



Ref: YPSA/HO/1146/2024

Tender Ref.NO-19/2024

Date: 6/6/2024

Tender Schedule

YPSA (Young Power in Social Action) www.ypsa.org is an organization for sustainable development implementing the project “YPSA-BGD ECW MYRP Grantee Project & Top UP Fund” supported by Save the Children. You are requested to submit a Tender Schedule for truck rent for materials distribution & transportation from Ukhiya, project office to Camp Ukhiya & Teknaf upazila in Cox’s Bazar District as per schedule date in accordance with the following descriptions and conditions;

| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|---|----------------|------------|-------------------|--------------------|---------|
| 1 | Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 1 East camp | Trip (Up-down) | 1 | | | |
| 2 | Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 1 East camp | Trip (Up-down) | 1 | | | |
| 3 | Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 1.5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 1 East camp | Trip (Up-down) | 1 | | | |
| 4 | Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 10 camp | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|---|----------------|------------|-------------------|--------------------|---------|
| 5 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 10 camp | Trip (Up-down) | 1 | | | |
| 6 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 10 camps | Trip (Up-down) | 1 | | | |
| 7 | <u>Truck Rent for Trip Basis (Up-Down): (ECW & ECW Top UP)</u> 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 13 camp | Trip (Up-down) | 1 | | | |
| 8 | <u>Truck Rent for Trip Basis (Up-Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 13 camp | Trip (Up-down) | 1 | | | |
| 09 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 13 camps | Trip (Up-down) | 1 | | | |
| 10 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 14 camps | Trip (Up-down) | 1 | | | |
| 11 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 14 camp | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|---|----------------|------------|-------------------|--------------------|---------|
| 12 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Any where in 14 camp | Trip (Up-down) | 1 | | | |
| 13 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 15 camp | Trip (Up-down) | 1 | | | |
| 14 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 15 camp | Trip (Up-down) | 1 | | | |
| 15 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 15 camp | Trip (Up-down) | 1 | | | |
| 16 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 16 camp | Trip (Up-down) | 1 | | | |
| 17 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 16 camp | Trip (Up-down) | 1 | | | |
| 18 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 16 | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|--|----------------|------------|-------------------|--------------------|---------|
| | camp | | | | | |
| 19 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 18 camp | Trip (Up-down) | 1 | | | |
| 20 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 18 camp | Trip (Up-down) | 1 | | | |
| 21 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 18 camps | Trip (Up-down) | 1 | | | |
| 22 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 19 camps | Trip (Up-down) | 1 | | | |
| 23 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 19 camps | Trip (Up-down) | 1 | | | |
| 24 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 19 camp | Trip (Up-down) | 1 | | | |
| 25 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|--|----------------|------------|-------------------|--------------------|---------|
| | Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 25 camps | | | | | |
| 26 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 3-ton Capacity</u> , Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 25 camps | Trip (Up-down) | 1 | | | |
| 27 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 1.5-ton Capacity</u> , Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Anywhere in 25 camps | Trip (Up-down) | 1 | | | |
| 28 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 5 ton Capacity</u> , Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Jaliapalong Union: (Purbo Painnassia Government Primary School, Deilpara Government Primary School, Inani Soikat Government Primary School, Md. Shafirbil Government Primary School, Ruppoti Government Primary School, Imamerdeil Government Primary School, Chowangkhal Government Primary School, Chepotkhali Government Primary School, Monkhali Government Primary School, Monkhali Chakmapara Government Primary School) | Trip (Up-down) | 1 | | | |
| 29 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP) 3 ton Capacity</u> , Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Jaliapalong Union: (Purbo Painnassia Government Primary School, Deilpara Government Primary School, Inani Soikat Government Primary School, Md. Shafirbil Government Primary School, Ruppoti Government Primary School, Imamerdeil Government Primary School, | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|---|----------------|------------|-------------------|--------------------|---------|
| | Chowangkhal Government Primary School, Chepotkhali Government Primary School, Monkhali Government Primary School, Monkhali Chakmapara Government Primary School) | | | | | |
| 30 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO Jaliapalong Union: (Purbo Painnassia Government Primary School, Deilpara Government Primary School, Inani Soikat Government Primary School, Md. Shafirbil Government Primary School, Ruppoti Government Primary School, Imamerdeil Government Primary School, Chowangkhal Government Primary School, Chepotkhali Government Primary School, Monkhali Government Primary School, Monkhali Chakmapara Government Primary School) | Trip (Up-down) | 1 | | | |
| 31 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO (Holodia union, Ratnapalong union, Rajapalong union, Palongkhali union) 10 Government Primary School: (Paschim Holodia, Holodia Patabari, Dokkhin Holodia, Rumkha Hatirghuna Siara, Ruhullardeba, Koroibonia, Ghunarpara, Lambaghuna, Rahmaterbil, Anjumanpara.) | Trip (Up-down) | 1 | | | |
| 32 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 3 ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO (Holodia union, Ratnapalong union, Rajapalong union, Palongkhali union) 10 Government Primary School : (Paschim Holodia, Holodia Patabari, Dokkhin Holodia, Rumkha | Trip (Up-down) | 1 | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|--|----------------|------------|-------------------|--------------------|---------|
| | Hatirghuna Siara, Ruhullardeba, Koroibonia, Ghunarpara, Lambaghuna, Rahmaterbil, Anjumanpara.) | | | | | |
| 33 | <u>Truck Rent for Material Carrying (Trip Basis, Up- Down): (ECW & ECW Top UP)</u> 1.5-ton Capacity, Route: YPSA ECW Project Office (House: Sharmin Mohol, Bottoli, Shikderbill Road, Ukhiya, Cox's Bazar TO (Holodia union, Ratnapalong union, Rajapalong union, Palongkhali union) 10 Government Primary School: (Paschim Holodia, Holodia Patabari, Dokkhin Holodia, Rumkha Hatirghuna Siara, Ruhullardeba, Koroibonia, Ghunarpara, Lambaghuna, Rahmaterbil, Anjumanpara.) | Trip (Up-down) | 1 | | | |
| 34 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 11 SCI WH to Camp 13 | Trip (Up-down) | | | | |
| 35 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 11 SCI WH to Camp 10 | Trip (Up-down) | | | | |
| 36 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 11 SCI WH to Camp 1 East | Trip (Up-down) | | | | |
| 37 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 12 SCI WH to Camp 13 | Trip (Up-down) | | | | |
| 38 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 12 SCI WH to Camp 10 | Trip (Up-down) | | | | |
| 39 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 12 SCI WH to Camp 1E | Trip (Up-down) | | | | |
| 40 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 5 SCI WH to Camp 13 | Trip (Up-down) | | | | |
| 41 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 5 SCI WH to Camp 13 | Trip (Up-down) | | | | |
| 42 | <u>Truck Rent for Constructions</u> | Trip (Up- | | | | |



