



डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.  
Dedicated Freight Corridor Corporation of India Limited  
(भारत सरकार का उपक्रम)  
(A Govt. of India Enterprises)  
5<sup>th</sup> Floor, Pragati Maidan Metro Station Building Complex, New Delhi  
-110001 Ph-011-23454700, Fax-23454701

No. HQ/AD/Civil work /2/2019

Dated: 08/08/2019

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Cleaning of facade/ double Pane window from exterior to interior including accumulated dirt and dust inside, sealing of gap with silicon and new ACP sheet.**

Dear Sir

Please arrange to submit your quotation online using the link [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of **13/08/2019** for the subject item. The Quotation shall be opened online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) at 15:30 Hrs. on **13/08/2019** at the Dedicated Freight Corridor Corporation of India Limited (DFCCIL), 5th Floor, Pragati Maidan, Metro Station Building Complex, and New Delhi-110001.

**1.0 Instructions to Agencies for Online Quotations:**

- 1.1 The Quotation can be submitted Online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of **13/08/2019**. The Quotation will be opened online on **13/08/2019** at 15:30 Hrs. on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.2 Quotation shall be submitted through online mode only at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Quotation submitted by any other mode will not be accepted.
- 1.3 It is mandatory for all Agencies to have Class-III Digital Signature Certificate (in the name of person who will submit the online quotation from any of the Licensed Certifying Agencies ('CA') [Tendered can see the list of licensed CAs from the link [www.cca.gov.in](http://www.cca.gov.in)] to participate in e-quotation of DFCCIL.
- 1.4 To participate in E-Quotation, it is mandatory for Agencies(s) to get themselves registered with the Tender wizard ([www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL)) and to have user ID and password. Agencies have to pay Annual Registration charges of Rs. 2000/- + GST to M/s ITIL through e-payment. Tenderers have to pay Tender-Processing Fee (Non Refundable) @0.1 % of estimated cost + GST to minimum of Rs. 750/- + GST to M/s ITIL through e-payment. Already Registered Agencies at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) need not to pay registration charges to M/s ITIL.

1.5 [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) is the only website for submission of quotation. 'Vender Manual' containing the detailed guidelines for E-Tendering is available on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

**1.6 Modification/Substitution/Withdrawal of Quotation:**

1.6.1 Agencies(s) may modify, substitute, or withdraw their quotation after submission prior to 15:00 Hrs. on **13/08/2019** (Last Date & Time for Quotation) Submission termed as Quotation Closing Date & Time). No Bid shall be modified, substituted, or withdrawn by Agencies after Quotation Closing Date & Time.

1.6.2 For modification of financial offer, Agency has to detach its previous offer from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then upload digitally signed modified offer.

1.6.3 For withdrawal of Quotation, Agency has to click on withdrawal icon at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

Before withdrawal, it may specifically be noted that after withdrawal of Quotation, for any reason, Agency cannot resubmit their quotation again.

**1.7 Signing of Quotation:**

1.7.1 This Quotation being E- Quotation, the Digital Signature obtained from Approved Controller of Certifying Authorities (CCA) shall only be considered as authentic for submission of quotation.

1.7.2 For submitting the Quotation, the Authorized Signatory shall be the Digital Signatory. In case, the Authorized Signatory and Digital Signatory are not the same, the bid shall be considered non-responsive and will be rejected.

**1.8 Deadline for Submission of Quotation:**

Agencies must ensure to complete the Quotation submission process in time as [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) will stop accepting any Online Quotation after Quotation Closing Date & Time.

**1.9 Help-Desk for E-Quotation:**

For Any Clarification, Help and Registration for E-Tendering/ Quotation and for obtaining Digital Signature, Contact at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and on Telephone No. 011-23454926 or Mobile No. 9560333188.

**1.10 Availability of Quotation Documents:**

(a) Quotation Document can be downloaded from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Agency who wishes to view Quotation Document can visit [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

(b) DFCCIL may issue Corrigendum to the Quotation Document which shall be placed on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) only and at least 2 days in advance of date fixed for Opening of Quotations.

