



Madhya Pradesh Tourism Board, Bhopal

Corporate Identification Number (CIN)

U75302MP2017NPL043078

6th Floor, Lily Trade Wing, Jahangirabad, Bhopal - 462008

Ph: (0755) - 2780600; www.tourism.mp.gov.in,

E-mail: dirskill@mptourism.com

No. 5050.../TRG. /MPTB/2019-20

Bhopal, 23 / 11 / 2019

Expression of Interest (EOI)

for

Empanelment of agency to support implementation of Rural Tourism Project in Madhya Pradesh vide EOI No. 01/MPTB/RT/2019-20, Dated 25/11/2019

Madhya Pradesh Tourism Board is issuing proposal For Expression of Interest (EOI) for "Empanelment of agency to support implementation of Rural Tourism Project in Madhya Pradesh".

Interested bidders, eligible as per qualification criteria, may submit their response to the EOI latest 20/12/2019 till 1500 Hrs.

The EOI documents can be downloaded from www.tourism.mp.gov.in from date 25/11/2019.

For Further information may please contact 0755-2780600 and Email-dirskill@mptourism.com

Managing Director

**Expression of Interest
For
Empanelment of Agency**

To Support

Implementation of Rural Tourism Project in MP

EOI No. 01/MPTB/RT/2019-20 Dated: 25/11/2019



The heart of
Incredible India

**MADHYA PRADESH TOURISM BOARD (MPTB), 6th
Floor, Lily Trade Wing(Above D Mart) Jahangirabad,
Bhopal-462008**

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1. Invitation for Expression of Interest

The Madhya Pradesh Tourism Board (MPTB), is responsible for promotion and development of tourism in state. It is also responsible for skill building of youths of the state in tourism and hospitality sector in order to provide better opportunities which is getting generated due to high growth in tourism and hospitality sector in state. The MPTB is also willing to enhance and promote the local art & craft of MP by providing skill training and market to rural artisan. The MPTB is implementing a program for promoting Rural/ Cultural Experience based tourism in MP. In order to take technical support for various sectors the MPTB is inviting EOI from Indian agency who may help MPTB to achieve its objectives.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. which can be downloaded from the website www.tourism.mp.gov.in

Last date for submission of EOI is 20/12/2019 upto 1500 hrs. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 2000.00 + 18% GST by way of DD in favor of “**Madhya Pradesh Tourism Board, Bhopal**” and payable at Bhopal may be submitted mentioning “EOI for providing sector specific support to MPTB” For PART - (write the part number for which EOI is submitting) on the top cover.

The Director (Skill & Training)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008

Managing Director,
Madhya Pradesh Tourism, Board

2. Letter of Invitation

**The Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad Bhopal
Madhya Pradesh, India, Pin code – 462008**

No.

Dated: — //2019

Dear Sir/Madam,

Madhya Pradesh Tourism Board (MPTB) invites sealed Expression of Interest (EOI) from agencies legally register in India for providing “Sector specific support to MPTB for better implementation of Rural Tourism project.

The EOI document containing the details of qualification criteria, submission requirement, TOR and scope of work etc. is enclosed.

The EOI document is available on the MPTB website www.tourism.mp.gov.in

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by date & time 20/12/2019 on or before 1500hrs on below given address. The bid received after above mentioned time and date will not be considered and will be returned unopened.

**The Director (Skill & Training)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jahangirabad, Bhopal
Madhya Pradesh, India. Pin code – 462008
E-mail: dirskill@mptourism.com**

S. No.	Critical Dates	Date	Time
1	Date of Publishing	25/11/2019	1700 Hrs.
2	Document Availability Date	25/11/2019	1700 Hrs.
3	Last date for receiving Pre bid query	30/11/2019	1500 Hrs.
4	Pre-bid meeting	2/12/2019	1500 Hrs. At office of MPTB
5	Bid Submission End Date	20/12/2019	15:00 Hrs



Yours faithfully,

Managing Director, MPTB

3. Background

The Madhya Pradesh Tourism Board (MPTB), in order to provide better rural experience in and around its tourism destinations situated across Madhya Pradesh, is willing to take the services of various agencies working in the require field and could help to MPTB for achieving its objectives.

In this respect, Expression of Interest (EOI) is being floated to invite proposals from reputed and experienced NGOs/Trusts/ registered societies/companies from all over the country having adequate experience and expertise in require field.

