भा.क.नि.

C.C.I.

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम)

(A Government of India Undertaking, Ministry of Textiles)

CIN:U51490MH1970GOI014733

मिनीरत्न श्रेणी -I

सूचना का अधिकार

शाखा कार्यालय : कपास भवन एस सी ओ 7-11 न्यू हाऊसिंग बोर्ड कालोनी ,बरनाला रोड सिरसा -125055 (हरियाणा)

Branch Office: "Kapas Bhavan" S.C.F. 7-11,New Housing Board Colony, Barnala Road, Sirsa-125055 (Haryana)

दूरभाष : 01666-248601, 248602, 248605 फैक्स : (01666) 248604

प्रशासकीय एव पंजिकृत कार्यालय:-कपास भव .प्लाट न 3ए ,सेक्टर ,10, सीबीडी - नवी मुंबई ,बेलापुर ,400614 (महा.)

Administrative Reg. Office: "Kapas Bhavan" Plot No, 3A, Sector-10, CBD Belapur, Navi Mumbai-400614 (MH)

CCI Website:www.cotcorp.org.in Email:sirsa@cotcorp.com Ministry Website:www.ministryoftextiles.gov.in

संख्या : **संख्या: भाकनि/ हरि./** जॉब वर्क एवं परिवहन **/2019-20/** दिनांक: **29.02.2020**

निविदा सूचना

भारतीय कपास निगम लिमिटेड, सिरसा द्वारा फसल वर्ष 2019-20 के लिए निम्नलिखित खरीद केन्द्रों के लिए जॉब वर्क एवं परिवहन कार्य हेतु निविदा आमंत्रित करता है :-

Sr. No	Name of the Centres
1	Barwala

निविदा फॉर्म तथा नियम एवं शर्तें किसी भी कार्य दिवस को संबंधित केंद्र अथवा शाखा कार्यालय **सिरसा** से **सुबह 10:30** बजे से **शाम 5:30** बजे तक 112/- रूपये का डिमांड ड्राफ्ट जो कि भारतीय कपास निगम लि. **सिरसा** के पक्ष में देय हो देकर दिनांक 03.03.2020 तक प्राप्त किया जा सकता है | जॉब वर्क एवं परिवहन कार्य हेतु निविदा सुचना, निविदा फॉर्म तथा नियम एवं शर्तें निगम की वेबसाइट www.cotcorp.org.in तथा सरकारी वेबसाइट www.eprocure.gov.in से भी डाउनलोड की जा सकती है| वेबसाइट से डाउनलोड करने पर 112/- रूपये का डिमांड ड्राफ्ट जोकि भारतीय कपास निगम लि. **सिरसा** के पक्ष में देय हो, निविदा की टेक्नीकल बिड के साथ लगाना आवश्यक है| पूर्ण रूप से भरा हुआ निविदा फॉर्म सीलबंद लिफाफे में, अर्नेस्ट मनी के साथ दिनांक **04.03.2020** को दोपहर **01:00** बजे तक शाखा कार्यालय में पहुँचना अनिवार्य है| (अर्नेस्ट मनी का विवरण नियम व शर्तों में अंकित है) निविदा की टेक्निकल बीड दिनांक **04.03.2020 को दोपहर 3:30** बजे उपस्थित निविदाकर्ताओं के समक्ष खोली जायेगी| टेक्निकल बीड में योग्य पाये गए निविदाकर्ता की फाइनेंसियल बीड भी उसी दिनांक को निविदाकर्ताओं के समक्ष खोली जाएगी। निविदाकर्ता के पास पैन नंबर तथा पी. एफ कोड होना अनिवार्य है|

जो जॉब वर्क एवं परिवहन कार्य के ठेकेदार MSME के अंतर्गत आते हैं एवं MSME प्राधिकरण से पंजीकृत हैं वे वैध पंजीकरण प्रमाण पत्र प्रस्तुत करने पर निविदा शुल्क से मुक्त होंगे। निगम किसी भी निविदा को स्वीकार /अस्वीकार करने का अधिकार अपने पास सुरक्षित रखता है |

उप महाप्रबंधक

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Administrative :Website:www.cotcorp.org.in Email:sirsa@cotcorp.com Ministry Website:www.ministryoftextiles.gov.in

Tender form fees: Rs. 112/- (including GST) Non refundable

Last date for issue of tender : 03.03.2020
Last date of Submission of tender : 04.03.2020

केन्द्र/स्थान:.....

