

TENDER DOCUMENT

FOR

**HIRING OF MANPOWER SERVICE PROVIDER FOR PROVIDING
SERVICE OF ASSISTANT HOSTEL SUPERINTENDENT, HOSTEL
WARDEN, COOK-CUM-ATTENDANT AND SUPPORT STAFF FOR
URBAN HOSTEL COMPLEX**

AT

POKHARIPUT AND KALINGA NAGAR, BHUBANESWAR.

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA.

**URBAN HOSTEL COMPLEX
POKHARIPUT & KALINGA NAGAR
Bhubaneswar**

Notification No. 1798 / Date: 27.10.20 /

TENDER FOR MANPOWER SERVICE PROVIDER

Sealed tenders are invited from Reputed Agencies for providing manpower services for URBAN HOSTEL COMPLEX at Pokhariput & Kalinga Nagar, Bhubaneswar in the prescribed tender documents, which may be downloaded from the Website: www.khordha.nic.in.

Offers in prescribed format duly sealed and superscripted "**Tender for Manpower Services**" should reach to the office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16th November, 2020** (up to 5:00 PM) through Speed Post / Registered Post only. The Technical Bid will be opened on **17th November 2020 at 3:00 PM in the office of ADM, Khordha** in the presence of bidder(s) or their authorized representatives followed by Financial Bid.

Terms & Conditions: As laid down in the tender documents. The Collector & District Magistrate, Khordha, reserves all right to reject any or all tenders without assigning any reason thereof.

By the order of Collector, Khordha.


District Welfare Officer, Khordha

Section - I

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. The District Welfare Officer, Khordha on behalf of Collector & District Magistrate, Khordha requires the service of reputed, well established, financially sound and registered Manpower Service Provider to provide services of Asst. Superintendent, Hostel Warden, Cook-cum-Attendant and Support Staff (Office Assistant) on contract basis to manage the day to day Affairs of Urban Hostel, Pokhatiput (Girls) & Kalinganagar (Boys) at Bhubaneswar.
2. The contract for providing the aforesaid manpower will be for a period of one year from the date of effectiveness of contract. The period of the contract may be further extended provided the requirement of the client for manpower persists at that time or may be terminated owing to deficiency in service or because of change in the department's requirements. The department, however, reserves right to terminate this initial contract at any time after giving **15 days** notice to the selected Service Provider.
3. DWO has the tentative requirements of the manpower as specified below:
 - i. Asst. Superintendent : 2 No (One Lady & One Male for Ladies hostel at Pokhariput & Boys Hostel at Kalinga Nagar)
 - ii. Office Assistant : 2 No
 - iii. Hostel Warden : 4 No (2 Female & 2 Male)
 - iv. Cook-cum-Attendant: Min. 4 nos. in a team for each hostel.

The requirements may increase/decrease in any/ all the categories. The eligible bidders, those have the capability of providing manpower as per the prescribed technical parameters in the tender document, are allowed to participate in the selection process. Part bids will not be taken into consideration.

5. The interested Manpower Service Providers should submit the tender document complete in all respects along with Earnest Money Deposit (EMD) of **Rs.30,000/-** (Rupees Thirty Thousand Only) in shape of Demand Draft through Speed Post / Registered Post so as to reach office of the **District Welfare Officer, Old Collectorate, Khordha Pin-752056**, by **16th November, 2020** (up to 5:00 PM). The authority will not be responsible for any postal delay. Email / Fax / Late Bids will be summarily rejected.
6. The Tender will be opened on **17th November 2020 at 3:00 PM in the office of ADM, Khordha** in the presence of the bidder or their authorized representative. The Financial Bid of only those bidders will be opened whose technical bids are found Responsive.
7. The tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Manpower Services to District Welfare Officer, Khordha" and " Financial Bid for providing Manpower Services to District Welfare Officer, Khordha". Both sealed envelopes must be kept in a sealed third envelope super-scribing "**Tender Document for providing Manpower Services to District Welfare Officer, Khordha**".
8. An Earnest Money Deposit (EMD) of **Rs.30,000/-** (Rupees Thirty Thousand)only, refundable (without interest) and bid processing fees of **Rs.3,000/-** (Rupees Three Thousand)only non-refundable should necessarily be accompanied with the technical bid of the tender in the form of Demand Draft drawn in favour of " District Welfare Officer, Khordha" payable at any of the nationalized bank at Khordha, failing which the tender application shall be out rightly rejected.