| SL No. | Particulars with Specifications | Unit measured | No of Unit | Unit Price (Taka) | Total Price (Taka) | Remarks |
|--------|--|----------------|------------|-------------------|--------------------|---------|
| | <u>Materials Carrying (5 ton Dumper Truck)</u> Camp 5 SCI WH to Camp 10 | down) | | | | |
| 43 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 5 SCI WH to Camp 1East | Trip (Up-down) | | | | |
| 44 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp13 | Trip (Up-down) | | | | |
| 45 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp10 | Trip (Up-down) | | | | |
| 46 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp1East | Trip (Up-down) | | | | |
| 47 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp13 | Trip (Up-down) | | | | |
| 48 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp10 | Trip (Up-down) | | | | |
| 49 | <u>Truck Rent for Constructions Materials Carrying (5 ton Dumper Truck)</u> Camp 18SCI WH to Camp1East | Trip (Up-down) | | | | |
| 50 | Labor for Load & Unload | Person | 1 | | | |
| | Total Price (Including VAT, Tax and Transportation) | | | | | |

Total In Word:

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned truck rent. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/work order, bank solvency and statement(6 months) are sufficient they can submit a Tender with an application in the company/organization letterhead pad with company details as per specific format (**Annexure-1**) to Procurement Committee, YPSA Head Office, House # F 10 (P), Road # 13, Block # B, Chandgaon R/A, Chattogram.

Terms and Conditions:

1. Last date for dropping off the Tender on 12/06/2024 by 2:30 p.m., and on the same date 3:00 pm tender box will be opened
2. Vendor (s) should submit Tender Schedule as per specifications along with attached company details (Annexure-1).



3. Vendor will provide the truck for material transportation as per work order (WO) & schedule basis to the YPSA Ukhiya Field Office/warehouse as per Program Team requirements.
4. **YPSA will do Framework Agreement with the vendor for one year (a possibility with extension) who will win the Tender.**
5. Vendor will provide Truck for material transportation from YPSA ECW Project office Warehouse address; Sharmin Mahal, Bot toli Road, Ukhia, Cox'bazar to Camp- 1 East, 10,13,14,15,16,18, 19, 25 and twenty Govt Primary School (GPS) in Ukhiya Upazila at Cox's Bazar
6. Supplier should send all legal documents like Trade License, AIT Certificate, TAX return copy of 2023-2024 Year, BIN Certificate, NID Card copy (Both Side), Bank Solvency Certificate with Bank details and similar work experience documents.
7. Vendors' given rate should be considered along with vat, tax and transportation, and other costs.
8. Account payee cheque will be given after deduction of Govt. vat/tax and others after successfully compilation the supply of truck. **YPSA will payee the bill as per monthly basis**
9. Child labor will not be allowed in carrying, loading, unloading, transportation, etc. and Child labor also abide in your office, and home also. In this regard "YPSA Child Protection Policy" will follow 100% during work with YPSA.
10. There is no negotiation on the quality of truck as per mentioned specifications and instructions.
11. YPSA will not be liable for any damage and accident during the carrying of goods.
12. YPSA deserves the right to correct, modify or reject any clause or all tender documents/work orders without showing any clarification. YPSA also keeps the right to increase or decrease the number of truck rent mentioned in the work order if needed. In this case, the supplier will be notified accordingly.
13. After issuing of work order if the supplier fails to deliver any of the truck following of work order, procuring entity YPSA has all right to impose a penalty, deduction of bill partial or full amount of the final bill.

Vehicle operation related Terms and Conditions:

1. Vehicle should have all valid documents, e.g., Fitness, Tax Token, Insurance, Registration, etc.
2. Driver should have valid driving license and possess good physical condition to perform.
3. The condition of the vehicle must be very good and Fuel & required maintenance should be ensured by the service- provider.
4. In case of any accident occur during travelling and if there happened damage of vehicle, the procuring entity will not be responsible. All kinds of liability both financial or local administrative the supplier will liable to bear and handling the situation.
5. Vehicle will be hired for an emergency education programmed, so in case of any emergency the vendor should ready to provide service accordingly.



6. Service provider should ensure availability of the vehicle during the contract period. In case of any disruption, replacement of vehicle should be made with immediate effect.
7. It is extremely prohibited to carry any illegal goods/materials (as defined by the Govt. rule) by the vehicle. If any kind of illegal goods, materials, cash money etc. Found in driver's bags, pockets and in the vehicle, YPSA will not be liable for the materials, the supplier have to take the responsibility.
8. To write the meter reading on log sheet & get it signed by the person picks up first before starting the vehicle.
9. The service provider will provide required cash with the Driver to cover vehicle related cost including fuel, toll, parking, driver's food and accommodation, vehicle maintenance etc.
10. The service provider must ensure that the driver has enough rest before starting to a new travel. The behavior of the driver must be professional and should comply with YPSA's values and policies.

YPSA Procurement Committee



Profile of Company/Vendor/Supplier

Recent Passport Port
Size Photograph of
owner

1. Name of Company:
2. Company address (Registered):
3. Name of owner (s):
4. Other company, please specify (if you have):

- a. Name of company:

Business criteria:

Year of establishment date:

- b. Name of company:

Business criteria:

Year of establishment date:

5. Owner's detail address

| <u>Permanent address</u> | <u>Present address</u> |
|--------------------------|------------------------|
| | |

A. NID/Smart Card Number of owner:

B. Father's Name & nationality:

C. Mother's Name & nationality:

D. Marital status (Married/Unmarried):

E. Spouse name & nationality (if applicable)

6. Year of establishment date:

7. Company business criteria:

8. Mobile/Telephone number:

9. E-mail address:

10. Total years of relevant supplying/ working experience:

NGO:

INGO:

Others:

11. Supply/ Work experience (last three years), insert row if need

| Name of organization | Work order date | Name of Supply items and quantity | Amount of work order | Remarks |
|----------------------|-----------------|-----------------------------------|----------------------|---------|
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12. Company legal information:

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|--|--|
| Trade License number and issue date | |
| Name of Trade license issued authority | |
| Trade license expiry date | |
| Vat Identification number and date of registration | |
| Tax Identification Number (TIN) | |
| Last year income tax submission date | |
| Last year income tax amount given | |
| Company Bank Account information details | <div>Name of Account:</div> <div>Account number:</div> <div>Name of Bank:</div> <div>Bank address:</div> |

13. Mention at least 2 (Two) past organizations which you worked with:

- | | | |
|----|--------------------|-----------------------|
| a. | Name of personnel: | Name of organization: |
| | Designation: | Mobile number: |
| | Email address: | |
| b. | Name of personnel: | Name of organization: |
| | Designation: | Mobile number: |
| | Email address: | |

14. Declaration: I do hereby declare that the above information provided here is true and no misinformation has been given.

Signature:

Date: