

FINANCIAL BID

NIT No. IGIDR/Tender/ED/2026/01

Date: 07.01.2026

Part A:REPAIR, WATERPROOFING, AND PAINTING OF RESEARCH BLOCK-2 & 3 AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate ₹	Amount ₹
1	Providing cement based water proofing treatment to terraces (Indian water proofing or alike) with brick bats laid in required slope to drain the water for any span after cleaning the base surface. Applying a coat of cement slurry admixed with approved water proofing compound and laying the brick bats on bottom layer in C.M.1:5 admixed with approved water proofing compound filling up to half depth of brick bats, curing this layer for 3 days, applying cement slurry over this layer joints of brick bats with C.M.1:3 admixed with approved water proofing compound and finally top finishing with average 20 mm. thick layers of same mortar added with jute fiber at 1Kilogramper bag including finishing the surface smooth with cement slurry admixed with approved water proofing compound. Marking finished surface with false squares of 300mm x 300 mm. making the junctions at the parapet rounded and tapered top for required height, with drip mould at the junction of plaster and parapet and curing and covering 5 years Guarantee against leakproofness on Court fee stamp paper of Rs. 500/- including ponding test etc. complete.	760	Sqm		
2	Providing sand faced plaster externally in Ready Mix plaster confirming to IS:4031(Part-4) 1988 and IS 383-1970, in all positions including base coat of 15 mm thick in cement mortar 1:4 using waterproofing compound at 1Kilogramper cement bag curing the same for not less than 2 days and keeping the surface of the base coat rough to receive the sand faced treatment 6 to 8 mm thick in finishing the surface by taking out grains and curing for fourteen days scaffolding etc.complete.	710	Sqm		
3	Providing internal / external 20 - 30 mm thick Ready mix plaster confirming to IS:4031(Part-4) 1988 and IS 383-1970 in a single coat using Cement mortar of proportion 1:4 containing special type of polymer additives about 0.4%, to all type of surfaces in all positions including scaffolding and curing etc.	710	Sqm		
4	Providing and fixing chicken mesh of 22 gauge, with about 30 cm. width at the junction of R.C.C members and brick work, of approved quality including fixing mesh in position by necessary drilling in concrete /B.B.masonry and or tying by binding wire etc. complete.	428	Rm		
5	Providing and applying Texture plaster with finishing with texture material of approved make in 3 to 4 millimeter thickness on previously plastered surface, including Plaster Groove 6mm thickness or Tape Grooves 35 to 45 mm thickness or as required, in all position including preparing the surface, scaffolding etc. complete.	852	Sqm		
6	Removing the existing cement plaster of any thickness without causing dust nuisance and stacking the debris upto a distance of 50 metres or spreading in the compound and cleaning the site etc. complete. Including the cost of scaffolding, staging, etc.	710	Sqm		

Part A:REPAIR, WATERPROOFING, AND PAINTING OF RESEARCH BLOCK-2 & 3 AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate ₹	Amount ₹
7	Providing and applying external raincoat painting with crack filling acrylic polymer based chemical compound coating to the external surface of walls to prevent water seepage in the masonry walls during monsoon added with required shade Steiner to give required shade to the surface in two coats. Including providing three coat of priming of polymer base primer including preparing surface scrapping the existing loose old paint, removing loose particles of sand on the surface opening and cleaning the cracks developed in the external plaster, removing loose particles by chiseling, filling cracks by chemicals compound of approved make with proper penetration etc. Coating of Raincoat with the help of brush and as per instructions and specification given by manufacturer and with instruction from Engineer in-charge. Work shall be executed by certified applicator only and covering gurantee of 7 years on court stamp paper of Rs. 500/- and necessary testing etc. complete.	1200	Sqm		
8	Removing brick bat coba including stacking the spoils as directed with all leads, lifts etc, complete.	76	Cum		
9	Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/structure, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40mm dia M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc., complete as per directions and approval of Engineer-in-charge. Note:- (1) The elevational area of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works. Note: The scaffolding measurement is calculated 50% of the elevational area as the work will be carried out in 2 stages. The same scaffolding has to be dismantled & re-erected. The measurement shall be made for billing only once for the actual quantity of scaffolding erected & the dismantling & re-erection cost has to be included in the rate. No additional cost shall be granted for the same.	990	Sqm		
10	Providing and fixing 6 mm thick commercial plywood with jungle wood frame work of 50 x 35 mm size at 60 cm on both ways for closing the window portion/openings for protection from falling debris, dust etc. including cutting, fixing with nails and removing after the same after completion of the work. (To be used after approval of Superintending Engineer)	60	Sqm		

Part A:REPAIR, WATERPROOFING, AND PAINTING OF RESEARCH BLOCK-2 & 3 AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate ₹	Amount ₹
11	Removal of plants / ficus grown by pulling out root system embedded in masonry, cutting stem and application of high/gur/lime formulation as specified by the Architect or other patented chemical biocide treatment such as biocide 'Glycel' (iso proplamine salt of glyphosate) or other chemical as specified by the Engineer in charge etc. complete.	30	Nos		
12	Providing & Applying chemical for cleaning the exposed steel structure, TMT bars, etc. of structure by grinding the surface by grinder machine, wire brush, removing existing corrosion from the metal also removing loose particles, of the area by water jet, (using other mechanical / manual means) and apply on prepared surface of as corrosion preventive coat on prepared TMT bars, steel structure, metal surface etc. to protect it from corrosion etc. as per manufacturer's specification (using other manual / mechanical means) after that Providing and applying high abrasive resistant, self curing, UV resistant, impermeable ,high strength, non shrink, Poly Ironite Ceramic Cementitious (PICC) repair mortar resurfacing on concrete surface of thickness up to 10 mm including breaking honey comb area, (using manual/mechanical means) , clean the concrete surface with special chemical clonon with pressure water jet for removing of algae fungi, apply bond coat Kelox water misible epoxy before PICC application with all leads and lifts, Material, Machinery, labour, scaffolding, etc. complete as per specification and as directed by engineer-in-charge.	100	Sqm		
13	Providing and grouting the holes by Poly Ceramic Cementitious i.e NicGrout G 06 + 53 grade cement material of as per requirement to reduce the porosity of concrete / Masonry structure and to increase the strength of structure using grouting pipes, grouting m/c, mixer, etc., and all relevant safety with all leads and lifts, material, machinery, labour, etc. Complete as per specification and as directed by Engineer-in-Charge.	200	Kg		
14	Providing and applying 30 mm thick self curing Ceramic Polymer Microconcrete of approved make having Compressive strength above M30, non shrink, impermeable , filling mortar to load carrying R.C.C member in two layers on cleaned concrete surface , including honey comb area (using manual/mechanical means). Mixing mortar of Nicosil C80 and fresh 53 grade cement with required water cement ratio for desired consistency and applying and finishing by manual trawelling , curing after curing initial setting time etc, as per manufacturers specification etc. complete as per specification and as directed by engineer-in- charge. Work shall be executed by certified applicator only and work shall be guaranteed for 5 years and guarantee shall be provided on Rs. 500 /- stamp paper. (Bond coat mentioned below is to be done before coating).	50	Sqm		