4. Aim and Objective

The Madhya Pradesh tourism board is implementing a rural tourism project in selected villages, located in and around tourism destinations, across Madhya Pradesh. For the successful implementation of the project MPTB is looking forward to take the services of the agencies who are working in the require field for the development of and promotion of rural tourism in Madhya Pradesh. The MPTB will empanel the agency working in the field as mentioned in the TOR.

5. EOI Processing Fee

A non-refundable processing fee for Rs. 2,000/- + 18% GST (Two Thousand Rupees + 18% GST only) in the form of a Demand draft drawn in favour of **“Madhya Pradesh Tourism Board, Bhopal”** Payable at Bhopal has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

6. Bid Security

A bid security (refundable) of Rs. 15,000/- (Fifteen Thousand Rupees only) in the form of a Demand draft drawn in favour of **“Madhya Pradesh Tourism Board, Bhopal”** Payable at Bhopal has to be submitted along with the EOI response. Bids received without or with inadequate EOI bid security shall be liable to get rejected. In case of non-selection, the bid security amount will be refunded to the bidder.

7. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to MPTB at the address specified herein earlier. In exceptional circumstances and at its discretion, MPTB may extend the deadline for submission of proposals by issuing an amendment to be made available on the MPTB website, in which case all rights and obligations of MPTB and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

8. Validity of Offer

The offer for EOI as per this document shall be valid for a period of three (3) months initially which may be extended further if required by MPTB.

9. Terms of Reference

Madhya Pradesh Tourism Board (MPTB) was established in 2017 under company act by the tourism department government of Madhya Pradesh. The MPTB is responsible for development and promotion of the tourism in Madhya Pradesh. MPTB is also responsible to invite public private investment in development of tourism destinations of Madhya Pradesh. MPTB is committed to provide better opportunities, available in tourism and hospitality sector, to youth of MP through ensuring their participation in tourism.

The MPTB is implementing Rural/Cultural Experience in selected villages situated nearby the tourism destinations in order to promote tourism and to increase community participation in tourism. The homestay will be established with local families and various activities will be established with local community which will provide rich rural and cultural experience to visitors.

In order, to implement the various activities the MPTB is willing to take the technical support from the agencies having expert of the required field. For hiring the services of agencies MPTB is issuing this EOI.

Objective

The objective is to

1. The identification and development of villages, located nearby tourism destinations, as tourism villages.
2. Enhance the skill of selected man power in identified job roles in hospitality, tourism and travel and allied sectors to meet-out the market demand.
3. Provide better job opportunities to youth of Madhya Pradesh.
4. Enhance participation of local community located in and around tourism destinations of MP.
5. Provide better stay facilities, to visitors, with the local rural families to provide rich local experiences.
6. Promote, revive local arts and crafts and support local artisan via providing market linkages for the products.

PART-1: Project Support Organisation

Scope of Work

1. Identification of villages, on basis of parameters set by the MPTB, located nearby the tourism destinations or having possibilities to develop tourism in villages.
2. Mobilize the local community and prepare them to develop homestay by their own.
3. Establish the various tourism activities based on local resources i.e. local folk dance and songs, local plays, local cuisine etc to provide real rural experiences to visitors at identified villages.

4. Identification of beneficiaries for various activities to be proposed for development of village as tourist village.
5. Conduct training and exposure programs for the beneficiary with respect to community tourism.
6. Other work required for the development of villages as community based tourist village.

Eligibility criteria for agency

1. The agency must have legal status i.e. society/company/Trust and must have registered in India.
2. The agency must have at least 5 years old and must have minimum 3 years of existence in community based tourism development.
3. The agency must have worked in minimum 2 states of India on community tourism. The agency who is having an international experience, preferences will be given to them.
4. The turnover of an agency in last financial year (FY 2018-19) should not be less than 50 lakhs.
5. The agency must have minimum 5 staffs in its payroll.

Expected deliverables

1. Developed selected village as tourism village, of Madhya Pradesh situated in nearby tourism destinations of Madhya Pradesh.
2. Stay facility for tourist at village level to give them real rural experience of rural Madhya Pradesh.
3. Establishment of various tourist activities for visitors at village level.
4. Trained human resources at village level to provide better services to visitors.
5. New source of income for identified beneficiary at selected villages.

PART - 2: Skill Building and Training of youths in Tourism, Hospitality and allied sectors

Scope of Work

1. Establishment of training centre with lab as per NSDC norms for designated sector/job role in which training to be imparted.
2. Mobilisation and selection of youths for training.
3. Skill building Training and certification of youths.
4. Job placement of trained youths.

PART -2 A

Sectors: Tourism and Hospitality Sector, Electronics, Security, Domestic, Gems and Jewellery, Automotive, Plumbing, Information Technology, Tour and Travels, Retail

Eligibility Criteria for agency applying under PART-2 A

1. Agency must have legal status i.e. company/ society/ Trust and must have registered in India. (consortium/partnership is not allowed)
2. Agency must have an experience of minimum 3 years in particular field for which agency is applying and last year (FY 2018-19) turnover of the agency should not be less than 4 cr. And agency should have at least 10 staffs in its payroll.
3. Agency must have trained and get certified (as per NSQF norms) at least 3000 candidates in sector for which agency is applying.
4. Agency must have at least 500 valid certified trainers (as per NSDC norms) in desired sectors at the time of submission of application.
5. Agency must have worked in at least 5 states of India.
6. Agency must have empanelled at least 50 Training partners and 10 assessment agencies for training and assessment of candidates respectively.

PART- 2 B

Sectors: Tourism and Hospitality, Security guard, Automotive, Retail

Eligibility Criteria for agency applying under PART- 2 B

1. Agency must have legal status i.e. company/ society/ Trust and must have registered in India.
2. Agency must have minimum experience of 5 years of imparting training in the required field.
3. Agency must have an ability to place at least **30%** of trained candidates in its own property/ subsidiary.
4. Agency must have placed at least 800 trained candidates in his own property in last 3 years (in house placement).
5. Must have turnover of at least 3 cr. for last year (FY 2018-19). And must have at least 10 staffs in its payroll.
6. Must have 2 years of experience of running own training institute/centre in a sector applying for. For security guard agency must have to fulfil all legalities required to trained personnel as security guard.

7. Must have trained and certified at least 300 trainees in last year.
8. Agency must have placed at least 300 candidates in its own property/ subsidiary in last three years.

Note: Any agency would be eligible to apply either for PART -2 A or PART-2 B. If agency apply for both part MPTB will have right to consider agency's proposal for any one PART and if agency disqualify for that part proposal for other part will not be considered.

Expected Deliverables

1. Established and running training centres and labs in designated sectors identified by MPTB.
2. Training of trainees in designated job roles as identified by the MPTB.
3. Certification of trainees trained in certain job roles (it could be of SSC/ Industry partner)
4. At least 70% Job placement of trainees trained in designated job roles out of which at least 30% candidates must be place in-house.

PART - 3 - Development and Promotion of Local Art and Craft

Scope of work

1. Establishment of training centres to train local artisan in designated areas assigned by MPTB.
2. Identification of local art & craft and artisans and also have do the status analysis of area designated by the MPTB.
3. Enhancement and development of skills of artisans to improve the quality of products.
4. Design and development of new marketable products in designated areas and art & craft.
5. Development of market and promotion for products developed by the local artisans.
6. Development of display corner, for products developed, in possible marketable places i.e tourism/private hotels, tourist destinations.
7. Arrange orders at least for three years for developed products and ensure the buy-back of products developed after training by the local artisans at least for project period.
8. Provide at-least three year support to artisans trained on various products in design development and quality improvement, marketing and promotion.

Eligibility Criteria for Agency

1. The agency must have legal status i.e. society/company/Trust and must have registered in India.
2. The agency must have at least 3 years of existence.

3. The turnover of an agency in last financial year (FY2018-19) should not be less than 10 lakhs.
4. The agency must have an experience in art & craft development through community involvement. Preference will be given to those who are already running their centre in MP with local community.

Expected Deliverables

1. 8 - 10 new products in each identified art & craft in selected areas of MP.
2. New sustainable source of income for trained artisans.
3. 8 - 10 Souvenirs in each identified art & craft form.
4. Setup of display in identified centres for selected products.
5. Buy back and market linkages for products developed by the local artisans.

PART - 4- Technical Support : Architect

Scope of work

1. Visit of villages selected under rural tourism project in different districts of the state.
2. Visit of beneficiary families who are willing to construct the homestay.
3. Architectural Drawing and designing of rural home stay for tourists.
4. Preparation of preliminary drawings after preliminary survey, modifying as per client's/ MPTB instructions and then submitting the final Architectural Drawings, cross sectional drawings and two side elevation along with 3D view and cost estimate.
5. DPR- Submission of Architectural Drawing after carrying out field survey (Table survey/ Total Station Survey, Contour mapping), Structural Design and Drawing, PHE Design and Drawing, plumbing, drainage and sewerage. Electrification Design and Drawing, Mechanical Design and Drawing, External development and other tourism infrastructure work including preparation of detailed Estimates, Bill of Quantities, Valuation of existing building etc.,
6. Design must ensure no water logging inside and outside the building.
7. Design should consider green building concept, light, water, sun light, rain, wind fire safety norms and other climate conditions.
8. Site development, Boundary wall, Driveway, Landscaping drawings will also form part of DPR.
9. Design should be specially abled, elderly and visually challenged and gender friendly.
10. Detailed Estimates for all the above works.