- 1.11 The Agencies shall keep their offers open for a minimum period of 30 days from the date of opening of Quotations. The Agency cannot withdraw their offer within the period of Validity.
- 1.12 The Complete Quotation Document including Corrigendum digitally signed would be uploaded at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in 'Document Library'.
- 1.13 Financial Bid (Microsoft Excel File) is to be downloaded from website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then is to be filled, saved and uploaded (through Digital Signature) on the same website.
- 2.0 **Terms and Conditions:** Scope of Work as per Quotation
- 2.1 **Period of Contract:**
- 2 months from the date of issue of Letter of Acceptance.
- 2.2 **Delivery**
- Delivery /execution of work. Is required at the DFCCIL Corporate Office, New Delhi. As per the Requirements of Material /work by the DFCCIL.
- 2.3 **Terms of Payment:**
- i. No advance payment shall be made.
  - ii. 100% payment will be made after receipt and acceptance of material and after completion of Installation, Testing, and Commissioning.
  - iii. The rate quoted by the Agency shall be **inclusive of GST**. Bill/Invoice should be submitted in duplicate, duly signed, and stamped by the Contractor. GST shall be reimbursed based on the documentary proof.
  - iv. Payment to the Contractor shall be made through Electronic Clearing System (ECS). The Contractor shall submit complete bank details/NEFT Mandate Form issued by their bank.
  - v. Tax Deducted at Source (TDS) will be deducted from the payment due to the Contractor as per rules of the State/Central Government as applicable.
  - vi. Payment shall be made based on the actuals for accepted work only.
- 2.4 **Inspection of the Material/ work:**
- Inspection of the Work will be carried out by representative of DFCCIL, who will be designated as Officer Incharge. The Officer Incharge shall have the power of General Supervision/Inspection and can reject the work if it does not conform to the desired standard and no payment shall be made for the rejected work. Decision of Officer Incharge will be final and binding.
- (i) The work will be carried out as per Terms and Conditions, Specification and Schedule of Rates and Quantities. Payment will be made to the contractor in accordance with the Terms of Payment mentioned in Clause 2.3. The rates quoted by the **contractor will be inclusive of all Labour, Material, and GST**. No extra payment on any other account will be admissible to the contractor.

**2.5 Penalty:**

- i. In case of any loss or damage, it shall be the liability of the contractor and DFCCIL at its discretion can deduct the total cost of damages or any part thereof from the bill of the contractor. The decision of DFCCIL in this regard shall be final and binding on the contractor.
- ii. In case if successful bidder is found in breach of any of the terms and conditions of the contract, the contract is liable to be terminated and no payment will be made.
- iii. In case of poor performance of the contractor, the contract is liable to be terminated and no payment shall be made.
- iv. The contractor shall indemnify the DFCCIL on all accounts.
- v. Regarding the imposition of penalty, the decision of the DFCCIL shall be final and binding.

**2.6 Paying Authority:**

DGM/FIN/PR/ DFCCIL or his/her representative is the paying authority.

**2.7 Quantity Variation:**

Variation against ordered quantity is permissible upto +/- 10% of the value of the contract at the discretion of DFCCIL on same rates, terms, and conditions.

- 2.8 GST Registration:** Agency shall be registered under GST Act and shall furnish GST Registration number along with the quotation. Agency should mention their GST No. on the bill while submitting it for payment.

As per GST Act, Anti Profiteering Measures shall be taken. Successful Agency shall pass Input Tax Credit to DFCCIL and shall give Declaration within 3 days from the date of issue of Letter of Acceptance in the Format as per Annexure B.

**2.9 Warranty (excluding Facade Cleaning)**

Comprehensive Warranty Material and Workmanship is for a period of 12 months from the date of successful completion of work. During this period, any defect due to material or workmanship shall be attended /replaced free of cost by the contractor within a period of one week. In addition to this, In addition Manufacturer's Warranty is also applicable.

**2.10 Security Deposit:**

The Contractor has to submit a Security Deposit (SD) equal to 5% of the Total Accepted Cost of Material as per the Letter of Acceptance for Warranty period within 7 days from the Date of Issue of Letter of Acceptance. The SD may be deposited in the form of a Demand Draft/Banker's Cheque issued by any Nationalized/Scheduled Bank in favour of DFCCIL, New Delhi, payable at New Delhi. The SD shall be refunded without interest, after 60 days of the completion of warranty period.

- 2.11 Goods shall be supplied strictly in accordance with Technical Specification and Schedule of Rates & Quantities.**

- 2.12 Public Procurement Policy for Micro and Small Enterprises (MSEs) is being followed. Participating MSE shall enclose with their offers the proof of their being MSE registered with any of the agencies mentioned in the notification of Ministry of MSME indicated below:**

- i) District Industries Centers.
- ii) Khadi and Village Industries Commission.

- iii) Khadi and Village Industries Board.
- iv) Coir Board.
- v) National Small Industries Corporation.
- vi) Directorate of Handicraft and Handloom.
- vii) Any other body specified by Ministry of MSME

The MSEs must also indicate the terminal validity date of their registration. MSEs owned by Scheduled Castes or Scheduled Tribes (SC/ST) Entrepreneurs may be indicated and proof of same may be enclosed.

