

No. FRE/815/01/2026
High Commission of India
Freetown

NOTICE INVITING TENDER (NIT)

The High Commission of India, Freetown invites sealed bids from eligible and reputed Security Agencies/Firms for providing **02 (Two) professionally trained, unarmed Local Security Guards** at the High Commission of India, Freetown for an initial period of **two (02) years**, extendable by **one (01) additional year** subject to satisfactory performance.

Interested bidders may obtain/download the complete Tender Document from the High Commission's website(<https://www.hcifreetown.gov.in/>) and submit their Technical and Financial Bids in accordance with the terms and conditions specified therein.

The last date and time for submission of bids is **7 August 2026 at 1500hrs**.

For detailed eligibility criteria, scope of work, terms & conditions and bid submission procedure, interested bidders are advised to refer to the complete Tender Document.

For any clarification, please contact:

Head of Chancery
High Commission of India
32-B Wilkinson Road, Freetown, Sierra Leone
Email: admn.freetown@mea.gov.in

LETTER OF BID

Dated: _____ 2026

To,
The Head of Chancery
High Commission of India
32-B Wilkinson Road
Freetown, Sierra Leone

Ref: Invitation for Tender No. **FRE/815/01/2026** dated **16th July 2026**.

We, the undersigned, hereby declare that:

We have carefully examined the Tender Documents, including all amendments/addenda, if any, and have no reservations whatsoever regarding the terms and conditions contained therein.

2. We offer to provide the services of **02 (Two) professionally trained, unarmed Local Security Guards** for the **High Commission of India, Freetown**, located at **32-B Wilkinson Road, Freetown, Sierra Leone**, strictly in conformity with the requirements, specifications and conditions stipulated in the Tender Documents.

3. Our Bid shall remain valid for a period of **180 (One Hundred Eighty) days** from the date fixed for submission of bids and shall remain binding upon us and may be accepted at any time before the expiry of the validity period.

4. If our Bid is accepted, we undertake to execute the Contract Agreement within the prescribed period and submit the **Performance Security** in accordance with the provisions of the Tender Documents.

5. We hereby declare that neither our Company/Firm nor any of our Directors, Partners or Proprietors has been declared ineligible or blacklisted by the Government of India, the Government of Sierra Leone, or any Government Department, Public Sector Undertaking, Diplomatic Mission, International Organization or any other Government authority on account of corrupt, fraudulent, collusive or coercive practices or any serious contractual default.

6. We further certify that all information and documents submitted by us in support of this Bid are true, complete and correct. We understand that any false declaration or misrepresentation may result in rejection of our Bid, forfeiture of the Earnest Money Deposit

(EMD)/Performance Security, termination of the Contract, and any other action deemed appropriate by the High Commission.

7. We unconditionally accept all the terms and conditions of the Tender Documents and undertake to comply with them in letter and spirit. We also acknowledge that the High Commission of India, Freetown reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason whatsoever, and that it shall not be bound to accept the lowest or any other bid received.

Yours faithfully,

Authorized Signatory

(Signature)

Name: _____

Designation: _____

Name of the Company/Firm: _____

Address: _____

Telephone: _____

E-mail: _____

Company Seal

DATES TO REMEMBER

<u>Events</u>	<u>Date</u>
Notice Inviting Tender	16/07/2026
Starting date of Tender submission	17/07/2026 to 07/08/2026 (1000 – 1600 hrs on all working days- Monday to Friday)
Site visit	17/07/2026 to 07/08/2026 (1000 – 1600 hrs on all working days- Monday to Friday)
Pre-bid meeting	17/07/2026 to 01/08/2026
Last date of Tender Submission	07/08/2026– 1500 hrs
Opening of Technical Bids	10/08/2026 - 1100 hrs
Opening of Financial Bids (of only those who qualify in the minimum eligibility criteria)	Date to be intimated later

1. GENERAL INSTRUCTIONS

1.1 For the purpose of this Tender Document, the **High Commission of India, Freetown** shall hereinafter be referred to as the "**High Commission**" or the "**Client**", and the Bidder/Successful Bidder shall hereinafter be referred to as the "**Bidder**", "**Contractor**", or "**Service Provider**", as the context may require.