11. Monitoring and guidance of construction works.
12. Interior designs and Estimates for interior works.

Eligibility criteria of selection

1. A registered firm with availability of architect, hotel/resorts/restaurants/green building planner, civil engineer, as part of the team.
2. The agency must have minimum 3 years of existence. And have at least 5 staff in its payroll.
3. The firm must have minimum turnover of 1 Cr. in last financial year (FY 2018-19).
4. Have undertaken or completed consultation for at least two projects for hotel/resorts/restaurants/ green building in the last two years. (To be substantiated with documentary evidence).
5. Documentary proof of preparing/drafting guidelines/ layout for hotel/resorts/restaurants/ green building is desirable.

10. Instructions to Consultant

The Expression of Interest is to be submitted in the manner prescribed below:- All information as detailed below is to be submitted in two hard copies in separately sealed envelopes

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Details (Format-2)
- c) Experience in related fields (Format-3)
- d) Organisation's Experience Related to Capacity Building with reference to especially able person (Format-4)
- e) List of experts / consultants on payroll (Format-5)
- f) Non-blacklisting Certificate (Format-6)

EOI Documents have been hosted on the website www.tourism.mp.gov.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

11. Qualification Criteria

As mentioned in the TOR.

12. Evaluation Marking of Proposal:

S. No.	Parameters	Marking criteria	Mark
1	Organization existence	Till min. requirement of years 0 marks and after that every two years 1 marks up to maximum 5 marks	5
2	Number of Staff	Till min. requirement of staff 0 Marks and after that for every staff 1 mark, up to maximum 5 marks	5
3	Financial	Till min. requirement 0 marks and after that (for part 2 and Part 4 for every 50 lakh 1 marks) and (for Part 1 and part 3 - for every 05 lakhs 1 marks) up to maximum 10 marks	10
4	Work with Govt. Project	Agency having implemented any project with Govt.	5
5	Working Area	Till min. requirement of State 0 marks and after that 1 mark for each state up to max. 5 marks	5
		Working experience in Madhya Pradesh	5
6	Experience (Project Support Agency)	Agency have an experience of development of community based tourism	15
		Agency have won any award in the field of tourism.	10
	Experience (Skill Training) PART- 2A	Till min. Requirement of candidate trained and certified 0 marks after that every 500 candidates 1 marks up to max. 10 marks	10
		Till min. requirement of master trainers 0 marks after that for every 10 master trainers 1 mark up to max. 5 marks	5
		Empanelment of TP and Assessment agencies till min. Requirement 0 marks after that for every set of 5 TP and 5 assessment agency is 1 marks up to max 10 marks	10
	Experience(Skill Training) PART - 2B	Till min. requirement of candidate trained and certified 0 marks after that every set of 50 candidates 1 marks up to max. 5 marks	10
		Experience of running training institute/centre till min. Requirement 0 marks after that for every 2 years 1 marks up to max. 5 marks.	5
		Ability to in-house placement of candidates	10
	Promotion of Art & Craft	Agency having experience in development of community based art and craft	10
		Agency having an experience in development of community based art and craft in MP	10
Agency have an experience of development of Art and Craft in any tourism destination		5	
Technical Support (Architect)	Agency have worked in two projects in MP	10	
	Agency have an experience of design and development of resort/ hotels	10	
	Agency have worked / handled any govt. project	5	
7	Presentation by organisation		40

The minimum qualifying marks are 60.

13. Evaluation Criteria and Method of Evaluation:

- a) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on primary verification of testimonials submitted.
- b) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation to the selection committee, whose decision will be final.

14. Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover super scribed, as "EOI for Engagement of agency/organization for PART" Failing to this proposal will be rejected without opening the same.

15. Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform MPTB, detailing the conflict in writing as an attachment to this Bid.

MPTB will be the final arbiter in cases of potential conflicts of interest. Failure to notify MPTB of any potential conflict of interest will invalidate any verbal or written agreement

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

16. Conditions under which EOI is issued:

The EOI is not an offer and is issued with no commitment. MPTB reserves the right to withdraw EOI and or vary any part thereof at any stage. MPTB further reserves the right to disqualify any bidder, should it be so necessary at any stage.

The agency has to bear all the cost related to submission of this EOI. The cost, incurred by agency for submitting this EOI, will not be reimbursed in any circumstances by the MPTB to the bidder.

17. Last date of submission of EOI:

Format - 1 : Applicant's Expression of Interest

To,

The Director (Skill & Training)
Madhya Pradesh Tourism Board,
6th Floor, Lily Trade Wing, Jehangirabad Bhopal
Madhya Pradesh, India. Pin code – 462008

**Sub: Submission of Expression of Interest for sector specific support under PART
(mention part number for which bid is submitting)**

Dear Sir,

In response to an invitation for Expressions of Interest (EOI) published on
for the above purpose, we would like to express interest to carry out the above proposed task. As
instructed, we attach the following documents in separately sealed envelopes:

1. Organisational Details (Format-2)
2. Experience in related fields (Format-3) / Organisation's experience in training and placement (Format 3A and Format 3B)
3. Organisation's Financial Capability (Format-4: CA certificate)
4. List of experts / consultants on payroll (Format-5)
5. Non-blacklisting Certificate (Format-6)

Declaration

We hereby confirm that we agree and accept to all terms and conditions mentioned to this EOI.
We are willing to undertake the task related to part for which we are submitting this EOI as required
by MPTB.

All the information provided herewith is in my knowledge and are genuine and accurate.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

Format – 2: Organisation Details

1. Name of the Organisation:
2. Legal status of the organisation (Company/Society/Trust) enclosed copy of by-laws:
3. Registration Number (Enclose copy of registration):
4. Date of registration:
5. GSTIN no.:
6. PAN No. (Enclose copy):
7. TAN No.(Enclose copy):
8. Address of Head Office:
9. Address of Communication office:
10. Name, Designation and Contact details of authorise person:
11. Financial Capability of the organisation (Enclose CA Certificate & audited Balance sheet of required years)
 1. Turnover for Required year (In Rs. only):

Signature of the applicant

Full name of applicant

Stamp & Date

Format 3: Organisation's Experience in Related field.

S. No.	Name of the project	Name of the supporting/ funding agency	Geographical Area of implementation		Year of assignment	Present Status (complete/ ongoing)	Achievements
			District	State			

Note: Please enclose the supporting documents (i.e. work order/completion certificate etc.) for each work mentioned above. Without supporting documents experience will not be count.

Signature of the applicant

Full name of applicant

Stamp & Date

Format 3A Organisation's Experience in Training and Placement
 ("On the Letter Head of the Organization" Ref. No.: Date)

Self-Certificate

This is to certify that we have trained total.....candidates out of whichcandidates are in T&H Sector and candidates are in other sectors also candidates are certified and Candidates are placed over the last two years as specified in the document.

Signature and seal of authorise signatory

Training and Certification Details

S. No.	Project Sponsoring Agency	Name of the project	Project Status (Completed /ongoing)	Financial year	Name of sector	No. of trainees trained	No. of trainees certified	No. of trainee placed

Note: The following self attested documents must be enclosed with EOI-

- Work Orders/Sanction order/ MoU / Agreement / any other documents in support of information filled in.

Format 3B: Master Trainers Details

S. no.	Name	UID (Aadhar No.)	Education Qualification	Total Years of experience	Master Trainer for Course (name of course)	Expiry date of Certification

It is certify that the information given in above table regarding Master trainers are true and at any stage if any of the above information found incorrect the bidder will be liable for rejection of his proposal.

Signature and seal of authorise signatory

Format 3C: Placement Details

S. No.	FY Year	Total No of candidate placed	No. Of candidates placed in house

Format 4: Financial Capability of agency
On the letter head of CA

CA Certificate

This is to certify that the financial details of the agency is as follows for the year/s

S. No.	Financial Year	Turn over (In Rs.)

Signature & Seal of CA

Format 5 : List of experts/consultants with agency

(On the letter head of the agency)

S. No.	Name	Designation	Qualification	Total Years of experience	Relevant Experience	On agency Payroll (Yes/No)
1						
2						
3						
4						

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT 6: Non-Black listing Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that we(Name of the Agency) registered under the
(Name of the Act) vide registration no. do hereby declare and confirm that we have
neither been black-listed nor bankrupt by an Ministry/Department/Board/Corporation / Any other entity of
the Central of State Government or by any quasi-government or any Public Sector Undertaking or any bank
or any other entity till date.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.