

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN  
2, RAFI MARG, NEW DELHI – 110 001**

Tender No: 25-2(486)/2016-USD

Dated: 08 June 2017

**Empanelment of Exhibition Agencies for Exhibition Related Work**

CSIR is one of the largest publicly funded organizations in the world. It has a network of 38 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions. CSIR wants to empanel specialized exhibition agencies for help in (on turnkey and hire basis) the following categories of jobs:

- CATEGORY-I            Design, fabrication and maintenance of CSIR pavilion on turnkey and hire basis
- CATEGORY- II        Digital Printing on various media
- CATEGORY-III        Preparation of exhibits including murals, diorama and models
- CATEGORY-IV        Supply of display equipment on purchase basis

CSIR invites 'sealed tenders' on a two-bid system basis for the above-listed jobs from reputed exhibition agencies only (advertising agencies need not apply):

<b>Tender No. &amp; Date</b>	<b>Name of Work</b>	<b>Estimated Budget for Exhibition Work</b>	<b>Initial Period of Contract</b>	<b>Bid Security (EMD) in INR</b>
25-2(486)/2016-USD dated-08.06.17	Exhibition related work	About 80 lakh (May vary either way depending on the requirement)	24 months	1,00,000/-

The complete set of bidding document is available in the office of Head, Unit for Science Dissemination at the above address on any working day during office hours. Alternatively, the bidding document can be downloaded from the CSIR website: [www.csir.res.in](http://www.csir.res.in) . The last date and time for submission of bids at the above address is **10 July 2017** positively by **1500 hours**. The technical bids would be opened on the same day at **1530 hours**. The agencies may like to send their representative to be present at the time of opening of the tender. CSIR reserves the right to accept or reject any or all tenders either in part or in full or to split the order without assigning any reasons therefore. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the court of Delhi only.

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
ANUSANDHAN BHAWAN  
2, RAFI MARG, NEW DELHI – 110 001**

Tender No: 25-2(486)/2016-USD

Dated: 08 June 2017

**TENDER DOCUMENT**

**Empanelment of Exhibition Agencies for Exhibition Related Work**

CSIR is one of the largest publicly funded organizations in the world. It has a network of 38 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions and some time at a very short notice. CSIR wants to empanel specialized exhibition agencies for help (on turnkey and hire basis) in the following categories of jobs:

- |              |  |
|--------------|--|
| CATEGORY-I   | Design, fabrication and maintenance of CSIR pavilion on turnkey and hire basis ( <b>Page-7&amp;8</b> ) |
| CATEGORY- II | Digital Printing on various media ( <b>Page-9</b> )  |
| CATEGORY-III | Preparation of exhibits including, murals, diorama and models ( <b>Page-10</b> )                       |
| CATEGORY-IV  | Supply of display equipment on purchase basis ( <b>Page-11</b> )                                       |

**Eligibility Criteria**

1. This invitation for bids is open for exhibition agencies only (Advertising agencies need not apply).
2. A minimum of three national level exhibition jobs (minimum value of Rs.25 lakh for category-I) undertaken during the last three years i.e. 2014-15, 2015-16, 2016-17.
3. Annual turnover of minimum of Rupees 75 lakh for the exhibition related jobs during the last three each financial years i.e. 2014-15, 2015-16, 2016-17. The turnover is to be supported by financial statements of accounts (including balance sheets, profit and loss account, auditor reports and IT returns) duly certified by the chartered accountant.

4. Bid security – The bidder shall furnish, as a part of its technical bid, a bid security (EMD) for an amount of Rs.1,00,000/- (Rupees one lakh only) by Demand Draft/Pay order drawn in favor of Joint Secretary (Admn.) CSIR and payable at New Delhi, as specified in the Invitation for Bids.

The agencies registered with DGS&D and MSME are exempted from payment of BS provided such registration includes the item they are offering. However, if the bidder exempted from EMD, if any, must submit the performance security of Rs.1,00,000/- (Rupees one lakh only) if he is selected for empanelment.

5. It is mandatory for the bidders to quote for all items of work specified in each category of work failing which their bids will be summarily ignored.

