



भारतीय भूचुम्बकत्व संस्थान Indian Institute of Geomagnetism

विज्ञान एवं प्रौद्योगिक विभाग, भारत सरकार के अंतर्गत, स्वायत्त अनुसंधान संस्थान
(An Autonomous Research Institute, Department of Science & Technology, Government of India)

Tender No: IIG/EM/ Rate Contract/2024-25/06

Date: - 06.06.2024

NOTICE INVITING TENDER

Subject: To invite Bid for Rate Contract For repairing/maintenance of office furniture and other items (petty carpentry and other similar miscellaneous work) of Indian Institute of Geomagnetism (IIG) at Panvel & Colaba – regarding.

Sealed tenders are invited in two bid system i.e. Technical and Financial bid, from reputed, experienced and financially sound firms/contractors/competent Agencies, registered with Appropriate Authorities of State or Central Government, for “Inviting Bid for Rate Contract For repairing/maintenance of office furniture and other items (petty carpentry and other similar miscellaneous work) of Indian Institute of Geomagnetism (IIG) at Panvel & Colaba Campuses” for a period of one year from the date of contract. The eligibility criteria and experience shall be as per the terms and conditions of the Tender document.

Schedule of Tender

Sr. No.	Description	Schedule
1.	Tender No	IIG/EM/Rate Contract/2024-25/06
2.	Download of Tender Document	06/06/2024 to 26/06/2024 (11:00 hrs.), The tender document can be downloaded from the IIG website http://www.iigm.res.in or the E-Procurement portal http://eprocure.gov.in
3.	Pre-Bid Meeting	13/06/2024 at 11:00 hrs at IIG Panvel
4.	Last Date & Time of Submission of bids	26/06/2024, 11:00 hrs To, The Registrar, Indian Institute of Geomagnetism, New Panvel, Navi Mumbai-410 218

5.	Date & Time of opening of Technical Bid	26/06/2024, 12.00 hrs Indian Institute of Geomagnetism, New Panvel, Navi Mumbai – 410 218
6.	Minimum Validity of tender offer	120 days from the date of Opening
8.	EMD to be deposited	Rs. 50,000/-
9.	Duration of contract	One Year from the date of award of contract.

The tender document is available on the Institute website www.iigm.res.in and www.eprocure.gov.in. The tender document will not be issued by post. Tenders send by FAX will not be entertained.

Interested bidders may submit their bids as per the tender format. Bidders are requested to follow the instructions carefully as per the tender document. Any corrigendum/addendum regarding this tender will be available on the above said website only.

IIG reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Note: For tender document and other details, please contact In- charge EM or call- 022 27484000 or 27484196 / 4113. Queries can also be forwarded to email iig.incharge.em@iigm.res.in

Sd/- Registrar
Indian Institute of Geomagnetism
Navi Mumbai-410 218

Submission and opening of bids:

Tenders are invited in two bid system (technical and financial). The Bid should be submitted in two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids". The two envelopes must be enclosed in another big envelope sealed and submitted on or before the tender due date. All the envelopes must be superscribed with the following details,

Tender for “**Rate Contract For repairing/maintenance of office furniture and other items**”

Tender No. IIG/EM/Rate Contract/2024-25/06

dated: - 06.06.2024

Name & Address of the Bidder Date & time for Bid Opening

If the envelopes are not sealed and marked as above, Institute will assume no responsibility for the misplacement or premature opening of Bid.

The bids should be addressed to the following,

The Registrar
Indian Institute of Geomagnetism (IIG)
Plot No.5, Sector 18, Near Kalamboli Highway,
New Panvel, Navi Mumbai 410218.

a) **Technical Bid (Envelope No. 1)** : Shall contain the Tender Document downloaded from the website duly signed with seal on each page and other documents viz., certificates, balance sheet, bank details, any other certificates as required for fulfilling the eligibility criteria of bidder etc., required to submit as mentioned in this tender document. It should be complete in all respects with relevant documents. On the top of the envelope must be superscribed "Technical Bid".

Price and commercial information should not be provided in the Technical Bid.

b) **Financial/price Bid (Envelope No. 2)** : Price Bid should be quoted as per the format provided in Annexure III. The price bid must furnish complete rates/prices duly filled in (Schedule of rates) signed and stamped and should not contradict the technical offer in any manner. No cutting or over-writing in the price bid is allowed. The unit price and amount against each item with grand total at the end in figures and in words should be stated on the Firm's Letter Head. On the top of the envelope must be superscribed "Financial/PriceBid".

