

HSCC (INDIA) LTD
(A Subsidiary of NBCC (India) Limited)
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301

e-TENDER

FOR

"Preparation of Finance Manual OF HSCC (INDIA) LTD"

VOLUME – I

- Notice Inviting Bids
- Pre-Qualification
- General Instructions to Bidders



HSCC (INDIA) LTD.
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone: 0120-2542436-40

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Tender No: - HSCC/e-Tender/ Finance Manual /2021

HSCC (INDIA) LIMITED
(A Subsidiary of NBCC (India) Limited)
E-6 (A), Sector 1, NOIDA -201301 (UP)
Notice Inviting e-Tender (Detailed - NIT)

Tender No. HSCC/e-Tender/ Finance Manual /2021

Dated: 03.11.2021

HSCC India Ltd., a Miniratna PSU intends to invite online bids through e-tendering from eligible CA/CMA firm based at Delhi/NCR, having working experience in Public sector undertaking.

Name & description of the work	Last date to fill/upload the tender through e-Tendering.	Bid Security/ EMD amount (in Rs.)
Preparation of Finance Manual of HSCC (India) Ltd	18.11.2021 upto 1400 hrs.	Refer Circular no F. 9/4/2020-PPD Dated 12th Nov. 2020

The bidder would be required to register at HSCC e-tender portal <http://www.tenderwizard.com/HSCC>. The bid document is available online from 03/11/2021. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. The bidders are required to submit (a) Original non- refundable Demand Draft of Rs.2000/- (Rs. Two thousand only) as cost of bid, in favour of “HSCC (India) Ltd.” payable at Noida/Delhi with the office of “MANAGER (F&A) , HSCC (India) Ltd., Plot no. E-6(A), Sector-1, Noida (U.P.) Pin-201301, either by registered post or by hand before the date and time fixed for opening of bid failing which the bid will be declared non-responsive. (b) Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.

The documents to be uploaded online are listed at checklist (Form-B) of Vol.-I.

Complete set of Bid documents comprising of Volumes- I (NIT/ PQ & ITB), Form-C and its Annexures & Vol.- II (Price Schedule/ FORM-D) has been made available at HSCC e-tender portal <http://www.tenderwizard.com/HSCC> , HSCC website <https://www.hsccltd.co.in> and Govt. CPP portal website www.eprocure.gov.in. The interested bidders/firms may download the bid documents.

The Bids should be uploaded complete in all respects along with the details of Bid document fee and Bid security on or before the due date and time as mentioned above on <http://www.tenderwizard.com/HSCC>. HSCC reserves the right to accept or reject any bid without assigning any reason or incurring any liability whatsoever.

Pre-Bid Meeting will be conducted at HSCC head office on 15.11.2021 at 11:30 hrs.

Prospective bidders are advised to regularly scan through HSCC e-tender portal <http://www.tenderwizard.com/HSCC> & HSCC website <https://www.hsccltd.co.in> as corrigendum/amendments etc., if any, will be notified on this portal only and separate advertisement will not be made for this.

-sd/-
Manager (F&A), HSCC (India) Ltd.

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING PART OF BID DOCUMENT

1. The intending bidder must read the terms and conditions of **Notice Inviting Bids and the Bid documents** carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form of bid document.
3. The bid document and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website **<http://www.tenderwizard.com/HSCC>** free of cost.
4. But the bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft of any Scheduled Bank towards cost of bid document and EMD in favour of “**HSCC (India) Limited**”, payable at Delhi/Noida as per details given in the Bid Document and Processing Fee via online mode only and other documents as specified.
5. Those bidders not registered on the website mentioned above, are required to get registered beforehand to initiate online bidding process as per details available on the website.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. On opening date, the bidder / firm can login and see the bid opening process.
8. Bidder can upload documents in **JPG** format or **PDF** format.
9. The HSCC reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified bidders to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

Sd/-
Manager (F&A) | HSCC (India) Ltd.

PREQUALIFICATION DOCUMENT

NAME OF WORK: **"e-Tender for Preparation of Finance Manual of HSCC (India) Ltd "**

PERIOD OF CONTRACT: **Two month from award of work.**

EMPLOYER: HSCC (India) Ltd., E-6(A), Sector-1, Noida, U.P.-201301

1.0 Minimum Prequalification Criteria for Preparation of Finance Manual:-

- CA/CMA firm must have working experience of Preparation of Finance Manual in Public sector undertaking.
- CA/CMA firm should be based in Delhi/NCR.
- Year of incorporation should be 05 year old.
- Minimum number of partners should be 3.
- Minimum audit staff 10 numbers in the firm (Excluding partners).

2.0 Following confirmation required from bidding CA/CMA firm:

2.1 Required visit to be made by the Partner of the Firm as per requirement.

2.2 Submission of Final Finance Manual on completion two month from award of work.

3.0 SUBMISSION OF APPLICATION:

- Technical Package Part-I must be submitted complete in all respect in sealed envelopes which must be either delivered by hand or by registered mail, to Manager (F&A), HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector-1, NOIDA, U.P. - 201301, so as to reach not later than **18.11.2021** before **1400 Hrs.** and be clearly marked.

"e-Tender for Preparation of Finance Manual of HSCC (India) Ltd".

- The name and mailing address of the Applicant should be clearly marked on the envelope.
- All the information asked for pre-qualification and tender shall be answered in the ENGLISH language by all the agencies/firms.
- Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

4.0 Price

Price to be quoted online in prescribed Price Schedule (Form-D) on all inclusive basis. Applicable GST will be payable extra.

5.0 Terms of Reference

- Manpower: Required visit to be made by the Partner of the Firm/Audit staff as per requirement.
- Reporting: The Draft report is to be submitted within 45 days of date of award of work and final report to be submitted on completion of two months from date of award of work.
- Appointment: The appointment of CA/CMA Firm is purely on fixed tenure basis of two months from date of award of work.
- HSCC reserves the right to accept or reject any or all the tender received without assigning any reason.

6.0 **SCOPE OF WORK: Preparation of Finance Manual**

A. SCOPE OF WORK

S.no.	Scope Of Work	In days
1	Area related to Banking Division	0-5
2	Area related to Establishment(Payroll & Expenditure) Division	6-10
3	Area related to Project Division	11-15
4	Area related to Procurement Division	16-20
5	Area related to Compilation (Taxation & Financial statement)Division	21-25
6	Area related to Secretarial Division	26-30
7	Area related to Trust Division(PF/Pension/Gratuity/welfare/Medical)	30-35
8	Area related to Internal Audit	36-40
9	Preparation of Report	41-44
10	Submission of Draft Report	Within 45 days
11	Submission of Final Report	Within 60 days

- 7.0 Even though the Applicants meet the minimum PQ criteria, they are subject to be disqualified, if they have:
- made misleading or false representation in the form, statement and attachments submitted; /or
 - record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. /or
 - The performance of any agency already worked/ working with HSCC is not found satisfactory/or
 - found to have been black listed, debarred or non-performer in any of the works as on date of submission of bid.
 - Non-response or non-submission of clarifications within specified time
- 8.0 The applicants are advised to visit the Office location to get first hand information as regards its approach, accessibility, site conditions, etc. and other matters affecting cost and work. All costs incurred in connection with submission of the pre-qualification application shall be borne by the applicant irrespective of the outcome.
- 9.0 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in HSCC. The department reserves the right to verify the particulars furnished by the applicant independently.
- 10.0 HSCC may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by HSCC within the time specified in the communication.
- 11.0 The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.
- 12.0 Even though the agency meets all the criteria, the Employer reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever.
- 13.0 GENERAL
- 13.1 Financial bid of only firms who have been pre-qualified, will be opened.
- 13.2 The Employer reserves the right to:
- (a) Reject or accept any application without assigning any reason or incurring any liability thereof
 - (b) Cancel the pre-qualification process and reject all applications
- 13.3 No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

General Instructions to Bidders

1.0 BID Documents:

- (a) Contents of BID Documents
BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc. issued by HSCC for the purpose.
- (b) Bid document consists of:
 - I. Volume – I (NIT & PQ and ITB)
 - II. Volume –II (Price Schedule/ FORM -D)
 - III. All amendments(s)/ corrigendum, if any.

1.1. Bid security (Earnest Money Deposit) (EMD):

Earnest Money Deposit is exempted vide Ministry of Finance Circular no F. 9/4/2020-PPD Dated 12th Nov. 2020

1.2. Preparation of Bid:

a) Bidder's responsibility:

- i. The Bidder is solely responsible for the details of his Bid and the preparation of Bids.
- ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as detailed in these documents, are liable to be rejected as being unresponsive.
- iii. The Bidder shall be deemed to have inspected the Site and its surroundings and taken into account all relevant factors pertaining to the Site, while preparing and submitting the Bid.

b)

Documents Comprising the Bid

Bidder shall submit their Bids **on line** only in two packages namely the Technical Package and the Financial Package. The contents of the technical and financial package are as mentioned hereinafter i.e. Clause 1.3.1 & 1.3.2.

1.3.1 Contents of Technical Package:

The technical package, clearly labeled as "**TECHNICAL PACKAGE**", has to be submitted in two parts.

(A). Technical Package Part -I; shall be submitted in ORIGINAL in Envelope with a copy uploaded online and shall comprise the following:

- i. Original Non-refundable Demand Draft as mentioned in detailed NIT, as **Tender Fee**

ii. Form of Bid / Letter of Application (Form – A) duly signed & stamped and filled.

(B). Technical Package Part –II: Shall be submitted online only duly digitally signed & stamped by authorized signatory and comprise the following:

- a) The enclosed documents shall be uploaded and mentioned as FORM - B (Checklist)
 1. Prequalification Documents (Form –C)
 2. CA/CMA firm should be based in Delhi/NCR (Annexure-2 to FORM -C)
 3. Personal Capabilities (Annexure -3 to FORM C)
 4. Experience of Execution of work with Supporting documents (Annexure – 4 to FORM -C)
 5. Litigation Details: Court Cases/ Arbitration (Annexure -5 to FORM –C)
 6. To be uploaded complete Bid documents, as listed in Notice Inviting Bids i.e. Vol.- I (NIT / PQ & ITB) **excluding the Price Schedule / Form - D (Volume –II)** but including all amendment(s)/addendum(s)/Corrigendum(s) /Clarification(s) issued, if any.

1.3.2 Contents of Financial Package

- a) The financial package (**VOLUME II - PRICE SCHEDULE/ FORM - D**) should be submitted **ONLINE** only. These prices should inclusive all basic, charges. Applicable GST Will be payable extra. The Bidder must ensure to fill up price against each item of Price Schedule. If any cell is left blank then value of that cell shall be treated as **“0” (ZERO)**.

2. Sealing, marking and submission of bid:

The bid shall be submitted along with documents and mode of submission mentioned at clause no. 1.3.1 and clause no. 1.3.2 of Volume – I and also mentioned in Check List (Form-B).

Please note that the price should not be indicated in any of the documents except online Price Schedule (Form-D).

All bidders are required to submit unconditional bids. Conditional bids if submitted may be rejected and no correspondence in this regard shall be entertained.

Sealed Envelope (Technical Package Part-I) and addressed to the Manager (F&A), HSCC (India) Ltd, Plot No. 6(A), Block-E, Sector 1, Noida, Distt. Gautam Budh Nagar, Uttar Pradesh, Pin – 201 301, and should be delivered **latest by 18.11.2021 up to 14:00 hrs** positively.

Request for extension of submission date of tenders will not be considered.

All recipients for the purpose of submitting a bid, shall treat the contents of the documents as private and confidential.

3 Deadline for submission of bids:

Bids must be received by the Employer at the address specified above not later than the designated date and time.

The Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

4 Late bids:

Any bid received by the Employer after the deadline prescribed shall not be considered and will be returned unopened to the bidder.

5 Modification and withdrawal of bids:

The bidder may modify or withdraw his bid by giving notice in writing before the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

Withdrawal of bid between the deadline for submission of bids and the expiration of the original period of bid validity specified in the Form of Bid may result in the forfeiture of the bid security pursuant to relevant Clause.

6 Bid validity:

Bids shall remain valid for a period of 180 days after the deadline for bid submission specified in Clause.

Tender Opening and Evaluation

7 Bid opening:

Bids shall be opened in the office of HSCC (I) Ltd., at Plot - 6 (A), Block - E, Sector - 1, Noida, Uttar Pradesh - 201 301 in presence of the Bidders' representatives who may wish to be present.

Technical Package Part-I (Envelope) shall be opened first. If the Tender Fee is not found as prescribed, the Bid shall be summarily rejected.

Technical Package Part-II submitted online shall be opened next. Bids of parties who do not accept the conditions laid above in the Bid documents are also liable to be rejected.

The Employer will examine the Bids to determine whether they are complete, whether the requisite bid securities have been furnished, whether the Bids have been properly signed and stamped and whether the Bids are generally in order.

Only detailed complete Bids received prior to the closing time and date of the Bids will be taken as valid.

The Bidder's names, general technical details and such other details as the Employer, at his discretion may consider appropriate will be announced at the Bid opening.

Online Price Schedule (Form-D) shall be opened for only those bidders whose bid is found to be generally in order and substantially responsive shall be opened or at a subsequent date to be intimated in advance to such eligible Bidders.

Only summary of prices quoted by the Bidders will be read out.

The Bid of any Bidder who has not complied with any of the instructions contained herein may not be considered.

8. The tender shall be submitted in sealed cover envelop marked **"e-Tender for Preparation of Finance Manual of HSCC (India) Ltd"** on top by **14:00 hrs on 18.11.2021**.
9. It is the responsibility of the Tenderers to see that the completed bidding documents are submitted by the time and date stipulated for opening of tender failing which the tender would be considered late and rejected.
10. The tender would be valid for a period of 180 days subsequent to the date on which the tender is opened. The tender will be opened at **15:00 hrs on 18.11.2021**.
11. The date for opening of financial bid will be intimated to successful bidder at subsequent date.
12. The bidders are advised to read the terms and conditions of the Tender as indicated in this form and satisfy themselves about their fulfilling these conditions as also meeting with the requirements of documents and other issues as mentioned in the Tender form before submitting the Tender.
13. HSCC (India) Ltd. reserves the right to accept or reject any bid and amend the bidding process and reject all the bids at any time prior to award of contract without thereby incurring any liability to the affected bidder/bidders or any obligation to inform affected bidder/bidders on the ground of the action of the authority. The authority is not bound to accept the lowest or any bid. Letter of Appointment would be issued to successful bidder.
14. Payment Terms
 - i. Price to be quoted online in prescribed Price Schedule (Form-D) on all-inclusive basis. Applicable GST will be payable extra.

- ii. Payment: 90% within 15 days on submission of final report
10% after Finance Manual report approved by the Board
 - iii. Applicable GST on Fee is payable extra.
 - iv. No escalation in the fee during the financial year shall be entertained.
 - v. The party shall submit the bill to Manager (F&A) after completing the work in all respect along with supporting documents.
 - vi. Deductions relating to TDS and any other Govt. levies applicable on bills will be made as per Govt. of India instructions issued from time to time.
 - vii. No enhancement of rates whatsoever will be allowed during the currency of the contract. Penalty will be charged in the event of damage or loss in connection with the work given to the agency.
15. APPLICABLE LAW: The contract shall be interpreted in accordance with the laws prevalent in India.
16. Pre-Bid Meeting will be conducted at HSCC head office on 15.11.2021 at 11:30 AM.
17. Disputes, if any, subjected to the jurisdiction of the courts in Delhi only.

Manager (F&A)
HSCC (India) Ltd.

FORM OF BID / LETTER OF APPLICATION

[NOTE: On the letterhead paper of the applicant including full postal address, telephone no. & E-mail etc.]

Date: _____

To,
Manager (F&A)
HSCC (I) LTD.
E-6(A), Sector-1, Noida (U.P.)-201301

Sir,

- Being duly authorised to represent and act on behalf of (Hereinafter referred to as "the Applicant") and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the **"e-Tender for Preparation of Finance Manual of HSCC (India) Ltd"**

Tender Number	Client Name
HSCC/e-Tender/Finance Manual /2021	HSCC (I) LTD. E-6(A), Sector-1, Noida (U.P.)-201301

- Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

- Your agency and its authorized representatives may contact the following persons for further information:

General, Personnel, Technical and Financial Enquiries	
Contact 1:	Telephone 1:
Contact 2:	Telephone 2:

- This application is made in the full understanding that:
 - Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding
 - Your agency reserves the right to:

- amend the scope and value of the contract / bid under this project; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant.

5. The undersigned declare that statements made and the information provided in the duly completed application are, true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

Annexure-1 to Form-A

GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	E-mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

1. PAN OF FIRM/LLP :

2. GST REGISTRATION NO.:

3. BANK DETAILS:

A	Bank Name	
B	Bank Address and Telephone	
c	Branch Code	
d	Type of Account	Saving /Current
e	Bank Account Number	
f	IFSC Code of the Bank	

Authorized Signatory of bidder

Check-List

DOCUMENTS TO BE SUBMITTED WITH THE BID

TECHNICAL PACKAGE - Part I

S.No.	Name of Document	Mode of submission	Page No.
1.	Form of Bid (Form A) with Annexure	In Original & Copy Online	
2.	Non-refundable Demand Draft of Rs 2,000/- (Rs. Two thousand only) as cost of bid	In Original & Copy Online	

TECHNICAL PACKAGE - Part II

S.No.	Name of Document	Mode of submission	Page No.
1.	Checklist for the enclosed documents as per the format attached (Form B)	Online	
2.	Prequalification Documents (Form C)	Online	
3.	CA/CMA firm should be based in Delhi / NCR Year of incorporation should be 5 year old (Annexure-2 to Form C)	Online	
4.	Working experience of Finance manual preparation in PSU's (Annexure-3 to Form C)	Online	
5.	To be uploaded complete Bid documents, as listed in Notice Inviting Bids i.e. Vol.- I (Terms & Condition of Contract) excluding the Price Schedule / FORM -D (Volume –II) but including all amendment(s)/addendum(s)/ Corrigendum(s) /Clarification(s) issued, if any.	Online	

FINANCIAL PACKAGE

S.No.	Name of Document	Mode of submission	Page No.
1.	Price Schedule (Form D)	Online	

The bidders are required to submit all above documents duly authenticated by digital signatures and online only. No hard copy of the documents is required to be submit except a) original non refundable Demand draft of Rs. 2000/- (Rs. Two Thousand only) as cost of bid b) Original Form of bid (Form-A) and general information (Annexure-1 to Form-A) to the, HSCC (India) Ltd., Plot no. E-6(A), Sector-1, Noida (U.P.) Pin-201301, before date and time fixed for opening of bid either by registered post or by hand failing which the bid will be declared non-responsive.

Authorized Signatory of bidder

PREQUALIFICATION DOCUMENTS

STRUCTURE AND ORGANIZATION:

1. Name & address of the applicant
2. Telephone No
3. Legal status of the applicant (attach copies of original document defining the legal status):
 - (a) A proprietor firm
 - (b) A firm in partnership
 - (c) A Limited Liability Partnership
- 3A. Documents for working experience of Preparation of Finance Manual in Public sector undertaking.
4. Name and Titles of Partners & Audit Staff with designation
5. Name and Designation of individuals authorised to act for the organisation
6. Has the applicant ever been debarred / black listed for tendering in any organisation at any time? If so, give details.
7. Has the applicant ever been convicted by a court of law? If so, give details.
8. Any other information considered necessary but not included above.
9. Following confirmation required from bidding CA/CMA firm:
 - a) Required visit to be made by the Partner of the Firm as per requirement.
 - b) Submission of Final Finance Manual report on completion two month from award of work.

Authorized Signatory of bidder

Annexure-2 to Form-C

1. **CA/CMA FIRM SHOULD BE BASED IN DELHI / NCR**
2. **Year of incorporation should be 5 year old.**

Please provide the address of Office at Delhi / NCR and enclose the relevant supporting.

COP No. & Date:

(Please enclose the supporting)

Authorized Signatory of bidder

Annexure-3 to Form-C

4. PROFESSIONAL EXPERIENCES:

Details of working experience of Preparation of Finance Manual in Public sector undertaking.

a)

Sl. No.	Name of the Company/Unit	PSU category (Maharatna/ Navratna/ Miniratna/ other/state PSU)	Year Of Assignment	Ref. Page no. of Supporting Documents (Award Letter, Experience Certificate etc.)

Authorized Signatory of bidder

HSCC (INDIA) LTD

**(A Subsidiary of NBCC (India) Limited)
(A Government of India Enterprises)
E-6(A), Sector-1, Noida (U.P)-201301**

e-TENDER

FOR

"Preparation of Finance Manual HSCC (INDIA) LTD"

VOLUME – II

- **PRICE SCHEDULE / FORM - D**



HSCC (INDIA) LTD.
E-6(A), sector-1, NOIDA(U.P) 201301 (India)

Phone: 0120-2542436-40

Fax: 0120-2542447

Tender No: - HSCC/e-Tender/ Finance Manual/2021

Price Work		
“e-Tender for Finance Manual_of HSCC (India) Ltd”		
Name of Bidder		
Item No. 1	Description 2	Amount (Rs.) 3
The tenderer shall quote rates in figures and in words under column 3		
1	Fees for preparation of Finance Manual	
Total Amount (in words)		

Applicable GST will be payable extra.

In case of any discrepancy in amount quoted in figure and word, amount quoted in word will prevail.

Signature & Seal of the Authorized Signatory