TENDER ENQUIRY

The Director, NIB invites tenders, in two bid format (Technical & Price Bid) from reputed manufacturers and their authorized agencies for supply of following Laboratory Animal Feed on as & when required basis throughout the year.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Quantity of annual requirement as and when required basis throughout the year</th>
<th>EMD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Corn Cob</td>
<td>60000 kg</td>
<td>Rs.24000/-</td>
</tr>
</tbody>
</table>

The above-mentioned annual requirement is approximate and may vary according to requirement. The supply order will be placed on as and when required basis or decided by the Director, NIB. The detailed general condition and technical specification of required feed may be referred in attached “Annexure - I”

Last Date and time of submission of Tender and opening of technical bids: 16/9/2019 upto 3:00PM / opening of technical bid same day on 3:30PM onwards

Pre-bid meeting: 30/08/2019 2:30PM

EMD: The Bidder shall furnish bid security (Rs.24000/-) in the form of Demand Draft in favour of National Institute of Biologicals, NOIDA payable at NOIDA from a schedule bank OR Bank Guarantee as per the format enclosed as Annexure- II

EMD AMOUNT OF RS. 24000/- MUST BE SUBMITTED THROUGH DD/PAY ORDER/ BANK GUARANTEE/ NEFT OTHERWISE THE TENDER OF CONCERNED AGENCIES WILL BE SUMMARILY REJECTED. ELIGIBLE MICRO & SMALL ENTERPRISES (MSE’S) ARE EXEMPTED FROM PAYMENT OF EMD.

THE DETAILS OF NEFT FOR EMD THROUGH BANK TRANSFER ARE AS UNDER:-

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>Bank of Baroda, Sector-29, NOIDA (U.P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Account</td>
<td>National Institute of Biologicals</td>
</tr>
<tr>
<td>S.B. Account</td>
<td>2629010001774</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>BARBONOIDAX (5th digit is Zero)</td>
</tr>
</tbody>
</table>

In case of EMD deposited through NEFT / RTGS directly in NIB’s Bank Account relevant details should be provided necessarily in the Technical-Bid.

(Continues page no...2)
PRE-QUALIFICATION CRITERIA:

1) Experience of having successfully completed similar works during the last seven years ending 31st July, 2019 should be either of the following.

(a) Three similar completed works each costing not less than the amount of ₹4.00 Lakh (Rupees Four Lakh Only).

Or

a) Two similar completed work each costing not less than the amount of ₹6.00 Lakh (Rupees Six Lakh Only).

Or

b) One similar completed work costing not less than the amount of ₹10.00 Lakh (Rupees Ten Lakh Only).

2) Supplier’s average annual turnover of last three financial year should have at least rupees 50 Lakh. (FY 2016-17, 2017-18 and 2018-19) certified by CA.

TWO BID FORMAT: Tender must be submitted in two bid system i.e. “Technical Bid” and “Price Bid”. Both the bids should be submitted in Tender Box placed at the reception admin block of this campus.

Tender must be submitted on or before the scheduled due date & time. If the scheduled date of tender opening happens to be a holiday, the bids shall be opened on next immediate working day at same time. Request for postponement will not be entertained.

- The offer should be complete in all respect. Each page of the bid should be singed and stamped. Any cutting / corrections, if any, also must be duly signed and submit.

- The tenders must be clearly written or typed without any cancellations / corrections or overwriting.

- The Technical bid and Price Bid must be submitted in an organized and structured manner as per instructions. Brochures / leaflets etc. should be submitted along with the technical bid. Please indicate page numbers on your offer e.g. if the offer contains total 25 pages then indicate as 1/25,2/25,3/25........25/25.

(A) Technical Bid should consist of:

a) The technical bid along with other relevant document must be submitted. All relevant information asked in the specifications of feed proposed to be supplied.

b) Compliance certificate in respect of Technical Specifications Catalogue, Technical Literature, if any, should be submitted with Technical Bid only.

c) In case of distributors / dealers of reputed manufacturer, copy of authorization certificate from manufacturer in original should be submitted with the offer.

(Continues page no...3)
d) Demand Draft for EMD amount and stipulated Tender Document Fee has to be submitted. However, the agencies registered with NSIC / MSME/ SSI along with its Annexure for these items are exempted from depositing Tender Fee and (Earnest Money) bid security. However, they have to submit valid registration certificate with tender in a sealed envelope superscripted “BID SECURITY DEPOSIT”. It is also to clearly state that the NSIC / MSME/ SSI registered supplier are not exempted from depositing Performance Security, thus performance security to be deposited as per terms of the Tender, which will be retained by NIB throughout the year till completion of contractual obligation.

e) Copies of GST Registration Certificate and PAN card should be submitted.

f) Sample of minimum 01kg of each type of feed along with latest certificate of proximate analysis of feed including microbiolgicals test of diet from a NABL accredited National / International Testing Laboratory, should be submitted along with the bid.

g) Statement of infrastructure used in pelleting, drying and packaging of product under hygienic conditions.

h) Agreements / Purchase Orders for similar supply to other reputed Labs. / Govt. Institutes along with the satisfactory performance certificates from the customers.

i) Addresses and contact numbers of the present customers.

j) Please note that there should not be any price information in the Technical Bid failing the offer will be summarily rejected.

k) Tenderer has to give an affidavit (in a non-judicial stamp paper worth Rs. 100/- duly notarised) that Annexure-IV)

- My/ our firm has not been blacklisted during last three years by any of the Govt. Department / Govt. Autonomous Body / Institute / PSU, etc.
- My / our Firm has not any dispute with any of the Govt. Department / Govt. Autonomous Bodies / Institutions / PSUs / Plus etc.
- My / our Firm has not submitted any fake certificates / documents and later on if any such certificates / documents’ found to be fake / wrong, any criminal and legal action can be taken against their Firm / Agency besides forfeiture of Earnest Money & blacklisting etc.
- There are no complaints exists against my / our Firm such as delayed supply, non-submission of performance Bank Guarantee (BG) and refusal of supply and for which no punishment imposed.

(B) Price BID should consist of:

(i) Offer must be in Indian Rupee Only.
(ii) The Price Bids should be submitted as per the format (Annexure-III).
(iii) The price bid should be complete in all respects with proper seal and signature of authorized person.
(iv) Discount, if any, should be mentioned clearly in the price bid at appropriate place only.

(Continues page no...4)
(v) All the quoted rates should be in both figures and words without any overwriting. In case of numeric error, the amount in words will be prevailed. Copy of latest supply order received from other Govt. Organization, Deptt. Or Institute for the same item to justify the price reasonability.

(vi) **Taxes / duties are to be specified clearly, else price will be treated as inclusive of all**

(vii) The bidder should quote unconditional rates and indicate the item wise prices along with taxes and discount offer, packing, forwarding, transit insurance, freight paid and door delivery basis including handling / unloading at purchaser site separately. The contract prices shall also include all taxes and duties applicable at the time of supply of goods except GST which should indicate separately in the price bid as applicable. Further the rates quoted by the tenderer shall include all eventualities such as rain, accidents, fire, riots etc.

(viii) Price charged for the stores supplied after awarding contract should under no event higher than the lowest prices at which the agency sells the items of identical descriptions to any other Govt. Organisation during the period of contract failing with the **"Fall Clause"** shall be applicable. A certificate to this effect may be provided by the tenderer in NIB format **Annexure ‘V’**

(ix) **Custom Duty Exemption:** NIB will provide necessary certificate as NIB is registered with DSIR for the purpose of availing Custom Duty Exemption in terms of Government Notification No.51/96-Customs dated 23rd July 1996 and Central Excise Duty exemption in terms of Government Notification No. 10/97- Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.

(x) **Transit Insurance:** For delivery of goods at site, the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from **"Warehouse to warehouse"** (ultimate destination) on “all risks” basis including strikes.

(xi) **Pre-Bid Meeting/Clarifications:**

(i) A prospective bidder, requiring any clarification of the bid documents may notify the purchaser in writing or email at the purchaser’s mailing address indicated in the Invitation of bid. The purchaser will respond in writing to such request provided the purchaser receives the same on or before the scheduled date of pre-bid meeting.

(ii) The Tenderers or their Official Representatives are invited to attend a pre-bid meeting which will take place as specified in notice inviting tender.

(iii) Any clarification issued by NIB in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of the relevant clauses of the bid documents.

(iv) The clarification if any will be uploaded on CPPP and Institute’s website, and bidder is expected to see the Institute’s website for clarification before submitting the bid.

**TERMS AND CONDITIONS**

I. **Tender Document Fee:** Tender document may be downloaded from our website www.nib.gov.in/http://nib.gov.in or from www.eprocure.gov.in/cppp.

(Continues page no...5)
II. **Earnest Money Deposit:** The total EMD amount Rs. 24000/- (Rs. Twenty Four Thousand Only) must be submitted along with Technical Bid in the form of a Demand Draft or Pay Order only (from a NATIONALIZED/schedule BANK ONLY) FDR or BG or NEFT drawn in favour of the NATIONAL INSTITUTE OF BIOLOGICALS, NOIDA. No cheques / cash shall be accepted as EMD. The particulars of EMD (i.e. D.D. No. & date) must be clearly mentioned in the technical bid. The offer will be summarily rejected if EMD is not submitted with Technical Bid.

III. **Last three year’s audited financial statement is also required which should be enclosed with the technical bid.**

IV. **Price:** FOR Destination NIB, Noida, U.P. **This is our Annual requirement and will be procured on as and when required basis, your price will be reviewed by NIB any time throughout the year when price increase or decrease by plus minus 20% as per market rate.**

V. **Refund of EMD:** The EMD will be returned to the unsuccessful bidders as soon as possible after the completion of tendering process. No interest will be paid on EMD amount.

VI. **Performance Security:** 10% of total value of contract will be obtained from successful bidder. Performance Security may be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, Bank Guarantee (Annexure-VI) from a Nationalised Bank/Schedule bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations as decided by NIB. Bid security (EMD) will be refunded to the successful bidder on receipt of performance Security.

VII. **NIB, RESERVES THE RIGHT** to verify the credentials furnished by the bidder through a Technical Evaluation Committee of experts, constituted by the Director, NIB. If any information furnished is found to be incorrect at any stage, then the respective agency shall be liable to be debarred from tendering in NIB in future.

VIII. **Validity of the Tender:** Bids shall be valid for a period of 90 days from the date of opening of the Technical Bid and in the event of a breach of this condition, without prejudice to any other or remedy of the institute, the earnest money shall be liable to be forfeited.

IX. In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided for this tender shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

X. **Amalgamation/Acquisition etc.:** In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale of it business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfilment of contractual obligations. While submitting your bid, you may confirm this condition.

(Continues page no...6)
XI. **Award of Contract:** NIB shall consider awarding the contract to the eligible bidder whose bid is determined as the lowest evaluated Price bid subject to quality of material and specifications mentioned in the tender. However, competent authority at NIB does not bind itself to accept the lowest or any other tender and reserves the right to choose, accept or reject any or all offers.

XII. In full or part, at any stage, reduce or increase the quantity upto 25%, split of the order quantity without assigning any reason thereof and also the prices may be reviewed by NIB during the contract period as per prevailing market rate, if rates of these feeds come down by more than 10% of rates prevailing at the time of award of work.

XIII. **Validity of Contract:** The contract shall initially be valid for one year which may be extended for further on the same rates and terms subject to satisfactory performance of the agency.

XIV. **Delivery Period:** (As and when required basis throughout the year) the material should be delivered within 7-10 days (For NCR Region) and 10-15 days for other places from the date of supply order as feed is required daily basis and crucial for the health and life of lab animals. The material shall be delivered to Stores & Purchase Section of NIB, NOIDA between 9.30 AM to 01.00 PM and 2.00 PM to 04.30 PM during any working days except all Saturday, Sunday & Gazetted Holidays. Unloading of goods /stores and delivery to stores at above mentioned place shall be responsibility of the agency.

 XV. The supplier will be liable to replace the rejected /damaged stores within 10 days, failing which the legal action will be taken as deemed fit by NIB.

 XVI. If the supplier fails to supply the material with in the delivery period, the NIB reserve the right to procure the material from an alternative source on emergency basis at the risk and cost of the supplier. If the failure continues for the second time or repeated on the part of approved supplier, the contract may be cancelled and performance security would be forfeited apart from taking other legal action by this Department.

 XVII. **Analysis Report of supplied corn cob:** Vendor will have to provide detailed analysis report for critical nutrient parameters, microbial and chemical contaminants and heavy metals from a NABL accredited or equivalent laboratory on half yearly basis for batches supplied at NIB, Noida. Random chemical analysis of feed will be carried out for its nutritional composition by NIB to monitor the quality of feed from time to time. Defective materials must be replaced from NIB stores on basis within 30 days of inspection and intimation to the vendor.

 XVIII. **Delay Delivery Discount:** In case of delayed delivery of all or any item (s) this Institute shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods/items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted/unreduced contract price for the relative good/items, and/or, risk purchase will be affected at your risk and expenses.

 XIX. **Sample:** The vendor has to provide at least 1kg of free samples of the items to check its quality and for technical evaluation of the feed.
XX. **Payment Terms:** 100% payment shall be released within 30 days by RTGS after receipt and acceptance of material in good condition on submission of pre-receipted bill in triplicate. (RTGS details will be furnished by vendor) after deduction of Taxes (if applicable) or such payment. **Arbitration:** In the event of any dispute arising between NIB and the agency in any matter covered by contract or arising directly or indirectly there from or connected or concerned with the contact, the matter shall be referred to the Director, NIB who may himself act as sole arbitrator or may name as sole arbitrator an officer of NIB notwithstanding the fact that such officer has been directly or indirectly associated with contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The agency expressly agrees that the arbitration proceedings shall be held at NIB, Noida and the decision given by the arbitrator shall be binding for both the parties. The Arbitration and Conciliation Act of 1996 as amended from time to time shall govern the arbitration proceedings.

XXI. **Minimum Economic Quantity:** Please confirm minimum Economic Order Quantity.

XXII. The Supply Order copies received from other Government department/institution/PSU for the same items received by you earlier should be attached with your offer. (If possible for the same quantity or above).

XXIII. **Jurisdiction:** Disputes, legal matters, court matters, if any, shall be subject to Delhi Jurisdiction only.

Encl:

1. Specification of feed required is attached at Annexure I.
2. Bid Security Form is attached at Annexure II.
3. Price bid Schedule is attached at Annexure III.
4. PBG format is attached at Annexure VI.
5. Fall Clause Certificate format is attached at Annexure V.
6. Undertaking format is attached at Annexure VI.

(W.Z Quazi)
Procurement Officer
NATIONAL INSTITUTE OF BIOLOGICALS
Animal Facility

TECHNICAL SPECIFICATION FOR CORN COB

1. The size of Corn cob particles should be small size i.e. 2/3 mm.
2. The corn cob should be clean white (free from dust and foreign objects) and must be suitable for animal bedding.
3. The corn cob should be autoclavable or irradiated.
4. It should be packed in moisture proof bags suitable for autoclaving.
5. Vendor will have to provide the product analysis for heavy metals, aflatoxins, and pesticides for each supplied batch.
6. The corn cob should have Shelf-Life of more than 1 year
7. Bidders are requested to submit at least 1 Kg Corn Cob Sample with the technical bids, properly labelled with the name of manufacturer and manufacturing date along with the quality control certificate containing report on heavy metals, pesticides and aflatoxins for each supplied batch.
8. The company should have previous experience in supplying Corn cob to organization/institutes/ University and should produce a document of their supply along with the technical bids.
9. There should be no delay in supply and supply must be prompt at right time at doorstep after ordering.
10. Failure to the above in terms of quality, quantity and prompt supply are liable to withdraw contract at any time.
11. All above details should be clearly mentioned in the technical bid to be considered for evaluation.
Annexure-II
(On Non-Judicial Stamp Paper appropriate value)

SECTION VI: BID SECURITY FORM

Whereas .................. (hereinafter called "the bidder") has submitted its bid dated ...........(date of submission of bid) for the supply of ..................... (name and/or description of the goods) (hereinafter called "the Bid")

KNOWN ALL PEOPLE by these presents that WE .............(name of bank) of .............(name of country), having our registered office at ............... (address of bank) (hereinafter called "the Bank"), are bound unto .................... (name of purchaser) (hereinafter called "the Purchaser") in the sum of .......................... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the common seal of the said bank this ______day of _______ 20______.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
   (a) fails or refuses to execute the contract form if required; or
   (a) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (60) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

__________________________________________
(Signature of the Bank)

Name of Bidder
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Quantity &amp; Unit</th>
<th>Price for each Unit</th>
<th>Unit price INR</th>
<th>Applicable GST</th>
<th>Total Price (FOR NIB, NOIDA) INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>GST</td>
<td></td>
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</tbody>
</table>

**Notes:**

1. Delivery Schedule: As and when required basis throughout the year from the date of receipt of purchase order.
2. Price FOR Basis.
3. In case of discrepancy between unit price and total price, the unit price shall prevail.
4. Destination of material: National Institute of Biologicals, Noida (UP)
5. **Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, Excise Duty, GST, and Freight separately in terms of Percentage of Ex-Works price. NIB is exempted for Customs Duty under the provision of Notification No.51/96 dated 14.11.2017.**
6. **The price may be reviewed by NIB any time as per the prevailing market rate as per clause number 11 of the Tender Document.**

Total bid price in fig ____________________ In words ____________________

Place: Noida
Date: ____________________

Signature of Bidder ____________________
Name ____________________
Business address ____________________
(On Non-Judicial Stamp Paper appropriate value)  
PROFORMA OF BANK GUARANTEE (PERFORMANCE)

To

National Institute of Biologicals,
A-32, Institutional Area,
Sector-62, NOIDA-201307
India

Dear Sirs,

In consideration of the National Institute of Biologicals (hereinafter called "the Institute" which expression shall include its successors and assigns) having awarded to:

M/s. _______________________________ (Address) _______________________________ (Constitution)

(hereinafter referred to as "the Contractor" which expression shall include its successors) a works/purchase contract in terms, inter-alia, of the Institute(s) Letter of Acceptance No./Purchase Order No. ___________________________ dated ___________________________ and the Tender Documents (hereinafter called the "said contract" which expression shall include any and all formal contracts entered into in addition to in supersession of the said Letter of Acceptance and all amendments and modifications in the said contract upon the condition of contractor furnishing an undertaking from a Bank as performance guarantee for a sum of (currency) ___________________________ (currency) only) amounting to 10% (ten percent) of the total contract value for the payment of the Owner's claims under the said contract.

We (Name) ___________________________ (Constitution)

(hereinafter called "the Bank" which expression shall include its successors and assigns) hereby undertake to pay the Institute in (currency) forthwith on first demand in writing and without protest or demur or proof or condition any and all moneys anywise claimed by the Institute from the Contractor under, in respect of or in connection with the said contract as specified in any notice of demand made by the Institute on the bank with reference to this undertaking up to an aggregate limit of (currency) ___________________________ (currency-in-words) ___________________________ only).

AND the Bank hereby agrees with the Institute that:

i) This undertaking shall be a continuing undertaking and shall remain valid and irrevocable for all claims of the Institute and liabilities of the Contractor arising up to and until the midnight of ___________________________.

ii) This undertaking shall be in addition to any other undertaking or guarantee or security whatsoever that the Institute may now or at any time have in relation to its claims or the Contractor's obligations/liabilities under and/or in connection with the said Contract, and the Institute shall have full authority to take recourse to or enforce this undertaking in preference to the other undertaking or security(ies) at its sole discretion, and no failure on the part of the Institute in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the Bank from its full liability hereunder.

iii) The Institute shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking or security in respect of the contract's obligations and/or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and/or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to release or to forebear from enforcement of all or any of the obligations of the contractor under the said contract and/or the remedies of the Institute under any security(ies), now, or hereafter held by the Institute and no such dealing(s), variation(s), reduction(s),
ANNEXURE-"V"

PROFORMA OF FALL CLAUSE CERTIFICATE

If any subsequent date after submission of quotation or placing of Supply Order, the manufacturer (the term manufacturer will also include his authorized distributor/agent) reduces the sale price of such stores or sells such stores to any party at a price lower than the price charged/chargeable against supply order placed by the National Institute of Biologicals, Noida, the manufacturer (including his authorized distributor/agent) as aforesaid in case the quotation is submitted by them and supply/service is also effected by them) will forthwith notify such reduction in sale price to National Institute of Biologicals, NOIDA and price payable for the stores to be supplied against the Supply Order after the date of such reduction in sale price coming force, shall stand reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Tenderers with Rubber Stamp.)
Ref Tender No. (Q/NIB/19-20/23) Q/NIB/18-19/147A

ANNEXURE-"VI"

UNDERTAKING

An undertaking is given herewith that:

- My/ our firm has not been blacklisted during last three years by any of the Govt. Department / Govt. Autonomous Body / Institute / PSU, etc.
- My / our Firm has no dispute with any of the Govt. Department / Govt. Autonomous Bodies / Institutions / PSUs / Plus etc.
- My / our Firm has not submitted any fake certificates / documents and later on if any such certificates / documents found to be fake / wrong, any criminal and legal action can be taken against their Firm / Agency besides forfeiture of Earnest Money & blacklisting etc.
- There are no complaints against my / our Firm such as delayed supply, non-submission of performance Bank Guarantee (BG) and refusal of supply and for which no punishment of any type.
- We unconditionally accept all the terms & conditions of the Tender Enquiry.

Bidder's Signature and Seal

(Full name, designation of the person in the Firm/Agency)

Note:- Tenderer has to give above statement on an non-judicial stamp paper worth Rs. 100/- duly notarised.