1.2 The Tender Document may be downloaded from the **Central Public Procurement Portal (CPPP)** at <http://www.eprocure.gov.in> and the official website of the **High Commission of India, Freetown** at <https://www.hcifreetown.gov.in/> from **17/07/2026** onwards. The last date and time for submission of bids shall be as specified in the Notice Inviting Tender (NIT).

1.3 While every effort has been made to ensure the accuracy of the Tender Document, the Bidder is advised to examine the document carefully. No claim whatsoever shall be entertained on account of any error, omission or misunderstanding in the Tender Document.

1.4 The Bid shall be signed by a duly authorized representative of the Bidder. A copy of the Authorization Letter, Board Resolution or Power of Attorney authorizing the signatory to sign the Bid and related documents on behalf of the Bidder shall be enclosed with the Technical Bid.

1.5 Conditional bids, incomplete bids, bids containing deviations from the terms and conditions of the Tender, bids not meeting the prescribed eligibility criteria, bids not accompanied by the prescribed Earnest Money Deposit (EMD)/Tender Security, or bids otherwise not conforming to the requirements of this Tender Document shall be liable to be rejected summarily.

1.6 The Contract shall be executed between the **High Commission of India, Freetown** and the successful Bidder selected through this Tender process.

1.7 For all purposes connected with this Tender and the ensuing Contract, including service of notices and arbitration proceedings, the address, telephone number and e-mail address furnished by the Bidder in the Bid shall be treated as final. Any change in the contact details shall be communicated promptly in writing to **the High Commission**. The Bidder shall be solely responsible for any consequences arising from failure to notify such changes.

1.8 The Bidders are strongly advised to visit the High Commission premises at **32-B Wilkinson Road, Freetown**, prior to submission of their bids to familiarize themselves with the site conditions, security requirements and the scope of work. Submission of a Bid shall be deemed to constitute confirmation that the Bidder has inspected the site, fully understood the nature and extent of the services required, and taken all relevant factors into account while preparing the Bid. No claim for additional payment or extension of time on account of lack of knowledge of the site conditions shall be entertained thereafter.

1.9 The High Commission reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason whatsoever. The decision of the High Commission in this regard shall be final and binding on all bidders.

1.10 The Bidder shall bear all costs associated with the preparation and submission of the Bid. The High Commission shall, in no event, be responsible or liable for such costs, irrespective of the outcome of the bidding process.

2. Scope of Work:

To hire 02 (two) professionally trained Security Guards for High Commission premises for a period of two years to perform the following duties:

Time: 7AM to 7PM — One guard; 7PM to 7AM — One guard.

1. Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. 12 hrs day shift will be from 7 AM to 7 PM while 12 hrs night shift will be from 7 PM to 7 AM.
2. Perform periodic patrolling and surveillance for suspected activities in the premises.
3. Keep watch for any sabotage, damage, fire and safeguard the property, men, material, machines and document system at site.
4. Frisking of visitors at the Entry gates and checking vehicles seeking entry into High Commission premises.
5. Regulate entry of visitors to the premises while being polite and courteous.
6. To be alert and detect unattended packages and strange objects and respond in emergency situations like fire, law & order, medical, etc.
7. Security Guards to be very alert on duty, both physically and mentally throughout the shift and report any issues immediately to the supervisory officer in the High Commission.
8. Company will ensure to maintain proper supervision over the security personnel with regard to their discipline, alertness, proper uniform, conduct in the course of their duty and carryout periodic surprise inspections.
9. Perform all security duties assigned by the High Commission.

Note: Only Security Guards, who are security vetted by the High Commission & Local Govt Security Department, should be deployed. High Commission reserves the right to accept/reject any Security Guard deployed. Two standby guards have to be earmarked, who should have been vetted by the Local Security Department and the High Commission.

3. Eligibility Criteria for Tenderers:

The invitation for tender is open at all eligible tenderers as mentioned below:

- i) Security Agency should have a minimum of **three years** overall experience in providing security personnel and related services and proven expertise in the field of security in Sierra Leone and have successfully completed similar type of work in any Govt / Semi Govt. / Autonomous Body

/ diplomatic missions / international organizations. Agencies with experience in providing security services to diplomatic missions & international organizations would be given weightage and preference.

- ii) Tenderer must have valid permit/Trade License/registration issued by the relevant department of Sierra Leone Government to operate in the country.
- iii) Tenderer must have relevant industry certification (preferred)
- iv) Tenderer must have Sierra Leone Police Security License.
- v) Tenderer must submit copy of tax returns of previous two years.
- vi) Tenderer must confirm that the security guards being provided are well-trained.
- vii) Sub-contracting of the services is not permitted.
- viii) The bid shall remain **valid for a period of 180** (One Hundred Eighty) days from the date of opening of the bid or up to any mutually extended period.
[Tenderer must include, as part of the tender, copies of documents mentioned above to establish their qualifications to perform the contract.]

4. Earnest Money Deposit (EMD) / Tender Security:

Earnest Money Deposit (EMD) / Tender Security will be 2-5% of total contract value by way of Banker's Cheque / Demand Draft in favour of **High Commission of India, Freetown**. Any bid not accompanied with Earnest Money Deposit/Tender Security Amount shall be rejected. **The EMD should remain valid for 45 (Forty five) days beyond the final bid validity period.** The EMD of unsuccessful bidder will be returned within 30 days after the award of the contract. The EMD will be forfeited in case the bidder withdraws his bid during the period of bid validity or in case of a successful bidder, the selected bidder fails to sign the agreement in time or furnish performance guarantee or furnishing of any wrong information.

5. Period of Contract:

The contract shall be valid for two years from the date of signing and may be extended for a further period of one year on the same terms and conditions, subject to satisfactory performance during the contract period.

6. Performance Guarantee:

The successful bidder is required to deposit an amount equivalent to 10% of total contract value before the commencement order is given and within 10 days of signing the final agreement. The EMD of the successful bidder may be adjusted in the performance guarantee by depositing the difference in amount of performance guarantee or alternatively EMD could be refunded and a fresh performance guarantee may be issued. **The guarantee shall remain valid for a period of 60 (Sixty) days beyond the tenure of contract period and the date of completion of all contractual obligations of the contractor. The performance guarantee shall be refunded interest free post expiration of its validity period.** The guarantee amount in full or part may be forfeited in the following cases:

- (i) When the terms and conditions of the contract are breached.
- (ii) When the service provider fails to comply with minimum service levels agreed upon.

- (iii) Failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of service guarantee.

7. Penalty Clause:

In the event of any loss or damage to the property of the High Commission, or injury to the life or person of any employee, visitor or any other person within the High Commission premises, arising out of negligence, misconduct, dereliction of duty, or substandard performance by the Security Guards or the Security Agency, the Security Agency shall be held responsible for the resulting loss or damage.

The extent of such loss or damage shall be assessed by a Committee constituted by the High Commission, whose decision shall be final and binding on the Security Agency. Without prejudice to any other rights available under the contract or law, the High Commission may:

- recover the assessed amount from the monthly bills payable to the Security Agency;
- forfeit, wholly or partially, the Performance Security;
- impose additional penalties for repeated violations, including termination of the contract; and
- recover any balance amount through legal means if the assessed loss exceeds the available Performance Security.

Repeated failure to maintain the required service standards, absenteeism without replacement, deployment of unapproved personnel, or violation of security instructions shall also constitute grounds for imposing penalties and/or termination of the contract.

8. Arbitration

Any dispute, difference or claim arising out of or relating to this Contract, including its interpretation, implementation, breach or termination, shall, as far as possible, be resolved amicably through mutual consultation between the parties. Failing such settlement within thirty (30) days, the dispute shall be referred to a Sole Arbitrator to be appointed by the High Commissioner of India, Freetown.

The arbitration proceedings shall be conducted in English and shall be governed by the provisions of the **Arbitration and Conciliation Act, 1996 of India**, as amended from time to time, to the extent applicable.

The venue/place of arbitration shall be **Freetown, Sierra Leone**.

The award of the Arbitrator shall be final and binding upon both parties.

Subject to the arbitration clause, the Courts having jurisdiction over the High Commission of India, Freetown shall have jurisdiction in matters arising under this Contract.

9. Quality Parameters for Local Security Guards (LSGs):

The Security Agency shall ensure that every Security Guard deployed at the High Commission fulfils the following minimum requirements:

- i. Shall preferably be below **40 years of age** and in no case above **45 years**.

- ii. Shall be physically and mentally fit and medically certified by an authorized medical practitioner.
- iii. Shall possess good character and antecedents and be duly vetted by the relevant Government Security Authorities of Sierra Leone as well as by the High Commission before deployment.
- iv. Shall possess minimum educational qualification of **Senior Secondary (12th Standard)** or equivalent.
- v. Shall have adequate spoken and written knowledge of **English** and working knowledge of **Krio**.
- vi. Shall possess formal training in security duties including:
 - access control;
 - visitor screening;
 - frisking procedures;
 - baggage and parcel inspection;
 - CCTV monitoring;
 - emergency response;
 - fire-fighting;
 - first aid; and
 - anti-sabotage procedures.
- vii. Shall always report for duty in clean, smart and identifiable uniform with proper identity card supplied by the Security Agency.
- viii. Shall maintain discipline, courtesy, alertness and professional conduct while on duty.
- ix. Shall strictly follow all security instructions, Standing Operating Procedures (SOPs) and directions issued by the High Commission.
- x. The Security Agency shall maintain sufficient reserve manpower and provide a suitable replacement within **one hour** in case of absence, illness or removal of any deployed guard.
- xi. The High Commission reserves the right to reject or seek replacement of any deployed Security Guard without assigning any reason, and such replacement shall be made immediately without any additional financial implication.

10. **Confidentiality and Secrecy:**

The Security Agency and all personnel deployed under this Contract shall maintain strict confidentiality regarding all information, documents, records, communications, security arrangements, movements, equipment, installations, visitors, officials and any other information relating to the High Commission obtained during the course of their duties.

The Security Agency shall ensure that:

no information is disclosed, copied, photographed, recorded or transmitted to any unauthorized person;
no information is published through print, electronic or social media;
deployed personnel do not discuss official matters with outsiders;
all documents and information remain the exclusive property of the High Commission.

The confidentiality obligation shall continue even after expiry or termination of the Contract. Any breach of confidentiality or unauthorized disclosure shall constitute a material breach of the Contract and shall entitle the High Commission to:

terminate the Contract immediately;
forfeit the Performance Security;
recover damages suffered by the High Commission; and
initiate appropriate civil and/or criminal proceedings under applicable laws.

The Security Agency shall also ensure that all deployed personnel sign individual confidentiality undertakings before deployment, if required by the High Commission.

11. Special Instructions/Tendering process:

Bidders shall submit their bid in a large sealed envelope super-scribed "**Tender for hiring Local Security Guards for High Commission of India, Freetown premises**" and addressed to "**Head of Chancery, High Commission of India, Freetown**" which shall have following two envelopes inside:

Envelope A: This envelope should contain the technical bid and EMD, and super-scribed as "**Technical Bid and Earnest Money Deposit**". It should contain a brief introduction, background, company details, credentials, GST & other registration and past performance of the bidder. They may attach any other documents such as company profile, company brochures, achievement of the company, etc. This should also contain terms & conditions as well as scope of work, the requisite information duly filled-in as per proforma at Annexure-I, details of demand Draft/Banker's cheque for Earnest Money Deposit. The bidder should also clearly mention in the tender that the terms and conditions of the tender are acceptable to them.

Envelope B: This envelope should be super-scribed as "**Financial Bid**" and should contain rates which are to be quoted on monthly basis as per proforma at Annexure-II. This should also mention statutory taxes as applicable, separately.

- i) The Tenderer shall submit documentary evidence in respect of their financial and technical capabilities and also of their experience in execution of similar nature of work.
- ii) The tenderer can submit only one tender. A Tenderer who submits or participates in more than one tender will be disqualified.
- iii) The High Commission of India reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever.
- iv) **Two sets** of Tender shall be submitted, one in original and one in copy. In case of any discrepancy between the original and the copy, the original shall prevail.
- v) If the Tenderer submits any false/ incorrect or forged certificates, his tender will be summarily rejected and the Tender security may be forfeited.

- vi) The Tenderer should be compliant with local regulations as regarding hiring of manpower for Security purpose and also with local taxation laws.
- vii) Quotation should be valid for at least **180 days**.

12. Conditional Acceptance of Tender:

The acceptance of the Tender shall be conditional and not finally binding upon the High Commission of India, Freetown. The High Commission may withdraw the acceptance of the Tender without any notice or other formality and may enter into a new Agreement for the execution of the works or any part of it.

13. Amendments to Tender Document:

Any addendum, amendment or corrigendum to the original Tender Documents shall be published by the High Commission on e-procurement portal and shall be issued to all persons or firms to whom tender document have been issued, before the last date of bid submission and last date may be extended, if required.

14. Disqualification of Tender:

Tenderer may be disqualified for any reason including but not limited to the following:

- i. If Tenderer sets forth any conditions which are unacceptable to the High Commission.
- ii. If any tender is submitted under a name other than the name of the individual firm, partnership or corporation that was issued the Tender Documents.
- iii. If there is evidence of collusion between Bidders.
- iv. If Tenderer sets forth any offer to conditionally discount, reduce or modify its tender.
- v. If Bid price is disclosed or become known before opening of Financial Bid.

15. Escalation of Price:

Price escalation in rates due to any reason such as change in foreign currency exchange rate, increase in prices of equipment, labour, fuel (Petrol, diesel, gas, etc), transport, electricity & water, levy of new taxes, hike in any tax rate, Cess, etc. shall not be applicable. To avoid losses due to exchange rate fluctuations, bidders are encouraged to quote the price in US dollars.

However, the High Commission may consider the proportionate change in quoted price which are purely due to statutory minimum wage revision, only subject to prior approval of the Ministry of External Affairs (Govt. of India), New Delhi.

16. Termination of contract:

The High Commission reserves the right to terminate the contract at any time by giving one month's advance notice. However, the High Commission shall also have the right to terminate the contract by giving a lesser period of notice under special circumstances, such as security considerations, violation of privacy laws etc. The service provider may terminate the contract by giving three months' advance notice with justification for termination of services. The High Commission reserves the right to impose a financial penalty equivalent to the service charges of one month, in case the latter terminates the contract without providing three month's termination notice.

17. Force Majeure:

Notwithstanding the provisions of contract, the service provider shall not be liable for forfeiture of its performance security if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of *Force Majeure*. For the purpose of this clause, "*Force Majeure*" shall mean an event beyond the control of the service provider and not involving the service provider's fault or negligence. If a *Force Majeure* situation arises, the service provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the High Commission of India in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical.

The High Commission of India, Freetown will not be responsible to compensate for any expense or losses which might have been incurred by the Tenderer in the preparation and submission of his Tender/bid.

High Commission of India, Freetown reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which the service provider has bid. Submission of false information/ document shall render the bidder ineligible.

Any bid received by the tendering authority after the deadline for submission of bids will be rejected and not be considered and may be returned unopened to the service provider.

The last date for submission of bid documents is 07/08/2026(1500 hrs).

For any tender-related query/clarification, please contact:

Mr. Kamal Kishore, Attache(Admn) at admn.freetown@mea.gov.in

Annexure -I

To be printed on official letterhead of the company Technical Bid

To

**Head of Chancery
High Commission
of India Freetown**

Dear Sir,

I _____ Representative(s) of M/s. ____
We, _____ solemnly declare that:

1. I/We are submitting tender for the hiring of Security Guards against Tender Notice No.....dated.....
2. Myself or my partners do not have any relative working in any office of the High Commission of India, Freetown.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price — Bid submitted by me/us is “WITHOUT ANY CONDITION”.
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, the High Commission may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

Signature of Tenderer with stamp &

date

Introduction and Credentials of Bidder/Technical Information
(Pro forma to be submitted with Technical Bid by the Bidder)

1.	Name of Company	
2.	Address of the Registered Office	
3.	Correspondence address	

4.	Contact details: Names & Designations: Telephone Nos.: E-mail:	
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S. No	Requirements	Response
1.	a) Brief introduction of the company	
	b) Previous experience in the field (minimum three years) - Attach proof	
	c) Total number of regular employees with the company — Attach proof	
	d) Annual turnover of the company for the last two years. Whether the firm has suffered loss in any of previous 5 years. - Attach annual tax return	
	e) Registration certificate and license for the services — Attach copies	
2.	Details of work plan and methodology for undertaking the job	
3.	Qualification and experience of staff (including supervisory/managerial and security staff) proposed to be deployed for the job	
4.	List of other diplomatic missions or reputed organizations where the company is providing similar services. Whether the company is providing similar services in other countries? — Give details and references of five major clients	
5.	What system does the company follow to monitor functioning of supplied security guard?	
6.	Details of range and kind of security services provided.	
7.	Backup manpower and logistics such as response teams, patrol vehicles, security equipment, communication equipment etc. the company has.	
8.	Average period of security guards/supervisors for which they remain on the payroll of the company.	
9.	Does the company have its own training facility? If yes, provide details. Or it avails of such training facility provided by another company? What is the program and duration of such training?	

10.	Industry certification, such as those issued by International Standardization Organization (ISO) or other specialized security certification bodies, obtained by the company for its quality. And company's relations with local police. — Attach copies.	
11.	What is the take home pay and other allowances including gratuity and leave facility the company gives to their security guards?	
12.	EMD Details: DD No and date: Amount in SLL: Name of the Bank:	
13.	Category of the Bidder (Whether company, partnership firm or Proprietary concern)	
14.	Details of Owners/Partners (Please attach passport copies)	
15.	Name of Chief Executive Officer and Telephone No.	
16.	Year of Establishment	
17.	Trade License Number (please provide copy)	
18.	Name and Address of the Banker(s)	

Signature of bidder _____

Stamp of bidder/Company

Date _____

Earnest Money/Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for 5 years from being eligible to submit any bid for contracts with High Commission of India, Freetown.

Signature of bidder _____

Stamp of bidder/Company _____

Date _____

Annexure-II

Financial Bid

SNo	Job Particulars/category	No of Guards	Rate per guard in US\$	GST @15%	Total invoice Amount per month in US\$
1.	One Security Guard for 12 hrs day shift duty in the High Commission premises	1 (Unarmed)			
2.	One Security Guard for 12 hrs night shift duty in the High Commission premises	1 (Unarmed)			
	Total	02 (Unarmed)			
Note: Perform 12 hrs duty (day shift) and 12 hrs duty (night shift) x 7 days a week. Day shift will be from 7 AM to 7 PM while 12 hrs night shift will be from 7 PM to 7 AM. The service provider has to provide smartly uniformed guards having minimum education of 12th standard & below 40 years of age to be screened before deployment, The selected guards must produce medical fitness certificate issued by authorized medical practitioner along with proof of character & antecedents vetted by local Govt. security department. All the guards must possess training in basic security duties of access control & anti-sabotage checks, baggage & letter scanners etc. Preference would be given to guards having both Krio & English language skills.					

Signature of the Tenderer with stamp and date

Annexure-III

UNDERTAKING BY THE BIDDER
[On company letterhead]

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/we further certify that I/we have the ability to meet all the technical conditions and requirements listed in this tender document.

Signature of the Bidder with Seal

Name: _____

Designation: _____

Address: _____

Phone No. _____