Government of West Bengal
Directorate of Forests
Office of the Divisional Forest Officer,
Jhargram Division
Ghoradhara, Jhargram, Paschim Medinipur
Phone & Fax No. 03221-255010
Email- jmpzjhargram@gmail.com

Memo. No. 116/2-4/JMZP/Tender Dated: Jhargram, the 04/06/2020.

NOTICE INVITING e-TENDER

Notice Inviting e-Tender No. 01 /Food Materials/Junglemahal Zoological Park /Jhargram Division/2020-21

of The Divisional Forest Officer, Jhargram Division
Directorate of Forests, Government of West Bengal,
invites e-tender for the work detailed in the table below.
(Submission of Bid through online)

List of Schemes: Supply of Food Materials at Junglemahal Zoological Park, Jhargram of Jhargram Division under Jhargram Block in the District of Jhargram.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the work</th>
<th>Earnest Money (Rs.)</th>
<th>Price of Technical &amp; Financial Bid documents and other annexures (Rs.) only for the Lt at the time of Award of Contract/ AOC</th>
<th>Period of Completion</th>
<th>Name of the Concerned Division</th>
<th>Eligibility of Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supply of Food Materials at Junglemahal Zoological Park, Jhargram</td>
<td>24,000.00</td>
<td>NIL</td>
<td>Upto 31st March, 2021</td>
<td>Jhargram Division</td>
<td>Supplier, Contractors having valid credential &amp; labour co-operative society with necessary credential</td>
</tr>
</tbody>
</table>

1. In the event of e-filling, intending bidder may download the tender documents from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through Demand Draft issued from any nationalized bank in favour of the Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division and also to be documented through e-filling. The original Demand Draft against tender fees, Earnest Money Deposit (EMD) & original Affidavit must be submitted physically to the Office of the Divisional Forest Officer, JHARGRAM Division, Directorate of Forests, Government of West Bengal under sealed cover on or before 23.06.2020.

2. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website http://etender.wb.nic.in

3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 11

4. The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Committee' formed by the Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.
5. **Eligibility criteria for participation in the tender.**

i. Suppliers/Contractors having valid credencial & Labour Co-Operative Societies having credencial during the last 3 (three) years from the date of issue of this Notice at least one work of similar nature as a prime agency under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government at least in the magnitude of 40% (forty percent) of the amount put to tender. **Priority is to be given to the Supplier/Contractor having experience for supply of various materials in Wild Life area.**

   i. [Non-statutory documents]

ii. Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2016-17, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.

   iii. [Non-statutory documents]

iii. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

   iv. Registered Labour Co-operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M., valid certificate from A.R.C.S. along with other relevant supporting papers.

   ii. [Non-statutory documents]

v. **Joint Ventures will not be allowed.**

   vi. A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

6. **Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 50% of the tendered amount whichever is less.**

7. **Security Deposit:**

   Retention money towards performance Security amounting to 10% (ten percent) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. No interest will be paid on Security Deposit.
8. Date and Time Schedule:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of uploading of N.I.T. &amp; other Documents (online) (Publishing Date)</td>
<td>08/06/2020 at 2.30 p.m.</td>
</tr>
<tr>
<td>2</td>
<td>Documents download/sell start date (Online)</td>
<td>08/06/2020 from 2.30 p.m.</td>
</tr>
<tr>
<td>3</td>
<td>Bid submission start date (Online)</td>
<td>08/06/2020 from 2.30 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>Bid Submission closing (Online)</td>
<td>23/06/2020 up to 3.00 pm</td>
</tr>
<tr>
<td>5</td>
<td>Must be submitted the original copy of Earnest Money Deposit &amp; Affidavit and Latest P.Tax Challan, IT 2018-19/2019-20, VAT Regn. &amp; Return, GST as applicable PAN, Proper Credentials etc.) (Off line)</td>
<td>23/06/2020 up to 3.00 pm</td>
</tr>
<tr>
<td>6</td>
<td>Physically Sample Presentation (Only for Grocery)</td>
<td>23/06/2020 at 3.30 pm</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Technical Proposals (Online)</td>
<td>23/06/2020 at 3.30 pm</td>
</tr>
<tr>
<td></td>
<td>Date for opening of Financial Proposal (Online)</td>
<td>The date and time of Financial Bid opening will be announced after Technical Bid Evaluation</td>
</tr>
</tbody>
</table>

9. All food grains required for supply must be free from contamination. The rate should be F.O.R. concerned and should include Taxes as per rules. Freight charges, any other taxes rates of imposition whatsoever liable in respect of supplier. The Inviting Tender authority shall not be liable to pay any tax, freight etc. The suppliers are bound to pay tax to the Govt. at their own level.

10. The rate offered shall remain valid for the period from 23.06.2020 to 31.03.2021, and for the first quarter of the financial year 2021-22.

11. Sample of each daily food item should be presented on 23/06/2020 at 12.00 pm.

12. Quantity of food items will vary according to the number of animal existing in the Junglemahal Zoological Park and also season prevailing.

13. Payment will be made for the quantities of food items supplied only.

14. The estimated amount is calculated on the basis of running rate of supply of food items in the Zoo.

15. The prospective supplier shall have to supply in such a manner so that appropriate service level is maintained.

16. Inferior quality / standard materials must be replaced at his own cost and risk. In case of failure to replace the non-accepted and rejected materials from supplies made the loss undergone by the authority will be recovered from the suppliers S.D. or payment due of any bills(s) to the extent required.

17. The Prospective Bidder shall have to execute the supply in such a manner so that appropriate service level of the work is maintained during progress of supply and a period of 6 (six) months from the date of successful completion of the work to the entire satisfaction of the Range Officer-in-Charge. If any defect / damage is found during the period as mentioned above, the contractor shall make the same good at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the Department as deem fit. The contractor may quote his rate considering the above aspect. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above for 6 (six) months from the date of completion of the work.

18. Earnest Money: The amount of Earnest Money @ 2% (two percent) of the Estimated Amount put to tender in the shape of Bank Draft of any nationalised bank drawn in favour of the “Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division” payable at Jhargram against the work. This clause
is also applicable for all categories of applicants except those are exempted as prevailing Government Order.

19. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of supply and its surroundings and obtain all informations that may be necessary for preparing the Bid and entering into a contract for the supply as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.

20. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

21. **Refund of EMD:** The Earnest Money of all the unsuccessful tenderers deposited in favour of the concerned Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram will be refunded by the said DFO, Jhargram Division on receipt of application from tenderers.

22. **Conditional / Incomplete tender will not be accepted under any circumstances.**

23. **The intending tenderers are required to quote the rate online.**

24. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

25. The Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division, Directorate of Forests, Government of West Bengal reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

26. If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

27. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.

28. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
   i. N.I.T.
   ii. Special Terms & Conditions
   iii. Technical Bid
   iv. Financial Bid

29. **Qualification criteria:**

   The tender inviting and Accepting Authority through a "Tender Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
   
   i. Financial Capacity
   ii. Technical Capability comprising of personnel & equipment capability
   iii. Experience / Credential

   The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such
cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice.

30. Scalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.
   a. A Tenderer is required to quote rates in figures as well as in words.

31. The Earnest Money Deposit (E.M.D.) as mentioned in the schedule of Tender should be deposited in form of Bank draft in Original in favour of “Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division” the same (EMD) must be attached with the Tender Form and the EMD is not adjustable.

32. The payment for the works will be made by the undersigned in 2018-19 financial year after fulfilling the necessary official formalities and checking.

33. Supply work as mentioned in the schedule will have to be undertaken immediately on receipt of work order and the work must be fulfilled as mentioned in the work order.

34. No extension of time will be allowed under any circumstances.

35. Materials will have to be procured by the supplier by themselves following the norms, subject to the approval of the undersigned or his Sub-Ordinate Officers.

36. The undersigned reserves the right to increase or decrease the volume of any item of supply to the extent of 10% and add new item of supply or withdraw any item(s) at his discretion at any point of time during supply of the works.

37. All tools & plants required for supply of the materials should be procured by the contractor at his own cost.

38. The successful contractors are required to deposit 10% of the accepted tender value as Security Deposit in the form of Treasury Challan within 7 (seven) days of intimation of acceptance of tender and sign an agreement on completion of which the order will be issued to the contractor and the SD money is not adjustable.

39. The Security Deposit will be released to the contractor after 6 (six) months from the last date of completion of supply period for the project, if no irregularity is noticed within this period. In case of any irregularity, the Security Deposit will be forfeited, in addition to any legal action as deem fit & required.

40. The undersigned reserves the right to cancel the agreement at any point of time of execution of the supply within the schedule of time of completion of the tendered period. If works are not satisfactory, irregular or any term & condition as per agreement is violated by contractor.

41. Deduction of Sales Tax and Income Tax shall be made as per rule in vogue.

42. The successful tenderers will not assign any or part of the work to any other contractor.

43. In case of any dispute the decision of the tender committee will be final.

44. The tender notice along-with all terms & conditions mentioned above will form the part of the agreement to be executed by the tenderer.

45. Rate offered in the estimate is the final and tenderers will not have any further claim.

46. The Tender inviting authority reserves the right to split the work amongst the lowest Tenderers.

47. Rate quoted (including S.T., I.T., VAT etc.) shall remain open for acceptance at least 6 (six) months from the date of opening of the Tender.
48. The undersigned has the authority to reject any or all Tenders received without assigning any reason thereof.

49. All tender will be issued after received of fund from the Concern authority/Govt.

50. Cost of Schedule and Tender form will be taken as per G.O. at the time of giving Work Order.

Ex-officio Director, Junglemahal Zoological Park, Jhargram
&
Divisional Forest Officer,
Jhargram Division
Directorate of Forests,
Government of West Bengal

Memo. No. 116/2-4/JMZP/Tender Dated: Jhargram, the 04/06/2020.

Copy forwarded for information to:-

1. The Principal Chief Conservator of Forests, HoFF, Directorate of Forests, Government of West Bengal.


3. The Member-Secretary, West Bengal Zoo Authority.

4. The District Magistrate, Jhargram District.

5. All Divisional Forest Officers, Western Circle, West Bengal.

6. The Sub-Divisional Officer, Jhargram.

7. The Sahadhipati, Jhargram Zilla Parishad.

8. The Block Development Officer, Jhargram Block.

9. All Range Officers, Jhargram Division


Ex-officio Director, Junglemahal Zoological Park, Jhargram
&
Divisional Forest Officer,
Jhargram Division
Directorate of Forests,
Government of West Bengal
SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:
Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

i. Registration of Contractor:
Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to https://wbtenders.gov.in (the web portal of Divisional Forest Officer, Jhargram Division, Forests Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):
Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Participation in more than one work:
A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

v. Submission of Tenders:
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:
The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

1. NIT
2. Scan copy of EMD
3. Section B Form I & AFFIDAVIT - "Y"
(b). Non-statutory Cover Containing the following documents:

i. N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tenderer liable to be rejected for both statutory & non-statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab ‘Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

Next Click the tab ‘Click to Encrypt and upload’ and then click the “Technical” Folder to upload the Technical Documents.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Detail(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Certificate(s)</td>
<td>Certificate(s)</td>
<td>Vat Registration Certificate &amp; Acknowledgement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PAN.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Latest IT Receipt.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>IT-Saral for Assessment year 2019-2020-21.</td>
</tr>
<tr>
<td>B.</td>
<td>Company Detail(s)</td>
<td>Company Detail</td>
<td>Proprietorship Firm <em>(Trade License)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Partnership Firm <em>(Partnership Deed, Trade License)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ltd. Company <em>(Incorporation Certificate, Trade License)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Society <em>(Society Registration Copy, Trade License)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Power of Attorney.</td>
</tr>
<tr>
<td>C.</td>
<td>Credential</td>
<td>Credential – 1</td>
<td>Similar nature of work done &amp; completion certificate which is applicable for eligibility in this tender.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Credential – 2</td>
<td>Enlistment certificate issue by the Public Works Department.</td>
</tr>
<tr>
<td>D.</td>
<td>Financial information</td>
<td>Balance sheet 2018-19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance sheet 2017-18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Balance sheet 2016-17</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>DECLARATION</td>
<td>DECLARATION 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DECLARATION 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DECLARATION 3</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Equipment</td>
<td>LABORATORIES</td>
<td>Authenticated copy of Invoice Challan</td>
</tr>
<tr>
<td>G.</td>
<td>Man Power</td>
<td>Technical Personnel</td>
<td>List of Technical Staffs along with Structures &amp; Organization <em>(as per N.I.T.)</em></td>
</tr>
</tbody>
</table>

1. Tender Evaluation Committee (TEC)
1. Tender Committee constituted as per Order of the Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division, Department of Forests, Government of West Bengal will function as Committee for selection of technically qualified contractors.

2. Opening of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

3. Opening of Technical Proposal:

Technical proposals will be opened by the Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division, Directorate of Forests and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

4. Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

5. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Committee.

6. Summary list of technically qualified tenderers will be uploaded online.

7. Pursuant to scrutiny & decision of the Tender Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

8. During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

vi. Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
vii. Rejection of Bid:
Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

viii. Award of Contract
The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft issued from any nationalised bank in favour of the Ex-officio Director, Junglemahal Zoological Park, Jhargram & Divisional Forest Officer, Jhargram Division of the concerned work within time limit to be set in the letter of acceptance.

Ex-officio Director, Junglemahal Zoological Park, Jhargram &
Divisional Forest Officer,
Jhargram Division
Directorate of Forests,
SECTION - B

AFFIDAVIT - "Y"

(To be furnished in Non - Judicial Stamp paper of appropriate value duly notarized)

1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.

2) The under-signed also hereby certifies that neither our firm M/S ........................................
................................................................................................................ nor any of constituent partner had been debarred to participate in tender by the Forest Department during the last 5 (five) years prior to the date of this N.I.T.

3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.

4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.

5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date: ____________________________________________