TECHNICAL BID – I

फसल वर्ष 2019-20 के लिए जॉब वर्क एवं स्थानीय परिवहन निविदा हेतु टैक्निकल बिड

1.	जॉब वर्क एवं स्थानीय परिवहन कार्य हेतु ठेकेदार एवं पार्टी का नाम	....
2.	पिता का नाम	.....
3.	पत्राचार / सुचना के लिए पूरा पता दूरभाष व मोबाईल नंबर सहित	....
4.	केंद्र/स्थान का नाम जिसके लिए निविदा प्रस्तुत की गई है	.....
5.	निविदा फीस राशि का विवरण **(रुपए112/- केवल का ड्राफ्ट साथ संलगन करे)**	ड्राफ्ट नंबर :.....दिनाक :..... बैंक का नाम :.....राशि.....
6.	धरोहर राशि का विवरण **(प्रति केंद्र/स्थान रुपए. 20,000/- केवल का ड्राफ्ट साथ संलगन करे)**	ड्राफ्ट नंबर :.....दिनाक :..... बैंक का नाम :.....राशि.....
7.	भविष्य निधि (PF No) कोड (प्रमाण पत्र की फोटो प्रति संलगन करे)	.....

8.	पैन नंबर (PAN No) (प्रमाण पत्र की फोटो प्रति संलगन करे)	.....
9.	जी एस टी (GST No) (यदि लागू हो तो, फोटो प्रति संलगन करें)	.....
10.	स्थाई पता (आधर कार्ड की फोटो प्रति संलगन करें)	....
11.	क्या ठेकेदार/फ़र्म MSME मे रैजिस्टर्ड है ?	**हाँ / नहीं** यदि हाँ, तो प्रमाण पत्र की फोटो प्रति संलगन करे।
12.	यदि ठेकेदार/फ़र्म MSME है तो क्या SC/ST है?	**हाँ / नहीं** यदि हाँ, तो प्रमाण पत्र की फोटो प्रति संलगन करे।
13	यदि ठेकेदार/फ़र्म MSME है तो क्या महिला है?	**हाँ / नहीं** यदि हाँ, तो प्रमाण पत्र की फोटो प्रति संलगन करे।
14.	क्या ठेकेदार/फ़र्म startup श्रेणी के अंतर्गत है ?	**हाँ / नहीं** यदि हाँ, तो प्रमाण पत्र की फोटो प्रति संलगन करे।

नोट :- टेंडर फॉर्म के साथ **निविदा शुल्क का ड्राफ्ट, धरोहर राशि का ड्राफ्ट, पी. एफ कोड नंबर, जीएसटी नंबर (यदि लागू हो तो) एवं पैन नंबर** की फोटो कॉपी संलग्न करना अनिवार्य है |

मोहर एवं हस्ताक्षर .....
ठेकेदार का नाम .....
दिनांक..... मोबाइल नंबर .....

Note:

1. **For each Centre/place separate tender has to be submitted.**
2. **The tenderer must enclose demand draft of requisite amount of Rs.20, 000/- of EMD and tender fees of Rs.112/- (if tender form downloaded).**
3. **The tenderer must have Provident fund Number allotted by P.F. department. (Xerox copy to be attached)**
4. **Xerox copy of PAN No (Name of contractor/firm and name on PAN should match)**
5. **Xerox copy of GST No, if applicable (Name of contractor/firm and name on GST should match)**

Tender for Job work and Local Transportation for Cotton Season 2019-20

Terms and Conditions:

1. The last date of submission of the tender to this Office is on 04**.03.2020** upto 01:00 pm.
   (A) The date of opening of Technical bid-I of the tender is on **04.03.2020** at 3:30 p.m.
   (B) The Financial bid-II of only those tenders who qualified for the technical bid will be opened thereafter on **04.03.2020** at 4:30 p.m.
2. Tenders should be submitted in the prescribed format in form of "Bid-I and Bid-II". The contractors should submit these two bids in separate sealed envelopes duly marked as "Bid-I (Technical) & Bid-II (Financial)" and then place the two sealed envelopes into one envelop duly sealed and super scribed as "Job work and local transportation tender for cotton season 2019-20". Bid–I should be submitted along with EMD, tender fee & all other documents desired as per tender.
3. All columns in the tender form should be filled in clearly and legibly. Tender form found as incomplete in any respect, is liable to be rejected.
4. Contractor has to pay Rs.20,000 towards E.M.D. for each center/place along with the tender by way of DD/pay order of any nationalized/scheduled bank drawn in favor of "**The Cotton Corporation of India Ltd,**" payable at **Sirsa** . MSME firms are exempted from EMD on production of valid MSME certificate. No interest will be paid on EMD and EMD will be refunded after satisfactory completion of work.
5. The Contractor shall abide by all terms & conditions prescribed by the Cotton Corporation of India Ltd. The Contractor also agree to abide by all Rules, Acts, Provisions for employing labourers to do the work related to kapas (seed cotton), FP bales & other stock of the corporation as per Minimum wages Act, Provision of Provident Fund Act, Payment of wages Act, provisions relating to employing children & women, workmen compensation Act, Bonus Act, Shops and Establishment Act, Factories Act and all other rules and acts not specified hereunto.
6. The Contractor **must attach copy of P.F Code No, PAN No** and **GST No (**if applicable**).** The certified copies of all the Certificates must be attached with Technical Bid.
7. The Contractor has to submit the certified copy of the PF Challan to CCI every Month, establishing payment of P.F deposited with P.F Department. In case of non-payment / less payment of P.F, the contractor will be wholly responsible for all liabilities due to P.F Dept. In case of non-compliance of above formalities deductions of PF will be made from the bills and security deposit as per prevalent rules of PF Dept.
8. The rates once finalized will be inclusive of any probable increase that may be made by the Government in Minimum wages Act or any other reason and contractor shall not demand any proportionate increase or revision in the finalized rates till the period under the agreement is completed. No extra charges will be paid by the Corporation on account of detention of the trucks/vehicles.
9. Other things being equal and meeting the requirements of the Corporation, preference will be given to tenderer who has quoted the lowest rates as per the financial bid.
10. Corporation will consider appointing such contractors those who have required infrastructure.

11. 15% deduction will be made from bills submitted by the contractor as security deposit along with Income Tax and other taxes, if applicable. Such security deposit shall be released at the end of the season/contracted period on satisfactory completion of work by contractor. However no interest will be paid on such security deposit. Satisfactory completion certificate to be obtained from concerned Centre incharge.

12. The weighment of kapas purchased by Corporation at the centre is expected to be completed on the same day by the contractor or maximum upto the start of Auction of next day in mandi. In case weighment is delayed by more than 2 days, the loss to corporation due to such delay in weighment will be recovered from the contractor.

13. In case of direct purchase by Corporation, Palli weighing and filling shall be done by the contractor at the rates fixed by **Haryana** Mandi Board. For this work contractor shall ensure that weighment of kapas is done by only licensed weighman/ Taula of Mandi. In such case, arrangement of equipments (like weighing scales/palli kanta, weights, etc.) for weighment of kapas is to be arranged by the contractor. Weighing scales/palli kanta, weights, etc. should be duly certified by the Weights & Measures Department of Government.

14. The contractor shall compensate the corporation in the event of any delay in work on account of insufficient number of labourers/ vehicles supplied by the contractor. In this regard, the decision of the centre incharge shall be final & binding on the contractor.

15. Adequate vehicles should be placed on the day to day basis according to corporation's requirement. Contractor should be able to place extra vehicles also, instantly in case of demand. He will have to transport the bales within 24 hours from the intimation. In case of failure, the corporation will arrange the work through other transporter at its discretion and the difference of rate/loss/damage/overheads in any sustained will be recovered from the transporter in addition to the forfeiting the EMD.

16. In case of any dispute on any terms interpretation etc. the decision of the Branch Manager **Sirsa** shall be final and binding on both the parties.

17. The rates quoted by the party should be inclusive of all taxes but excluding GST.

18. All statutory deductions such as Income Tax, Surcharges etc., will be deducted from the bills at the prevailing rates as per Income Tax Act 1961 under Section 194(C).

19. The contractor will ensure proper safety of the goods/stock of corporation. The contractor shall undertake to compensate the corporation for any loss arising out of willful act of the contractor / labours or cause any kind of damage to the corporation's property. Also, Contractor will be penalized for any kind of mishandling of corporation's stock (kapas, FP bales etc.) resulting in damage to quality/packing.