Part A:REPAIR, WATERPROOFING, AND PAINTING OF RESEARCH BLOCK-2 & 3 AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate ₹	Amount ₹
15	Providing Water proofing treatment to old terraces by removing existing treatment, sealing of cracks by non shrink crack fill compound applying first coat of polymer modified semi-viscous paste prepared by mixing polymer of approved make and Cement in 1 : 2 proportion (1 litre polymer : 2 Kg Cement) to a neatly cleaned and dust free concrete surface and upto 300 mm over parapet wall prepared by removing loose and deposited material with brush and water, followed by a coat of flexible cementious coating eg. MYK-Aquafine U.M., EL Monobond or equivalent as per manufacturer specification after laying glass fibre mesh of 10 x 10 specification of approved make over tacky surface of first coat of polymer followed by second coat in transverse direction, sprinkling coarse sand over it, followed by protective mechanical cover of 20 mm water proof plaster after sufficient curing 40 to 75 mm IPS 1:2:3 proportion using coarse aggregate of 10 MSA and water proofing compound and polypropylene fibres @ 125 gm per bag of cement within it conforming to IS in pannels making groove 3 to 4 mm wide & 10 mm deep & 3m/4m or as per site condition & filling the joints with polt sulphide sealant after curing, including providing holler with drip moulds at the junction and finishing the concrete surface with neat cement slurry including curing as directed and ponding the surface as directed etc. complete; covering 10 years guarantee against leakproofness on Court Fee Stamp Paper of Rs. 100/-.	300	Sqm		
16	Providing and applying external crack filling to the external surface of walls to orevent water seepage in the masonry walls during monsoon including preparing surface scrapping the existing loose old paint, removing loose particles of sand on the surface opening and cleaning the cracks developed in the external plaster, removing loose particles by chiseling, filling cracks by chemicals compound of Dr. Fixit Crack-X paste or Equivalent with proper penetration etc. as per instructions and specifications given by Engineer.	520	Rm		
17	Providing second class Burnt Brick masonry with conventional/ I.S. type bricks in cement mortar 1:6 in superstructure including striking joints, raking out joints, watering and scaffolding etc. Complete	40	CuM		
18	Providing and applying two coats of flat oil paint of approved colour to the old structural steel work and iron work previously painted in building including scaffolding, if necessary, cleaning and preparing the surface including primer coat etc. complete.	48.00	SqM		

Part A:REPAIR, WATERPROOFING, AND PAINTING OF RESEARCH BLOCK-2 & 3 AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate ₹	Amount ₹
19	Providing and laying Cast in situ/Ready Mix cement concrete M-25 of trap / granite /quartzite/ gneiss metal for R.C.C. columns as per detailed designs and drawings or as directed including steel centering, formwork, cover blocks, laying/pumping, compaction finishing the formed surfaces with cement mortar 1:3 of sufficient minimum thickness to give a smooth and even surface or roughening if special finish is to be provided and curing etc. complete,(Excluding reinforcement and structural steel).with fully automatic micro processor based PLC with SCADA enabled reversible Drum Type mixer/ concrete Batch mix plant (Pan mixer) etc. complete. With fine aggregate (Crushed sand VSI Grade)	5	CuM		
20	Providing and laying Antiskid Ceramic tiles of approved quality of size 30 cm x 30 cm and confirming to IS 15622-2006 (Group-B IIA) for antiskid flooring in required position laid on a bed of 1:4 cement mortar including cement float, filling joint with cement slurry cleaning curing etc. complete.	50	SqM		
21	Repair of existing Polycarbonate chajjas over the windows including the cost of painting the MS bracket with 2 coats of oil paint over 2 coats of Red oxide after scrapping the old paint. Cost to also include that for cutting the unrepairable metal sections & replacing them with new sections if required. Cost to also include that for removing the existing polycarbonate sheets & replacing them with new Multiwall Multicell polycarbonate sheet 16 mm thick with the required trims, fittings & fixtures as per manufacturers specifications.	40	Sqm		
22	Removing and refixing of terrace water tanks with temporary water line provision	2	LS		
23	Providing and laying machine cut machine polished machine cut Kota stone slabs 20 to 25 mm thick for treads and risers of steps and staircases, with rounded nosing for the treads on a bed of 1:4 cement mortar including cement float, filling joints with neat cement slurry, curing, polishing and cleaning etc. complete.	60	Sqm		
24	Providing and applying water proofing treatment using acrylic polymer modified cement based water proofing coating with fibre glass mesh mixing at the rate of powder to liquid (2:1) by weight covering 9 to 10 Square Metre /Kilogram with two coat using approved chemicals for masonry and concrete surface by brush covering 7 years guarantee on Stamp Papers etc. complete.	1200	SqM		
Total Amount ₹					
SGST @ 9% Amount ₹					
CGST @ 9% Amount ₹					
Gross Total Amount including GST ₹					

Total quoted in words Rupees

Note: The above-quoted amount is inclusive of all and the applicable GST.

