



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(Ministry of Textiles, Govt. of India)  
NIFT Campus, Doorbhash Nagar, ITI Premises, Rae Bareli – 2209010  
(Tel: 0535-2702422-29)

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**9503(92)/NIFT(Bldg)/Transport hire vehicle /18**

**11.01.2019**

**Notice Inviting E-Tender**

**Requirement: Two Toyota Etios/Maruti Swift Dzire,(Not before 2018 Model and has not completed 10,000/- kms in total) (White/Silver Color) in excellent condition for a period of one year which may be extended on yearly basis for further period of two years. Additional Cars may be required on call basis – as and when required on quoted prices.**

Commencing date of tender : from 17.00 Hr. on 11.01.2019

Last date for receipt of tender online :08 .02.2019 up to 14:00 hrs

Date of opening of tender online (Technical bid) : at 15:00 hrs on 08.02.2019

Earnest Money Required: Rs. 60,000/- in the form of DD in favour of NIFT, payable at Raebareli.

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- **Annual Registration Charges of Rs. 2000 + applicable taxes.**
- **Bid Processing Fee charges 960 + applicable taxes.**

**(Joint Director)  
NIFT- Raebareli**



## NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A Statutory Institute under NIFT Act 2006)

NIFT Campus, Doorbhash Nagar, ITI Premises, Rae Bareli – 229010

(Tel: 0535-2702426)

9503(92)/NIFT(Bldg)/Transport hire vehicle /18

11.01.2019

### (E-Tender Document) (Part-A)

#### Introduction:

National Institute of Fashion Technology (NIFT), Ministry of Textiles, Govt. of India is a premier educational institution set up under an act of Parliament and functioning under the aegis of the Ministry of Textiles, Govt. of India.

#### Requirement:

Two Toyota Etios/Maruti Swift Dzire, (Not before 2018 Model and has not completed 10,000 kms in total (White/Silver Color) in excellent condition for a period of one year which may be extended on yearly basis for further period of two years. Additional Cars may be required on call basis – as and when required on quoted prices.

1. The interested bidders should apply online and submit their tender along with scanned copy of all the relevant certificates and documents etc. in support of technical and price bids duly signed- through online on the <https://nifttenders.eproc.in> till **15.00 Hrs. on 08.02.2019** E-tender document is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in> and [/https://nift.ac.in/raebareli](https://nift.ac.in/raebareli).
2. The Tenderers are requested to read the instructions and terms & conditions of the e-Tender; carefully before quoting the rates in quotations / Tender Schedule and comply with the same there after amendments made if any.
3. Application to this tender will be accepted only through the online mode <https://nifttenders.eproc.in>. No other mode of tender shall be considered .
4. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
  - **Annual Registration Charges of Rs. 3000 + applicable taxes.**
  - **Bid Processing Fee charges 960 + applicable taxes.**



## Basic Requirements

The basic requirements for registration and applying for tender online are as under:

Operating System should be windows 7 or above .

Java version : Java 8 update 25.

Use Internet Explorer 11 version.

All java add-ons must be enabled in the system.

Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

5. In case, the tender document is not received through online in prescribed format and/or found incomplete in any respect, the tender offer will be summarily rejected.
6. Only the Technical Bids will be opened on the date of opening of tender. Price bids of only those bidders will be considered for opening whose offer is complete and technically acceptable in all respects.
7. The name and address of the tenderer shall be clearly written in the space provided in e-tender. The tender should be filled in and submitted in strict accordance with the instructions laid down here in; otherwise the tender is liable to be ignored/disqualified.
8. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
9. All firms which are not specifically registered for required stores as per Tender specifications either with DGS&D, Kendriya Bhandar or with NSIC, are required to submit **Earnest Money Deposit (EMD)** for an amount of Rs. 60,000/- (Rupees Sixty Thousand only) in the shape of Demand Draft favouring NIFT, Raebareli. **The original DD of EMD amount must reach in an envelop superscripted as “ Tender No./Date:..... & EMD for hiring of vehicles” to the following address on or before 08.02.2019 at 14:00 hrs:**

Joint Director, National Institute of Fashion Technology, Doorbhash Nagar, Raebareli-UP-229010