9. The successful bidder will have to deposit a Performance Security Deposit of **10% of the Contract value** in the form of Bank Guarantee from any of the Nationalized Bank in Khordha in favour of "**District Welfare Officer, Khordha**" covering the period of three months beyond the contract period from the date of effectiveness of the contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.
10. The tendering Manpower Service providers are required to enclose photocopies of the following documents (Duly Self attested) along with the Technical Bid, failing which their bids shall be out rightly rejected and will not be considered any further:
 - a) Covering letter along with power of attorney on the bidder letter head.
 - b) Demand Draft in support of bid, processing fee as applicable.
 - c) Demand Draft in support of EMD, as applicable.
 - d) Copy of certificate of incorporation of the firm by agency.
 - e) Copy of GSTIN.
 - f) Copy of PAN.
 - g) Copies of IT Return of the last 3 assesment year.
 - h) Copies of EPF & ESI Registration No.
 - i) Copy of valid licence under PSARA Act, 2005 (in case of Security Service)
 - j) Copy of Bank Account details.
 - k) Copy of income/ expenditure statements along with balance sheet for the last 3 years.
 - l) Copies of work order of the previous organizations for providing service during last 3 years.
 - m) Undertaking regarding non-black listing (On stamp paper).
 - n) Undertaking regarding non-pending of any Judicial Proceedings. (On bidders letter head).
11. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
12. All entries and pages in the tender form should be legible and filled clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory to be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender.
16. The quoted rates shall not be less than the minimum wage fixed/notified by the Government of Odisha and shall include all statutory obligations. The Service provider shall be liable for all kinds of dues payable in respect of the personnel provided under the contract and the government shall not be liable for any dues for availing the services of the personnel. The monthly bills will not be released until the service provider produces proof of up to date payment of EPF & ESI contribution.
17. The interested bidder may visit the location on any working day between the office hour to have a thorough knowledge of the work to be performed before preparation & submission of bid.
18. The competent authority or the Collector & District Magistrate, Khordha reserves the right to reject all bids / terminate the tender process without assigning any reason thereof.

TECHNICAL REQUIREMENTS FOR THE TENDERING MANPOWER SERVICE PROVIDER

1. The tendering manpower service provider should fulfill the following technical Qualifications to participate in the tender process:
- The registered office of the manpower service provider must be located within the jurisdictional area of BHUBANESWAR.
 - It must have at least three years of past experience (from the last date of submission of tender) in providing manpower to Central / State Government Departments/Autonomous body/ Agencies/ Societies/ Corporate bodies.
 - It must have its own Bank Account in any of the nationalized bank located in Odisha.
 - It must be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance.
 - Must have annual average financial turnover of **Rs.50.00** Lakh in last 3 financial years (2017-18, 2018-19 & 2019-20).
 - Tender Cost (bid processing fees) of Rs.3,000/- (Rupees Three Thousand) only non-refundable to be enclosed in shape of DD in favour of DWO, Khordha payable at Khordha.

TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICE PROVIDER IN THE DISTRICT WELFARE OFFICER, KHORDHA

Sl. No	Manpower	Requirement	Age	Qualification & Experience	Remuneration per month fixed by Govt.
1	Asst. Superintendent	02 Nos. (1-Male, 1-Female)	30 - 40Years, as on 01.07.2020	<ul style="list-style-type: none"> • Must be fulltime Regular MBA (HR) from a recognized University or Management degree in Hotel or Hospitality industry. • PGDCA & well conversant with computer. • Minimum 3 years working experience in hostel management or Hotel or Hospitality industry. • He/ She must have to stay at Hostel. 	Rs. 30,000.00
2	Hostel Warden	04 Nos. (2-Male, 2-Female)	30 - 40Years, as on 01.07.2020	<ul style="list-style-type: none"> • Graduate in any discipline. • Minimum 2 years experience on any Govt. or Private educational institution in hostel management • Preference will be given to additional qualification in Nursing or related Course with experience. • He/ She must have to stay at Hostel 	Rs. 15,000.00
3	Support Staff	02 Nos.	21 - 35Years, as on 01.07.2020	<ul style="list-style-type: none"> • Must be graduate in any discipline with computer Knowledge and data entry. • Minimum 2 years working experience in related field. 	Rs. 10,140.00
4	Cook-Cum-Attendant	Male for boys hostel and female for girls hostel (minimum 04 nos. per hostel as a team)	30 - 40Years, as on 01.07.2020	<ul style="list-style-type: none"> • Formal Education. • He/ She must have to stay at Hostel. • Must have experience for cooking for at least 500 persons. 	Rs. 50,000.00 per Hostel lumpsum per month

APPLICATION: TECHNICAL BID**For Providing Manpower Services to For Providing Manpower Services to Urban Hostel Complex at Pokhariput & Kalinga Nagar, Bhubaneswar**

1	Name of Bidder	
2	Details of the Earnest Money Deposit, Bid Processing Fee & DD Details	DD No..
		Date:
		Amount(Rs.)
		Drawn on Bank:
3	Name of Proprietor / Director:	
4	Full Address of Registered Office	Postal Address:
		Telephone No..
		FAX No..
		E-Mail Address:
5	Name & Telephone no.of the authorized officer/ person to liaise with authority	Name & designation:
		Mobile No..
6	Bank Name of the Manpower Service Provider	Account Number:
		Bank Name:
		IFS Code:
8	PAN No. (Attach self attested copy)	
9	GSTIN No. (Attach self attested copy)	
10	EPF Registration No. (Attach self attested copy)	
11	ESI Registration No. (Attach self attested copy)	
12	PSARA Licensce No. & Valid upto (Applicable in case of Security Services)	
13	Acceptance to all the terms & conditions of the tender (Yes/No)	
14	Power of Attorney/ Authorization letter for signing of the bid document	
15	Submit an undertaking that no criminal case is pending with the police at the time of submission of the bid. (enclose separately)	
16	Submit a notary affidavit regarding the organisation has not been black listed by the Govt. or any Offices. (enclose separately)	

17. Financial turnover of the bidder for the last 3 financial years.

Financial Year	Turn Over Amount (in INR)	Agerage Turnover (in INR)
2019-20		
2018-19		
2017-18		

18. Give details of the major similar contracts handled by the tendering Manpower Service Provider during the last three years in the following format:
(Attach separate sheet, if required, along with self attested copy of proof)

Sl. No.	Name of client, Address, Telephone & FAX Nko.	Details of Manpower Services Provided		Amount of Contract (Rs. In Lakh)	Duration of Contract	
		Type of Manpower Provider	No		From	To

19. Additional information, if any:

20. **Declaration.**

i. I, Shri
Son/Daughter/Wife of Shri Proprietor/ Director/
Authorized signatory of
Competent to sign this declaration and execute this tender Document;

ii. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

iii. The information / documents furnished along with the tender application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/ our tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Bidder/ Authorized Representative

Name:

Seal:

Date:

Place:

APPLICATION: FINANCIAL BID

For Providing Manpower Services to Urban Hostel Complex at Pokhariput & Kalinga Nagar, Bhubaneswar

1. Name of the tendering manpower Service Provider :
2. Rate quoted by the bidders:
 - a) Rate per person per month excluding all statutory liabilities, Taxes, levies and Cess etc

Sl. No.	Position	No. Of posts	Monthly Remuneration per person (in INR)	Service Charges per person per month (in INR)	Total Service Charges per month for all persons (in INR)
1	Asst. Superintendent	2	30000		
2	Support Staff (Office Asst.)	2	10140		
3	Hostel Warden	4	15000		
Total Service Charges per month for all persons					

- b) Rate quoted for cooking and related services .

Sl. No.	Position	No. of Hostels	Amount quoted inclusive of all statutory dues per hostel per month (in INR)	Service Charges per hostel per month (in INR)	GST Charges as applicable per hostel per Month (in INR)	Total rate per hostel per month (in INR)
1	2	3	4	5	6	7 (4+5+6)
1	Cook-cum-Attendant (Min. 04 persons as a team for cooking, Serving and allied activities per hostel)	2				

NB*

- The total rate for Cooking, Serving and allied services per month per hostel should not exceed Rs.50,000/- (Rupees Fifty Thousand)only including all charges and taxes.
- The detail break-up of rate quoted for cooking and related services should be submitted separately by the bidder.

3. Other conditions :

- a) The service charges should not be quoted as Nil.
- b) The gross of total service charges for all persons per month at 2(a) and total rate quoted for cooking

service per hostel per month at 2(b) will be added to decide the lowest monthly rate for evaluation of bidder and award of contract.

- c) After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act.. In case two or more agencies are found to have quoted same rates, the Competent Officer authorized by DM, Collector, Khordha shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, annual turnover and length of experience etc.. The decision of the Competent Authority shall be final.

Signature of the Bidder/ Authorized Representative

Name:

Seal: Date:

TERMS AND CONDITIONS

For Providing Manpower Services to Urban hostel complex

GENERAL

1. The agreement shall commence from the date of effectiveness of the contract and will be valid for a period of one year unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc or change in requirements.
2. The Contract shall automatically expire on completion of one year unless extended further by the mutual consent of the Manpower Service Provider and the District Welfare Officer, Khordha. The contract shall be renewed on yearly basis on successful execution of Contract.
 - a) The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Manpower Service Provider and the District Welfare Officer, Khordha.
 - b) The Manpower Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the District Welfare Officer, Khordha.
5. District Welfare Officer, Khordha at present has tentative requirement of 02 nos. of Assistant Superintendent (One Lady & One Male), 02 nos. of Office Assistant, 04 nos. of Hostel Warden & CCAs as a team of minimum 04 nos. for cooking service per hostel. The requirement of the authority may further increase or decrease marginally, during the period of initial contract also and the qualified bidder should have to provide additional manpower services, if required, on the same terms and conditions.
6. The Manpower Service Provider will be bound by the details furnished by it to the authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Collector & District Magistrate, Khordha reserves the right to terminate the Contract during initial period also after giving **15 days notice** to the Manpower Service Provider.
8. The Assistant Superintendent/Hostel Warden & Cook-cum-Attendants on single accommodation basis have to stay in the hostel building during day and night and the Office Assistant shall be required to report for work at 10.00 AM and would leave office at 5.00 P.M. and may also be required to work beyond 5.00 PM for which he would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late / leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.
9. The Manpower Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the District Welfare Officer, Khordha or Superintendent of the Hostel so that optimal services of the persons deployed could be availed without any disruption.
10. The entire financial liability in respect of manpower services deployed in the Urban Hostel Complex shall be that of the Manpower Service Provider and the District Welfare Officer, Khordha will in no way be liable. It will be the responsibility of the Manpower Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid.
11. For all intents and purposes, the Manpower Service Provider shall be the "**Employer**" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the Manpower Service Provider shall not have any claim whatsoever like employer and employee relationship against the Urban Hostel Authorities.
12. The Manpower Service Provider shall be solely responsible for the redressal of grievances or

- resolution of disputes relating to persons deployed. The Urban Hostel Authorities shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the Manpower Service Provider the deployed person can place their grievance before a Joint Committee consisting of a representative of Urban Hostel Authorities and an authorized representative of the Manpower Service Provider.
13. The Urban Hostel Authorities shall not be responsible for any financial loss or any injury to any person deployed by the Manpower Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
 14. The persons deployed by the Manpower Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
 15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Manpower Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
 16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Manpower Service Provider.
 17. The Manpower Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted.
 18. The Manpower Service Provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Manpower Service Provider. The Manpower Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance and other statutory dues, wherever applicable.
 19. The persons deployed by the Manpower Service Provider should have good police records and no criminal case should be pending against them.
 20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The Manpower Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

LEGAL :

21. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Manpower Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
22. The Manpower Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Urban Hostel Complex. The Urban Hostel Complex Authorities shall have no liability in this regard.
23. The Manpower Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Urban Hostel Complex to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested xerox copies of such documents shall be furnished to the District Welfare Officer, Khordha.

24. The Manpower Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Urban Hostel Complex or any other authority under Law.
25. The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
26. In case, the Manpower Service Provider fails to comply with any liability under appropriate law, and as a result thereof, the Urban Hostel Complex Authorities is put to any loss / obligation, monetary or otherwise, the Urban Hostel Authorities will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Manpower Service Provider, to the extent of the loss or obligation in monetary terms.
27. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Urban Hostel Complex Authorities will have no liability towards non-payment of remuneration to the persons employed by the Manpower Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the Urban Hostel Complex by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

28. The Technical Bid must be accompanied with an Earnest Money Deposit (EMD), **Rs.30,000/- (Rupees Thirty Thousand)** Only (refundable without interest) in the form of Demand Draft drawn in favour of **District Welfare Officer, Khordha** payable at Khordha failing which the tender shall be rejected out rightly.
29. The Earnest Money Deposit (EMD) in respect of the agencies which does not qualify for opening of Financial Bid (Second competitive stage) shall be returned to them without any interest. In case of successful bidder, if the agency fails to deploy their required manpower against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.
31. The successful bidder will have to deposit a Performance Security Deposit 10 % of contract Value only in the form of Bank Guarantee from only Nationalized Bank drawn in favour of **District Welfare Officer, Khordha**, covering the period of 3 months beyond the contract period from the date of effectiveness of the agreement. In case, the contract is further extended beyond the initial period, the Bank guarantee will have to be accordingly renewed by the successful bidder. The amount of performance security deposit is to be determined by the Authority taking into account the contractual obligation of the manpower service provider.
32. In case of breach of any terms and conditions attached to this agreement, the Performance Security Deposit of the Manpower Service Provider shall be liable to be forfeited besides annulment of the Agreement.
33. The Manpower Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by **Urban Hostel Superintendent** in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.
34. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished, at

- the discretion of the Urban Hostel Complex Authorities.
35. The amount of penalty calculated @ **Rs.200 per day** on account of delay, if a provider is not providing a suitable substitute for the period beyond **three working days** by the Manpower provider shall be deducted from its monthly bills in the succeeding month.
36. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
37. All disputes shall be under the jurisdiction of the court at the Bhubaneswar.
38. The successful bidder will enter into an agreement with District Welfare Officer, Khordha for supply of suitable and qualified manpower as per requirement, terms and conditions.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

- a) Covering letter along with power of attorney on the bidder letter head.
- b) Demand Draft in support of bid, processing fee as applicable.
- c) Demand Draft in support of EMD, as applicable.
- d) Copy of certificate of incorporation of the firm by agency.
- e) Copy of GSTIN.
- f) Copy of PAN.
- g) Copies of IT Return of the last 3 assessment year.
- h) Copies of EPF & ESI Registration No.
- i) Copy of valid licence under PSARA Act, 2005 (in case of Security Service)
- j) Copy of Bank Account details.
- k) Copy of income/ expenditure statements along with balance sheet for the last 3 years.
- l) Copies of work order of the previous organizations for providing service during last 3 years.
- m) Undertaking regarding non-black listing (On stamp paper).
- n) Undertaking regarding non-pending of any Judicial Proceedings. (On bidders letter head)


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KHORDHA