

TENDER DOCUMENT

**FOR PROVIDING
UTILITY STORE
AT
TEZPUR MEDICAL COLLEGE & HOSPITAL
CAMPUS, TEZPUR**

**TO BE DEPOSITED IN THE TENDER BOX
IN THE
O/o Member Secretary
and
Principal cum Chief Superintendent,
TMC & H, Bihaguri, Tezpur**

Cost of Tender Document Rs. 1,000/-

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
Tezpur Medical College Hospital, Tezpur, Bihaguri-784010, Assam.
(Under Society for Medical Education Tezpur)

No. SMET/TMC/NIT/354/2014/

Date: 25/11/2016

NOTICE INVITING TENDER

Sealed bids (Two envelope system) affixing court fee of Rs.8.25 (Rupees eight & twenty five paisa) only from reputed firms / companies for Utility Store at Tezpur Medical College & Hospital, Tezpur for the period of 1 (one) year, since date of engagement, subject to the terms and conditions mentioned hereafter.

Sl. No.	Name of Work	EMD	Cost of Tender Paper	Last Date & Time of submission
1.	Providing a Utility Store in Tezpur Medical College & Hospital, Tezpur.	Rs. 25,000/-	Rs. 1000/-	2 PM 14/12/2016

The details tender documents may be collected on payment of **Rs. 1000/- (Non-Refundable)** only from the office of the Member Secretary , SMET & Principal cum Chief Superintendent Tezpur Medical College & Hospital during office hours , on all working days from **01/12/2016 to 12/12/2016** (excluding Sundays & holidays). It can also be downloaded from the official websites www.tmcassam.org which should be accompanied by the requisite Tender cost of Rs. 1000/- in the form of demand draft in favour of **“The Member Secretary, SMET, Tezpur Medical College & Hospital, Tezpur”** payable at Tezpur.

The tender will be received by the undersigned up to date and time mentioned against each item and will be opened on the same date & place at 3.00 PM in presence of the attending parties/authorised representatives.

Sd/-
Member Secretary, SMET
&
Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur.

SOCIETY FOR MEDICAL EDUCATION TEZPUR

(Under Society Act XXI OF 1860)

Reg. No. RS/SPR/242/C/40 of 2005-06

BIHAGURI, TEZPUR.

SONITPUR. ASSAM- 784010

Tel: 03712-241328, Fax : 03712-241300

e-mail : principaltmctezpur@gmail.com

website : tmcassam.org

SCOPE OF WORK FOR UTILITY STORE

Utility Store will be provided in the Institute for the requirements of Doctors, Staffs and students of College and Hospital.

The Utility Store will provide packaged grocery items, stationery items, cosmetics and other essential goods for the purpose of providing day to day requirements of the students, staff and faculty members and their families residing in Tezpur Medical College Campus.

The Utility Store is located in Cafeteria building of Tezpur Medical College & Hospital.

**TENDER DOCUMENT
FOR PROVIDING
UTILITY STORE AT TMC & H CAMPUS, TEZPUR**

Cost of Tender Document: **Rs. 1000/-** (Rupees one thousand only)

Deposited vide Demand Draft No. _____ dated _____

drawn on (Bank) _____

Last date & time for submission of duly filled-in Tenders:

at 2.00 p.m on 14/12/2016

(Duly filled-in Tender Documents, complete in all respects, to be dropped in
the tender box of

O/o Member Secretary, SMET

&

Principal cum Chief Superintendent, TMC & H, Bihaguri, Tezpur)

(No Tender Document would be accepted after 2 p.m. on 14/12/2016)

Date & Time of opening Technical Bids:

at 3.00 p.m on 14/12/2016

Venue for opening Technical Bids:

O/o Member Secretary, SMET

&

**Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Bihaguri
Administrative Block. College Building.
Tezpur. Sonitpur. Assam-784010**

SOCIETY FOR MEDICAL EDUCATION TEZPUR

(Under Society Act XXI OF 1860)

Reg. No. RS/SPR/242/C/40 of 2005-06

TEZPUR MEDICAL COLLEGE & HOSPITAL

BIHAGURI, TEZPUR.

SONITPUR. ASSAM- 784010

TENDER FOR PROVIDING UTILITY STORE AT TMC & H CAMPUS, TEZPUR

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)	

SOCIETY FOR MEDICAL EDUCATION TEZPUR TEZPUR MEDICAL COLLEGE & HOSPITAL

TENDER DOCUMENT FOR PROVIDING UTILITY STORE AT TMC & H CAMPUS, TEZPUR

TECHNICAL BID

<p>1. Earnest Money Deposit (EMD)</p>	<p>Demand Draft/Banker's Cheque No. _____ dated _____ for Rs. 25,000/- (Rupees Twenty Five Thousand) only drawn on (name of the Bank) _____ in favour of "Member Secretary, SMET, Tezpur Medical College & Hospital" payable at Tezpur (To be enclosed with Technical Bid)</p>
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<p>COMPANY/FIRM PROFILE</p> <p>1. Name of the Company/Firm and Complete registered address:</p> <p>1(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof ?</p> <p>1(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	
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<p>2. Name, Designation and Tel. No(s) of the Contact Person:</p> <p>-Fax No(s):</p> <p>-e-mail address:</p>	
<p>3. Year of commencement of Business</p>	

<p>4. Statutory Details (photocopy to be attached)</p> <p>-Registration No. of the Firm</p> <p>- PAN</p> <p>- Service Tax Registration No. / Sales Tax</p>	
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5. Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh).

Details of annual financial turnover (gross)	2016-2014	2014-2015	2015-2016

TERMS & CONDITIONS GENERAL

- Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.
- Before submitting the tender, details of documents to be attached may be verified from the **Check List** of the Tender Document.
- The bidders, who download the Tender Document from TMC & H's website, are required to submit a separate demand draft for Rs.1000/- (Rupees One Thousand) only towards the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID in case of Downloaded Tender.**

Documents submitted without demand draft towards the cost of Tender Document shall be rejected.

- The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
- All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled in tender form should be supported by "Letter of Transmittal" as at Annexure-I of the Tender Document.
- (A).** No tender should be accepted from any person directly or indirectly connected with Government Services, or which involves an uncertain or indefinite liability or any condition of an unusual character.

(B). Tenders received within the timeline will be opened in presence of bidders or their representatives as may be choose to attend.
- Tender shall be submitted in TMC & H's official tender form only. If submitted in any other manner, the same shall be summarily rejected. No bidder shall be issued more than one Tender Form.

8. Tenders received without the prescribed Earnest Money Deposit (EMD) of **Rs.25,000/- (Rupees Twenty Five Thousand)** only shall be rejected.
9. No paper shall be detached from the Tender Document.
10. The name and address of the bidder shall be clearly written in the space provided or the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, other wise the Tender is liable to be rejected.
11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
12. The Institute reserves the right to reject any or all the tenders without assigning any reason.
13. Before submitting the filled-in Tender Document to the Institute/Society, the bidders may seek clarification(s),if any, from the **Finance & Accounts Officer** on Tel. No.**03712-241303 OR** in person by visiting the Institute during working hours by taking prior appointment.
14. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids. The change in term(s) will however be informed before opening of Technical Bids.
15. (A) The successful bidder will have to enter into an agreement with the Institute as per draft agreement given in Annexure-II before taking charge of the Utility Store.
(B). EMD of **Rs. 25,000/- (Rupees Twenty Five Thousand)** only will be refundable to the unsuccessful bidder without any interest.
(C) The successful bidder referred as Man power recruitment & Supply Agency Service (briefly mentioned as the Agency).
16. Canvassing in any form will make the tender liable to rejection.

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF BIDS

17. Basic Eligibility:

- a) Experience of having run similar services in the last three years- desirable.
- b) Societies registered under Assam Cooperative Societies Act-2007, may also apply.
- c) Performance Certification.

The bidders' performance, as per format at Annexure-III for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements. In the case of registered cooperative society under Assam Cooperative Societies Act-2007 the above conditions may be relaxed.

- (f) Tenders received without proper documents, including **DD/Bankers' Cheque**, shall be summarily rejected.

GUIDELINES FOR SUBMISSION OF TENDER

(i) Sealed Bid, along with a Demand Draft/Banker's Cheque for **Rs.25,000/-- (Rupees Twenty Five Thousand only)**, drawn in favour of "**Member Secretary, SMET, Tezpur Medical College & Hospital**" payable at **Tezpur**, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed " BID FOR PROVIDING UTILITY STORE AT TMC & H CAMPUS". Tender Document received without EMD will be summarily rejected.

21. The above mentioned sealed envelope should bear the name and complete postal address of the bidder, and to be super-scribed "BID FOR PROVIDING UTILITY STORE AT TMC & H CAMPUS, TEZPUR" and to be addressed to **The Member Secretary, SMET and Principal cum Chief Superintendent, TMC & H, Bihaguri, Tezpur, Sonitpur, Assam** and dropped in the Tender Box kept in O/o Principal cum Chief Superintendent, TMC & H, Bihaguri on or before **2 p.m. on 14/12/2016**.

Tenders received after due date & time shall not be accepted.

GUIDELINES FOR SUBMISSION OF TENDER

20. The bids are to be submitted in two parts –

(i) Sealed Technical Bid, along with a Demand Draft/Banker's Cheque for **Rs.25,000/-- (Rupees Twenty Five Thousand only)**, drawn in favour of "**Member Secretary, SMET, Tezpur Medical College & Hospital**" payable at **Tezpur**, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR UTILITY STORE AT TMC & H CAMPUS". Tender Document received without EMD will be summarily rejected.

(ii) Sealed Financial Bid placed in a separate envelop super-scribed:
"FINANCIAL BID FOR UTILITY STORE AT TMC & H CAMPUS".

21. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR UTILITY STORE AT TMC & H CAMPUS". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to **Member Secretary, SMET and Principal cum Chief Superintendent, TMC & H, Bihaguri, Tezpur, Sonitpur, Assam** and dropped in the Tender Box kept in O/o Principal cum Chief Superintendent, TMC & H, Bihaguri on or before **2 p.m. on 14/12/2016**.

Tenders received after due date & time shall not be accepted.

OPENING OF BIDS

22. The Bids will be opened on **14/12/2016 at 3.00 p.m.** in O/o Member Secretary and Principal cum Chief Superintendent, TMC & H, Bihaguri in the presence of bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

23. EMD of the unsuccessful bidders will be returned, without interest, within a period of one month on submission of application from the date of award of contract to the successful bidder.

EVALUATION OF BIDS

25. On the spot assessment of the TMC & H's designated Committee shall form the basis of selection.

PERIOD OF CONTRACT

26. The contract for Utility Store shall remain valid initially for a period of one year which will be extendable with mutual agreement. However, in order to evaluate the performance and services of the successful bidder, the contract will have probationary period of 6 (six) months. The contract for the remaining period will be confirmed only if the services and quality of items served by the bidder are found satisfactory during the probationary period.

27. The one-year contract period is subject to renewal by the Institute on satisfactory performance on mutually agreed terms and conditions for further period till such time mutually agreed to.

FORFEITURE OF EMD

28. EMD of the successful bidder shall be forfeited if the bidder does not fulfil any of the following conditions:

- i. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- ii. The successful bidder does not commence Utility Store within **7 (seven) days** of the stipulated date for commencement of Utility Store.

29. **The Contract for award of Utility Store through this Tender shall come into force after issuing Award letter of contract.** If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.

SECURITY DEPOSIT

30. (A) E/M deposited at the time of tender is to be converted into Performance Security in case of successful bidder. However, in case of Cooperative Societies the Security Deposit may be waived.

(B) E/M of unsuccessful bidder will be refunded (on application) without any interest thereon.

(C) Performance Security of **Rs.25,000/- (Rupees Twenty Five Thousand)** of the selected/ successful bidder will be refunded at the end of the Contract without any interest.

31. If the Contract is terminated by the bidder (here after called the bidder) without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the bidder with the Institute, the Security Deposit will be forfeited without prejudice to the TMC & H Management's right to proceed against the caterer for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions.

RENTAL OF PREMISES, ELECTRICITY & WATER CHARGES

32. The successful bidder will be required to pay to TMC&H a fixed monthly rental for the Utility Store premises, which will be notified as per APWD rates. In addition to this electricity & water charges will have to be paid, as per rate fixed by the TMC&H authority. For electricity charges, the amount in respect of the units consumed by the bidder shall be paid by him to TMC&H authority.

STATUTORY OBLIGATIONS OF THE TENDERER (BIDDER)

33. The bidder shall be responsible for engaging adequate number of trained/semi-trained manpower.

37. The successful bidder shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.

38. Employment of child labor is strictly prohibited under the law. Therefore, the successful bidder will not employ any child labour.

39. In the event of violation of any contractual or statutory obligations by the successful bidder, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the successful bidder, the

successful bidder shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the bidder, if the Institute is required to pay any damages to any individual, agency or government authority, the Caterer would be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Caterer while settling his/her bills or from the amount of Security Deposit of the Caterer lying with the Institute.

40. The Caterer shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.

41. The Caterer shall at all times keep indemnified the principal employer, namely, Tezpur Medical College & Hospital, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Caterer shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.

42. The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items sold in the Utility Store . Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to.

43. The successful bidder shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute. The amounts approved shall be properly displayed in the Utility Store.

44. Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes and tobacco products or any other items of intoxication are strictly prohibited in the Institute campus, including Utility Store . Any breach of such restrictions will attract deterrent action against the Agency running the Utility Store as per statutory norms.

45. The successful bidder shall not use the premises for any other activity except for the purpose for which it has been provided for.

46. **No compensation at the time of termination of Contract is to be paid.** Maintenance of all equipments, furniture, appliances either or from both parties will be done by the successful bidder.

47. All appliances/ furniture provided by the authority should be in running condition at the time of handing over or termination of the Contract (after proper inspection by the Authority).

TERMINATION OF THE CONTRACT

48 The Contract can be terminated by either party, i.e., TMC & H or the successful bidder, after giving one-month notice to the other party extendable by mutual agreement till alternate arrangements are made. However, TMC & H reserves the right to terminate the contract without giving any notice in case the successful bidder commits breach of any of the terms of the contract. TMC & H's decision in such a situation shall be final and shall be accepted by the Caterer without any objection or resistance.

49. On termination of the contract, the successful bidder will hand over all the equipments/furniture/articles etc., supplied by TMC & H, in good working condition, back to TMC & H.

50. If the successful bidder withdraws or the services provided by the successful bidder are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge of the Utility Store, TMC & H reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate Arrangements.

PENALTY

51. The Institute reserves the right to impose a penalty (to be decided by the TMC & H authorities) on the successful bidder for any serious lapse in maintaining the quality and the services willfully or otherwise by the successful bidder or his staff or for any adulteration.

52. If the Institute is not satisfied with the quality of eatables and other items sold, services provided or behavior of the personals engaged by the successful bidder he/she will be served with 24-hour notice to improve or rectify the defect(s), failing which the TMC & H will be at liberty to take appropriate necessary steps as deemed fit.

JURISDICTION

53. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Tezpur courts only.

CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Demand Draft//Banker's Cheque for **Rs. 25,000/- (Rupees Twenty Five Thousand)** towards EMD
2. Demand Draft for **Rs.1000/-** towards the cost of tender document.
3. Registration details of Co-operative Societies (if any)/ Trade License from the concerning authority along with the tender.
6. Signature of the bidder or his/her authorized signatory on each page of the Tender Document as acceptance of the terms and conditions contained in the Tender Document.
7. Documentary evidence in support of the following:

Work Plan – indicating the requirement of staff and deployment pattern of staff proposed and other details for smooth, efficient and satisfactory performance of the contract.

LETTER OF TRANSMITTAL

From: (Name & Complete Postal Address of the Applicant)

To:

**Member Secretary
and
Principal cum Chief Superintendent,
TMC & H, Bihaguri, Tezpur**

SUBJECT: SUBMISSION OF PREQUALIFICATION APPLICATION FOR THE UTILITY STORE AT TMC & H

Sir,

Having examined the details given in invitation for prequalification published in the newspapers and prequalification document for the above work we hereby submit the prequalification documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms _____ to _____ and accompanying statements are true and correct.
2. We have furnished all information and details necessary for prequalification and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorize the Member Secretary and Principal cum Chief Superintendent, TMC & H to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorize the Member Secretary and Principal cum Chief Superintendent to approach individuals, employers, firms and corporation and to visit the works completed by us in the past or are in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability trained know-how & capability for having successfully completed the following works

SINo.	NAME OF WORK	CERTIFICATE FROM
1.		
2.		
3.		

Encl:

Date of submission:

Signature of Applicant

**DRAFT OF THE AGREEMENT
TO BE JOINTLY SIGNED BY TMC & H AND THE SUCCESSFUL BIDDER
FOR RUNNING UTILITY STORE AT TMC & H PREMISES, BIHAGURI, TEZPUR
(To be signed on a Stamp Paper of Rs. 100/- to be purchased by the Caterer)**

AGREEMENT

This Agreement made this day the _____ between the Society for Medical Education Tezpur, Tezpur Medical College & Hospital (TMC & H), Bihaguri, Tezpur, Sonitpur, Assam- 784010 (hereinafter called the Institute) of one part and Shri/Mrs/Ms _____ of M/s _____ of the other part (hereinafter called the Agency) and whereas the Institute needs a Utility Store to provide packaged grocery items, stationery items, cosmetics and other essential goods for the purpose of providing day to day requirements of the students, staff and faculty members and their families residing in Tezpur Medical College Campus. The terms and conditions mentioned hereinafter, it is hereby confirmed as having been agreed to between the respective parties as under:

1. That the Agency has been granted the contract to run Utility services in the premises of the Tezpur Medical College & Hospital (TMC & H), Bihaguri, Tezpur, Sonitpur, Assam- 784010, initially upto _____ 2016 on the terms & conditions contained in the Tender Document, Institute's Letter of Award of the Contract and this agreement read together. If during this period, the performance is found satisfactory, the contract may be renewed for further specified period on the existing or mutually agreed to terms & conditions. The contract is also terminable on three-month notice by either side.
2. That the items sold by the Agency shall be hygienic, of good quality, of standard brands and date of manufacture and date of expiry/ best before must be printed in the package.
3. That the Agency shall not make any additions or alterations in the premises allotted to him for providing the services.
4. That the Agency has agreed to keep the premises and its surrounding area neat, clean and tidy. Any waste material must be disposed as per rules and guidelines.
5. That in the event of Health Department or any other government/statutory body authorities taking samples of raw material used by the Agency and those samples are not found fit/up to the mark for human consumption, the Agency shall be fully responsible for any fine/penalty imposed or legal recourse taken by such Authorities.
6. That the Agency has agreed to pay to the Institute electricity and water charges on the basis of actual units consumed.
7. The Institute will have the right to review the working of this contract from time to time and if at any time it is found that the Agency has failed to fulfil any of the conditions of this contract or that his working is unsatisfactory, the Institute may terminate the contract after giving the Agency three-month notice, but no such notice will be necessary if the contract is terminated on the ground of service of any undesirable commodity/ unlawful activities.
8. The Institute shall provide to the Agency necessary equipments, furniture & fixtures, as per attached Annexure and he shall maintain them in good condition. He shall be responsible for their maintenance.
9. The Agency shall also be responsible for the upkeep of equipments provided by the Institute. In case of any damage to the furniture and equipments (list attached) by any person, he will immediately inform in writing the concerned authorities of the Institute for recovery of such losses/damages from the defaulters, failing which the Agency shall himself be liable to pay the cost as decided by the Institute or to be recovered from Security Deposit laying with 1st Party.
21. An amount as per PWD assessment is to be paid to the Society for Medical Education Tezpur as monthly rental other than amount fixed for Power and Water Consumption.

In witness whereof the parties have put their hands to this agreement on the day
Aforesaid.

Signed and delivered by:

Countersigned:

1.

2.

**Member Secretary, SMET
and
Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur.
Assam-784010**

ANNEXURE-III

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED (Not essential in case of Registered Cooperative Society under Assam Cooperative Societies Act-2007)

(Furnish this information for each individual work from the employer for whom the work was executed)

1. Name of the contract and location

2. Agreement no.
 - a. Scope of Contract
 - b. Contract Cost
 - c. Date of start
 - d. Period
 - e. Amount of compensation levied, if any
 - f. Performance Report
 - i) Resourcefulness – Excellent/Very Good/Good/Fair
 - g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)

(Signature of the Responsible Authority)

Date: