

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ



ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ

Punjab Gramin Bank

Sponsored by :  punjab national bank

GAD, Head Office, Markfed Road,
Kapurthala
Tel: 01822-230230
Email ID: gadpgb@pgb.co.in



HEAD OFFICE KAPURTHALA

TENDER DOCUMENTS FOR

Limited Tender invited for Interior Furnishing and Electrical works from Contractors on panel of PNB (only in Punjab) of **BO: Mehlan, Distt. Sangrur**

**Punjab Gramin Bank,
Head Office Kapurthala,
Punjab**



**Interior Furnishing and Electrical works of
BO: Mehlan, Distt-Sangrur**

I N D E X

Annexure	PARTICULARS	PAGE No.
	Notice Inviting Tender	3
1.	Letter Submitting Tender	4
2.	Articles of Agreement	5
3.	Appendix referred to General Conditions	6
4.	General Conditions	7-8
5.	Special Conditions of Contract	9-10
6.	Preamble to Bill of Quantities	11
7.	List of Preferred Make of Materials	12
8.	Bid Securing Declaration Form	13
9.	Compliance Statement	14
10-A	Interior Furnishing works	
10-B	Electrical works with data cabling	
	Layout Plan	

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ



ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ

Punjab Gramin Bank

Sponsored by :  Punjab National Bank

GAD, Head Office, Markfed Road,
Kapurthala

Tel: 01822-230230

Email ID: gadpgb@pgb.co.in



**Notice of invitation of Tender for Interior Furnishing and Electrical works of
BO: Mehlan, Distt. Sangrur**

Sealed tenders on item rate basis are invited from PNB empanelled vendors (in Punjab State only) for Interior, Furnishing and Electrical works of BO: **Mehlan, Distt. Sangrur**

SUBMISSION OF TENDERS

The tenders are to be submitted in two separate envelopes each sealed and clearly super scribed as to envelope number and contents as indicated below.

ENVELOPE NO.1

Envelope No.1 shall contain **Annexure 1 to 9** and be superscribed "**Envelope No.1**, for the work of Interior Furnishing and Electrical works of BO: **Mehlan, Distt. Sangrur**

ENVELOPE NO.2

Envelope No.2 shall contain Price Bid/Financial bid i.e. **Annexure 10-A & 10-B**

Annexure 10 A= Interior Furnishing

Annexure 10 B= Electrical works with data cabling

This envelope shall be superscribed "**Envelope No.2, Price Bid** for the work of Interior Furnishing and Electrical works of BO: **Mehlan, Distt. Sangrur**

Sealed tenders as above will be received in the office of the **General Manager, Punjab Gramin Bank, Head Office, Markfed Road, Kapurthala, Punjab.**

Last date for Submission of Tender : 18.06.2024 (03:00 P.M.)
Date for opening of Tender (Envelope No.1 & 2) : 18.06.2024 (03:30 P.M.)
Place of opening of tender : Head Office, Punjab Gramin Bank,
Markfed Road, Kapurthala-144601

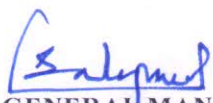
Tenders received late on account of any reason whatsoever and telegraphic tenders will not be entertained.

The tender shall be valid for a period of not less than 60 days after the date of opening of Financial Bid /Price Bid.

For any further information on the tender, The Chief Manager, Head Office, Kapurthala may be contacted on 01822-230230. The site may also be inspected on any working day before submission of tender (Between 10AM to 5 PM) only with prior permission of Bank.

The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

The Bidder shall indicate no commercial or technical condition or qualification of any sort in the tender otherwise the tender shall be liable to be rejected summarily.


GENERAL MANAGER





Annexure -1

LETTER SUBMITTING TENDER

**General Manager
Punjab Gramin Bank,
Head Office Kapurthala,
Punjab**

Dear Sir,

Reg: Interior Furnishing and Electrical work of BO: Mehlan

With reference to the tender invited by you for the proposed work.

I/we do hereby offer to execute the work under contract at the respective rates mentioned in the Schedule of Quantities. I/We have seen the site, understood the general conditions of contract, special conditions, additional conditions.

I/We agree to execute the work as per specifications, general conditions of contract, special conditions, additional conditions, schedule of quantities etc.

I/we understand that you are not bound to accept the lowest or any tender that you receive.

Yours faithfully,

(CONTRACTOR)

1. Name of partner of the firm
2. Name of our banker

Tender submitted on _____ before _____ P.M.



Annexure -II

ARTICLES OF AGREEMENT

This agreement is made on _____ day of _____ 2024 between (Punjab Gramin Bank, GSAD, Head Office, Kapurthala-144601 (herein referred to as Bank which expression shall include its heirs, executors, administrators and assigns) of the one part and _____ (herein referred to as the successful contractor which expression shall include his heirs, executors, administrators and assigns) of the other part.

WHEREAS Bank is desirous of carrying out Interior Furnishing works in **BO: Mehlan** Describing the work to be done as per Schedule of quantities along with the general conditions of contract, special conditions, additional conditions etc. and whereas the contractor has agreed to execute the work described in said priced schedule of quantities, general conditions of contract, special conditions, additional conditions, drawings at the respective rates mentioned in the priced schedule of quantities attached.

The following documents shall be deemed to form and read construed as part of this agreement.

- 1.
- 2.
- 3.

Now it is hereby agreed as follows: -

1. In consideration of the payment to be made to the contractor as herein provided he shall upon and subject to the said conditions execute and complete the works as per the said conditions and priced schedule of quantities.
2. The bank shall pay the contractor such sums as shall become Payable hereunder at the times and in manner specified in the conditions.
3. The said conditions shall be read and form part of the Agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively on such conditions contained.
4. All disputes arising out of in any way connected with this agreement shall be deemed to have arisen in Kapurthala and only the Court/Arbitrator in Kapurthala shall have jurisdiction to determine the same.
5. All parts of this contract have been read by us and fully understood by us.

(WITNESS)

(BANK)

(CONTRACTOR)



Annexure -III

APPENDIX REFERRED TO IN THE GENERAL CONDITIONS

1. Defect liability period : Twelve months
2. Date of Commencement : 3rd day from the date of issue of Award Letter
3. Stipulation period of Completion : 30 days from date of commencement
4. Retention Money for defect Liability period : 8% of the total value of work
5. Liquidated damages for non-completion of work within stipulated period : 1.00% of the contract amount shown in the tender per week subject to maximum of 10% of the accepted Contract sum
6. The retention money shall be refunded after the completion of defects liability period. The retention money shall not carry any interest and shall be retained interest free by the Bank.



Annexure-IV

GENERAL CONDITIONS

1. The bidder should be the empanelled contractor of Punjab National Bank (in Punjab State) and has to submit BID SECURING DECLARATION.
2. The tenders will remain valid for a period of 60 days from the date of opening of Commercial Bids. Bank reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.
3. The tenderer should quote the rates in figures as well as in words.
4. All erasures and alterations made while filling the tender must be attested by full signature with stamp of tendered, **Overwriting of the figures is not permitted.**
5. The bank reserves the right to reject any or all the tenders, accept part of any tender or entrust the entire work to any contractor or divide the work to more than one contractor (item wise) without assigning any reason or giving any explanation. The rates quoted by the contractor will hold good for this bifurcation and no compensation will be paid on this account.
6. Joint tenders shall not be considered.
7. On receipt of information from the Bank on the acceptance of his tender, the tendered within 3 days should submit his acceptance of the work order.
8. The rates quoted in the tender shall include all charges of scaffolding, lift for all height, any tools and plants, freight, labor, conditions and fluctuation in the rates, all taxes or expenditure for carrying out the work including GST.
9. The water and electricity shall be provided by the bank for completing the work free of cost at one point.
10. No escalation in rates will be allowed under any circumstances.
11. The successful tendered is bound to carry out entire work within the period stipulated in the Annexure-III. The tendered will have to pay liquidated damages for non-completion of job within stipulated period at the rate of 1.00% of the contract amount shown in the tender per week subject to maximum of 10% of the accepted Contract sum.
12. The liquidated damages as mentioned above may not be enforced if the contractor applies for extension of time mentioning the reasons for extension. Extension of time in days will be granted by the Bank if it is proved that contractor is not at fault for extending the work beyond stipulated date of completion.
13. The successful bidder is bound to carry out items of work necessary for completion of job even though the same are not included in the schedule of quantity. Rates of extra items will be derived from the tender. In case the rates do not exist in the tender and extra items are not similar to tender item, then the rates will be worked out on the prevailing market cost of material sustained by purchase vouchers / Bill and labor including wastage plus 15% towards contractor's profit and overhead plus GST as applicable.
14. The contractor must co-operate with other contractors appointed by the bank so that entire work proceeds smoothly and to the satisfaction of the bank.
15. The contractor shall remove all marks & stains etc. wash and clean the floors at his own cost and hand over the site in proper manner on the completion of work.
16. The bidder shall acquaint himself with the site conditions, making his own arrangement for storing of material at site, lift cartage etc.
17. Eight percent of the value of work done shall be deducted as security deposit from the running bills of the contractor and will be retained for defects liability period (as mentioned in the Appendix) and shall be released after the defects liability period, provided no defects are noticed during the period.
18. The contractor will attend to all defects noticed during defect liability period. If the contractor fails to attend the defects, these defects will be rectified by the bank and the expenditure incurred on this account will be recovered from their security deposit.
19. The contractor shall make adequate arrangement for watch and ward of his material and shall ensure the safety, breakage and any theft of material fixed or unfixed by him or sub-contractors.
20. The work executed should be got approved by the Bank and the contractor shall rectify any bad workmanship pointed out at any stage and remove from site all the rejected materials, immediately.
21. The contractor shall be responsible for implementing labor laws, compensation for injury and accident to person whether employed by him or by his sub-contractor.



22.

The contractor will take necessary precautions for carrying out the work avoiding any damage to structures/decorative parts of the property. The contractor will rectify any damages done at his cost.

23. The contractor shall ensure that workmen employed by him for execution of work are suitable covered against Workman's Compensation Act and that all liabilities arising out of Workman's Compensation Act, ESIS and other legislative enactments applicable to such works and workmen shall be to the contractor's account.

24. The works will be carried out as per drawings/specifications and to the entire satisfaction of the bank.

25. The contractor shall give due notice to the bank to check measurements of any work, which is likely to be hidden before covering the same.

26. In case of non-completion or delay in completion of work or non-removal of defects in time, the Bank shall be free to appoint another agency to get the job done at contractor's risk and cost.

27. Income Tax as applicable will be deducted at source from the Contractor's bill and will be deposited with the ITO as per rules.

28. The Bank may delay the progress of work, without in any way, vitiating the contract and grant such extension of time for the commencement/completion of the contract as it may think proper and sufficient in consequence of such delay and the contractor shall not make claim for compensation or damage in relation thereto.

29. The contractor will not execute any extra item without Bank's permission in writing.

30. The quantities mentioned in the schedule of quantities are approximate and can vary up to any extent. Payment will be made on actual work done by the contractor. However, the contractor should not deviate the quantity without Bank's permission.

31. Conditional tender quoted by the tendered is liable to be rejected.

32. The Bank has a right to alter the nature of work and to add or omit any item of work or to have the opinion of the same carried out departmentally or otherwise and such alternation of variations shall be carried out without prejudice to this contract.

33. The Bank has right to terminate the contract, if the contractor abandons the work or fails to commence and complete the work in time or fails to abide by the contract conditions.

34. **Note:-**

1. In case of delay in completion of work penalty @1.00% of the contract amount shown in the tender per week subject to maximum of 10% of the accepted Contract sum will be levied.

2. There must be provision of temporary connection, arrangement, etc. by vendor in all the fields related to complete the interior furnishing work.

3. All work must be done as per instructions and direction of Bank/Architect, and as per specification of Tender.

4. Rates quoted by the bidder shall remain firm throughout the contract period (including variations) transportation, labor and other incidental charge etc. PVA and PVA Clause shall not applicable.

BANK

CONTRACTOR



Annexure -V

SPECIAL CONDITIONS OF CONTRACT

1. Intending contractor shall visit the site and get acquainted with site conditions and activities during the working hours before quoting the rates. The contractor should note and bear in mind that the Bank shall bear no responsibility for the lack of acquaintance of site and other conditions or any information relating thereto or on their part.
2. All measurements shall be made as per CPWD norms. If for any item of work specification are not available in tender documents, latest CPWD specifications shall be followed.
3. Site should be cleaned every day and all the unusable material/melba shall be removed from the site and unusable materials shall be stacked properly so that there is no hindrance for staff and public failing which bank will remove the same at their level and suitable amount shall be recovered from the contractor's bill.
4. The work should be carried out as per latest CPWD specification and as per the standard engineering practice.
5. The contractor will take all necessary precautions for carrying out the work avoiding any damage to the structure, marble flooring of stair case and paint on the wall etc. before and during execution of job. If any damage is occurred during the execution, the contractor will rectify the damages done at his cost. Precautions should be taken for avoiding damage to other flats and common areas
6. The contractor shall employ competent supervisor for the work who shall be available (by turn) throughout the working hours to receive and comply with instruction of the employer.
7. During execution of work contractor should ensure that no hindrance or inconvenience is caused to the occupants in the building.
8. The rate shall be firm throughout the contract period including extension of time if any granted and shall not be subject to change under any circumstances. Nothing shall be paid on this account.
9. The contractor shall be required to maintain the coordination with the Building Maintenance Contractor, if required.
10. The tendered to visit the site and examine the above items and site condition before quoting the rates.
11. All material which contractor proposes to be used in the work is to be got approved by the contractor from the bank before bringing the material at site.
12. No old/ dismantled material shall be used by the contractor in the work under any circumstances. Unless otherwise specified elsewhere or under instruction of the bank.
13. The Contractor shall comply with the provisions of Contract, Labor (Regulation & Abolition) Act, 1970, Minimum Wages Act and all other Labor Laws and other Statutory Regulations (both Central and State) that may be enforced from time to time by the appropriate authorities. Bank shall not be held responsible for any penalty on failure of the any Labor Regulations. Bank shall have the power to inspect the Wage Register and for physical verification of salary paid to the staff with reference to any records of the Contractor and to insist the Contractor to comply with Laws.
14. The Contractor will be responsible to fulfill all the obligations in connection with the workers employed by the Contractor for the purpose of the Contract and all the Statutory and other liabilities, if any, including minimum wages, leave salary, uniform, ex-gratia, gratuity, ESI, Provident Fund, Workman Compensation, if any, etc. in connection therewith shall be on the Contractor's account payable by the Contractor.



15. Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.
16. Contractor or his authorized representative should visit the site frequently as required by the Bank and meet Bank's Engineer with prior appointment for any clarifications and to receive instructions, take measurements, etc. at the site.
17. Contractor should provide uniform to his workers engaged at site. The Contractor should arrange to issue photo identity card to his workers.
18. Contractor shall be fully responsible and shall compensate Bank with suitable Insurance cover in the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workmen. The decision of bank in this regard shall be final and binding.
19. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to Bank in kind or cash will be viewed seriously and Bank will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary.
20. In case of any default or failure on Contractor's part to comply with all / any one of the Terms/ Conditions, Bank reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount / s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.
21. Testing of materials and works and preparation of samples: All materials shall be first quality as per specification. Any work and/or material if rejected for quality should be removed/ replaced from the site. The contractor shall, if required by Bank, arrange to test materials and/or portion of the work at his own cost in order to prove their soundness and efficiency. If after any such test, the material or portion of work is found, in the opinion of the Bank to be defective or unsound, the contractor shall pull down and re-erect the same at his own cost.
22. Keeping the area clean and removal of debris: Contractor shall arrange to dispose off debris, any other waste product created while carrying out the work, outside Bank's premises. The Contractor shall take due care while disposing of such waste materials and ensure that any rules / regulations laid down by Municipal Corporation or any other statutory body are not violated. The Contractor shall be responsible and answerable to any complaint arising out of improper disposal of waste material. Quoted rates shall involve the cost of same and no extra payment shall be made towards this account.
23. All material which contractor proposes to be used in the work is to be got approved by the contractor from the bank before bringing the material at site.
24. All items to include the disposal of unserviceable material / Melba to approve municipal yard. Daily cleaning of the house is to be carried out.
25. BOQ nomenclature shall prevail over any drawing/detail.
26. The specifications for the entire work shall be in accordance with latest CPWD specifications and latest IS codes. Whenever these codes are silent, the same shall be governed by sound engineering practice and the decision of the Bank in matter of interpretation shall be final and binding on the contractor.
27. The Rebate items will be the property of the contractor. Rates of rebate item shall be considered as negative while calculating the value of tender and the same are to be quoted in negative only.



Annexure -VI

PREAMBLE TO BILL OF QUANTITIES

RATES TO INCLUDE:

Rates quoted shall be for the items completed in all respect at all floors/heights/levels including all taxes, octroi and the cost of all materials, fittings, fixtures, all labors and for all the operations as detailed in the specifications and contract conditions. Apart from other factors mentioned in the specifications and contract conditions, rates quoted for the items in this schedule shall also include the following:

GENERAL:

Whether mentioned or not in the Bill of Quantities, all works are to be carried out as per the drawings, designs, catalogues and or instructions of the Bank. Nothing extra shall be paid over the quoted rates for not understanding the designs etc. beforehand.

Samples of all works/items shall be got approved from the Bank before supply at site and nothing shall be paid for the cost of samples.

Any incidental work required to complete the item and not specifically covered in the item as mentioned in Bill of Quantities shall be completed at no extra cost.

All finished work must be truly vertical and horizontal or in any other plan as shown and required true to lines and levels. The contractor must inspect the various existing surfaces and areas on which they have work on and take whatever measures necessary to achieve the objective and include the cost of same in his rate as no extra will be payable for this purpose.

The contractor shall be required to produce the manufacturer's certificate for the material supplied by them if asked by the bank. Employer can ask for testing of materials in the approved test laboratories. The result shall satisfy the requirement of the relevant IS standards

Unless otherwise specified all exposed surfaces shall be finished in line and level and smooth.

Hardware

Necessary handles, tower bolts, ball catchers, stoppers, hinges, brass/GI screws, nails, locks, sliding rails, nut and bolts etc shall be provided by the contractor which shall be out of the approved make of these materials annexed in the technical specifications/approved by bank.

Painting and Polishing

All finishes like painting and polishing shall be as per the satisfaction of the bank.

Thoroughly brushing the surface to be finished, free from mortar dropping and other foreign matter including preparing the surface and sand papering to give an even surface.

All painting work to be completed with at least one coat of the primer along with two coats of the paint as per the technical specifications, manufacturer's specification and to the satisfaction of the bank.

All the polishing work to be completed with at least two coats of the polish of the approved make as per the list of approved manufacturers and to the full satisfaction of the bank.