Terms and Conditions

General Conditions

1. The period of Rate Contract (RC) shall ordinarily be valid for three years with effect from the dated of awarding the Rate Contract (RC). This period may be further extended as per the requirement of the IIG or may be curtailed/terminated before expiry of this period owing to deficiency in service or any other valid reasons, after giving one week's notice to the selected firm.
2. Rate (including all taxes) may be quoted in the format given in Annexure- III.
3. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected.
4. The rates quoted will remain in force for full period of contract. Demand for revision of rate on any account shall not be entertained during the contract period.
5. The firm should be in a position to supply all concerned items/carry out all concerned work even at short notice as and when needed on receipt of written supply/work order from the authorized officer or as per the complaint register, and in urgency even oral instructions.
6. IIG shall place the supply/work order for supply of furniture items/carrying out petty carpentry work /distemping work as per the requirement. The delivery challan/job voucher shall be got signed by the end user in the IIG as a proof of having supplied the furniture items or for having carried out petty carpentry work or other work and the same should be attached with bills for payment. It is the responsibility of the firm to get the delivery challan/job voucher signed from the end user in the IIG.
7. Carpenters of the firm who should be accessible on mobile phone also, will be required to be present in this Institute as when required. These carpenters must report to EM section for obtaining complaints. The antecedents of the workers deployed should be properly verified and their details like name, address, photographs, contact no. etc. will have to be provided to the Institute.
8. If any worker does not come on any of the working day or fails to do the requisite work the same will be got done by the Institute from open market and cost will be recovered from security money or from pending bills of defaulting firm.
10. All the complaints should be attended within same day. In case, the complaints are not attended with same day, penalty of Rs. 1000/- (One Thousand Only) will be levied per day per complains/per work. In case of frequent unresponsiveness of attending complaints the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.
11. Any financial loss caused due to the damage of any items in the Institute would be deducted from the performance security deposit/pending bill of the firm.
12. No items or any part thereof shall be taken out by the worker to the workshop. The work is to be carried out in the premises of the Institute. However, the work which can't be done in the office premises would be allowed to be done outside and no transportation or labour charges will be paid for this work. The waste material must be managed by the firm.
13. The firm should be located in the Mumbai/Navi Mumbai. It should have experience of provision of furniture items/petty carpentry work /distemping work and other similar miscellaneous work.
14. The firm must have GST Number. A certificate to this effect should be enclosed with bid.
15. The rate should compulsorily be quoted for all the work/item. Otherwise the bid shall be treated as incomplete and unresponsive bid and therefore rejected. The rate should be quoted according to the given specification and in the format given in Annexure- III. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the NIT and if any firm submits the bid with changed specification, their bid will be summarily/uprightly rejected.
16. The firm will supply all items/carry out all work on credit basis as settlement of bills may take some time. No advance payment will be made for work done. Payment shall be made by electronic transfer to the account of the firm on submission of pre-receipted typed bill in triplicate. Bidder should furnish details of its Bank Accounts in Annexure IV along with the other requisite documents.

17. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.
18. The firm should be available on its own direct telephone (office as well as residence) and also on mobile phone for contacting. These contact phone numbers will have to be intimated to this Institute immediately on award of contract.
19. The firm should be willing to supply all concerned items/carry out all petty concerned work etc.
20. On demand through issuance of supply/work order by the Institute, the firm shall supply all items/carry out all concerned work as per specifications. Any deviation from the approved specifications shall make the firm liable to take back such items at its own cost. IIG reserves the absolute right to reject any items which, in its opinion, is not of approved specifications. Decision of the competent Authority of IIG in this regard shall be final and binding upon the firm.
21. A penalty of Rs.5000/- (Five Thousand Only) will be imposed if it is found, on the basis of complaints received from end-user of the IIG, that items supplied/work carried out is below the desired standard or substandard. In case of supply of such items/carrying out of work even after imposition of penalty, the contract shall be cancelled forthwith and performance security deposit shall be forfeited. The firm is also liable to be black listed.
22. The tender will be finalized on the basis of the net bundled rate and not on the item wise lowest rate quoted by the bidders.
23. It should be ensured that the items supplied/work carried out would be to the satisfaction of the end-user of the Institute. In case of any unsatisfactory report, the firm is liable to be not paid for such items/work.
24. The contract entered into is liable to be terminated by this Institute at any time without assigning reasons thereof if the service rendered by the firm is not satisfactory or any lapse found in the service provided. In this connection, the decision of this Institute will be final and shall be binding upon the contractor.
25. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/ performance security deposit is liable to be forfeited.
26. The selected contractor shall indemnify the Institute against all damages/expenses for which the IIG may be held liable or pay on account of the negligence of the contractor or any person under his/her control whether in respect of accident/injury to the person/damages to the property in executing the work or otherwise and against all damages/demands thereof.
27. In event of any dispute or difference between the parties hereto, such disputers or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved disputer or difference shall be referred to arbitration of the sole arbitrator to be appointed by the IIG. The provisions of Arbitration and Conciliation Act, 1996 (No. 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Panvel..
28. Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.
29. Overwriting or correction in any of the tender document is not permissible.
30. The bidder should not have been blacklisted by any Government Ministry/Department or any other organization.
31. The firms are required to submit copies of the following documents along with the Technical bid.
 - a) Copy of Annexure II (information furnished by the firm for evaluation of technical bids)
 - b) Copy of PAN Card

- c) Copy of GST registration certificate
- d) Copy of work experience certificate
- e) Copy of Annexure IV (details of bank account of firm)
- f) Copy of cheque from account furnished in Annexure IV
- g) Copy of ITR (latest last three years)
- h) All the Pages of the tender documents should be stamped and signed & properly tagged with all documents?
- h) The contract will be interpreted under Indian Laws and subject to the jurisdiction of Panvel Court.

Financial Conditions

1. Average Annual turnover of bidder firm during last three year ending 31st March of the previous financial year should be at least Rs. 5 laks per annum.
2. Earnest money Deposit (EMD) of Rs. 50000.00 (Fifty Thousand Only) in favour of “ Indian Institute of Geomagnetism” payable at Panvel .
3. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the Annual Rate Contract (ARC). No interest will be paid on EMD amount.
4. No exemption will be given to any firm with regard to deposit Earnest Money Deposit (EMD). However, the firms who are exempted from submission of Earnest money Deposit (EMD) shall be dealt as per General Financial Rules, 2017 (as per NSIC/MSMEs clause) subject to submission of an undertaking by the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted along with the bid.
5. Earnest Money Deposit (EMD) of successful bidder will be returned after submission of the performance security. Successful bidder shall submit the performance security of Rs. 125000.00 (One Lakh Twenty Five Thousand Only) by way of Fixed Deposit (FD) / DD covering the full period of contract. It will be refunded on satisfactory completion of the contract. No interest will be paid on performance security deposit.

INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS

Sr.No.	Particulars	To be filled by bidder
1.	a) Name of the firm b) Address of the firm c) Name of Proprietor d) Telephone No. e) Mobile No. f) Email Address	
2.	PAN Number (copy to be enclosed)	
3	GST Number (copy to be enclosed)	
4	UAM Number (for MSME bidder), if you have NSIC Registration number please specify:	
5	List of at Government Ministries/Departments in which similar service is provided by the firm (copy to be enclosed)	
6	Annual Turn Over (Average Annual Turn Over during last three financial year should be at least 5 lakhs per annum) (CA certified copy to be enclosed)	
7	Details of EMD a) Amount b) DD No. c) Date d) Issuing Bank	
8	Whether terms and conditions of the tender is acceptable?	
9	Whether all the Pages of the tender documents are stamped and signed & properly tagged with all documents?	

It is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that the Firm is not black listed by any Government Ministries/ Departments nor any criminal case is registered/pending against the firm or its owner/partner anywhere.

Further, it is certified that I/we have read and understood the terms and conditions of the Notice Invited Tender (NIT) No. _____ and will abide by them till the completion of the contract period. We are also willing to repair/maintain/supply of items (petty Carpentry work /distemping work/similar miscellaneous work) on credit basis and we understand that settlement of bills may take some time.

(Signature of the authorized person)

Date:

Name:

Place:

Designation:

Seal:

Note: Any bid received without all the details and / or without the certificate duly signed and / or without the seal of the firm, will be treated as incomplete and unresponsive bid and will be summarily/uprightly rejected and financial bid will not be opened.

DETAILS OF BANK ACCOUNT

(Real Time Gross Settlement (RTGS) / National Electronic Fund Transfer (NEFT) Facility for receive payments)

Sr. No.	Particulars	To be filled by the bidder
01	Name of Account Holder	
02	Address of Account Holder	
03	Name of the Bank	
04	Name and address of branch	
05	IFSC code	
06	MICR code	
07	Account Number	
08	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

(Signature of Account Holder)

Date:

Name:

Place:

Designation:

Seal:

Note: Please attach a photocopy of cheque.

INTEGRITY AGREEMENT

This Integrity Agreement is made at _____ on this _____ day of _____ 20 _____ between Indian Institute of Geomagnetism, represented through Registrar, _____, IIG, (Hereinafter referred as the (Address of Division) 'Principal/Owner', which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns) AND _____ (Name and Address of the Individual/ firm/ Company) through _____ (Hereinafter referred to as the (Details of duly authorized signatory) "Bidder/ Contractor" and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns) Preamble WHEREAS the Principal/ Owner has floated the Tender (NIT No. _____) (hereinafter referred to as "Tender/ Bid") and intends to award, under laid down organizational procedure, contract for _____ (Name of work) hereinafter referred to as the "Contract".

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner:

(1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

(a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

(c) The Principal/Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

(2) If the Principal/Owner obtains information on the conduct of any of its employees which is a

criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PCAct) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/ Contractor(s)

(1) It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

(2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:

(a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.

(b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

(c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/ Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, incases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.

(e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

(3) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.

(5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall

upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right

(1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.

(2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.

(3) Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

(1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.

(3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corrupt

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

(1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.

(2) The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

(3) The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the

Tender process, from the Tender process.

Article 6: Duration of the Pact This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded. If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, IIG.

Article 7- Other Provisions

- (1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal/Owner, who has floated the Tender.
- (2) Changes and supplements need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- (4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- Legal and Prior Rights: All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses: (For and on behalf of Principal/Owner)

WITNESSES:

(1) (signature, name and address)

(2) (signature, name and address)

Place:

Dated: