



Maharashtra National Law University Mumbai

Invites

PROJECT MANAGEMENT CONSULTANCY

for

**DEVELOPMENT OF ITS GREEN FIELD CAMPUS GOREGAON (WEST), MUMBAI
PROPERTY BEARING C.T.S. NOS. 1/A/167(PART) OF VILLAGE PAHADI
GOREGAON S.NO. 161(PT.) AT GOREGAON (W), IN P/SOUTH WARD, MUMBAI**

Reference Number: NLUM/ADM/02/607/2017

Dated: 2025 October 08

Maharashtra National Law University Mumbai

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

2nd Floor, CETTM–MTNL Building, Technology Street,

Hiranandani Gardens, Powai, Mumbai–400076

Tel: 022–25703187 / 022–25703188

Website: <https://mnlumumbai.edu.in>

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1. Request for Pre-Qualification and brief scope of work

The EOI for PMC advertisement dt 27-10-2023 has been cancelled. All the applicants who already applied to this advertisement are advice to reapply in the latest advertisement.

Expression of Interest (EOI) are invited on behalf of the MNLU Mumbai from reputed Project Management Consultants (PMC) referred to as PMC or Applicants for prequalification for the Development of Maharashtra National Law University Mumbai Campus At Goregaon(West), Mumbai

Approx. area for construction 3,00,000 Sq mtr (Three lakh square meters), the area may vary as per planning and requirement.

The selection of the Consultants is through a two-step selection criteria:

- i. Prequalification of PMCs
- ii. Technical proposal and Presentation
- iii. Financial Bid (only from pre-qualified bidders)

Prequalified applicants will be required to submit a Technical Proposal and will have to submit a Technical Proposal and to make a presentation to an Expert Committee. Based on the evaluation by the Committee, selection will be done.

The EOI document is available on the official website of MNLU Mumbai i.e. <https://www.mnlumumbai.edu.in/tenders>.

1.1 Scope of PMC:-

1. The following brief is provided to guide the PMC service provider regarding the contractual obligations-
2. The responsibility of PMC service provider is to ensure from the stage of Administrative Approval of the project by MNLU till architectural and engineering design, statutory approvals and construction of the full campus including services and smooth handing over of the building to the full satisfaction of MNLU.
3. PMC will be responsible for checking of estimates, bill of quantities, measurements, rates etc considered in the estimate by the Architect and for any other such activity required for ensuring utmost reasonability of BOQ used for invitation of tenders for selection of various construction agencies from time to time. MNLU reserves the right to carry out the construction work through a single agency or multiple ones. Also, work may be carried out either in single phase or multiple phases.
4. The PMC service provider will be totally responsible for the site supervision, quality assurance & control, safety, and total documentation of all records of testing of materials as per the latest BIS standards. It will also vet the running/final bills of the construction agencies including measurements/ rates, extra/deviated items, escalation etc to the full

satisfaction of MNLU authorities.

5. The PMC service provider shall provide all the relevant information and reports sought by the Audit/ Vigilance teams during the inspection. For all queries raised by inspecting authority, the draft replies are to be furnished to MNLU till the closure of the case.
6. The PMC service provider should manage all the activities in a professional manner including deputing competent technical/managerial staff for the office, preparation of bid documents, and the selection of service providers, as required by MNLU.
7. The PMC service provider shall do active coordination with MNLU and the Architectural firms (including with Liaisoning Consultant) in finalising all drawings, bill of quantities, obtaining all the necessary statutory approvals for the commencement and completion of construction work including green building certification. Obtaining all statutory approvals is in the scope of the Architectural firm appointed by MNLU though.
8. The PMC service provider must ensure a smooth and uninterrupted flow of working drawings to the construction agency so that the construction activity will not get hindered.
9. The PMC service provider must organize weekly/Fortnightly/Monthly site meetings with all the stakeholders to monitor the progress of work and to sort out bottlenecks if any.
10. The PMC service provider should maintain the required Senior, Mid-management, and Junior staff at the site of work, the staff should not be transferred till the completion of work. MNLU must be kept informed about the movement of staff.
11. The PMC service provider must submit monthly progress and activity report to the MNLU in the format mutually decided.
12. The PMC service provider must act on behalf of MNLU and must take all decisions with the written approval of MNLU.
13. PMC service provider has to abide by all the procedures, rules, and regulations set by the MNLU authorities.

1.2 Scope of the PMC Services

Preamble: It is proposed to engage an experienced and reputed Firm to provide Project Management Consultancy services for the upcoming Infrastructure works at green-field Goregaon Campus of MNLU. The firm engaged in the project shall provide Project Management Consultancy services for the infrastructure works right from start to finish of the projects, after completion handing over of the buildings to MNLU. A brief of the scope is listed below. The bidders may note that all the functions covered under these clauses shall be performed by PMC on behalf and as per approvals at every step of MNLU.

A. Pre-construction PMC services

1. Establish office set up at MNLU Campus in the basic office space provided by MNLU. Initially PMC will operate from rented premises of MNLU at Powai but as

soon as the physical activities start at new campus, full or partial staff will need to be stationed at the Goregaon Campus.

2. Posting of authorized personnel on the project work.
3. Administration of architectural consultancy agreement on behalf of MNLU
4. Design development as per stages of the Architectural Consultancy agreement including submission of various DBR for other facilities. Design Verifications, value Engineering & finalization of all drawings.
5. Coordination for statutory approvals
6. Coordination and vetting for Preparation of BOQ and Tender Document for execution of construction work
7. Preparation and issue of notice for empanelment of the contractors
8. Invitation of Tenders on behalf of MNLU and processing the same till appointment of contractor.
9. Checking and recommending bills of Architect/consultants.

B. Construction Management and Supervision (CMS) during construction

1. Posting of dedicated manpower for Construction Management and Supervision (CMS) service after the issue of work order to the construction contractor as per the schedule finalized by MNLU.
2. Maintaining all site records, as per CPWD formats/CVC/CTE Guide lines
3. Checking and endorsing the measurements and recommendation to Competent Authority of MNLU for payment. The bills are to be in the format of CPWD.
4. Quality assurance needs to be assured as per the specification set in the work contract.
5. The phased completion program submitted by Construction agency as per time schedule and as per tender condition is to be vetted and the same needs to be monitored at site by conducting weekly/fortnightly/monthly meetings and preparation of minutes of meeting, bringing any deficiencies in progress, quality to the notice of MNLU and taking suitable action for the same.
6. Checking and recommending bills of contractor.

C. Post Construction PMC services

1. Assisting MNLU officials in Interaction with Chief Vigilance Officer (CVO) of MNLU, Chief Technical Examiner (CTE) or any other officers of Central/State Vigilance Department and other statutory authorities like BMC regarding the execution of works as and when required.
2. Assisting MNLU with all documentation in case of Arbitration and legal matters relating to the execution of work
3. Satisfactory handing over of completed buildings to MNLU with proper inventory, guarantees and warranties received from Construction agency and getting the defects rectified by Construction agency.
4. Finalising the bills of contractor for the completed works.
5. Co-ordination with contractor and MNLU during defect liability period.

6. Co-ordination with the architectural and Liaisoning Consultants for obtaining final statutory approvals & occupancy certificate etc.

1.3 Broad based functions of the Project Management Consultant (PMC)

1. It is proposed to engage experienced and reputed Firm to provide Project Management Consultancy (PMC) services for the upcoming new campus construction for a period of five years at MNLU campus at Goregaon West. Detailed scope includes:
2. Service Provider to establish a Project Office of PMC agency by deputing PMC staff (duly approved by MNLU) and to depute Construction Management and Supervision (CMS) staff required for site supervision in teams required as per the number of the projects (duly approved by MNLU) as specified by MNLU. PMC will be responsible for quality, maintenance of site records and safety of works.
3. To get all the Design Basis Reports (DBRs) prepared by Architectural firm for the approval of MNLU.
4. To get the conceptual drawings prepared by Architectural firm, subsequent approval of structure and the drawings by MNLU. Obtain from the architect the Design Basis Reports (DBRs) for each of the internal and external services of the Campus, such as transport (road networks, road widths, crossing of services, etc.), storm water drainage and management, rainwater harvesting, water supply pipelines (sweet water, and recycled water for flushing, air conditioning and horticulture), plumbing, solid and liquid waste management, firefighting system, fire alarm, lifts, electrical power (street lights, electric substations, DG sets, solar power generation, electrification, etc.), HVAC, service corridors, landscaping and horticulture, signage, acoustics, audio-visuals, data and communications (LAN, CCTV, telephone, Wi-Fi, BIMS, etc.), gas pipelines, sewage treatment plant, water treatment plant, and other services, which utilize the land optimally and provide the utilities of the Institute so that the desired level of ambience has to be created in a most professional and cost effective manner. All the above scope will be with Architect Firm; The PMC service provider must coordinate effectively for smooth progressing of the project. Coordination with architect and MNLU for site survey/investigation work on approval from MNLU.
5. In this the scope of PMC is the coordination agency amongst all stake holders to achieve timely procurement of statutory clearances. To get the drawings and proposals submitted from the concerned architects to statutory authorities for getting the approval for commencement of construction through appointed Architectural firm. Obtain all applicable statutory clearances from the respective statutory authorities, including BMC (Brihanmumbai Municipal Corporation), Local Government Bodies, Fire Officer, Airport Authority of India (AAI), MoEF, as applicable for all buildings, facilities, services through the liaison architects of MNLU. Obtaining all statutory approvals would be either in the scope of Architectural firm or a liaison Architect appointed by MNLU.
6. To get all the designs carried out by the appointed Architectural firm and all the designs are to be vetted by experts nominated by MNLU. Structural Design will be got vetted from

- IIT Bombay or any other institute of eminence, as decided by MNLU.
7. To get all the tender documents including tender drawings and bill of quantities prepared through Architectural firm, getting the approval of MNLU for Tender Document. Recommend the stage-wise payment for Architectural firms.
 8. To float the tender on behalf of MNLU and be responsible for entire process of tendering that is from NIT to award of work.
 9. Appoint team for construction management and supervision at site as per Table B and as per the value of work order.
 10. After award of work to construction agency, to ensure release of all working drawings and augment the staff required for site supervision, measurements, billing, quality assurance and for maintaining site records.
 11. To monitor the progress of work, weekly and monthly progress review meetings are to be arranged with all the stake holders, preparation of minutes of meeting and getting the approval of MNLU for the same.
 12. Preparation and submission of the status/progress reports as requested by MNLU for submission to higher authorities.
 13. To certify the measurements submitted by construction firm and recommend for payment of bills to The Registrar, MNLU. Similarly recommend the stage wise payment to Architectural firm to The Registrar, MNLU.
 14. To ensure timely rectification of defects by the contractor.
 15. After completion of work, carrying out inspection of the entire building, preparation of defect list and rectification of defects, settlement of final bills of Architectural firm, construction firms etc. Handing over of the completed building along with inventory, all records, as built drawings etc to The Registrar, MNLU or his authorised representative.
 16. For all the above, PMC service provider has to coordinate with MNLU, statutory authorities and the selected Architectural/Liasioning firms.
 17. Coordination and facilitation of statutory checking and inspections by Chief Vigilance Officer (MNLU), Chief Technical Examiner (CTE) or any officer deputed by Central Vigilance Commission or State Government. In addition, assisting MNLU for Arbitration if any.
 18. Also, PMC service provider has to maintain the documents for ongoing works of construction management consultancy part.

2. Background and Introduction

2.1 Maharashtra National Law University Mumbai was established under Maharashtra National Law University Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Hon'ble Justice Bhushan R. Gawai, Chief Justice of India is the Chancellor of the University. Hon'ble Mr. Shree Chandrashekhar, Chief Justice, Bombay High Court is the Pro-Chancellor of the University and Prof. (Dr.) Dilip Ukey, an eminent professor of law is the Vice-Chancellor of the University. The envisaged object of the University is to advance and disseminate learning, knowledge of law and legal processes; to develop in

the students a sense of responsibility to serve the society and to impart skills on advocacy and justice, legal services, legislation and law reforms, thereby making law and legal processes efficient instrument of social development. Towards attaining these objectives, MNLU Mumbai offers Five-year integrated B.A., LL.B. (Hons.), One year LL.M. (Regular), One Year LL.M. (Investment and Securities Law) jointly with NISM, One Year LL.M. (Professional), M.A. (Executive) in Mediation and Conflict Resolution, Ph.D. programme among other diplomas and short-term courses. The University also runs various certificate courses such as Mediation, Data Protection Law, Cyber Law, IPR, Arbitration and foreign languages such as German and Spanish on regular basis.