Annexure –VII

LIST OF PREFERRED MAKE OF MATERIAL

Plywood/Block Board	Green /Archid/DURO
Laminate	Greenlam /Archidlam /Merino
Glazing/glass/ mirror	Saint gobain/Pilkington glass/ Guardian glass (modiguard)
Plastic Emulsion Paint/OBD/ Duco Paint/ Synthetic enamel.	Asian/Dulux/ ICI
Adhesive/Glue	Fevicol/Pidilite/Vemicol
Locks in cabinets, furniture, Door	Godrej/Doorset/Dorma
All hardware and fittings i/c door closer	Ebco/Godrej/Hettich
Natural wood veneers	Archid/Green/Duro
Water based melamine polish	Asian paints / Pidilite Industries/ICI Dulux
Laminate/ high gloss laminate	Green/Archid/ Merino
False ceiling	Saint Gobbain/Armstrong/Dexune/HunterDouglus/Boral Gypsum
Flush door	Green/ Duro/ Merino/Archid
Dash fasteners	Hilti/Fischer/Bosch
Anchor fasteners	Hilti/ Fischer/ Bosch
Lacqured Glass	Saint Gobain/ Glaverbel/ Modiguard
Rockwool/ Glasswool	Twigafiber/Ilyod Insulation / Supreme
Vitrified tile	Kajaria/Somany/Orient Bell
MDF Board	Bazaz/Green/Action Tessa
Pre Lam Board	Merino/Archid/Green
Kitchen Sink	Neelkanth/Nirali/Jayna
CP Fittings	Jaquar/Grohe/Kohler
CPVC Pipe and fittings	Ashirbad/Astral/ajay/prince/supreme
Chair	Godrej/BPERgo/Supereq/Wipro
L.T Cables	Havells / Finolex/KEI/Polycab
Lugs	Dowell's/3-D /Jainsons/Comet
Maintenance free earthing	Universal Alltec/ Ashlok/ JMV/ERICO
PVC Conduit	BEC/ AKG
Wire (FRLS) for wiring	KEI/ POLYCAB/ HAVELLS/ FINOLEX/ RR Kable
Switch / Socket	Anchor/ / Legrand / Schneider/ MK / Crabtree
Industrial Socket /Plug (IP 44)	Legrand / Neptune/ ABB
Cat 5/ Cat 6 Cable / Jack Panel / Facelate	D- LINK / Delton / corning
TV Co-axial Cable	Polycab / Havells / Finolex
Telephone wire	Delton / Finolex / D-Link
Tele12phone Tag Block	Krone / TVS
Distribution Box	Schneider/ Siemens/ Hagger/L&T/Legrand/ABB
MCCB/MCB	L&T / SIEMENS/ABB /SCHNEIDER /LEGRAND/ HAVELLS
PA SYSTEM (Power Amplifier/ Voice Call Station/ Voice Alarm controller / Speaker / Horn	BOSCH / PHILIPS/ AHUJA / JBL
ATC copper conductor Speaker cable	Polycab / Havells / Finolex
Split Air Conditioner	Daikin/ Blue Star/ Hitachi/Voltas/Carrier
Stabilizer	V Guard, Blue Bird, Voltas



Annexure –VIII

Bid Securing Declaration Form

**General Manager,
Punjab Gramin Bank,
HO Kapurthala, Punjab**

Dear Sir,

Reg: Interior, Furnishing and Electrical work of BO: Mehlan

I/We the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing) Corporate
Seal(where appropriate)



Annexure -IX

COMPLIANCE STATEMENT

DECLARATION:

Please note that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. Bank reserve the right to reject the bid, if bid not submitted in proper format as per Tender Document.

Compliance	Description	Compliance (Yes/No)
Terms and Conditions	We hereby undertake and agree to abide by all the terms and conditions including all annexure, corrigendum(s) etc. stipulated by the Bank in this Tender Document. (Any deviation may result in disqualification of bids).	

Signature:

Seal of Company