Date:

Signature of the bidder with company seal

**To be submitted on the company letterhead with the signature and stamped on it*

FINANCIAL BID

NIT No. IGIDR/Tender/ED/2026/01

Date: 07.01.2026

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
1	Providing and laying jointless Polydee-LM, a highly flexible elastometric coating for RCC / cementitious surface for terrace waterproofing on B.B. Coba / R.C.C, after application of TP-42 Primer on perfectly clean surface (free from loose dust and foreign matter) application of 1st coat of Polydee-LM @ 700 gms/ One Square Metre and applying 2nd coat of Polydee-LM @ 700 gms/ One Square Metre and finishing the same with sprinkling the AG-10 granules on the wet coating. (After finishing covering the treatment with 25mm cement plaster for protection with fibrillated 6mm Plyplast fibre @ 125 gms/ One Square Metre.) covering 7 years guarantee on Court Fee Stamp Paper of Rs. 100/- etc. complete. For Semicircular Surfaces (Extra for 25 mm cement plaster added in rate).	550	Sqm		
2	China mosaic terrace waterproofing involving preparing the surface, applying a 1:4 cement-sand mortar bed, and then laying and grouting the china mosaic tiles with a waterproof or water-resistant sealant. The cost to include creating a 20-25mm thick mortar bed with a proper slope, ensuring a joint width of 3-5mm, and a final curing period of at least 3-15 days. The gaps between the china chips should be about 3-5 mm. After initial curing, raked out the joints if necessary and fill them with a waterproof cement slurry or a white/colored cement slurry for the desired aesthetic.	550	Sqm		
3	Providing sand faced plaster externally in Ready Mix plaster confirming to IS:4031(Part-4) 1988 and IS 383-1970, in all positions including base coat of 15 mm thick in cement mortar 1:4 using waterproofing compound at 1Kilogram per cement bag curing the same for not less than 2 days and keeping the surface of the base coat rough to receive the sand faced treatment 6 to 8 mm thick in finishing the surface by taking out grains and curing for fourteen days scaffolding etc.complete.	150	Sqm		
4	Providing and fixing chicken mesh of 22 gauge, with about 30 cm. width at the junction of R.C.C members and brick work, of approved quality including fixing mesh in position by necessary drilling in concrete /B.B.masonry and or tying by binding wire etc. complete.	50	Rm		

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
5	Providing and applying Texture plaster with finishing with texture material of approved make in 3 to 4 millimeter thickness on previously plastered surface, including Plaster Groove 6mm thickness or Tape Grooves 35 to 45 mm thickness or as required, in all position including preparing the surface, scaffolding etc. complete.	50	Sqm		
6	Removing the existing cement plaster of any thickness without causing dust nuisance and stacking the debris upto a distance of 50 metres or spreading in the compound and cleaning the site etc. complete. Including the cost of scaffolding, staging, etc.	150	Sqm		
7	Providing and applying external raincoat painting with crack filling acrylic polymer based chemical compound coating to the external surface of walls to prevent water seepage in the masonry walls during monsoon added with required shade Steiner to give required shade to the surface in two coats. Including providing three coat of priming of polymer base primer including preparing surface scrapping the existing loose old paint, removing loose particles of sand on the surface opening and cleaning the cracks developed in the external plaster, removing loose particles by chiseling, filling cracks by chemicals compound of approved make with proper penetration etc. Coating of Raincoat with the help of brush and as per instructions and specification given by manufacturer and with instruction from Engineer in charge. Work shall be executed by certified applicator only and covering gurantee of 7 years on court stamp paper of Rs. 500/- and necessary testing etc. complete.	1200	Sqm		
8	Removing brick bat coba including stacking the spoils as directed with all leads, lifts etc, complete.	20	Cum		

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
9	<p>Providing and fixing double scaffolding system (cup lock type) on the exterior side of building/structure, including additional rows of scaffolding in stepped manner as per requirement of site, made with 40mm dia M.S. tube, placed 1.5 metre centre to centre, horizontal & vertical tubes joint with cup & lock system with M.S. Tubes, M.S. tube challis, M.S. clamps and staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for execution of work of cleaning and/ or pointing and/ or applying chemical and removing it thereafter. The scaffolding system shall be stiffened with bracings, runners, connecting with the building etc, wherever required, if feasible, for inspection of work at required locations with essential safety features for the workmen etc., complete as per directions and approval of Engineer-in-charge. Note:- (1) The elevational area of the scaffolding shall be measured for payment purpose. (2) The payment will be made once only for execution of all items for such works. Note: The scaffolding measurement is calculated 50% of the elevational area as the work will be carried out in 2 stages. The same scaffolding has to be dismantled & re-erected. The measurement shall be made for billing only once for the actual quantity of scaffolding erected & the dismantling & re-erection cost has to be included in the rate. No additional cost shall be granted for the same.</p>	1200	Sqm		
10	Removal of plants / ficus grown by pulling out root system embedded in masnory, cutting stem and application of high/gur/lime formulation as specified by the Architect or other patented chemical biocide treatment such as biocide 'Glycel' (iso proplamine salt of glyphosate) or other chemical as specified by the Engineer in charge etc. complete.	15	Nos		

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
11	Providing & Applying chemical for cleaning the exposed steel structure, TMT bars, etc. of structure by grinding the surface by grinder machine, wire brush, removing existing corrosion from the metal also removing loose particles, of the area by water jet, (using other mechanical / manual means) and apply on prepared surface of as corrosion preventive coat on prepared TMT bars, steel structure, metal surface etc. to protect it from corrosion etc. as per manufacturer's specification (using other manual / mechanical means) after that Providing and applying high abrasive resistant, self curing, UV resistant, impermeable ,high strength, non shrink, Poly Ironite Ceramic Cementitious (PICC) repair mortar resurfacing on concrete surface of thickness up to 10 mm including breaking honey comb area, (using manual/mechanical means) , clean the concrete surface with special chemical clonon with pressure water jet for removing of algae fungi, apply bond coat Kelox water misible epoxy before PICC application with all leads and lifts, Material, Machinery, labour, scaffolding, etc. complete as per specification and as directed by engineer-in-charge.	450.00	Sqm		
12	Providing and grouting the holes by Poly Ceramic Cementitious i.e NicGrout G 06 + 53 grade cement material of as per requirement to reduce the porosity of concrete / Masonry structure and to increase the strength of structure using grouting pipes, grouting m/c, mixer, etc., and all relevant safety with all leads and lifts, material, machinery, labour, etc. Complete as per specification and as directed by Engineer-in-Charge.	200	Kg		
13	Providing and applying 30 mm thick self curing Ceremic Polymer Microconcrete of approved make having Compressive strength above M30, non shrink, impermeable , filling mortar to load carrying R.C.C member in two layers on cleaned concrete surface , including honey comb area (using manual/mechanical means). Mixing mortar of Nicosil C80 and fresh 53 grade cement with required water cement ratio for desired consistency and applying and finishing by manual trawelling , curing after curing initial setting time etc, as per manufacturers specification etc. complete as per specification and as directed by engineer-in- charge. Work shall be executed by certified applicator only and work shall be guaranteed for 5 years and guarantee shall be provided on Rs. 500 /- stamp paper. (Bond coat mentioned below is to be done before coating).	100	Sqm		

