

Expression of Interest (EOI)
For
**Knowledge Management, Stakeholder Engagement and
Experience Exchange for Circular Economy in the EEE
Sector**

Under the project titled

**Accelerating transition to a circular economy in India's electrical and electronic sector
through sustainable integrated approaches**

EOI Reference Number: MeitY/UNDP/GEF-EEE/EOI-07/2026

Month / Year of Issue: July 2026

Duration: for 5 years



CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)

(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)

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EXPRESSION OF INTEREST

The Ministry of Electronics and Information Technology (MeitY), in collaboration with the United Nations Development Programme (UNDP), is implementing the project, namely “Accelerating transition to a circular economy in India’s electrical and electronic sector through sustainable integrated approaches”, with joint funding from the Global Environment Facility (GEF) and Government of India, wherein Centre for Materials for Electronics Technology (C-MET), an autonomous scientific body under MEITY is responsible for overall execution of the project. The project is a five-year initiative and aims to integrate circular economy principles in the electrical and electronic sector by implementing measures throughout the entire value chain of products till their end-of-life (including recycling and disposal) through the proposed interventions:

1. Strengthen the institutional mechanisms and develop knowledge-based interventions including design of innovative economic models
2. Improve practices, systems and technologies for the EEE Manufacturing and its Supply Chain through prevention methods and socio-technical ESM models/pilots aimed for future replication.
3. Improve the e-waste management ecosystem by deploying investments, prevention measures, infrastructures and technologies for POPs and U-POPs and heavy metals emissions/releases reduction in e-waste processing.
4. Make information and knowledge accessible, raise awareness and build networks and partnerships to facilitate knowledge sharing among the EEE sector stakeholders, national and subnational Governments, and link national action to international/global programmes on e-waste.

Sd/-

National Project Coordinator

Ministry of Electronics and Information Technology / GEF-8 Circular Economy in EEE Sector Project

S. No.	Particular	Date	Time (IST)
1.	EOI Uploading Date	27.07.2026	14.00 Hrs
2.	Pre-bid / Clarification Meeting (Hybrid Mode)	7.08.2026	15.00 Hrs
3.	Proposal Submission Start From	10.08.2026	9.00 Hrs
4.	EOI is open till the closure of the project (by Dec 2030)	25.08.2026	17.30 Hrs

INTRODUCTION:

India's transition to a circular economy in the Electrical and Electronic Equipment (EEE) sector requires sustained knowledge generation, stakeholder engagement, awareness, institutional coordination and exchange of practical experiences among government agencies, industry, recyclers, refurbishers, research institutions, academia, civil society organisations and development partners.

The E-Waste (Management) Rules, 2022 establish the regulatory framework for environmentally sound management of e-waste and Extended Producer Responsibility. Effective implementation of these Rules requires improved awareness, knowledge sharing, cross-sector collaboration, documentation of good practices and dissemination of lessons learned across national and sub-national stakeholders.

The UNDP-GEF project "Accelerating Transition to a Circular Economy in India's Electrical and Electronic Sector through Sustainable Integrated Approaches" seeks to make information and knowledge accessible, raise awareness, build networks and partnerships, and link national action to international and global programmes on e-waste. Component 4 of the project focuses on knowledge management, global coordination and cooperation, awareness, training, monitoring and evaluation.

The project envisages the development of knowledge-sharing mechanisms, experience-exchange sessions, roundtables, stakeholder dialogues, knowledge products, and dissemination materials to support the circular economy transition in the EEE sector. Such activities are expected to enable knowledge exchange on policy, technology, business models, formalisation, EPR implementation, resource recovery, gender-responsive approaches and environmentally sound management of e-waste.

In this context, C-MET intends to engage qualified multiple Agency(ies)/Institution(s) to support knowledge management, stakeholder engagement, awareness generation, experience exchange and dissemination activities under the project. The assignment shall support national and sub-national engagement and may involve multiple thematic areas, stakeholder groups and knowledge products, as required by the project.

OBJECTIVES

The objective of this assignment is to support knowledge management, stakeholder engagement, awareness generation and experience exchange activities for advancing circular economy approaches in India's EEE sector.

The specific objectives are:

1. To develop and implement a knowledge management and stakeholder engagement strategy for the project.
2. To support awareness generation and outreach on circular economy, e-waste management, resource efficiency and EPR-related themes.
3. To organise stakeholder consultations, technical roundtables, experience exchange sessions and knowledge-sharing events at national and sub-national levels.
4. To document project experiences, lessons learned, good practices, case studies and stakeholder insights.
5. To develop knowledge products, communication materials and dissemination packages for different stakeholder groups.
6. To support linkages with relevant national, regional and global programmes or initiatives on circular economy and e-waste management.

MAJOR SCOPE OF WORK:

Tasks	Outcome	Activity
Task 1:	Knowledge Management and Stakeholder Engagement Strategy	- Develop a knowledge management and stakeholder engagement strategy for the project. - Identify key stakeholder groups including government agencies, industry associations, OEMs, producers, recyclers, refurbishers, PROs, research institutions, academia, civil society organisations, informal sector representatives, consumers, and youth groups. - Identify key themes for awareness, outreach and knowledge exchange. - Develop an annual activity plan for stakeholder engagement, experience exchange, communication and knowledge product development. - Define formats, channels and mechanisms for knowledge capture, dissemination and learning.
Task 2	Awareness Generation and Outreach	- Design and support awareness generation activities on circular economy, EPR, e-waste management, formal recycling, resource efficiency and safe disposal practices. - Develop outreach materials such as brochures, factsheets, posters, infographics, presentations, short videos, social media content and other communication materials. - Specify the number of relevant stakeholders to be engaged through the proposed programs with specific timelines. - Tailor communication materials for different stakeholder groups including consumers, students, producers, recyclers, local bodies and industry actors. - Support dissemination through events, digital platforms, institutional networks and stakeholder channels. - Ensure messaging is clear, accurate, inclusive and aligned with project objectives.
Task 3	Stakeholder Consultations, Roundtables and Experience Exchange	- Organise stakeholder consultations, technical discussions, roundtables, webinars, workshops, hackathons, grand challenges and experience exchange sessions. - Facilitate dialogue among government agencies, industry, recyclers, refurbishers, OEMs, PROs, technical institutions, civil society organisations and development partners. - Support long duration multiple programs (across half a year or longer) with up to 10,000 (or more) stakeholders at national, regional or global experience exchange sessions, as required. - Prepare concept notes, agendas, participant lists, background materials, presentations, event reports and action points. - Document stakeholder inputs and identify follow-up actions for the project.
Task 4	Knowledge Products and Documentation	- Develop knowledge products such as policy briefs, technical notes, learning papers, case studies, success stories, FAQs, good practice notes and thematic resource materials. - Document lessons learned from project activities, pilots, consultations and stakeholder engagement processes. - Develop gender-responsive and inclusive knowledge materials, wherever relevant. - Prepare dissemination-ready materials in formats suitable for print, digital and stakeholder communication. - Support knowledge capture from project partners and implementing agencies.
Task 5	Digital Knowledge Dissemination Support	- Support digital dissemination of project knowledge products and communication materials. - Recommend mechanisms for maintaining knowledge repositories, stakeholder mailing lists, digital

		- resource libraries or communication platforms, where required. - Support content development for online platforms, newsletters, social media and other communication channels. - Ensure that digital dissemination materials are accessible, user-friendly and aligned with project communication requirements.
Task 6	Partnership and Collaboration Support	- Identify potential national, regional and global programmes, platforms and institutions relevant to circular economy and e-waste management. - Support engagement with technical institutions, research bodies, industry associations, global programmes and development partners. - Facilitate knowledge exchange and collaboration opportunities. - Document partnership opportunities, areas of collaboration and recommendations for continued engagement. - Should be able to raise 50% of the requested cost as co-finance from other stakeholders
Task 7	Reporting, Review and Learning	- Submit periodic progress reports on activities undertaken, stakeholders engaged, knowledge products developed and dissemination achieved. - Document participation data, event feedback, learning outcomes and recommendations. - Present updates to C-MET, MeitY, UNDP and relevant stakeholders. - Submit a final consolidated report covering all activities, outputs, lessons learned, stakeholder engagement outcomes and recommendations for continued knowledge management.

SPECIFIC REQUIREMENTS:

The Agency shall ensure that all outputs:

- Align with the E-Waste (Management) Rules, 2022, circular economy priorities and relevant Government of India policy objectives.
- Support knowledge management, awareness generation, stakeholder engagement and experience exchange for the EEE and e-waste sector.
- Include practical knowledge products, communication materials, event documentation, stakeholder databases and dissemination outputs.
- Promote gender-responsive and inclusive participation of relevant stakeholder groups, including women, youth, informal sector representatives and local institutions, wherever applicable.
- Incorporate consultations with government agencies, industry associations, OEMs, recyclers, refurbishers, PROs, academic institutions, civil society organisations and development partners.
- Generate actionable recommendations suitable for strengthening knowledge management and stakeholder engagement under the project.

TECHNICAL REQUIREMENTS:

- The Agency should have demonstrated experience in knowledge management, stakeholder engagement, communication, outreach, event facilitation, awareness generation, capacity building, or related sectors.
- The Agency should have successfully completed at least one similar assignment during the last three years involving knowledge management, stakeholder consultations, public

awareness, communication campaigns, workshops, roundtables, experience exchange or dissemination activities.

3. The Agency should possess expertise in developing knowledge products, communication materials, stakeholder engagement plans, event documentation, digital outreach materials and dissemination strategies.
4. The Agency should demonstrate experience in working with Government agencies, public institutions, industry associations, civil society organisations, academic institutions, development partners or community-based groups.
5. The proposed team should collectively include expertise in communication, knowledge management, stakeholder engagement, event facilitation, content development, documentation and reporting.
6. Experience in circular economy, e-waste management, sustainability, environmental governance, resource efficiency, EPR or related sectors shall be preferred.

SELECTION CRITERIA:

The firms/agencies/institutes applying for EOI are expected to have the following:

- should be a legally registered entity under applicable laws of India;
- must have a presence in more than one state in the country and established links with stakeholders;
- should be in operation for a minimum of three (3) years as on the date of submission of the proposal;
- Should be able to present a clear methodology, annual activity plan, stakeholder engagement approach, communication strategy and deliverable-based implementation plan for the assignment.
- Should be able to raise 50% of the requested cost as co-finance from other stakeholders
- Programs for a duration of 6 months (or longer), and a minimum stakeholder reach of 5000 (or more) will be given preference.
- Policy-related focused stakeholder consultations (with a lesser number of participants) can also be considered on a merit basis.

INSTRUCTIONS TO BIDDERS & ELIGIBILITY CRITERIA:

The firms/agencies/institutes has to meet the following criteria for validation of their EOI.

- The firms/agencies/institutes should be registered firms/agencies/institutes in India.

- The firms/agencies/institutes must have worked with government agencies on similar kinds of projects on the required technical and technological skills through the development of the content.
- The firms/agencies/institutes should have successfully completed similar assignments in the relevant sectors.
- The average annual turnover of the Bidder in the preceding three (3) financial years, as on EOI submission date, should not be less than INR 10 lakhs. This criterion can be waived off for the academic or R&D institutes and NGOs.
- The bidder should not be blacklisted by any Central /State Government / Public Sector Undertaking in India.
- The firms/agencies/institutes can also apply through a consortium (with an Indian or international body)

Note:

- When computing turnover, other income shall not be included.
- When audited results for the last financial year as of the date of EOI Submission are not available, the financial results certified by a practising Chartered Accountant shall be considered acceptable. If the Bidder cannot submit a Certificate from a practising CA certifying its financial parameters, the audited results of the three consecutive financial years preceding the last financial year shall be considered to evaluate the financial parameters.
- In case of orders under execution, the value of work executed till the date of EOI Submission, as certified by the Client, shall be considered. However, the job executed should include eco-design, Circular economy, stakeholder engagement, training, skilling, monitoring and evaluation, etc.
- Parties meeting the maximum number of qualifying requirements will be given preference in pre-qualification.