As advised by Ministry of Finance, Government of India vides Office Memorandum No. F.5/4/2018-PPD Dated 28/02/2018 and forwarded by Ministry of Railways vide Letter No. 2016/PL/56/1 Dated 19/03/2018, the MSE Bidders must declare their Udyog Aadhar Memorandum (UAM) Number issued by Ministry of MSME on Central Public Procurement Portal (CPPP), in order to identify themselves as MSE Vendors, failing which they will not be able to enjoy the benefits as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 Dated 23.03.2012, issued by Ministry of MSME. The MSE Bidders shall enclose Documentary Proof for the same.

### **2.13 Resolution of Disputes and Arbitration:**

In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, shall be settled amicably through mutual negotiation by the parties. In case, there is no amicable settlement of disputes, the same shall be referred to the sole arbitrator as appointed by DFCCIL. The Arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996. Notwithstanding any disputes between the parties, the Agency shall not be entitled to withhold, delay, or defer its obligations, under the contract, and the same shall be carried out in accordance with the terms and conditions of the contract.

### **2.14 Force Majeure:**

- (a) For the purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party which makes agency's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- (b) The failure of a party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event(s) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this contract and has informed the other party as soon as possible about the occurrence of Force Majeure condition.

2.15 Quotation shall be valid for a period of **45 days** from the date of opening.

2.16 DFCCIL reserves the right to modify, expand, restrict, scrap, and re-invite the quotations Without assigning any reason.

2.17 Agency willing to participate may visit the DFCCIL corporate office before Submitting their e-quotation online.

2.18 DFCCIL General Conditions of Contract are applicable.

### 3.0 **SPECIAL CONDITIONS OF CONTRACT**

3.1 CPWD Standard General conditions of contract as valid on date of opening of tender with correction slips will be applicable in this contract.

3.2 Further, CPWD standard specification Volume - I & II, 2010 with correction slips as on date of opening of tender will be applicable in this contract.

3.3 The entire work will be executed under the supervision of DFCCIL Engineer-in-charge or his authorized representative at site.

3.4 All contractors' materials should conform to IS specifications with specified brand as approved by the Engineer-in-charge or his authorized representative at site before use in the work.

3.5 Removal of debris from nominated locations to dumping ground: Dismantled material will be disposed off from the office premises as per municipality norms and other authority of Delhi at suitable dumping ground.

3.6 The contractor shall arrange the frequent and regular (once in a week at least) cleaning of the nominated locations, where he has dumped the debris in case of failure of the same, contractor shall be liable for a penalty of Rs.1500/- per day, after 48 hours of the issue of notice.

3.7 Unless specified otherwise, the rate accepted are inclusive of all lead, lift, loading, unloading, Handling, transportation, scaffolding/cranes and all other charges and taxes including GST leviable by the Govt. from time to time.

3.8. No payment will be made for wastage/surplus materials.

3.9 Reasonable advance notice is required before start at work in each room or external surface.

3.10 The agency would be held responsible for any damage whether caused by any overt/ covert-act or omission to site's movable / immovable property. Your agency shall indemnify for any loss/ damage as may be caused due to negligence/ dereliction of duties by the workmen.

3.11 The agency will be responsible for insurance of the manpower deployed at DFCCIL site as well as third party insurance. In case of any accident or mishap at the site of DFCCIL. The Agency shall be responsible for compensation thereof and no claim of any nature by agency or any other person/party shall be raise from DFCCIL. You are therefore, advised to make all kind of safety measures for the person deployed at the site. In case of any casualty resulting into death/ permanent disability/ injury to the workers of the contractor, the same be shall be recovered from the responsible in any manner whatsoever for the same. Safety and Security shall be the total responsibility of the Agency. All Statutory Norms & Standards shall be followed. DFCCIL shall be totally indemnified on every account. If any damages are caused to the DFCCIL premises or to the Pragati Maidan Metro Station Building or to any third party, the cost of damages shall be borne by the Agency.