20. The contractor is responsible for any complication because of excess/short loading.

21. Transit loss if any observed shall be deducted proportionately from the contractor.

22. Bales should be loaded lot-wise and no intermixing of lots will be allowed.

23. In transit the bales will have to be covered with tarpaulins and proper protection of stock should be taken by the contractor.

24. The vehicle should be clean and the vehicles carrying coal, cement, chemicals etc., which cause damage to Cotton/stock should not be used. If any damage caused due to transportation of bales, then the recovery will be made from concerned contractor as determined by the Corporation.

25. In case of any accident or eventuality during the transit the same should be informed to Branch Office **Sirsa**/concerned center incharge immediately, besides completing the formalities of lodging F.I.R. with police, investigation report, arrangement of Fire Brigade report and photographs etc., The contractor will be responsible for submitting copies of F.I.R., fire brigade report etc., wherever necessary. Without preliminary survey truck/ salvage should not be removed.

26. The bills accompanied with gate pass, L.R. copy along with acknowledgement of goods received in good condition from concern godown incharges, duly acknowledged by Centre Incharge should be submitted to Branch Office for settlement of bills.

27. The payment will be made through e-payment (RTGS/ NEFT etc.).

28. The contractor should contact Centre Incharge / Godown Incharge and Branch Office on daily basis for ascertaining the requirement of vehicles/job work.

29. During the season contractor should transport any bursted/damaged bales from godowns to factory and after repressing the repressed bales should be transported to godowns as per finalized, per bale basis rate.

30. Contractor must give undertaking that if TDS is not applicable, he is having less than ___ vehicles (as per the prevalent rules) along with copy of PAN card. Format of declaration is enclosed.

31. Contractor will have to submit the Corporation's stock (palli, tarpaulin etc.) provided to him for corporation's work after completion of work. In case of non- submission or any damage to the stock, the loss will be recovered from the contractor.

32. The contractor shall obtain worker's Insurance policy with the Insurance Company and pay the premium and shall not claim any amount from the Corporation. The contractor shall pay compensation if any in case of accidents and Corporation will not be responsible.

33. In case of any legal suit filed against the Corporation by any workmen, the Corporation is authorized to recover the loss/expenses if any from the contractor.

34. Whenever the labour department demands to furnish the records or documents pertaining to labourers, the contractor shall have to produce the same to their best satisfaction.

35. The Contractor will raise bills separately for job work and transportation of kapas/FP bales and forward it through concerned centre incharge to Branch Office on fortnightly basis.

36. The Loss sustained by the Corporation due to the negligence / non supply of labour by the concerned contractor, Corporation shall be liable to carry the work through other contractor and loss if any suffered by the Corporation shall be recovered from the bills / EMD's / Security Deposits of original contractor.

37. Corporation reserves its right to engage any number of contractors in one/ all the Centers/places depending upon the volume of work.

38. The successful contractor will have to enter into a contract before start of the work.

39. The Contractor shall charge the same rate as finalized in tender for loading of bales from cotton buyers to whom the cotton bales were sold by CCI at the time of loading of bales. The Contractor has no right to enhance the said rates under any circumstances.

40. The rates once finalized shall be valid till 30.09.2020 from the date of issue of the confirmation letter/work order and may be extended by the corporation for a further period if necessary.

41. GST E-Way Bill, for movement of corporation's stock, will be generated by the transporter as per GST act & provisions. If any liability arises to the corporation due to non-generation / wrong generation of e-way bill, it will be recovered from the transporter.

42. If any dispute arises this contract will have jurisdiction of **Sirsa** only.

43. Dispute, if any arises out of the contract will be referred to an Arbitrator (not an employee of the corporation) whose appointment shall be made by the Branch Manager, **Sirsa** and the decision of the arbitrator will be binding on both the parties. The dispute shall be governed by Arbitration and conciliation Act 1996.

44. Mere submission of the tender form does not entitle any contractor to be engaged by the Corporation. The corporation reserves the rights to accept/ partly accept/ reject/ any/ all tenders or negotiate in full or in part without assigning any reason whatsoever. The corporation is not bound to allocate minimum work to the tenderer.

