manpower deployed by them are well behaved and disciplined and must not refuse to perform the job assigned. Further, they must not engage in any undesirable or unlawful activities, whether within or outside the NSIL premises, failing which the Contractor shall be liable to provide suitable replacement on demand within 30 days.
6. The manpower deployed shall observe all Safety rules and precautions so as to not

cause any loss / damage to life / property etc. of NSIL / NSIL Employees / surroundings or otherwise. The contractor shall be responsible for compensating NSIL for any losses resulting from their failure, negligence, or deliberate actions.

7. The Contractor shall ensure his representative's availability as and when required by NSIL.
8. The Manpower deployed by the Contractor shall be exclusively his own employees and their all-statutory liabilities pertaining to financial or otherwise shall have to be borne by the Contractor himself. The manpower deployed shall have no claim for any benefit / compensation / absorption / regularization of service in NSIL.
9. The Contractor shall not sublet the Contract or any part thereof under any circumstances. Subletting of contract (in full or part thereof) shall lead to termination of Contract.
10. The Contractor shall act as an Independent Operating Agency not as an Agent or employee of NSIL. There is no Employer Employee relationship exists between NSIL and Contract Employees of the Contractor.
11. **MAINTENANCE OF RECORDS:** The Contractor shall be singularly responsible for maintenance of Registers and Records, i.e., Muster Roll, Register of Wages, Register of Overtime, Register of Fines, Register of Advance, Wage Slip, etc., under various Labour Laws/Codes/Schemes.
12. The Contractor shall furnish a Certificate along with the monthly bill(s) that he has complied with all statutory obligations as are applicable in the Republic of India.
13. **SECURITY CHECK:** The security personnel are authorized to check the belongings of the employees of the Contractor while entering and leaving the office premises for security reasons.
14. **REMOVAL OF PERSON:** NSIL may require the Contractor to remove from the office of NSIL, any employee(s) in the Contractor's employment who may be found to be inefficient or incompetent and the Contractor shall forthwith comply with such requirements / instructions at his own costs, risks and responsibilities immediately, with written intimation to NSIL. Such inefficient or incompetent employees deployed by contractor shall be replaced if required as per the requirement of NSIL within 30 days. The contractor shall abide the same without fail.
15. **SUPERVISION:** Compliance of entire supervision of various services is obligatory upon the Contractor. He will ensure regular and effective supervision and control of personnel deployed by him and give suitable direction for undertaking the contractual obligations. The Officer-in charge shall have the power of general supervision and direction of the work.
16. The contractor shall indemnify NSIL against any claim whatsoever, in respect of persons engaged by the contractor. NSIL shall in no way have liabilities for contractor's

personnel.

17. The Material for carrying out the jobs in NSIL, whenever required shall be supplied by NSIL.
18. It shall be the responsibility of the contractor to get all statutory licenses and statutory clearances from the local administration or any other statutory authority / Insurance company wherever necessary for undertaking the subject job.
19. The contract shall be terminated without assigning any reason in case the services as per scope of job are not found satisfactory or contractor / person(s) engaged by the contractor violates the terms and conditions of the contract or non-compliance of any statutory acts/rules/provisions of applicable laws.

In the event of any causality or death to any employee of the contractor deployed at NSIL, the entire compensation and benefits as per applicable laws must be paid to the dependents of the employee/ family of the deceased employee by the manpower service provider from its own sources. NSIL shall not be liable for the same and the agency must indemnify the NSIL from any such financial/legal claims.
20. The successful vendor is required to provide the services across Pan India as and when required by NSIL at the same Terms & Conditions of the Work Order.
21. The successful vendor shall commence the services within fifteen (15) days of receipt of Lol/ GeM Contract authorizing him to provide the manpower in NSIL and the terms and conditions of the Bid Document will act as binding till the signing of the contract. No correspondence for extension of time for starting services shall be entertained.
22. All the pages of the Tender Document must be duly signed and stamped by the agency, thereby agreeing to all Terms & Conditions mentioned in the Tender Document & the Agreement as appended, failing which shall lead to DISQUALIFICATION from further tender process.
23. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws or other statutory provisions and shall indemnify NSIL, from any claims in this regard.
24. The contractor shall comply with all the statutes and will be responsible for any prosecution or liability arising from breach of any of those laws.
25. Personnel deployed by the service provider have no claim for permanent employment with the NSIL. Their services are strictly on a contractual/outsourcing basis.
26. The Agency/Company/Firm/MSME must provide a contract engagement letter to the outsourced staff, detailing service conditions and salary breakup, and send a copy of the offer letter to the NSIL.
27. The Agency/Company/Firm/MSME is strictly prohibited from charging or collecting any

hidden, unauthorized, or additional fees from outsourced employees under any circumstances.

28. NSIL reserves the right to modify, change, delete, or add any terms and conditions prior to the issuance of the work order.

29. Conditional tenders will not be considered.

Annexure 1: Covering Letter

(To be given in the Company Letter Head
by the authorized representative of the Bidder)

To

Purchase Division
NewSpace India Limited (NSIL)
ISRO HQ Campus
New BEL Road
Bengaluru-560 094
Ph: 080 28282003
E-mail: purchase@nsilindia.co.in

Sub: Supply of Man Power at NSIL (Ahmedabad)

Dear Sir,

1. Having examined the Tender document and annexures thereto, we would like to clearly state that we qualify for the work envisaged under this Tender and meets all eligibility criteria indicated in the Tender document.
2. I/We are in conformity with the Tender document and offer **Supply of Manpower at NSIL (Ahmedabad)** as per the Tender document and the terms and condition. If selected, we offer to execute the work allotted to us within the time frame specified for the work. We would NOT outsource the work to any other associate / franchisee/ third party under any circumstances.
3. I/We agree to execute an agreement, in the form to be communicated by NSIL, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of your intention to accept this Proposal.
4. I/We understand that if the details given in support of claims made above are found to be untenable or unverifiable or both, our Proposal may be rejected without any reference to us. We further clearly understand that NSIL is not obliged to inform us of the reasons of rejection of our Proposal.
5. It is certified that the information furnished in this Proposal is true and correct to the best of our knowledge and nothing has been concealed or tampered with.
6. I am duly authorized to sign the documents/ Proposal for and on behalf of our Company/ Firm. Checklist, Company details, Undertaking Form and Technical Specifications as per the template are enclosed herewith.

Date:

Signature:

Name

Place:

Designation

Official stamp

Annexure-2: Check-list

Check List for Relevant Documents to be submitted

S. No.	Document	Attached (Yes/No)
01	Enclose copy of Bidder registration details with date of incorporation.	
02	Copy of Memorandum and Articles of Association / Partnership Deeds	
03	Copy of PAN/ TAN/ TIN/ GST Registration No	
04	Address of registered Site Works/ Workshop etc.,	
05	Copy of Latest filed tax returns	
06	Status of the Company (If MSME, attach a copy of latest certificate)	
07	Acceptance to Appendix A, B	
08	No deviation to term terms and condition (Annexure- 4)	
09	ISO 9001:2015 Certification and other certifications, if any. Copy to be enclosed.	
10	Signed and scanned copy of complete Tender document in lieu of acceptance of tender terms.	
11	Technical Bids and Commercial Bids are enclosed separately	
12	Declaration of Local Content	
13	Bank Guarantee Format	
14	Proof of EMD Payment	

Signature of authorized representative

With Office Seal

Date: -----

Annexure-3: Undertaking Form

(To be given in the Company Letter Head
by the authorized representative of the Bidder)

To

Purchase Division
NewSpace India Limited (NSIL)
ISRO HQ Campus
New BEL Road
Bengaluru-560 094
Ph: 080-28282003
E-mail: purchase@nsilindia.co.in

Dear Sir,

Sub: Supply of Manpower at NSIL (Ahmedabad)

I / We hereby declare that our Firm/ Company, at the time of bidding:

- a) possess the necessary professional, technical, financial, and managerial resources and competence as required in this Tender
- b) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- c) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons.
- d) Read and understood the Tender document and comply with the terms & conditions of the Tender.
- e) Information provided in the Proposal submitted to NSIL is correct and true to best of my/ our knowledge.

Signature:

Date:

Name

Place:

Designation

Official stamp

Annexure-4: No deviation certificate

(To be given in the Company Letter Head
by the authorized representative of the Bidder)

To

Purchase Division
NewSpace India Limited (NSIL)
ISRO HQ Campus
New BEL Road
Bengaluru-560 094
Ph: 080-28282003
E-mail: purchase@nsilindia.co.in

Dear Sir,

Sub Supply of Manpower at NSIL (Ahmedabad)

I / We hereby declare that our Firm/ Company fully accept the terms and condition of the subject tender document and there are no deviations to the tender document in our bid response.

Signature:

Date:

Name

Place:

Designation

Official stamp