**4.0 Deployment of workforce, Machines, tools, Safety equipments with Methodology adopted at site:**

Depute highly skilled Trained and experienced labour in cleaning high rise windows with specialised equipment as detailed below:

**4.1 Following aerial platforms machines, cradles or Equivalent to be used in DFCCIL For its façade cleaning:-**

- Long Pole with water fed system / Telescopic Rod.
- Temporary Suspension Working Platforms (TSP) inclusive of all Ropes, Chains, Gantry, and Pulleys etc. shall be tested for requisite loading and safety margin & valid test certificate as per the Standards duly certified by third party (all related certificate **shall be submitted at the time of bidding**).
- **Gantry / Ladder**

**4.2 Safety Equipments for PPE:-**

- Safety shoes
- Karabiner
- Safety Goggles
- Half Body Harness
- Helmets
- Gloves
- Reflective Jacket
- Any other PPE as required

**4.3 Cleaning Tools & Tackles:-**

- Squeeze 35 cm
- Applicator with sleeves 35 cm
- Telescopic Pole 6 mtr
- Bucket 18 ltr
- Cobweb Brush
- Duster & Feather Brush
- Cleaning signage boards
- Safety cones and chains
- Squeeze 6 inch
- Scrapper Blade with its handle
- 3M Pad white
- Any other Tools & Tackles as required

**4.4 Cleaning Agent:-**

- Taski R3
- Taski R2
- TaskiR-9
- Any other cleaning agent or chemical required.

**4.5 Methodology of Cleaning:-**

- Having there two buckets one of them we dilute a chemical in the ratio of 20 to 50 ml in 1 ltr water. R3 for glasses and R2 for ACP sheets. Dip applicator into the diluted chemical's solution and apply it on the required surface and wipe off by the squeeze.

- Somewhere for the hard scaling we use to 3M white pad for manual scrubbing and the shining comes up.

**5.0 Statutory Compliances:** Agency has to comply with all Statutory Requirements as applicable.

The contractor shall ensure complete compliance (in respect of personnel provided to DFCCIL) of all the prevailing provisions of the payment of wages Act 1936, Minimum Wages Act 1948, Workmen Compensation Act 1923, Contract Labour Act 1970, Employees Provided Fund, ESI Act and Miscellaneous Provisions Act 1952 under Labour Laws etc. and any other Act, Rules or Regulations as may be enacted by the Government or any Modifications thereof or any other law relating thereto and rules made there under from time to time.

**6.0 Scope of Work:**

The work covers cleaning of interior and exterior glass of windows, ACP sheets, marble cladding etc. of all floors of the corporate office Six storeyed building

**6.1 Façade Cleaning: Exterior & interior:**

- The agency will ensure cleaning of external area i.e. glass curtain walls, structural glazing marble granite stone and aluminium fitting by usage of chemicals and equipments.
- The agency will provide every means to arrest leakage on facade and dust and dirt free by silicone or other necessary fitting in this context as provided earlier. The good quality material to be used and it should not to affect shade of glass or aluminium frame etc.
- The agency will open internal glass carefully with trained carpenters and refix the same with all damaging the fitting and adjacent area.
- All glasses should be clean up to mark of surface without streaks, films, deposit and stain mark on the surface with a bright appearance.
- Glass washing shall be done with clean water and necessary equipment to Remove all dirt grease, paints and shall be left dry.

**6.2 Replacement of Glass:** Wherever either Glass is damaged or Glass found missing.

**6.3 Replacement of Glass: Wherever either ACP Sheet is damaged or sheet found missing** The agency will also clean ACP sheets in a work man like manner.

6.4 ACP sheet and glass shall be passed by the Engineer -In -Charge before installation. After passing by the Engineer in charge, the same may be provided in size and brand.

6.5 Only the major items have been mentioned in the description. All other associates work related to these main items **like filling of gap with silicon and ACP sheet and other works of similar nature which are an integral part of the entire job has to be done by the contractor at no extra cost.** The cost of all these work has been covered in the major items given in the description of the work in the work order. **So agency is requested to quote their rate after assessing the quantum of work properly and labour / machines involved.**

6.6. All kinds of paint touch up & cleaning included in this contractor. No extra amount will be paid for the same contractor.



6.7. Supply of materials should be well in advance from the date of execution of all works as per requirement given by in –charge of work at site.

6.8 No payment will be made for wastage/surplus materials.

6.9 Carrying of material will be done after office hours only.

6.10 In case of emergent repair/maintenance, required then contractor shall start the work on written instruction issued by the AM/ADMIN/civil without waiting for approved work order.

## **7.0 Payment**

The payment to the labour by the contractor should be made through bank accounts of the Individual labour as per the latest minimum wages issued from Chief labour commissioner.

## **8.0 Price Variation**

Price variation clause (PVC):- Price variation clause (PVC) is not applicable in all works.

## **9.0 Care in Submission of quotation:-**

Before submitting a quotation, the quotation will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive to accord with the provisions in Clause - 37 of the Standard General Conditions of Contract for the completion of works to the entire satisfaction of the Engineers.

