



# Chhattisgarh State Renewable Energy Development Agency (CREDA)

(Dept. of Energy, Govt. of Chhattisgarh)

Near Energy Education Park, Village Fundhar  
VIP (Air Port Road) Raipur 492015 (C.G.)

Ph.: +91-8370009931

**Tender ID - 102652**

**E-mail: [credatendercell@gmail.com](mailto:credatendercell@gmail.com), Website: [www.creda.co.in](http://www.creda.co.in)**

**CREDA INVITES EXPRESSION OF INTEREST (EOI) FROM CONSULTANTS/AGENCIES TO PROVIDE CONSULTANCY SERVICES TO FACILITATE CARBON CREDIT BENEFITS FOR RENEWABLE ENERGY PROJECTS, ENERGY EFFICIENCY PROJECTS AND OTHER TECHNOLOGY BASED PROJECTS OF CHHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY (CREDA) IN THE STATE OF CHHATTISGARH.**

### Schedule of Events

Particulars	From Date & Time	To Date & Time	Place
Date of Issue of Notice Inviting BID	17.06.2022 05:00pm	23.06.2022 05:00pm	-----
Submission of bid along with other eligibility documents	17-06-2022 05:00pm	Up to 23.06.2022 by 17:00Hrs	<a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>
Opening of Technical Bid	24-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Core Technical Road Map presentation along with action plan*	27-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Opening of Price Bid	28-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Validity of EOI Bid/offer	Up to 30-07-2022		-----

\* Only the technically qualified bidders shall be invited at CREDA for the presentation scheduled above.

**- Bid Document Cost – Rs. 2,500 + 18% GST = Rs. 2,950/- (in words Rupees Two Thousand Nine Hundred and Fifty Only)**

**- EMD – Rs. 5,00,000/- (in words Rupees Five Lacs only)**

**Bid Document Fees and EMD to be deposited in CREDA's account via RTGS / NEFT.**

Document can also be downloaded from our website [www.creda.co.in](http://www.creda.co.in) or from Chhattisgarh e-Procurement portal i.e. <https://eproc.cgstate.gov.in>.

**Disclaimer:**

Issue of this document do not in any way commit or otherwise oblige CREDA to proceed with all or any part of the tender process and shall be not considered for any selection of agency. This call for discussion/presentation is not subject of process contract or any contractual obligations between CREDA and the participants. Further, CREDA may, at its absolute discretion either modify or abandon any part or whole of the document and/or process, without citing any reason or giving prior notice to any or all the participants. CREDA is not liable for any costs or compensation towards submission of proposal and attending discussion session, participants have to submit their responses to this request at their own cost with no liability to CREDA.

NIT Ref No. 4300/ CREDA/RE-V/2022

Date: 17-06-2022

**NOTICE INVITING BID**

CREDA invites online Expression of Interest (EOI) from Consultants/Agencies to provide Consultancy Services to facilitate carbon credit benefits for Renewable Energy Projects, Energy Efficiency projects and other technology based projects of Chhattisgarh State Renewable Energy Development Agency (CREDA) in the state of Chhattisgarh as per following details:

Particulars	Cost of Bid Document	EMD	Essentials
Consultancy Services to facilitate carbon credit benefits for Renewable Energy Projects, Energy Efficiency projects and other technology based projects of Chhattisgarh State Renewable Energy Development Agency (CREDA).	Rs. 2,500.00 + 18% GST = Rs. 2,950.00	Rs. 5,00,000.00	As per Minimum Qualification criteria mentioned in this EOI

**Important Events and time schedule for this bid are as follows –**

Particulars	From Date & Time	To Date & Time	Place
Date of Issue of Notice Inviting BID	17.06.2022 05:00pm	23.06.2022 05:00pm	On <a href="http://www.creda.co.in/Tenders">www.creda.co.in/Tenders</a> And <a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>
Online submission of bid along with other eligibility documents	17-06-2022 05:00pm	Up to 23.06.2022 by 17:00Hrs	<a href="https://eproc.cgstate.gov.in">https://eproc.cgstate.gov.in</a>
Opening of Technical Bid	24-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Core Technical Road Map presentation along with action plan*	27-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Opening of Price Bid	28-06-2022 11:00 AM onwards		At CREDA, HO Raipur
Validity of EOI Bid/offer	Up to 30-07-2022		-----

\* Only the technically qualified bidders shall be invited at CREDA for the presentation scheduled above.

Technical & Price Bid shall be submitted online only at <https://eproc.cgstate.gov.in> Bidders are advised to follow the instructions provided for Registration and e-Submission Process accordingly, (for any query about e-bidding please visit user manual at <https://eproc.cgstate.gov.in>)

Details of this Bid are mentioned at Bid Documents which can be downloaded from our website [www.creda.co.in/Tenders](http://www.creda.co.in/Tenders).

The Bidder should have to deposit Bid document cost along with EMD through Demand NEFT/RTGS in the account of CREDA as mentioned above.

Bidders are requested to submit Pre-Bid queries with their suggestions/objections/ reservations if any with details so as to avoid any confusion and to ensure clarity and transparency regarding the Bid.

Any Addendum/Corrigendum/Amendment Notice if arises will only be uploaded on CREDA's Website.

CREDA reserves all rights to accept/reject any or all bids in full/part without assigning any reasons.

Chief Engineer  
RE-V, H.O. CREDA  
Raipur (CG)

**EMD and Tender Document Fee Submission Form**

Tender No. and Date	
Name of the Bidder	
<b>Bidder's Bank Account Details</b>	
(i) Name of the bank	
(ii) Branch	
(iii) IFSC Code	
(iv) Account No.	
(v) Transaction reference number	EMD - _____ ; Bid Document Fee - _____
(vi) Date of transaction	EMD - _____ ; Bid Document Fee - _____
(vii) EMD	Rs. ....../- In Words (Rs.....)
(viii) Bid Document Fee	Rs. ....../- In Words (Rs.....)

**CREDA BANK ACCOUNT DETAILS: -**

Name of A/c	CREDA
Bank & Branch Name	ICICI Bank, Pachpedi Naka, Raipur
Bank Account Number	134601000400
Branch IFSC Code	ICIC0001346

**Note: The above form must be uploaded, duly filled, sealed and signed by the bidder, against relevant checklist item in Envelope A.**

## **1. INTRODUCCION**

Chhattisgarh State Renewable Energy Development Agency (CREDA) was formed in May 2001 for the purpose of harnessing renewable energy (RE) sources and conserving conventional energy. CREDA is recognized as the nodal agency by the Ministry of New and Renewable Energy Resources of the Central Government. Various schemes based on RE sources and small hydro power projects are implemented by CREDA in the state.

CREDA has its head office at Raipur in addition to this, five Zonal offices are in Raipur, Bilaspur, Surguja, Durg, Jagdalpur and seven Regional offices in Raipur, Bilaspur, Durg, Bastar, Dantewada, Surguja, Raigarh and District offices are being operated in all 28 districts of the state.

CREDA aims to improve the daily lives of rural as well as urban citizens by catering to their energy needs by setting up various sources of renewable energy in the entire state of Chhattisgarh.

## **2. OBJECTIVE OF EXPRESSION OF INTEREST(EOI)**

While the implementation of projects through CREDA, has been instrumental in imbibing emission mitigation practices, these may also attract reasonable financial rewards through VCS/ GS/ GCC/ IREC or any other GHG mitigation mechanisms. Considering these facts, **Chhattisgarh State Renewable Energy Development Agency (CREDA)** aims to leverage carbon credit mechanisms by registering their RE, EE and other technology based projects with the relevant GHG mitigation protocols.

The selection of consultant shall be through Quality cum Cost Based System (QCBS). The weightage for Technical Criteria (based on submitted documents and presentation) shall be 80% while Financial Criteria shall be 20%.

Interested party shall offer the best proposal to CREDA for registration, verification, validation, issuance and trading of carbon credits till monetization and shall share fix revenue per issued & traded credit.

The EOI intends to bring out the attractive and appropriate financial proposals from the prospective bidders.

## **3. Minimum Qualification Criteria**

Following(s) are minimum qualification criteria to consider as eligible in this EOI bid.

Bidder can bid independently or in Joint Venture, and Both JV partners shall fulfill the below criteria:

- I. The Indian firm must have at least for 3 years of experience in the carbon credit business.
- II. Bidder must have previous work experience of executing a carbon credit project in community development domain with work scope of Registration; Verification &

Issuance shall submit confirmation of the project proponent along with transaction details.

- III. Bidder must have annual turnover of minimum INR 5 Crores during last 3 financial years jointly.
- IV. Desired Qualification of minimum Manpower:

**Team Leader**

- 1. Post Graduate in Environment Sciences/Ecology/M.Tech. in Environment Engineering/Sciences/Energy Management with minimum 10 years' experience.
- 2. Experience of similar nature project type/technology.

**Manager**

- 1. Post Graduate in Environment Sciences/Ecology/M.Tech. in Environment Engineering/Sciences/Energy Management with minimum 7 years' experience.

**Note:** In the case of JV/ consortium, one of the partners shall act as Lead member.

**4. Scope of Work:**

- a. CREDA desires to obtain the turnkey services of a consultant, to provide Consultancy as mentioned below for development of Carbon Credits Projects in eligible GHG mitigation programs i.e., GCC (Global Carbon Council) / VCS (Verified Carbon Standard) / GS (Gold Standard) / IREC (International- Renewable Energy Certificates) etc.
- b. Consultancy Service shall include, but not limited to –
  - I. Feasibility Assessment of emission reduction projects for eligibility in the International Carbon Credit mechanisms.
  - II. Project Design, Validation & Registration
  - III. Monitoring & Verification
  - IV. Issuance of Credits & Revenue Monetization
- c. The scope of work may cover eligible projects from the following sectors –
  - I. Renewable Energy (Solar / Hydro / Biomass)
  - II. Bio-methanisation Project (Community level and large-scale biogas projects)
  - III. Energy Conservation and Energy Efficiency.
  - IV. Energy Efficient Cook stoves
  - V. Sustainable Agriculture project
  - VI. Electric Vehicles and Charging Stations
  - VII. Other eligible projects

Process shall be carried out in accordance with prevalent GHG mitigation program related rules, requirements, regulations, modalities, criteria, guidelines and principles.

d. Preparation & assistance of following for RE, EE and other technology based Projects:

- (1) The Consultant is required to develop the
  - A. Project Concept Notes (PCNs),
  - B. Project Design Documents (PDDs) and
  - C. Monitoring and Verification Protocol, which would, inter alia, address the latest guidelines and requirements relevant to GHG Mitigation mechanisms.
- (2) The main tasks would include:
  - To carry out the basic preparatory – data collection, review of policies, taking field visit of plant(s) for preparation PCNs.
  - To develop baseline as per approved methodology of various GHG mechanisms.
  - To estimate project GHG emissions.
  - To prepare detail monitoring and verification report.
  - To estimate Emission Reductions from the project.
  - To assist in the stakeholder consultation work(s).
  - To do the estimation of revenue and cash flow to the CREDA from the potential carbon credit sales.
  - Validation & verification by the third party empanelled agencies by the respective mechanisms.
  - To assist CREDA in complete process for issuance and trading (cash realization) of carbon credits for all registered projects time to time.
- (3) The consultant shall perform a comprehensive evaluation on the Project Additionality as per guideline. To ensure that the Additionality scenario sustains the stringent evaluation criteria, the collected data shall be analyzed using tested methodologies.
- (4) The Project Additionality, along with the Monitoring Plan determines whether a project will successfully deliver emission reductions. The Consultant shall develop a Monitoring, Reporting & Verification (MRV) to list out the activities that need to be performed pursuant to which the Project entity collects and records data to assess the GHG reductions resulting from the Project activity. The Monitoring and Verification Plan will be based on the Project Additionality study and other relevant project design features and assumption and will align with the approved methodology for measuring and calculating the Project's expected emission reductions.  
The Monitoring Section of the MRV shall contain details of the relevant monitoring procedures. This shall include a list of instruction viz. what needs to be measured, how

measurements need to be made, what documentation are required, and how emission reductions shall be calculated.