### **Methodology for empanelling the exhibition agencies**

1. “Technical Bids” submitted by agencies would be examined by the special committee constituted by CSIR, and the committee will shortlist the agencies on the basis of eligibility criteria.
2. “Financial Bids” will be opened only of those agencies who will be shortlisted by the committee found eligible. The shortlisted agencies will be informed date and time of opening of the financial bids. The participating agencies may like to send their representatives to be present at the time of opening of Financial Bids.
3. All the agencies quoting for Category-I have to mandatorily quote their rates for all items (category 1-A, I-B and I-C) keeping in view all the elements and provisions of services specified on **page 5 & 6** of tender specifications.
4. The lowest rate of each of the items in the respective category will be counter offered to all the shortlisted agencies for categories-I,II&III. The agencies will be finally empanelled only after receiving the acceptance of the price thus offered to CSIR. For category-IV, the agency quoting the lowest rates will be offered. The bids of the agencies (category I to III) who would not agree to match the lowest price, shall be summarily ignored and their EMD refunded.

### **Award Criteria of Jobs to Empanelled Exhibition Agencies**

All the empanelled agencies will be asked to submit design for a particular event both for the pavilion as also the information panels. The job of a particular event will be awarded to an empanelled agency whose designs (Pavilion or Panels) would be approved by CSIR on the basis of parameters indicated in the invitation, whose decision would be firm and final.

### **Submission, Sealing and Marking of Bids**

CSIR invites “Sealed Tenders” from reputed exhibition agencies in two envelopes: One on “Technical Bid” and the other “Financial Bid”

**I. “Technical Bid” must contain the following details:**

- 1) Documents in support of the bidder being an exhibition agency.
- 2) Details of three national level jobs (minimum value of Rs.25 lakh for category-I) undertaken during last three years i.e 2014-15, 2015-16, 2016-17 along with documentary evidence.
- 3) A copy of the balance sheet of the Annual Turnover of the agency for three years i.e. 2014-15, 2015-16, 2016-17. The turnover is to be supported by financial statements of accounts (including balance sheets, profit and loss account, auditor reports and IT returns) duly certified by the chartered accountant.
- 4) Bid security (EMD) for an amount of Rs.1,00,000/- as specified in eligibility criteria.
- 5) Details of relevant infrastructure including design studio, digital printing facility and necessary skills/infrastructure for fabrication of exhibits.
- 6) The bid must be valid for a period of 90 days after the last day of bid submission.

**II. “Financial Bid” must contain the financial quotation as per the Tender specifications.**

- 1) The conditional tender quotation in financial bids shall not be accepted-only one basic rate must be specified against each item and no range of price shall be accepted.
- 2) The bidder shall seal the ‘Technical Bid’ and “Financial Bid” in two separate envelopes duly marked as “Technical Bid” and “Financial Bid”. Both envelopes shall then be sealed in one outer envelop. All the three envelopes shall be addressed to the Joint Secretary (Admn.), CSIR as indicated in tender invitation.

**Pre-bid Conference:** A Pre-bid conference will be held on **20 June 2017** at **1100 hrs** (IST) in CSIR. All prospective bidders are requested to attend the pre-bid conference and submit their queries (if any) through E-mail: [sk@csir.res.in](mailto:sk@csir.res.in) [asif@csir.res.in](mailto:asif@csir.res.in) latest by **19 June 2017**. The council shall answer the queries during the pre-bid conference, which would become a part of the proceedings of the pre-bid conference. These proceedings will become a part of clarifications/amendments to the bidding documents and would become binding on all the prospective bidders. These proceedings would be hosted on the council's website for the benefit of all the prospective bidders. All the bidders are advised to surf through the Council's website (**[www.csir.res.in](http://www.csir.res.in)**) after the pre-bid conference, in order to enable them take cognizance of the changes made in the bidding document.

**Deadline for submission of Bids:**

Bids must reach at CSIR reception, Anusandhan Bhavan, 2, Rafi Marg, New Delhi – 110001 in the name of Joint Secretary (Admn), CSIR, on **10 July 2017** not later than **1500 hrs**. The participating agencies may like to send their representative to be present at the time of opening tenders as the “Technical Bids”, which would be opened on the same day at **1530 hours**.