- 2.2 MNLU Mumbai has been allotted 35 acres of land at Goregaon, which includes an Academic Blocks, Administrative Blocks, Hostels, Sports Complex, Staff Residential Quarters and Convention Centre etc. or any other building as per requirement of MNLU Mumbai.
- 2.3 The campus is expected to be highly efficient in use of energy and water, have smart buildings with proper use of modern sensing and building management technologies, provide nicely designed spaces to facilitate teaching – learning and R & D and generally be well optimized for Institute Operations.

3 General Instructions:

- 3.1 Selection of the Consultant shall be as per the selection process described later in this document. The Institutes decision regarding the selection is final.
- 3.2 Applicants must acquaint themselves fully about the assignment and the local conditions and usage before submitting the proposal. They may visit the Current campus with prior appointment, and attend the pre-submission conference as per schedule.
- 3.3 All the information and clarifications sought, will be posted on the website. Applicants are advised to visit the website regularly.
- 3.4 The Institute reserves the right to reject any Proposal, at any time, a material misrepresentation is made or discovered, or the applicant does not provide the responses sought by the Institute within the stipulated period.
- 3.5 The proposals must reach before the stipulated date of submission. Late submission will be rejected.
- 3.6 Reference and certificates from the respective Institutes submitted should be signed by an officer not below the rank of Executive Engineer in case of Govt. Dept. and authorized person in case of Private Bodies.

4 Evaluation of the applications:

The applications shall be examined by an *Expert Committee* duly appointed by the Vice Chancellor, MNLU, Mumbai. The committee will evaluate the proposals based on the criteria given in this document and submit the recommendation to the Vice Chancellor,

MNLU, Mumbai. The recommendations of the Expert Committee shall be final. Notwithstanding this, the Vice Chancellor, MNLU, Mumbai, reserves the right of accepting or rejecting any or all the applications.

5. Minimum Eligibility Criteria: The applicants to be eligible for the next stage of selection process shall meet all of the following eligibility criteria (5.1 to 5.6) -

5.1 It must have a reasonable size of office/ branch office in Mumbai Metropolitan Area.

5.2 Firm should be in existence for last 12 years at least.

5.3 The PMC firm should have satisfactorily completed the projects in India for construction management and supervision for *educational institutes/ universities/ commercial complexes/ multi-use complexes / townships* during last 12 years, with at least:

(a) One assignment with a project construction completion cost of Rs. **500** crores,
or

(b) Two assignments with a project construction completion cost of Rs **300** crores, or

(c) Three assignments with a project construction completion cost of Rs. **250** crores.

The experience shall be supported with a performance certificate of each completed work issued by the employer or his authorized representative. Purely residential complexes are not eligible.

5.4 Experience with Government

The firms should have satisfactorily completed at least one assignment (either from above or separately) of minimum quantum of work with project cost of Rs 100 Crore, for Central/State Government, PSU, an autonomous body of Central/State Government.

Ongoing projects where the value of the completed portion as on the date of submission is more than ₹100 Crore may also be considered, provided sufficient supporting documents (such as certified work completion statements, valuation by client, or CA-certified financial progress reports) are submitted by the bidder.

5.5 Average Annual Turnover

As per ITCC (Income Tax Clearance Certificate) or Profit and Loss Statements (duly certified by CA), the following shall be met by the firms:

The average total annual consultancy fee received by the firm shall not be less than Rs 20 Crores in the last 3 financial years ending on 31-3-2025, and

The firm should not have incurred any loss in more than 2 years during last 5 financial years ending on 31-3-2025.

5.6 The applicant is ineligible to submit a proposal, if it or any of its constituents has been barred by any Central and/or State Govt. in India. He should have, during the last three years, neither failed to perform on any agreement, nor been expelled from any project or agreement nor have any agreement terminated for breach by the Applicant.

5.7 The prequalified applicants will be required to file an affidavit for information provided for the eligibility criteria on a non-judicial stamp paper of Rs 100/-.

5.8 For the firms operating in multiple domains, EQRs prescribed herein are required to be individually satisfied from PMC operations alone.

The onus of providing sufficient, verifiable, and comprehensive documentary proof to substantiate these credentials shall rest entirely with the bidder. Inadequate, incomplete, or unverifiable documents may lead to disqualification or non-consideration of the claimed experience.

