



# Expression of Interest

*for*

## Engagement of Training Partner for Implementation of

“Employability Enhancement & Livelihood Training Program  
[EELTP] of SC/ST& EWS(Women) Youth through Capacity Building  
and Skill Development in IECT”

**Under**

**National Institute of Electronics and Information Technology, Kolkata**

(An Autonomous Scientific Society of Ministry of Electronics and Information Technology,  
Government of India)

**Unit 1:**           Jadavpur University Campus, Kolkata-700032  
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**Unit II:**          Salt Lake Campus,  
BF-267, Sector-I, Salt Lake, Kolkata - 700064  
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## **1. Overview of the Project:**

NIELIT Kolkata Centre invites Expression of Interest (EoI) from Accredited Institutes of NIELIT to provide (i) training, (ii) mobilize candidates for the training, and (iii) necessary infrastructure to conduct different NSQF courses to be monitored by NIELIT Kolkata. This project is sponsored by Ministry of Electronics & Information Technology (MeitY), Govt. of India for SC/ ST and EWS (Women) Candidates in the nine Districts of West Bengal.

The project aims to conduct Skill development training program in the area of Information Electronics and Communications Technology (IECT) for 523 number of youths (SC/ST/EWS(Women)) each of the 9(Nine) districts of West Bengal over a period of 3-years through an array of NSQF aligned courses. The Project aims towards Capacity building/ Skill development of SC/ST/EWS (Women) youth in IT and Electronics Sectors for enhancing their employability & livelihood in most SC/ST populous districts of States/UT.

## **2. Implementation districts:**

Bardhaman, South Twenty Four Parganas, North Twenty Four Parganas, Jalpaiguri, Paschim Medinipur, Nadia, Hoogli, Bankura, Cooch Behar.

### **Course Wise District Wise Training Target & Cost Estimates:**

Sr. No	NSQF aligned Course Name	Rate/ Hour	Hours	Tuition Fee	Exam Fee	Total Fee	Candidate /per district*
1	ITeS-BPO Executive -Voice	42	330	13860	1300	15160	120
2	Certified Computer Application Accounting and Publishing Assistant	42	360	15120	1300	16420	60
3	Certified Data Entry and Office Assistant (Upskilling)	42	210	8820	1300	10120	60
4	O level (IT)	42	540	22680	4100	26780	28
5	Certified Web Developer	42	210	8820	1300	10120	60
6	Multimedia Development Associate	42	330	13860	1300	15160	60
7	Internet of Things (IoT) Assistant	49	300	14700	1300	16000	30
8	Internet of Things (IoT) Associate	49	450	22050	1300	23350	25
9	Certified Artificial Intelligence (AI) Associate "Upskilling"	42	240	10080	1300	11380	25
10	Assistant Computer Technician	42	330	13860	1300	15160	30
11	Certified Cloud Computing and Virtualization Expert	42	210	8820	1300	10120	25

**\* Some job roles have already been exhausted in few districts. Kindly contact NIELIT Kolkata for present status of seats for each job roles in district.**

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files available at <https://nqr.gov.in/>. **Courses may change from time to time subject to the change in NQR portal and as and when informed by project PMU.**

### **3. Eligibility criteria of the courses:**

<b>Sr. No</b>	<b>NSQF aligned Course Name</b>	<b>Eligibility Criteria</b>	<b>Duration (In Hrs)</b>
1	ITeS-BPO Executive -Voice	10th or equivalent/ 10th Pass/Grade 8 with 2 years of (NTC/ NAC)/8th grade pass with 3-year relevant experience/Previous relevant Qualification of NSQF Level 2.5 with 1.5-year relevant experience/ Previous relevant qualification of NSQF Level 2 with 3-year relevant experience	330
2	Certified Computer Application Accounting and Publishing Assistant	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	360
3	Certified Data Entry and Office Assistant (Upskilling)	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field	210
4	O level (IT)	12th Or ITI Certificate (Two Years) after class 10 Or ITI Certificate (One Years) after class 10 with one year of experience post qualification. Or Successful completion of the second year of a Government recognized polytechnic engineering diploma course after class 10	540
5	Certified Web Developer	Final-year Polytechnic Diploma in CS/IT after class 10th Or 2-Year ITI Certificate in IT/ITeS after class 10th Or 12th pass	210
6	Multimedia Development Associate	10th or Equivalent Or 10th Pass Or 8th Class Pass with 2 years of NTC/ NAC Or 8th Class pass with 3 years of relevant experience Or Previous relevant Qualification of NSQF Level 2.5 with 1.5- year relevant experience Or Previous relevant qualification of NSQF Level 2 with 3-year relevant experience	330
7	Internet of Things (IoT) Assistant	Grade 10th Pass/ Grade 8th Pass with two year of (NTC/ NAC) after 8th/ Grade 8 pass and pursuing continuous schooling in regular school with vocational subject/ 8th grade pass with 2-year relevant experience	300

8	Internet of Things (IoT) Associate	12th grade pass/ Completed 2nd year of 3year diploma (after 10th) and pursuing regular diploma/ 10th grade pass plus 2-year NTC/ 10th grade pass plus 1-year NTC plus 1 year NAC	450
9	Certified Artificial Intelligence (AI) Associate "Upskilling"	Pursuing final year BE/BTech/MCA in any discipline Or BCA/ B.Sc. IT/ B.Sc. Electronics Or 3 Years Diploma after class 10th in Electronics/ IT/ Electrical with 1 Years of Experience in IT Sector	240
10	Assistant Computer Technician	10th or Equivalent /8th Class Pass with 2 years of NTC/ NAC/8th Grade pass with 3 years of relevant experience/Previous relevant Qualification of NSQF Level 2 with 1.5 year relevant experience	330
11	Certified Cloud Computing and Virtualization Expert	2 nd Year B.Tech /BE in Computer science/ Information technology/ Electronics/Electronics and Communication Engg Or 2 nd Year MCA Or Final Year students of 3 Year Diploma in Computer science/ Information technology/ Electronics/Electronics and Communication Engg	210

The training shall be imparted as per the prescribed syllabus and format mentioned in Qualification files available at <https://nqr.gov.in/>. **Eligibility criteria of the courses may change from time to time subject to the change in NQR portal and as and when informed by project PMU.**

#### **4. Training & Assessment:**

**TP (Training Partners)** –Training will be conducted in physical mode at the location of Training Partners.

Attendance of candidates will be strictly maintained through Biometric Attendance.

#### **Role of TP**

The TP selected by NIELIT Regional Center after following the due process to implement the project in their respective district, shall have following roles:

- ✓ To promote the project/program at District Level.
- ✓ Shall play active role in mobilization and selection of SC, ST, EWS (women) beneficiary/candidate in the ratio 2:2:1.
- ✓ TP need to register candidates through NIELIT NSQF admission portal. The registration fees need to borne by TP. It cannot be reimbursed later on.
- ✓ To conduct training of candidates as per Qualification File of courses, strictly as per NSQF norms and support in conduction of examinations.
- ✓ To guide students and help them in training & certification related matters.
- ✓ To submit invoices in proper format along with all requisite documents to NIELIT

Regional Center.

- ✓ To comply with all the guidelines laid down by respective NIELIT Regional Centre.
- ✓ TP will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.
- ✓ TP will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.
- ✓ TP shall tie-up with the local industries for providing placement assistance for the candidates.
- ✓ TP shall provide any other reports or information required by NIELIT Kolkata in connection with this training program.
- ✓ TP shall nominate a Co-ordinator/authorized contact person for this project.
- ✓ TP shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party.

## **5. Examination & Certification System:**

Examination would be conducted by NIELIT HQ in line with the syllabus prescribed in Qualification files of the course.

### **Examination:**

Examination would be conducted through online mode by Examination Section NIELIT HQ, at the end of the course for assessing the overall knowledge of the participants along with NSQF Course Exams.

### **Certificate:**

All the successful participants would be issued Online Certificate downloadable from NIELIT student portal.

## **6. Raising invoice by Training Partner (TP):**

After completion of training and certification of a batch, invoice will be prepared by the TP along with biometric attendance of students and other necessary documents in that batch after due attestation and forward it to Nodal Officer of the respective NIELIT Regional Center. Nodal Officer shall verify these details, process the payments after due approval of competent authority.

**Reimbursement will be made to TP @75% of Course fee per certified candidate.**

## **7. Selection of TP:**

Those TP's who are already registered with NIELIT for any of the mentioned NSQF courses under the project need not take affiliation for that course. However, if an institute which is not registered for NSQF aligned course with NIELIT want to start the project may take affiliation from NIELIT for the course as per procedure already defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation for NIELIT NSQF courses.

A TP selection committee formed at NIELIT Kolkata, will short list the TP for conduction of training.

## **8. Guidelines for submission of EoI application**

The following conditions should be noted while submitting the application:

- i. The Sealed application should be duly super scribed with “Application against EoI **Ref No: NIELIT/KOL/2025-26/3** for providing Training Facility for the project EELTP”
- ii. Canvassing in any form, director in direct, on part of Applicant will render the application liable for exclusion from consideration.
- iii. Incomplete or late submission of documents will not be considered. This office will not responsible for any postal delays.

Documents complete in all respects, should be submitted at following address on or before ~~t~~estipulated date & time:

Director-In Charge,  
NIELIT Kolkata,  
Jadavpur  
University,  
Kolkata- 700032

For any query or concern, send email to [tapast@nielit.gov.in](mailto:tapast@nielit.gov.in) / [kkarkhan@nielit.gov.in](mailto:kkarkhan@nielit.gov.in)

# ANNEXURE I

## Application Form

<b>1. Course(s) interested for under this Project</b> (Tick the applicable)		<b>NSQF Accreditation No</b>
<input type="checkbox"/> Certificate Course in IT-ITeS BPO, Soft Skills & Communicative English		
<input type="checkbox"/> Certified Computer Application Accounting and Publishing Assistant		
<input type="checkbox"/> Certified Data Entry and Office Assistant (Upskilling)		
<input type="checkbox"/> O level (IT)		
<input type="checkbox"/> Certified Web Developer		
<input type="checkbox"/> Multimedia Development Associate		
<input type="checkbox"/> Internet of Things (IoT) Assistant		
<input type="checkbox"/> Internet of Things (IoT) Associate		
<input type="checkbox"/> Certified Artificial Intelligence (AI) Associate "Upskilling"		
<input type="checkbox"/> Assistant Computer Technician		
<input type="checkbox"/> NIELIT Certified Cloud Computing and Virtualization Expert		
<b>2. Category of the institute</b> (Tick the applicable) <input type="radio"/> Government Organization <input type="radio"/> Accredited Institutes <input type="radio"/> Others		
<b>3. District(s)</b> (Tick the applicable)		
<b>4. Name of Institute</b>		
<b>5. Complete Communication Address of Institute</b>		
<b>6. Name &amp; Designation of the Authorized person</b>		
<b>7. Contact Number</b>	(Landline)	(Mobile)
<b>8. Email-id</b>		
<b>10. PAN Number</b>		
<b>11. No. of students registered in any NIELIT NSQF/non-NSQF course in the last 3 years at your institute</b>		
<b>Name of the NSQF Course</b>	<b>No. of Students</b>	<b>No. of Students Placed</b>

1.		
2		
3.		
4.		
<b>12. Distance in Km. from Municipal body</b> (Nagar Palika/ Parishad etc.)		
<b>13.Date of Operations in Education field :</b> (particularly in IT & Electronics courses) (attach the documentary proof) IT: Electronics :		<div>/ /</div> <div>/ /</div>
<b>14.Tie-up with Industry and Previous Placement records</b>		Attach documentary proof
<b>15.Availability of Hardware, Software and Faculty</b> (as per the NSQF Guidelines for the courses interest shown in) (attach relevant support documents)		
(i).	Whether applicable Hardware available	<input type="radio"/> No <input type="radio"/> Yes
(ii).	Whether applicable Software available	<input type="radio"/> No <input type="radio"/> Yes
(iii).	Whether qualified Faculty available	<input type="radio"/> No <input type="radio"/> Yes
(iv).	Whether reliable Supporting staff available	<input type="radio"/> No <input type="radio"/> Yes
<b>16.Training Facility Availability</b> (attach clear GPS-photographic evidence with Date, Time, latitude and longitude)		
(i).	Availability of Safe Drinking water	<input type="radio"/> No <input type="radio"/> Yes
(ii).	Availability of Separate Washroom for Men and Women	<input type="radio"/> No <input type="radio"/> Yes
(iii).	Availability of Parking Facility	<input type="radio"/> No <input type="radio"/> Yes
(iv).	Availability of reliable Internet	<input type="radio"/> No <input type="radio"/> Yes
(v).	Availability of Printer & Scanner	<input type="radio"/> No <input type="radio"/> Yes
(vi).	Availability of Waiting Area/Room	<input type="radio"/> No <input type="radio"/> Yes
(vii)	Availability of Library and Reading Space	<input type="radio"/> No <input type="radio"/> Yes
(viii)	Availability of CCTV	<input type="radio"/> No <input type="radio"/> Yes
(ix)	Availability of Power backup	<input type="radio"/> No <input type="radio"/> Yes
(x)	Availability of WebCam	<input type="radio"/> No <input type="radio"/> Yes
<b>17.</b>	<b>Experience in implementation of IECT and skill Development program funded by Government</b>	Attach documentary proof
<b>18.</b>	<b>No of training centers in Districts/States</b>	

Date:

Signature of the Authorized Person

Seal of the institute



## DECLARATION:

- iv. I, ..... son/daughter/wife of ..... have read and understood the GUIDELINES / INSTRUCTIONS FOR CONDUCTING THE COURSE and agree to abide by the same.
- v. I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by ..... to furnish the above information and to undertake the above stated commitment on behalf of the organization referred to in col.1 above.
- vi. I am aware that in case any information given by me is found false or misleading my organization would be debarred from the conduction of the course besides being subjected to any other action that may be deemed fit by NIELIT, Kolkata.
- vii. The details furnished with regard to faculty and infrastructure is correct to the best of my knowledge and belief and we will ensure availability of these facilities on a continued basis till we continue to offer candidates the courses applied for.
- viii. I agree to abide by the decisions of the NIELIT, Kolkata or its designated agencies in respect of my application for permission to offer candidates for the courses conducted by NIELIT, Kolkata
- ix. I agree to all terms & conditions mentioned in the EOI Ref no: **NIELIT/KOL/2025-26/3**

Signature of the Witness:

Name:

Designation:

Date:

Address:

Seal of the organization

Signature of the Authorized Signatory:

Name:

Designation:

Date:

Address:

Seal of the organization

**NOT required in the time of EOI Submission**

**Format of Agreement**  
**(on Rs. 100/- stamp paper)**

This agreement entered into on this.....day of.....between **NIELIT CENTRE name** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India),

<.....ADDRESS OF NIELIT CENTRE.....> (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

AND

The <.....Training Partner.....> (here in after referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXX, Head/Director on the **OTHER PART**:

WHERE AS First Party invited applications for providing training for <Project title> with assistance of MeitY, Govt. of India and whereas the **SECOND PARTY** tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to **SECOND PARTY**, after due process of short listing the training partner.

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the training program in <Project title> through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties here to as follows:

**1. SCOPE:**

**SECOND PARTY** will conduct training program in <Project title> through its centre in <District & State name> for the course <Course Name>.

Training program: <Project title> as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

**SECOND PARTY** through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

The maximum number of candidates to be trained in the district of <District & State name> for the course <Course Name> is 30 per batch.

## 2. OBLIGATION OF SECOND PARTY:

<Project title>for the<District name>for the course<Course name>,

**SECOND PARTY** proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc. for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract.

**SECOND PARTY** or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation SoP/norms.

**SECOND PARTY** shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

**SECOND PARTYs** Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

**SECOND PARTY** shall maintain a Student Registration Register, a Student Record Register and Student Biometric Attendance as given below.

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.
- (c) **Biometric Attendance Report:** Shall be submitted by TP with the sign and stamp of authorized signatory on monthly basis.
- (d) **SECOND PARTY** will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste

**SECOND PARTY** will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

**SECOND PARTY** shall tie-up with the local industries for providing placement assistance for the candidates.

**SECOND PARTY** shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

**SECOND PARTY** shall nominate a **Co-ordinator/authorized contact person** for this project.

**SECOND PARTY** shall not sub-contract the whole or part of the contractor assign the contractor any part thereof to any other third Party

### **3. Obligation of First Party:**

**FIRST PARTY** shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY**.

4. **Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of certified candidates on receipt of invoice along with relevant documents.

### **5. Tenure /Renewal of the Agreement**

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

### **6. Breach of Terms of this Agreement**

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of one Month, the aggrieved party may treat this agreement as repudiated by the other party and forth with serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of

the agreement on account of such termination of the agreement. The agreement will automatically be terminated within one month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposits will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## **7. Termination of contract**

If the **SECOND PARTY** (a) abandons the contractor has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases.

## **8. Jurisdiction**

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

## **9. Arbitration or Mediation**

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## **10. Modifications**

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

The application, submitted documents by FIRST PARTY to SECOND PARTY and the record of the negotiation meeting held between FIRST PARTY and SECONDPARTY also form part and parcel of this agreement.

## 11. IPR

All Intellectual Property, including, but not limited to, copyrights, software and database rights, patents, trade secrets, trademarks, rights in designs and all other Intellectual Property or other proprietary rights ("Intellectual Property") owned by one Party prior to the date of this MOU will continue to be owned by that party. All Intellectual Property rights made available by one Party to the other Party in connection with this MOU, or otherwise, will remain the sole property of, and vest in, the first Party or its licensors. Neither Party will gain, by virtue of this MOU, any rights in or to any Intellectual Property rights owned by the other Party. Any Intellectual Property rights created by one Party without use of or reference to the Intellectual Property rights or Confidential Information of the other Party will be and will remain the sole and exclusive property of the first Party.

IN WITNESS WHERE OF, the parties here to have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (**FIRSTPARTY**)

For (**SECONDPARTY**)

(Institute Head signature & stamp)

(Institute Head signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

Name of <b>FIRST PARTY</b>	Name of <b>second PARTY</b>
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness1:

Witness2:

Signature.....

Signature.....

Name (in Block Capital Letters)

Name (in Block Capital letters)

.....

.....

Address.....

.....

.....

Contact No.....

Address.....

.....

.....

Contact No.....