45. In case the tenderer has any query about the tender/bid terms and conditions and/or tender/bid process, he may seek clarification from the Branch office, **Sirsa.** Further, in case tender/bid is rejected tenderer may seek the reasons for rejection from Branch Office, **Sirsa**.

Seal & Signature of the Contractor.

DECLARATION

I/We hereby confirm that the above clauses have been read and noted and I/we hereby undertake to abide by all the above Terms and Conditions.

Place:

Signature:_____

Date:

Name & Seal of the contractor:

_____

Address Stamp

Witness:

Name & Address

(1)_____

_____

_____

(Signature)

(2)_____

_____

_____

(Signature)

ON PARTY LETTER HEAD

Declaration under Section 194C (6) for Non-deduction of Tax at Source

To,
M/s. The Cotton Corporation of India Ltd.
B.O. **Sirsa**

Declaration

I , Mr. _____ (Proprietor/ Partner/Director) of M/s. _____ _____, _____ (Address) (hereinafter the contractor) do hereby make the following declaration as required by sub section (6) of Section 194C of the Income Tax Act, 1961 for receiving payments from the payer without deduction of tax at source.

1. That I /We am/are authorized to make this declaration in the capacity as Proprietor /Partner/Director.

2. That the contractor is engaged by the payer for plying, hiring or leasing of goods carriage for its business.

3. That the contractor does not own more than _____ goods carriage as on date.

4. That if the number of goods carriages owned by the contractor exceeds ten at any time during the period 2019-20 (01.10.2019 to 30.09.2020), the contractor shall forthwith, in writing intimate the payer of this fact.

5. That the Income Tax Permanent Account Number (PAN) of the contractor is _____. A photocopy of the same is furnished to the payer along with this declaration.

6. The contractor hereby gives an undertaking to submit duly prescribed form of declaration as notified by the Income tax department.

Place :
Dated : Declarant

VERIFICATION

I the above named declarant do hereby verify that the contents of paragraphs one to six above are true to my own knowledge and belief and no part of it is false and nothing material has been concealed in it.

Place :
Dated : Name of the Declarant and Signature

भारतीय कपास निगम लिमिटेड

शाखा कार्यालय : सिरसा

"फाइनेंशियल बिड-II" (Financial Bid-II)

फसल वर्ष 2019-20 के लिये केन्द्रों पर जॉब वर्क तथा स्थानीय परिवहन निविदा I

ठेकेदार का नाम :- ..... केन्द्र/स्थान का नाम :- .....

I) कपास/नरमा से संबंधित कार्य			
क्रम	**कार्य का व्योरा**	**प्रति इकाई**	**दरें सभी करों सहित (रुपए में) (Excluding GST)**
1	निगम दुवारा सीधी खरीद (direct purchase) के समय मंडी / नोटिफ़ाइड मंडी / फैक्ट्री प्रांगण में कपास की पल्ली तुलाई तथा भराई (Palli Weighing & Filling) **नोट:** **(क) ठेकेदार दुवारा जो तोला कपास की तुलाई हेतु लगाया जायेगा वह मार्किट कमेटी का लाईसेंस धारक होना चाहिए।** **(ख) तोल हेतु तोल कांटा, वज़न/ बाट आदि उपकरण ठेकेदार को स्वयं उपलब्ध करवाने होंगे।)**	प्रति क्वि॰	Fixed Rate (राज्य मंडी बोर्ड द्वारा तय रेट के अनुसार)
2	मण्डी/नोटिफाईड मण्डी में कपास की पल्ली कांटे से उतराई, पल्ली बधाई एवं पल्ली की ट्रक/ट्रोली/गड्डा में लदाई I	प्रति क्वि॰	
3	कपास का मंडी से फैक्ट्री तक का ट्रक/ट्रोली/गड्डा में परिवहन/ढुलाई (कपास की उतराई के बिना) I **(दरें सभी स्थानीय फैक्ट्रीयों हेतु)**	प्रति क्वि॰	
	कुल A (2+3)	प्रति क्वि॰	
II) गोदाम/अन्य स्थानो से संबंधित कार्य			
4	किसी भी फैक्ट्री से किसी भी गोदाम (पंजाब राज्य गोदाम, केंद्रीय भंडार गृह एवं प्राइवेट गोदाम) के लिए गाठें हेतु परिवाहन/ढुलाई ट्रक/ट्रोली/गड्डा (**लदाई तथा उतराई के बिना**) I **(गोदाम 10 कि.मी.तक)**	प्रति गांठ	
5	गांठो की उतराई	प्रति गांठ	
6	गांठों की ढाग/चट्टा लगाई (खिचाई सहित)	प्रति गांठ	
7	गांठों की ढाग तुड़ाई (खिचाई सहित)	प्रति गांठ	
	कुल B (4+5+6+7)	प्रति गांठ	
8	गांठों की ट्रक/ट्राली/कंटेनर आदि में लदाई **C**	प्रति गांठ	
9	गांठों की तुलाई	प्रति गांठ	
10	त्रिपालों की ट्रक या ट्राली से उतराई एवं चट्टा लगाई (खिंचाई सहित) / त्रिपालों की ढाग तुड़ाई (खिंचाई सहित) एवं ट्रक या ट्राली में लदाई	प्रति त्रिपाल	
11	ग्रे क्लाथ की गाठों की ट्रक या ट्राली से उतराई एवं चट्टा लगाई (खिंचाई सहित) / ग्रे क्लाथ की गाठों की ढाग तुड़ाई (खिंचाई सहित) एवं ट्रक या ट्राली में लदाई	प्रति गांठ	
	कुल D (9+10+11)		