## Time schedule for tender process:

<b>Date of tender notification</b>	<b>11.01.2019</b>
<b>Last date for sale of tender document</b>	<b>03 .02.2019 up to 14:00 hrs</b>
<b>Last date for receipt of duly filled in tenders</b>	<b>03 .02.2019 up to 15:00 hrs</b>
<b>Date and time of the opening of Technical bid of tenders</b>	<b>03 .02.2019 up to 16:00 hrs</b>
<b>Date and time of the opening of Financial bid of tenders</b>	To be informed to technically qualified bidders



## **GENERAL TERMS AND CONDITIONS: - (Part-B)**

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer.
3. No paper shall be detached from the tender.
4. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer.
5. The tender should be filled and submitted strictly in accordance with the instructions laid down herein, otherwise, the tender is liable to be disqualified.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as:
  - 7.1 A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - 7.2 A partner of the firm if it is a partnership, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - 7.3 Director or Principal Officer duly authorized by the Board of Directors of the company.
  - 7.4 In case of (7.2) a copy of the partnership agreement and general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate of registration of power of attorney should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (7.3) the person signing the tender should be authorized by a resolution passed by the Board of Directors and a copy of the resolution attested by the Principal Officer should be attached.



- 7.5 The vehicle offered would be registered in the name of the tenderer /firm or he should have Power of Attorney to operate the same.
- 8 The Technical bid in the prescribed format as given in **Annexure A** & the price bid in the prescribed format given in **Annexure B (Part I & II)** should be submitted by the bidder through on line mode at schedule date and time .
- 9 Tenders received after the specified date and time due to any reasons, including postal delay in case of EMD, will not be considered. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry (verbal or written) shall be entertained in respect of acceptance/rejection of the tender. The date, time and venue of opening of “Price bid” shall be communicated to the qualified bidders of Technical Bid separately.
- 10 PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD DEPOSIT ARE LIABLE TO BE REJECTED.
- 11 A Demand Draft of **Rs.60,000/-** (Rupees Sixty Thousand only) is required to be deposited as earnest money deposit (EMD) in favour of NATIONAL INSTITUTE OF FASHION TECHNOLOGY, Payable at Raebareli .
12. The earnest money deposit of the successful tenderer can be forfeited on any of the following grounds:
  - 12.1 Misleads NIFT during the course of evaluation of the tender by providing false and misleading information.
  - 12.2 Withdraws tender offer before finalization of the same.
  - 12.3 Fails to accept the tender, if his/their tender is accepted by NIFT Raebareli.
  - 12.4 If party become-L1 and is not willing to accept the offer.
  - 12.5 Fails to commence the Hiring of Taxi Services within specified time after receipt of the letter awarding the contract. Failing this, NIFT reserve the right to cancel the letter awarding the contract.
  - 12.6 Fails to complete the work satisfactorily.
13. EMD shall be returned without interest:-
  - 13.1 to the unsuccessful bidders after the award of contract.
  - 13.2 In case bidding process is terminated by NIFT for any reason.
14. The bids should be valid in the case of all the tenders for at least three months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.



15. Any conditional offers made by the tenderer or any alterations/ corrections made in the tender form will not be considered. Similarly incomplete and unsigned tender may not be considered. The tender form should be signed and stamped for the purpose of the tender offer.
16. National Institute of Fashion Technology, Raebareli reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid since due weightage shall be given to several factors besides the commercial bid.
17. The Price Bid of the technically qualified bidders will only be opened.
18. The Security Deposit of the successful tenderer shall be liable to be forfeited
  - i) if the tenderer breach the terms and conditions of the contract after accepting the work order.
  - II. If the tenderer fails to commence the services within 20(twenty) days of the receipt of the letter awarding the contract.
19. Correction, if any, must be attested.
20. The contractor shall provide commercial vehicle (taxies) of model not older than 2018 in excellent condition and has not completed **10,000 km** in total as per requirement. The vehicle shall be provided at the office of NIFT Campus at Raebareli on monthly rental basis
21. The contract will be awarded for the period of one year which may be extended on yearly basis for further period of two years subject o satisfactorily performance.
22. The Contractor shall provide the requisite vehicle of the desired description with a dedicated driver for performing the duties as per requirement of the Institute.
23. The driver of the firm should possess sound health and be free from diseases, especially contagious and frequently occurring diseases and have a valid Identity card issued by the Company while on work/visit.
24. The driver engaged by the contractor for carrying out tasks under this contract, shall be deemed to be the employees of the contractor's Agency. The Agency shall be solely responsible for their wages, fringe benefits, duty roster, leave-records, relievers, dress etc.
25. The drivers should have valid Commercial Driving License from the RTO.
- 25.1 Initially the contract shall remain valid for a period of one year from the date of its commencement and will be renewed from year to year basis for further period of two years thus maximum upto 3 years in total subject to satisfactory performance. The contract once awarded can be terminated by either side after giving three month's notice. Nevertheless, NIFT may terminate the contract of the Firm without any notice in



case the firm commits a breach of any of the terms of the contract. NIFT's decision that a breach has occurred will be final and shall be accepted without demur by the Firm.

- 25.2 The rates quoted shall be considered inclusive of all taxes & levies.
26. The Firm shall be liable with regard to compliance of all the laws, regulation, rule and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of Uttar Pradesh.
27. The successful bidder will have to provide vehicle or any other LMV as and when required to NIFT Raebareli on call basis on the rate decided in **Annexure B (Part II)**. This is in addition to vehicle required by NIFT Raebareli as indicated in Tender at **Annexure-B (Part I)**.
28. NIFT shall in no way be responsible for any default with regard to any statutory obligation and the firm will indemnify NIFT in case of any damage or liability, which may arise on account of action of firm.
29. The meter reading & time will start from pickup and drop at NIFT Rae Bareli /Lucknow as per the requirement in the cases of hiring of vehicle on regular (Monthly)/call basis.
30. Out of two vehicles, one vehicle has to be stationed at NIFT RaeBareli and the other vehicle has to be stationed in Lucknow. The utilisation of both the vehicles will be ensured by Incharge (transport) as per actual requirement of the Institute however, in some cases both the vehicle may also be retained at one place either at NIFT Raebareli or in Lucknow in order to ensure economic viability of the Institute. Both the vehicle hired on regular basis will be at the disposal of the Institute throughout the month during stipulated timing(5 AM to 10 PM). However, one weekly off is permissible.
31. The firms are required to quote the vehicle details as per Annexure-A. The details should be clearly written and there should be no overwriting.
32. The firms are required to quote rates as per Annexure-B (Part I & II).The Bidder shall quote the rates in figures as well as in words so that interpolation is not possible. The figures should be clearly written and there should be no overwriting.
33. Any dispute arising with regards to any aspect of this agreement shall be resolved by mutual discussions and consultations between the parties to the Agreement. In case the dispute remains unresolved through consultation, it shall be referred to an Arbitrator, to be appointed in consultation by the two parties involved in the dispute, as per provisions governing Arbitration Act of the country.
34. The firm shall at all times indemnify and keep indemnified the owner and its officers, servants and agents for and against all third party claims whatsoever (including claim not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Firm any





sub-firm(s) and or the owner and the Firm shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

35. The Firm shall deposit a Demand Draft/Bank Guarantee TDR of any scheduled Bank in favor of NIFT Raebareli of value equivalent to 10% of the Annual Contract Value as Performance Guarantee with NIFT Raebareli. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the firm to NIFT.
36. The Drivers employed by the firm shall have no relation whatsoever with National Institute of Fashion Technology. Any act on the part of the bidder to influence anybody in NIFT would make him liable for rejection of his tender
37. Parking charges at Airports/Parking lots/Toll Tax will be borne by NIFT Raebareli on production of original bills/slips.
38. All Challans/Transport Authority payments will be borne by the contractor.
39. The log book for supply of the vehicle on regular (monthly) hire basis to NIFT Raebareli will be maintained by the contractor which will duly be verified by In-charge transport. The meter readings at the start and close will be entered in the log book. Any cheating in both the readings will be treated as violation of the agreement and will invite penalty @ Rs.500/- per case. NIFT reserves the right to decide the violation and will not be challenged by the contractor. A copy of the log book should be submitted along with the bill.
40. The Contractor shall be responsible for the payment of wages and allowances as per Minimum Wages Act of Central Govt. to drivers and all statutory dues to the persons employed by him for providing the services. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligation. No child labourers shall be permitted by NIFT under this contract. Further the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event if there is any violation of any contractual or statutory obligation regarding the personnel / labour, the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against NIFT, the Contractor shall be required to reimburse to NIFT any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. NIFT shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.
41. The contractor shall comply with all existing labour legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc. For any lapse or breach on the part of the contractor in respect of non-compliance of any Labour Legislation in





force during the validity of the contract, the contractor would be fully responsible and would indemnify the Institute, in case the Institute is held liable for the lapse on the part of the contractor. If any of these are not required by the bidder then a self – signed declaration in this regard should be submitted.

42. The payment shall be released on monthly basis on submission of bill in duplicate by the firm within 15 days. The bills should be accompanied with (i) monthly logbook and a copy of logbook should be enclosed. (ii) (TDS) Income tax/GST etc as applicable at prevailing rate will be deducted at source. (iii). The PAN No.&GSTIN number must be written on all the bills.
43. All the charges on repairs including spares, labour, fuel, lubricants and drivers wage and any other charges towards the maintenance of the vehicle shall be borne by the tenderer and in case of break-down of the vehicle in the middle of the journey, the tenderer shall provide standby vehicle of the same category without any extra charge. If the tenderer fails to provide standby taxi, during the breakdown or for any other reason fails to provide vehicle a penalty of Rs.500/- will be imposed per day. In case the contractor is regular defaulter his contract will be terminated and the security deposit will be forfeited from the date of acceptance.
44. The Contractor shall provide well behaved drivers in proper uniform approved by NIFT Raebareli with mobile having knowledge of different routes as well as repair of cars and valid **Commercial Driving License**. The reporting time, place, address etc should be strictly followed by the Contractor. In case of non availability of requisitioned taxi, it will be the responsibility of the contractor to provide equivalent or upgraded model of excellent condition at the same rate with prior consent of NIFT.
45. The vehicle provided by the contractor must be in excellent condition and must have proper & complete documents. If the vehicle provided is not in an excellent condition, NIFT shall reject the vehicle and a penalty of Rs. 500/-on each case shall be imposed which will be deducted from the monthly payment.
46. In case of failure of vehicle or non availability of the vehicles (rental and additional vehicles) for any reason during any working days, the contractor will have to arrange for the substitute vehicle, the rental charges paid by the Institute will be deducted/adjusted from the monthly bill of the contractor. If on any day the vehicle does not report, on the specified time and place, a penalty of Rs.1000/- shall be imposed.
47. The contractor/driver shall get entries of the Milo-meter of each vehicle at the security gate, in the prescribed register, each time it leaves the Institute for duty and at the time of arrivals from the outside which should be duly verified by the guard of the gate.
48. Firms submitting tender would be considered to have read & accepted all terms & conditions. No enquiries verbal or written shall be entertained in respect of acceptance or rejection of the tenders.



49. The contractor will be fully responsible for the drivers, petrol-diesel, maintenance, RTO formalities, Insurance etc. The vehicles will be provided of either diesel or petrol.
50. If the vehicle is not used for 5 days or more ,the monthly payment will be done for rest of the days in which vehicle is used on pro rata basis.One weekly off is permissible ,however vehicle must be available on call basis during the requirement on off days.
51. The night charges are fixed and will be paid by NIFT at the rate of Rs. 150/- for single instance when ever required. The night charges will be applicable for use of vehicle after 10:00PM.
52. Escalation clause shall not be accepted on any ground during the pendency of contract.

**A. Technical bid Qualifying Criteria:**

53. Registration of Firm. (Please attach a copy of Registration no. of the firm)
54. The bidder /firm should own or have on lease at least two vehicles registered as commercial vehicles in his name or firms name for use as commercial vehicles (taxi). The proof of ownership in case of own vehicle or in case of leased/hold vehicle a power of attorney/affidavit authorising the bidder to use the vehicle for hiring on stamp paper from notary should be submitted. (Please attach a copy of the same with the technical bid)
55. The tenderer must note that the vehicle offered should be registered as commercial Vehicle,(taxi) with all india taxi permit
56. The vehicle offered should be insured fully including third party insurance
57. The Tenderer should have valid PAN Card. (Also attach a copy of the same with the Technical Bid).
58. The tenderer should have at least one year experience of providing taxi services to Govt institution/Autonomous Bodies/PSU's.
59. The tenderer must enclose a Demand Draft of Rs. 60,000/- toward Earnest Money Deposit.
60. Annual Turnover of Rs. 10.00 Lakhs and above for each financial year 2016-17 and 2017-18.Please attach statement duly certified by CA in support of annual turnover.
61. The evaluation will be done on hiring of vehicle on monthly basis as well as hiring of vehicle on call basis . (Annexure B- Part I & II).



