

Call for Expression of Interest (EOI)

For Shortlisting of

Consultancy Firms

For

**Providing Technical Assistance and Backend support to CPCB in
execution of various Programmes/Activities**

April, 2023



Central Pollution Control Board

(Ministry of Environment, Forest and Climate Change)

Parivesh Bhawan, East Arjun Nagar,

Delhi- 110032

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Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change)
Parivesh Bhawan,
East Arjun Nagar, Delhi-110032

EXPRESSION OF INTEREST

The Central Pollution Control Board (CPCB) invites online Expression of Interest (EOI) for Providing Backend support and Technical Assistance to CPCB in execution of various Programmes/Activities from interested Consultancy firm of national and international reputation having experience and knowhow in providing such services.

The EOI Document can be downloaded from e-Portal (<https://eprocure.gov.in/eprocure/app>) as well as from the CPCB website www.cpcb.nic.in (www.cpcb.nic.in). The last date for submission of EOI is 21 days from the date of its publication.

S.No.	Particular	Date	Time
1.	EOI Submission Start from	08/05/2023	17:00 Hrs
2.	Pre-bid/ Clarification Meeting	04/05/2023	1500 hrs
3.	EOI Submission Deadline	19/05/2023	1500 hrs
4.	EOI opening on	22/05/2023	1500 hrs

(B Vinod Babu)
Director (Scientist-F)

List of Acronyms

Following Acronyms have been used in this EOI Document:

RFP	Request for Proposals
EOI	Expression of Interest
TIA	Tender Inviting Authority
MoEFCC	Ministry of Environment, Forest and Climate Change
CPCB	Central Pollution Control Board
SPCB	State Pollution Control Board
PCC	Pollution Control Committee
TOR	Terms of Reference
GIS	Geographical Information system
HRD	Human Resource Department
NCAP	National Clean Air Programme
NWQMP	National Water Quality Monitoring Programme
NAMP	National Air Quality Monitoring Programme
CEPI	Comprehensive Environmental Pollution Index
CF	Consulting Firm

Schedule I: Term of References (TOR)

1.0 Background

The Central Pollution Control Board (CPCB), statutory organisation, constituted in September 1974 under the Water (Prevention and Control of Pollution) Act, 1974. Further, CPCB has been entrusted with the powers and functions under the Air (Prevention and Control of Pollution) Act, 1981 and the Environment (Protection) Act, 1986. It serves as a field formation and also provides technical assistance to the Ministry of Environment, Forest and Climate Change (MoEF&CC) in the matters relating to prevention and control of pollution.

MoEF&CC and other Ministries have identified CPCB as an implementing agency in various programmes relating to assessment and abatement of pollution. Some of the recent projects are National Clean Air Programme and Namami Gange project for assessment and control of pollution in Ganga basin.

CPCB performs key functions under Waste Management Rules notified by MoEF&CC, since the year 2016. The functional areas under waste management rules are preparation of guidelines for environmental sound recycling, utilization and disposal of wastes in line with the principles of resource efficiency and circular economy. Further, CPCB has been identified as implementing agency for extended producer responsibility for Plastic waste, E-Waste, Waste Batteries and Used tyres. Extended Producer Responsibility is responsibility of the producer to manage the waste in an environmentally sound manner till the end of its life. EPR framework provides interaction between the different stakeholders including the waste generators (Producers, Importers & Brand owners), Waste processors & Regulatory bodies (SPCB/PCC/CPCB) and maintains inventory on generation and management of different categories of waste.

CPCB intends to engage services of a consultant firm for various activities and programmes related to development of e-governance tools for dissemination of information, portals for implementing EPR and other activities of CPCB.

2.0 Aim & Objectives

To provide technical assistance and backend support to CPCB in conceptualisation, planning, design, development, execution, deployment, monitoring, evaluation and in such other stages of various activities and programmes including development and

deployment of e-governance/IT tools, as may be required in following activities but not limited to:

1. Resource Efficiency and Circular Economy
2. Development of Standards and guidelines
3. Environmental Quality Monitoring and Management
4. Human Resource Development
5. Procurement of Goods and Services

3.0 Scope of Work

The consultancy firm will mainly involve in assisting and providing necessary support to Central Pollution Control Board (CPCB) in executing various activities and programmes including the e-governance tools. The scope of work shall include the activities mentioned in the objective which may include the following:

- a) Planning, design, development, deployment, monitoring, maintenance and upgradation of different e-governance tools:
 - Portals for implementation of Extended Producers Responsibility (EPR) (Plastic Waste, Used Tyre, E-Waste, Battery Waste, Used Oil, Ferrous and Non Ferrous etc.) and Circular Economy (CE) in waste management
 - Common platform for reporting utilization/recycling of different waste streams identified under RE/CE initiative and linking with multiple existing portals such as National Hazardous Waste Tracking System, EPR Portals, etc.
 - National dashboard on waste management (HW, BMW, Solid Waste, C&D, Fly ash, Pyrometallurgical Slags and other industrial waste) and knowledge base for all categories of wastes including new technologies in waste recycling and utilization.
- b) Monitor and review the functioning of existing EPR portals already deployed by CPCB.
- c) Upgrading the existing Environmental information management including implementation of GIS and map services.
- d) Procurement of IT services for maintenance, upgradation and deployment of EPR and other portals.
- e) Analysis, Interpretation and visualization of environmental data sets for providing technical support and preparation of reports using the same.

- f) Identification and coordination with experts for identification of Sector specific Best Available Techniques for control of pollution including and cleaner technologies and evolving standards for the same.
- g) Engagement of Auditors for various activities including examination of audit reports, technical report as and when required.
- h) Assist CPCB in development of HRD cell along with its functioning, training need assessment, policies and capacity building programs for CPCB.
- i) Providing support in Procurement of Services and Goods (including services for Civil structure) - RFP and Bid Management
- j) Activities & Programs associated tasks such as:
 - i) Set draft agenda, background notes, power point presentations, concept notes for all the related meetings, events and background research, final outcome document/report in various projects and programmes of CPCB.
 - ii) Enable coordination and planning between the CPCB, Contractor/vendor, SPCBs and other stakeholders.
 - iii) Periodical Status Reports.
 - iv) Plan for scalability and business continuity.

4.0 Tasks to be carried out in 01 year:

During the initial 01 year the services of consultancy firms is to be utilized primarily for execution of Projects related to:

1. EPR implementation
2. Circular Economy
3. Development of Standards for Pyrometallurgical Industries
4. Human Resource Development Cell

5.0 Key Resources Required

- i. Domain Experts (Information Technology, Waste Management, Control of Pollution, Environmental Quality Monitoring & Management, Procurement Expert, HR Management, etc.) with 15 years of experience.
- ii. Consultants (Program management, Information Technology, Waste Management, Control of Pollution, Environmental Quality Monitoring & Management, Procurement Expert, HR Management, etc.) with minimum of 7 years' experience.

Note :

- The skills and number of resources may be engaged depending on requirement of a specific task/ activity assigned by Member Secretary, CPCB.

- The resources engaged may be changed/replaced during the deployment according to the requirement of the task and based on the performance evaluation by the CPCB Committee from time to time.
- The Technical and backend support staff provided by the Consultancy firm shall be stationed physically at CPCB Head Office, Delhi and will work closely with the designated Nodal Officers and team of the concerned Divisions at CPCB.

6.0 Schedule for Completion of Tasks

The Consultancy firm shall be engaged for Two (02) years' time which may be further extended based on the requirements and performance of the firm on agreed term of both the parties if required.

7.0 Availability of the EOI Document

The EOI Document shall be published on the eProcurement Portal/ website of CPCB 28/04/2023. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in EOI. Any query/ clarification regarding downloading EOI Document and uploading EOIs on the Portal may be addressed to their Help Desk on CPP portal. The EOI Document shall be published and available for download during the period mentioned in EOI. For any tender information / query may be sent to Ms Deepti Kapil, deepti.cpcb@nic.in; (011-43102319)

8.0 Preparation of EOIs

The Consultant must fill and submit the EOI in the Formats attached. EOI by the Consultant shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the documents in pdf format.

Schedule II: Instructions to Bidders & Eligibility Criteria

9.0 Eligibility & Qualification Criteria

- i. Consulting firm should be a registered firm/company/partnership in India. Relevant documentary proof should be submitted.
- ii. Consulting firm should not be black listed by any Central /State Government / Public Sector Undertaking in India. Undertaking by bidder should be submitted.
- iii. The Consulting firm must have an average annual turnover from Environment Consulting services of Rs. 10 crore and above in any four of the last five financial years (2017-18, 2018-19, 2019-20, 2020-21, 2021-22). A Certificate from Chartered Accountant should be submitted.
- iv. The Consultancy firm should have worked in at least 1 Central/State Government Project in the environment sector (such as waste management, resource efficiency, circular economy, water management, water quality management, air quality management, industrial pollution, etc.) for providing technical assistance and backend support with work order value of Rs. 1 crore in the last 5 years.
- v. The Consultancy firm should have completed at least 04 consultancy projects each of value at least Rs. 1 Crores in the last 05 financial years in the field of environment sector (such as waste management, resource efficiency, circular economy, water management, air quality management, industrial pollution, etc.) of which at least 2 projects related to e-governance/IT tools. Bidder should be able to submit documentary evidence of executing at least 04 such projects with the following conditions met:
 - o Start date within last 5 years from issue date of this EOI
 - o Only completed / Go-live projects will count
 - o Each project must be greater than INR 1 crore in fees payable to the Consulting firm

General terms

- vi. The Consultancy firm may not form an association of consultants or a consortium. However, a consultant/ bidder may associate with other consultants and/or individual experts at the time of submission of proposal. Under such circumstances each member shall be evaluated as per the qualification/ eligibility criteria given.
- vii. All the resources employed for this project shall be dedicated solely to the purpose of PMU only for a specific project period.

10.0 EOI Opening

EOIs received shall be opened online at the specified date and time given in this EOI. EOIs cannot be opened before the specified date & time.

11.0 Method of Evaluation

The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by the Consultancy firm in its/ his EOI and other allied information deemed appropriate by CPCB. Evaluation of EOIs shall be based only on the criteria/ conditions included in the EOI Document.

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the EOI Document is ascertained. Additional factors incorporated in the EOI Document shall also be considered in the manner indicated therein.

CPCB shall determine, to its satisfaction, whether the Consultancy firm are eligible to participate in the EOI Process as per clause 9.0 and as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. A Consultancy firm must achieve a "pass" on all the criteria to proceed to the next step. Any Consultancy firm not achieving a 'pass' in any of the eligibility criteria shall be disqualified and shall not be evaluated further. EOIs that do not meet the prescribed eligibility criteria shall be rejected as nonresponsive.

CPCB shall determine, to its satisfaction, whether the Consultancy firm is qualified and capable in all respects to be shortlisted as per submission in Form 2 and its sub-forms. Key Experts shall not be evaluated at the shortlisting stage. CPCB reserves its right to add/ vary the qualification criteria and re-examine them during the RFP process that would follow this EOI.

12.0 Declaration of Shortlisted Consultancy Firms

EOIs that succeed in the above evaluation shall be shortlisted. However, a short listing of Consultancy Firms should not be construed as a contract for the proposed assignment. The name and address of the shortlisted Consultancy Firms shall be published in the procurement Portal and notice board/bulletin/website of the CPCB. All Consultancy Firms shall be advised about shortlisting of their EOIs or otherwise, without disclosing the comparative position of their EOIs with that of others.

13.0 Publication of RFP following this EOI

The CPCB shall publish a Request for Proposal (RFP) addressed exclusively to shortlisted Consultancy Firms for the following procurement process through the eProcurement Portal.

CPCB may issue notification/ alerts to such Consultancy Firms but without any liability. It shall be the responsibility of such Consultancy Firms to be on the lookout for the RFP on the Portal. During the RFP process, CPCB reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and any other terms & conditions, even if these are at variance with this EOI Document. Shortlisted Consultancy Firms shall have no claim in this regard.

14.0 Signing and Uploading of EOIs

14.1 Signing of EOI

The individual signing/ digitally signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit EOIs on behalf of the Consultancy firm in Form 1.1: Consultancy firm Information.