EOIs that succeed in the above evaluation shall be qualified. However, a shortlisting of the Firm/Agency/Institute should not be construed as a contract for the proposed assignment.

SCRUTINISING OF EOIS:

The firm/agency/parties would be shortlisted in the following manner:

- a) A committee shall be constituted to scrutinise all EOIs received and verify details against the documents submitted for each qualifying criterion, including turnover, experience of key personnel, national presence, experience in conducting similar work, etc.

- b) Apart from the criteria as given above, the information furnished by the parties on the methodology proposed to be adopted for carrying out this assignment, along with details of stakeholder interaction, will also form part of the qualifying criteria. The Screened-in firms/agencies/institutes shall be invited to present to the expert committee.
- c) The committee reserves the right to reject any party from being shortlisted without assigning any reason, and its decision will be final. No correspondence would be entertained in this regard.

Note:

- a) EOI not received in the format or those incomplete in any respect, including non-submission of supporting documents, shall be summarily rejected.
- b) C-MET shall not reimburse any costs incurred by the party on account of preparation/submission and/or any other costs incurred.
- c) C-MET may ask the firms/agencies/institutes to present at their cost to understand the methodology proposed to be adopted by the party for the assignment.
- d) The shortlisted firms/agencies/institutes would have to deposit an Earnest Money Deposit (EMD) as per prevailing rates along with the EOI.
- e) Financial bids should be submitted in a separate sealed cover.

IMPLEMENTATION PLAN:

Milestone 1	Inception Report including knowledge management strategy, stakeholder engagement plan, annual activity plan, communication approach and work plan	Within first week of getting the project
Milestone 2	Completion of first phase awareness activities, stakeholder consultations, draft knowledge products and Interim Progress Report	Reaching 20% of stakeholders mentioned
Milestone 3	Completion of experience exchange sessions, technical roundtables, digital dissemination support and second set of knowledge products	Reaching additional 50% of stakeholders mentioned
Milestone 4	Final knowledge products, event documentation, stakeholder engagement report, dissemination package, lessons learned note and Final Consolidated Report	At the end of the program

TECHNICAL PROPOSAL

1. The bidder shall submit an outline of its implementation plan, including details of the methodology for the proposed scope of work. It should also contain their association with professional agencies, if required.
2. Details of Infrastructural facilities to be utilised.

FINANCIAL PROPOSAL:

1. The price for the Proposal should be quoted in the prescribed format.(Annexure VII).
2. Price should be based on a PAN-India basis.
3. The price bid should be submitted separately.

PAYMENT SCHEDULE:

- I. 20% against the submission and approval of Milestone 2 by the relevant authorities
- II. 40% against the submission and approval of Milestone 3 by the relevant authorities
- III. 40% against the submission and approval of Milestone 4 by the relevant authorities

Final payment shall be released only after successful completion of the assignment and submission of all final approved deliverables and documentation.

****Payment conditions are not final. It is subject to the scrutiny of the expert committee and the competitive authority.**

DOCUMENTS TO BE SUBMITTED

1. Letter for EOI submission (Form 1 & 2) – Annexure I
2. Profile of the firm/agency/institute – Annexure II
3. Profile of the personnel of the firm/agency/institute who will handle the assignment – Annexure III
4. Information regarding any conflict of interest as referred to the scope of the assignment – Annexure IV
5. Details of different procedures being followed by the firm/agency/institute earlier - Annexure V
6. Previous work experience along on the letterhead of the firm/agency/institute – Annexure VI. The party shall provide the previous work orders for technical compliance.
7. Price bid in the prescribed format in a separate sealed cover (Annexure VII)

Note*: The price value shall be mentioned only in the financial sheet as a separate packet.

PRE-BID MEETING:

A Pre-bid meeting will be held on **date** at **time** hours through Hybrid mode (online/physical).

Interested firms are requested to inform their intention to participate by e-mail to

ce.electronics@meity.gov.in on or before **date** at **time** so as to arrange the meeting-link for

online attendees. Parties who are interested to join for pre-bid meeting in physical mode may also confirm their participation through email in advance.

AWARD OF WORK ORDER CRITERIA:

The Work Order/Contract shall be awarded to the bidders who:

- Meets all the eligibility and pre-qualification requirements specified in the EOI;
- Achieves the minimum qualifying marks in the Technical Evaluation;
- The assignment under this EOI shall be awarded to a single bidder selected through the Combined Quality and Cost-Based Selection (CQCBS) methodology, with a 70:30 weightage between Technical and Financial scores.
- Demonstrates adequate technical capability, relevant experience, qualified personnel, and financial capacity to undertake the assignment.

RIGHTS RESERVED:

C-MET reserves the right to modify/cancel the EOI partially or fully without assigning any reasons whatsoever, and its decision shall be final and binding on all the applicants. Also, any typographical errors are subject to further corrections.

CENTRE HEAD, C-MET, HYDERABAD

Form 1: Proposal Form (Covering Letter)
(To be submitted with supporting documents, if any)
(On Firm/Agency/Institute Letterhead)

(Strike out alternative phrases not relevant to you)

Firm/Agency/Institute Reference No.....

Date.....

Name

Address and Contact Details

To

The Centre Head,

C-MET, IDA Phase – III

Cherlapally, HCL Post

Hyderabad – 500 051

Ref: [EOI Reference Number]

Sir,

Having examined the abovementioned EOI Document, we, the undersigned, hereby submit our Proposal for the performance of Services in conformity with the said EOI Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1. About us: We[Name of Agency/Institute], hereby certify that, We are having required experience, past performance, personnel, and financial capability, with offices.
2. Our Eligibility and Qualifications to participate: We comply with all the eligibility criteria stipulated in this EOI Document, We fully meet the qualification criteria stipulated in this EOI Document, and the relevant details are submitted along with documents in Form 2.
3. Affirmation of terms and conditions of the EOI Document: We have understood the complete terms and conditions of the EOI Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the EOI Document.
4. Abiding by the EOI Validity: We agree to keep our EOI valid for acceptance for a period up to [Date], as required in the EOI Document, or for a subsequently extended period, if any, agreed to by us.
5. Signatories: We confirm that we are duly authorized to submit this EOI and make commitments on behalf of the Institute/Agency. We acknowledge that our digital/digitized signature is valid and legally binding.
6. Rights of the C-MET to Reject EOI(s): We understand that you are not bound to accept any EOI you may receive against your above-referred EOI Document.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

Form 2: Firm/Institute/Agency information and qualification
(To be submitted as part of the Proposal)

(On Firm/Agency/Institute Letterhead)

(Strike out alternative phrases not relevant to you)

Firm/Agency/Institute Reference No.....

Date.....

Name

Address and Contact Details

To

The Centre Head,
C-MET, IDA Phase – III
Cherlapally, HCL Post
Hyderabad – 500 051

Ref: [EOI Reference Number]

[Note to Firm/Agency/Institute: Furnish stipulated documents supporting the fulfilment of qualifying criteria. The list below is indicative only. You may attach more documents as required. Non-submission or incomplete submission of documents may lead to rejection of the EOI as nonresponsive. Also, highlight deviations from Qualification Criteria in this Form]

1. We are a registered firm/agency/institute in India. Supporting Documents Attached as Annexure-.....
2. We have not been blacklisted by any Central /State Government / Public Sector Undertaking in India.
3. We have been working in the field of providing training/ development of contents for skilling and capacity building on dismantling and segregation of E-Waste for the last (Years)
4. We have an average annual turnover of Rs., (in words.....) in the preceding three (3) financial years as of the submission date of EOI. Authorized Certificates in this regard are attached as Annexure-.....
5. The details of previous work in the areas of e-waste management during the preceding five (05) Years as of the date of EOI submission are as under:

Sl. No	Name, address of the Firm/ agency/ institute	Nature of the project	Cost of Project exclusive of taxes	Duration of the work	Remarks if any (Please attach completion certificate)
1					
2					
3					

Copies of the last 3 work orders are enclosed as ready reference

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – II

Profile of the firm/agency/institute

Particulars	Details
Name of the firm/agency/institute	
Year of Registration	
Registered Office address	
Legal status	
Number of employees	
No. of branches, if any	
PAN / GSTIN	
Turnover FY 2025-26 (Rs. lakhs)*	
Turnover FY 2024-25 (Rs. lakhs)*	
Turnover FY 2023-24 (Rs. lakhs)*	

* Supported by the audited statement of accounts. For 2025-26, a provisional certificate duly signed by an authorised signatory is acceptable.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – III

Details of the skilled personnel of the firm/agency/institute who will handle the assignment (Separate form for each)

Sl. No.	Particulars	Details
1	Name of the skilled personnel	
2	Date of Birth	
3	Educational Qualification	
4	Sector experience (e-waste / CE / RoHS / EPR / M&E etc.)	
5	Training / capacity-building experience	
6	Work experience of the last ten (10) years	
7	Special qualifications and assignments (please emphasise those that best illustrate the person's capability to handle the current assignment)	
8	Special achievements, if any	
9	Contact details	

Certification from the officer

I, the undersigned, certify that the above-mentioned particulars are correct to the best of my knowledge and belief.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – IV

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Is the firm/ agency/institute engaged in any activities which conflict with the proposed activities of the development of content for training on dismantling, segregation and value chain identification?

If yes:

Please furnish information on activities the institution is engaged in, which, in your opinion, is of a nature that conflicts with the assignment desired to be awarded'

If no:

We hereby declare that our firm/Agency/institute is not directly or indirectly engaged in any activities that can be termed as conflicting activities as mentioned in the EOI document. It is understood that any misrepresentation or misstatement in this regard shall render our organization to be disqualified from the entire process.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – V

Details of procedures followed by the party in similar previous assignments

1.
2.
3.
4.

ANNEXURE – VI

PRE-QUALIFICATION CRITERIA (Past Performance)

(In the company's letterhead)

The firm/agency/institute should have Proof of experience in the execution of similar works in Govt. Dept, R&D organisations, PSUs private companies, NGOs or International agencies during the last five years ending the last day of the month before the one the application is invited.

**(Work orders/work completion certificates issued on or after
01.04.2021 to 30.06.2026 will be considered)**

Details of the previous work orders with completion certificates (only relevant to area of work elements and with order value complying to as mentioned in the qualifying requirements)

Sl. No	Details of work order	Amount of work order	Date of commencement/ completion of work	Copies of WOs* and certificates attached (Yes/No)	Remarks
01					
02					
03					

Details of the ongoing work orders with stage of completion (if any).

Sl. No	Details of work order	Amount of work order	Copies of WOs* and certificates attached (Yes/No)	Remarks
01				

****Note:** The copies of work orders & performance/completion certificates duly attested for proof of experience will be submitted along with the EOI. Failing to upload/provide the required documents as sought in the EOI will result in technical disqualification of the submitted EOI.

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]

ANNEXURE – VII

PROPOSAL FORM AND PRICE SCHEDULE (To be submitted in a separate sealed cover as a price bid)

*Price should be quoted for the complete scope of the assignment as detailed in this EOI. The total quoted price shall be on a PAN India basis, inclusive of all costs (including travel, lodging, communications, equipment, software licences, sub-consultant fees and all applicable taxes and statutory levies).

SNo.	Description/Name of Services	Units	Unit Price (Rs.)	Amount (Rs.)
1				
2				
3				
4				
5				
	TOTAL (exclusive of taxes)			
	Applicable taxes (GST @ 18 %)			
	GRAND TOTAL (inclusive of all taxes)			

..... (Signature with date)

..... (Name and designation)

Duly authorised to sign the Proposal for and on behalf of

.....

[Name, address & Seal of Firm/Agency/Institute]