**Late Bids:** Any bids received after the deadline for submission of bids as prescribed will be rejected.

**Refund of EMD:** The EMD deposited by the agencies at the time of empanelment would be refunded within two weeks after the completion of the empanelment process to the agencies who are not considered for empanelment. For the agencies who are empanelled with CSIR, the EMD shall be refunded within one month after the expiry of the empanelment period.

**Period of Empanelment:** The empanelment of the agencies shall be initially for a period of two years. This may be extended for another one year subject to satisfactory performance of the empanelled agencies.

**Details of Contact Person:** Head,USD,CSIR,Anusandhan Bhawan,Rafi Marg,  
New Delhi-11001,Ph: 011-23316748,E-mail: [sk@csir.res.in](mailto:sk@csir.res.in) [asif@csir.res.in](mailto:asif@csir.res.in)

## TENDER SPECIFICATIONS

### Elements & Services

to be provided(as per requirement of the design) as a part of Pavilion Mounted by the Agencies

Sl. No.	Item
1.	<b>Concept &amp; design:</b> In drawing form depending on the theme of the exhibition, as per the space (in sq. meter) including the three-dimensional prospective design.
2.	<b>Partition Wall:</b> Wall paneling with wooden frame with one side/both side laminated ply (6 mm thick) panels (Finish as per design) up to standard height of 8' (Formica or equivalent).
3.	<b>Logo:</b> Providing and fixing of company's name and logo in 600 dpi resolution with back/front lighting in self-adhesive vinyl cut stickers and translites on 3 mm polycarbonate sheet with UV protection layer, wherever required
4.	<b>Raised Platform:</b> Flooring of raised platform 4" high with 3" X 1 1/2" section wooden framework of 2' X 2' grid surfaced with 19 mm particle or ply board.
5.	<b>Carpet:</b> Covering of the platform with non-woven synthetic carpet (Unitex or equivalent) with under laying, complete in all respects (in specified colour) – sample to be approved.
6.	<b>Elements:</b> Two-four (nos.) elements to highlight the pavilion (i.e. Pillars, back wall – 10' X 12' height and can go up to 16' height), depending on the permission given by the organizer and the space available.
7.	<b>Truss Structure:</b> Mild steel truss structure duly painted as a highlighting element, which can also be used for fixing mercury lights, halogens, or any other lights if required to illuminate and highlight the pavilion and hanging of silken or satin cloth with written slogans or plan.
8.	<b>Facia:</b> Suitable facia (tentatively 16' wide x 12' height with entrance space of a minimum of 8' wide) depicting the theme of the exhibition, fabricated on 8 mm water-proof laminated plywood fixed on 2"x2" wooden frame to be finished on both side.
9.	<b>Furniture (Wooden/PVC):</b> One reception table and two chairs. One discussion table (round) with four chairs every 50/100 sq. meter (at least one even if area is less than 50 sq. meter)
10.	<b>Counters/Podia:</b> One laminated wooden lockable podium/counter per 9.0 sq. meter with 2 chairs and one waste paper basket.
11.	<b>Electrification and Lighting:</b> Focus light on each display panel; general lighting with tube light, mercury lamps, etc., and one emergency light per 10 sq. m. Pedestal fans and desert coolers as per requirement. Plug points to be provided wherever required for both light and power connection, complete in all respect including wiring.
12.	<b>Fixing of Backlit Media</b> and framing in concealed box with lighting arrangement.