12	फैक्ट्री से बाहर सेम्पल कटाई	**E**	प्रति सैम्पल	

<u>नोट:</u>	
1	यदि कपास का तौल फैक्ट्री में स्थित Weighbridge पर होता है तो ठेकेदार को उपरोक्त क्रम संख्या 1, 2 तथा 3 की दरों का भुगतान नहीं किया जाएगा। ऐसी स्थिति में केवल weighbridge प्रभार का भुगतान (यदि लागू हो तो) किया जाएगा।
2	यदि कपास का तौल फैक्ट्री प्रांगण में पल्ली कांटे पर होता है तो ठेकेदार को उपरोक्त क्रम संख्या 1 का भुगतान किया जाएगा एवं क्रम संख्या 2 तथा 3 की दरों का भुगतान नहीं किया जाएगा।
3.	यदि गांठों का तौल Weighbridge पर किया जाता है तो उस स्थिति में ठेकेदार को क्रम संख्या 9 की दरों का भुगतान नहीं किया जाएगा।
4.	पल्ली/ बोरों की बंडल बंधाई, लदाई, उतराई एवं रख-रखाव, त्रिपालों का रख-रखाव एवं गोदाम पाला/ सीपेज इकट्ठा करने का इत्यादि का काम ठेकेदार को निशुल्क करना होगा।
5.	उपरोक्त दरें सभी करों सहित (Excluding GST) भरी जाये ।
6.	ठेकेदार को खरीदी की मात्रा अधिक होने पर मण्डी/नोटिफाईड मण्डी में लेबर एवं परिवहन/ ढुलाई हेतु साधन पर्याप्त मात्रा में उपलब्ध करवाने होगें ।
7.	एल-1 दर निम्नानुसार निर्धारित की जाएगी :- **L-1 दर: Ax5 + B + C/2 + D/20 + E/50**
8.	ठेकेदार को लेबर एवं परिवाहन/ढुलाई का बिल अलग-अलग प्रस्तुत करना होगा और प्रति माह बिल केन्द्र प्रभारी से सत्यापित कर शाखा कार्यालय को भेजना होगा ।
9.	निविदा में दर्शायी गई सभी नियम एवं शर्ते (TERMS & CONDITIONS) ठेकेदार पर लागू होगी एवं तदानुसार ठेकेदार को लिखित में अनुबंध में हस्ताक्षर करना होगा ।

मैंने निगम द्वारा निविदा में दी गई सभी नियम एवं शर्ते ध्यान पूर्वक पढ़ और समझ ली है तथा मैं निविदा की इन शर्तों का पालन करने हेतु बाध्य हूँ। मैं निविदा में दी गयी सभी नियम एवं शर्तो पर निगम द्वारा आबंटित कार्य को निष्पादित करने हेतु लिखित अनुबंध पर हस्ताक्षर करूंगा।

हस्ताक्षर ठेकेदार.....

ठेकेदार का नाम.....

ठेकेदार का पता.....

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मोबाइल नंबर.....

दिनांक.....