



**COMMERCIAL TAXES & GST CIRCLE-I, SAMBALPUR.**

**(Under CT & GST Territorial Range, Sambalpur)**

**(Finance Department, Govt. of Odisha)**

**E-mail : dcctsambalpur1@odishatax.gov.in**

No. 1442 /CT&GST., Dt. 29-7-25

**OFFICE ORDER**

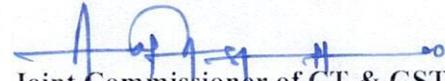
**Sub : Extension of Quotation / Tender Call Notice Submission Date.**

It is hereby notified for information of all concerned that the last date for submission of **Quotation / Tender Call Notice** for provide 02 nos. of House Keeping Service and 01 no. of Watch & Ward Service published vide Tender Call Notice No.1316/CT & GST dtd.24.06.2025 & No.1407/CT & GST dtd.21.07.2025 is extended due to receipt of only one / two tender paper within the original submission period. The detailed information for outsourcing of the service of aforesaid activity is detailed in the Application Form of Quotation containing general bid information and conditions which will be available in CT & GST Circle-I, Sambalpur on payment of Rs.100/- (Rupees One Hundred) only. In order to ensure wider participation and fair competition, the revised schedule is as follows:

**Extended Last Date for Submission: Dt.13.08.2025 by 5.00 PM.**

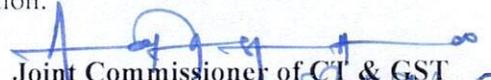
**Revised Date of Opening of Tender: Dt.14.08.2025 at 11.00 AM.**

All other terms and conditions of the original tender notice remain unchanged.

  
Joint Commissioner of CT & GST  
CT & GST Circle-I, Sambalpur.

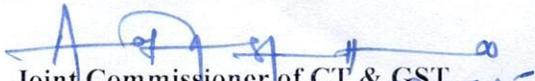
Memo No. 1443 /CT&GST.,

Copy to the Notice Board for the information of all / the Chairman & Members of the Committee of this Office for information and necessary action.

  
Joint Commissioner of CT & GST  
CT & GST Circle-I, Sambalpur.

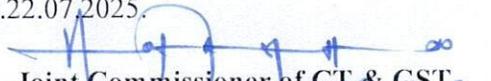
Memo No. 1444 /CT&GST.,

Copy forwarded to the N.I.C., Sambalpur for wide publicity of this "Tender Call Notice" & further necessary action.

  
Joint Commissioner of CT & GST  
CT & GST Circle-I, Sambalpur.

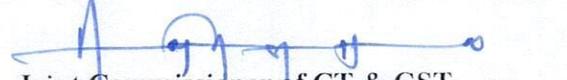
Memo No. 1445 /CT&GST.,

Copy submitted to the Joint Director, Information & Public Relation Department, Govt. of Odisha, Bhubaneswar for favour of kind information and needful action with reference to this Office Letter No.1319/CT&GST dt.24.06.2025 & No.1416/CT&GST dt.22.07.2025.

  
Joint Commissioner of CT & GST  
CT & GST Circle-I, Sambalpur.

Memo No. 1446 /CT&GST.,

Copy submitted to the Addl. Commissioner of CT & GST, Territorial Range, Sambalpur for favour of kind information.

  
Joint Commissioner of CT & GST  
CT & GST Circle-I, Sambalpur.



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**COMMERCIAL TAXES & GST CIRCLE-I, SAMBALPUR.**  
**(Under CT & GST Territorial Range, Sambalpur)**  
**(Finance Department, Govt. of Odisha)**  
**E-mail : [dcctsambalpur1@odishatax.gov.in](mailto:dcctsambalpur1@odishatax.gov.in)**

**TENDER DOCUMENT**

For providing the service of **02 nos. of House Keeping Service and 01 no. of Watch & Ward Service** to the **CT & GST Circle-I, Sambalpur** by reputed Agency / Service Provider.

