



BHARAT SANCHAR NIGAM LIMITED

TENDER NOTICE

No. N-34/Tender/Repair of PP Modules /2008-09/ 01 dt. 31-5-2008

For and on behalf of **CMD BSNL, NEW DELHI, the General Manager Telecom., Raichur** invites Wax sealed / PVC taped Tenders for **REPAIRING OF FAULTY POWER PLANT MODULES** of various Make & Capacity in Raichur SSA comprising of two revenue Districts Raichur & Koppal for the year 2008-09. Details of power plant modules available in Raichur-SSA are furnished in **Annexure – C**. Full details and tender forms can be obtained from the **Sub Divisional Engineer, (Operation), O/O G.M.T.D BSNL, Hyderabad Road Raichur** on payment of RS. 520/- (Rupees Five hundred and twenty only - inclusive of VAT @ 4 %) by cash at the Cash Counter of this office in person, on any working day between 10.00 Hrs. and 12.00 Hrs or Demand Draft drawn in favour of Accounts Officer(Cash), O/o G.M (Telecom.), BSNL, Raichur. It can also be downloaded from our Website "www.raichur.bsnl.co.in" in which case, application cost of Rs.520/- must be enclosed in the form of DD in favour of AO Cash O/o the GMTD, BSNL Raichur. The cost of tender document is neither refundable nor transferable. This office is not responsible for any postal delay. Money order will not be accepted for issuing of Tender forms.

EMD required to be deposited	: Rs. 10,000/-
Last date for issue of tender forms	: Upto 13 00 Hrs. on 20-6-2008
Last date for receipt of sealed tender	: Upto 14 00 Hrs on 21-6-2008
Date of opening of the tender	: 15 30 Hrs on 21-6-2008

**GENERAL MANAGER (TELECOM.)
BSNL RAICHUR-584102**



BHARAT SANCHAR NIGAM LIMITED

OFFICE OF THE GENERAL MANAGER TELECOM RAICHUR

No. N-34/Tender/Repair of PP Modules /2008-09/ 01 dt. 31-5-2008

TENDER SCHEDULE FOR REPAIRING OF FAULTY MODULES

For and on behalf of **CMD BSNL, NEW DELHI, the General Manager Telecom., Raichur** invites Wax sealed / PVC taped Tenders for **REPAIRING OF FAULTY POWER PLANT MODULES** of various Make & Capacity in Raichur SSA for the year 2008-09.

1. The tender should be sent only in the prescribed form that can be obtained from the Sub Divisional Engineer (Operation), O/o the General Manager Telecom, Raichur on any working day, on payment of **Rs. 520/-** (Rupees Five hundred and twenty only - inclusive of VAT @ 4 %) in the **cash counter** at the office of the General Manager, Telecom., Raichur-584102 for each tender form or **Demand Draft** drawn in favour of the **Accounts Officer(Cash)**, O/o the General Manager (Telecom.) **BSNL.**, Raichur, payable at Raichur. The last date for issue of tender form is 13:00 Hrs. of **20-6-2008**. The tender document can also be downloaded from our WEBSITE "www.raichur.bsnl.co.in" For the downloaded application cost of application should be paid by Demand Draft drawn in favour of AO (Cash), O/o the GM. BSNL, Raichur, payable at Raichur and submitted alongwith the tender document.
2. The tender forms should be filled in by the tenderers and should be pasted in a sealed cover addressed to **Assistant General Manager (Plg & OP), O/o the GMTD, BSNL, Admn Building, Hyderabad Road, Raichur – 584102.** and dropped into Tender Box kept in the chamber of AGM (Plg & OP) or by Registered Post or Courier Service so as to reach him on or before **15 00 Hrs of 21-6-2008**. Tenders sent by any other means will not be entertained and are liable for rejection. Tenders received after that time and date will not be considered. The envelope containing the tender should be superscribed with the words '**TENDER FOR REPAIRING OF FAULTY POWER PLANT MODULES**'. The tender will be opened at **15 30 Hrs. on 21-6-2008** in the presence of those tenderers or their authorized agents who wish to be present at the time. If this day happens to be a holiday, the tender will be opened on the next working day at the same time. Rates should be quoted in Rupees in figures as well as in words in the enclosed Price Schedule. Ambiguity in rates of items will make the tender invalid. The tenderer should quote his rate inclusive of sales tax, surcharge and additional surcharge etc. and the rates should be quoted **inclusive of transportation and handling charges** also. However Service tax will be paid extra by BSNL only if the Service tax Registration No is printed in the bill. Any over-writing and corrections will render the tender liable for rejection.
3. The agreement forms should be duly filled in and signed by the tenderers and submitted along with the tender. No clause of condition should be added or altered in the agreement form and if any clause is found to have been added or altered the tender will be rejected.

4. ELEGIBILITY OF BIDDERS

The copies of the following documents should also accompany the tender document. The original documents should be produced on demand for verification and return.

- a) **Income Tax A/C Number (PAN)**
- b) **KST/CST/KVAT/WCT Registration Certificate (photo copy)**
- c) **Experience certificate for two years from 05-06.**
- d) **Firm registration details with partnership deed, power of Attorney etc, wherever applicable.**
- e) **The tenderer should be reputed Manufacturers / Experienced / well established service company with experience in repairing of SMPS Modules of various capacities / Makes. The Bio-Data / Company profile with copies of certificates for proof of experience for at least 2 years from 05-06 in the work of repairing of SMPS Modules. The Certificate of experience should be issued by reputed companies / PSUs / Government organizations.**

In case of failure to supply any of the above documents, the tender offer is likely to be rejected.

5. **EARNEST MONEY DEPOSIT** of **Rs.10,000/-** (Rupees Ten thousand only) is to be deposited either in cash or in the form of Demand Draft payable to Accounts Officer (Cash), O/o the General Manager, (Telecom.) BSNL, Raichur. The cash deposit should be made between 10 Hours and 12 Hours on any working day upto **14-06-08**. No cheque will be accepted. The receipt obtained for the deposit of EMD should be attached to the tender and the tender received without cash receipt of EMD or DD is liable to be rejected. This EMD will not carry any interest .EMD will be refunded in the case of unsuccessful tenderer towards the advanced stamped receipt to be enclosed with the tender in the format in **Annexure-B** and for the successful tenderer the EMD will be treated as part of the Security Deposit.
6. The tender rate will hold good for any quantum of work whether higher or lower than the estimated quantum of work. The requirement of repairing of Modules may vary depends upon the situation. Any attempt or negotiation indirect or any attempt to secure any interest of an actual or prospective tenderer to influence by any means for the acceptance of the particular tender will render the tender liable for exclusion from consideration.
7. The successful tenderer should deposit **Rs. 30,000/-** (Rupees Thirty thousand only) in this office within SEVEN days of acceptance of tender as **Security Deposit**. EMD of the successful tenderers can be adjusted against Security Deposit payable and the balance to be paid either in **Cash** or in the form of Demand **Draft** payable to the Accounts Officer (Cash), o/o the General Manager, (Telecom.) BSNL, Bibikulam, Raichur – 584102. Failure to furnish the security deposit in time will entail forfeiture of EMD as well as rejection of the tender. The security deposit will not carry any interest.
8. On payment of prescribed security deposit by the successful tenderer and on their signing the required agreement etc., the EMD of **Rs.10, 000/-** paid by other unsuccessful tenderers will be refunded.
9. If the selected tenderer fails to accept the order by the specified date his tender will automatically lapse and the EMD amount of **Rs10,000/- (Rupees Ten Thousand only)** will be forfeited to the BSNL.

10. PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for **150 days** from the date of opening of bids prescribed by the BSNL. **A bid valid for a shorter period shall be rejected by the BSNL being non-responsive.**

11. Contractors who have near relatives working as Officials in Raichur-SSA., or in the Subordinate officer thereto are not permitted to participation the tender. The bidder should give certificate in this regard as defined below under **Annexure - A**

12. No correspondence will be entertained from any tenderer on this subject.

13. Submission of the tender will bind the tenderer to the acceptance of all the conditions specified herein unless otherwise agreed to the purchaser. Earnest Money is liable to be forfeited in case the tenderer withdraws after the opening of the tender. If the supplier fails to act or neglects to perform any of the obligation under this contract it shall be lawful for the undersigned to forfeit either the whole or any part of the security deposit furnished by the supplier as aforesaid. If the supplier duly completes and performs the supply in all respects and. presents an absolute NO DEMAND CERTIFICATE in the prescribed form, the undersigned shall refund the SD to the supplier after deducting all costs and expenses that the purchaser or consignee may have incurred and all commitments and other money including losses and damages which the purchaser is entitled to recover from the supplier.

14. TERMINATION FOR INSOLVENCY

BSNL may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the BSNL.

15. DISPUTES/ ARBITRATION

15.1. In the event of any question, dispute or difference arising under this agreement or in connection there-with (except as to matters, the decision of which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the Chief General Manager, Telecom, BSNL, Karnataka Circle, Bangalore or any person/persons nominated by him.

15.2 There will be no objection to any such appointment on the plea that the arbitrator is a Government Servant, or that the arbitrator has to deal with the matters to which this Agreement relates, or that in the course of his duties as Government Servant, the arbitrator has expressed views on all or any of the matters in disputes or in difference.

15 .3 The award of the Arbitrator shall be final and binding on both the parties. It is a term of the agreement that in the event of such Arbitrator to whom the matter is originally refer to, being transferred or vacating his office or being unable to act for any reason whatsoever the Chief General Manager, Telecom , Karnataka Circle Bangalore shall appoint another person to act as Arbitrator in place of outgoing Arbitrator in accordance with the terms of this Agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left out by his predecessor.

15 .4 The arbitrator may, from time to time with the consent of both the parties enlarge the time for making and publishing the award.

15 .5 Subject to the aforesaid, Indian Arbitration and Conciliation Act,1996 and the rules made thereunder and any modifications thereof for the time-being in force, shall be deemed to apply to the Arbitration proceeding under this clause.

15 .6 Upon every and any reference as aforesaid, the assessment of cost and of incidental expenses in the proceedings for the award shall be in the discretion of the Arbitrator. The venue of the arbitration proceedings shall be the place of the arbitrator with the approval of the Chief General Manager, Telecom, Bangalore may determine.

16. The tender is liable to be rejected at the discretion of The General Manager Telecom, Raichur, without assigning any reason. The undersigned reserves the right to accept any tender. The party should not add / alter any clause of the conditions to the tender.

17. BID FORM:

The tenderer should quote his rate in the tender bid form. The rate quoted must be inclusive of all taxes and charges like excising duty, cess, VAT, Packing and forwarding charges, transport and handling charges. The tender will be approved inclusive of all taxes.

18. JOB DESCRIPTION:

The Tenderer should familiarize himself fully with the job before quoting the rates.

- a) The material used by the contractor should be of standard make as per latest specification.
- b) The components found to be inferior quality and not being according to the specification will be rejected at the cost of contractor.
- c) The contractor shall repair all types of Modules/at the premises/repair centre/site as per mutual convenience. The modules are to be collected and delivered back after repair, at the concerned exchange at the contractor own cost.
- d) The contractor shall make available readily one trained Technician who can be deputed to the exchange where the fault occurred. He will report weekly to the respective SDEs for receiving instruction for attending any fault reported and general check and will keep him informed about the progress of attending the faults. He will also ensure general cleanlines of power plant modules.
- e) All the works are to be carried out as per specification and to entire satisfaction of DE / SDE in charge of the unit.
- f) The contractor shall have to arrange all tools etc. required during maintenance /service. No such material shall be supplied by the BSNL.
- g) The successful Tenderer should collect the faulty modules from the concerned exchanges and rectify the faulty power plant modules at the site. The Modules which could not be repaired at the site may be taken to the tenderer's workshop with the concurrence of the officer. He should return all the power plant modules handed over for repair in good working condition after repair and **no power plant modules should be returned saying that the power plant module is beyond repairs.**

19. The contractor shall be responsible for payment of carriage charges of modules from the exchange to their workshop and back to the exchange.
20. The contractor would comply with all the provisions of various labour laws in force time to time.

21. PENALTY CLAUSE

- The successful Tenderer should collect the faulty modules from the concerned exchanges and rectify the faulty power plant modules at the site or taken to the workshop and hand over the rectified modules in good condition after successful test to the officer within 10 working days. Otherwise Rs.50/- per day per module which is not rectified and returned will be charged as penal fee, for the next Ten working days and thereafter Rs.250/-per day per module will be charged as Additional Penal fee. Thereafter the contract declared will be cancelled and Security Deposit will be forfeited to the BSNL and necessary action deemed fit will be taken.
22. The successful tenderer should give a minimum **Three** months **Service Warranty** for the rectified modules. If the successful tenderer fails to abide by any of the above conditions or, if the work done is not satisfied by the unit officers, the contract declared will be cancelled and the security deposit will be forfeited to the BSNL. If required, more than one tenderer may also be approved for the entire SSA at the same rate. The successful tenderer has to execute an agreement in the prescribed proforma. No correspondences will be entertained from any tenderer on this subject.
 23. The tender period is valid for **ONE Year** from the date of the acceptance. However the same can be extended for a further period of three months or till the finalisation of next tender whichever is earlier at the discretion of GM Raichur.
 24. The tender is liable to be rejected at the discretion of GMTD Raichur without assigning any reason. G.M. Telecom, Raichur also reserves the right to award the items of work in full or in parts to one or more tenderers. The party should not add / alter any clause or condition to the tender. The successful tenderer shall also be required to execute the agreement as per **Annexure - I** on stamped paper to the value of Rs.100/- (Rupees Hundred only) Submission of tender will bind the tenderer to the acceptance of all conditions specified in the agreement.
 25. Whenever under this contract any sum of money recoverable from or payable by the contractor, the AGM (Plg&OP) shall be entitled to recover such sum by appropriating in part or whole of the security deposit deposited by the contractor. In the event of the security deposit is being insufficient, then the balance recoverable or payable by the contractor shall be deducted from any sum due or which at any time thereafter may become due to the contractor under this or any other contract with the Government.
 26. No one connected with or in the employment of the BSNL shall ever be admitted as partner or to any interest in the contract. The contractor shall not assign or sublet the contract or any part thereof.
 27. In the event of the contractor failing to observe or perform any of the conditions of the work as set-out herein, the security deposit referred to above will be forfeited to the BSNL without prejudice to any other rights of the BSNL.
 28. In the event of the contractor being adjudged insolvent or going voluntarily into liquidation or having received order or other order under the insolvency act made against him or in the case of any company of the passing of any resolution of making of any order for winding up,

whether voluntarily or otherwise, or in the event of the contractor failing to comply with any of the conditions herein specified the GM, BSNL, Raichur shall have the powers to terminate the contract without notice and forfeit the security deposit.

29. In case the performance of the contractor is not satisfactory, GM, BSNL, Raichur also reserves the right for employing other agencies for urgent execution of work in the exigencies of service and recover the extra cost if any from the contractor.
30. In all matters relating to tender the decision of the GM, BSNL, Raichur will be the final .All legal disputes are subject to the jurisdiction of Raichur court only.
31. The contractor shall observe all rules regarding the wages to the labourers and also for the protection of the life, health and sanitary arrangements of the workers employed by him and shall pay any compensation to the workers payable under the workmen compensation Act 1932, for injuries or disabilities or death caused in the process of executing the work.

32. Payment Terms :

The successful tenderer should submit the bills after returning the repaired modules to the field Officers. After having satisfied with the performance of the modules attended by the contractor, the field officer will forward the bill to GMT office for payment after certifying the bill.

The bill will normally be paid by Cheque within 30 days of receipt in GMT office.

All the bills of the contractor will be paid subject to the recovery of the Income Tax recoverable.

33. In the case of any dispute arising out of the execution of the works and settlements of the claims of the contractor, the decision of the GM BSNL, RAICHUR shall be final and binding.
34. The above conditions form part of the agreement. Any clarifications regarding this tender can be had from the AGM (PIg & OP), O/o GMTD, BSNL, Raichur.
35. The contractor should keep his authorised representative with Telephone facility so that he may be called for work at any time at the specified centralized places or at the workshop where the fault modules are to be repaired.
36. **EVALUATION:** L1 will be evaluated based on the highest value arrived by multiplying the quantity with the rate for all the items and added.

**ASST GENERAL MANAGER (PIg&OP),
O/o the GMTD, BSNL, ADMN Building
Opp OPEC Hospital, Hyderabad Road'
RAICHUR-584102.**

ANNEXURE - A

Proforma for no near relative(s) of the contractor in BSNL.

Certificate to be given by the Contractor in respect of no near Relative(s) in BSNL, of the contractor.

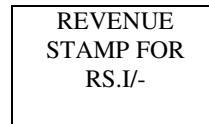
I., _____ S/o _____ resident of _____ hereby certify that none of my near relative(s) as defined in the Tender Schedule is / are employed in BSNL. In case at any stage, it is found that the information given by me is false / in correct, BSNL shall have absolute right to take any action as deemed fit without any prior information to me.

Signature of bidder

ANNEXURE- B

Received with thanks from GM, BSNL, RAICHUR a sum of Rs10,000/- (Ten thousand only) towards refund of EMD paid for the tender for repairing of power plant modules in Raichur SSA for the Year 2008-2009.

ADDRESS OF THE TENDERER



STATION

SIGNATURE OF THE BIDDER

DATE

ANNEXURE- C

DETAILS OF SMPS POWER PLANT MODULES WORKING IN RAICHUR-SSA

SL NO	DESCRIPTION OF POWER PLANT MODULES		NO. OF MODULES WORKING AT PRESENT
	MAKE	CAPACITY	
1	AMARARAJA	25 Amps.	8
2	DYNA	25 Amps.	12
3	HIMATCHAL EXICOM	25 Amps.	16
4	SAB NIFE	25 Amps.	16
5	I T I	25 Amps.	108
6	HBL	25 Amps.	120
7	XL TELECOM	25 Amps.	8
8	HFCL	25 Amps.	8
9	ELECTRO	25 Amps.	4

1	AMARARAJA	100 Amps.	4
2	ELCOT	100 Amps.	8
3	HIMATCHAL EXICOM	100 Amps.	11
4	HBL	100 Amps.	12
5	I T I	100 Amps.	40
6	SAB NIFE	100 Amps.	36

TENDER FORM NO. :

DATE :

**FORM FOR TENDER FOR REPAIRING OF FAULTY MODULES OF VARIOUS
POWER PLANTS**

From

To

**The Assistant General Manager(PLG&OP),
O/o the GMTD, BSNL, ADMN Building
Opp OPEC Hospital, Hyderabad Road'
RAICHUR-584102.**

Sir,

Sub : Tender for REPAIRING OF FAULTY MODULES OF POWER PLANT. - reg.

I hereby offer my tender at the rate furnished below for the REPAIRING OF FAULTY SMPS MODULES OF POWER PLANT. The rates are **inclusive of all charges and taxes, Transportation & handling charges** etc. However, Service **tax** will be payable extra by BSNL for which the firm must have valid service tax registration.

SL NO	CAPACITY OF SMPS P/P MODULES	REPAIR CHARGES QUOTED PER MODULE (Inclusive of all charges & Taxes except service tax)	
		In figures	In words
1	25 AMPs.		
2	100 AMPs.		

Note :. The different capacity (25 A / 100 A) / make of SMPS P/P modules and the **total no. of modules** working at present in Raichur-SSA is given in ANNEXURE - C)

I have paid the Earnest Money Deposit of **Rs.10, 000/-**.(Rupees Ten thousand only) in cash at the office of **the General Manager, BSNL (Telecom.), Raichur** Vide Receipt No.....dated.....or DD No.....Bank: dt.....

If my tender is accepted, I agree to abide by the conditions of the tender mentioned in the above-cited notice furnished to me.

I undertake to repair the faulty power plant modules of various make & capacity of power plant at the rate for all the places under the control and jurisdiction of General Manager, BSNL (Telecom.), Raichur.

Date:

Yours faithfully,

ANNEXURE - I
AGREEMENT

This agreement made this day of between having their registered office at the town of hereinafter called the CONTRACTOR (Which expression shall unless excluded by the repugnant of the context be deemed to include its successors and assigned) of the one part and the General Manager, BSNL, (Telecom), Raichur –2, hereinafter called BSNL (Which expression shall unless excluded by or repugnant the context to be deemed to include its successors in the Office and assignees) of the other part.

Whereas contractor has agreed to undertake repair of all faulty Modules of various make of Power Plants in Raichur- SSA; this agreements witnessed as follows:

1. The Contractor agrees to abide by and fulfil all the terms and conditions if the tender is accepted in respect of Tender No._____.
2. The Contractor do hereby abide by the conditions that the contractor will forfeit the amount of Rs.10,000/- (Rupees Ten thousand only) paid by him towards Earnest Money Deposit to the BSNL , if he withdraws the tender before final acceptance of the tender by the GM or fail to pay Security Deposit amount Rs.30,000/- (Rupees Thirty thousand only) within the stipulated time of intimation of the acceptance of the tender or to execute the prescribed agreement within the time prescribed for the same, without prejudice to any other rights of BSNL.

3. SECURITY DEPOSIT :

The contractor has deposited a sum of Rs.30, 000/- (Rupees Thirty thousand only) as Security Deposit vide Cash Receipt No. dated . / DD No. Dated of Bank / Bank guarantee obtained from bank. This includes the EMD amount of Rs.10, 000/- paid by the successful tenderer. The Security Deposit does not carry any interest. The Security Deposit will be refunded, after completion of warranty period of One Year after deducting the penalties, losses and damages, if any.

4. The contractor will not claim any interest on the Earnest Money Deposit or Security Deposit amounts while it is in the custody of the department.
5. The contractor agrees that the decision of the GMTD, Raichur regarding meaning and effects of this tender and agreement and also on the disputes arising out of the execution of the works and settlements of my /our claims shall be final and legally binding.

6. Payment Terms :

The successful tenderer should submit the bills after returning the repaired modules to the field Officers. After having satisfied with the performance of the modules attended by the contractor, the field officer will forward the bill to GMT Office for payment after

certifying the bill. The bill will normally be paid by Cheque within 30 days of receipt in GMT office. All the bills of the contractor will be paid subject to the recovery of the Income Tax recoverable.

7. VALIDITY OF THE AGREEMENT :

The Contractor is accepting that the approved rates will be valid for a period of one year commencing from the date of signing of the agreement with the right of the BSNL to have it extended for further period of three months or to a date till the next tender is finalised whichever is earlier to suit the convenience of the BSNL.

8. PENALTIES :

The successful Tenderer should collect the faulty modules from the concerned exchanges and rectify the faulty power plant modules at the site or taken to the workshop and hand over the rectified modules in good condition after successful test to the officer within 10 working days. Otherwise Rs50/- per day per module which is not rectified and returned will be charged as penal fee, for the next Ten working days and thereafter Rs.250/-per day per module will be charged as Additional Penal fee. Thereafter the contract declared will be cancelled and Security Deposit will be forfeited to the BSNL and necessary action deemed fit will be taken.

9. a) The Contractor shall abide the labour regulations in force and he is responsible for the prompt payment of wages to them and their safety.
- b) The Contractor shall strictly observe the provisions of all the relevant laws of the land pertaining to employment of workers / labourers, their working conditions, payment of wages, payment of compensations etc. and to intensify the BSNL from any affects of the said acts and law.
- c) The Contractor agrees to meet and fulfil the provisions of EPF & Misc. Provision Act 1952, Employees Provident Fund Scheme, 1952, and Employees State Insurance Act.

10. ARBITRATION:

If any questions, difference of objections, whatsoever should arise in any way connected with or arising out of this contract or operation of any part thereof or the right, duties or liabilities of either part, which have not implicitly been provided in the contract then the same shall be referred to sole arbitration the Chief Managing Director, BSNL, Sanchar Bhavan, New Delhi or any officer nominated by him for the purpose and the decision of the said Arbitrator shall be final and binding the provisions of the law relating to Arbitration for the time being in force shall be observed by such Arbitration.

11. STAMP DUTY

Stamp Duty on this document, is to be borne by the Contractor.

IN WITNESS WHEREOF the parties to these presents have hereupto set and subscribe respective hands the day and year herein first above written.

Signed, sealed and delivered

Name (in block letters)

Designation

For and on behalf of M/S

in the presence of :

1.

(Name in block letters and signature)

Designation

Occupation

Address

2.

(Name in block letters and signature)

Designation

Occupation

Address

For and on behalf of Bharat Sanchar Nigam Limited

Signature

(Name)

Designation.

(Office seal)

In presence of:

1.

(Name in block letters and signature)

Designation

Address

2.

(Name in block letters and signature)

Designation

Address