5.9 The roles and responsibilities of the Project Management Consultant (PMC) shall include, but not be limited to, the vetting and verification of all designs, drawings, estimates, and other technical or commercial documents prepared by the appointed Architect. The PMC shall provide technical advice, ensure compliance with applicable standards, and assist the Client in achieving the project objectives within the approved scope, cost, and timeline.

It is further clarified that to avoid any “Conflict of interest” , architectural firms already associated with the present project shall not be eligible to participate in this EOI process for selection of PMC.

5.10 Joint Ventures (JVs) or Consortiums shall not be permitted to participate in this Expression Of Interest (EOI). The proposal must be submitted solely by an individual firm meeting all eligibility and qualification requirements independently.

Note: For Submission, kindly use appropriate supporting documents against item no. 5.1 to 5.7 above. May also refer to Section 9 and enclosed annexures.

6. Selection Process

6.1 Each Applicant will submit an EOI, along with a suitable covering letter.

6.2 There will be a technical screening of the EOI based on which applicants for PMC services shall be prequalified. The technical screening criterion is given in the Section 5

6.3 The prequalified applicants in the next stage will be asked to submit a Technical Proposal and make a presentation before an Expert cum User committee constituted by the Institute. These PMC firms would be required to submit *interalia* the project management approach they propose for the project (e.g. manpower organization for the project, key persons and their responsibilities etc.)

6.4 The expert cum user committee will evaluate the proposals/presentations and applicants will be short-listed

6.5 Financial bids from finally short-listed PMC services providers will be sought and work will be awarded to L1 bidder.

7 Fees Details:

Service providers will be paid fees based on mutually agreed milestones based on objective criteria. Total fees will be taken as percentage of actual construction cost. Any milestone payment before completion of the work will be dealt with as per estimated cost. MNLU retains the option to put a cap on the total fees. 5% of fees will be retained from each Bill and shall be paid 1 year after satisfactory completion of the Project (subject to the approval of Executive Council of MNLU Mumbai). Further details will be provided along with Financial Bid documents. The fees shall be all inclusive for entire scope of works for pre-construction stage, construction stage and post-construction stage of works and nothing extra shall be paid.

8 Time schedule

Particulars	Dates/Deadlines
Press advertisement for EOI	08.10.2025
Last date of receipt of queries	15.10.2025
Pre-bid conference	18.10.2025
Last date of replies to queries	01.11.2025
Last date of submission of EOI	21.11.2025
Announcing the prequalified Consultants on website of the Institute/ by mail	05.12.2025

8.1 Detailed structure of the Technical Proposals, contract conditions, payment terms and schedule will be provided to the prequalified applicants in the next stage.

9 Submission of documents for Pre-Qualification for Minimum Eligibility Criteria :

9.1 Details should be submitted under the format of covering letter given at annexure 1.1.

9.2 Provide information of various office locations and establishment date

9.3 Provide information of projects (min value Rs 250 Crores) , completed in the last 12

years, and which are similar to the proposed project, as per annexure 1.3. For any work to be considered towards Eligibility Criteria, Work Order as well as Completion Certificate from the client need to be submitted.

9.4 Details of experience with Government clients

9.5 Average turnover in last three years - in terms of professional fees. Attach certificate of CA to this effect, as per the format given in Annexure 1.2

9.6 Abridged Balance sheet/ Profit and Loss Statement for last 5 years

10. Criteria for short-listing for Project Management Consultant

(to be submitted as per Time Schedule which will be conveyed to prequalified firms meeting Minimum Eligibility Criteria)

For those applicants who satisfy the minimum eligibility criteria, for technical screening, following additional criteria may be used:

- I. Campus construction management experience and capability-Any three Similar projects of your choice Provide information about up to three projects that the PMC has managed in the last 12 years, which are similar in scope to the current project.
- II. Experience and background of the key personnel involved. This part should include (i) background of the firm, (ii) background and experience of key members in the firm's team,
- III. Recognitions, appreciation letters, attach copy of certificates
- IV. Experience in managing execution of Green Technologies with GRIHA /LEED ratings, attach copies of certificates
- V. Proposal for manpower deployment for this project to ensure timely completion of the project.

(Above criteria are for broad reference only. Exact criteria will be conveyed to prequalified agencies)

11. Contact Information

- 11.1 Queries/clarifications may be e-mailed to tender@mnlumumbai.edu.in. Clarifications, will be posted from time to time on the Institute website. No individual replies/clarifications will be sent. No oral communication will be entertained.

11.2 The EOI are to be submitted in hard copy at the given address of MNLU, Mumbai within the indicated time schedule. Scanned copy of submission may also be sent by mail to “Dr. Prakash Chaudhary, Registrar; Email ID: registrar@mnlumumbai.edu.in

12. Disclaimers

1. Notwithstanding anything contained in this document, the Institute reserves the right to amend/accept and/or reject any/all proposals and to annul the selection process at any time without assigning any reason and without any liability and/or obligation.
2. Any costs for preparing this submission and presentations will be borne by the Applicant and the Institute is not liable in any way for such costs, regardless of the outcome of the selection process.
3. It is entirely the responsibility of the applicant to provide complete/sufficient information– incomplete/insufficient information can adversely affect technical evaluation.
4. Information provided in this document is indicative and not exhaustive
5. Final selection of proposal will be subject to approval of competent authorities of MNLU MUMBAI.

NOTE:- The University may change, modify, alter and dilute any of the criteria as mentioned above.

Anexure I.1
Cover Letter

Date: _____

To:
The Registrar
Maharashtra National law
University
Powai, Mumbai-76.

Subject: EOI for the Program Management Consultancy for MNLU, Mumbai for DEVELOPMENT OF ITS GREEN FIELD CAMPUS GOREGAON (WEST), MUMBAI PROPERTY AT GOREGAON (W), IN P/SOUTH WARD, MUMBAI

Reference: NLUM/ADM/02/607/2017

Dear Sir:
In response to the Invitation of EOI
I/We hereby:

- (1) Submit the pre-qualification document along with relevant information.
- (2) Certify that all the statements made, and information supplied in the enclosed Forms A to F, the checklist and accompanying statements are true and correct.
- (3) Certify that all information and details necessary for pre-qualification have been furnished and no further pertinent information is left to be supplied.
- (4) Submit the following certificates in support of our suitability, technical know-how capability for having successfully completed the following works:

<i>Sl. No.</i>	<i>Name of Work</i>	<i>Certified by</i>
1		
2		
3		
.		

Thanking you.

Yours sincerely,

Name and Signature (s) of the Authorized Signatories

Seal of the Firm

Annexure I.2

Financial Information

Date: _____

Financial Analysis: Details to be furnished by duly supported figures from the Balance Sheet or Profit and Loss Account for the last five years duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department, along with copies of the IT returns for the said years

Sl. No.	Particulars	Financial Year				
		2020-21	2021-22	2022-23	2023-24	2024-25
1	Gross Annual Turnover on consultancy fees (<i>Rs. Lakhs</i>)					
2	Profit/Loss					
3	Certified by					

The following certificates are enclosed:

- (1) Copy of the PAN Card of the Firm,
- (2) Copy of GST Payment Statement, and
- (3) Current Income Tax Clearance Certificate or Profit and Loss Account Statement

Name and Signature(s) of the Chartered Accountant

Office Seal

Name and Signature(s) of the Authorized Signatories

Seal of the Firm

Annexure I.3
Completed Works

Date: _____

Details of all eligible works/assignment completed during past 12 years ending previous day of last date of submission of tender. Add more columns, if needed.

Project/Program Management Services Assignments

Sl. No.	Particulars of the Work	Completed Works of Similar Nature		
		1	2	3
1	Name of the Work and its Location			
2	Name of Organization and its Address			
3	Cost of work and built-up area (Rs. Crores & m ²)			
4	Date of Commencement as per contract			
5	Stipulated date of Completion			
6	Actual date of Completion			
7	Details of Litigation or Arbitration pending or in progress (including gross amount claimed and amount awarded by the Arbitrator, in Rs. Lakhs)			
8	Name, address, and telephone number of Officer to whom reference may be made			
9	Scope of Consultancy Contract and Remarks			

Note: For any work to be considered towards Eligibility Criteria, Work Order as well as Completion Certificate from the client need to be submitted.

Name and Signature(s) of the Authorized Signatories

Seal of the Firm