- (a) Date and time for submission of Tender : **On or before 13.08.2025 by (05.00 PM)**
- (c) Date and time for opening of
- i) Technical Bids : **Dt.14.08.2025 at 11.00 A.M**
- ii) Financial Bids of eligible Bidders : **Dt.14.08.2025 at 12.30 P.M**
- (d) Likely date for commencement of contract.: **17.08.2025**

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

1. The CT & GST Circle-I, Sambalpur requires the services of reputed, well established and financial sound Service Providers to provide Services of **02 nos. of House Keeping Service and 01 no. of Watch & Ward Service** for a period of one year i.e. from the date of engagement, on contract basis for day-to-day official **House Keeping Service and Watch & Ward Service**.
2. The contract for providing the aforesaid Service is likely to come w.e.f. **17.08.2025** and would continue till **16.08.2026** on satisfactory performance. Further, the contract may be renewed on completion of one year subject to the requirement and/or satisfaction of the Circle Office. However, the service contract may be terminated at any time owing to a deficiency in service or substandard quality of service by the selected Service Provider or because of a change in the requirements of the Circle Office. The **CT & GST Circle-I, Sambalpur** however, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider.
3. The aforesaid requirement is tentative which may increase or decrease basing on the requirement of the Circle Office. The final requirement will be as per the agreement entered into with the selected bidder.
4. The interested Service Providers may submit the Tender document complete in all respects and other requisite documents by **dt.13.08.2025 up to 05.00 PM** in a sealed box kept in front of the Office Chamber of **Circle Head, CT & GST Circle-I, Sambalpur**.
5. The tender has been invited under two bid systems i.e. **Technical Bid** and **Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing i) "*Technical Bid for Providing Services of 02 nos. of House Keeping Service and 01 no. of Watch & Ward Service to the CT & GST Circle-I, Sambalpur*" and, ii) "*Financial Bid for Providing Services of 02 nos. of House Keeping Service and 01 no. of Watch & Ward Service to the CT & GST Circle-I, Sambalpur*".

Both sealed envelopes should be kept in a third sealed envelope super scribing "*Tender for Providing 02 nos. of House Keeping Service and 01 no. of Watch & Ward Service to the CT & GST Circle-I, Sambalpur*".

7. The Earnest Money Deposit (EMD): Exempted from submission of EMD. Bid Security Declaration should be submitted in lieu of EMD as per O.M No 8943/F dated 18.03.2021 of Finance Department, Govt. of Odisha.

8. The successful bidder will have to deposit a Performance Security Deposit of 3% of the value of his bided contract (as per Govt. in FD Memorandum No. 290 dated 05.01.2022) in the form of Bank Guarantee from any Nationalized Bank drawn in favour of the **“Joint Commissioner of CT & GST, CT & GST Circle-I, Sambalpur”**, covering the contract period. In case, the contract is further extended beyond the initial period, the Guarantee Bank will have to be renewed accordingly by the successful bidder.

09. The Security Deposit shall be forfeited, if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.

10. The tendering Service providers are required to enclose photocopies of the following documents (self-attested), along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and shall not be considered any further:

- (a) Registration certificate of the applicant organization (as Manpower service Provider)
- (b) Copy of PAN / GIR card;
- (c) A copy of the IT return filed for the last three financial years;
- (d) Copies of EPF and ESI certificates;
- (e) Copy of the GST registration certificate;
- (f) Certified extracts of the Bank Account containing transactions during the last three years.
- (g) Certificates/Testimonials on the satisfactory performance of at least two years to be furnished.
- (h) Whether the Agency has any exemption u / s 16 (2) of the EPF Act
- (i) Declaration that no criminal cases are pending against the Company / Organization / Agency at present.
- (j) Certificate Issued under contract labour (Regulation & Abolition Act.)
- (l) Aadhar card of the Proprietor/ Partner/ Directors of the said company.

NB: Kindly note that, the conditional bids shall not be considered and will be out rightly rejected in the very first instance.

11. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.

12. The Technical bids shall be opened on the scheduled date and time at **11.00 A.M on dt.14.08.2025**, in the Office Chamber of the **Circle Head, CT & GST Circle-I, Sambalpur**. The Financial bids shall be opened at **12.30 P.M. on dt.14.08.2025** in the office of the **Circle Head, CT & GST Circle-I, Sambalpur** in the presence of the representatives of the Service Providers, if any, who wishes to be present at the spot at that time.

13. The **Joint Commissioner of CT& GST, CT & GST Circle-I, Sambalpur** reserves the right to annul all bids without assigning any reason.