The Verification Section shall list the rules governing the auditing and verification of the project and its emission accounting. In developing the Additionality arguments and Monitoring and Verification Plan, consultant should adopt the approaches utilized worldwide in various GHG mitigation projects taken into consideration. Consultant shall ensure that all the issues that meet the requirements of carbon credits shall be addressed.

**e. Activities related to validation, verification, registration of the RE, EE & other technological projects, issuance of carbon credits and selling carbon credits in the carbon market.**

- Consultant has to appoint Designated Operating Entities (DOEs) for validation & verification of the project activities.
- All activities (including entering in to agreement with the concerned agencies/ buyers as per requirement) related to registration of RE, EE AND OTHER TECHNOLOGY BASED project to CARBON CREDITS/ relevant Councils, issuances of Carbon credits, exclusive rights for selling of Carbon credits to genuine buyers and till realizing revenue in CREDA's account is in the scope of consultant. Relevant assistance in the matter of issuing letters/certificates/ entering into agreement shall be provided/done by CREDA.
- Please note that mentioning the above scope of work is to avail the CARBON CREDITS benefit in the best possible manner and as fast as possible. Furthermore, if it is required, during the process, to add or delete certain scope of work so as to make the CARBON CREDITS availing process faster and taking maximum carbon credits benefit. The Consultant should be able to utilize such an opportunity.
- Activities including appointment of DOE/agencies etc. to be done by consultant. Payment shall be made by the consultant.

**5. Important Note for Bidder**

- i. Bidder Scope is mentioned above is in general & not in extensive details/scope of work. But works shall be carried out/ completed as per processes/methodologies approved/ required by the concerned mechanisms. Ultimate aim is to register various GHG mitigation projects across relevant mechanisms and to realize financial benefits in favour of CREDA.
- ii. Therefore, bid must be quoted considering all the expenses required in successful revenue generation from GHG mitigation, projects, expenses include following:-
  - a. Consulting Charges.
  - b. DOE appointment charges for validation & verification
  - c. Registration & Issuance charges under respective mechanisms.

**CREDA shall facilitate for the following;**

- a. Provide all the documents and information as per agreed list within 15 business days from the date of signing of the agreement/MoU.
- b. Provide access for site visit of DOE personnel and access to data recorded at site for verification purposes.
- c. Provide required authorization to the consultant during the processes.
- d. Providing KYC documents such as authorization of the signing authority and personal ID of signing authority.
- e. CREDA shall appoint single point of contact for whole activity for efficient and fast processing.
- f. Letter of Authorization required under carbon mechanization shall be made available.

**6. Implementation schedule**

The date of the receipt of PCN shall be considered as 0 (zero) day & shall follow following timelines:-

- Stakeholder consultation - 0 (zero) + 15 Days
- PDD – 0 (zero) + 60 Days
- Appointment of DOE - 0 (zero) + 90 Days
- Validation to complete 0 (zero) + 180 Days

**7. Important Instruction to Bidders:**

1. All interested parties are requested to understand this EOI in detail and submit the proposal accordingly.

**SUBMISSION OF DOCUMENTS**

- a. All the documents including technical and financial Bid should be submitted online on Chhattisgarh e-Procurement portal <https://eproc.cgstate.gov.in> as per the items mentioned in the Checklist in this EOI.
  - b. Bidders are advised to finish all the bidding portal related activities such as registration, USB certificate/token approval, and payments etc. well in advance so as to avoid last minute difficulties during the bid submission.
  - c. Bidders are also advised to make themselves fully aware with the bid submission mechanism to avoid last minute hassles and doubts during bid submission. CREDA shall only entertain genuine technical issues/glitches, provided that the bidder submits evidence regarding the same.
  - d. Bidders wishing to participate in this EOI shall be required to visit <https://eproc.cgstate.gov.in>. Bidder may download the EOI from [www.creda.co.in/Tenders](http://www.creda.co.in/Tenders) or from <https://eproc.cgstate.gov.in> by entering correct EOI Reference ID in Advanced Search section.
2. All the documents should be self-attested with bidder's stamp/seal.
  3. The Competent Authority reserves right to accept or reject any or all the bids to be received without assigning any reasons thereof.
  4. The Competent Authority reserves the right not to proceed ahead in the process at any stage without assigning any reasons thereof.



5. If successful bidder fails to complete the work as offered in the proposal in such case, CREDA will forfeit the EMD fees.
6. In case bidders need any clarification regarding downloading, they may contact - [credatendercell@gmail.com](mailto:credatendercell@gmail.com) or on +91-9916861794 till the submission deadline.

**8. Checklist of documents to be submitted online EOI:**

- (i) Scanned Copy of duly filled, sealed and signed EMD and Bid fee submission form.
- (ii) Details of party including registration documents and Address of the registered office.
- (iii) Each page of EOI bid should be sealed & signed as a token of acceptance of all terms & conditions of the work.
- (iv) Self-attested copies of PAN card, GST Registration Certificate
- (v) Self-attested copies of documents/ certificates etc. as required for qualification criteria
- (vi) Summary of works done by the bidder, mention national and international government projects undertaken in last three years.
- (vii) Chartered accountant certificate for turnover for last three years ( FY 2018-19 to 2020-21)/ self-attested copies of financial reports of the Applicant for the past three Years FY 2018-19, FY 2019-20 and FY 2020-21.
- (viii) MOA/ AOA for private limited/ Partnership Deed for Partnership firm & shop act for proprietorship concern along with Company profile;
- (ix) Details of the contact Person – Name, Address, Email ID, Mobile Number, Direct Office Number, etc.
- (x) Envelope – C: Scanned copy of duly filled, sealed and signed Price bid as per Annexure – 3.

**EOI Bid Fee & EMD Fee:**

- i) The Bidder should deposit of Rs. 2,950.00/- (incl. GST) as Bid Fee (Non-refundable) and Rs. 5,00,000/- , as EMD.
- ii) Offers, not accompanied with requisite Bid Fee and EMD shall be summarily rejected.
- iii) EMD shall be a non-interest-bearing deposit.
- iv) EMD shall be forfeited in case of withdrawal of offer during the validity period.
- v) EMD of the successful Bidder shall be kept as a Security Deposit and it shall be released on successful completion of the contract. The EMD shall be returned to the bidders(s) whose offer(s) have not been accepted or disqualified by the CREDA on application by the bidder.

**9. BID EVALUATION :**

EOI (Technical) Bid

- i) The CREDA reserves the right to assess the capability and competency of the bidder based upon the information provided by the bidder in the techno-commercial (EOI)

bid and the information that may otherwise be available to and/or gathered by the CREDA. The decision of the CREDA as to which bidder is capable & competent to carry out the work shall be final. The bidder should, therefore, see that he has required level of technical, financial & managerial competence & experience before submitting the bid.

- ii) If a bid is not as per EOI bid's terms & conditions, it may be rejected by CREDA at its sole discretion.

### **CRITERIA FOR SELECTION OF BIDDERS**

#### **Evaluation Criteria –**

<b>SN</b>	<b>Particulars</b>	<b>Maximum Score</b>
1	<b>Annual turnover of bidder in last 3 financial years</b>	<b>10</b>
	a) INR 5 to 10 Crores – 5 Marks	
	b) >INR 10 to 20 Crores (or more) – 10 Marks	
2	<b>Total years of experience of Bidders in carbon business</b>	<b>10</b>
	a) 3 Years – 5 Marks	
	b) >3 Years to 5 years (or more) – 10 Marks	
3	<b>Qualified resource mentioned in EOI</b>	<b>10</b>
	a) 2 – 5 Employees – 5 Marks	
	b) >5 Employees – 10 Marks	
4	<b>Relevant Experience in last three years for completing the carbon credit project for National Government and International Government.</b>	<b>20</b>
	a) 1 National Government Project – 10 Marks	
	b) 1 National Government Project and 1 International Government Project/2 National Government Projects (at least one completed)/ - 20 Marks	
5	<b>Core technical road map presentation along with action plan</b>	<b>30</b>

#### **Selection Criteria**

The selection of consultant will be through Composite Quality cum Cost Based System (QCBS). The weightage for Technical Criteria (based on submitted documents) will be 80 while Financial Criteria will be 20.

The firm who quotes highest in the financial bid shall be given 20 marks. The financial quotes of other bidders shall be computed as follows.

(H1 will be 20 marks and for Rest Bidders calculation shall be  $H2 \times 20 / H1$ )

**a. Composite Score of the Bidders:**

Composite Score of the Bidders shall be worked out as under:

	<b>Bidder's Score</b>	<b>Weightage</b>	<b>Score Obtained</b>
(A)	Technical Score	80	
(B)	Financial Score	20	
Composite Weighted Score of the Bidder (A+B)			

The bidder who has secured the highest Composite Score shall be declared the Preferred Bidder.

**b.** The Technical Evaluation shall be based on the documents submitted by the bidder before the Tender Evaluation Committee (Tech) based on the scope of work.

**c. Financial Score**

The financial bid is to be quoted in the prescribed format as at **Annexure -2**

**10. ALLOTMENT OF WORK :**

Sanctioning & allotment of the work:-

The competent authority of corporation reserves right to allot all the projects work or divide the work in parts.

- a. Successful bidder(s) has to enter in to agreement and provide undertaking on Rs. 500 non-judicial stamp.
- b. Successful bidder / Bidders shall sign ERPA (Emission Reduction Purchase Agreement) with CREDA as per the financial proposal, wherever required.
- c. Bidders to be noted that CREDA may implement RE, EE and other technology based projects/ other carbon footprint reduction projects in future.

**Enclosures:- Annexure : 1**

**Annexure : 2**

**Annexure : 3**

**ANNEXURE : 1**

**Details of projects identified by CREDA for Carbon Credits Benefits**

**(To be provided by CREDA post selection of consultant)**

<b>Serial No.</b>	<b>Type of projects</b>
1	Solar Water Pumps
2	Solar Home Lighting System
3	Solar Power Plant
4	Solar Rooftop Program
5	Small Hydro Project
6	Solar Highmast
7	Biomass based power plant

**Price Bid**

(to be duly filled, sealed and signed. The scanned copy of the price bid shall be uploaded in Envelope-C on the e-bidding portal)

Sr. No.	Particulars	Values in USD to be paid to CREDA
(1)	Net Price/credit under GCC	
(2)	Net Price/credit under VCS	
(3)	Net Price/credit under GS	
(4)	Net Price/credit under IREC	

\* The financial valuation shall be done in each of the above four categories.

**Notes:-**

1. Rates quoted in USD are exclusive of all taxes/duties i.e., GST, transportation, travelling, loading, boarding, insurance, local conveyance, stake holder consultation etc.
2. The prices mentioned in the price-bid shall be taken into consideration for evaluation of bids. Prices should not be mentioned (directly/indirectly) anywhere in the EOI bid or forwarding letter or elsewhere. Offer of such bidder shall be out rightly rejected.
3. Apart from online submission, the Price-bid must be furnished with seal & signature of the authorized signatory of the bidder otherwise offer of such bidder shall be out rightly rejected.
4. Unbalanced bids shall be rejected.

**Seal & Signature of the bidder:-**

Inviting Authority  Chhattisgarh Renewable Energy Development Agency (CREDA),	Price-bid to submitted to,   (Through Speed Post/RPAD only)
--	--

FORMAT OF CURRICULUM VITAE (CV)  
OF KEY STAFF ON PROJECT

Proposed Position: \_\_\_\_\_

Name of Firm : \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Age: \_\_\_\_\_

Year with Firm and total work experience: \_\_\_\_\_ Nationality \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Qualification:**

(Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use up to half a page).

**Education:**

\_\_\_\_\_ (Summarise college/university and other specialized education of staff member, giving names of school, dates attended and degree obtained. Use up to a quarter page).

**Employment Record:**

(Starting with present position, list in reversed order, and every employment held. List all positions held by staff member since graduation giving dates, names of employing organization, title of positions held and location of assignments. For experience in last ten year, also give type of activities performed and client references, where appropriate Use up to three – quarters of a page).

**Languages:**

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good”, “fair”, or “poor”).

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience.

\_\_\_\_\_ Date: .....

Signature of Staff Member or

Authorized official from the firm Day/Month/Year