**B. Price Bid Evaluation Criteria**

The criteria of evaluation will be on the basis of “Weightage” .Financial bid Annexure B (Part I ) will carry weightage of 80% and financial bid Annexure B (Part II) will carry weightage of 20% .The L-1 will be decided as under:

$$\begin{aligned} L1= & \left\{ \frac{\text{Rate quoted by party for one vehicle in financial bid (Annexure B (part-I) i.e.Column 04)}}{2000 \text{ kms}} \right\} \times 0.8 \\ & + \\ & \left\{ \frac{\text{(Sum of Rate /km quoted by party for vehicle category at SN 01,02 \&03)}}{3} \right\} \times 0.2 \end{aligned}$$



**Tender no.: 9503(92)/NIFT(Bldg)/Transport hire vehicle /18**

**UNDERTAKING BY THE CONTRACTOR**

We have carefully gone through the various terms and conditions for provision of hiring of taxi services. We agree to all these conditions and offer to provide hiring of taxi services at NIFT. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking on token of our acceptance of various conditions listed above.

We also understand that rate being offered by us are applicable for three years and during this period no escalation on our rate shall be given by NIFT.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Contractor

Address: \_\_\_\_\_

Seal of the Agency \_\_\_\_\_

Phone No.

(O): \_\_\_\_\_

(R): \_\_\_\_\_

e-mail id:



**TECHNICAL BID**

**Pls refer to technical and drafting criteria at Clause B before filling technical bids**

<b>No.</b>	<b>Descriptions</b>	<b>Proof Required</b>
1.	Name of Firm/Company/Agency (Copy & Proof to be attached)	
2	Address of the firm	
3	DD for Earnest Money Deposit of Rs.60,000/-(DD should not be drawn before date of publish of tender.	
4	Registration No. of Firm/Company/Agency	
5	Year of registration of vehicle (Please refer clause no. 54 of tender terms & conditions carefully A) 1.Name of vehicle 2.Registration No. 3.Year B) 1.Name of vehicle 2. Registration No. 3.Year (Copy & Proof to be attached)	
6	Acceptance for offered vehicle(Maruti Swift Dzire/Etios)to be registered as commercial vehicle with all India taxi permit.(Pls tick Yes/No)	
7.	Annual Turnover of Rs. 10.00 Lakhs for the financial year and submit ITR of last two years (i.e. FY 2017-18, 2016-17 ) Please attach statement duly certified by CA in support of annual turnover.	
8.	GST No. of firm (please attach copy of GST Registration)	
9.	PAN No.(Proof to be attached)	
10.	Name and Address of the clients for past years.(Copy of work completion experience certificate to be attached)	
11.	Name, Address and Telephone Number & e-mail id of the proprietor	
12.	Bank Account Number with IFC Code	



Date:  
Place:

(Signature of the Authorized person)

:

**Annexure-B (Part -I)**

**FINANCIAL BID**  
**(Quote for Vehicle to be hired on monthly basis)**

Sl. No. (1)	Type of vehicle (2)	Requirement (3)	Monthly Rent (in Rs. & Words) Inclusive of GST (4)	Monthly Rent for two vehicles) Nos. (5)	Other Charges Inclusive of GST (6)
1.	<b>Maruti Swift Dzire/Toyota Etios</b> Excellent condition January 2018 Model or later and not completed 10,000 Km in total <b>(White/Silver Color)(Two Nos.)</b>	Up To 2000 km per month (5:00 AM to 10:00 PM)	Rs...../-pm for single vehicle  In words:  (Rs..... ..... ..... .....)  Night Charges (After 10:00 PM): <b>Rs 150/-</b>	Rs...../- pm  In words:  (Rs..... ..... ..... .....)	1. Rates above 2000 km: <b>Rs...../km</b>

**The above rates should be inclusive of all taxes e.g GST etc.**

I/We accept the terms and conditions stipulated in your above quoted tender and agree to abide by the same.

**Name:**

**Contact No. & e-mail id:**



**Annexure-B (Part II)**

**FINANCIAL BID**

**(Quotes for hiring of vehicle on call basis- as and when required)**

<b>Sl. No.</b>	<b>Type of vehicles</b>	<b>Rate per KM for minimum 100 kms and above</b>
1.	AC Innova/ Xylo/ Scorpio/ Safari or equivalent	
2.	AC Ford Ikon, Tata Indigo, Maruti Swift D'zire, or equivalent	
3.	AC Indica /WagonR or equivalent	

I/We accept the terms and conditions stipulated in your above quoted tender and agree to abide by the same.

**(Signature of the Authorized person)**

**Name:**

**Contact No. & e-mail id:**