## **TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER**

1. The tendering **House Keeping Service and Watch & Ward Service** provider should fulfil the following technical specifications

(a) The registered office or one of the branch offices of the Service provider should be located at in **Odisha, preferably at Sambalpur.**

(b) They should be registered with the appropriate registering authority.

(c) They should have at least two years of past' experience in providing Security/Sweeping/ Housekeeping Person to Government Departments, Public Sector Companies / Banks, etc;

(d) They should have their own Bank Account

(e) They should be registered with the Income Tax and Service Tax/CT & GST Departments of either Central or State Government.

(f) They should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.

(g) They should have any other regulatory clearance (to be specified by the user Department) that may be required for providing Manpower services.

(h) Execution of contracts of similar type - minimum value of Rs.5,00,000.00 (Five Lakh) per annum during preceding 2 years. (submit the copy thereof as service evidence)

**TECHNICAL REQUIREMENTS FOR PERSON'S TO BE  
DEPLOYED BY THE SUCCESSFUL SERVICE PROVIDER**

1. He should be above 18 years of age and not exceeding 50 years and should be physically and mentally fit for the House Keeping duties.
2. The Minimum Educational Qualification for Security Guard / Housekeeping Person / Sweeping Supervisor - 10th standard pass.
3. The Security guards should have undergone training necessary for providing Housekeeping Service.
4. He should be the permanent resident of Odisha preferably within **Sambalpur District** (submit the copy of Aadhar Card and Voter ID Card)

**APPLICATION-TECHNICAL BID**

**For Providing Person CT & GST Circle-I, Sambalpur,  
In front of State Bank of India, Main Branch, Sambalpur.**

- 1 Name of Tendering Service Provider :
- 2 Details of the earnest Money Deposit : Exempted from submission of EMD. Bid Security Declaration should be submitted in lieu of EMD as per O.M No 8943/F dated 18.03.2021 of Finance Department, Govt of Odisha.
  
- 3 Name of Proprietor/Partner/Director :
- 4 Full Address of Registered Office :  
Telephone No. :
  
- FAX No: :  
e-Mail Address :
- 5 Full Address of Operating/Branch Office :  
Telephone No. :  
FAX No: :  
e-Mail Address :
6. Name & telephone no. of Authorized officer/person to liaise with Field Office(s) :
7. Banker of the Service Provider ( Attach certified copy of statement of A/c for the last three years Telephone Number of Banker :
8. (A) PAN/GIR No: :  
( Attach attested copy  
(B) Copy of the IT return filed for the last three financial years :
9. Certificate of Registration issued under the Private security agency ( Regulation) Act-2005/Private security Rules, Odisha 2009 ( Attach attested copy) :
10. GST No.( Attach attested copy) :
- 11 E.P.F Registration No. ( Attach attested copy) :
- 12 E.S.I Registration No ( Attach attested copy) :
- 13 License issued under contract labour ( Regulation & abolition ) Act ( Attach attested copy) :

14. Financial turnover of the tendering :  
Service Provider for the last 2 Financial  
years.

Financial Year	Amount ( Rs.Lacs)	Remarks, if any

15. Additional information, if any: :  
(Attach separate sheet if space  
provided is insufficient)
- 16 Give details of the major similar :  
contracts handled by the tendering  
Service Provider during the last two  
years in the following format (if the  
space provided is insufficient, a separate  
sheet may be attached (Also attach  
evidence of providing security /  
sweeping / housekeeping service)

Sl. No	Name of client address, telephone & Fax. No	Service Provider		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of Providing Person	No		From	To

17. Additional information, if any: :  
(Attach separate sheet if required)
18. Self-Attested Photo copies of all :  
documents from Sl. No. 1 to 15 to be  
attached

Date:

Signature of authorized person

Place:

Full Name:

Seal:

**DECLARATION**

1. I \_\_\_\_\_ Son / Daughter / Wife of Shri  
\_\_\_\_\_ Proprietor / Director /authorized signatory  
of the Service Provider i.e. \_\_\_\_\_ mentioned  
above, 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 above 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 the  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

Date:

Place:

Signature of authorized person

Full Name:

Seal:

**FINANCIAL BID**

**For providing Security/Sweeping/Houser keeping Person to the office of the Joint Commissioner of CT & GST, CT & GST Circle-I, Sambalpur.**

1. Name of tendering Service Provider: \_\_\_\_\_  
 2. Rate per person per month inclusive of all statutory liabilities, taxes etc.: \_\_\_\_\_

Sl. No	Person Type	Monthly remuneration as per State Minimum Wages Act	Monthly Rate per person										GST @ 18% On the total amount as applicable
			ESI			EPF			Take home after EPF/ESI Deduction (3-4-7)	Other statutory dues, if any	service charge (To be quoted)	Total (3+5+8+11+12)	
			Employee share (0.75%)	Employer share (3.25%)	Total ESI (4%)	Employee share (12%)	Employer share (including EPF/EDLI & Admn. charges) 13%	Total EPF					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	House Keeping Person (Unskilled)												
2	Watch & Ward Service (Unskilled)												

Note-

- The bidders are required to quote their service charges only. Bids with Zero or extremely low service charge are liable to be rejected
- In case of any variation of tax rate relating to ESI/ EPF / GST, the same shall be considered as per discussion between the L1 bidder and the authority.

Date:

Place:

Signature of authorized person  
 Full Name  
 Seal

## TERMS & CONDITIONS

### GENERAL

1. The Agreement shall commence from **17.08.2025** and shall continue till **16.08.2026** unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of deployed Person, breach of contract etc. or change in requirements.
2. The Agreement shall automatically expire on **16.08.2026** unless extended further by the Authority.
3. The Agreement may be extended, on the same terms and conditions or with some additions/ deletions / modifications, for a further specific period by the Authority.
4. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The Office at present, has tentative requirement of **02 nos. of House Keeping Service and 01 no. of Watch & Ward Service**. The requirement of the Office may further increase or decrease, during the period of initial contract also and the tenderer would have to provide additional Person, if required, on the same terms and conditions.
6. The Service Provider shall be bound by the details furnished by it to the Authority while submitting the tender or at a subsequent stage. In any case, any such document furnished by it, is found to be false at any stage, it would be deemed to be a breach of the terms of the Agreement making it liable for legal action other than termination of the Agreement.
7. The service provider should carry out the work in **CT & GST Circle-I, Sambalpur** as per the following schedule:
  - a. The House Keeping person have to reach the office prior to the time prescribed by Government of Odisha for office and leave the office premises after intimation and permission of the Section Officer. The House Keeping Person Have to work beyond office hour if required for which they will not be paid any extra remuneration.
  - b. All the workers engaged by the service provider in the **CT & GST Circle-I, Sambalpur** shall wear the uniform, which will be finalized in consultation with the Authority.
  - c. All staff of the service provider shall bear a photo ID card issued by the service provider during the period of work.
  - d. All workers / man power to be engaged by the service provider should be covered under the statutory Government regulation framed from time to time.
  - e. Any damage / pilferage to **CT & GST Circle-I, Sambalpur** Property due to mishandling and carelessness of the service provider or his workmen will be recoverable from the service provider's bill.
  - f. The House Keeping person deployed by the service provider shall not be normally required to attend the office on any holidays and Sundays.

08. The entire financial liability in respect of the Person deployed in the Department or Office concerned shall be that of the Service Provider and the Department or Office concerned will in no way be liable. It shall be mandatory for the service provider to pay monthly remuneration to the persons deployed through their bank accounts by the seventh day of the succeeding month, and produce necessary evidence by 10<sup>th</sup> day of the succeeding month for sanction of monthly payment by this office. The service provider shall ensure that the persons deployed by him are paid their monthly remuneration on monthly basis, by the due date, irrespective of whether he has received payment from this organization or not.

09. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of Person so deployed. There shall not be any "employee and employer" relationship between the persons deployed by the service provider and this organization.

10. The Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to deployed persons. The Department shall, in no way, be liable for the settlement of such issues whatsoever.

11. The Department/Office shall not be liable for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.

12. Persons deployed by the Service Provider shall not claim nor be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after the expiry of the Agreement.

13. In the case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

14. The persons deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.

15. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labor Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc. and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining a License under the Labor Contract (Regulations and Abolition) Act, 1970 if any, at its own part and cost.

16. The Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his / her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Service Provider shall be responsible for contributions towards the Provident Fund and Employees State Insurance, wherever applicable.

17. The persons deployed by the Service Provider should not have any criminal records.

18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the

Department or office concerned. The Service Provider shall be responsible for any Act on indiscipline on the part of the deployed.

**LEGAL:**

19. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract,

20. The Service provider shall be responsible for compliance with all statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.

21. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the concerned Department or office concerned to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested photocopies of such documents shall be furnished to the Department or office concerned.

22. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under the Law.

23. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of the Income Tax Act / Rules, as amended, from time to time by the Service Provider and a certificate to this effect shall be provided to the Department or office concerned.

24. In this case, the Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Department or the concerned office is put to any loss obligation, monetary or otherwise, the Department or the concerned office shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.

25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non - payment of remuneration of employed persons and non - payment of statutory dues. The concerned Department or Office shall have no liability towards non - payment of remuneration to the persons employed by the Service Provider and the outstanding statutory dues of the service provider to the statutory authorities. If any loss or damage is caused to the Department or Office concerned by the deployed persons, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

**FINANCIAL:**

26. The Technical Bid are exempted from submission of EMD as per O.M No 8943/F dated 18.03.2021 & OM No 281 dated 05.01.2022 of Govt. in Finance Department.

27. However, a Bid Security Declaration should be submitted in lieu of EMD as per O.M No 8943/F dated 18.03.2021 of Finance Department, Government of Odisha.

28. The successful bidder will have to deposit Performance Security Deposit equal to 3% of the Annual Contract value (as per OM No 290 dated 05.01.2022 of Finance Department,

Govt. of Odisha) in the form of Bank Guarantee from any Nationalized Bank drawn favour of the **Commissioner of Commercial Taxes, Odisha, Cuttack** covering the period of the contract. In case, the contract is further extended beyond the initial period, the Guarantee Bank will have to be renewed accordingly by the successful bidder.

29. In the event of breach of any terms and conditions attached to this agreement, the Agreement shall be annulled.

30. The Service Provider, after making payment of the monthly remuneration to the persons deployed, shall raise the bill, in triplicate, along with attendance sheet duly verified by the Officer concerned and proof of payment of monthly remuneration and submit the same to Office by the 10<sup>th</sup> day of the succeeding month and the payment to the service provider will be released by this organization within 15 days thereafter.

**31. Irrespective of the date of submission of the bill by the service provider and irrespective of the date of payment made by this organization to the service provider, the service provider shall pay monthly remuneration to the persons deployed by him positively by 7<sup>th</sup> of the succeeding month, and also through their bank accounts.**

32. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be accompanied by documentary proof pertaining to the relevant bill month. A requisite portion of the bill or the whole of the bill amount shall be held up until such proof is furnished, at the discretion of the Department or Office concerned.

33. In case of any change in Statutory minimum Wages, Labour welfare measures or taxes/cess during the contract period, made by competent Government Authorities. This contract between the service provider and this organization shall stand modified accordingly with immediate effect.

34. The Authority reserves the right to withdraw or relax any of the terms and conditions mentioned above.

35. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.

36. The successful bidder shall enter into an agreement with this Department/office for the supply of suitable and qualified Person as per the requirement of this Department/Office on the above terms and conditions.

**AGREEMENT**

This Agreement is made on this ..... between the **Joint Commissioner of CT & GST, CT & GST Circle-I, Sambalpur** for and on behalf of the Governor of Odisha here -in- after referred to as the "Authority" which expression shall, where the context so requires or admits, also includes its successors or assignees of the one part:

**And**

M/s....., here - in - after called the "Service Provider which expression shall, where the context so requires or admits, also includes its successors or assignees of the other part.

Whereas, the" Authority desires that the services of Watch & Ward (01) personnel is required in the O/o the **Joint Commissionerate of CT & GST, CT & GST Circle-I, Sambalpur**.

And whereas the" Service Provider "has offered its willingness to the same in conformity with the Provisions of the agreement:

And whereas the" Authority "has finalized the rate as per the terms and conditions of the agreement to the" Service Provider."

Now this agreement witnesses as follows:

1. That the Annexure containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Service Provider", the "Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as in the (name of the Department / Office) in conformity the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise its hall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to.....
6. The terms and conditions of the agreement are as of the tender documents.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer authorized to  
Service provider.

Signature of the authority for sign on behalf of the  
Officer Acting.

Witness Service:

1. Name: Address:

1. Name: Address:

2. Name Address:

2. Name Address :