13	<b>Decoration of Stall:</b> Artificial/natural potted plants with PVC potter (5 big plants and 10 small/medium plants every 10 sq. m space), to be maintained and watered regularly.
14	<b>Services:</b> <ul style="list-style-type: none"> <li>i) The agency shall be responsible for the up-keeping and maintenance of the CSIR pavilion including cleaning of the exhibits.</li> <li>ii) The Agency shall provide 1 (one) smart and presentable usher in specified dress code &amp; one attendant having adequate experience along with two security guards during the entire duration of the exhibition.</li> <li>iii) Fire extinguisher.</li> <li>iv) Maintenance of electrical devices, points, lights, etc.</li> <li>v) Providing flower vase on reception and discussion table with a provision for fresh flowers every day and flower bouquet (3 nos.) on the inaugural day.</li> <li>vi) Emergency light, in case of power failure.</li> <li>vii) Transportation of exhibits/promotional materials from CSIR HQrs to exhibition site and if required back to CSIR, HQrs.</li> <li>viii) Any other service/product related to exhibition, requirement.</li> </ul>
15	<b>Public address system:</b> With 2 microphones and suitable number of speakers (complete system with the facility of announcement and playing of music).
16	<b>Provision of one LED</b> of 42” with DVD player for continuous screening of film on CSIR during the event minimum per 100 sq.m of the stall.
17	<b>Further,</b> the agency may be required to carry out minor changes in the design/layout without any further financial implication.
	<b>Things to Note:</b> <ul style="list-style-type: none"> <li>1. The above provisions and services are mandatory as per requirement of the design and must be provided as a part of turnkey job of maintaining CSIR Pavilion in all sizes and should be taken into consideration while quoting rates for all parameters in points 1A, 1B and IC in Category-I.</li> <li>2. The above scope also includes installation and dismantling of exhibits.</li> </ul>

**FINANCIAL BID**  
**CATEGORY-I**

**Design, Fabrication and Maintenance of CSIR pavilion on turnkey and hire basis**

Sl. No.	Item for Pavilion	Rate (in Rupees) including all taxes
I	<b>Design, Fabrication and Maintenance of CSIR Pavilion on turnkey and hire basis containing all elements and provision of services specified at page no. 5&amp;6 of this tender document.</b>	
A.	<b>Quote for (Designer Wooden) stalls (Per sq. m) with area of:</b>  <b>In Delhi:</b> <ul style="list-style-type: none"> <li>a. Up to 100 sq. m</li> <li>b. 101 to 300 sq. m</li> <li>c. 301 to 500 sq.m</li> <li>d. 501 and above sq. m</li> </ul> <b>In other cities:</b> <ul style="list-style-type: none"> <li>a. Up to 100 sq. m</li> <li>b. 101 to 300 sq. m</li> <li>c. 301 to 500 sq.m</li> <li>d. 501 and above sq. m</li> </ul>	
B.	<b>Quote for stalls (Per sq. m) (using modern international modular system of make Skyline, Nimlok, and equivalent with area of:</b> <b>In Delhi:</b> <ul style="list-style-type: none"> <li>a. Up to 50 sq. m</li> <li>b. 51 to 100 sq. m</li> <li>c. 101 and above sq. m</li> </ul> <b>In other cities:</b> <ul style="list-style-type: none"> <li>a. Up to 50 sq. m</li> <li>b. 51 to 100 sq. m</li> <li>c. 101 and above sq. m</li> </ul>	
C	<b>Quote for fabrication of stall using Octonorm system with usual provision of 1-facia, 1-table, 2-chairs, 3-lights and 1-power point for every 9 sq.m. of space and 1-discussion table with 3-chairs for every 18 sq.m of space:</b> <b>In Delhi:</b> <ul style="list-style-type: none"> <li>a. Up to 100 sq. m</li> <li>b. 101 to 300 sq. m</li> <li>c. 301 to 500 sq.m</li> <li>d. 501 and above sq. m</li> </ul>	