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
14	Providing Water proofing treatment to old terraces by removing existing treatment, sealing of cracks by non shrink crack fill compound applying first coat of polymer modified semi-viscous paste prepared by mixing polymer of approved make and Cement in 1 : 2 proportion (1 litre polymer : 2 Kg Cement) to a neatly cleaned and dust free concrete surface and upto 300 mm over parapet wall prepared by removing loose and deposited material with brush and water, followed by a coat of flexible cementious coating eg. MYK-Aquafine U.M., EL Monobond or equivalent as per manufacturer specification after laying glass fibre mesh of 10 x 10 specification of approved make over tacky surface of first coat of polymer followed by second coat in transverse direction, sprinkling coarse sand over it, followed by protective mechanical cover of 20 mm water proof plaster after sufficient curing 40 to 75 mm IPS 1:2:3 proportion using coarse aggregate of 10 MSA and water proofing compound and polypropylene fibres @ 125 gm per bag of cement within it conforming to IS in pannels making groove 3 to 4 mm wide & 10 mm deep & 3m/4m or as per site condition & filling the joints with polt sulphide sealant after curing, including providing holler with drip moulds at the junction and finishing the concrete surface with neat cement slurry including curing as directed and ponding the surface as directed etc. complete; covering 10 years guarantee against leakproofness on Court Fee Stamp Paper of Rs. 100/-.	200	Sqm		
15	Providing and applying external crack filling to the external surface of walls to prevent water seepage in the masonry walls during monsoon including preparing surface scrapping the existing loose old paint, removing loose particles of sand on the surface opening and cleaning the cracks developed in the external plaster, removing loose particles by chiseling, filling cracks by chemicals compound of Dr. Fixit Crack-X paste or Equivalent with proper penetration etc. as per instructions and specifications given by Engineer.	100	Rm		
16	Providing and applying two coats of flat oil paint of approved colour to the old structural steel work and iron work previously painted in building including scaffolding, if necessary, cleaning and preparing the surface including primer coat etc. complete.	465.00	SqM		

Part B:REPAIR, WATERPROOFING, AND PAINTING OF CORRIDOR VAULT ROOF AT IGIDR

Sr. No.	Item Description	Quantity	Unit	Rate	Amount
17	Providing and laying Cast in situ/Ready Mix cement concrete M-25 of trap / granite /quartzite/ gneiss metal for R.C.C. columns as per detailed designs and drawings or as directed including steel centering, formwork, cover blocks, laying/pumping, compaction finishing the formed surfaces with cement mortar 1:3 of sufficient minimum thickness to give a smooth and even surface or roughening if special finish is to be provided and curing etc. complete,(Excluding reinforcement and structural steel).with fully automatic micro processor based PLC with SCADA enabled reversible Drum Type mixer/ concrete Batch mix plant (Pan mixer) etc. complete. With fine aggregate (Crushed sand VSI Grade).	5	CuM		
18	Providing and laying Antiskid Ceramic tiles of approved quality of size 30 cm x 30 cm and confirming to IS 15622-2006 (Group-B IIA) for antiskid flooring in required position laid on a bed of 1:4 cement mortar including cement float, filling joint with cement slurry cleaning curing etc. complete.	70	SqM		
19	Providing and fixing green marble of 18 to 20 mm thick for door frame/ dado/ window boxing etc. On C.M. 1:6 including filling joints with polymer base filler nosing / moulding the sharp edges wherever necessary, curing, etc. complete.	135.00	Sqm		
20	Providing and laying machine cut machine polished machine cut Kota stone slabs 20 to 25 mm thick for treads and risers of steps and staircases, with rounded nosing for the treads on a bed of 1:4 cement mortar including cement float, filling joints with neat cement slurry, curing, polishing and cleaning etc. complete.	20	Sqm		
Total Amount ₹					
SGST @ 9% Amount ₹					
CGST @ 9% Amount ₹					
Gross Total Amount including GST ₹					

Total quoted in words Rupees

Note: The above-quoted amount is inclusive of all and the applicable GST.

Date:

Signature of the bidder with company seal

**To be submitted on the company letterhead with the signature and stamped on it*