**Encl:**

**(a) Schedule of Rates and Quantities (Annexure A)**

**(b) Declaration for DFCCIL (Annexure B)**

**NISHA WASON  
AM/ADMIN/CIVIL  
FOR DFCCIL  
Mob. No. 9560333188**

Name of work: Cleaning of facade/ double Pane window from exterior to interior including accumulated dirt and dust inside, sealing of gap with silicon and new ACP sheet.

#### Schedule of rate and quantity

S.N	Code	Description	Quantity	Unit	Rate in Rs	Cost of Work (Rs.)
1.		<p>Facade cleaning using chemical, necessary kit, spider man/ electric jhulla including labour, tools materials required for the job to achieve the window surface without streaks, films, deposits, and stains and have a bright appearance. Windows shall be cleaned in such a manner as to cause a minimum amount of inconvenience or disturbance to the building occupants.</p> <p><b>Note:</b> The rate includes the filling of gap with silicon gun, tape, rubber gasket, and screw and silicon etc. complete to make window opening dust free and water tight from all sides. No extra payment shall be paid.</p>	2433	sqm	57.13	138997.29/-
2.		<p>Cleaning of window panes inside of Room by opening of frame and refixing the same with m labour, tools materials required for the job to achieve the window surface without streaks, films, deposits, and stains and have a bright appearance. The gap/cavity, ledge sill between window panes shall be thoroughly cleaned and opening will be filled with ACP sheet or silicon etc.</p> <p><b>Note:</b> The rate includes the filling of gap with silicon gun, tape, rubber gasket, screw, and silicon etc. complete to make window opening dust free and water tight from all sides. No extra payment shall be paid.</p>	2390	sqm	75.47	180373.30/-
3.		<p>Providing, fabrication and supplying and fixing panels of aluminium composite panel cladding in pan shape in metallic colour of approved shades made out of 4 mm thick aluminium composite panel material consisting of 3mm thick FR grade mineral core sandwiched between two Aluminium sheets (each 0.5 mm thick). The aluminium composite panel cladding sheet shall be coil coated, with Kynar 500 based PVDF/ Lumifon based</p>	50	sqm	4443.88	222194.00/-

		fluoropolymer resin coating of approved colour and shade on face # 1 and polymer ( Service ) coating on face # 2 as specified using stainless steel screw, nuts, bolts, washers, cleats, weather silicon sealant, backer rods etc including dismantling of existing if any.					
4.		Providing & fixing of sound proof glass 6 mm toughened( as per existing glass of same specification ) inside window of the room	50	sqm	4926.35	246317.50/-	
5.		Painting steel work with deluxe multi surface paint to give an even shade. Two or more coat of primer applied @ 0.90 ltr/ 10 sqm over an under coat of primer applied@ 0.80/10 sqm of approved brand and manufacture	200	sqm	265.50	53100.00/-	
		<b>Total amount including GST</b>				840982.09/-	
		<b>Single Percentage (Above/At par/Below) of total estimated cost including GST, on the estimated value.</b>					_____%

**Note:**

- 1) The percentage quoted by the bidder shall be equally applicable on total cost as well as on Rate of each item of schedule of rates and quantities.
- 2) Agency is required to quote their rates online in the given format of excel sheet on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in terms of single percentage Above/At Par/Below of the total estimated cost inclusive of GST. Only Rates quoted online shall be considered for evaluation.

**Declaration for DFCCIL**

This is to confirm that I, \_\_\_\_\_ (name of concerned person of vendor), \_\_\_\_\_ (designation of this person) at \_\_\_\_\_ (name of the agency), have passed the benefit of input tax credit available on the \_\_\_\_\_ (goods/services) having HSN \_\_\_\_\_ supplied to the Dedicated Freight Corridor Corporation of India Limited after introduction of Goods and Services Tax w.e.f. 1st July, 2017.

Further, it is to confirm also that in case \_\_\_\_\_ (name of the agency) will receive any further benefit in future after 1st July, 2017 by way of availing input tax credits which were not allowed to be availed before 1st July, 2017 or reduction in tax rates or in any other manner which results in reduction of cost of the \_\_\_\_\_ goods/services supplied to the Dedicated Freight Corridor Corporation of India Limited, than we will pass that benefit to the Dedicated Freight Corridor Corporation of India Limited also.

Signature of the Authorized Representative of Agency

\_\_\_\_\_

Name of the Authorized Representative of Agency

\_\_\_\_\_

Designation

\_\_\_\_\_

Name of the Agency

\_\_\_\_\_

-----End of the Quotation Document-----