	<p><b>In other cities:</b></p> <p>a. Up to 100 sq. m  b. 101 to 300 sq. m  c. 301 to 500 sq.m  d. 501 and above sq. m</p>	
II	<b>Fabrication of water-proof superstructure on hire basis, preferably extruded aluminium profiles (Per sq. m)</b>	
III	<p><b>Other Display Equipment (Please quote hire rate per day basis)</b></p> <p>A. LED wall with DVD player for audio-visual, multimedia presentations (Per sq. ft.)</p> <p>B. Interactive kiosk (17" flat screen TFT LCD monitor, touch screen) including hardware (Per unit)</p> <p>C. Hire charges( per unit)</p> <ul style="list-style-type: none"> <li>• Projector</li> <li>• Computer with printer, scanner and other accessories</li> </ul> <p>D. LED of 42" with DVD player (Per unit)</p>	
IV	<p><b>Digital Exhibition Stand Per Unit size : 8'x10'</b>  (Quote the rates per unit on hire basis )</p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Frame of Stainless Steel Tube ( 2" x 2"- 304 grade) with Spacer fittings &amp; fixed with 12mm frosted Finish Toughened Glass</li> <li>• Digital Display screens : 03 Nos. 42" LED Horizontal / Vertical to display Information Panels synchronised with 22"(02 Nos) LED Touch Screen Monitors &amp; CSIR Films</li> <li>• Raised designer wooden laminated Podium framed with Steel pipe to display Products concealed in wooden Laminated Box and fixed in front of Unit to control the scrolling effect.</li> <li>• Rates shall be inclusive of all Designing / Programming of Information Panels to digital form</li> </ul>	

**CATEGORY – II****Digital Printing on various media**

I	<p><b><u>Digital Printing (High quality)</u></b></p> <p><b>A. Cost of designing of posters for final digital printing: (Per sq feet basis)</b></p> <p><b>B. Cost of digital printing on: (Per sq feet basis)</b></p> <ul style="list-style-type: none"> <li>a. Vinyl</li> <li>b. Matte adhesive paper</li> <li>c. High glossy paper</li> <li>d. Flex</li> <li>e. Backlit media</li> <li>f. Cotton</li> </ul> <p><b>C. Lamination of Photograph/digital prints: (Per sq. feet basis)</b></p> <p><b>D. Mounting of digital prints on: (Per sq feet basis)</b></p> <ul style="list-style-type: none"> <li>a. 3 mm MDF</li> <li>b. 3 mm polycarbonate sheets</li> <li>c. 3 mm sun board</li> <li>d. PVDC</li> <li>e. 3 mm sun pack</li> </ul>	
II	<p><b>Fixing of Backlit Media and framing in concealed box with lighting arrangement (Per sq feet basis)</b></p>	
III	<p><b>Designing, printing, mounting of backdrop on a suitable frame and fixing on the site (within NCR) on hire basis: (rate per sq. ft)</b></p> <ul style="list-style-type: none"> <li>a. Digital printing on high quality flex backdrop</li> <li>b. Thermocol letters(Machine-cut) pasted on fine quality opaque matte cloth</li> </ul>	

**CATEGORY – III****Preparation of exhibits including murals, diorama and models**

I	<b>Preparation and installation of self illuminated glow sign board having branded lighting fixtures concealed in pre-coated heavy guage box in different colour (Rate per sq. ft. basis).</b>	
II	<b>Cost of preparation and mounting of Murals (As per advised design) (rate per sq feet basis)</b>  a. Flat painting with three-dimensional finish  b. Two-dimensional (relief type) made up of ply board, paper masshey/PoP/fibre glass or any other material	
III	<b>Dioramma (As per the advised design) (Cost per sq ft base area x per ft height)</b>  Creating a live scene in 3-D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, armature, painting and pop fabrication, light, sound or any other fittings	

**CATEGORY – IV****Supply of display equipment on purchase basis**

<b>I</b>	<b>Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)</b>	
----------	---	--

1. Name of the Proprietor/CEO:
2. Name of the Exhibition Agency:
  - Office Address in full:
  - Residential address of the Proprietor/CEO:
  - Telephone No.:                                      Off:                                      Res:
  - Mobile No.:
  - E-Mail Address:
  - Do you have branch office/offices other than indicated above in Delhi or outside Delhi (if yes, give details)
3. Contact Address at Delhi (for those agencies with headquarters outside Delhi):  
  
Contact Person:  
Telephone No:  
Fax No.:  
E-Mail:
4. Do you have your own design and production facility?  
Address:  
  
Telephone No:  
Fax No.:  
E-Mail:  
Is the facility fully owned by your own organization or in partnership with some other organization?:  
(Give details of relevant infrastructure, including design studio, digital printing facility and necessary skills/infrastructure for fabrication of exhibits)(Supporting documents be attached)

5. Details of the Bank Draft/Pay Order (Amount, date of issue, issuing branch and bank etc):
6. Is it a registered firm/company? : Yes/No  
(Copy of the certificate of registration be attached)
7. Details of major clients handled by your agency (Maximum 10)  
(attached extra sheet if necessary) (supporting documents be attached)
8. Documents in support of having experience of at least three national level exhibition jobs (minimum value of Rs.25 lakh for category-I under taken during last three years i.e. 2014-15, 2015-16, 2016-17.  
(supporting documents be attached)
9. Details of Income Tax Return and Balance sheet submitted for last three Years in support of your claim for having annual turnover of Rs.75 lakh in exhibition related jobs during the last three each financial years i.e. 2014-15, 2015-16, 2016-17.(supporting documents be attached).
13. Do you have service tax no./Vat? : Yes/No  
(if yes please mention service tax no./Vat

Signature\_\_\_\_\_

Full Name and

Designation\_\_\_\_\_

Office seal

### DECLARATION

I \_\_\_\_\_(Proprietor/CEO) solemnly affirm that the facts stated above are correct and nothing has been withheld . If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment with CSIR.

Signature\_\_\_\_\_

Full Name\_\_\_\_\_

Dated\_\_\_\_\_

Office Seal

Note:

1. Please attach sheets wherever necessary
2. All the enclosures should be properly annexured and serial numbered
3. Please ensure that application form is complete. Incomplete form would not be considered.

## **AGREEMENT**

THIS AGREEMENT MADE AT NEW DELHI on the \_\_\_\_\_  
(Date, Month & Year) BETWEEN the COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, a Society registered under the Societies Registration Act, 1860 having its office at 2, Rafi Marg, New Delhi (hereinafter referred to as the COUNCIL) of the one part and \_\_\_\_\_(Name of Agency), (hereinafter referred to as AGENCY of the other part). The Expression "COUNCIL" and "AGENCY" shall include their successors, administrators and lawful assignees wherever the context of the express so requires.

WHEREAS the COUNCIL is desirous of giving the work contract to the AGENCY for services in the area of exhibition and digital printing and the AGENCY has offered to provide such services on the terms and conditions hereinafter stated.

WHEREBY THE PARTIES HERETO AGREE AS FOLLOWS :

1. That the contract shall remain in force up to \_\_\_\_\_(Date, Month & Year), extendable by another one year, which can be terminated by giving one month notice in writing on either side.
2. That the AGENCY shall be responsible or design, fabrication and maintenance of CSIR pavilion on turn-key and hire basis, digital printing on various media, preparation of exhibits and other display material and supply of display equipment on purchase basis.
3. That the AGENCY shall charge the rates as given in categories-I, II, III & IV (including elements & services to be provided as part of CSIR pavilion to be mounted by the AGENCY).
4. That the AGENCY shall be wholly responsible for compliance of various statues and labour laws. The COUNCIL will not accept any liability on account of loss and damage caused to it, if any, by way of accident or otherwise.
5. That all disputes between the parties arising out of this agreement or in relation thereto or regarding the interpretation of this Agreement shall be referred to an arbitrator appointed by the Director-General, CSIR, under the provisions of Indian Arbitration and Conciliation Act, 1996 and its amendments in 2015 therein and the rules made hereunder and any modification thereof for the time being in force, shall be deemed to apply to the arbitration proceedings.

6. That the award of the arbitrator shall be final and binding on the parties in the event of such arbitrator to whom the matter is originally referred to is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director-General, CSIR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
7. That the expression Director-General, CSIR shall be mean and include an acting/officiating Director, General, CSIR.
8. That the venue of the arbitration shall be at Delhi.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE signed these presents on the date, month and year first above written.

For and on behalf of  
Council of Scientific & Industrial Research,  
Anusandhan Bhawan, 2, Rafi Marg,  
New Delhi – 110 001.

Dy. Secretary(General)\_\_\_\_\_

**Countersigned**

Finance & Account Officer(Audit)\_\_\_\_\_

For and on behalf on

\_\_\_\_\_  
(Name of Agency with Adress)

WITNESS:

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_