14.2 Submission/ uploading of EOIs.

- Unless otherwise stipulated in the EOI, EOIs are to be addressed to the, Member Secretary, CPCB.
- EOIs must be uploaded on the eProcurement Portal (GEM) mentioned in the EOI until the submission deadline.
- In the case of downloaded documents, Consultancy firm must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the EOI shall be rejected as nonresponsive.
- The Consultancy firm shall not be able to submit his EOI after the expiry of the deadline for the EOI submission (as per server time).

15.0 Code of Integrity in Public Procurement, Misdemeanors and Penalties:

Code of Integrity and penalties for violation thereof as detailed in Rule 175 and Rule 151 of the General Financial Rules, 2017 (and its amendments, if any) of the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this EOI process.

Consultancy Firms should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanors, either directly or indirectly, during the entire procurement Process (including this EOI) or the execution of resultant contracts.

Schedule III: Forms and Formats

The consulting firm shall submit the following Forms, duly completed:

- Form 1. EOI Form (Covering Letter)
 - Form 1.1 Consulting Firm Information
 - Form 1.2 Eligibility Declaration
- Form 2. Qualification Criteria Compliance
 - Form 2.1 Performance Capability Statement
 - Form 2.2 Average Annual Turnover

EOI Submission Format

Form 1: EOI Form (Covering Letter)

(To be submitted with supporting documents, if any)

(On Consulting Firm’s (CF’s) Letter-head)

(Strike out alternative phrases not relevant to you)

CF’s Reference No.....

Date.....

Name

Address and Contact Details

To
 The Member Secretary,
 Central Pollution Control Board
 Parivesh Bhawan, East Arjun Nagar, New Delhi
 Ref: [Tender Reference Number]

Sir,

Having examined the abovementioned EOI Document, we, the undersigned, hereby submit/ upload our Expression of Interest (EOI) for the performance of Services in conformity with the said EOI Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) About us: We M/s [name of firm], hereby certify that, We are a firm of proven, established, and reputed consultant having required experience, past performance, personnel, and financial capability, with offices at [list of offices].

2) Our Eligibility and Qualifications to participate: We comply with all the eligibility criteria stipulated in this EOI Document, and the relevant declarations are made along with documents in Form 1.2 of this EOI-Form. We fully meet the qualification criteria stipulated in this EOI Document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria – Compliance' and its sub-forms.

3) Affirmation of terms and conditions of the EOI Document: We have understood the complete terms and conditions of the EOI Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the EOI Document.

4) Abiding by the EOI Validity: We agree to keep our EOI valid for acceptance for a period upto [Date], as required in the EOI Document, or for a subsequently extended period, if any, agreed to by us.

5) Signatories: We confirm that we are duly authorized to submit this EOI and make commitments on behalf of the CF. Supporting documents are submitted in Form 1.1 annexed herewith. We acknowledge that our digital/digitised signature is valid and legally binding.

6) Rights of the CPCB to Reject EOI(s):

We understand that you are not bound to accept any EOI you may receive against your above-referred EOI Document.

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign EOI for and on behalf of
[Name & address of CF and seal of Company]

Form 1.1: Consulting Firm Information

(To be submitted as part of EOI)

(On Company Letter-head)

(Along with supporting documents, if any)

CF's Reference No.....

Date.....

Name

Address and Contact Details

Note: CF shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. CF shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. CF's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the EOI Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Consulting Firm details

S.No.	Particulars	Details
1	Name of the Company	
2	Corporate Identity No. (CIN)	
3	Registration, if any, with CPCB	
4	Date of incorporation/ start of business	
5	Place of Registration/ Principal place of business	
6	Number of Years in Business:	
7	Number of Years in providing Consultancy Services:	
8	Company Website URL:	
9	Complete Postal Address:	
10	Pin code/ ZIP code:	
11	Telephone nos. (with country/ area codes):	
12	Mobile Nos.: (with country/ area codes):	
13	Contact persons/ Designation:	

14	Email IDs:	
15	PAN Number:	
16	GSTIN No:	

2) Authorisation of Person(s) signing the EOI on behalf of the CF

a) Full Name: _____

b) Designation: _____

c) Signing as:

- A sole proprietorship firm. The person signing the EOI is the sole proprietor/constituted attorney of the sole proprietor,
- A partnership firm. The person signing the EOI is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,
- A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association.
- A Society. The person signing the EOI is the constituted attorney.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

3) CF's Authorized Representative Information

a) Name:

b) Address:

c) Telephone/ Mobile numbers:

d) Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

[Name & address of CF and seal of Company]

DA: As above

Form 1.2: Eligibility Declarations

(On Company Letter-head)

(Along with supporting documents, if any)

CF's Reference No.....

Date.....

Name

Address and Contact Details

[Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the CF)

We hereby confirm that we comply with all the stipulations of EOI Document's Clause 9.0 of the EOI Document and declare as under and shall provide evidence of our continued eligibility to the CPCB as and when it may be requested.

Legal Entity of CF in reference to EOI Document [_____], relevant documents enclosed.

We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

- (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- (b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
 - i. Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department from participation in its procurement processes; and/ or
 - ii. Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate firms of the Government of India from participation in procurement processes of all its entities for offences mentioned in EOI Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- (c) We certify that we fulfil any other additional eligibility condition if prescribed in EOI Document.
- (d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other consultant to submit or not to submit an EOI to restrict competition.

(e) Penalties for false or misleading declarations: We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

.....

[Name & address of CF and seal of Company]

DA: As in above, as applicable

Form 2: Qualification Criteria- Compliance

(To be submitted as part of EOI)

(Along with supporting documents, if any)

(On Company Letter-head)

CF's Reference No.....

Date.....

Name

Address and Contact Details

[Note to CF: Furnish stipulated documents supporting the fulfilment of qualifying criteria. The list below is indicative only. You may attach more documents as required. Non-submission or incomplete submission of documents may lead to rejection of the EOI as nonresponsive. Also, highlight deviations from Qualification Criteria in this Form.]

Summary of Response to Qualification Criteria

Criteria 1	General and Similar Experience	Quantum as detailed in Sub-forms
1	The number of years of our experience in Consultancy Services is (see Form 1.1)	
2	In the specified period (as per Schedule II: Eligibility and Qualification Criteria), the number of Consultancy Services assignments completed or Go-live IT Projects by us is (see Form 2.1)	
Criteria 2	Financial Capability	
	During the specified period (as per Schedule II: Eligibility and Qualification Criteria):	
1	Average Turnover: (see Form 2.2)	
2	Average Turnover from Consultancy Services(see Form 2.2)	

Note: CFs shall provide evidence of their continued qualification to perform the Services (including any changes in their litigation history) in a manner satisfactory to the CPCB, as the CPCB may reasonably request at any stage during the RFP process that would follow this EOI.

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

[Name & address of CF and seal of Company]

DA: As above, if any

Form 2.1: Performance Capability Statement

Statement of Performance of Consultancy Services (During Period Specified in Schedule II: Qualification Criteria) and Details of Assignments

(To be submitted as part of EOI)

(On Company Letter-head)

CF's Reference No.....

Date.....

Name

Address and Contact Details

[Note: CF or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Criteria 1 –General and Similar Experience. Mention contracts in which a CF or a member of a JV/C is or has been a party, whether as a Consultant, affiliate, associate, subsidiary, Subcontractor, or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Statements and Documents may be mentioned/ attached here.]

Contracting Entity – Name and Address	Contract Title, Number and Date	Role in Contract	The total value of the contract	Status as of date ----

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

.....

[name & address of CF and seal of Company]

DA: Performance records/ contracts

Form 2.2: Average Annual Turnover

(To be submitted as part of Technical EOI)

(On Company Letter-head)

CF's Reference No.....

Date.....

Name

Address and Contact Details

[Note: CF or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to eligibility criteria. You may attach certified financial statements of Chartered Accountant to highlight Annual turn-over. Statements and Documents may be mentioned/ attached here.]

Note: The Consultant must fill in these forms.

Annual Turnover Data (Rs Crores) for the Last Five (5) Years		
Year	Total Turnover Amount	Turnover from Management Consulting services
2017-18,		
2018-19		
2019-20		
2020-21		
2021-22		
Average Annual Turnover		

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

.....

[name & address of CF and seal of Company